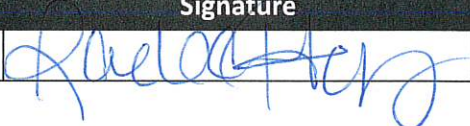


Comprehensive School Safety Plan SB 187 Compliance Document

**2021-2022
School Year**

School: Redwood Preparatory Charter School
CDS Code: 12-76802-0124164
District: Dream It. Be It, Inc. (DIBI)
Address: 1480 Ross Hill Rd.
Fortuna, CA 95540-3463
Date of Adoption: October 13, 2020

Approved by:

Name	Title	Signature	Date
Racheal Henry	President, Board of Directors		8.10.21

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Components of the Comprehensive School Safety Plan (EC 32281)

Redwood Preparatory Charter School Safety Committee

Assessment of School Safety

Since its founding in Fortuna in 2011], Redwood Prep has had the good fortune of very low levels of crime. We have experienced only minor issues that were quickly resolved.

Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)

All school employees receive training in the SSP upon joining the school and should review any changes to the SSP annually.

School Staff members participate in bi-annual first aid and CPR training and certification. As well as additional training including but not limited to mandated reporting, blood-borne pathogens, sexual harassment, and active shooter.

Emergency drills are scheduled throughout the year including:

- Fire Drill: At least once per trimester, a fire drill should be conducted in which all pupils, teachers, and other employees are required to evacuate the building.
- Civil Defense (Lockdown) Drill: A Civil Defense Drill should be conducted at least twice each school year following the school's Civil Defense Procedure.
- Earthquake Duck & Cover Drill: This drill should be performed twice per school year.

(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)

PREVENTION OF CHILD ABUSE POLICY

Redwood Preparatory Charter School 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, Redwood Prep's child care custodians (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. Every child care custodian of Redwood Prep must sign a "Child Abuse Reporting" form indicating they understand their responsibilities to report known or suspected child abuse/neglect.

Reporting Problems/Sex Offenders at the School Site

Redwood Prep maintains zero tolerance for abuse. Every member of any Redwood Prep community must participate actively in the protection of its students.

All Redwood Preparatory Charter school will monitor the school buildings and grounds:

- All unused rooms, storage areas, and closet doors should be kept locked;
- All unused buildings and areas must be designated and enforced as off-limits to children;
- Interior doors should be left open and unlocked when rooms are in use; and
- Blinds should be left open to allow informal monitoring by a passerby.

In the event that any current or future Redwood Prep employee observes any suspicious or inappropriate behaviors on the part of any third party or other employee while on any Redwood Prep premises, he or she is required to immediately report their observations to the Director or designee. Examples of suspicious or inappropriate behaviors include, but are not limited to:

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, director or office manager sounds alarms to evacuate the building.
7. Staff to follow emergency procedures previously described.

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.
4. Be prepared to duck and cover again due to aftershocks.
5. Staff to follow emergency procedures previously described.

Flood/ Severe Weather

Warnings of severe weather are usually received via public radio 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. The director will assess the situation and make an announcement over the PA or megaphone to A) evacuate, B) stay in classes or C) release students to go home. See emergency procedures previously described for evacuation directions.

Electrical Failure

1. Director, or designee, will notify the electrical company (PG&E) at 800-743-5000.
2. Office staff and classroom teachers turn off computers and other equipment that might be damaged by a power surge when the service is restored.

Gas Line Break

1. Director, or designee, will call 911 in case of emergency break.
2. Staff to follow the emergency procedures previously described.

Water Main Break

1. Director, or designee, notifies the water department number (725-7600).
2. Director, or designee, shuts off water.
3. Director or designee, notifies the police.
4. Director or designee, determines if it is necessary to follow the emergency procedures on page 6 to evacuate students and staff.

Water Contamination

1. Director, or designee, turns off water to the drinking fountains and sinks.
2. Instruct teachers to move students away from drinking fountains and sinks.
3. Director, or designee, notifies the water department.

Chemical Spill/ Incident

If Indoors:

1. Contact 911 if dealing with an unknown chemical or shelter in place
2. Block or rope off area – DO NOT TOUCH ANYTHING.
3. Evacuate room and turn off air conditioning system.
4. Director, or designee, will check for chemical safety data in the MSDS binder to determine clean up procedure.

If Outdoors:

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.
4. Staff to follow emergency procedures previously described.

Death/Suicide

1. Director or designee, will call 911.
2. Director or designee will be notified in the event of a death or suicide on campus.
3. Director or designee will notify teachers to keep students in their classrooms until informed otherwise.
4. Director or designee and Fortuna Police Department will control and organize media.
5. Director will ensure that counseling services are available as soon as possible.

Suicide Prevention

Assisting students who express suicidal wishes or engage in suicidal behaviors is essential to maintaining a safe and healthy environment for students. Redwood Preparatory Charter School has adopted a comprehensive suicide prevention policy, which identifies the staff liaison responsible for student education, staff training and responding to incidents under the policy. Please see the complete Policy located at the end of the SSP titled "Suicide Prevention Policy."

