

COMPREHENSIVE SCHOOL SAFETY PLAN

2025-26

Nicasio School
5555 Nicasio Valley Road
Nicasio, CA 94946

revised June 18, 2026

Standardized Emergency Management System (SEMS)
National Incident Command System (NIMS)
Title IV Safe and Drug Free School Compliant

Comprehensive School Safety Plan
Signature Page
2025-26

The undersigned members of the Nicasio School Safety Planning Committee certify that the requirements of SB 187 Comprehensive School Safety Plan have been met.

Barbara Severin

Principal

Parent

Jodie H. Hopkins

Classified Staff Member

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Certificated Staff Member

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INTRODUCTION

Nicasio School is committed to fostering a culture of safety. Nicasio School has an established a Comprehensive School Safety Plan that is reviewed, revised, and approved by the Board of Trustees annually.

Throughout the revision process, staff consults with the district, law enforcement agencies, local fire departments, safety experts, and educational partners for the most current guidance and safety updates. The Comprehensive School Safety Plan is a living document.

Nicasio School works to maintain high levels of safety and has established policies and procedures to comply with existing laws and best practices. In addition to physical safety, Nicasio School strives to continue to increase its response to the social-emotional safety of all of its students. Nicasio School provides a positive and safe learning environment for all students so they can flourish and reach their full academic and social potential.

Nicasio School focuses upon five major components in the Comprehensive School Safety Plan:

- Prevention - Build a positive school climate
- Protection - Set policies and rules
- Mitigation - Educate students, teachers, staff, and families
- Response - Stop an incident
- Recovery - Support students, teachers, staff, and families impacted in or by an incident

Every school district is responsible for the creation of a comprehensive school safety plan for its schools. (Ed. Code 32281). The Comprehensive School Safety Plan is updated and reviewed annually and presented to the Board of Trustees for review and approval by March 1.

A Comprehensive School Safety Plan is required under SB 719 & AB 115 and contains the following elements:

1. An assessment of the school climate as related to the current status of school crime committed on school campuses and at school-related functions. This assessment may include office referrals, attendance rates, discipline data, California Healthy Kids survey data, Annual Student Survey data, property damage data, and local juvenile crime data. This assessment will shape the safety goals for the upcoming school year.

2. The annual review and evaluation of the Comprehensive School Safety Plan is certified by the school principal before its presentation to the Board of Trustees for final review and approval. This review includes the following mandated components:

    - Child abuse reporting procedures
    - Disaster procedures
    - Suspension and expulsion policies
    - Procedures to notify teachers of dangerous pupils
    - Discrimination and harassment policies

- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures (can be found in Uniform Complaint Procedures)

IMPLEMENTATION OF THE PLAN

Portions of the Comprehensive School Safety Plan that are considered non-sensitive will be posted on the Nicasio School website and made available to all staff, students, parents, and community members. The Plan is also available to visitors, substitute teachers and district partners. A copy of the Comprehensive School Safety Plan will be located at the school's main office.

DISTRICT OVERSIGHT

The District is responsible for the overall development of all comprehensive school safety plans for its schools. (Ed. Code 32281).

The District supports sites with consultation with law enforcement agencies, the fire department, and other first responders each year when updating the Comprehensive School Safety Plan and notify each entity of any updates that occur during the year. (Ed. Code 32281).

ANNUAL SAFETY GOALS

Nicasio School shall make an assessment of the current status of school crime committed on campus and at school-related functions and appropriate strategies and programs that will provide or maintain a high level of school safety. (Ed Code 35924.2). In addition, the site will develop safety goals based on data analysis.

School site administration will review school and community crime data trends. Additional data may include:

- State, District, or Site Surveys (such as the Annual Student Survey)
- Disciplinary Data
- Mental Health Data
- Information from the Readiness and Emergency Management for Schools Technical Assistance Center
- Research Regarding Policies and Procedures Related to Active Shooter Protocols

The goals are detailed in the Comprehensive School Safety Plan and presented to the Board of Trustees. The goals are shared with the site staff and community.

