

Gervais School District #1

▶ **Emergency Response Handbook** ◀

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INTRODUCTION

No school can be certain that it is free from threat of some kind of disaster. Therefore, it is vital that school personnel be prepared to protect students as much as possible, against disasters of all kinds that might occur during the school day. These disasters can be of natural origin or man-made origin.

The following guide for disaster control seeks to reduce disaster hazards by increasing the safety of students' surroundings and by teaching them simple protection or survival skills. In the event of a disaster an effective school disaster program will improve the chances of survival.

The simplest way to save lives is to get people into places where danger is less. However, no single place provides the safest shelter for meeting all disaster threats, as no program has all the answers. Therefore, this guide is a framework of reference in which to work.

Panic can become just as dangerous as the physical disaster itself. Information about what can be expected and anticipation regarding what to do are the best deterrents to panic "taking over" in the threat of or in the midst of a disaster.

Please be guided by the following four basic principles in preventing loss of life and injury in the event or threat of disaster:

1. Be prudent and use common sense.
2. Don't be panicked by others; use your judgment and "keep a cool head."
3. Keep communication open to the Superintendent's office, advising the superintendent of developments.
4. Cooperate with those in authority.

All staff should know about the plan and where the manual is located. Staff will receive annual training on the procedures of this guide.

This plan provides a framework of reference to guide action in a time of emergency.

Introduction continued....

In the event of a major incident in the district (such as a school fire, death of a student or staff member, a serious incident involving students, a major bus accident, and/or a catastrophic natural disaster), the district has a method of response that coordinates activities and keeps communication open.

A response team is appointed if an incident occurs that will require an immediate response and/or creates a unique need at a building or site that cannot be handled through normal district procedures and will involve communication to the community and media.

1. The Superintendent is notified and a decision is made whether or not to appoint the response team.
2. The response team (i.e. Flight team, Crisis Response team, bomb search team, etc.) is comprised of district and, in some instances other support persons, considered to be the best people to assist with the incident response. Team members are notified.
3. A leader for the response team is appointed. The response team will then:
 - a. Discuss the incident, legal implications and team responsibilities.
 - b. Designate a media spokesperson.
 - c. Expand the team based on the incident and response needs.
 - d. A plan is developed to address:
 1. Internal communications
 - a. district
 - b. buildings
 2. External Communications
 - a. media
 - b. police
 - c. parents
 - d. community
 3. Legal and district policy issues regarding:
 - a. students
 - b. staff
 - c. families
 4. District support needed
 - a. legal counsel
 - b. insurance agents
 - c. investigative attorney
 - d. response team
 5. Response team members are assigned specific tasks and given instructions to report progress on the assignments.
 6. The team follows the incident through to its conclusion
 7. The team members are debriefed on the process, with recommendations for follow-up

The following list of telephone numbers is for services outside the Gervais School District.

Police Emergency	911
Fire Department Emergency	911
Medical Emergency	911
Brooks Elementary.....	503-393-6753
Child Welfare – Dept. of Human Services.....	800-422-6012
Eldriedge Elementary	503-393-5977
Gervais Police Department	503-792-4575
Gervais High School.....	503-792-3656
Gervais Middle School.....	503-792-3624
Gervais School District Office.....	503-792-3801
Marion County Sheriff in Salem.....	503-588-5091
Marion County Sheriff in Gervais District.....	503-792-5560
Marion County Sheriff in Woodburn	503-981-0212
Oregon Child Development Coalition (North Howell Building).....	503-873-5918
Oregon Emergency Management Division.....	503-378-2911
Oregon State Police	503-378-2575
Pioneer School (M.A.A.P. Program).....	503-792-4226
Poison Control Center, Portland.....	1-800-222-1222
Salem Hospital Emergency Center.....	503-561-5200

General Response Procedures

This Emergency Procedures handbook will serve as an easy reference to aid school personnel in taking quick, safe and effective action in case of illness, injury and/or other potentially harmful or threatening situations to students.

This list will be updated yearly at each building. A copy will be sent to the District Office.

_____ School _____
_____ Year _____

Building Crisis Team	Trained First Aid Staff

First Aid

As a general rule, first aid should only be administered by persons holding a current certification at the level of the American Red Cross and First Aid Course or its equivalent. When a person's life is in danger, however, use whatever knowledge you have and do whatever you can do to preserve that life.