Intruders/ Vicious Animals

1. Call the school main office and office staff will check out the situation and take appropriate action (i.e., contact Police or animal control agency).
2. Director, or designee, should alert staff of a potential suspicious intruder/animal.
3. Keep the students in the classroom 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. Staff supervises students who are in their care.
6. All students outside of the building are to be quietly and cautiously led into the building.
7. Wait for further instructions from Director and/or police/animal agency.

Public Agency Use of School Buildings for Emergency Shelters

By law Redwood Prep must make its facility available to first responders, such as the local fire department and American Red Cross, in the event of a disaster. If a state of emergency is declared, Redwood Prep employees must have a plan in place to address their personal and family needs while they are at work (during regular or extra duty). Staff are reminded of their legal obligations to serve as disaster service workers, which call for them to develop their person/family needs plan in the case they are called upon for after hour duty to respond to a disaster.

In order to make the Redwood Prep school site available to meet community needs in the event of a disaster, the Director will develop a response plan with the following features:

- Identify chain of command to respond if a local evacuation or state of emergency is declared, which designates a minimum of two back-up leaders.
- Review and implement best practices for respiratory hygiene and universal precautions. Train all school staff, volunteers and students. Identify and procure needed resources.
- Review procedures for sending ill or injured personnel home and make adjustments in plan implementation if necessary.
- Designate office staff to document actions taken.
- Develop a recovery plan that provides follow-up educational and emotional support for students and staff affected by the disaster.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

- a) Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force of violence upon the person of another, except self-defense.
- b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Director/Principal or designee's concurrence.
- c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property, which includes but is not limited to, electronic files and databases.
- g) Stole or attempted to steal school property or private property, , which includes but is not limited to, electronic files and databases.
- h) Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- l) Knowingly received stolen school property or private property, which includes but is not limited to, electronic files and databases.
- m) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n) Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.
- o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.
- r) Made terrorist threats against school officials and/or school property, which includes but is not limited to, electronic files and databases. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, which includes but is not limited to, electronic files and databases, or the personal property of the person threatened or his or her immediate family.
- s) Committed sexual harassment, as defined in Education Code Section 1212.5. For the purposes of this section, the conduct described in Section 1212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- t) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- u) Intentionally harassed, threatened or intimidated school personnel or volunteers and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of either school personnel or volunteers and/or student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- v) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.

- b) Willfully used force or violence upon the person of another, except self-defense.
- c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property, which includes but is not limited to, electronic files and databases.
- g) Stole or attempted to steal school property or private property, which includes but is not limited to, electronic files and databases.
- h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k) Knowingly received stolen school property or private property, which includes but is not limited to, electronic files and databases.
- l) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- m) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- n) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- o) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- p) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.
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- s) Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- t) Intentionally harassed, threatened or intimidated school personnel or volunteers and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of either school personnel or volunteers and/or student(s) by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- u) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.

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

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

(iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

Suspension Procedures

- Step One – Conference

Suspension shall be preceded, if possible, by a conference conducted by the Director or the Director’s designee with the student and his or her parent and, whenever practical, the teacher, supervisor or Charter School employee who referred the student to the Director or designee.

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

At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense, in accordance with Education Code Section 47605(b)(5)(J)(i). This conference shall be held within two (2) school days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. No penalties may be imposed on a pupil for failure of the pupil’s parent or guardian to attend a conference with Charter School officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil’s parent or guardian at the conference.

- Step Two – Notice to Parents/Guardians

At the time of the suspension, an administrator or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If Charter School officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

- Step Three – Suspension Time Limits/Recommendation for Expulsion

- The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five days' notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.
- The School must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.
- At the discretion of the entity conducting the hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.
- The entity conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.
- The entity conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.
- Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the entity presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The entity conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.
- If one or both of the support persons is also a witness, the School must present evidence that the witness' presence is both desired by the witness and will be helpful to the School. The entity presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness.
- The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.
- Especially for charges involving sexual assault or battery, if the hearing is to be conducted in the public at the request of the pupil being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.
- Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstance can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

In accordance with Education Code Section 47605(d)(3), upon expulsion of any student, RPC shall notify the superintendent of the school district of the pupil's last known address within 30 days, and shall, upon request, provide that school district with a copy of the cumulative record of the pupil, including a transcript of grades or report card and health information.

Disciplinary Records

RPC shall maintain records of all student suspensions and expulsions at the School. Such records shall be made available to the District upon request.

No Right to Appeal

The pupil shall have no right of appeal from expulsion from the RPC as the Charter School Board's decision to expel shall be final.

Expelled Pupils/Alternative Education

Parents/guardians of pupils who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the County or their school district of residence. The Charter School shall work cooperatively with parents/guardians as requested by parents/guardians or by the school district of residence to assist with locating alternative placements during expulsion.

Rehabilitation Plans

Students who are expelled from the Charter School shall be given a rehabilitation plan upon expulsion as developed by the Board of Directors at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may reapply to the Charter School for readmission.

