



Galt Joint Union Elementary School District

2022-2023

**Comprehensive Safety
Plan for
Robert L. McCaffrey
Middle School**

Approval of School Site Council on: March 8, 2023

Approved by the Board of Education on: _____

Table of Contents

Assuring Each Student, a Safe Physical Environment

| | Page |
|------------------------------------------------------------------------------------------------------------------|------|
| ✓ Assessment of Current Status of School Crime, Suspension/Expulsion Numbers | 3 |
| ✓ Strategies for Providing/Maintaining a Safe School Environment | 4 |
| ✓ California Healthy Kids Survey | 6 |
| ✓ Service Learning, Child Abuse Reporting Procedures | 8 |
| ✓ Important Phone Numbers, Student Behavior Standards | 9 |
| ✓ Notifying Teachers of Dangerous Students, Preventing Discrimination and Harassment | 10 |
| ✓ Dress Code | 13 |
| ✓ Bullying/Cyberbullying | 15 |
| ✓ School Rules, Policies, and Additional School Information | 16 |
| ✓ Safety to and From School | 27 |
| ✓ Dealing with Hate Crimes | 28 |
| ✓ Collaborative Relationships Among City, County and Community Agencies | 29 |
| ✓ Prevention and Intervention Strategies Related to the Sale and Use of Drugs and Alcohol, Pandemic Flu Response | 29 |
| ✓ Surveillance/Reporting | 30 |
| ✓ Funding | 31 |
| ✓ Professional Development Activities, Counseling and Wellness Services, Campus Security | 32 |

✓ = Mandatory

ASSESSMENT OF CURRENT STATUS OF SCHOOL CRIME

Robert L. McCaffrey Middle School continues to employ a Citizenship Development Program (CDP) that holds students accountable for their actions while at the same time keeping an open line of communication with parents/guardians. This fair and consistent program helps modify unacceptable behaviors thus creating a safer learning environment.

The staff continues to modify the CDP in an effort to continue the downward trend in all discipline issues.

Suspension Data

| 2017-2018 | 2018-2019 | 2019-2020 | 2020-2021 | 2021-2022 |
|-----------|-----------|-----------|-----------|-----------|
| 50 | 75 | 47 | 1 | 31 |

Expulsion Data

| 2017-2018 | 2018-2019 | 2019-2020 | 2020-2021 | 2021-2022 |
|-----------|-----------|-----------|-----------|-----------|
| 2 | 0 | 0 | 0 | 3 |

STRATEGIES FOR PROVIDING/MAINTAINING A SAFE SCHOOL ENVIRONMENT

Our mission at Robert L. McCaffrey Middle School is for students, staff and parents to work together towards success for all. As a staff we are very dedicated to providing each child a safe and successful school day and to make the middle school experience positive for all students. Described below are ways for students to be safe and successful at school:

Positive School Climate

Academic success and student accountability continue to be a critical theme for McCaffrey Middle School. School programs in place to foster a positive school climate include:

- 🐾 **“Dawg Catcher”** cards are utilized to “catch” students who are following school rules or exhibiting positive behavior. Dawg Catchers are announced on our morning announcements and recipients receive a special treat.
- 🐾 **“Renaissance”** highlights and rewards students for achieving academic success.
- 🐾 **“Wellness Center”** is a safe environment for students to come to when they are experiencing a mental health issue. This center is staffed by our counselors.
- 🐾 **“Second Step”** is a social and emotional learning program for all students and the curriculum is delivered through physical education classes.
- 🐾 **“Positive Bulldog Behaviors”** The administration team created lessons that teachers used during the first two days of school that focused on positive behaviors around campus.

We annually survey students and parents regarding the school environment and safety through the CalSCHLs. In addition, students are anonymously surveyed in December and late May regarding school safety.

Preventing Gang Behavior

McCaffrey Middle School works closely with the Galt Police Department and a school resource officer. Our dress code reflects our efforts to discourage any clothing or items that could be connected to gang-related activities. McCaffrey staff report any suspected gang activity directly to school administrators so that any potential problems can be quickly addressed. Presentations at staff and parent meetings by the Galt Police Department help to educate and inform as well as keep our students safe and away from gangs.

Expanded Learning

The program is offered 5 days a week, immediately after school until 6:00 PM. Students receive snacks, daily homework and tutoring support, as well as outdoor and indoor enrichment activities and games. This program is provided free of charge and is open to any McCaffrey Middle School student.

Student Safety and Reporting System

The **“STOPit App”** is an online reporting system that students and parent can use to report bullying, self-harm and other safety concerns. Students, parents, and staff can access the app through the school website or they can download it from the Apple Store or Google Play. The administration team and the counseling department closing monitor the reports that are submitted. Students who may not have access to the on-line reporting system can also submit a report through the **“I-CARE Form”**. The form is available

in every classroom and in the main office for students to report bullying, self-harm, and other safety concerns.

McCaffrey Middle School is collaboratively working with the Sacramento County District Attorney's Office to provide trainings in "Social Media Awareness" and "Fentanyl Awareness". These trainings are offered in the evenings for parents and then are offered to the students during the school day.

Each year the student leadership organizes activities during "Red Ribbon Week". These activities are designed to bring awareness to the harmful effects of drugs abuse and vaping. The leadership students create posters that provide information and statistics on drugs abuse and are posted around campus for students to read.

Conflict mediation is available for all students who would like to resolve issues that they may have with fellow students or teachers. If a student would like to schedule a conflict mediation with a counselor and/or administration they can either submit it through the Stopit App, I-Care Form, visit the office, or submit a request through email.

The administration team has scheduled emergency drills throughout the school year. The drills are designed to train students and staff on what to do to during an emergency. After each drill the administration and security team review the McCaffrey Middle School Drill/Emergency Data Plan. The district has partnered with the Sacramento County Office of Education to have a mental health clinician at every school site. The mental health clinician is able to provide more in-depth mental health support to our students and families. Students are referred by administration, counselors and parents.

Student Supports

McCaffrey Middle School counseling department is staffed by two counselors and mental health clinician from Sacramento County Office of Education. The counselors provide support in academics, personal and social development, and conflict mediation. Each counselor has their own case that is divided up by student last name. Students can schedule a meeting with their counselor by email, submitting an I-Care Form, and by walk-in. Teachers, administration, supporting staff, and parents also refer students to their counselor for support. The mental health clinician provides additional mental health support to the students at McCaffrey Middle School. The mental health clinician will conduct an in-take evaluation with the student's parents to see if they meet the criteria for services.

