

Morgan Hill Community Adult School

SAFETY, EMERGENCY, and

DISASTER PLAN

EMERGENCY RESPONSE PROCEDURES

- **Local Emergency and Agency Phone Numbers**
- **Overview of Emergency Procedures**
- **Shelter In Place**
- **(Run,Hide,Fight)**
- **Building Evacuation**
- **All-Clear**
- **Armed Assault on Campus**
- **Biological or Chemical Release**
- **Disorderly Conduct**
- **Earthquake**
- **Explosion**
- **Fire**
- **Fire on School Grounds**
- **Incapacitated Staff Member**
- **First Aid Guidelines**

It is important to note that school administrators are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures, and should consider modifications as necessary to assure the health and safety of all personnel during an emergency.

LOCAL EMERGENCY AND AGENCY PHONE NUMBERS

Morgan Hill Police Department

Emergency: 911

Non Emergency: (408) 779-2101

Morgan Hill Anonymous Tip Line (408) 947-STOP

**Santa Clara County Sheriff's Dept Emergency 911
Other: (408) 683-2681
or (408) 686-3650**

**California Highway Patrol
Emergency: 911
Other: (408) 848-2324**

**Morgan Hill Fire Department
Emergency: 911
Other: (408) 299-3144**

**Santa Clara County Fire District
Emergency: 911
Other: (408) 779-7353**

Ambulance 911

Santa Clara County Health Dept (408) 683-4697

Poison Control Center (800) 662-9886

Red Cross - Santa Clara County Chapter: (408) 778-7552

OVERVIEW OF EMERGENCY PROCEDURES

Each student completes an Emergency Contact form before their first day in class. This will be kept in the classroom in a designated binder and teachers will take this with them in an emergency, if the classroom is evacuated. Also included in the binder will be "release" cards that will be signed by parent or guardian picking up the minor student during an emergency situation, acknowledging release of student. If students have driven to class, after contact has been made with parents and parents have given approval, the students may drive home.

CHAIN OF COMMAND

Principal, Dennis Browne

Alternate #1
William Cerdan

Alternate # 2
Jodie Wylie

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Important Morgan Hill Unified School District Numbers to contact as needed:

Asst. Supt. Business Services, Kirsten Perez
(408) 201-6000 *50152

Superintendent, Dr. Steve Betando
(408) 201-6000 *51001

Asst. Supt. Ed. Services, Dr. Norma Martinez-Palmer
(408) 201-6000 *51073

Asst. Supt. Human Resources, Fawn Myers

(408) 201-6000 *51018

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**Morgan Hill Police Department
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SHELTER- IN-PLACE

This action is taken to place and/or keep students indoors in order to provide a greater level of protection from airborne contaminants in outside air, tornado, and windstorm. Shelter-In-Place is implemented when there is a need to isolate students and staff from the outside environment and includes the shutdown of classroom and/or building air systems. During Shelter-In-Place, no one should be exposed to the outside air.

Announcement:

“YOUR ATTENTION PLEASE.

SHELTER IN PLACE...SHELTER IN PLACE.

STUDENTS AND STAFF ARE TO REMAIN INSIDE THE BUILDING AWAY FROM OUTSIDE AIR WITH WINDOWS CLOSED, DOORS SECURELY CLOSED AND AIR CONDITIONING UNITS TURNED OFF.

ALL STUDENTS AND STAFF WHO ARE OUTSIDE, ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM. AS SOON AS WE HAVE FURTHER INFORMATION, WE WILL SHARE IT WITH YOU.”

1. If inside, teachers keep students in classroom until further instructions are given.
2. If outside, students should proceed to the nearest classroom immediately if it is safe to do so. If not, teachers and staff are to direct students into nearby classrooms or other school buildings. Teachers are to consider location and proximity of identified hazard and if necessary, proceed to an alternative indoor location.
3. Teachers secure individual classrooms while the Administrative Staff or designee assists completing procedures as needed: shut down classroom/building(s), air system, turn off local fans in area, close and lock doors and windows. If necessary, seal gaps under doors and windows with wet towels or duct tape. Seal vents with aluminum foil or plastic wrap if available and turn off sources of ignition, such as pilot lights.

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(Non-Emergency (408) 779-2101**

Run, Hide, Fight (Shooter on Campus)

(If there is a shooter on campus, students should not exit out back unless they can scale the fence).

These actions can be performed simultaneously by multiple people:

- 1. Contact 911.*
- 2. Contact Principal or Assistant Principal*
- 3. Initiate "Run, Hide, Fight"*

Phones will be enabled to access the intercom system so anyone on campus can make an announcement informing the rest of the campus what is going on (e.g. "This is Carma in Room Four in the North Building. We have an active shooter heading for Room two. Run, Hide Fight!")

Announcement: Information will be given to and from the office in plain language.

"YOUR ATTENTION PLEASE.

Run, Hide, Fight!

IMPLEMENT LOCK DOWN PROCEDURES.

1. Teachers will see if safe escape is possible. If it is, students should run as far and fast as possible and not stop. Avoid running to the back of the school unless they can scale the fence
2. If escape is not possible, close and lock all doors.
3. Build door barricades at all inside entrances into the classroom. (Everyone must stay behind and below the interior barricade.)
4. Close the shades or cover all windows. Turn off lights.
5. Keep quiet and avoid making unnecessary noises. This means there must be **NO CELL PHONE USE!**
6. If shooter enters room, all attempts should be made to fight and defend against aggression.

6. Front entrance is to be secured. No visitors, other than appropriate law enforcement or emergency personnel are allowed on campus.

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ALL CLEAR

Action taken to notify teachers that normal school operations can resume.

Announcement:

**“YOUR ATTENTION PLEASE...IT IS NOW
OKAY TO RETURN TO YOUR CLASSROOM
AND RESUME NORMAL OPERATIONS.**

1. This action signifies the emergency is over.
2. If appropriate, teachers immediately begin discussions and activities to address student’s fears, anxieties, and other concerns.

Safe Ingress and Egress Procedure

The following map indicates the most current evacuation routes, building identifications and assembly areas.

STUDENT RELEASE PROCEDURES

All students who are minors will remain with a staff member in the safest place available until a signed card is obtained with their parent or guardian's signature as acknowledgement of release. Teachers must verify that the person who is picking up the minor student is authorized to do so by checking the Emergency Contact form and the person's picture ID.

1. Parents or authorized individuals looking for a student who is a minor are to report to the Admin Staff or designee in the assembly area. Parents or other individuals will not be allowed into the safe area where minors are accompanied by staff after an emergency.
2. Parents picking up students who are minors must present their government issued picture ID, then fill out a card with student's name and sign it.
3. Others picking up a student, who is a minor other than their own, must present a government issued picture ID, fill out a card with that student's name, their relationship, and sign it.
4. School Administrator stays in contact with District Personnel.