Readmission

The decision to readmit a pupil or to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of the Board following a meeting with the Director and the pupil and parent/guardian or representative to determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The Director or designee shall make a recommendation to the Board following the meeting regarding his or her determination. The Board shall then make a final decision regarding readmission during the closed session of a public meeting, reporting out any action taken during closed session consistent with the requirements of the Brown Act. The pupil's readmission is also contingent upon RPC's capacity at the time the student seeks readmission.

Special Procedures for the Consideration of Suspension and Expulsion of Students with Disabilities 1. Notification of District or SELPA The Charter School shall immediately notify the District or SELPA and coordinate the procedures in this policy with the District or SELPA of the discipline of any student with a disability or student that the Charter School or the District or SELPA would be deemed to have knowledge that the student had a disability.

2. Services During Suspension

Students suspended for more than ten (10) school days in a school year shall continue to receive services so as to enable the student to continue to participate in the general education curriculum, although in another setting (which could constitute a change of placement and the student's IEP would reflect this change), and to progress toward meeting the goals set out in the child's IEP/504 Plan; and receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur. These services may be provided in an interim alternative educational setting.

3. Procedural Safeguards/Manifestation Determination

Within ten (10) school days of a recommendation for expulsion or any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the Charter School, the parent, and relevant members of the IEP/504 Team shall

- a. Carries or possesses a weapon, as defined in 18 U.S.C. Section 930, to or at school, on school premises, or to or at a school function;
- b. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or
- c. Has inflicted serious bodily injury, as defined by 20 U.S.C. Section 1415(k)(7)(D), upon a person while at school, on school premises, or at a school function.

6. The student's interim alternative educational setting shall be determined by the student's IEP/504 Team.

7. Procedures for Students Not Yet Eligible for Special Education Services

A student who has not been identified as an individual with disabilities pursuant to IDEA and who has violated the Charter School's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if the Charter School had knowledge that the student was disabled before the behavior occurred.

The Charter School shall be deemed to have knowledge that the student had a disability if one of the following conditions exists:

- a. The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to Charter School supervisory or administrative personnel, or to one of the child's teachers, that the student is in need of special education or related services.
- b. The parent has requested an evaluation of the child.
- c. The child's teacher, or other Charter School personnel, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the director of special education or to other Charter School supervisory personnel.

If the Charter School knew or should have known the student had a disability under any of the three (3) circumstances described above, the student may assert any of the protections available to IDEA-eligible children with disabilities, including the right to stay-put.

If the Charter School had no basis for knowledge of the student's disability, it shall proceed with the proposed discipline. The Charter School shall conduct an expedited evaluation if requested by the parents; however, the student shall remain in the education placement determined by the Charter School pending the results of the evaluation.

The Charter School shall not be deemed to have knowledge that the student had a disability if the parent has not allowed an evaluation, refused services, or if the student has been evaluated and determined to not be eligible.

(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)

If a student is deemed dangerous because of behavior at school or behavior outside of school which has been dealt with by county juvenile authorities, the Director, or designee, shall inform appropriate staff members pursuant to Section 49079 of the Education Code. That Section requires notification of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. Such information will remain confidential and will not be further disseminated by school staff.

(E) Sexual Harassment Policies (EC 212.6 [b])

Redwood Prep maintains a comprehensive Title IX, Harassment, Intimidation, Discrimination and Bullying Policy, which addresses discrimination and harassment in the school setting. This policy is available on the RPC website, the administrative office, and at the end of this SSP. RPC also prohibits unlawful discrimination and harassment in the workplace.

Employees – Sexual Harassment

(2) Every reported complaint of harassment will be investigated promptly and thoroughly by Redwood Prep. Typically the investigation will include interviewing the complainant, anyone who may have knowledge of the alleged harassment, and the alleged harasser. Once the investigation is completed, Redwood Prep will notify the complainant of the results of the investigation. Redwood Prep will make every effort to handle the investigation in as confidential a manner as possible consistent with a thorough, fair and proper investigation. Redwood Prep will not tolerate reprisals or retaliation against anyone as a result of the good-faith reporting of charges of sexual harassment.

(3) In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred have to be investigated.

(4) Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning or reprimand, suspension, or termination. Conduct of a sexual nature directed toward students shall be reported as child abuse for investigation by appropriate law enforcement and/or other authorities.

D. Filing Complaints with State and Federal Agencies

In addition to notifying Redwood Prep of harassment or retaliation, aggrieved parties may wish to file complaints with other appropriate state and federal agencies, including the United States Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH), which have authority to conduct investigations of facts. Aggrieved parties are advised that statutory deadlines apply for the tender of complaint to either the EEOC and/or the DFEH and that if complaints are not timely filed they may be barred by law. If the EEOC and/or the DFEH believe that a complaint is valid and settlement efforts fail, aggrieved parties may seek an administrative hearing. Aggrieved parties may also be entitled to file a lawsuit in Federal or state court. Administrative agencies and the courts have the authority to award monetary and non-monetary relief in meritorious cases. Employees can contact the nearest EEOC or DFEH office at the locations listed on Redwood Preparatory Charter School's employment law poster or by checking the state government listings in the local telephone directory.

