



**COMPREHENSIVE SCHOOL SAFETY PLAN**

**August 1, 2023**

**ABLE CHARTER SCHOOLS – COMPREHENSIVE SCHOOL SAFETY PLAN  
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## I. INTRODUCTION

ABLE Charter Schools (“ABLE”) is committed to maintaining safe and secure campuses for all its students and staff. In accordance with Education Code Sections 47605 and 47605.6, this Comprehensive School Safety Plan (“Plan”) covers ABLE’s policies, procedures, and expected practices to maintain the security of campuses, respond appropriately to emergencies, increase safety and protection of students and staff, and create a safe and orderly environment that is conducive to learning.

All ABLE employees should receive training to understand how this Plan is implemented by ABLE upon joining the school. Employees should also review any changes to the Plan annually and ask questions to resolve any uncertainties and receive necessary clarification.

For reference throughout this document, the following terms include ABLE officers, employees, and others assisting to implement this Plan:

**Administrator:** Superintendent, Deputy Superintendent, Secondary School Principal, Elementary School Principal, Assistant Principals, and others assigned by them to carry out this Plan.

**Facilities Staff:** Budget and Operations Officer, Director of Technology, and others assigned by them to carry out this Plan including, but not limited to, custodial and security staff.

**Main Office Staff/Main Offices:** The Office Manager located in the Administrative Building on the ABLE campus and Administrators located in the Administrative Building on the Humphreys University campus, and others assigned by them to carry out this Plan.

**School Personnel:** Teachers, Paraprofessionals, Special Education staff, and other personnel assigned by them to carry out this Plan.

## II. CAMPUS SAFETY AND SECURITY

In General: To help maintain safe and secure campuses and facilities on a continuous basis, ABLE assigns and/or expects staff to:

- Post signs requesting visitors to sign-in/out at the Main Office or other designated campus areas;
- Identify and accompany any unknown individual on campus to the closest Main Office if necessary;
- **Test security system and fire alarm system periodically (at least twice per year)** and per manufacturer’s instructions;
- Establish a dismissal schedule for classes to avoid congestion in traffic and parking areas; and
- **Arrange and inform staff each year of a unique drill signal used for armed intruder incidents.**

During School Hours: So campuses are physically secure and safe from unauthorized visitors, ABLE assigns and/or expects staff to:

- Lock unused campus gate doors around campus locations;
- Monitor individuals entering through campus gates used for points of entry;
- Verify visitor’s identity and authority to be on campus before allowing entry on campus; and
- Require visitors to sign-in/out at designated locations and wear identification badges on campus;

During Non-School Hours: So campuses are physically secure and safe from unauthorized visitors, ABLE assigns and/or expects staff to:

- Lock the school gates, buildings, and facilities when not in use;
- Maintain security of facilities by not leaving doors propped open; and
- Close and lock doors of offices and buildings when leaving campus.

### III. TRAFFIC AND PEDESTRIAN SAFETY

Education Measures: To help ensure safe passage to and from campus, ABLE assigns and/or expects staff to provide parents/guardians with information regarding:

1. Traffic and Pedestrian Safety
2. Bicycle Helmet Law
3. Van Transportation
4. Safe Routes to School
5. Drop-off, Pick-up, and Parking Procedures
6. Exiting and Entering a Vehicle
7. Seat Belt Law and Use

Preventive Measures: On an ongoing basis, ABLE staff should also:

1. Assess traffic, warning signs, parent/guardian loading zones, crossing guards, crosswalks, traffic signals, and stop signs;
2. Confer with local Department of Transportation office in establishing safe pedestrian routes to and from school and appropriate student pick-up and drop-off points;
3. Review, distribute and post “Back-to-School Safety Tips;”
4. For elementary school students, encourage parents/guardians to walk their children to school if they are able;
5. Schedule Pedestrian and Bicycle Safety assemblies or group meetings and incorporate pedestrian and bicycle safety into classroom curricula;
6. Recruit available volunteers to participate in a Volunteer Crossing/Traffic Guard program;
7. Inform students, staff, and parents/guardians (at the beginning of the academic year) of any designated “Safe Routes,” **expected travel direction around campuses**, student drop-off and pick-up points, safety procedures to observe when there are moving vehicles in or around the school, and usage of bike helmets.
8. Report pervasive non-compliance traffic problems to appropriate local enforcement agency.

Traffic Patterns and Drop-Off/Pick-Up Points: ABLE assigns and/or expects staff to develop procedures and/or practices to minimize traffic congestion and enhance pedestrian safety around the school sites.

ABLE also assigns and/or expects staff to monitor and help ensure the following on a daily basis:

1. Loading and unloading areas are safe, at “curbside,” or designated to minimize student proximity to moving vehicles and that these areas are readily accessible to students;
2. Appropriate traffic and pedestrian signs are posted in the vicinity of the school;
3. Student drop-off and pick-up directions are developed and distributed to parents/guardians;
4. All designated drop-off/pick-up points are safe, at “curbside,” or not close to moving traffic;
5. Local police department is contacted for assistance relating to traffic enforcement during drop-off and pick-up times if necessary to ensure student safety and to minimize traffic congestion; and
6. Proper supervision is provided at any loading and unloading area.

#### **IV. RELEASING STUDENTS FROM SCHOOL**

ABLE teachers are responsible for releasing their students to parents/guardians, unless formally modified by a court order served to the school.

In the event any employee is uncertain of the propriety of releasing a student, they should locate or contact the school Principal or another staff member with knowledge of who is authorized to receive the student.