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VISITORS ON CAMPUS

- Visitors coming onto the campus for any reason, who are not District employees **MUST** check in and out in the school office by signing a visitor log. Visitors must obtain visitor stickers or badges and wear them in a visible place on their person while on campus. If a visitor leaves the campus and come sback, you must repeat this procedure. Again, **EVERYONE** must sign in **EVERY TIME** they walk onto campus.
- District employees who are not regularly assigned to the school site must also sign in at the school office and display a badge while on campus.
- Visitors who are District employees and have a regular schedule at the school site need not sign in at the school office but must have their schedule for the site registered at the front office.
- Volunteers must also sign in at the front office and display visitor stickers or badges, however, volunteers that have a regular schedule at the school site need not sign in at the school office if they have their schedule for volunteering at the site registered at the front office. All volunteers must display visitor stickers or badges.
- Visitors who come to spectate at special events, such as assemblies, sporting events, or theatrical productions, need not register in at the office if another access procedure is in place or unless otherwise directed to by the school staff.
- All staff have been trained to make sure all visitors are wearing a visitors badge to ensure students are safe and all adults on campus have followed procedures.

EARTHQUAKE

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to buildings and injuries. Even a mild tremor can create a potentially hazardous situation. The following procedures should be implemented in response to all earthquakes, regardless of magnitude.

In the event of an earthquake, following the procedure indicated below. Keep calm and remain where you are. Assess situation, then act. Remember, most injuries or deaths are directly caused by falling or flying debris.

1. Upon first indication of an earthquake, teachers direct students to **Duck and Cover**.
2. Move away from windows and overhead hazards to avoid glass and falling objects.
3. When shaking stops, School Administrator initiates **Evacuate Building**. Staff and students evacuate buildings using prescribed routes or other safe routes to assembly site.
5. If everyone is leaving with you, place the "X" sign on the outside of your classroom door. If the "X" is not there, the search and rescue team will check your room.
4. Teachers bring their student roster and take attendance at assembly/shelter site to account for students.
Teachers notify Admin of missing students.
5. If injury or damage is suspected, School Administrator **calls 9-1-1**.
6. School Administrator contacts District Office.

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FIRE ON SCHOOL GROUNDS

Procedure addresses situations where fire is discovered on school grounds. A quick response situation is very important to prevent injuries and property damage.

Procedure

1. Upon discovery of fire, signal fire alarm and teachers and staff direct all students out of building and area in a calm and orderly manner.
2. School Administrator immediately initiates **Evacuate Building**. Staff and students evacuate using prescribed routes or other safe routes to assembly site.
3. Teachers bring student roster and take attendance at assembly site to account for students. Teachers notify Admin of missing students.
4. School Administrator calls 9-1-1 and/or MHUSD Office at (408) 201-6000
5. Staff suppresses fires and initiates rescue procedures until local fire department arrives.
6. Staff secures area to prevent unauthorized entry and keeps access roads and gates clear for emergency vehicles.
7. Admin Staff or designee directs fire department to fire and briefs department official on situation.
8. Admin notifies Maintenance and Operations Director or Designee of situation and also informs to contact any affected utility companies to respond.
10. Any affected areas are not reopened until local fire department or appropriate agency provides clearance and School Administration.
11. All fires, regardless of size, which are extinguished by school personnel, require a contact to fire department to indicate "fire is out" and to request fire department to respond for investigation and confirm.

FIRE IN SURROUNDING AREA

Procedure addresses fire discovered in area adjoining school. The initiated response actions take into consideration location and size of fire, its proximity to school and likelihood that fire may affect school.

Procedure

1. School Administrator initiates appropriate Immediate Response Actions, which may include **Shelter-In-Place, CODE RED Lock Down, CODE BLUE, Evacuate Building or CODE (9) Off-Site Evacuation.**
2. School Administrator calls 9-1-1 and/or MHUSD Office (408) 201-6000.
3. School Administration instructs Staff to prevent students from approaching fire and keep routes open for emergency vehicles.
4. Admin works with fire department to determine if school grounds are threatened by fire, smoke, or other hazardous conditions.
5. If School Administrator issues **Evacuate Building**, staff and students evacuate affected building(s) using prescribed routes or other safe routes to assembly site.
6. Teachers bring student roster and take attendance at assembly site to account for students. Teachers notify Admin of missing students.
9. School Administrator initiates **CODE (9) Off- Site Evacuation** if warranted.

ARMED INTRUDER ON CAMPUS

Armed Intruder on Campus involves one or more individuals who attempt to take hostages or cause physical harm to students and staff. Guns, knives or other harmful devices may be involved.

Procedure

1. **Upon first indication or armed assault, school personnel immediately calls 9-1-1.**
2. School Administrator is notified. School Administrator assures or designates a person to remain online with Police/Sheriff if safe to do so.
3. If suspect is seen, **do not engage**. This could generate a hostage situation. Give 9-1-1 operators a detailed description of suspect(s)-Who, What, Where, When and How.
4. **School Administrator initiates "Run, Hide, Fight" Procedures**
5. Persons outside will evacuate school grounds.
6. If students are in class at time of **"Run, Hide, Fight"**, staff will:
 - Ensure doors are locked.
 - Make room as dark as possible and cover all windows if possible.
 - Ensure secondary reinforcement device is engaged (chain link).
 - Create an interior barricade away from the entry.
 - Close blinds stay away from windows.
 - Control all cell phone activity. This means no use!
 - Move to an area out of the field of the fire should shooting through the door occur.
8. **If CODE RED Lock Down is breached:** If the Armed Intruder is among staff and students, then the following COUNTER measures could be attempted by STAFF:
 - Cause distractions. Create as much noise and movement as possible.
 - Keep as much distance as possible between you and shooter.
 - Throw items at the face of the shooter. Ex- (books, fire extinguisher, etc.) Look for items that cause bodily harm.
 - Disable the intruder if possible.
 - While distractions are conducted several staff members should grab one limb each of the shooter. Secure the weapon from the intruder and isolate it in a safe place if possible.
 - Each person uses their body weight on each limb to hold the shooter motionless until Law Enforcement arrives. Keep applying pressure.
9. **Continue with CODE RED LOCK DOWN of building..**
10. **Continue to stay away from windows and doors.**
11. **All Clear/SUM of 9 signal will be made by LAW ENFORCEMENT ONLY.**

AIRCRAFT CRASH

Address situations involving an Aircraft Crash on or in proximity to school property.

Procedure

1. **Call 9-1-1.** School Administrator initiates appropriate immediate Response Action.
2. If school Administrator issues **Evacuate Building** action, staff and students evacuate buildings by prescribed routes or other safe routes to assembly area.
3. Teachers bring their student roster and take attendance at assembly site to account for students. Teachers report missing students to Principal
4. School Administrator calls District.
5. If on school property, Administrative staff and designee secures crash area to prevent unauthorized access. For fuel or chemical spill on school property or utility interruption see appropriate section of Emergency Response Guide.
6. School Administrator directs designee to organize fire suppression activities until Fire Department arrives.
7. School Staff checks injuries and provides appropriate first aid.
8. Any affected areas are closed until appropriate public safety and hazardous materials agency provide clearance and School Administrator issues authorization to do so.
9. If it is unsafe to remain on campus, School Administrator initiates **CODE 9 Off-Site Evacuation.**

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ANIMAL DISTURBANCE

Procedure implemented when presence of a vicious animal or any wild animal threatens safety of students and staff.