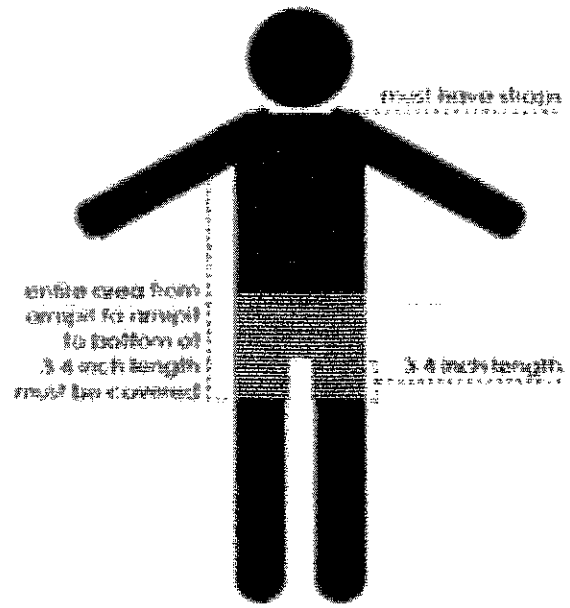
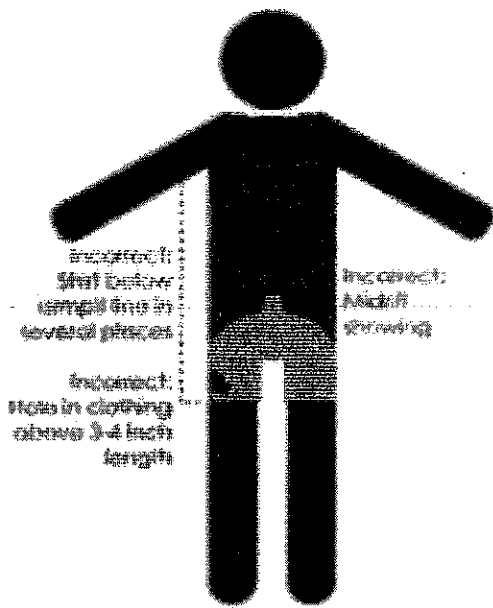
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)

Redwood Preparatory Student Dress Code

Redwood Preparatory Charter School ("RPC" or the "School") students and staff should wear clothing which is not disruptive to the educational process. This dress code shall be in effect on campus during school hours and at School sponsored activities except where modified by the Director for specific extracurricular activities or in special cases. The RPC staff and administration reserve the right to determine clothing which detracts from the educational environment. If a staff member determines that a student's attire is inappropriate or disruptive to the school environment, the student will be asked to change clothing for more appropriate apparel before returning to class or campus.

Prohibited Attire:

1. Clothing and accessories that advocate, advertise or symbolize any type of alcohol, drugs, tobacco, gambling, weapons, or acts which are illegal, violent, obscene, or hazardous to one's health.
2. Clothing or accessories that are gang related
3. Clothing, accessories, or hairstyles that are offensive or are degrading on the basis of gender identity, sexual orientation, cultural, religious or ethnic values to the rights of any person as determined by school staff
4. Students must wear or bring shoes that allow them to fully participate in all school activities.



(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)

The RPC Director and office manager will develop procedures so that students, staff, parents and community members can enter and exit the building in a safe and orderly way, and that the building is secure from unauthorized entry during non-school hours, as follows:

- Clearly posting an office sign to direct visitors to the office area upon arrival at school.
- Designating individuals to lock the school building and/or grounds when not in use.
- Training school staff members to maintain the security of the building when working during non-regular working hours (e.g., not propping doors open, re-securing the building after leaving).
- Maintaining a practice of locking doors that are not being regularly used, even during school hours.
- Posting signs requesting that visitors sign in at the main office.
- Requiring school visitors to wear a visitor's badge.
- Creating a dismissal plan and student pick-up traffic plan to avoid congestion of the parking lot and local streets, and to prevent students from crossing traffic unnecessarily.

TRAFFIC	ATTURNS	AND	DROP-OFF/PICK-UP	POINTS
Redwood Preparatory Charter School shall develop appropriate protocols to minimize traffic congestion and enhance pedestrian safety	around	the	school	site.

Responsibility of Administrator

- Administrator, or designee, is to ensure through daily monitoring by designated staff that loading and unloading areas are "curbside" and designated to minimize student proximity to moving vehicles and that these areas are readily accessible to students.
- School personnel are to ensure that appropriate traffic and pedestrian signs are posted in the vicinity of the school.
- School personnel are to develop a student drop off and pick up plan and distribute plan to parents.
- Local Police Department is contacted for assistance relating to traffic enforcement during drop-off and pick-up times as necessary to ensure student safety and minimize traffic congestion.
- Proper supervision is provided at any loading and unloading areas.