Abduction (threats of) or Indecent Exposure

Observe the following guidelines if a student reports an abduction attempt or is the victim of indecent exposure.

1. Be sure the student is out of danger and the appropriate support is offered.
2. Notify the principal or designee.
3. Report the incident to the police.
4. Obtain and document in writing as much information as possible from the student regarding the incident.
5. The principal will call the student's parent or guardian.
6. Notify the Superintendent. (The Superintendent, in consultation with local police, will decide if it is necessary to inform other area schools of situation.)
7. Intensify supervision around the school as the situation warrants.
8. Conduct a staff meeting to notify school staff of the incident and precautionary measures as needed.
9. Send written communication to parents/community (as the situation warrants and/or in consultation with police and the Superintendent).

- ▶▶ Notify the principal
- ▶▶ Notify the police
- ▶▶ Secure the area
- ▶▶ Notify parents

Assault

Assault is physical violence or threats of violence to other persons.

In instances of assault, the following procedures should be followed:

I. Assistance to the Victim:

- Give aid and protection to the victim.
- If injury is apparent or suspected, call 911.
- Notify parents, spouse or next of kin.

II. Investigate the Incident:

- Identify staff member to secure scene.
- Separate and control people in conflict.
- Secure witness who will give details regarding the incident. Get in writing when possible.
- Attempt to identify the assailants by name, physical description, and vehicle license number.
- Instruct assailants to stay at the scene if violence has subsided and no further danger is anticipated.
- Call local law enforcement.
- Obtain written statement from the victim, if possible.

III. Disciplinary Action

- Follow District Policy.

▶▶ Assistance to the Victim

▶▶ Investigate the Incident

Lock Down Contact List:

- ✓ Building Principal contacts Superintendent about lockdown.
 - Gervais District Office 503-792-3801
 - Superintendent Direct Line 503-792-3803 x 2299 or 503-756-1096
 - Designee..... 503-792-3803 x 2240 or 503-990-0530

- ✓ Superintendent authorizes notification system activation.
 - Gervais District Office503-792-3803 x 2221 or 792-3801
 - Designee..... 503-792-3803 x 2266

- ✓ The District Office Staff Contacts the following:
 - All law enforcement agencies except the agency that notified the school of the situation.
 - Gervais Police Department 503-792-4575
 - Marion County Sheriff in Salem 503-588-5094
 - Marion County Sheriff (North District) 503-792-5560
 - Oregon State Police 503-378-3720
 - Oregon State Police (NW Regional Headquarters)..... 503-378-3387
 - Oregon State Police (NW Regional Headquarters Communication Ctr)..... 503-375-3555

 - All other schools within the district will be contacted through **district listserve** and phone calls.
 - Brooks Elementary 503-393-6753
 - Eldridge Elementary..... 503-393-5977
 - Gervais Middle School 503-792-3803 x 2320
 - Gervais High School 503-792-3803 x 2420
 - Douglas Avenue 503-792-3803 x 2467
 - MIDCO.....503-792-5776 or cell 503-580-5381

 - Sacred Heart Private School..... 503-792-4541

 - Willamette Valley Christian 503-393-5236

 - Holy Family Academy..... 503-792-3630

 - St. John’s Bosco..... 503-373-5859

 - OASIS – Jordan Spikes – WESD Office..... 503-385-4539

 - OASIS – Jordan Spikes – WESD Cell..... 503-804-4378

Lockdown Procedures from Gervais School District Emergency Handbook follows.

LOCK DOWN PROCEDURES

In the event of an intruder in the building or other crisis event requiring a lock down, the following procedures will be followed

- The building office will notify the district office and provide updates on the situation.
- The district office will notify the following: Local authorities, all district administrators, food service director, business manager, transportation supervisor, and other institutions.