School Resource Officer

The Galt Police Department has assigned a School Resource Officer to the McCaffrey Middle School campus. The School Resource Officer provides additional support in security and safety throughout the school day. The officer develops positive relationships with students by interacting with them during lunch time. They work closely with administration and the counseling department to provide early intervention with students. In addition, the officer also provides feedback in improving campus security and responding to emergencies.

Restorative Practice

Currently the school is looking into professional development on "Restorative Practices".

MMS Prevention/Intervention Strategies

McCaffrey Middle School has a variety of ways that we intervene and assist struggling students. We provide two full-time counselors that work diligently to meet social/emotional and academic needs of our students.

The McCaffrey School Bright Future Learning Center (BFLC) is open daily from 8:00 am-3:30 pm every day. The BFLC provides students with a quiet, safe place to study.

The Wellness Center is housed in Room B5 and is supervised by our counselors. This center is an area where students who are feeling overwhelmed can take a time-out from class if deemed necessary by staff and/or parents. The Alternative Center is housed in room B4. This center is run by a credentialed teacher and this teacher works with students that are being disruptive in class or having mild behavior issues while at school.

Multi-Tiered System of Support (MTSS), Student Success Team (SST) and Parent meetings are also part of McCaffrey's interventions. MTSS is the practice of providing high-quality instruction and intervention and it's the process of documenting performance of evidence if a student needs extra support(s) at different levels. Any time the team, parents, or administrators see a concern with a student, either learning or behavioral, the team holds a monthly MTSS meeting. A parent or SST meeting can be scheduled to discuss concerns and brainstorm ways to help the student succeed. A follow-up SST meeting is usually held within 4-6 weeks to monitor progress or develop new strategies after the initial SST meeting.

CalSCHLS Survey and MMS School Survey are two powerful tools that we use to help accurately identify areas of student and school strengths and weaknesses, and address related needs. They help to provide a comprehensive, data-driven, decision-making process to guide efforts to improve school climate, learning supports, and engagement, as well as identify and increase the quality of health, prevention, and youth development programs.

California Healthy Kids (CalSCHLS) Survey for the 2021-2022 School Year

In the 2021-22 school year, the 7th and 8th grade students took the California Healthy Kids Survey. This survey provides data to assist our school in: (1) fostering safe and supportive school climates, social emotional competencies, and engagement in learning, (2) preventing youth health-risk behaviors and other barriers to academic achievement; and (3) promoting positive youth development, resilience and well-being. A thorough understanding of the scope and nature of these student behaviors, attitudes, experiences, and supports is essential for guiding school improvement and academic, prevention, and health programs. The percentage number represents the Average Percent of 7th and 8th grade respondents reporting "Yes, most of the time" or "Yes, all of the time." Listed below are the results:

Key Indicators of School Climate and Student Well-Being

| | Grade 7 | Grade 8 |
|-------------------------------------------|----------------|----------------|
| | % | % |
| School Engagement and Supports | | |
| School connectedness | 66 | 57 |
| Academic motivation | 67 | 63 |
| School is really boring | 45 | 49 |
| School is worthless and a waste of time | 8 | 14 |
| Monthly Absences (3 or more) | 24 | 17 |
| Maintaining focus on schoolwork† | 36 | 36 |
| Caring adult relationships | 58 | 54 |
| High expectations | 74 | 71 |
| Meaningful participation | 26 | 25 |
| Facilities upkeep | 31 | 34 |
| Promotion of parent involvement in school | 55 | 51 |
| School Safety | | |
| School perceived as very safe or safe | 60 | 61 |
| Experienced any harassment or bullying | 43 | 37 |
| Had mean rumors or lies spread about you | 35 | 36 |
| Been afraid of being beaten up | 24 | 20 |
| Been in a physical fight | 13 | 12 |
| Seen a weapon on campus | 8 | 7 |
| Cyberbullying | 31 | 36 |

Substance Use and Physical/Mental Health

| | | |
|-----------------------------------------------|----|----|
| Current alcohol or drug use | 2 | 9 |
| Current marijuana use | 1 | 3 |
| Current binge drinking | 0 | 2 |
| Very drunk or “high” 7 or more times, ever | 0 | 2 |
| Been drunk or “high” on drugs at school, ever | 0 | 4 |
| Current cigarette smoking | 0 | 1 |
| Vaping | 2 | 4 |
| Experienced chronic sadness/hopelessness | 29 | 39 |
| Considered suicide | 15 | 18 |

Key Indicators of Social Emotional Health

| | Grade 7 % | Grade 8 % |
|------------------------------------------|-----------------|-----------------|
| Social emotional distress | 71 | 64 |
| Experienced chronic sadness/hopelessness | 29 | 39 |
| Considered suicide | 15 | 18 |
| Optimism | 48 | 46 |
| Life satisfaction | 66 | 65 |

Service Learning

Any student who would like to participate in the MMS Environmental Club is free to do so. This club is involved in service learning that takes place at the Cosumnes River Preserve. The club advisors are 2 MMS science teachers, Mrs. Hegdahl and Mrs. Mino.

Child Abuse Reporting Procedures

Procedures for reporting suspected child abuse have been in place throughout the district for many years. The information is included in all New Teacher orientation materials and is reinforced during each school year by site administrators, school counselors, school psychologists and district office personnel. Annually all school personnel are required to

complete a mandated reporting training by October 30th.

Based on Penal Codes 11166, 11167 and 11172, the message at each school site is that “Child abuse is everyone’s business”! The responsibility to report is not optional; it is mandatory!

Educators are legally responsible for reporting suspected child abuse. Their duty is to report not to investigate whether or not it occurred. That responsibility is the function of the police and a child protective agency.

Important elements of the reporting process include the following:

- The duty to report is an individual duty and no supervisor or administrator may impede or inhibit such reporting duties.
- Individuals should inform their administrator(s) of the suspected abuse to ensure that they are apprised of the situation.
- A telephone report of suspected abuse shall include the name of the person making the report, the name and location of the child, the nature and extent of the injury and any other pertinent information that led such person to suspect abuse. A written follow-up report should be submitted to Child Protective Services and the law enforcement agency with jurisdiction.
- The identity of all persons who report under suspected child abuse shall be confidential and disclosed only by county order or between child protective agencies and law enforcement.
- Persons required to report, such as educators, are not liable either in civil damages or for criminal prosecution unless it can be proven that a false report was purposely made.
- Any mandatory reporter, who fails to report an instance of child abuse which he or she knows to exist, is guilty of a misdemeanor and is punishable by confinement in the county jail for a term of six months or by fine of not more than one thousand dollars.