(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)

Objectives	Action Steps	Resources	Lead Person	Evaluation
Provide comprehensive RPrep family contact system	Email and text system to contact 100% of RPrep families in case of school safety announcements	General Fund Administrative Cost	Director	100% Rprep families will be included in the system
Provide detailed information regarding school safety issues through school email system	Update and verify family email addresses through student information system and school email system	Time needed to complete task	Director and School Secretary	100% RPrep families with access to email will be appropriately listed in SIS and school email system
Create list of contacts that do not utilize digital communication for personal contact for safety announcement communications	Identify and create list of relevant families	Time needed to complete task	School Secretary	100% families not utilizing digital communication tools will have alternative communication system set up with the school office and staff.

(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)

Redwood Preparatory Charter School Student Conduct Code

Conduct Code Procedures

Redwood Prep's discipline philosophy is based on building intrinsic motivation to make positive choices; educationally, socially and emotionally. Redwood Prep utilizes the philosophies of the Responsive Classroom founded by the North East Foundation for Children, Inc.; Habits of Mind by Arthur L. Costa, Ed.D. and Bena Kallick, Ph. D.; Love and Logic, by Jim Fay; and Discipline without Stress, Rewards or Punishment by Dr. Marvin Marshall. Students are encouraged to develop intrinsic motivation through the use of goal setting, conferencing, and self-reflection based on the behaviors outlined in the Personal and Social Responsibility Matrix.

Redwood Prep enforces disciplinary rules and procedures fairly and consistently among students according to our suspension and expulsion policy and discipline matrix. The suspension and expulsion policy is found within Element 10 of the Redwood Prep Charter, and is reprinted in this School Safety Plan under the heading Part C: Suspension, Expulsion and Mandatory Expulsion Guidelines. The discipline matrix is printed and distributed as part of the Redwood Prep Student Handbook and is included at the end of the SSP.

Discipline includes, but is not limited to, advising and counseling students, conferring with parents/guardians, restorative action on or off campus, and the use of alternative educational environments, suspension and dismissal. Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee's use of reasonable force necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

A student identified as an individual with disabilities or for whom the School has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities in Education Act ("IDEA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and dismissal and is accorded the same due process procedures applicable to regular education students except when federal and state law mandates additional or different procedures. The School will follow Section 504, the IDEA, the Americans with Disabilities Act of 1990 ("ADA") and all applicable federal and state laws when imposing any form of discipline on a student identified as an individual with disabilities or for whom the School has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

Safety Plan Review, Evaluation and Amendment Procedures

Redwood Preparatory Charter School expects students and/or staff to immediately report incidents of bullying or harassment to the Director or designee. Staff who witness such acts will take immediate steps to intervene when safe to do so. People witnessing or experiencing such actions are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way. Each complaint of bullying will be promptly investigated.

To ensure bullying or harassment does not occur on school campuses, the Redwood Preparatory Charter School will provide staff development training in bullying and harassment prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

When a student is reported to be engaging in bullying or harassment off campus, the Director or designee will investigate and document the activity and will identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

Any student who engages in bullying or harassment on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with school policies and regulations.

Teachers will discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of harassment. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

To the extent possible, school strategies will focus on prevention of bullying and harassment by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students will be informed, through student handbooks and other appropriate means, school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of harassment.

School staff will receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

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

Legal									References:
EDUCATION	CODE:	32261,	48900(r)	California	Assembly	Bill	256	(2013)	CIVIL CODE 1708.7(3)(4)
PENAL		CODE:			647,			647.7	653.2

Safety Plan Appendices

Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)
Reviewed and updated	9/10/2015	
Approved and Adopted	9/10/2015	
Reviewed and updated	8/10/2016	
Approved and Adopted	9/08/2016	
Reviewed and updated	9/06/2017	
Approved and updated	9/13/2017	
Reviewed and updated	10/16/2018	
Reviewed and updated	09/09/2019	
Reviewed and updated	10/08/2020	
Reviewed and updated	8/10/2021	

Emergency Response Guidelines

Step One: Identify the Type of Emergency

Identify threat

Determine appropriate response strategy

Step Two: Identify the Level of Emergency

Evacuation: requires all students and staff to leave the building. (ALICE)

Reverse Evacuation: If an incident occurs while students are outside, you will need to return them to enter the building quickly.

Lockdowns: When a crisis occurs outside of the school and an evacuation would be dangerous.

Shelter-in-Place: When there is not time to evacuate or when it may be harmful to leave the building.