SAFETY PLAN GOALS: 2025-2026

GOAL 1

Nicasio School will engage in increasing student attendance and reduce the number of students who are considered chronically absent/truant.

Baseline Data: Chronic Absenteeism

School Data	Chronic Absentee Rate (22-23)	Chronic Absentee Rate (23-24)	Chronic Absentee Rate (24-25)
Nicasio School	**8.6%**	**23.7%**	**16.7%**

Action 1.1: Nicasio School will focus on creating a positive attendance program.

Action 1.2: Nicasio School will partner with local agencies for attendance support.

Action 1.3: Nicasio School will utilize the Community Liaison to increase Communication and focus on attendance.

Action 1.4: Attendance improvements will be celebrated and acknowledged.

Action 1.5: Nicasio School will use data to support attendance monitoring.

Assessment: Nicasio School attendance data, student engagement data, and staff feedback regarding school climate, will be gathered and analyzed.

ASSESSMENT OF SCHOOL CRIME

Nicasio School has conducted a thorough analysis of the current status of school crime and crimes at school related functions. At this time there are no instances of major destructive events, crimes, or incidents.

SCHOOL IMPROVEMENT

In order to ensure safe and well-maintained facilities at all of the sites, the District supports the sites in reviewing their campuses annually through the use of the Facilities Inspection Tool (FIT}. The Facility Inspection Tool (FIT) has been developed by the Office of Public School Construction to determine if a school facility is in "good repair" as defined by Education Code (EC) Section 17002(d)(1) and to rate the facility pursuant to EC Section 17002(d)(2).

STUDENT DISCIPLINE (SUSPENSION AND EXPULSION)

Nicasio School addresses student discipline through the lens of restorative practices with the understanding that student infractions are an opportunity to teach students to make better choices. The office referrals that most commonly surface are behavioral infractions. These infractions are predominantly related to the students' inability manage conflict. The infractions include inappropriate words directed towards others and refusals to follow behavioral expectations. The classrooms are implementing procedures based on the Positive Behavioral Interventions and Supports (PBIS) framework, and as a result, clear expectations are communicated and practiced.

Through parent, staff, and student surveys, the need for additional support for social emotional learning surfaced. Teachers and staff are utilizing social emotional curriculum to support a positive learning environment and develop important character traits that focus upon respect, kindness, accountability, and conflict resolution.

Baseline Data: Suspension/Expulsion Rates

School Data	Suspension/ Expulsion Rate (22-23)	Suspension/ Expulsion Rate (23-24)	Suspension/ Expulsion Rate (24-25)
Nicasio School	**0%**	**0%**	**0%**

SCHOOL ATTENDANCE

To support school attendance and engagement, with the goal of decreasing chronic absenteeism, Nicasio School staff has established procedures for analyzing weekly student attendance and responding to students and families struggling to come to school on time. School staff follows up with family members to identify barriers and develop solutions to ensure students arrive to school on time each day.

ANNUAL STUDENT SURVEY DATA

In February 2026, the District implemented the Annual Student Survey. Students in grades 5-8 and all parents throughout the district were provided the opportunity to participate. The response rates for Nicasio School were as follows:

Group	Survey Population	Responses Received	Response Rate
Family	18	24	75%
Student	13	13	100%

The survey sought to gather information regarding student, family, and staff perceptions in a variety of areas including school safety, student engagement, relationships, and school culture.

Families largely agree that their students are receiving a quality education and that the school provides strong academic programs and support services. They also generally view communications from the schools as positive, with many feeling informed about school policies and their student's progress. Families indicated they would like more opportunities to play a meaningful role in decision-making at their student's school and to better understand how to support their children with homework.

Middle school students indicated that they feel generally safe at school and that teachers and school staff care about them. They indicated that teachers always want them to do their best and that teachers/school staff make it clear that bullying is not allowed.

SAFE INGRESS and EGRESS

Students at Nicasio School arrive safely to school and return home under supervised conditions. Parking lots are monitored by staff as students walk/bike to and from school and parents drop-off and pick-up children. Local law enforcement partners with Nicasio School to support student safety as they enforce the speed limit in the school zone areas. Signage regarding directing traffic is displayed in the campus parking areas.