 **IMPORTANT PHONE NUMBERS**

| | |
|----------------------------------------------|----------------|
| Sacramento County Child Protective Services | (916) 875-5437 |
| San Joaquin County Child Protective Services | (209) 468-1333 |
| Galt Police Department | (209) 366-7000 |
| Sacramento County Sheriff’s Department | (916) 874-5115 |
| San Joaquin County Sheriff’s Department... | (209) 468-4400 |

 **Student Behavior Standards**

Behavior standards are included in the District’s “Parent Information Guide” which is distributed

to all families the first week of each school year.

The information contained in the *Guide* reflects the basic premise of the California State Constitution:

All students and staff of public, primary, elementary, junior high, and senior high schools have the inalienable right to attend campuses which are safe, secure and peaceful.

Article 1 Section 28C

The *Guide* describes attendance, truancy, citizenship, work habits and appearance expectations as well as providing detailed information regarding school and district interventions and alternatives to suspension or expulsion. Several pages are dedicated to a detailed description of the sections of the California Education Code that govern student conduct and the consequences for misconduct.

The specific information regarding mandatory suspension and expulsion:

Mandatory Suspension and Expulsion

Under state law, the principal or superintendent **shall immediately suspend and shall recommend expulsion** of a pupil who has committed any of the following acts:

- Possessing, selling, or furnishing a firearm: possession must be verified by an employee; this subdivision does not apply if the student had written permission to possess the firearm from a school principal for educational purposes, e.g., to display a Civil War musket.
- Brandishing a knife at another person: as defined in this section, “knife” means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing; a weapon with a blade longer than 3 ½ inches; a folding knife with a blade that locks into place; or a razor with an unguarded blade.
- Unlawfully selling a controlled substance listed under Health and Safety Code sections 1105, et seq.
- Committing or attempting to commit sexual assault or committing sexual battery.
- Possession of an explosive.

If the governing board finds that one of the above acts occurred, it must expel the student.

Due process for students affected by suspension and expulsion is covered in the district’s Board Policies BP 5144-5444.2

The *Parent Information Guide* provides parents and staff with a clear understanding of our behavior standards and reinforces consistent consequences throughout the District.

Notifying Teachers of Dangerous Students

California Education Code 49079 requires that teachers must be notified of any student who has caused or attempted to cause serious bodily injury to another person who is being

enrolled in their classroom. The reporting procedure and other pertinent information follows:

1. All incoming school records and/or information received from law enforcement agencies must be screened for evidence identifying a student as one who has caused, or has attempted to cause, serious bodily injury or injury to another person. If such evidence is found, it is the responsibility of the school principal to notify the teacher of the student and to keep the notification on file in the school office.
2. As indicated in this advisory, the key element of the statute mandates that any information received by a teacher pursuant to this Ed. Code must be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

Preventing Discrimination and Harassment

The Governing Board is committed to providing a school environment that is free from discrimination and harassment of any kind. Policies have been developed to provide parents, community members and staff with information and remedies to actions that are deemed unlawful.

- Parents are notified each year about the policies.
- Policies are prominently posted near the principal's office.
- Information is provided through the orientation of new students.

Policies are provided to employees and employee organizations the key components of those policies are outlined below:

Discrimination (Uniform Complaint Procedures)

1. The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in any program or activity that receives or benefits from state financial assistance. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs.
2. The Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.

3. The Board prohibits retaliation in any form for the participation in complaint procedures, including, but not limited to the filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades or work assignments of the complainant.
- The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.
 - If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, district staff shall help him/her to file the complaint. (5 CCR 4600)
 - The compliance officer is encouraged to hold an investigative meeting within ten days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.
 - The complainant and/or his/her representative and the district's representatives shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. (5 CCR 4631)
 - Within 60 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Board.

Harassment

The Board prohibits sexual harassment of any student by another student, an employee or other person, at school or at a school-sponsored or school-related activity. The Board also prohibits retaliatory behavior or action against any person who complains, testifies, assists or otherwise participates in the complaint process established in accordance with this policy.

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact a school employee. A school employee to whom a complaint is made shall, within 24 hours of his/her getting the complaint, report it to the principal or designee. Any school employee who observes any incident of sexual harassment on any student shall similarly report his/her observation to the principal or designee, whether or not the victim makes a complaint. If the alleged harasser is the principal or designee, the employee may report the complaint or his/her observation of the incident to the Superintendent or designee who shall investigate the complaint.

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where necessary. In addition, the student may file a formal complaint with the Superintendent or designee in accordance with the district's uniform complaint procedures.

Types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

- Unwelcome sexual flirtations or propositions
- Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- Graphic verbal comments about an individual's body, or overly personal conversation
- Sexual jokes, notes, stories, drawings, pictures or gestures
- Spreading sexual rumors
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class
- Touching an individual's body or clothes in a sexual way
- Purposefully cornering or blocking normal movements
- Limiting a student's access to educational tools
- Displaying sexually suggestive objects

Dress Code

The administration is aware of the changing nature of style in student dress. We seek to balance current style with a dress code that allows for full physical participation in school activities and does not otherwise distract from or degrade the educational atmosphere of the school.

Due to the highly changeable nature of gang-associated clothing, the administration reserves the right to declare any clothing, accessories, colors of specific items of clothing, signs, and graffiti which has been identified as associated with gangs, as off-limits on the school premises.

Dresses, Skirts, Shorts

All must hit the tips of the child's fingertips. If the dresses, skirts, shorts, ride up above the fingertips, the student will be allowed to contact an adult for a change of clothing. Wearing leggings under a dress, skirt, or shorts that do not meet the "tip of fingertips" length are not allowed. Distressed jeans with holes above the child's fingertips are not allowed (even with leggings underneath).

Pants

- Sagging or excessively baggy pants are inappropriate and not permitted.

- Pants must be worn at the waist and a belt must be worn if one is necessary to keep the pants from sagging.
- Pants and bib overalls are to be properly fastened.
- Distressed jeans with holes above the child's fingertips are not allowed. No skin showing.
- Leggings can be worn under the jeans so that skin does not show

Belts:

- No dangling belts (also includes chains linked to belts).
- No initial belt buckles.