Step Three: Determine the Immediate Response Action

Activate Emergency Management Plan

Clearly and calmly communicate strategy to students and staff

Immediately activate Incident Command System

Deploy Resources: Establish a safe zone to organize the deployment of resources, such as:

1. Medical Services
2. Search and Rescue Teams
3. Transportable Shelters
4. Decontamination Equipment

Account for Students, Faculty and Staff

Each instructor accounts for their designated group of students Designated member of emergency management team: Accounts for all faculty and staff members

Confirms instructors have accounted for all students

Relay information regarding missing persons to search and rescue team

Provide services, as needed

Step Four: Communicate the Appropriate Response Action

Activate Communication Plans With Families and Media

Provide clear and consistent information to students, staff, parents and the public via multiple communication mediums

Media/Public Relations Announcements

Text Message Email Voice- Recordings

Website Announcement

Reunify Students with Parent/Guardian

Establish a specific location for reunification

Release students to authorized individuals listed on their emergency card

4. If it is necessary to leave the site, move crosswind, never more directly with or against the wind which may carry fumes.
5. Give first aid.
6. Staff to follow the emergency procedures previously described.

Bomb Threat/ Threat Of violence

There are two primary ways a bomb threat may arise. 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, the person who took the call or read the note will:

1. Notify Director, or designee, immediately.
2. Director, or designee, will call 911.
3. Staff will evacuate students.
4. Try 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 any identifying features about the caller (i.e. gender, speech patterns).

If there is a citing of a suspicious object, the person would:

1. Notify Director, or designee, immediately.
2. Do not touch the object but note any identifying features to describe it to the Director and emergency crews.

In all cases:

1. If Director, or designee, determines to evacuate, staff follows emergency procedures previously described.
2. Evacuate students to Toddy Thomas Elementary School or LDS church based on the threat.
3. Before emergency crews are on campus, do not search for any bomb, or explosive. Search only for people who should be evacuated.
4. If you see any suspicious object, steer clear of it and report it to the Director and the emergency crew chief. Follow all emergency crew and bomb squad directives.
5. Use radios, walkie-talkies and phones only if absolutely necessary as the frequencies may set off the bomb(s).

Bus Disaster

N/A Redwood Prep does not run buses. In case of transportation emergencies staff or volunteer drivers will follow the procedure listed below:

- Park the vehicle in a safe location.
- Set the emergency brake and turn off the ignition.
- Evacuate the vehicle in the event of a fire.
- Check for injuries and provide appropriate first aid.
- Call "911", provide exact location of the vehicle and wait for arrival of emergency responders.
- Contact the Director or designee to report the exact location and condition of students.
- The Director or designee will determine what additional appropriate notification(s) should be made and will brief the FESD superintendent.
- Stay with the disabled vehicle until help arrives.
- The driver will account for all students and staff or volunteers throughout the emergency.

Disorderly Conduct

Upon witnessing a Disorderly Conduct, staff should take steps to calm and control the situation and attempt to isolate the perpetrator from other students and staff, if it is safe to do so.

- Staff will immediately notify the Director, lead teacher, or designee will initiate the appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION as described in Section 4.0.

2. Director and/or designee will sound the fire alarms.
3. Staff will follow emergency procedures previously described.
4. Students should leave the room in a single file, walk briskly but carefully, and stay in their class group when they reach their designated spot.

Flooding

- Warnings of severe weather are usually received via public radio 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.
- The director will assess the situation and make an announcement over the PA or megaphone to A) evacuate, B) stay in classes or C) release students to go home.
- See emergency procedures previously described for evacuation directions.

Loss or Failure Of Utilities

1. Director, or designee, will notify the electrical company (PG&E) at 800-743-5000.
2. Office staff and classroom teachers turn off computers and other equipment that might be damaged by a power surge when the service is restored.

Motor Vehicle Crash

SERIOUS ACCIDENT

- Park the vehicle in a safe location.
- Set the emergency brake and turn off the ignition.
- Evacuate the vehicle in the event of a fire.
- Check for injuries and provide appropriate first aid.
- Call "911", provide exact location of the vehicle and wait for arrival of emergency responders.
- Contact the Director or designee to report the exact location and condition of students.
- The Director or designee will determine what additional appropriate notification(s) should be made and will brief the FESD superintendent.
- Stay with the disabled vehicle until help arrives.
- The driver will account for all students and staff or volunteers throughout the emergency

Psychological Trauma

1. Conduct psychological triage to identify high-risk students/staff.
2. Initiate appropriate interventions:

Individual Interviews (highest risk)

Psychological First Aid - Small Group Counseling (medium risk)

Psychological Education Groups - Classroom Discussions (all, as willing) Classroom activities, presentations

Support groups (as needed)

Parent meetings (as needed)

Staff meetings (encourage participation by all)

Support to staff (as needed)

Referrals to community agencies (as needed)

3. Maintain a log of:

All students receiving support services

Emergency Evacuation Map

Tools for Developing Your School Site-Specific Protection Plan

1. COVID-19 School Site-Specific Protection Plan (SSPP) Template

The Humboldt County Office of Education is providing this template that can be used by any school or district in Humboldt to create their own School Site-Specific Protection Plan (SSPP). It contains all of the standard content already written for you to re-open your school or school office and prompts you to "fill in the blank" where unique information is required in order to complete your SSPP. The template has been reviewed and is supported by Humboldt County's Public Health Officer.