FULL LOCK-DOWN

1. The administrator or designee will announce on the intercom "THIS IS A LOCK DOWN".
2. The administrator or designee will contact emergency response through the 911 operator.
3. All staff and students will enter the nearest room. Staff will lock doors and windows and pull blinds. Staff will instruct students to be out of visual range.
4. Staff will take roll of gathered students. No one leaves the room until receiving further instruction or an "ALL CLEAR" from the administrator in person and identification is confirmed of the staff member releasing students.
5. Staff will care for the injured without exposing themselves to danger.
6. If there is a hostage situation: Stay calm. Listen to the captor and follow his/her instructions. Don't try to escape, don't use force. Be observant, remember all you see and hear. If emergency teams enter the room, lie on the floor, don't draw attention to yourself and stay down.
7. After the "ALL CLEAR" is given:
 - Make sure emergency medical care is given;
 - Account for all students and staff;
 - Notify all parents through the emergency notification system and pick up students at a secure location designated by building staff;
 - Give support to law enforcement and investigation activities (The crime scene must be protected and evidence untouched and witnesses and victims need to be assembled in a central secure location);
 - A staff debriefing will be scheduled;
 - Flight team will be activated if necessary (Arrangements for student and parent counseling will be made immediately after the situation with classroom teachers);
 - Arrangements will be made with maintenance for site clean up and repair;
 - Office personnel will maintain a log of events and status; and
 - Direct all media inquiries to the administration.

LOCK DOWN PROCEDURES - Continued

EMERGENCY SITUATIONS OTHER THAN FULL LOCK DOWN

Listen for instruction from the building administrator.

Perimeter Lock Down only

All students will be brought into the building. Staff will lock all outside doors. No one will be allowed to exit or enter the building.

1. The building office will notify the district office.
 2. The district office will notify the following:
 - a. Local authorities, if not already notified by the building administrator;
 - b. All school administrators;
 - c. The food service director;
 - d. The business manager;
 - e. The transportation supervisor;
 - f. The maintenance Supervisor; and
 - g. Other institutions, i.e. private schools.
- Arrangements will be made with district maintenance personnel for site clean up and repair.
 - Arrange student and parent counseling immediately after the situation with classroom teachers.

Emergencies, which require evacuation:

- Exit by Fire Bell
- Exit by code for bomb threat

- ▶▶ Alert District Office – District Office notified agencies and other staff
- ▶▶ Be alert for Visitors
- ▶▶ Send Visitors to Office
- ▶▶ Report visitors to Office
- ▶▶ Leave locked doors locked

BOMB THREAT

NO CALL OR THREAT SHOULD BE DISREGARDED

1. The person receiving the phone threat should immediately complete the bomb threat checklist. See attached form.
2. Principal or designee notifies Police (911), and the Superintendent's Office.
3. Principal or designee evaluates threat and determines if building needs to be evacuated. Personnel will be assigned to guard entrances and prevent the building from being reentered.
4. Principal or designee will initiate an immediate search of the building by trained team.

- ▶▶ Have person who took phone call write down facts
- ▶▶ Call 911
- ▶▶ Evacuation
- ▶▶ Notify Building Team to begin search

TELEPHONE BOMB THREAT CHECKLIST

Place the form near your telephone

Date call received _____ Time call received _____

Telephone number where call received: _____ Sex of caller _____ Race _____

Age: _____ Length of call: _____ If voice familiar, who did it sound like?

_____ Exact words of caller _____

QUESTIONS TO ASK:

1. When is bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____

CALLER'S VOICE:

- | | |
|--------------|---------------------|
| ___ Calm | ___ Nasal |
| ___ Angry | ___ Stutter |
| ___ Excited | ___ Lisp |
| ___ Slow | ___ Raspy |
| ___ Rapid | ___ Deep |
| ___ Soft | ___ Ragged |
| ___ Loud | ___ Clearing throat |
| ___ Laughter | ___ Deep breathing |
| ___ Crying | ___ Cracking voice |
| ___ Normal | ___ Disguised |
| ___ Distinct | ___ Accent |
| ___ Slurred | ___ Familiar |

BACKGROUND SOUNDS:

- | | |
|----------------------|-----------------------|
| ___ Street noises | ___ Factory machinery |
| ___ Crockery | ___ Animal noises |
| ___ Voices | ___ Clear |
| ___ PA System | ___ Static |
| ___ Music | ___ Local |
| ___ House noises | ___ Long distance |
| ___ Motor | ___ Booth |
| ___ Office machinery | Other _____ |

Report call immediately to:

Phone Number _____

THREAT LANGUAGE

- | | |
|-----------------|----------------------------------|
| ___ Well-spoken | ___ Incoherent |
| ___ Foul | ___ Taped |
| ___ Irrational | ___ Message read by threat maker |

Remarks: _____

Signature of person receiving call _____ Date _____

BURGLARY/FORCED ENTRY

Burglary is defined as an unauthorized entry by force into a School District building for the purpose of committing a crime.