Shoes:

- Shoes must be worn at all times.
- Lace up athletic shoes are best.
- If backless shoes are worn, students must bring an extra pair of shoes suitable for PE.

Tops:

- Must cover the upper body during normal activity.
- Undergarments should not show including the view from the back.
- No low cut, halters tops, midriffs, sheer/see through, spaghetti straps, tank tops, tube tops or muscle shirts are not allowed.
- Sleeveless tops are acceptable.

Jewelry:

- No spike or sharp earrings (cones/gauges), necklaces, bracelets, or chains allowed.
- No red or blue crosses or rosaries.
- Face piercing is highly discouraged; if it becomes a distraction in class, the student will be asked to remove piercings.
- Necklaces with bullet shells/ammunition are not allowed.
- No lanyards hanging out of pocket.

Hats/Beanies:

- The wearing of hats is permitted on school grounds as long as they are worn properly.

Bandanas:

- Are not to be worn or displayed on backpacks or clothing.

Pajamas/Slippers/Blankets/Leggings (warn alone)

- Are not appropriate for school use.

General

Any clothing, jewelry, accessories, notebooks, pins, posters, or other items which symbolize recognized groups whose practices intimidate, disrupt activities, or incite the social population are disruptive to school operations and the educational process, and will not be allowed at school. Clothing, jewelry, and body markings must be free of writing, pictures, or

any insignia which are crude, vulgar, profane, sexually suggestive, or which advocate racial, ethnic, or religious prejudice, or the use of drugs, alcohol, or tobacco.

The “eight ball” and “smile now, cry later” symbols are not allowed. Old English lettering and use of “Area Code” numbers are not allowed at school. Any clothing that has been identified by the school and/or Galt PD as gang related is not allowed.

Note

The administration has the discretion to ban any clothing that may be disruptive to school. Students not following the school dress code will be allowed to wear their PE clothes. If the student chooses not to wear his/her PE clothes, he/she will remain in the office until an adult is called and appropriate clothing is provided.

 **Bullying/Cyberbullying**

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation.

Prohibited student conduct includes, but is not limited to:

Bullying of students or staff, including, but not limited to, cyberbullying, intimidation, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption.

Cyberbullying includes the transmission of communications, posting of harassing messages, direct threats, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment. When a student is suspected of or reported to be using electronic or digital communications to engage in cyberbullying against other students or staff, or to threaten district property, the investigation shall include documentation of the activity, identification of the source, and specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

Students shall be encouraged to save and print any messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

Any student who engages in cyberbullying 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 in accordance with district policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

School Rules, Policies, and Additional School Information

ATTENDANCE

Regular attendance is the responsibility and obligation of each and every student enrolled at McCaffrey Middle School. Whenever it is necessary for a student to be absent, the parent or legal guardian must call the school at 745-5462 ext. 1305 on the day the student is absent. Please provide the following information when calling:

✓ Name of student ✓ Date of absence ✓ Reason for absence

If you are unable to contact the school on the day of your child's absence, please send a note to the school the next day with the information listed above.

By law, only illness, bereavement, medical/dental appointment, quarantine, and recognized religious holidays/observances are considered excused absences. **Out-of-town trips, vacation during instructional days, and 'personal necessities' are unexcused absences, regardless of whether the student presents a written excuse.**

If you are late to school in the morning, you must report to the office and get a pass to class. For students who have 3 or more tardies to school, administration is notified and a detention is issued and parents are notified.

Tardies to the same class per trimester: 1st & 2nd = warning, 3rd and after are detentions and possibly steps on the CDP.

Truancy: Section 48260 of the California Education Code states: *Any pupil...absent from school without valid excuse three full days in one school year or tardy or absent for more than one 30-minute period during the school day without valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or the superintendent of the school district.*

If your child needs to leave campus during the school day, he/she must exit through the office and obtain an off-campus pass. A phone call or note from you regarding the early check out is necessary for the office to sign-out the student.

BUS SAFETY RULES

1. Arrive at the bus stop no more than 5 minutes early.
2. Stay off private property when going to and from the bus stop.
3. Form orderly lines at the bus stop. Continue to stay off private property.
4. Do not bring balls, Frisbees, skateboards, animals, insects, glass containers, or large parcels, etc., to the bus stop or onto the bus.
5. Board and depart the bus as directed by the bus driver.
6. Face forward and stay seated (with your back against the back of the seat) while riding the bus.
7. No talking while the bus is stopped at any RR (railroad) crossing.
8. Do not tamper with bus equipment.
9. Do not make loud, unnecessary noise or use profane language or obscene gestures.
10. Do not damage or deface the bus. The student responsible WILL pay for any damage.
11. Do not throw anything inside the bus, or out the windows.
12. Keep all body parts inside the bus.
13. Do not eat, drink, light matches, or smoke on the bus.
14. Do not fight, push, or rough house on the bus.
15. Follow the directions of the bus driver at all times.
16. Be considerate and courteous. Your behavior should be a source of pride.

If a student breaks **ANY** of the bus rules, he or she will be given a bus citation by the bus driver. A citation is the same as a referral. The citation will be given to the assistant principal, who will contact the student's parents. On a second citation, a student will be suspended from riding the bus for a period of time. These rules also apply to field trips! Courteous and safe behavior is always expected!

PLEASE NOTE: IF A STUDENT CONTINUES TO DISOBEY THE RULES, HE OR SHE MAY BE SUSPENDED FROM RIDING THE BUS FOR THE REST OF THE SCHOOL YEAR.

CELL PHONES

All cell phones must be turned OFF by 8:25am. Cell phones are NOT to be on or out during any part of the instructional school day including passing times and lunch. All cell phones will be taken away from students if they have them out or are using them on campus. **If a cell phone is taken from a student, the student will need to pick up their cell phone in the office after school is dismissed. If a cell phone is confiscated a second time, a parent or guardian will be contacted and asked to pick it up at the school. If a cell phone is confiscated a third time, parents will be asked to not allow their child to bring the cell phone to school for the remainder of the school year.** The school is not responsible for lost or stolen cell phones. Cell phones may be turned back on **after** the last bell at the conclusion of the school day.