Procedure

1. School Administrator initiates appropriate Immediate Response Actions, which may include **CODE BLUE Lock Down or Evacuate Building**.
2. Staff members attempt to isolate animal from students and staff, if it is safe to do so. If animal is outside, students are kept inside. If animal is inside, students remain outside away from animal. Isolate animal if possible.
3. For outside assistance, School Administrator is to **call 911**. If the situation is not life threatening, you can call the following appropriate number:

City of Morgan Hill Animal Control (408) 776-7324
4. If staff member or student is injured, District Office and parent (if applicable) is notified.
5. School Administrator initiates **evacuate building if warranted**.

BIOLOGICAL OR CHEMICAL RELEASE

A biological or Chemical Release involves discharge of a biological or chemical substance in a solid, liquid or gaseous state. The release of radioactive materials may happen. Common chemical threats within or adjacent to schools include discharge of acid in a school laboratory, overturned truck of hazardous materials in proximity of the school, or a nearby explosion at oil refinery, chemical plant or railroad yard.

Indicators suggesting the release of a biological or chemical substance: multiple victims suffering from watery eyes, twitching, choking or loss of coordination, or having trouble breathing. Other indicators may include an unusual odor or the presence of distressed animals or dead birds.

Scenario 1- Substance Released Inside a Room or Building

Procedure

1. School Administrator initiates **Evacuate Building**. Staff uses designated routes or other alternative safe routes to assigned assembly/shelter site, located **upwind** of affected room or building.
2. School Administrator **call 9-1-1**, providing exact location and nature of emergency.
3. School Administrator notifies District of situation.

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4. Access to potentially contaminated areas is restricted.

5. Site Security Teams turns off local fans in area of release, closes windows and doors and shuts down the building's air system, if this can be done without exposure to released substance.
6. Persons who have come into direct contact with hazardous substances move to an area with fresh, clean air and wash with soap and water. Immediately remove and contain contaminated clothing. Do not use bleach or other disinfectants on potentially exposed skin. Individuals who have been contaminated "tropically" by a liquid are segregated from unaffected individuals (isolation does not apply to widespread airborne releases). Affected individuals remain isolated until cleared for by release by Santa Clara HazMat Interagency Team or Santa Clara County Health Department. A member of Medical Team assesses need for medical attention, but should not come in contact with exposed persons unless fully protected with personal protective equipment.
7. Student Care Team provides a list of all people in affected room or contaminated area, specifying those who may have had actual contact with substance.
8. Any affected areas will not be reopened until Santa Clara County HazMat Interagency Team or appropriate agency provides clearance and School Administrator gives authorization to do so.

Scenario 2- Substance Released Outdoors and Localized

Procedure

1. School Administrator determines appropriate immediate Response Action, which may include **Shelter-In-Place** or **Evacuate Building** while directing staff to remove students from affected areas to area **upwind** from the release.
2. Site Security Team establishes safe perimeter around affected area and ensures personnel do not reenter area.
3. School Administrator **calls "911,"** providing exact location and nature of emergency.
4. School Administrator notifies District of situation.

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A District Representative shall immediately notify the State Office of Emergency Services, (800) 852-7550 and advise of the situation.

5. Administrative Staff or designee turns off local fans in area of release, closes windows and doors and shuts down the building's air system, if this can be done without exposure to released substance.
6. Persons who have come into direct contact with hazardous substances move to an area with fresh, clean air and wash with soap and water. Immediately remove and contain contaminated clothing. Do not use bleach or other disinfectants on potentially exposed skin. Individuals who have been contaminated "topically" by a liquid are segregated from unaffected individuals (isolation does not apply to widespread airborne releases). Affected individuals remain isolated until cleared for by release by Santa Clara County HazMat Interagency Team or Santa Clara County Health Department. A member of Staff assesses need for medical attention, but should not come in contact with exposed persons unless fully protected with personal protective equipment.
7. Staff members provide list of all people in areas of contamination, especially those who may have had actual contact with substance.
8. Any affected areas will not be reopened until Santa Clara County Interagency HazMat Team or appropriate agency provides clearance and School Administrator gives authorization to do so.

Scenario 3: Substance Released In Surrounding Community

To escape from toxic gases remember to move crosswind - never up or down wind - to avoid fumes.

Procedure

1. School Administrator or local authorities determine potentially toxic substance has been released into the atmosphere. School Administrator initiates **Shelter-In-Place**.

2. Upon receiving **Shelter-In-Place**, notification, Administrative Staff or designee turns off local fans in area; closes and locks doors and windows; shuts down all building's air conditioning systems; seals gaps under doors and windows with wet towels and/or duct tape; seals vents with aluminum foil or plastic wrap, and turns off sources of ignition, such as pilot lights.
3. Staff and students located outdoors are directed to proceed immediately to nearby classrooms or buildings. Teachers communicate their locations to School Administrator, using phones or other means without leaving the building.
4. School Administrator "**calls 9-1-1**", providing exact location and nature of emergency.
5. School Administration notifies District Office of situation.

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6. School remains in **Shelter-In-Place** until County of Santa Clara HazMat Team or appropriate agency provides clearance, or staff is otherwise notified by School Administrator.

BOMB THREAT

Responses to Bomb Threat is initiated upon the discovery of a suspicious package on campus grounds or receipt of a threatening phone call that present risk of an explosion.

Procedure

1. If threat is received by telephone, person receiving the call attempts to keep the caller on the telephone as long as possible and alerts someone else to contact **School Administrator and/or Police Department at (408) 779-2101**
2. The person receiving the call is to stay calm and speak calmly. Listen closely to voice of caller to determine caller's age, sex, accent, speech impediment etc. Listen for background noise such as payphone, school yard, busy traffic, railroad cars, PA systems etc.
3. **Person answering the bomb threat asks the following 11 questions, records the answers, and then immediately notifies School Administrator:**
 - **When is the bomb going to explode?**
 - **Where is it?**
 - **What will cause it to explode?**
 - **What kind of bomb is it?**
 - **What's your name?**
 - **Why are you doing this?**
 - **What can we do for you to avoid this?**
 - **Can I call you back? Give me your number.**
4. Advise District Office or Morgan Hill Police of situation, if not done so already.
 - District Office (408) 201-6000
 - Morgan Hill Police Department (408) 776-7310
5. Depending on the seriousness of the threat, make a decision whether or not to evacuate.
6. With Administration, Police Officers and appropriate staff conduct a search of the school. If a strange or suspicious object is discovered, it is **NOT** to be touched, handled or moved by searching personnel. Notify jurisdictional law enforcement agency of situation by "**calling 9-1-1.**"
7. Have appropriate staff contain area, keeping everyone away. Have other search teams continue to search until all areas of the campus and buildings have been completely searched (possibility of secondary device or object could have been planted). All Cell Phones should be turned off and not used.

