

SCCOE SCHOOL SITE GUIDELINES & PROCEDURES (SEPTEMBER 2023)

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:

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 student where they cannot be observed by others. As staff supervise students, they should space themselves in a way that other staff can see them.
- Staff shall never leave a student unsupervised.

Restroom Supervision

Staff will ensure:

- the restroom is not occupied by suspicious or unknown individuals before allowing students to use the facilities.
- students are with an adult staff member and proceed in groups of three or more (e.g., 1 staff and 2 students or 2 staff and 1 student) when using the bathroom.
- either “line of sight” or “line of sound” supervision is maintained while students are using the facilities.
- no student, regardless of age, enters a bathroom alone on a field trip.
- that if staff are assisting younger students, 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 shall not abuse students including:

- physical abuse – strike, spank, shake, slap;
- verbal abuse – humiliate, degrade, threaten;
- sexual abuse – inappropriate touch or verbal exchange;
- mental abuse – shaming, withholding love, cruelty;
- neglect – withholding food, water, basic care, etc.

Educator Best Practices for all Programs:

1. Keep classroom/office door open when alone with a student.
2. Keep window blinds or curtains open.
3. If there are multiple staff absences in a classroom without subs, the teacher should assess the current staffing needs of the classroom compared to student and staff attendance and immediately notify the cluster office if additional staff is needed. The cluster principal will be in contact with the teacher to determine appropriate next steps, if needed.

4. If a teacher's classroom has extra staff due to student absences on any given day, the teacher must notify the cluster office by 9:00am each day so that staff may be reassigned where needed.
5. When possible and/or needed, two adults should attend to a student's personal care needs. If there is an issue related to this matter, please contact your teacher, teacher-in-charge and/or your administrator for assistance. Examples of when two adults are required:
 - Lifting/transferring of students
 - Utilizing a Hoyer Lift

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.