

SCCOE SCHOOL SITE GUIDELINES & PROCEDURES (August 2024)

This document has been prepared by SCCOE management as a summary of key SCCOE classroom guidelines, procedures and practices. All staff are expected to follow these guidelines and directives. Any violation should be reported in accordance with SCCOE complaints processes, including notifying site and program supervisors and/or Personnel Services. Program staff will be required to review and sign-off this document annually.

Special Education Department Training:

- Pro-ACT or comparable de-escalation training will continue to be scheduled throughout each school year for all staff to complete.

Special Education Department Accidents/Behavioral Concerns/RIM Referral Process:

The staff/SCCOE have a variety of options available to address any accidents/behavioral issues including the following:

- Immediate notification to site and SCCOE administration.
- Completion of all appropriate paperwork.
- Student's parents are contacted.
- District of residence contacted.
- Staff may hold a meeting to discuss antecedents/behaviors and consequences.
- The IEP team may be assembled to discuss student goals, a behavior intervention plan, the offer of FAPE (free and appropriate public education) as it relates to placement.
- The case manager (teacher) may request immediate support from a behavior specialist by completing the **Behavior Pre-Referral form** **OR** the case manager may complete the **Behavior Specialist Observation Referral form** to have a behavior specialist complete a formal observation which requires parent and administrator signature.
- If a student exhibits serious, maladaptive behaviors, the case manager may complete a **Behavior Assistance Form** which is used in conjunction with a Behavior Emergency Chart and triggers the assignment of a behavior therapist to work with the student directly.
- A **Behavior Incident Report** is completed by any staff member who observes a minor or major student behavior that results in a referral to the site administrator. The site administrator reviews the incident report, investigates the incident, contacts parents and determines next steps/actions.
- A **Behavioral Emergency Report** is a report of any student behavior that is self-injurious, assaultive or includes property damage; this report is completed and submitted to the site administrator, parent, district of residence and special education director.
- Classroom/team meetings may be held whenever needed. Meetings may be held during minimum days or, with permission from administration, after or before school.
- If there is concern that any of the processes listed have not been followed, the member should contact the school principal for direction. If there are still concerns after that, the matter may be escalated to the Director - Special Education or designee for review and appropriate actions.

Updated Referral Information Management (RIM) Process

- District submits RIM referral.
- RIM administrator reviews referral for appropriateness of placement (considerations include type of program and location of student's home).
- RIM administrator sends to principal to review and principal makes contact with District to let them know they are reviewing referral.
- Principal will send referral to Psychologist and Nurse for review.
- Principal sends IEP information to potential classroom teacher/team (at least 48 hours before student's start date).
- Teacher schedules a team meeting with site staff to go over student's IEP.
- Principal contacts district to set up tour with parent(s).
- Parent observes classroom.
- Transition IEP held (can also be considered a diagnostic if team needs additional time to determine appropriateness of placement).
- Student begins placement in SCCOE program.
- Cluster Principal changes status of "Assigned" to "Placed" within RIM referral.

Student Accident Report:

- Teacher or staff will fill out the form.
- The form will be filled out if there is a new injury.
- The staff who filled out the report will submit it to the SOC.
- SOC will send the report home the same day and share with Risk Management.

Worker's Compensation Form:

- An injured employee completes the packet; SOC follows up directly.
- A Staff Accident Form is completed separately by Principal/SOCs.
- The supervisor will review with the employee.

Labor-Management Relations/Collaboration:

- An Office-wide Safety Committee will meet quarterly.
- The monthly Labor-Management Relations meetings between bargaining units and Human Resources will include a standing agenda item titled "Safety" to address any items in a timely manner.
- A Campus Collaborative has been established for the purpose of discussing ideas related to our school campuses, problem solving, campus concerns, and providing feedback on our student programs. Meetings are held monthly, and representatives of all labor unions will be invited to participate in this voluntary process.