Citizenship Development Plan McCaffrey Middle School

Step 1: Teacher has conferenced privately with the student about their behavior and has contacted the parent. Teacher logs the incident in *Synergy>Incident Referral*. Under description type “STEP 1” and describe the incident. Grade level detention issued by the office.

Step 2: Teacher has conferenced privately with the student about their behavior and has contacted the parent. Teacher logs the incident in *Synergy>Incident Referral*. Under description type “STEP 2” and describe the incident. Grade level detention issued by the office.

Step 3.... Student sent to the Alternative Center during class to discuss behavior concerns. Teacher logs the incident in *Synergy>Incident Referral* labeled “STEP 3”. A Disciplinary Action form may be developed at this time. If developed, the form will be signed by the student and emailed to the parent and teachers by Leann Salamy.

ADMINISTRATION HANDLES CONSEQUENCES FOR STEP 4 AND BEYOND

Step 4.... Student sent to the Alternative Center during class to discuss behavior concerns. A Disciplinary Action form will be developed at this time and emailed to the parent and teachers. An SST may be set up to review behavior concerns. Counselors will set up the SST and invite teachers.

Step 5.... Student sent to the Office and consequences determined by the administration & parent contact is made stating the next **Step** may result in a suspension.

Step 6.... (THIS IS A STRIKE) “2-3” Day In-School or At-Home Suspension or Restorative Practice Interventions as determined by the administrator.

✓ Student is ineligible to participate in all school activities for 6 school weeks (30 school days).

Step 7.... (THIS IS A STRIKE) “2-3” Day In-School or At-Home Suspension or Restorative Practice Interventions as determined by the administrator.

✓ Student is ineligible to participate in all school activities for 12 school weeks (60 school days).

✓ “1st” SARB letter sent home for behavior.

Step 8.... (THIS IS A STRIKE) “3-4” Day In-School or At-Home Suspension.

✓ Student is ineligible to participate in all school activities for the remainder of the school year.

✓ “2nd” SARB letter sent home for behavior.

Step 9.... (THIS IS A STRIKE) “4-5” Days of At-Home Suspension

✓ “3rd” SARB letter sent home for behavior and referral to SARB.

Step 10.... (THIS IS A STRIKE) “5” Days of At-Home Suspension

Step 11.... (THIS IS A STRIKE) “5” Days of At-Home Suspension

Recommendation for expulsion if the student has accumulated 20 days of suspension

Step 12.... (THIS IS A STRIKE) “5” Days of At-Home Suspension

Recommendation for expulsion if the student has accumulated 20 days of suspension

Every 20 days of no behaviors moves a student back a STEP

COUNSELING

The school has two counselors that are able to help students with study habits, attendance problems, academic goals, personal problems, or problems with other students. Students should not wait until a problem becomes extreme before seeing someone. To make an appointment, a student should go to the front office before school, during break or lunch, or after school. If parents would like to request a meeting, please contact the front office.

ELECTRONIC DEVICES ON CAMPUS

To eliminate the distraction caused by electronic devices and to avoid problems of broken, lost, or stolen property, students are advised that they are not to bring iPads, hand held video games and other electronic devices to school. If any items are confiscated, parents will be required to pick up the items in the office. The school is not responsible for confiscated, lost or stolen items! Administration will follow the same procedures as outlined in the Cell Phone information section.

Ear phones/head phones are not be hanging from the neck. Taking pictures with any device on the school campus including classroom, locker room and restrooms is prohibited and could result in a suspension. Recording any activity without the consent of the student/adult involved can result in suspension.

Financial Restriction - Any student owing a debt to the school, i.e., lost text, chrome book or library book, uniforms, fundraisers, will be restricted from all end of the year activities until the debt is paid.

FOOD SERVICE

Free breakfast and lunch are served free of charge daily at McCaffrey Middle School.

HEALTH SERVICES

Screenings - Vision and hearing screenings are given to all students. Teachers and/or parents may request either screening at any time. Scoliosis screening is to check for a lateral curvature of the spine, which may become more pronounced during a rapid growth period. Girls are screened in the 7th grade and boys are screened in the 8th grade. The only way a student will be exempt from the screening is with a note from home requesting exemption.

Medications:

- Proper forms must be completed before medications can be administered at school. Please check with the health assistant for all necessary forms.
- Medications must be in a labeled prescription bottle with student's name, physician's name, name of medication, dosage, and the time to be given.
- No over-the-counter medications can be administered by MMS staff to any student.

- Students are not allowed to carry medication with them while on campus.
- Should you need further assistance regarding medications on campus, please see the health assistant.

Immunizations:

- Requirements for 7th grade students are as follows:
 - Polio: 4 doses or 3 doses if 3rd dose is **after** 4th birthday
 - DTP: 5 doses or 4 doses if 4th dose is **after** 4th birthday
 - MMR: 2 doses, both **after** 1st birthday
 - Hepatitis B: 3 doses total
 - Varicella: 1 dose or documentation of having had chicken pox

- Requirements for 8th grade students are as follows:
 - Polio: 4 doses total or 3 doses if 3rd dose is **after** 4th birthday
 - DTP: 4 doses total or 3 doses if 3rd dose is **after** 4th birthday
 - MMR: 2 doses, both **after** 1st birthday
 - Hepatitis B: 3 doses total

Students entering or transferring from out of state or out of country are required to receive varicella vaccine, or provide doctor documentation of having had the disease (chicken pox).

Exclusion from school

State law requires the students be excluded from school for the following reasons:

- ✓ Contagious health problem
- ✓ Lack of immunizations

HOMEWORK POLICY

Seventh/Eighth Grade: Up to 90 minutes per night of assigned homework including 20-30 minutes of reading.

HONOR ROLL/RENAISSANCE LEVELS

Superintendent’s Honor Roll/Top Dog Renaissance Level

- Overall GPA of 3.83 – 4.00
- No N’s in citizenship

Principal’s Honor Roll/Gold Renaissance Level

- Overall GPA of 3.50 – 3.82
- No N’s in citizenship

Green Renaissance Level

- Overall GPA of 2.50 – 3.49
- No N's in citizenship

***If you do not make your AR goal you will drop Renaissance level.**

INDEPENDENT STUDY (I.S.)