8. After search, School Administrator determines appropriate Immediate Response Action(s), which may include **DUCK AND COVER, CODE BLUE LOCK DOWN, EVACUATE BUILDING OR CODE (9) OFF-SITE EVACUATION.**
9. When suspicious object or bomb is found, School Administrator issues **CODE 9 Evacuate Building Action.** Staff and students evacuate building using prescribed routes or alternate safe routes away from object to assembly site.
10. Teachers bring student roster and take attendance at assembly area to account for students. Teachers notify Administrative Staff of missing students.
11. School activities are not resumed until affected area and school has been inspected and searched by proper authorities and determined to be safe. School Administrator will make **All Clear Announcement.**

Suspicious Person/Intruder on Campus

All teachers and staff are to be alert to all adult or student-age strangers on campus.

Visitors on campus are to check in through the main office. Should you encounter a stranger who has not checked in with the office, follow the procedures below:

1. Politely ask them why they are on campus
2. Be pleasant and supportive
3. Notify a campus supervisor, front office staff or an administrator of any suspicious persons or concerns that you have.
4. Do not be argumentative, aggressive or challenging.

In the case of an intruder on campus, the following announcement will be made over the PA system:

1. "There is a lockdown situation in progress. All students and staff please return to your classrooms immediately. Remain in your classroom until the All Clear is announced.

2. Doors should be locked, close window coverings if available, turn lights off, and students and staff should conduct a duck and cover drill.

3. Students are to follow the directions of the staff and no students should be released until instructed to do so by an administrator.

4. Any students and staff in the school yard are to proceed to the nearest safe facility, e.g., classroom or office. Movement will depend upon your location and the location of the disturbance.

5. Do not allow students to leave your classroom for any reason. Regardless of the ringing of any bells, you must wait for an "all clear" announcement.

6. Keep students calm and under control.

7. Assemble all non-classroom assigned staff and students in the school office.

8. Bells will be turned off and Office personnel will phone each classroom to check the status and welfare of those in the room.

9. Remain with your students in the class until the office staff announces an ALL CLEAR signal that our campus is once again safe and secure.

10. Campus supervisors: if any students are outside, please escort them into the nearest building as promptly as possible.

DISORDERLY CONDUCT (INDIVIDUAL)

Disorderly Conduct may involve a student or staff member exhibiting threatening or irrational behavior. If perpetrator is armed, refer to Armed Assault on Campus Procedures.

Procedure

1. Upon witnessing Disorderly Conduct, staff takes steps to calm and control situation and attempt to isolate perpetrator from other students and staff, if it is safe to do so.
2. Staff immediately notifies a School Administrator via phone call to school office.
3. School Administrator assesses situation and calls Superintendent/Police Department. Continued assessment is necessary for deployment of additional officers to respond and assist from other agencies. District personnel and/or officers on scene **"calls 9-1-1."**
4. If immediate threat is not clearly evident, School Administrator may attempt to diffuse situation. Approach perpetrator in calm, non-confrontational manner and request he/she cooperate and try to talk.
5. If perpetrator is a student, an attempt is made to notify the family. (Family members may have information and provide information on handling the student.)
6. School Administrator notifies District Office of situation.
7. School Administrator confers with Director of Maintenance and/or Designees to ensure buildings are safe for re-occupancy. When safe to do so, staff conducts inspection of school buildings and reports their findings to Admin.
8. Any affected areas are not reopened until Director of Maintenance provides clearance and School Administrator gives authorization to do so.
9. School Administrator initiates **CODE 9 Off- Site Evacuation** if warranted.

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(408) 201-6000 *51018

**Morgan Hill Community Adult School Principal,
Dennis Browne (408) 201-6520 *43102**

**Morgan Hill Police Department
(408) 779-2101**

Search and Rescue

Procedures for Search and Rescue

1. Take your class to the evacuation area.
2. Report to Admin and get further instructions.
3. If instructed, or if student is missing, leave your students with another instructor and proceed to check your class area:
 - Check the room and shut the door.
 - Place an X on your map to indicate which rooms you have checked.
 - If victims are in the room, assess the situation; send a student to Admin to report the damage and/or get extra help, etc.
 - All victims/injured should be reported to Admin if situation warrants immediate removal. Give name, location, gender, and physical description.

EXPLOSION/ RISK OF EXPLOSION

Scenario 1: Explosion on School Property

Procedure

1. In event of explosion, all persons initiate **Duck and Cover**
2. School Administrator and/Police Officer consider possibility of another imminent explosion and takes appropriate action.
3. After explosion, School Administrator initiates appropriate Immediate Response Actions, which may include **Shelter-In- Place, Evacuate Building, or CODE (9) Off-Site Evacuation**. Evacuation may be warranted in some buildings and other buildings may be used for shelter.
4. In event of evacuation, staff and students use prescribed routes or other safe routes and proceed to assembly site.
5. Teachers bring student roster and take attendance at assembly site to account for students. Teachers notify Admin Staff of missing students.
6. School Administrator calls 9-1-1 and/or Superintendent at (408) 201-6000.
7. Admin or designee and/or Plant Supervisor turns off school's main gas supply.
8. Staff, when safe, checks for injuries and reports them.
9. Staff attempts to suppress fires with fire extinguishers.
10. Admin notifies appropriate utility company of any damages to water lines, sewers, power lines and other utilities.
11. Admin posts guards safe distance away from building entrance preventing persons entering school buildings, considering possible secondary explosion sites.
12. When determined by emergency response officials to be safe to enter affected areas, School Administrator advises staff of this.
13. School Administrator confers with MHUSD Director of Maintenance and/or Designees to ensure buildings are safe for re-occupancy. When safe to do so, staff re-enter buildings and report any concerns to Admin.
14. Any areas affected by explosion are not reopened until appropriate agency provides clearance and School Administrator gives authorization.
15. School Administrator initiates **CODE (9) Off- Site Evacuation if warranted**.

Scenario 2: Risk of Explosion on School Property

Procedure

1. School Administrator initiates appropriate Immediate Response Actions, which may include **Shelter-In- Place, Evacuate Building, or CODE (9) Off-Site Evacuation.**
2. If School Administrator issues **Evacuate Building Action**, staff and students evacuate building using prescribed routes or other safe routes to assembly site.
3. Teachers bring student roster and take attendance at assembly site to account for students. Teachers notify Admin -of missing students.
4. School Administrator calls 9-1-1 and/or MHUSD Office at (408) 201-6000.
5. Admin / Maintenance Supervisor turns off school's main gas supply.
6. Staff attempts to suppress fires with fire extinguishers.
7. School Administrator advises Staff to initiate search if warranted.
8. Admin notifies appropriate utility company/Maintenance of any damages to water lines, sewers, power lines and other utilities.
9. Any areas affected by explosion are not reopened until appropriate agency provides clearance and School Administrator gives authorization.
10. School Administrator initiates **CODE (9) Off- Site Evacuation if warranted.**

Scenario 3: Explosion or Risk of Explosion in Surrounding Area

1. School Administrator initiates **Shelter-In-Place.**
2. School Administrator calls 9-1-1 and/or MHUSD Office at (408) 201-6000
3. School Administrator takes further actions as needed.
4. School Remains In **Shelter-In-Place** condition until appropriate agency gives clearance that situation is under control. Upon receiving clearance, School Administrator gives **All- Clear Announcement.**

Scenario 4: Nuclear Blast or Explosion Involving Radioactive Materials

Procedure

1. School Administrator initiates **Shelter-In-Place.**
2. When sheltering, personnel establish adequate barriers or shielding (concrete walls, metal doors etc.) between themselves and source of blast or explosion and avoids sheltering near exterior windows.
3. School Administrator calls 9-1-1 and Superintendent (408) 201-6000.
4. After initial blast, remove students from rooms with broken windows, extinguish fires, etc.
5. Site Security Team/Plant Supervisor turns off schools main gas supply, local fans in area; closes and locks doors and windows; shuts down all building's

air conditioning systems; seal gaps under doors and windows with wet towels or duct tape.