2. School Specific Best Practices

The HCOE is monitoring updated guidance from the Center for Disease Control, the California Department of Public Health, the California Department of Education, and Humboldt County Public Health to support and promote emerging best practices to share with the school community in Humboldt. These best practices are based on alignment with local, State and federal guidelines in coordination with the county's Public Health Officer. There is a section in the Template document that instructs you to cut/paste best practices right into your SSPP.

School or District Site Name	
Redwood Preparatory Charter School	
Facility Address	
1480 Ross Hill Rd. Fortuna, CA 95540-3463	
This COVID-19 School Site-Specific Protection Plan (SSPP) was most recently updated on:	
July 14, 2020	
The person(s) responsible for implementation of this Plan is:	
Name: Krista Croteau	Title: Director
I, Krista Croteau, certify that all staff and parents have been provided a copy of this SSPP and that staff have received training as required and described in this SSPP.	
Signature:	Date: 08/11/21

CONTACTTRACER. Under the supervision of the Case Manager, contacts individuals suspected of being exposed to COVID-19 and provide information on appropriate action and resources available to minimize the spread of the infection.

SCHOOL POINT OF CONTACT. Designated individual at each school site who is authorized to receive and protect confidential health information on students or staff members isolated or quarantined with COVID-19 and to cooperate with the Public Health Department in identifying and sharing contact information for additional school individuals at risk of exposure.

CLOSE CONTACT. The baseline definition of a close contact is someone who has been within six feet of a confirmed case of COVID-19 within their infectious period for greater than 15 minutes, regardless of whether or not a face covering is worn. The following increase transmission risk and may warrant a more restrictive definition in some settings:

- Very close proximity to the confirmed case, even for less than 15 minutes.
- Absence of facial covering
- Situations where the confirmed case was shouting, singing, laughing, coughing, or doing anything else that would increase their respiratory output while in the presence of the contact.
- Contact with the confirmed case in a small enclosed space, or other situation with very limited airflow.
- Exposure for several consecutive hours, even if greater than 6 feet away
- A close contact may be defined differently in a medical setting, in any setting where medical-grade PPE is worn, and in any setting at risk of higher than average disease spread or disease severity if exposed to COVID-19.
- Determination of a close contact should follow these general guidelines but is ultimately made based on assessment of the likelihood of virus being able to get from the confirmed case into the eyes, nose, or mouth of the contact under the circumstances described to you.

ISOLATION = Protocol for those with evidence of Infection with COVID-19

QUARANTINE = Protocol for those who have been in close contact with someone who has COVID-19

MODIFIED QUARANTINE= A student or staff member has been exposed to someone with Covid-19 but was masked and has no symptoms can continue to come to school but may not participate in activities outside of school.

SCENARIOS:

Please Note: In each of the scenarios below, the Case Manager may request the school's assistance in rapidly notifying families.

Scenario 1: Positive Case in student/staff is identified by Public Health:

- I. Coordinating Public Health Nurse assigns a Case Manager to the case.
 - A. The Case Manager reaches out to the Point of Contact for the school.
 - B. The Case Manager sends an email to the Point of Contact containing the name and contact information of the Case Manager. Most communication regarding the case will be between the School Point of Contact and the Case Manager. Occasionally, in the absence of the Case Manager, the Contract Tracer will be involved.
 - C. The email will also include:
 1. The name(s) and date(s) of birth of the student or staff involved
 2. The status of the individual – Isolation v. Quarantine
 3. If on Isolation, the dates of potential infectiousness
 4. If on Quarantine, the dates that the Quarantine begins and expected duration
- II. All identifying information on isolated or quarantined individuals is confidential and may not be disclosed, except to specific school personnel, on a strict need to know basis, as required to protect health and safety in that setting.
- III. The School Point of Contact acknowledges receipt of information from the Case Manager
- IV. For an individual who is on Isolation, the Point of Contact helps to determine who at school may have been a "Close Contact" (See above definition). It is not expected that the Point of Contact will determine the exact nature of the exposure, but only to identify and provide the Case Manager with contact information on individuals who may have had "close contact" with an infected individual.
 - A. Contact the Case Manager with information relevant to the exposure.
 - B. Discuss plan of action with the Case Manager who will decide to what extent, if any, there is a need for action at the school level. This should be done before notifying anyone else.
 - C. If directed by the Case Manager, provide parents and staff with the appropriate form letter as specified in the School Site Specific Protection Plan.
 - D. Additional courses of action will be determined by the Case Manager in coordination with the school Point of

We have three different groups who will be out during their allotted time slot for recess. During recess only, 7th & 8th will share a zone.

Recess:

K-2 - 9:30 - 9:50

3-4 - 10:00 - 10:20

5-8 - 10:20 - 10:40

Lunch: Lunch times overlap, but only one class will be at the designated eating or play area at a time.