Campus staff supports safe ingress and egress and monitors student behavior. Students and staff who require assistance with safe ingress and egress to the campus have been identified, and staff have been trained to assist these individuals.

Campus visitors must report to the main office of each school site. Visitors are required to sign in and sign out from the office once they arrive and leave the campus.

PROCEDURES TO NOTIFY TEACHERS OF DANGEROUS PUPILS

Each fall, and throughout the school year, as appropriate, and pursuant to Education Code 49079, Nicasio School teachers will be provided with a list of enrolled students who have, sometime within the past three years, engaged in or been reasonably suspected of having engaged in one or more of the listed activities leading to suspension or expulsion requiring notification. The following procedure will be used in notifying teachers:

1. Lists to each teacher. All teachers sign the list indicating their receipt of the notification.
2. Teachers are advised that by law this information is to be received in confidence and is not to be disseminated to any other person.
3. All signed notifications are to be returned and filed in the Main Office.

California Education Code 48900 identifies acts that make a student eligible for suspension/expulsion. These acts include:

- Causing/threatening physical injury to another person;
- Using physical force or violence;
- Sale or possession of firearms/weapons;
- Use, sale or furnishing of controlled substances, alcohol or intoxicants;
- Possession, sale or furnishing of drug paraphilia; and
- Committing of crimes such as robbery, vandalism, extortion, or theft.

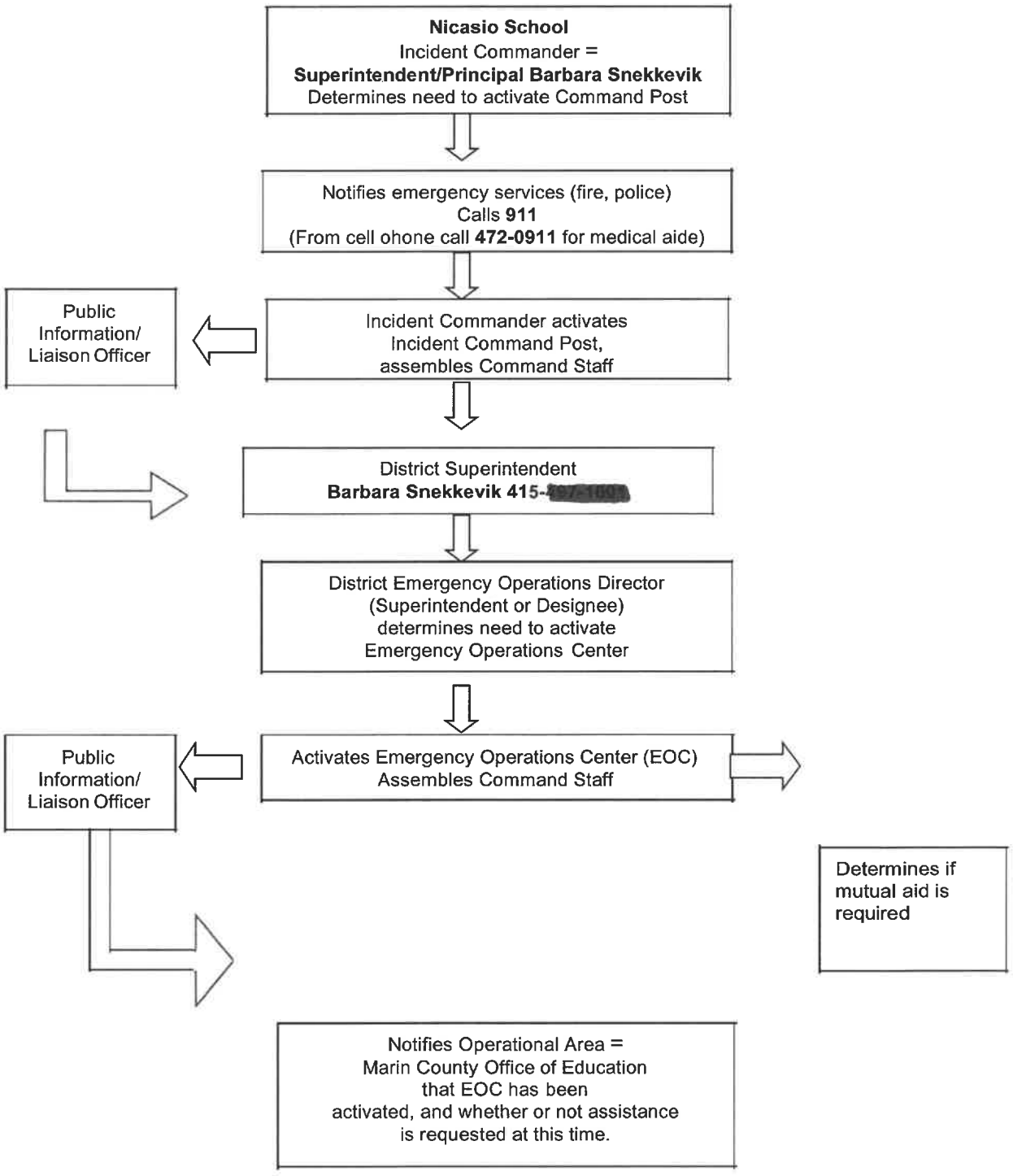
Education Code 48900.2 through 48900.7 identifies additional acts such as sexual harassment, hate violence, harassment, threats or intimidation of school personnel or pupils; and terroristic threats against school officials or school property, or both.