6. School remains in **Shelter-In-Place** condition until County of Santa Clara HazMat Team or appropriate agency provides clearance and School Administrator issues further instructions.

FLOODING

Procedure applies whenever storm water or other sources of water inundate or threaten to inundate school grounds or buildings. Flooding may occur as a result of prolonged periods of rainfall, where school would have sufficient time to prepare. Alternatively, flooding may occur without warning, as a result of damage to water distribution systems, or failure of a man-made dam.

Procedure

1. School Administrator initiates appropriate Immediate Response Actions, which may include **Shelter-In-Place, Evacuate Building or CODE (9) Off-Site Evacuation.**
2. School Administrator calls 9-1-1 and MHUSD Office Department at (408) 201-6000.
3. If School Administrator issues **Evacuate Building or CODE (9) Off-Site Evacuation**, staff and students evacuate affected building(s) using prescribed routes or other safe routes to assembly site.
4. Teachers bring student roster and take attendance at assembly site to account for students. Teachers notify Admin of missing students.
5. Contact appropriate MHUSD Departments as needed:

Important Morgan Hill Unified School District Numbers to contact as needed:

**Asst. Supt. Business Services, Kirsten Perez
(408) 201-6000 *50152**

**Superintendent, Dr. Steve Betando
(408) 201-6000 *51001**

**Asst. Supt. Ed. Services, Dr. Norma Martinez-Palmer
(408) 201-6000 *51073**

**Asst. Supt. Human Resources, Fawn Myers
(408) 201-6000 *51018**

**Morgan Hill Community Adult School Principal,
Dennis Browne (408) 201-6520 *43102**

**Morgan Hill Police Department
(408) 779-2101**

LOSS OR FAILURE OF UTILITES

Procedure addresses situations involving loss of water, power or other utility on school grounds. Should also be used in event of discovery of gas leak, exposed electrical line, or break in sewer lines.

Procedure

1. If water or electrical line is broken, efforts are made to turn off water or power to affected area and to notify School Administrator and Site Custodial Supervisor immediately.
2. Upon notice of loss of utilities, School Administrator assesses situation and determines if appropriate Immediate Response Actions, which may include **Shelter-In-Place or Evacuate Building**, are to be initiated.
3. School Administrator or Designee notifies MHUSD Maintenance and Operations Administrators and informs them of situation which includes location and nature of situation/emergency. Additional appropriate personnel are notified at discretion of School Administrator.
4. Maintenance Personnel, working with School Administration, contact affected utility company to determine whether their assistance is required and determine potential length of time that service is expected to be interrupted.

Important Utility Service Phone Numbers:

Pacific Gas and Electric (PG&E)	(800) 743-5000
California Water Service	(408) 367-8200

5. School Administrator along with appropriate personnel, make decision whether to postpone remaining school day and arrange for early student dismissal.
6. Administration arranges for media announcements regarding situation.

Important Morgan Hill Unified School District Numbers to contact as needed:

Asst. Supt. Business Services, Kirsten Perez
(408) 201-6000 *50152

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(408) 779-2101**

* All staff need to know "turn-off" procedures

Discrimination and Harassment Policy

PROCEDURES FOR HANDLING HARASSMENT COMPLAINTS

It is the intent of **Morgan Hill Community Adult School** to provide a working and educational environment for all individuals which is free of harassment and discriminatory intimidation whether based on race, color, religion, sex, age, national origin, handicap or veteran status. Such harassment is in violation of federal and state laws, including Title VII of the Civil Rights Act of 1964 and the Age Discrimination in Employment Act. An important part of this intent is to prevent sexual harassment in the work and educational setting.

SEXUAL HARASSMENT:

Morgan Hill Community Adult School will not condone, permit, or tolerate sexual harassment of employee or students in any manner whatsoever. Persons engaging in such harassment may be subject to discipline up to and including discharge or expulsion.

For the purpose of this Policy, sexual harassment is defined as conduct which is unwelcome and consists of (a) sexual advances; (b) requests for sexual favors; or (c) other verbal, visual or physical conduct of a sexual nature made by someone from or in the work or educational setting under any of the following conditions: (1) submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment, academic status, or progress; (2) submission to or rejection of such conduct by an individual is used for the basis of employment or academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with that individual's work or academic performance or of creating an intimidating, hostile or offensive working or educational environment.

Sexual harassment may occur between persons of the same gender or of different genders.

Without limitation, conduct prohibited under this policy may manifest itself in undisguised direct solicitation of sexual favors or solicitation accompanied by overt threats; from behavior which has the effect of creating an intimidating, hostile or offensive working or educational environment such as pervasive and continuous unwelcome physical contact, sexual remarks about a person's clothing, body or sexual relations, conversation of a sexual nature or similar jokes and stories and the display of sexually explicit materials in the work place or their use in the classroom without defensible educational purpose.

Sexual harassment can result from verbal harassment. For example, epithets, unwelcome comments, names or labels, derogatory comments or slurs. Physical harassment can result from assault, impeding or blocking movement, gestures or any physical interference with normal work or movement. Visual forms of sexual harassment can result from derogatory posters, letters, poems, graffiti, cartoons or drawings.

Every member of the **Morgan Hill Community Adult School** Management Team is expected to support and execute this policy. Any supervisor observing a situation involving possible sexual harassment shall take immediate action to stop it. Supervisory personnel who

receive reports of harassment are expected to seriously consider all such complaints and take immediate steps to implement this policy in accordance with the provisions contained herein.

Sexual harassment, as defined above, violates Title VII of the Civil Rights Act of 1964, regulatory guidelines of the Equal Employment Opportunity Commission, the California Fair Employment and Housing Act and its regulatory guidelines, the California Education Code and District Board Policy.

Violation of this policy shall constitute, generally, just and reasonable cause to discipline, up to and including termination or expulsion, and shall constitute, specifically, persistent violation of and refusal to obey the school laws of California and reasonable regulations prescribed for the governance of the District by the Board of Education of the Morgan Hill Unified School District under Education Code section 44932, subdivision (g).

COMPLAINT PROCESS: Employees or students believing that they have been subjected to sexual harassment or other forms of discrimination should bring his/her complaint to the attention of his/her immediate supervisor or the Superintendent located at the District Office, his/her teacher, counselor or school administrator.