#### **V. VISITOR POLICY**

ABLE encourages interested members of the community to visit our schools. To avoid potential disruptions in learning, to provide visitors with the information they need, and for the safety of students and staff, **ALL** visitors should sign-in immediately before entering the school grounds. All visitors must sign-in at the beginning of their visit, receive a visitor badge, and sign-out at the end of their visit.

This policy is subject to further terms and conditions contained in ABLE’s Registered Sex Offender Policy, set forth below.

Visitors Log: In signing in/out as a visitor, the form includes spaces for the following information:

- Name
- Purpose for entering school grounds
- Destination within the school
- Time in and out

In their discretion, ABLE staff may also request:

- Proof of identity
- Business Address
- Occupation and Company Affiliation
- Age (if less than 21) and
- Any other relevant information to determine the nature of the visit and consistent with law.

ABLE staff may refuse to sign-in any visitor (known or unknown) if it is reasonably concluded that the visitor’s presence would: 1) disrupt the school, students, or employees, 2) result in damage to property, or 3) result in the distribution or use of a controlled substance. (See Penal Code 627.4.)

In addition, ABLÉ staff may request any visitor who refuses to sign-in, or whose privilege to sign-in has been denied or revoked, to promptly leave school grounds. If necessary, ABLÉ staff may call local police to enforce the departure of the visitor. When a visitor is directed to leave, ABLÉ staff can inform the visitor that reentering the school within seven (7) days can result in a misdemeanor and possible fine and/or imprisonment. (Penal Code 627.7).

Visitations by Parents/Guardians: Parents/guardians visiting school grounds (other than to drop off or pick up their child) should be requested to sign in/out of the visitor log or another log designated for parents/guardians during times when they pick up the student for a medical reason, drop off a student who is tardy, and volunteer on campus in the student's classroom.

The Main Office Staff provides advance notice to another staff member before a parent/guardian is allowed to see that staff member for a meeting or other purpose. In addition to completing the visitors log, the parent/guardian must wear a badge.

ABLE staff also inform parents/guardians annually about this visitor policy and remind them to sign in/out and wear a badge while visiting on campus to help maximize safety and security.

Students On Campus: Students from other schools and ABLÉ students who have ended their school day are not allowed on campus, unless accompanied by parents/guardians or with permission from an ABLÉ Administrator or their designee.

Also, students not enrolled at ABLÉ who are on school grounds for recreation during the school day are subject to this visitor policy, unless waived by an Administrator or designee.

VIP Visitor: VIP visitors accompanied by the Superintendent or designee may, in their discretion, be requested to complete the visitor log and/or wear a badge

## **VI. EMPLOYEE FINGERPRINTING POLICY**

For the protection of ABLÉ students, current law requires criminal background checks for all public school employees and any individual working alone with minors in a school setting. In most cases, fingerprinting is completed with a "Live Scan" machine which takes an electronic picture of the fingerprints (rather than using an ink pad). The fingerprints are then compared to the Federal Bureau of Investigation (FBI) and/or California Department of Justice (DOJ) databases.

Questions concerning the fingerprinting process can be directed to ABLÉ's Chief Business Officer who can provide detailed instructions about this process.

### Who should be fingerprinted?

All new ABLÉ employees must be fingerprinted and cleared before they begin work. Individuals who were previously fingerprinted when they worked in another school or district must be fingerprinted again to ensure that ABLÉ is notified about any subsequent crimes.

Any volunteers (e.g., parent/guardian) must receive fingerprint clearance prior to volunteering on campus if it is foreseeable that they will be left alone with a student without the presence of a credentialed ABLÉ employee. In the discretion of ABLÉ, any volunteer may be fingerprinted even if they are working under the direct and continual supervision of a credentialed school employee in the same room and will never on occasion be alone with an ABLÉ student.

The actual background check depends on the individual's residency history. If the individual has resided in the state of California for more than 5 years, only DOJ check is required. If the individual has resided in the state of California for less than 5 years, DOJ and FBI checks are both required.

Note that most DOJ background checks take less than seven days. FBI background checks can take considerably longer. Consequently, individuals who wish to work or volunteer at ABLÉ schools should plan in advance to get fingerprinted as quickly as possible to avoid delays.

#### Who pays for fingerprinting?

ABLE pays for Live Scan (fingerprinting) services for employees. Volunteers are requested to cover the cost of their own fingerprinting. If a potential volunteer is unable to pay for the fingerprinting, then the cost of fingerprinting may be paid by any school fund comprised of private donations. If no private funds are available, ABLÉ may pay the cost if staff determines the volunteer's work is indispensable.

### **VII. REGISTERED SEX OFFENDER POLICY**

For the protection of students while they are traveling to and from school, attending school, or at a school-related activity, ABLÉ staff should respond appropriately when apprised of information that a registered sex offender resides or works within two (2) miles of ABLÉ campuses, or otherwise may likely attempt to visit ABLÉ campuses for any reason whatsoever.

Notification to Parents/Guardians: In accordance with "Megan's Law," ABLÉ staff provides notice of all the following to parents/guardians at least annually:

1. Information regarding registered sex offenders is available from local law enforcement to help protect their children.
2. This information can also be obtained from the California Attorney General's "Megan's Law" website at [meganslaw.ca.gov](http://meganslaw.ca.gov).
3. ABLÉ maintains a sex offender policy as part of its Comprehensive School Safety Plan.