Parents of students absent for **5 days or more** may apply for Independent Study by doing the following:

- Apply for I.S. form at least 5 days before needed.
- The student will then return the completed I.S. application to the office and will be given the appropriate paperwork for each subject. The STUDENT is responsible to get the work from the teachers.
- All schoolwork must be completed and returned to the office upon the student's return to school. Teachers grade the work for credit.
- If I.S. work is not completed, the absences will be recorded as truanancies and the student may be referred to SARB.

BRIGHT FUTURE LEARNING CENTER (BFLC)

Hours: 8:00 a.m. to 5:15 p.m. daily, except Wednesday until 4:45.

The McCaffrey Middle School BFLC offers the following:

- Nearly 8,000 books
- Book Fair
- Afterschool Clubs
- All textbooks and chrome books are issued through the library

BFLC Rules

- Quiet voices
- No food or drink
- No running
- No short cuts through the library
- Computer use with permission from library staff
- Respect the BFLC, books and others
- Student ID required for BFLC use (book check out and games)

The BFLC should be for: Homework ➤ Research ➤ AR tests ➤ Check out books/drop off books
Reading ➤ Games ➤ A place to get away/relax ➤ Use if the Innovation Center

McCAFFREY ATHLETIC TEAM POLICY

At McCaffrey we understand the importance of athletic competition for our students. Participating in school sports is considered a privilege, and we feel the necessity to set a high standard for our student athletes. Here are the following guidelines for participating in athletics:

- (1) Students must have a 2.0 GPA on a 4.0 grade scale in all enrolled classes in order to participate/remain on a McCaffrey athletic team.
- (2) A player cannot have any N's in citizenship on their most recent middle school gradebook report (report card).
- (3) A teacher assigned class suspension will result in the player being removed from the team for 5 school days.
- (4) A school suspension will remove the student from the team for 6 weeks (30 school days).
- (5) Athletes may not have more than 3 logged incidents (poor behavior, tardies, PE non-suits, steps, suspensions, etc.). If a player should go past 3 written incidents at any time during the school year, they will be immediately dismissed from the team.
- (6) Athletes may not have more than 1 unexcused absence from practice or games. More than 1 unexcused absence will result in removal from the team. Unexcused absence means that the coach was not notified prior to the absence. If the player must be absent, they are responsible for notifying the coach ahead of time.
- (7) If a player participates in athletic activities outside school, the school sport must come first. If an athlete misses either a game or practice due to a conflict with an outside athletic activity, they will be removed from the team.
- (8) If an athlete misses practice for any reason, they will not start the next game. This does not mean they will not play.
- (9) Athletes are not guaranteed playing time. Some athletes will play more than others. These decisions are entirely at the coaches' discretion, and coaches are under no obligation to explain their decisions. The coaches at McCaffrey Middle School truly enjoy working with young people and sharing their love of athletics and athletic competition. It is virtually impossible to satisfy every parent and player, and it is to be expected that not everyone will agree with the coaches' decisions throughout the course of the season. However, in the end, the final decision is to be the coaches' and parental input will not be accepted.

PARENT VOLUNTEER FORM

All parents who attend field trips or volunteer in the classroom must have a completed and cleared "Parent Volunteer Form" on file in the school office. The information is checked against the "Megan's Law" database.

PE UNIFORMS

McCaffrey PE uniforms can be bought for the following prices:

Shorts- \$12 Shirt- \$8 Sweatshirt- \$14 Sweatpants- \$16

- *Checks can be made payable to McCaffrey Middle School*

PROMOTION CEREMONY AND END OF THE YEAR ACTIVITIES FOR 8TH GRADERS

Suspensions are considered “Strikes” against students. Students with 3 strikes may **not participate** in the 8th grade promotion ceremony or the end of the year activities. 8th grade students with 2 strikes are eligible for the promotion ceremony only. If a student receives a first suspension (strike) within 30 days of the end of the school year, school administration has the discretion to allow him or her to appeal for the opportunity to participate in promotion only.

RESTRICTION APPEAL PROCEDURE FOR 8TH GRADE PROMOTION AND END OF THE YEAR ACTIVITIES

The appeal process is open to 8th grade students with two suspensions or those who have received their first suspension within 30 days before the end of the school year (this is at the discretion of administration). The students may appeal to participate in the promotion ceremony **ONLY**. The appeal must be based on one of the following reasons:

- The student feels the restriction was not fair
 - The student has had a positive change in behavior, attendance, or academics
 - The student has additional information to be reviewed
1. A student who has been restricted will be notified by an administrator.
 2. If a student wishes to appeal, he/she must submit a letter of request to the principal, stating specific reasons for the appeal. 8th grade students will not be allowed to turn-in appeals after May 7, 2021. *Under certain conditions, the administration may waive the date of limitations.*
 3. The appeal process will be conducted by a school administrator. Parents are welcome to attend the appeal meeting.
 4. The appeal meeting decision is final.
 5. Students who are approved to participate in the promotion ceremony may lose this privilege if they violate school rules.

SKATEBOARDS & BICYCLES

Students must wear an approved safety helmet in order to ride a bicycle or skateboard to school. Bicycles and skateboards must be walked on campus to the bike rack. All bicycles and skateboards must be locked in the bike rack and will not be stored in the office or classrooms. The school is not responsible for lost, damaged, or stolen bicycles or skateboards.

Students caught riding skateboards or bikes on campus after school hours may not be allowed to bring them to school again.

STUDENT BEHAVIOR

At MMS, all students are expected to adhere to the following school rules:

- Be Nice
- Be Safe
- Be Responsible

STUDENTS WILL BE HELD ACCOUNTABLE FOR THEIR BEHAVIOR TO AND FROM SCHOOL AS WELL AS DURING SCHOOL HOURS AND SCHOOL-SPONSORED EVENTS.

McCaffrey Middle School will not tolerate any comments or gestures which are vulgar or obscene or which discriminate against others on account of sex, race, color, sexual orientation, religion, ancestry, national origin, handicap or disadvantage. Students shall be subject to disciplinary procedures for bullying other students or for using insults, slurs, or fighting words that may disrupt school activities.

Students will be held accountable for following school rules and should be aware that not understanding a rule or not knowing about it is not an acceptable excuse for misbehavior. If you do not understand any of the school rules or have questions about them, you should make an appointment with an administrator.