Morgan Hill Community Adult School

Student Dress Code

Dress and Personal Appearance - Personal appearance must not distract from classroom learning. All students of the Morgan Hill Unified School District shall attend school and school functions dressed in a manner that is clean, not hazardous to their safety, to the safety of other students or is disruptive to the normal routine of school. **The administration reserves the right to determine whether clothing is inappropriate for the school setting.**

In order to provide guidance for students, and assist parents/guardians in monitoring students' grooming and dress, the school has established **the following guidelines:**

Clothing that **denotes membership in a gang, is offensive to others, or promotes drug or alcohol use will not be allowed. This means no gang colors on clothing.** Students wearing t-shirts, jackets displaying club slogans, double meanings, or suggestive sayings will have to cover up or change.

Sagging pants are **not** appropriate and are not permitted. Pants must be worn in a manner in which underwear is not exposed or would be exposed if the shirt was raised. *Undergarments may not show at any time on boys or girls. All clothing must completely cover a student's underwear. Zip ties will be given to those students violating this rule.*

Garments such as tube tops, spaghetti straps, halters, clothing that is see-through or any sexually suggestive apparel that exposes underwear, the torso, chest, cleavage or backside when bending is not allowed.

The appropriate minimum length for girls' shorts and skirts is the tips of their fingers when their arms are held loosely at their sides.

Tank tops must have straps that are not less than two inches wide. Extra large arm holes are not allowed.

Excessively long shirts pose a safety issue and are not permitted.

Clothing or backpacks with lettering or drawings which depict sexual expressions or actions, profanity, obscenity, violence, drugs, gang, group affiliation, alcohol, tobacco, or which degrades the integrity of individual or groups are not permitted.

No bandanas.

Pajamas, pajama bottoms, or loungewear may not be worn.

Overalls or any other clothing with straps must have the straps secured over the shoulders.

Wallet chains are not allowed, nor is spiked jewelry.

Sunglasses cannot be worn in the building.

Headgear are to be worn ONLY outdoors. Hoods on jackets/sweatshirts are not to be worn up inside the buildings.

Street shoes are required at all times. Shoes with open toes or backless shoes are not recommended due to safety reasons. Shoes with wheels, steel-toed shoes/boots, or “slipper-type” shoes are not allowed. No red or blue shoes or laces are allowed.

The school reserves the right at any time to amend the above dress code due to safety without the prior warning to the students.

Consequences for clothing violations are:

- Students will be sent home to change.
- Continued violations will result in disciplinary action that may include expulsion.

Ensuring a Safe and Orderly Environment

At Morgan Hill Community Adult School, our major goal is to provide a successful instructional program with a positive school climate. Learning is enhanced in an atmosphere of respect and self motivation, which we establish at Morgan Hill Community Adult School.

The policies of Morgan Hill Community Adult School support our three school rules:

- * BE SAFE**
- * BE RESPONSIBLE**
- * BE RESPECTFUL**

STUDENT RESPONSIBILITIES ARE:

- 1. Arrive to class on time. Be prepared to work with the necessary equipment, complete homework assignments, and work productively the entire class period.**
- 2. Refrain from disrupting the class.**
- 3. Respect other people, their property and school property.**

Morgan Hill Community Adult School

Policy, Procedures and Expectations

We want to make certain that students, parents and staff understand that school regulations governing discipline are based on written rules. Each student of **Morgan Hill Community Adult School** is expected to go online to read, understand and agree to these rules and regulations prior to attending classes. A student's attendance at the school denotes his or her acknowledgement of having read and agreed to abide by these rules.

These Procedures and Expectations clearly spell out unacceptable actions by students against persons or property. It is also designed to protect the constitutional rights of students. In recent years the courts have emphasized the constitutional principle that students do have certain rights when they attend our schools. Such rights include freedom of expression, speech, and equal educational opportunity. Along with these rights come additional responsibilities on the part of the students.

When students are suspended or expelled from school or school activities, we take this action to protect the physical safety of other students or staff or to ensure that classroom instruction is continued without interference. The general safety, well-being, and educational goals of all students must be considered along with the rights and responsibilities of each individual.

It is our hope that these rules and regulations will help our school to carry on in the best tradition and without interrupting its main function - that of giving each student the best education possible.

RULES AND REGULATIONS

The following conduct is not permitted. Rules and regulations are established to maintain an atmosphere conducive to learning.

CAUSES FOR DISCIPLINARY ACTION

VIOLATIONS RELATING TO PERSONS

- ABUSE / HARASSMENT, THREATS OR INTIMIDATION** (physical or verbal attack on district employee or student) (E.C. 44810, 48900 (a)(1), (a)(2), 48900 i and o, 48900.4, 48900.7; P.C. 71)
- ASSAULT AND BATTERY** (assault or battery upon another student or upon school personnel; threat of force or violence toward school personnel, at any time or place related to school attendance or functions) (E.C. 44014, 44810, 48900 (a)(1), (a)(2), 48915 (c-2), (a-1), (a-2), (a-5); P.C. 240-243, 245)
- DEFIANCE, DISRESPECT, ETC.** (insubordination or defiance toward school employees, either in language or action) (E.C. 48900 k; 48908)
- ELECTRONIC LISTENING OR RECORDING DEVICE** (It is the students' responsibility to make sure that all devices, including cell phones, are turned off and secure during the official school day. use of all electronic communication devices, without prior consent of the principal, is prohibited. (E.C. 51512, 48901.5)
- EXTORTION / ROBBERY** (taking possessions from another person by threat or force) (E.C. 44014, 44810, 48900 (a)(1), (a)(2), e and g, 48915 (a-4); P.C. 240, 241, 524)
- FIGHTING** (involvement in fighting either in groups, gangs, or as an individual on school premises or elsewhere under authority of school personnel) (E.C. 32210, 44807, 44810, 48900 (a)(1), (a)(2), 48915 (a-1)
- FORGING** (forging notes, signatures, excuses or other school documents) (E.C. 48900 k; P.C. 470)
- GAMBLING** (any betting, gaming played with cards, dice, coins, or other items of value is prohibited) (P.C. 330)
- HAZING / HATE VIOLENCE** (committing any act that injures, degrades, or disgraces any fellow student or person attending the institution) (E.C. 32050-32051; 48900 q; 48900.3; 233)
- KEYS** (illegal possession, unauthorized use or duplication of keys to school buildings or premises) (P.C.469)
- RECEIVING STOLEN PROPERTY** (knowingly received stolen school property or private property) (E.C.48900 l)
- SECRET CLUBS** (membership on school campus prohibited) (E.C. 48900 k)
- SEXUAL HARASSMENT / ASSAULT** (unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting)(E.C. 48900.2, 212.5, 48915 (c-4)
- STEALING** (stealing school property or from persons while on school property or at school sponsored events)
(E.C. 19911, 35291, 44807, 48900 g; P.C. 484-485)

VEHICLES (failure to observe posted traffic and parking regulations) (V.C. 21113, 42001)

OTHER OFFENSES (serious infractions of behavior standards, not identified above, inimical to the welfare of the school, including buildings, property, staff, students or other personnel during the school day or while in attendance at school functions) (E.C. 48212, 48900 (a)(1) to 48900 o, 48915)

VICTIMS OF VIOLENT CRIMES

For victims of violent crimes 9-1-1 will be called and reports filed against the suspected perpetrator.