Agency Use of School Buildings for Emergency Shelters

In the event of a significant emergency, officials from our partner agencies such as law enforcement or emergency responders may assume incident command including the utilization of school and/or district facilities in coordination with the district. Community partners such as the American Red Cross and the Nicasio Disaster Council may also use school and/or district facilities as emergency shelters in coordination with the district.

Schools are required by both federal statute and state regulation to be available for community shelters following a disaster. The American Red Cross has access to schools in damaged areas through mutual Memoranda of Understanding to set up their mass care facilities. Local governments have a right to use schools for the same purposes. This requires close cooperation between school district officials and the American Red Cross, local emergency responders, and/or local government representatives.

NICASIO SCHOOL INCIDENT RESPONSE FLOW CHART



ANNUAL EMERGENCY PREPAREDNESS BEST PRACTICES

SCHOOL NAME: **SCHOOL YEAR: 2025-26**

Date	Activity	Responsible Person	Date Competed
Summer	Review School Safety Plan	Admin team	Aug 2025
Summer	School facilities hazard assessment (buildings, grounds, evacuation routes, shut-off valves) walk through with public safety.	Admin team	Aug 2025
August	Identify school resources and survey special staff skills.	Admin team	Aug 2025
August	Survey staff dismissal priorities (disaster service workers).	Admin team	Aug 2025
August	Update staff and emergency phone numbers and resources. Update emergency team assignments.	Admin team	Aug 2025
August	Assign school staff to Incident Command System (ICS) functions.	Admin team	Aug 2025
August	If new construction is completed at your site, get new updated maps and site plans from M/O Director.	NA	NA
September	Parent orientation/information on School Safety Plan.	Admin team	
September	Update classroom backpacks (rosters, etc.).	Admin team	10/1/2025
Fall	Inventory/restock emergency supplies. Test communication equipment.	Admin team	10/1/2025
Fall	Staff orientation of School Safety Plan, emergency response actions, policies and performance expectations	Admin team	10/1/2025

	during various drills.		
Fall	Assess training needs and schedule workshops.	Admin team	NA
Fall	Disaster service worker and ICS training for new staff.	Admin team	NA
Date	**Activity**	**Responsible Person**	**Date Competed**
Fall	Replenish emergency supply cache and classroom backpack.	Admin team	10/1/2025
Fall	CPR/first aid training if possible.	Admin team	10/13/2025
Winter	Complete comprehensive disaster drill.	Admin team	11/19/2025
Other Drills (Yearly)	**California Education Code, Section 32001** Fire alarm and drill at least once each month in elementary schools, at least 4 times every school year in middle schools and at least twice every school year in secondary schools.		
Other Drills (Yearly)	**California Education Code, Section 35297** Drop, Cover, Hold On Drill at least once each school quarter in elementary schools, once a semester in secondary schools.		
Other Trainings (as needed)	Special ICS functions for staff (damage assessment, search and rescue, CERT) CPR – every other year Basic First Aid – every other year NIMS-IS- 100.SCa for new staff		