1. Report all burglaries to Marion County Police / Gervais Police Department.
2. When appropriate preserve the scene until Police have observed it.
3. Property loss/damage claims must be filed in the District Office.

CHILD ABUSE

To report suspected cases of child abuse:

1. School personnel shall immediately report the information to Department of Human Resources or law enforcement. Notify the Principal and send original report to the Superintendent's Office.
2. Notification of parent is the responsibility of the investigating officer but the principal needs to verify that it will be done.
3. For further information on child abuse reporting procedures and/or follow up with students after an abuse report is made, contact Building Principal. Yearly updates on child abuse reporting procedures will be provided.

- ▶▶ Report to Department of Human Resource or law enforcement
- ▶▶ Notify the Principal
- ▶▶ Send original report to Superintendent

EARTHQUAKES

1. Teachers will tell class it is an earthquake and what to do and everyone inside the building shall:
 - a. Drop to a crouched position with head down toward knees, hands clasped behind the neck, arms against ears, eyes closed and back toward the windows. The safest places would be under desks or tables, along inside walls or other protected places but away from cabinets, bookshelves, etc., or in doorways.
 - b. Wait until shaking stops.
2. If outdoors during an earthquake, move away from buildings and overhead objects such as power lines. Crouch to the ground and protect head and neck.
3. Everyone will remain in crouched position and wait for further instructions. Teachers will evaluate the situation and cautiously follow evacuation procedures to pre-assigned assembly areas being aware of potential for falling building pieces and structures.
4. Teachers will verify by taking roll that all students are assembled in the designated safe area. Teachers should check for injuries and follow procedures.
5. Teachers will maintain control of assigned students until school administration determines subsequent action and provides further instruction.

- ▶▶ Remain calm
- ▶▶ Drop to a crouched position under desk and away from windows
- ▶▶ Wait until shaking stops
- ▶▶ Evaluate situation before evacuating
- ▶▶ Take roll
- ▶▶ Maintain control

FIELD TRIPS

1. Field trips should be planned with accurate timelines and there should be no variation to the itinerary without first contacting the school principal. The principal must notify the transportation supervisor.
2. A first aid kit, list of students and staff with any emergency data (i.e. medical conditions) should accompany the group.
3. If an accident occurs the designated employee in charge should take immediate action to minimize injuries to the people in their care.
4. The principal should be immediately notified if there is an accident involving either students or district equipment that requires attention. The principal will notify the parents, appropriate administrators and the Superintendent.

- ▶▶ Notify emergency services
- ▶▶ Check emergency data on injured students and/or staff
- ▶▶ Notify the principal

FIRE/CHEMICAL SPILLS

Arson is the intentional setting of a fire or causing of an explosion. School fires and/or explosions can also result from such problems as electrical wiring defects and the improper storage or handling of combustible materials. Regardless of cause or size, every fire must be reported to the Fire Department using the 911 emergency numbers. If the fire has already been extinguished by school personnel, be sure to say that when calling 911.

In case of fire:

1. Immediately evacuate the building with the fire alarm signal except for those personnel responsible for emergency procedures.
2. Call the Fire Department (911).
3. Notify principal.
4. Administer emergency first aid (if chemical spill consult MSD Manual).
5. Notify the Superintendent's Office.
6. Account for students and staff outside the building.
7. Meet the Fire Department and direct them to the fire location.
8. Notify Fire Department of any missing people.
9. Do not allow reentry of the building until the Fire Department determines that the building is safe for reentry.
10. Reenter building only on staff direction. .
11. If it is determined that transportation to a safe location is needed, the principal will arrange for immediate transportation.