Notification to ABLÉ Employees: When ABLÉ receives information about a registered sex offender from any source, its Administrators may (on a case-by-case basis) notify other employees such as teachers and staff responsible for interacting with visitors. If an ABLÉ Administrator provides information about a registered sex offender to an employee, that employee will also be informed of the following:

- a) ABLÉ shares public registered sex offender information with staff members to assist in identifying a danger,
- b) Any person who uses registered sex offender information to commit an unlawful act is subject to criminal prosecution and penalties, and
- c) Employees receiving this information are not permitted to notify any parents/guardians or any other individual without the written permission of the ABLÉ Administrator.

Suspected Offender on or Near Campus: If a suspected registered sex offender is seen on or near school grounds but is not a parent/guardian of a student at the school, ABLÉ staff immediately informs an ABLÉ Administrator. When an Administrator receives information that a registered sex offender may be on or near school or near any student, they will determine whether the suspected offender received written permission for entry onto school grounds, is a parent/guardian of a student at the

school and, to the extent possible, is actually a registered sex offender. Any registered sex offender who does not possess written permission for entry onto school grounds or is not a parent/guardian of a student attending ABLE will be promptly directed to leave by the Administrator. That Administrator then immediately contacts a local law enforcement agency as that agency can help provide an escort away from the school if necessary and determine if the registered sex offender is in violation of parole or probation conditions.

*If Parent/Guardian is a Registered Offender:* If an Administrator learns or is notified that a registered sex offender is a parent/guardian of one or more students who attend ABLE, the Administrator attempts to schedule a meeting with the parent/guardian to:

- a) Establish a positive and cooperative working relationship to the extent possible;
- b) Discuss the incident(s) leading to the registration requirement, (ABLE recognizes that the parent/guardian is not required to discuss any criminal or personal history with staff);
- c) Explain the limitations placed upon the parent's/guardian's participation in school programs, activities, or visits, as specified in this policy;
- d) Advise the parent/guardian that the policies and procedures limiting his/her access to children at school are strictly enforced, with the assistance of law enforcement personnel if required;
- e) Develop joint strategies with the parent/guardian for "normalizing" the educational experience of his/her children to the fullest extent possible; and
- f) Advise of any judicial restraining orders or conditions of probation or parole that may limit the parent's/guardian's ability to participate in school activities.

This meeting is held on school grounds unless there is a concern for the safety or welfare of students or ABLE staff and, in that event, it may be held at a location within the Administrator's discretion. If this meeting with the parent/guardian is not held, the Administrator notifies the parent/guardian in writing of the information contained in this policy. ABLE recognizes the following rights of the parent/guardian to participate in the child's education:

- a) To transport the child to and from school;
- b) To attend regularly scheduled parent/guardian conferences with the teacher, principal, or other school official; and
- c) To attend a regularly scheduled school program or activity in which their child is a participant.

The parent/guardian may not extend their presence at school beyond what is reasonable to exercise the above-referenced parental-rights and, similarly, any known registered sex offender (regardless of parent/guardian status) shall not:

- a) Serve as a school or class volunteer;
- b) Act as a chaperone on a school field trip;
- c) Be in the presence of children for any reason other than for the parent rights stated above; and
- d) Make individual contact with any student other than their own while at school or during a school activity.

At all times, assigned staff provides observation and/or supervision of a parent/guardian registered sex offender who is visiting the school or participating in a school activity.

When a parent/guardian is a registered sex offender, the school will try to preserve the confidentiality of information obtained pursuant to the Megan's Law notification process to the fullest degree possible. ABLE Administrators may share relevant information with employees as needed but will



not share the information with employees who have no need to know, or with other parents, or with the public. In order to avoid a breach of confidentiality, any copies of information distributed or used to implement this policy should be collected and/or destroyed. Under no circumstances is it appropriate to post on school sites any notices, photographs, or other personal identifying information (name or contact information) of a parent/guardian who is a registered sex offender.

Cooperation with Law Enforcement: ABLE staff cooperate to the fullest extent possible with law enforcement agencies for receiving, communicating, and disseminating information concerning registered sex offenders.

Criminal Penalty for Using Information: Pursuant to Penal Code 290(q), any person who uses registered sex offender information to commit a felony can receive a five-year state prison term; any person who uses registered sex offender information to commit a misdemeanor can be fined at least \$500 and up to \$1000.

## **VIII. DISASTER/EMERGENCY PLAN AND PROCEDURES**

Emergency Preparedness: ABLE expects its employees to review and understand this plan and procedures and to be prepared in advance for any natural or human-made disaster or other emergency (referred to collectively as an emergency). Emergencies can result in actual harm or pose a risk of harm to others and may range in severity from something that is negligible in its impact to a natural disaster that results in adverse harm. The scope of potential harm can range from minimal property damage to a catastrophic loss of life. By understanding responsibilities in advance and carrying out the emergency procedures below, ABLE staff members can be better prepared to help protect individuals during an actual emergency.

Emergency Precautions: Facilities Staff should on a continuous basis 1) ensure emergency exit (evacuation) charts are posted near door(s) of all rooms and exit corridors on campuses, 2) review high areas in buildings where objects are stationed (e.g., shelving in office) and remove any objects that could fall and harm an individual, and 3) remove any large sharp objects within any building which present a risk of injury, and store them properly to avoid risk of injury.