Prepared By: Barbara Snekkevik **Date:** 10/15/2025

REPORTING CHILD ABUSE

Nicasio School District
Administrative Regulation
Child Abuse Prevention & Reporting
AR 5141.4
Students
Revised 5/7/2026

Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person

2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1

3. Neglect of a child as defined in Penal Code 11165.2

4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3

5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)

2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of employment (Penal Code 11165.5, 11165.6)

3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be legally privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)

4. An injury caused by a district employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, for purposes of self-defense, or to obtain weapons or other dangerous objects within the control of a student (Education Code 49001)

5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by a student (Education Code 49001)

Additionally, general neglect does not include: (Penal Code 11165.2)

1. A parent/guardian's economic disadvantage

2. A child receiving treatment by spiritual means pursuant to Welfare and Institutions Code 16509.1, or not receiving specified medical treatment for religious reasons

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; athletic coaches, administrators, and directors; licensees, administrators, and employees of a licensed child day care facility; Head Start program teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on the person's training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

Reportable Offenses

Using the procedures provided below, a mandated reporter shall make a report whenever the mandated reporter, while acting in a professional capacity or within the scope of employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11165.9, 11166.05, 11167)

Any district employee who reasonably believes to have observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury against a victim who is a child under 14 years of age shall notify a peace officer. (Penal Code 152.3)

The fact that a child is experiencing homelessness or is classified as an unaccompanied minor, as defined in the federal McKinney-Vento Homeless Assistance Act (42 USC 11434a), is not, in and of itself, a sufficient basis for reporting child abuse or neglect. (Penal Code 11165.15)

Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)
Any person not identified as a mandated reporter who has knowledge of or observes a child whom the person knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

Reporting Procedures

1. Initial Telephone Report

   Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)

   Such reports shall be made to the following agency(ies):

   Marin Health and Human Services
   Children and Family Services (CFS)
   3250 Kerner Boulevard
   San Rafael, CA 94901-4840
   Marin County CFS 24-Hour Abuse and Neglect Reporting Hotline: (415) 473-7153

   Marin County Sheriff's Office
   1600 Los Gamos Drive #200
   San Rafael, CA 94903
   (415) 479-2311

   When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Written Report

   Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall prepare and either send, fax, or electronically transmit to the appropriate agency a written follow-up report, which includes a completed California Department of Justice (DOJ) form (BCIA 8572). (Penal Code 11166, 11168)

   The DOJ form may be obtained from the district office or other appropriate agencies, such as the police department, sheriff's department, or county probation or welfare

department.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter

b. The child's name and address, present location, and, where applicable, school, grade, and class

c. The names, addresses, and telephone numbers of the child's parents/guardians

d. The name, address, telephone number, and other relevant personal information about the person(s) who might have abused or neglected the child

e. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

The mandated reporter shall make a report even if some of this information is not known or is uncertain to the mandated reporter. (Penal Code 11167)

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

3. Internal Reporting

The mandated reporter shall not be required to disclose the mandated reporter's identity to a supervisor, the principal, or the Superintendent or designee. (Penal Code 11166)

However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

Training

Within the first six weeks of each school year, or within the first six weeks of employment if hired during the school year, the Superintendent or designee shall provide training on mandated reporting requirements to district employees and persons working on their behalf who are mandated reporters. (Education Code 44691; Penal Code 11165.7)

The Superintendent or designee shall use the online training module provided by the California Department of Social Services (CDSS). (Education Code 44691)

The training shall include, but not necessarily be limited to, training in identification and reporting of child abuse and neglect. Additionally, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified. (Education Code 44691; Penal Code 11165.7)