- ▶▶ Evacuate building
- ▶▶ Call Fire Department (911)
- ▶▶ Administer first aid
- ▶▶ Notify Superintendent's Office
- ▶▶ Account for students and staff
- ▶▶ Do not reenter building until OK from Fire Department

HAZARDOUS SUBSTANCE RELEASE

Provide the following information:

- Identity of substance released (if known).
- Quantity released, or estimated volume and type of container.
- Location of substance released.
- Any immediate adverse effects (odors, eye or respiratory irritations, headaches, etc.,)

The Principal

- May evacuate staff and students to a safe location or keep staff and students indoors (based on the type and location of the hazard).
- Maintains operation controls for students and staff.
- Implements the building emergency plans and coordinates first aid procedures if necessary.
- Contacts students' parents when necessary.

Maintenance Supervisor

- Coordinates limited responses to known hazardous substance releases. Responses should not exceed the capabilities of trained personnel or exceed the limitations of the protective equipment available.

MAJOR SCHOOL DISTURBANCES

Major school disturbances may range from minor incidents that can be easily handled by building staff to potentially dangerous or volatile situations, such as large-scale fights, pickets, sit-ins, racial conflicts, and riots. The problem of civil disturbances should be approached with the idea of prevention as well as control. In this potentially violent circumstance, the crisis may be avoided by early recognition of the problem and by taking action toward its prevention. If, however, the disturbance develops into a condition, which may be potentially dangerous to either persons or property, school administrators should calmly use their judgment and discretion in determining the appropriate course of action:

DEMONSTRATIONS

1. Advise demonstrators that their activity is unauthorized. They should be told by the principal, by virtue of his/her position, authority, and statutory provision, to desist and disperse immediately. (This self-identification and source of authority may be required in case of later prosecution.)
2. Failure to comply with the directive to disperse will result in immediate suspension from school.
3. If those who interfere with the school process are suspended and still persist, they will be subject to immediate arrest for trespass.
4. Under no circumstances are school administrators authorized to “negotiate” on any demands in order to end a demonstration.

SCHOOL DISTURBANCES

1. Attempt to stop any disturbances within your power or authority. Do not use force unless necessary to protect others from harm or serious injury.
2. Notify police (911).
3. Notify the Superintendent’s Office.
4. Return students to the building under staff supervision as soon as possible.
5. Follow District discipline policy.

- ▶▶ Advise students to desist and disperse immediately
- ▶▶ Failure to comply = immediate suspension
- ▶▶ Subject to immediate arrest for trespass
- ▶▶ DO NOT NEGOTIATE
- ▶▶ Call police if not resolved
- ▶▶ Notify Superintendent’s Office

MEDICAL EMERGENCY/FIRST AID / MEDICATIONS

In a major medical emergency:

1. Call 911.
2. Maintain airway, verify circulation, administer CPR (if necessary), and call 911.
3. Immobilize neck and back injuries in place. (Call building administrator)
4. Do not attempt to move the victim unless an emergency situation exists, e.g., fire, explosion, etc.
5. Control very heavy bleeding.
6. Control shock.
7. Check for medical tags.
8. Secure severed body parts in ice.
9. Attempt to contact parent/guardian (or call emergency telephone number).
10. Accompany to emergency room with the victim's medical information.

In the event of a non-major injury or illness:

1. Determine if major emergency through examination of the victim for the above considerations.
2. Check for medical tags.
3. Render emergency care. Do not leave victim unattended.
4. Arrange for transportation.
5. Follow the established building safety procedures.
6. Attempt to contact parent/guardian (or call emergency telephone number).
7. For non-life-threatening situations, which do not require immediate transport, the parents should be contacted and arrangements made for medical attention. If parents cannot be contacted and it is determined that medical attention is necessary, student should be transported by Emergency personnel to health care provider, i.e., hospital emergency.
8. If necessary, contact ESL for interpreter.

- ▶▶ Notify office IMMEDIATELY
- ▶▶ Contact nearest trained first aid staff member
- ▶▶ DO NOT MOVE injured student/staff
- ▶▶ Provide primary first aid care

SEVERE WEATHER CONDITIONS

Periodically, Oregon experiences severe weather conditions which might result in floods, unusually heavy snow, volcanic eruptions, or strong windstorms. Usually these storms happen with sufficient warning so that precautions can be taken.

If severe weather conditions occur after school starts, the Director of Transportation will discuss with the Superintendent what impact the weather would have on bus operations. The Superintendent will make the decision to close schools earlier than the regular schedule.