Emergency Supplies: Prior to the start of a new academic year, ABLE Administrators should arrange for the purchase and storage of supplies in a space on campus that is readily known to assigned staff in case of an emergency. Examples of supplies for students and staff include:

### *a. Individual Emergency Supplies:*

- Bottled waters
- Solar blankets
- Healthy snack foods
- Parent notes describing student needs

### *b. School Emergency Supplies:*

- First aid kits
- Flashlights
- Batteries
- Megaphone
- Walkie-talkies

### School Drills:

ABLE Administrators schedule drills throughout the year and record the date and time of each drill. The following three types of drills are conducted at least once per year:

- Fire Drill
- Earthquake Duck & Cover Drill
- **Armed Intruder Emergency Drill**

#### Emergency Evacuation Procedures:

When a staff member observes any emergency in progress (e.g., water main break, fire), immediate notice is given to the Superintendent or designee and Main Offices. After the Superintendent or designee assesses the situation and determines that evacuation is necessary, the following procedures are quickly initiated and followed:

#### *Superintendent, Deputy Superintendent, and their Designees:*

- Notify Principals and Assistant Principals about the emergency and its location.
- Activate fire alarm to evacuate buildings OR direct a duck and cover for earthquake.
- Contact 911 to describe the emergency so appropriate emergency crews are dispatched.
- Meet with outside emergency crews upon their arrival and direct them as necessary.
- Coordinate distribution of school emergency supplies to individuals when necessary.
- Determine with input from emergency crews whether to release students to their homes or to return students to classes and make announcement via megaphone or another announcement method to reach all school sites.
- Control and organize public responses including messages to parents and media inquiries.

#### *Principals, Assistant Principals, Counselors, and their Designees*

- Check buildings to ensure that all students, personnel, and visitors are evacuated.
- Ensure teachers gather or receive student emergency information and medications.
- Coordinate the administration of first aid and request emergency assistance as needed.
- Keep ABLE main offices and local disaster offices informed and, if necessary, set up a communications center at a nearby location including an off-campus location if necessary.
- Provide emergency crews (police and fire) directions to school sites for complete search and rescue procedures and confirm the search is completed by crew.
- Oversee teacher supervision of students any clean-up and/or security efforts.
- Contact American Red Cross if necessary and arrange for its use of campus facilities.
- If counseling services are subsequently needed by any students, school counselors assist the Principals to coordinate this effort.

#### *Teachers*

- Ensure their students leave the classroom in a single file, walk briskly but carefully, and stay in their class group when they reach their designated evacuation location.
- Monitor safety and welfare of students.
- Supervise students and maintain calm and order.
- Obtain the students' emergency information and medications.
- Ensure all buildings, classrooms, hallways, and restrooms are empty after escorting their students to designated outdoor location.
- Take role and report names of any missing students to the Superintendent, Deputy Superintendent, Principal, and emergency crew chief.
- If students are sent home, ensure they are released to their parents/guardians.

### *Special Education Staff*

- Assist teachers with the above responsibilities for students who may need accommodations or support for physical, mental, and/or emotional needs.

### *Paraprofessionals, Volunteers and Other Adults*

- Assist teachers by helping students to remain safe, orderly, and comfortable.
- Help account for students not arriving to their designated evacuation location.
- Be ready and able to assist Administrators including Principals upon request.

### *Main Office Staff and School Nurse*

- Assist and take direction from the Superintendent and/or Deputy Superintendent.
- Make sure first aid supplies are available and ready for use at first aid station.
- With the Principal, designate an area for administering first aid (first aid station).
- Arrange for helping students who need first aid to the first aid station.
- Request additional staff assistance at first aid station if necessary.
- Help contact parents/guardians of any injured students.
- Carry out other duties assigned by Superintendent and/or Deputy Superintendent.

### *Facilities Staff*

- If necessary, shut/turn off gas and water valves and electric power/AC
- Assist in securing and protecting IT equipment for continuous use.
  - Open all gates and doors to school common areas and building exits.
  - Check non-classroom building locations to ensure they are unoccupied.
  - Accompany any remaining students to their designated evacuation location.
  - If students and staff are dismissed for the day, help secure school grounds and facilities against vandalism and theft.

### Supplemental Procedures Based on Type of Emergency:

Whenever there is any emergency, the primary concern is safety of individuals especially small children who may not be able to adequately protect themselves. These additional procedures are tailored to address specific situations below and are followed simultaneously with the above emergency procedures if an evacuation is deemed necessary.

### **Fire**

If a fire is small and contained to a specific area, fire extinguishers are readily available in buildings.

### **Earthquake**

If indoors:

1. All drop down to the floor and duck and cover.
2. Turn away from windows.
3. Take cover under a desk or table or against an interior wall.
4. Cover head with arms or hold to the cover and be prepared to move with it.
5. Hold the position until the ground stops shaking.
6. When initial shaking stops, activate fire alarms to evacuate the buildings.
7. Be prepared to duck and cover outdoors due to after-shocks.

If outdoors:

1. Move away from buildings, poles, and overhead wires.
2. Lie down or crouch low to the ground.
3. Look out for dangers that require movement.
4. Be prepared to duck and cover due to after-shocks.

### **Flood/Severe Weather**

Warnings of severe weather are usually received via public announcement, television, or the State Warning Center. If time and conditions permit, students may be sent home. However, if the weather conditions develop during school hours, without sufficient warning, students should be held at school.

Superintendent or designee will assess the situation and make an announcement through megaphone or other announcement system to A) evacuate, B) stay in classes, or C) release students to go home.

### **Electrical Failure**

Notify Main Offices and Administrator or designee.

Notify the utility company (PG&E) – phone number on page 26.