The following types of behavior are not acceptable at McCaffrey Middle School and may result in a step on the CDP, suspension or expulsion:

- Bringing a toy gun or replica of a gun to school
- Bullying
- Causing, attempting to cause, or threatening to cause physical injury to another person
- Cutting in lines at lunch
- Disrupting classes, students, and teachers
- Failing to bring school materials to class
- Failure to complete detention
- Failure to follow directions
- Fighting, encouraging students to fight, watching fights, video-taping fights, posting fights online
- Firecrackers
- Gambling
- Gang-related activities
- Gum chewing (No gum)
- Hand-holding, kissing, and hugging
- Instigating or encouraging a fight
- Leaving campus without a pass
- Not paying attention or participating in class
- Possessing a dangerous object
- Possessing, using, selling, or being under the influence of a controlled substance or alcoholic beverage
- Sexual harassment
- Smoking
- Spitting
- Spreading rumors
- Stealing
- Stink-bombs
- Tagging
- Tardies to school or between classes
- Taunting or teasing with the intent to hurt or embarrass others
- Threats and intimidation
- Throwing food or littering on campus
- Throwing or shooting objects
- Racial slurs of any kind
- Truancies
- Unnecessary physical contact such as shoving, kicking, horseplay
- Vandalism
- Vulgar gestures
- Weapons of any kind
- Willfully using force or violence on another person

Fighting consequences:

- 1st fight may receive a 2-5 days of suspension
- 2nd fight may receive a 5 day suspension, SARB letter, and possible recommendation for expulsion
- 3rd fight may receive a 5 day suspension, a SARB hearing and a possible recommendation for expulsion

Any type of behavior that causes a disruption to school activities or defies the valid authority of school personnel engaged in the performance of their duties is subject to suspension and/or expulsion.

The school administration may at any time place a student on suspension or expulsion if it is determined that such an action best serves the interest of the student(s) and/or the school.

Students engaging in unacceptable behavior may be placed in the Alternative Center when the school administration considers it an appropriate alternative. Students displaying unacceptable behavior in the Alternative Center may be suspended.

School authorities have the legal right and the responsibility to search any student when/if they have reason to believe the student is in possession of drugs, alcohol, tobacco, weapons, items belonging to someone else, or anything else that is inappropriate for a safe school setting. If any such items are found it is the responsibility for school authorities to seize the item. (Penal Code 62610) The school may also enlist the services of law enforcement to search for illegal substances.

Mandatory Recommendation for Expulsion (EC 48915-c) - The principal must suspend and recommend expulsion for (1) possessing, selling or otherwise furnishing a firearm, brandishing a knife at another person, (3) unlawfully selling a controlled substance, and (4) sexual assault or sexual battery.

An expulsion recommendation is required (EC 48915) (a) and (b) for (1) causing serious physical injury, (2) possession of any knife, explosive or other dangerous object, (3) unlawful possession of any controlled substance such as listed in Chapter 2 of the Health and Safety Code, and (4) robbery or extortion.

STUDENTS WHO HAVE BEEN SUSPENDED 20 DAYS DURING THE SCHOOL YEAR MAY BE RECOMMENDED FOR EXPULSION. Any student who has been expelled during the school year will not be allowed to participate in any of the end of the year activities. STUDENT BODY CARD Student body cards are provided free to all students (replacement cards are \$5). Student body cards will be required for entry into school events and to check out materials from the library.

STUDENT AND PARENT CONCERNS

If students or parents have a concern, we request that the following protocol be used:

1. Begin with contacting the teacher (s)
 - a. Phone call
 - b. Letter or note
 - c. Email – all teachers have access to email. Simply use the teacher’s first name initial, last name and galt.k12.ca.us. Example: rmccaffrey@galt.k12.ca.us
2. Follow up with a request to speak to a school counselor or outreach consultant – same procedure may be utilized for contact purposes
3. If needed, please make an appointment to speak with a school administrator.

STUDENT INSURANCE

An opportunity to purchase student accident insurance is offered; please check with the office for insurance forms. Medical, Dental, and Mental Health services are available for families qualifying for Medi-Cal Services. Call toll free 1-888-747-1222 to find out if you qualify.

Medical and accident insurance is required for students who participating in after- school sports activities.

TOBACCO-FREE SCHOOLS

The Board prohibits the use of tobacco products at all times on district grounds. This prohibition applies to all employees, students, visitors and other persons at any activity or athletic event on property owned, leased or rented by or from the district.

TOXIC ITEMS

Items that are toxic to students (such as permanent markers, white out) are not allowed at school.

VISITORS

All visitors must sign in at the office. Visitors will be given a visitor badge that must be worn at all times while on campus.

Safety To and From School

Education Code 48900(p) indicates that a student may be disciplined, suspended or expelled for any acts related to a school activity or attendance that occur at any time, including but not limited to the following:

- While on school grounds
- While going to or coming from school
- During the lunch period whether on or off campus
- During, or while going to, or coming from, a school sponsored activity

Clearly, schools have the authority and the responsibility to monitor student behavior to ensure that students are safe while going to and from school.

The Galt Police Department

The Galt Police Department investigates complaints involving strange or threatening behaviors by adults or older students toward District students as they travel to and from school. When appropriate, cautionary “Alerts” are developed by Galt PD and communicated to the District Office for the purpose of dissemination to parents and students.

Crossing Guards

The District employs Crossing Guards at selected locations within the community to provide adult guidance for students as they traverse busy intersections or roadways.

Safest Route to School

Suggested walking and bike riding routes to school can be found on the district web site at: <http://www.galt.k12.ca.us/StuParent/stuparent.html> on the link labeled, ***Walking Paths to Schools***

Dealing with Hate Crimes

A “hate crime” is now defined as: “a criminal act committed, in whole or in part, because of one or more of the following actual or perceived characteristics of the victim: (1) disability, (2) gender, (3) nationality, (4) race or ethnicity, (5) religion, (6) sexual orientation, or (7) association with a person or group with one or more of these actual or perceived characteristics.” (Penal Code section 422.6, referencing Penal Code section 422.55). The characteristics are fully defined in Penal Code section 422.55, some of which are fairly lengthy and unique. As an example, religion includes agnosticism and atheism. Please contact us if you would like further information regarding these definitions.

The phrase “in whole or in part because of” means that “bias motivation must be a cause in fact of the offense, whether or not other causes also exist. When multiple concurrent motives exist, the prohibited bias must be a substantial factor in bringing about the particular result. There is no requirement that the bias be a main factor, or that the crime would not have been committed but for the actual or perceived characteristic.” (Penal Code section 422.55(d)).