Walden West:

Standards of Professional Conduct at Walden West Outdoor Science School and Summer Camp

Conduct Activities Professionally and with Integrity

- Behave in a professional manner, realizing that one's actions reflect directly on the status and substance of the work of one's colleagues and the camp.
- Maintain a professional relationship with each student and parent(s) at all times, both within and outside of outdoor school and summer camp.
- Serve as a positive role model in the community.

Perform Job Responsibilities as Required

- Staff must appear clean, neat, and appropriately attired.
- While the camp does not discriminate against an individual's lifestyle, it does require that in the performance of their job they will abide by the standards of conduct set forth by the camp.
- Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
- Smoking on site is prohibited. Any use of tobacco in the presence of children or parents during working hours is prohibited.
- Fulfill all terms and obligations in employment calendar, contracts, Board of Education policies, handbooks, job descriptions, instructions, and other documents that define processes and procedures of camp.

Relationships with Staff

- All staff must operate under sound personnel practices and policies, which are characterized by fairness and equity for all.
- Sexual harassment of camp staff or students will not be tolerated. Under State Education Code Section 212.5, sexual harassment has been defined as "unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature."
- Walden West is committed to providing a workplace free of discrimination and harassment based on such factors as sex, race, color, religion, national origin, sexual orientation, ancestry, age, medical condition, marital status, disability, or veteran status.
- Any deliberate act which might endanger the safety or lives of others is prohibited. Threatening, intimidating, or coercing fellow employees or students is prohibited.
- Unlawful harassment of any form, including verbal, physical and visual contact, threats, demands, and retaliation, is not allowed. Harassing behavior, whether visual, physical, verbal or by way of telephone, mail, or email is strictly prohibited.

Relationships with Students

- Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in predetermined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner, and must be documented in writing.
- Making statements or comments, either directly or in the presence of students or parents, that are not age appropriate or that may be considered sexual in nature, include profanity,

inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment or being demeaning is prohibited.

- Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
- Staff may not be alone outside of camp with children they meet in camp programs. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrative approval.
- Staff will not engage in any behavior, either directly or indirectly with students or in the presence of students, that is unprofessional, unethical, illegal, immoral, or exploitative.
- Staff will not give gifts, rewards, or incentives that are not outdoor school or camp related and for which it is directly or implicitly suggested that a student is to say or do something in return.
- Staff are not to transport children in their own vehicles.
- Staff may not date program participants under the age of 18.
- Staff will use technology and social media appropriately and may not be in contact with program participants under the age of 18 on Facebook, Instagram, Twitter, Snapchat, etc.
- Staff will not call students at home or on their cell phone, except for specific outdoor school or camp related purposes or situations.
- Staff may not communicate with students, in writing, by phone, email, electronically via internet, or in person, at any time unless specifically for outdoor school or camp related purposes or situations.
- Staff will not provide their personal phone number, personal email, home address, or other personal contact information to students, except for specific outdoor school or camp related purposes or situations.

Safety and Security of Students

- In order to protect camp staff, volunteers, and program participants – at no time during a camp program may a staff person be alone with a single child where they cannot be observed by others. As staff supervise children, they should space themselves in a way that other staff can see them.
- Staff shall never leave a child unsupervised.
- Restroom supervision at Sanborn Park; The staff will ensure:
 - The restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities.
 - Children are with an adult staff member and proceed in groups of three or more (e.g., 1 staff and 2 children or 2 staff and 1 child) when using the bathroom.
 - Either 'line of sight' or 'line of sound' supervision is maintained while children are using the facilities.
 - No child, regardless of age, enters a bathroom alone on a field trip.
 - If staff are assisting younger children, doors to the facility must remain open.
- Staff should conduct or supervise private activities in pairs putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
- Staff will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.
- Under no circumstance should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (with written parent authorization on file with the camp).

- Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse and to attend trainings on the subject, as instructed by a supervisor.