Notify all staff to turn off computers and other equipment that might be damaged by a power surge when the service is restored.

### **Gas Line Break**

Notify Main Offices and Administrator or designee.

Notify the utility company (PG&E) – phone number on page 26.

Notify the Stockton Fire Department – phone number on page 26.

### **Water Main Break**

Notify Main Offices and Administrator or designee.

Notify Municipal Utilities Department and Police Department – phone number on page 26.

Shut off water.

### **Water Contamination**

Notify Main Offices and Administrator or designee.

Notify Municipal Utilities Department and Police Department – phone number on page 26.

Turn off water to drinking fountains and sinks.

### **Chemical Spill/Incident**

Notify Main Offices and Administrator or designee. Contact 911 if necessary.

If indoors:

1. Block or rope off area – DO NOT TOUCH ANYTHING.
2. Evacuate room and TURN OFF air conditioning system.
3. Review any chemical safety instructions for clean-up procedure.

If outdoors:

1. Upon hearing of a chemical leak (usually from the fire department or other city office), assess and determine if students should be evacuated.
2. Direct individuals to move away from buildings, poles, and overhead wires.
3. Close doors and windows and TURN OFF air conditioning system.
4. If it is necessary to leave the site, direct others to move crosswind and never more directly with or against the wind which may carry toxic fumes.
5. Arrange with school nurse for any necessary administration of first aid.

### **Lockdown - Armed Individual and/or Shooting Incident**

If a shooting takes place or upon first knowing of any armed individual on or near campus, the first priority is to shelter students and staff. On hearing shots or an announcement from an Administrator:

- 1. Teachers and Main Office Staff either: 1) evacuate everyone swiftly and safely from the classroom to a secure area far away from the threat as possible unless you are in imminent danger, close to the shooter, or have no way of escape or evacuation, or 2) close and lock the doors immediately and try to stay away and out of view from the windows to the extent possible.**
- 2. Call 911 immediately.**
3. Principals, administrators, or their designees check that students and other staff are not outside in an open campus area, in hallways, bathrooms, and other non-classroom areas and, if they are, immediately **follow the process in 1 above** by directing others to a secure area and without sacrificing personal safety.
4. Nobody leaves their secure sites until emergency crew members (police) escort them to safety.
5. Superintendent or designee will control and organize any media.
6. Teachers take roll and report any missing students to the Principal.
9. Principal or designee ensures that counseling services are available as soon as possible.

### **Bomb Threat**

There are two primary ways a bomb threat may be received on campus. One is through a phone call or written letter in which a bomb is discussed. The other is through a citing of a suspicious object. Threats should be handled quickly and efficiently as if they were real and life-threatening.

If there is a phone call or written threat of a bomb on campus, staff taking the call or reading the note:

1. Notifies an Administrator including a Principal immediately.
2. Tries to obtain information from the caller such as where the bomb is, where it is set to explode, what it looks like, what kind of bomb it is, why it is there and who the caller is. Note: During the call, staff tries to identify features about the caller (i.e. gender, mood, speech patterns).

If there is a citing of a suspicious object, staff:

1. Notifies an Administrator including a Principal immediately.
2. Does NOT touch the object but notes any identifying features to describe it to emergency crews.

In all cases:

1. Administrator or designee determines whether to evacuate
2. Before emergency crews are on campus, do not search for any bomb, or explosive. Search only for people who should be evacuated.
3. Stay away from any suspicious object and report it to the Administrator or designee and the emergency crew chief. Follow all emergency crew and bomb squad directives.

4. Use walkie-talkies and phones only if absolutely necessary as the frequencies may set off any bomb(s).

### **Explosion**

If indoors:

1. All drop down to the floor and duck and cover.
2. Turn away from the windows.
3. Take cover under a desk or table or against an interior wall.
4. Cover head with arms or hold to the cover.
5. Hold the position until directed to a designated building.

If outdoors:

1. Move away from buildings, poles, and overhead wires.
2. Lie down or crouch low to the ground.
3. Look out for dangers that demand movement.

### **Intruders or Vicious Animals**

1. Notify Main Office Staff and Administrator who checks out the situation and takes appropriate action (i.e., contact police or local animal control agency).
2. Administrator should initiate a code/word to alert staff of a potential suspicious intruder.
3. Keep students in classrooms until the threat is cleared.
4. Implement shelter in place if necessary: lock classroom doors and windows, move away from windows, draw curtains, remain silent.
5. Notify Main Office of who is with you, if possible.
6. All students outside of the building are to be quietly and cautiously led into a building.
7. Wait for further instructions from an Administrators and/or police/animal agency.

## **IX. DEATH OR SUICIDE ON CAMPUS**

1. Notify Administrator or designee in the event of a death or suicide on campus.
2. Call 911.
3. Contact Main Offices.
4. Notify teachers to keep students in their classrooms until informed otherwise.
5. Superintendent or designee controls and organizes media.
6. Administrator or designee notifies relatives where the victim(s) were taken and does not divulge unnecessary details.
7. Principal or designee ensures that counseling services are available as soon as possible.

### *Suicide Prevention Plan:*

In accordance with California *Education Code* Section 215, ABLE adopted Policy No. 1-S setting forth a suicide prevention plan. The plan helps address the needs of high-risk groups who may encounter a mental health crisis. ABLE staff should refer to Policy No. 1-S made available on the ABLE website for more detailed procedures and staff responsibilities to address the prevention of suicide. Questions or concerns associated with the suicide prevention plan may be directed to any Counselor of ABLE.