The term “victim” includes, but is not limited to, “a community center, educational facility, entity, family, group, individual, office, meeting hall, person, place of worship, private institution, public agency, library, or other victim or intended victim of the offense.” (Penal Code section 422.55(i)).

The law also reduced the property damage amount for a hate crime against property from \$500 to \$400. (Penal Code section 422.7).

Collaborative Relationships Among City, County and Community Agencies

The City of Galt and other governmental agencies that operate within School District boundaries often work together to provide safe school environments:

- The City of Galt provides funding for a School Resource Officer who works with our schools when needed to assist with truant and missing students, extreme behavior issues and serious student conflicts should they occur. The Galt Fire Department, along with Galt PD, provides technical assistance to the District related to the development of Emergency Planning and Preparation. Child Protective Services from Sacramento and San Joaquin Counties are available to respond to emergency child endangerment situations as well as provide consultation regarding potential child abuse issues. Sacramento County Department of Health and Human Services provides funding for a community wide program, Alternatives for Galt Youth, to deliver substance abuse prevention and intervention services for Galt youth and their families.
- Individuals from Sacramento County Probation, Galt PD, Sacramento County Office of Education as well as District staff collectively form the School Attendance and Review Board (SARB) to intervene with families who cannot consistently get their children to school in a timely manner.
- The District has Joint Use agreements with the City of Galt that provides for the systematic after-hours use of school and City facilities for recreational purposes giving students and their families safe areas to enjoy youth sporting activities. In some cases, the Joint Use agreements also include equipment such as bleachers, backstops and drinking fountains that are available to District students during the school day as well as after hours.

Prevention and Intervention Strategies Related to the Sale and Use of Drugs and Alcohol

The following programs are provided to students in an effort to educate and decrease the use of alcohol and drugs:

- Sobriety brings a change
- ATOD – Alcohol, Tobacco and Other Drugs peer to peer prevention program

Pandemic Flu Response

In the event that adjustments need to be made to the normal school day in response to emergency announcement by the California Department of Health and Human Services, Public Health Division (PHD) the superintendent/designee shall provide the schools

with as much notice as possible to implement such actions as:

- School closure
- Evacuation procedures

The school has additional responsibilities in monitoring and reporting at the discretion of the PHD in order to assist in community response:

Surveillance / Reporting

During all stages of a pandemic flu outbreak, it will be essential to monitor and document the number of students and faculty who are absent and meet the definition of influenza-like illness. Keeping track of these numbers will help health officials determine when and whether to close schools, whether the epidemic is increasing in scope and whether to declare an epidemic, making schools eligible to apply for reimbursement of ADA funds during increased absenteeism. Schools are provided with the following information to monitor the illness rate and potential epidemic:

- Basic surveillance instructions and definitions of surveillance levels
- Case definition to assist in determining whether the ill student and/or faculty is suffering from an influenza-like illness
- Reporting form(s) to submit to the Sacramento County Health and Human Services' Public Health Division
- Sample Attendance Log to document flu-related absences to document need to apply for an Average Daily Attendance Waiver

Definition of Surveillance Levels

Standard Surveillance

No flu activity reported in the community (flu season).

- Monitor daily attendance for increased reports of absence due to flu-like illness
- Do not report absences to the Health Department unless greater than 10%

Heightened Surveillance

Flu activity reported in the community (less than 10% school absenteeism due to flu-like illness).

- Monitor daily attendance for flu-like illness/absences
- Begin morning 'flu check' first hour of school – screen those who report positive for symptoms
- Log absences due to flu-like illness
- Send weekly absence report (via fax) to Health Department

Intensive Surveillance

High number of flu illness reported in the community (10% or greater school absenteeism due to flu-like illness).

- Monitor daily attendance and log absences on log sheet
- Continue morning 'flu check'
- Send daily absence report (via fax) to Health Department
- Begin preparation for potential school closure

Influenza Case Definition

The Centers for Disease Control and Prevention defines an influenza-like illness as having the following symptoms:

- Fever of 101.5° degrees Fahrenheit or higher AND ONE OF THE FOLLOWING:
 - Cough, Sore throat, Headache, Muscle ache

A student with flu-like symptoms must be sent to the office for screening (symptom check and/or taking temperature). If student meets the case definition as described above, he/she must be excluded from school until symptom free. Enter name of student on tracking log and report on the daily/weekly report form.

Funding

Available sources are being targeted to address school safety issues. Funds are used to improve school climate, respond to crisis, improve school-wide management, and provide comprehensive student mental health services.

Site funds are used for the following:

- Training yard supervisors
- Student academic and behavior rewards (Dog Catchers)
- KDOG Video Studio
- Safety gear for yard supervisors
- Radios for communication
- Trauma Informed Practices Training
- Restorative Practices Training

All students participate in a first day of school assembly to review safety rules and procedures. Additionally, coverage of student handbook takes place during the first week of school. Students participate in safety drills during the school day as well as after school (Expanded Learning). All yard duty supervisors are given safety vests and walkie-talkies to help provide safety coverage. Various support groups that enhance student safety are made available to students.

Professional Development Activities

All school personnel receive appropriate professional development that includes training on the implementation of a school safety plan, safe school strategies, crisis response training, consistent enforcement of school discipline policies, child abuse reporting, and identification and recognition of student mental health issues designed to determine an appropriate first response.

- School Resource Office
- School Counselor
- Active Shooter Training

Counseling and Wellness Services

Administration works collaboratively with teachers, 2 counselors and a psychologist to ensure students are receiving the appropriate services. Our counselors meet with groups of students for bereavement, divorce, anxiety and separation, friendship circles, and to build social skills. Administration follows the district SARB process to address attendance concerns and we have the support of a School Resource Officer to assist with home visits if needed.

Two designated school counselors are available daily to handle referrals related to physical and mental health issues along with working collaboratively with district and community partners.

McCaffrey's school counselors are in charge of activating and coordinating a crisis response team, overseeing the district suicide prevention policy, coordinating a timely crisis debriefing for first responders, and reviewing feedback after a school mental health crisis occurs.

Campus Security

Access to the school campus has been appropriately restricted; procedures are in place to address visitors to campus. The use of campus security personnel, a school resource officer and security equipment (e.g., communication systems, surveillance cameras and other detection devices, etc.) are appropriately utilized. Mental health professionals as well as law enforcement professionals have been consulted in the review and update of campus security.