CHILD ABUSE REPORTING PROCEDURES

A mandated reporter who knows or reasonably suspects that a minor is the victim of child abuse must report immediately by telephone and in writing by follow-up report within 36 hours to a law enforcement agency. The law penalizes the failure to report by imposing a jail sentence on the defaulting mandated reporter. On the other hand, the law rewards the reporter who meets the reporting obligation by granting absolute immunity from civil or criminal prosecution. (Penal Code Section 11166)

Mandated Reporter: a "Child care custodian"; includes teachers, administrators, supervisors of child welfare and attendance, certificated pupil personnel staff. If specifically trained in child abuse detection, also includes instructional aides, teacher's aides, and teacher assistants. District employed child care workers and health practitioners (doctors, nurses and psychologists) are also mandated reporters.

Knowledge of or a Reasonable Suspicion of Abuse: When a mandated reporter observes a child with physical "injuries which appear to have been inflicted...by other than accidental means by any other person..." Whether or not there are visible physical injuries, all suspected sexual abuse must be reported.

To Whom is the Report Made: An oral report to designated law enforcement agencies must be made immediately. The observing employee must contact:

- a. The Child Protective Services (CPS) Unit of the local Welfare Office
or
- b. The Jurisdictional Law Enforcement Agency
Human Services Department: (408) 299-2071

Santa Clara County Sheriff's Department (24 hr non-emergency)
(408) 808-4400

Morgan Hill Police Department (non emergency).....311
(408) 779-2101

Morgan Hill Police Department (emergency).....911
(408) 779-2101

A follow up written report must be submitted within 36 hours. Forms are available on site through the assistant principal's office or online at ag.ca.gov/childabuse/pdf/ss_8572.pdf.

School Interview Law: Penal Code 11174.3 imposes both a time sequence and series of duties on school personnel and the law enforcement investigator. This law is limited to child abuse victims only. The law speaks only to abuse which takes place

in the home. When law enforcement comes to school to take the child into custody, rather than question the child, the interview procedures do not apply. The child is effectively under arrest.

Law enforcement (sheriff, police or CPS) may interview suspected victims of child abuse on school premises during school hours concerning child abuse in the home. The child may choose to be interviewed in private or may select an adult staff member to be present “to lend support”.

Step One – The investigator comes to school. All investigations begin in the school office. The staff member “in charge” should ask for identification and the purpose of the proposed interview.

When it is made clear that the interview will focus on allegation of abuse in the home, the staff member in charge should be present with the child before the interview begins.

Step Two - The investigator must advise the child of the right to choose a staff member to be present during the interview.

Step Three – The child asks for an adult staff member to be present.

What the staff member should do if:

1. The child chooses not to have a staff member present?

The staff member should leave the room.

2. The child asks for either the mother or father to be present?

School employees do not grant or deny such requests. This responsibility lies with the investigator.

3. The child changes their mind during the interview?

The law gives the child a continuous option to ask for an adult staff member or to send the staff member away.

What can the selected staff member do:

a. The staff member, by law, may decline to sit in the interview

b. The school administrator should inform the selected staff member of their duties during the interview. A copy of Penal Code 11174.3 should be supplied to the staff member who has agreed to be present.

c. The staff member’s role is one of a “comforter” during the interview. There is no questioning by the staff member and no discussion of the child abuse incident with the child. There must be no prompting by the staff member. Investigators should not attempt to ask or direct the staff member to coerce, suggest or elicit a response from the child.

d. The law forbids disclosure of what the staff member hears or learns during the interview. This confidentiality disappears when a court orders testimony. No written report is required by the staff member. California Penal Code 11174.3

11174.3. (a) Whenever a representative of a government agency investigating suspected child abuse or neglect or the State Department of Social Services deems it necessary, a suspected victim of child abuse or neglect may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be afforded the option of being interviewed in private or selecting any adult who is a member of the staff of the school, including any certificated or classified employee or volunteer aide, to be present at the interview. A representative of the agency investigating suspected child abuse or neglect or the State Department of Social Services shall inform the child of that right prior to the interview.

The purpose of the staff person's presence at the interview is to lend support to the child and enable him or her to be as comfortable as possible. However, the member of the staff so elected shall not participate in the interview. The member of the staff so present shall not discuss the facts or circumstances of the case with the child. The member of the staff so present, including, but not limited to, a volunteer aide, is subject to the confidentiality requirements of this article, a violation of which is punishable as specified in Section 11167.5. A representative of the school shall inform a member of the staff so selected by a child of the requirements of this section prior to the interview

A staff member selected by a child may decline the request to be present at the interview. If the staff person selected agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. Failure to comply with the requirements of this section does not affect the admissibility of evidence in a criminal or civil proceeding.

SUSPECTED CHILD ABUSE REPORT

To Be Completed by Mandated Child Abuse Reporters
Pursuant to Penal Code Section 11166

CASE NAME: _____

PLEASE PRINT OR TYPE

CASE NUMBER: _____

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

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was not determined to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation; GREEN COPY-District Attorney's Office; YELLOW COPY-Reporting Party

DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM SS 8572

All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act, also known as CANRA. The Internet site is: <http://www.leginfo.ca.gov/calaw.html> (specify Penal Code and search for Sections 11164-11174.3). A mandated reporter must complete and submit the form SS 8572 even if some information is not known. (PC Section 11167(a).)

I. MANDATED CHILD ABUSE REPORTERS

- Mandated child abuse reporters include all those individuals and entities as defined in PC Section 11165.7.

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

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

III. REPORTING RESPONSIBILITIES

- Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect shall report such suspected instance of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof *within 36 hours* of receiving the information concerning the incident. (PC Section 11166(a).)
- No mandated reporter who reports a suspected instance of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by the CANRA. Any other person reporting a known or suspected instance of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by the CANRA unless it can be proven the report was false and the person knew it was false or make the report with reckless disregard of its truth or falsity. (PC Section 11172(a).)

IV. INSTRUCTIONS

- **SECTION A - REPORTING PARTY:** Enter the mandated reporter's name, title, category (from PC Section 11165.7), business (agency) name and address, telephone number, a signature and today's date. Also check yes-no whether you (the mandated reporter) witnessed the incident. The signature area is for either the mandated report or the person taking as telephoned report.

ETHNICITY CODES

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

IV. INSTRUCTIONS (Continued)

- **SECTION B - REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, date of the written report, date/time of the phone call and the name, title and telephone number of the official contacted.
 - **SECTION C - VICTIM** (One Report per Family, siblings must have same parents/guardians): Enter the victim's name, address, telephone number, birth date or approximate age, sex, ethnicity, present location, and where applicable enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes-no box for: developmentally disabled?, physically disabled? and specify the victim's other disability. To determine if the victim has a disability, ask the victim's parent or care giver. Also check the appropriate yes-no box for in foster care?, indicate type of care if the victim was in out-of-home care, indicate the type of abuse. List the victim's relationship to the suspect, check the appropriate yes-no box for photos taken?, indicate whether the incident resulted in this victim's death.
 - **SECTION D - INVOLVED PARTIES:** Enter the requested information for: Victim's Siblings, Victim's Parents/Guardians and the Suspect.
 - **SECTION E - INCIDENT INFORMATION:** If multiple victims, enter the number. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheets if needed.
- ### V. DISTRIBUTION
- **Reporting Party:** After completing Form SS 8572, retain the yellow copy for your records and submit the top three copies to the designated agency.
 - **Designated Agency:** *Within 36 hours* of receipt of Form SS 8572, send **white copy** to police or sheriff, **blue copy** to county welfare or probation, and **green copy** to district attorney.