## **X. STUDENT DRESS CODE**

*In General:*

ABLE no longer requires a school uniform at any grade level. The dress code below applies to all grades: TK-12. ABLE administration in its sole direction will determine appropriate dress using the guidance below.

**Student attire must:**

- present no distraction to the learning environment;
- present no safety hazard;
- fit: no oversized, undersized, or skin-tight garments;
- be neat, properly worn, and in good condition and repair – no rips or tears, even from the manufacturer;
- not display vulgar, offensive, inappropriate graphics, logos, or text as deemed by ABLE administration to be detrimental to school culture or disruptive to school
- must completely cover upper body and shoulders (tops);
- must extend below mid-thigh in length (skirts/shorts);
- must be worn at the waist (bottoms); and
- must cover undergarments completely.

<b>Once provided, student IDs must be appropriately and visibly worn.</b>
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**The following are not allowed:**

- hoods worn on campus.
- basketball shorts, or pajamas;
- hats, hoods, and beanies inside of buildings;
- spiked and studded accessories;
- accessories hanging from belts or pockets;
- sunglasses inside of buildings except prescription;
- leggings or tights worn by themselves – grades 5-12 only;
- slippers, flip flops, or open-toed shoes or shoes without a backstrap; and anything considered gang related. **Gang-related apparel consists of any apparel which, if worn or displayed on a school campus, reasonably could be determined to threaten the health and safety of the school environment.**

Note: The dress code is subject to change at the discretion of the ABLE administration.

**XI. STUDENT DISCIPLINE POLICY**

ABLE does not tolerate any bullying or any acts of violence. To this end, the school maintains procedures to address formal discipline of students including suspension and expulsion. Formal disciplinary action may be necessary when other interventions and corrective-action steps are unsuccessful or insufficient to address or prevent problematic behavior including behavior that causes an unsafe school environment. ABLE adheres to the grounds for suspension and expulsion described in the Education Code. As examples, grounds for formal disciplinary action include:

- Causing or threatening to cause physical injury to another
- Committing or attempting to commit robbery
- Possessing a knife or other deadly weapon
- Harassing or threatening student witnesses
- Possessing or selling illegal drugs
- Making terroristic threats to another

- Committing sexual harassment or bullying
- Causing or attempting to cause hate violence
- Committing a sexual assault or battery
- Possessing or furnishing any firearm or explosive

ABLE staff are encouraged to review current student discipline policies posted on the school website describing procedures for formal student discipline and explaining the disciplinary hearing process performed by the Discipline Review Board. Areas covered by the two posted policies include:

- Time and Place Relating to Suspension and Expulsion
- Authority of ABLE to Suspend and Expel Students
- General Process for Suspending and Expelling Students
- Special Procedures for Students with Disabilities
- Special Procedures Involving Acts of Sexual Assault/Battery
- Discipline Review Board and Its Responsibilities
- Hearing Procedures for Suspension and Expulsion

ABLE posts its student discipline policies and procedures on its website.

## **XII. POLICY PROHIBITING HARASSMENT, DISCRIMINATION, AND RETALIATION**

ABLE prohibits harassment, discrimination, retaliation, disrespectful or unprofessional conduct by any student or employee (and applicant or unpaid intern). This policy also applies to vendors, customers, independent contractors, volunteers, persons providing services pursuant to a contract, and other persons interacting with staff and students.

ABLE is committed to providing a school environment free of harassment, discrimination, retaliation, and disrespectful or disparaging conduct based on:

- Race (including racial hairstyles)
- Religion (including religious dress and grooming practices)
- Color
- Sex/gender (including pregnancy, childbirth, breastfeeding or related conditions), sex stereotype, gender identity/gender expression/transgender (including whether or not the person is transitioning or has transitioned)
- National origin (including language use restrictions and possession of a driver's license issued to persons unable to prove their presence in the United States [Vehicle Code Section 12801.9])
- Ancestry
- Physical or mental disability
- Medical condition
- Genetic information/characteristics
- Marital status/registered domestic partner status
- Age (40 and over)
- Sexual orientation
- Military or veteran status
- Any other basis protected by federal, state, or local law or ordinance or regulation

ABLE also prohibits discrimination, harassment, and disrespectful or disparaging conduct based on the perception that anyone has any of the above protected characteristics or is associated with a person who has or is perceived as having any of those protected characteristics.



In addition, ABLE prohibits retaliation against any individual who raises a complaint of harassment, discrimination, and disrespectful or disparaging conduct, and against any individual who participates in workplace and school investigations.

## **No Harassment**

Prohibited acts of harassment include, but are not limited to, the following:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts, or messages;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work or the school environment because of sex, race, or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment or to avoid some other loss, and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by school policies.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment but harassment based on any protected category described above. Prohibited harassment should be addressed in a manner that prevents a hostile work or school environment, as well.

## **No Discrimination**

ABLE is committed to following all applicable laws that provide equal employment and school opportunities. This commitment applies to all persons involved in school operations including students, job applicants, employees, or interns by any employee of the school and any student.

Pay discrimination between employees of the opposite sex or between employees of another race or ethnicity performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations allowed by law.

ABLE also prohibits discrimination in the administration of its programs and resources as described in its uniform complaint policy. Both this policy and a confidential complaint form are available on the school website.

## **No Retaliation**

Employees must not be retaliated against for inquiring about or discussing their wages with ABLE administrators, and students or their parents/guardians will also not face retaliation. However, ABLE is not obligated to disclose information held in confidence such as employee wages or complaint information.