K-2 - 11:30-12:15

3-5 - 12:00- 12:45

6-8 - 12:30-1:15

Each class within the same allotted time will have a designated area to eat and play. When the weather is poor, the two classes scheduled for play on the field and playground will eat outside in the designated tents. The classes scheduled for the back basketball courts will eat in the CGT. Groups will remain in one play area for a week and then rotate to the next. We have staff designated to clean/disinfect the areas between each use by a class. The zones are: a) Back basketball courts b) Blacktop on the main playground c) Woodchip area on the main playground.

17. Congregate movement through hallways will be minimized as much as practicable.

Arrows will be placed and routes designated to each class to minimize contact in the hallway.

18. Large gatherings (i.e., school assemblies) are currently prohibited.

19. The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their cohort.

Most of our outdoor spaces will be used for recess, lunch and PE from 9:30 to 3 pm. Unfortunately, this does not leave zones that will accommodate a class of students open during the majority of the instructional day.

20. Use of shared playground equipment will be limited in favor of physical activities that require less contact with surfaces, and shared equipment will be cleaned between uses.

21. Use of non-classroom space for instruction such as gymnasiums and multi-use rooms should be considered to support physical distancing with cleaning between uses.

22. Meals will be served in the CGT with individually plated or bagged meals as much as practicable.

23. Routines and schedules will be developed to enable students and staff to regularly wash their hands at staggered intervals.

Each classroom is equipped with a sink for frequent handwashing. Each class will wash hands upon arrival in class, before and after breaks and after each trip to the restroom. If they are unable to wash hands before a break, they will use hand sanitizer to clean their hands.

24. All staff as well as all students in the TK-8th grade must wear a face covering while in the classroom and on campus, unless there is an exemption. 4. Face coverings must be used in accordance with CDPH guidelines.

Individuals may be exempted from wearing facial coverings at the discretion of the Director.
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

25. Training will be provided for staff and students on proper use of face coverings which will include instruction to minimize touching of face coverings.

26. Sharing of supplies, manipulatives, toys, sports equipment, and other learning and recreational materials will be limited.

27. Sharing of electronic devices, clothing, books and other games or learning aides will be avoided as much as practicable.

28. Use of privacy boards or clear screens will be considered as much as practicable.

29. Non-essential visitors, including parent volunteers will be limited and essential workers will be required to adhere to all health and safety guidelines.

Cleaning and Disinfection Protocols

X	Thorough cleaning in high traffic areas is performed regularly. Commonly used surfaces are frequently disinfected.	X	Sanitizing supplies are provided to promote employees' personal hygiene. This may include tissues, no-touch trash cans, hand soap, adequate time for hand-washing, alcohol-based hand sanitizers, disinfectants, and disposable towels.
X	All shared equipment and touchable surfaces are cleaned and sanitized between each use.	X	Cleaning products are used that meet the Environmental Protection Agency (EPA)'s approved for use against COVID-19 list.
X	All entrances and exits are equipped with proper sanitation products, including hand sanitizer and/or sanitizing wipes.	X	School hours and/or other procedures have been modified to provide adequate time for regular, thorough cleaning, product stocking, or other measures.
X	Hand washing facilities will be made available and will stay operational and stocked at all times and additional soap, paper towels, and hand sanitizer are supplied when needed. Antimicrobial soaps are not required or recommended. Sanitizers containing methanol may not be used.	X	Hands-free devices have been installed, if possible, including motion sensor lights, contact-less payment systems, automatic soap and paper towel dispensers, and timecard systems.
X	Hand sanitizer will be provided where indoor plumbing is not readily available.	X	Staff is provided adequate time to implement cleaning practices before and after shifts.

Schedule for Cleaning and Disinfecting high traffic areas and commonly used surfaces.

Fill in the fields below with the schedule for how often each area is disinfected.

Mark N/A for all that do not apply to your specific worksite and add any that are missing to "Other"

Classrooms:	Offices:
Classes will be cleaned nightly and surfaces used by students will be wiped down during recess and lunch breaks	Nightly and after each visitor.
Restrooms:	Telephones:
11:00 a.m. 1:10 p.m. Nightly	Classroom Phones - Nightly and after use by a student or adult Individual Office Phones - nightly
Handrails / door handles / shelving:	Handwashing facilities:
Handrails N/A Door Handles: Twice daily.	Restrooms: Nightly Classroom sink: Nightly
Copy Machines / Scanners / Faxes:	Playground Structures:
After each use	Structures will be designated for use by 1 class for a week.
Indoor Common Areas:	Outdoor Common Areas:

	bluish lips or face. Updates and further details are available on CDC's webpage.		
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Compliance and Documentation

X	This school site / office is regularly inspected for compliance with this School Site-Specific Protection Plan (SSPP) and any deficiencies are documented and corrected.
X	All school sites and office operations will continue to be accessible to students and staff with disabilities, complying with the Americans with Disabilities Act, Title III which covers private business entities.
X	This school site has created a Task Force to support SSPP activities. This group meets regularly.

Resource Documents:

- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>