VIOLATIONS RELATING TO STUDENT EXPRESSION

LEWD OR LASCIVIOUS ACTS (engaging in or performing lewd or lascivious acts on school grounds or at school sponsored activities) (P.C. 314)

PROFANITY / VULGARITY (continual or habitual use of profanity or vulgarity) (C.A.C. 300; E.C. 48900 I)

VIOLATIONS RELATING TO CAMPUS DISTURBANCE

FALSE FIRE ALARMS (willfully tampers with any fire alarm equipment or deliberately sounds a false fire alarm) (E.C. 48900 k; P.C. 148.4)

LOITERING (persons on school premises unlawfully) (P.C. 653 g)

PICKETING (persons posted to affect the school) (P.C. 407, 409)

SIT-INS, WALK-ONS, ETC. (violations of rules governing lawful assemblage on school grounds or at school events; failure to disperse) (PC. 407, 409, 416, 420 j, p, 626.2, 626.4, 626.6, 626.8)

TRESPASSING / FORCED ENTRY (trespassing or forced entry with respect to school buildings or school events) (E.C. 32210, 44810; P.C. 902 p, 626.8)

UNAUTHORIZED VISITORS (persons who come into any school building or onto any school ground or adjacent areas without lawful business thereon) (E.C. 44810; P.C. 626.8, 647 b, 653 g)

VIOLATIONS RELATING TO PROHIBITED ITEMS

ALCOHOL / INHALENTS (use or possession on school campus or at school sponsored events) (B. & P.C. 25608, 25658, 25662; C.A.C. 14251; E.C. 48900 c, 48915 (a-3); P.C. 647 e)

CHEMICAL SPRAYS (possession of or use of any chemical weapon) (E.C. 48900 b; P.C. 12403.7 (4))

DRUGS / NARCOTICS (use, possession or sale of narcotics or other hallucinogenic drugs or substances or any other controlled substances on school grounds or elsewhere under the authority of school personnel) (E.C. 48900 c, 48915 (a-3), (c-3); H. & S. C. 11350, 11353, 11354, 11357, 11359, 11361, 11377, 11378, 11380; P.C. 647 e)

Offered, arranged or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance, or material in lieu of the substance. (E.C. 48900 d; H. & S. C. 11382)

DRUG PARAPHERNALIA (possession of, offered, arranged, or negotiated to sell drug paraphernalia) (E.C. 48900 j)

ELECTRONIC SIGNALING DEVICES (use of any electronic signaling device is prohibited during the official school day, except for health reasons when

prescribed by a licensed physician and approved by school administration) (E.C. 48901.5)

TOBACCO (use or possession of tobacco or any products containing tobacco or nicotine products on school grounds or elsewhere while under the authority of the school) (E.C. 48900 h; 48901)

WEAPONS OR THREAT THEREOF (possession, sale or furnishing of any firearm (gun), knife, explosive, or other dangerous object of no reasonable use to the pupil at school, or at a school activity off school grounds) (C.C. 1714.1, 1714.3; E.C. 48900 b, 48915 (a-2), (c-1), (c-2); P.C. 245. 626.9, 626.10, 653 k, 12020, 12021.2, 12301)

Possession of an imitation firearm (gun). (E.C. 48900 m)

SEARCH AND SEIZURE (personal or private property on school grounds, adjacent to the school, or while under the authority of school personnel, is subject to search and seizure by school officials) (E.C. 493331; H.& S.C. 11364.7, 11471)

LASER POINTERS OR LASER DEVICES (possession, sale or the furnishing of any device that conducts a laser beam such as a laser pointer is strictly prohibited.) (E.C. 48900B)

VIOLATIONS RELATING TO PROPERTY

BOMB THREATS (false report that a bomb or other explosive has been placed in school buildings or on school grounds) (L.C. 3367; P.C. 148.1)

DEFACING OR DAMAGING SCHOOL PROPERTY (VANDALISM) (acts which endanger life of students, employees or visitors or result in damage to school buildings, school property including electronic files and databases or possessions of students, staff members or visitors; parent or guardian is responsible for damages) (C.A.C. 305, C.C. 1714.1; E.C. 19910, 48900 f, 48904; G.C. 6201, 53069.5, 53069.6; P.C. 451, 452, 594, 594.5, 602 j)

FIRES, EXPLOSIVES OR THREAT THEREOF (fires or explosives which threaten or cause serious damage to human life or property on campus or at school sponsored events; parent or guardian is responsible for damages) (E.C. 48900 (a)(1), b, 48904, 48915 (a-2); H & S.C. 12304-12306; P.C. 451, 452)

DEFINITION OF TERMS

PROBATION: Placing a student on a trial basis because of prior conditions; must meet specified conditions for a given period of time.

TRANSFER TO ANOTHER CLASS: A student may be transferred to another class in the same school.

PARTICIPATION DENIAL: Preventing the student from participating in school activities.

SUSPENSION: Temporary denial of class and/or school attendance for causes of action committed on school property, school buses, at school functions, or elsewhere. Usually students are referred by teachers to the appropriate administrator for disciplinary actions if the students are unresponsive to normal classroom and/or school expectations of behavior.

EXPULSION: Action by the Principal to deny the right of school attendance with a time limit.

ENFORCEMENT

The certificated staff of **Morgan Hill Community Adult School** will follow all regulations as prescribed by law and Board regulations. The administration of each school shall enforce the Board adopted regulations to maintain proper conditions for the safety, health and physical well-being of all persons on campus and elsewhere while engaged in school-sponsored activities.

RIGHTS AND RESPONSIBILITIES

In our form of government the judicial system interprets the law and its applications and orders compliance with its interpretations. Judicial decisions have constantly supported the authority of the State and of school officials to prescribe and control conduct in the schools. This has been extended from control of students while on the school grounds to also maintaining order at other events. In recent years, however, the courts have recognized the student's legitimate right to a public education which is protected by the Due Process Clause of the Constitution of the United States. This right cannot be taken away for misconduct without adherence to the minimum procedures required by that clause.

The U.S. Supreme Court has made clear that students cannot collide with the rights of others without expecting a penalty. "But conduct by the student, in class or out of it, which for any reason - whether it stems from time, place, or type of behavior - materially disrupts class work or involves substantial disorder or invasion of the rights of others is, of course, not immunized by the constitutional guarantee of freedom of speech."

The role of the parent continues to be of primary importance in the education and control of the student. Parents are encouraged to help their children by stressing the importance of a sound education and by forming a cooperative partnership with the schools to help guide and influence the education of their children.