ABLE also prohibits retaliation against any employee, student, or parent/guardian for filing a complaint or participating in any workplace investigation or complaint process. This policy also applies to whistleblowers who report fraud and illegal activities or are otherwise protected by law.

### **Reasonable Accommodation**

ABLE arranges reasonable accommodations for known physical or mental limitations consistent with current laws.

Any employee (and applicant or intern) who requires an accommodation in order to perform the essential functions of the job should contact the Chief of Human Resources and discuss the need for an accommodation. ABLE will engage in an interactive process to identify possible accommodations, if any, that will help the applicant or employee perform the job. Also, an applicant, employee who requires an accommodation based on religious belief, practices and/or appearances such as clothing can also contact the Chief of Human Resources and discuss the need for any accommodation. If the accommodation is reasonable and does not impose an undue hardship, ABLE will make the accommodation.

ABLE prohibits retaliation against any employee or student for requesting a reasonable accommodation.

### **Complaint Process**

Any employee or student who is subjected to, witnesses, or has knowledge of actions that could be perceived as a violation of this policy should report it as soon as possible after the incident. A copy of ABLE's uniform complaint process and complaint format are available on its website. An employee complaint may be brought to the Chief of Human Resources, and a student may bring a complaint to a school employee. Alternatively, an Administrator may be consulted with whom the individual feels comfortable reporting the matter.

If assistance is needed in filing a complaint or if a complaint needs to be made in person, administrative staff are available to assist. Any complaint will need to include all known details of the incident or incidents, names of individuals involved, and names of any witnesses. It is a best practice to communicate your complaint in writing, but this is not mandatory.

ABLE encourages all individuals to report any incidents of harassment, discrimination, retaliation, or other prohibited conduct forbidden by these policies immediately so that complaints can be quickly and fairly resolved.

The California Department of Education (for students) and the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing (for employees) investigate and prosecute certain complaints of prohibited harassment, discrimination, and retaliation in employment. Individuals believing they have been harassed, discriminated against, or retaliated against may file a complaint with the appropriate agency. The nearest office can be found by visiting these agency websites at [www.cde.gov](http://www.cde.gov), [www.dfeh.ca.gov](http://www.dfeh.ca.gov) and [www.eeoc.gov](http://www.eeoc.gov).

Supervisors must refer all complaints involving harassment, discrimination, retaliation, or other prohibited conduct to the Chief of Human Resources so ABLE can address the matter.

When ABLE receives allegations of misconduct, it immediately undertakes a fair, timely, thorough, and objective investigation of the allegations in accordance with applicable law. This process enables ABLE to reach reasonable conclusions based on the evidence collected. The Chief Compliance Officer may be consulted by staff, as well.

ABLE maintains confidentiality of complaint information to the extent possible. However, ABLE cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

### **XIII. POLICY ON PREVENTION OF CHILD ABUSE AND REPORTING**

ABLE is committed to maintaining safe and secure campuses for students, and for following its legal responsibilities in reporting suspected child abuse/neglect to the proper authorities.

#### Reporting Suspected Abuse/Neglect

While the responsibility of enforcing legal prohibitions against child abuse and neglect lies with the protective agencies such as the local police department and Children's Protective Services, ABLE employees (including teachers, administrative officers, certificated personnel, etc.) are mandated reporters of known or suspected child abuse/neglect and are required to fulfill this legal responsibility. Any employee who knows or has reason to know of child abuse or neglect should consult with an Administrator before a written report is completed and filed.

#### Reporting Problems at the School Site

There is no tolerance for child abuse or neglect. ABLE employees must participate actively in the protection of its students.

ABLE assigns and/or expects its staff to monitor school buildings and grounds to help ensure:

- All unused rooms, storage areas, and closet doors are kept locked at all times;
- All unused buildings and areas must be designated, posted, and enforced as off-limits to students;
- All students are required to remain in areas that are easily viewed by employees;
- Interior doors are left open and unlocked when rooms are in use; and
- Blinds are left open to allow informal monitoring by a passerby.

In the event that any current or prospective employee observes any suspicious or inappropriate behaviors on the part of any other person while on school grounds, an immediate report of these observations must be made to the Superintendent or designee. Examples of suspicious or inappropriate behaviors include, but are not limited to:

- policy violations,
- neglectful supervision,
- "private time" with students,
- taking students off premises without adhering to procedures,
- buying unusual gifts for children and youth,
- swearing or making suggestive comments to students, and
- or any other conduct as identified in this policy, or which is inappropriate or illegal in the eyes of the observer.

All reports of suspicious or inappropriate behavior with students will be taken seriously. The Superintendent or designee will conduct an immediate investigation concerning the alleged act or omission. If at any point in gathering information about the allegedly suspicious, inappropriate, or illegal behavior, a concern arises that there is a possibility of abuse of any kind, appropriate law enforcement and/or local child protection services will be contacted immediately, and a report will be filed. If at any point any policy violations with students are confirmed, employees will be subject to disciplinary action including and up to termination of employment and/or criminal prosecution referral.

ABLE cooperates with any and all law enforcement and/or governmental entities in the implementation and enforcement of this policy.

#### **XIV. EMPLOYEE CONDUCT WITH STUDENTS**

All ABLE employees are responsible for conducting themselves in ways that preserve the safety of students and that prevents either the reality or perception of inappropriate interaction with students.

In general, employees will treat all students with respect and consideration equally, regardless of sex, race, religion, culture, or socio-economic status. Employees will portray a positive role model for youth by maintaining an attitude of respect, patience, and maturity.