Relevant Administrative Regulations (AR):

5142 AR Safety

Each principal or designee shall establish school rules for the safe and appropriate use of school equipment and materials and for student conduct consistent with law, Board policy, and administrative regulation. Copies of the rules shall be distributed to parents/guardians and shall be readily available at the school at all times.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

Release of Students

Students shall be released during the school day only to the custody of an adult if:

1. The adult is the student's custodial parent/guardian.

(cf. 5021 - Noncustodial Parents)

2. The adult has been authorized on the student's emergency card as someone to whom the student may be released when the custodial parent/guardian cannot be reached, and the principal or designee verifies the adult's identity.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

3. The adult is an authorized law enforcement officer acting in accordance with law.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)

4. The adult is taking the student to emergency medical care at the request of the principal or designee.

(cf. 5141 - Health Care and Emergencies)

Supervision of Students

Every teacher shall hold students accountable for their conduct on the way to and from school, on the playgrounds, and during recess. (Education Code 44807)

The principal or designee shall require all individuals supervising students to remain alert in spotting dangerous conditions, promptly report any such conditions to the principal or designee and file a written report on such conditions as appropriate.

(cf. 3530 - Risk Management/Insurance)

In arranging for appropriate supervision on playgrounds, the principal or designee shall:

1. Where playground supervision is not otherwise provided, provide for employees to supervise the conduct and safety, and direct the play, of students who are on school grounds before and after school and during recess and other intermissions (5 CCR 5552).
2. Clearly identify supervision zones on the playground and require all playground supervisors to remain outside at a location from which they can observe their entire zone of supervision.
3. Consider the size of the playground area, the number of areas that are not immediately visible, and the age of the students to determine the ratio of playground supervisors to students.

The Santa Clara County Superintendent of Schools or designee shall ensure that teachers, teacher aides, playground supervisors, yard aides, and volunteers who supervise students receive training in safety practices and in supervisory techniques that will help them to forestall problems and resolve conflicts.

(cf. 1240 - Volunteer Assistance)

(cf. 3515.2 - Disruptions)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 5131.4 - Student Disturbances)

(cf. 5138 - Conflict Resolution/Peer Mediation)

Playground Safety

Any new playground or any replacement of equipment or modification of components inside an existing playground shall conform to standards set forth by the American Society for Testing and Materials and the guidelines set forth by the U.S. Consumer Product Safety Commission. (Health and Safety Code 115725)

Any playground installed between January 1, 1994, and December 31, 1999, shall conform to these standards not later than 15 years after the date of installation. (Health and Safety Code 115725)

Activities with Safety Risks

Because of concerns about the risk to student safety, the principal or designee shall not permit the following activities on campus or during school-sponsored events unless the activity is properly supervised, students wear protective gear as appropriate, and each participant has insurance coverage:

1. Scuba diving
2. Skateboarding or use of scooters
3. In-line or roller skating or use of skate shoes
4. Sailing, boating, or water skiing
5. Snow trips
6. Horseback riding
7. Other activities determined by the principal to have a high risk to student safety

(cf. 5143 - Insurance)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6153 - School-Sponsored Trips)

Students who operate or ride as a passenger on a bicycle, nonmotorized scooter, or skateboard upon a street, bikeway, or any other public bicycle path or trail shall wear a properly fitted and fastened bicycle helmet that meets the standards of law. Students also shall be required to wear such helmets while wearing in-line or roller skates. (Vehicle Code 21212)

Hearing Protection

The County Superintendent or designee shall monitor students' exposure to excessive noise in classrooms and provide protection as necessary. The County Superintendent or designee also may provide hearing conservation education to teach students ways to protect their hearing.

Eye Safety Devices

The County Superintendent or designee shall provide schools with eye safety devices for use whenever students, teachers, or visitors are engaged in or observing an activity or using hazardous substances likely to cause injury to the eyes. Eye safety devices may be sold to students for an amount not to exceed their actual cost to the Santa Clara County Office of Education. (Education Code 32030, 32031, 32033)

(cf. 3260 - Fees and Charges)

Protection Against Insect Bites

To help protect students against insect bites or stings that may spread disease or cause allergic reactions, students shall be allowed to apply insect repellent provided by their parents/guardians, under the supervision of school personnel, and in accordance with the manufacturer's directions, when engaging in outdoor activities.