Each building principal is responsible for developing a local safety plan for early closure that will include a telephone tree, a local chain of command and the identification of at least one staff person who will be on site to assist students who are not aware of the school closure or early dismissal.

If it is decided that students should remain in school until the threatening period is over, they should be kept away from windows (in the event of high winds).

- ▶▶ The Superintendent will decide the action plan
- ▶▶ Building Principals are responsible for student safety while in school (refer to building safety plan).

TRESPASSING/UNAUTHORIZED VISITORS

All visitors must report to the office upon entering the school. All visitors and strangers on campus should be identified with a “Visitors Badge” distributed from the office. If any staff member observes any unknown person, whether youth or adults, without a badge, please direct that person to the office and report his/her presence to the office. If in doubt, contact the office. Our policy is “better safe than sorry” and we should check out any suspicious situation.

- ▶▶ Be alert for strangers
- ▶▶ Direct Visitors to the office
- ▶▶ Report Visitors to the office
- ▶▶ Leave locked doors locked

WEAPONS/EXPLOSIVES

Guns and other dangerous items, (explosives, fireworks, mace, or explosive material or device) and firebombs are prohibited on school premises. Principal must report incidents to the Superintendent and Marion County Sheriff's Department/Gervais Police. Dangerous items students may not possess include, but are not limited to: the weapons and firebombs listed above and other dangerous items, knives, chains, clubs, brass knuckles, and blackjacks.

"Possession" is defined to include but not limited to having the item:

- in a space assigned to a student such as a locker or desk;
- on the student's person or property (on the student's body, in student's clothing, in an automobile); or
- under the student's control, or accessible or available; for example, hidden on school property.

Also prohibited is using a legitimate tool as a weapon (such as pens, pencils, combs, compasses, etc.) with an intent to inflict bodily harm upon another or to force another to act against his/her will.

All confiscated dangerous items; weapons, explosives and firebombs must be turned over to the Marion County Sheriff's Department/Gervais Police.

Use individual discretion to:

1. Principals contact Marion County Sheriff's Department or Gervais Police Department.
2. Principals isolate person and confiscate weapons other than guns. (whenever possible searches for guns should be conducted by police)
3. The Superintendent will communicate to media as needed
4. Principals send information letters home with students

- ▶▶ Isolate person
- ▶▶ Confiscate weapon
- ▶▶ Call Police

Gervais School District #1

DISCIPLINE PROCEDURES FOR STUDENTS INVOLVED IN A THREAT OF VIOLENCE

THREAT OF VIOLENCE
 (Checklist for building administrator)

**OCCURRED AT
 SCHOOL/SCHOOL EVENT**

**OCCURRED IN THE COMMUNITY –
 NOT AT A SCHOOL EVENT**

If immediate threat the building administrator will:

- Call 911
- Follow Lockdown Procedures

If not an immediate Threat – within one day the school Administrator will:

- Investigate
- Conduct interviews
- Organize notes
- Contact law enforcement
- Determine cumulative days suspended (not more than 10 days)
- Check IEP/504 clarification
- Referral to school SST/FST
- FYI's to all building Principals/Superintendent - written

School Administrator will determine need for further process. Some activities would include:

- Assisting victim with contact to Law Enforcement
- Request for Police documentation.
- Notification of School Counselor, YST or Youth Authority

School Team Meeting – within two days

- Staffing – Direction
- Screening – Violence Prevention Screening (VPS)
- Staffing – after VPS
- Recommendation to Administrator
- Intervention Plan or Referral to Special Services

Student Discipline Policy
 #JG & JG-AR

School Administrator contacts special services and referral to outside evaluator is completed.
(Up to five days)

- Suspended (Not more than 10 days)
- Possible recommendation for expulsion pending hearing

Special Service (not more than two days):

- Outside Evaluation is arranged
- Student Report obtained and shared with building team.
- Tutoring Set-up
- Intervention Plan written to include placement

Staff to keep informed of event:

- Superintendent → School Board
- Counselor
- Principal / Lead Teacher
- Homeroom teacher

From Policy JFCM

The Board is committed to promoting healthy relationships and a safe learning environment. To this end, student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage school property shall not be tolerated on district property or at activities under the jurisdiction of the district.