##### Alcohol, Tobacco, and Controlled Substances

Employees are prohibited from the use, possession, or distribution of alcohol, tobacco products, or any illegal controlled substances while in the presence of students or at any time on school grounds. They are also prohibited from being under the influence of alcohol or any illegal controlled substances while in the presence of students or at any time on school grounds.

##### Transportation of Students

ABLE employees may occasionally be in a position to provide transportation for students. The following guidelines should be observed in such circumstances:

- a) With the exception of emergency situations related to medical necessity, employees should avoid transporting students without the written permission of the parent/guardian;
- b) If written permission is not possible, the employee should make a written record of any verbal permission granted by the parent/guardian;
- c) Students should be transported directly to their destination and no unauthorized or unnecessary stops should be made;
- d) Employees must avoid unnecessary and/or inappropriate physical contact with students while in vehicles;
- e) Drivers who are assigned to transport students must be at least 21 years old and must abide by standards related to insurance and other legal requirements;
- f) The employee should make a written record of the trip, including departure and arrival times and locations and students involved; and
- g) Whenever possible, two ABLE employees should collectively engage in the transportation activity.

##### Language

Employees will not speak to students in a way that is or could be construed by any observer as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Employees are

to refrain from swearing in the presence of students. Employees are cautioned against initiating sexually oriented conversations with students, except in the context of health education or advisory curriculum. Employees are not permitted to discuss their own sexual activities with students.

### Gifts

Money will not be given to students. Also, gifts are not given to individual students, except as an award related to a previously announced academic competition; or as a group award given to all participants in celebration of classroom or school accomplishment or special event.

### Attire

Employees must be appropriately and professionally dressed in presence of students.

### Behavior

One-to-one counseling with students will be done in a public place to the extent possible, where private conversations are possible but occur in full view of others.

Employees will refrain from intimate displays of affection towards others in the presence of students, parents, and other personnel.

Employees are prohibited from possessing any sexually oriented materials (magazines, cards, videos, films, clothing, etc.) on school grounds or in the presence of students.

### Physical contact with students

Some forms of physical contact between adults and children are appropriate and that other forms are inappropriate, illegal, or have been used by adults to initiate inappropriate or illegal contact with children.

Appropriate physical contact between employees and students may include, but not be limited to, the following with the consent of the student:

- Handshakes;
- "High Fives," fist bumps, or elbow bumps; and
- Holding hands while walking with and accompanying small children.

Inappropriate physical contact between employees and students clearly includes, but is not limited to:

- Full body hugs or lengthy embraces;
- Kisses;
- Holding small children on the lap;
- Touching bottoms, chests, knees, legs, and/or genital areas;
- Showing affection in isolated or private areas;
- Sleeping with a student;
- Wrestling with students;
- Tickling students;
- Piggyback rides;
- Any type of massage;
- Any form of unwanted affection; and

- Any compliments that relate to physique or body development.

ABLE employees are prohibited from using physical punishment in any way for behavior management of students. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting or any other physical force as retaliation or correction for inappropriate behaviors by students. Other prohibitions include, but are not limited to:

- Isolation except as needed for the child to gain self-control (and then only under the supervision of an adult, and no longer than 15 minutes);
- Withholding food or water;
- Degrading punishment;
- Work assignments unrelated to or far in excess of a reasonable consequence;
- Excessive exercise;
- Withholding access to contact with parents or guardians;
- Withholding or using medications for punishment;
- Mechanical restraint such as rope or tape to restrict movement; and
- Any type of physical restraint except as allowed by law.

**XV. QUESTIONS CONCERNING THIS SAFETY PLAN**

Questions or comments concerning this Comprehensive School Safety Plan should be directed to Administrators including the Budget and Facilities Officer and Chief Compliance Officer

**XVI. EMERGENCY AND UTILITY CONTACTS**

In addition to calling **911**, additional emergency and support contacts include:

<u>Contact</u>	<u>Phone Number</u>
City of Stockton Police Department .....	(209) 937-8377
San Joaquin County Sheriff's Office .....	(209) 858-5551
City of Stockton Fire Department <b>Emergency Dispatch</b> .....	(209) 937-8341
City of Stockton Fire Department (Non-Emergency Line)...	(209) 464-4648
City of Stockton Fire Prevention Office .....	(209) 937-8341
City of Stockton Fire Department .....	(209) 937-8341
City of Stockton Fire Department .....	(209) 937-8341
San Joaquin County Office of Emergency Services .....	(209) 953-6000
American Red Cross (Heart of the Valley Chapter) .....	(800) 733-2767
Pacific Gas and Electric .....	(209) 601-7089
City of Stockton Municipal Utilities (Water) .....	(209) 937-8341

**CERTIFICATION OF COMPREHENSIVE SCHOOL PLAN**

This Comprehensive School Safety Plan of ABLE complies with laws governing safety plans of California public charter schools. ABLE distributed the proposed Plan for review and input to school administrators, parent committee members, the charter authorizer, emergency response agencies, and utility providers. Any material input received during this collaborative process was considered and incorporated into this final document.

**Dated: August 1, 2023**

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Superintendent, ABLE Charter Schools

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Deputy Superintendent, ABLE Charter Schools

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Budget and Facilities Officer, ABLE Charter Schools

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Chief Compliance Officer, ABLE Charter Schools

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End

Adopted: September 2023 (Updated)  
Reference: Education Code Sections 47605 and 47605.6