In addition, the Superintendent or designee shall provide annual training on the prevention of abuse, including sexual abuse, of children on district property, by district staff, or in district-sponsored programs. (Education Code 44691)

The Superintendent or designee shall obtain and retain proof of each mandated reporter's completion of the training. (Education Code 44691)

Victim Interviews by Social Services

Whenever CDSS or another government agency is investigating suspected child abuse or neglect that occurred within the child's home or out-of-home care facility, the student may be interviewed by an agency representative during school hours, on school premises. The Superintendent or designee shall give the student the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the student. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform the person of the following requirements prior to the interview: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable the child to be as comfortable as possible

2. The selected person shall not participate in the interview

3. The selected person shall not discuss the facts or circumstances of the case with the child

4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. (Education Code 48906)

Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with procedures for reporting suspected child abuse occurring on district property to appropriate agencies. For parents/guardians whose primary language is not English, such procedures shall be in their primary language and, when communicating orally regarding those guidelines and/or procedures, an interpreter shall be provided.

To file a complaint against a district employee or other person suspected of child abuse or neglect on district property, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee shall also file a report when obligated to do so pursuant to Penal Code 11166 using the procedures described above for mandated reporters.

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 3200-3205.

Notifications

The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, their reporting obligations under Penal Code 11166, and their confidentiality rights under Penal Code 11167. Additionally, the district shall provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

Before beginning employment, any person who will be a mandated reporter by virtue of the person's position shall sign a statement indicating knowledge of the reporting obligations under Penal Code 11166 and compliance with such provisions. The signed statement shall be retained by the Superintendent or designee. (Penal Code 11166.5)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

The Superintendent or designee also shall notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall

apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of the mandated reporter's professional capacity or outside the scope of employment (Penal Code 11172)

Any other person making a report shall not incur civil or criminal liability unless it can be proven that the person knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)

2. If a mandated reporter fails to timely report an incident of known or reasonably suspected child abuse or neglect, the mandated reporter may be guilty of a crime punishable by a fine and/or imprisonment (Penal Code 11166)

No employee shall be subject to any sanction by the district for making a report unless it can be shown that the employee knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11166, 11172)

STUDENTS WITH SPECIAL NEEDS

EMERGENCY PLANNING

Planning for students with special needs before, during and after an emergency is essential to ensure both student and staff safety while mitigating hazardous situations. School staff, which may include administrators, teachers, education specialists, psychologists, paraprofessionals, nurses, and maintenance personnel, work collectively to consider the visual, communication-related, mobility-related, cognitive, attentional and emotional needs of students with special needs during emergency situations. Teams take the following course of action when planning and preparing for students with special needs during an emergency:

- Identify students' special needs
- Maintain a confidential roster of students with special needs
- Build upon current accommodations, modifications, and services
- Teach students with special needs emergency response strategies
- Inform and train adults

IDENTIFYING STUDENTS' SPECIAL NEEDS & CREATION OF A CONFIDENTIAL ROSTER

The staff planning team determines which students will require additional support during emergency situations and determines the specific needs of the individual students at their respective school sites. A confidential roster is created that describes each student's physical and emotional needs during an emergency. This roster is critical as it details the specific medications, accommodations, and accessories required by the student during the emergency event. Once the team has created the list, the education specialist and/or teacher creates an Emergency Go-Kit that contains the emergency items in addition to the necessary sensory toys, soundproof headphones, medications, and activity materials/toys (books, coloring books, crayons, stress balls, etc.). This roster and Emergency Go-Kit accompany the staff and students in the event of an emergency.

BUILDING UPON CURRENT ACCOMMODATIONS, MODIFICATIONS, AND SERVICES

The planning team considers the students' Individualized Education Plan and 504 accommodations when developing goals, objectives, and courses of action. Teams discusses potential accommodations including:

- Supervision during transitions; adult one-to-one assigned to student
- Simple instructions in multiple modalities that are practiced in nonemergency situations
- A pre-identified quiet place for a student to self-regulate
- Fidget items/Sensory toys
- Food items
- Access to sanitation/handwashing stations and hand sanitizer
- A peer buddy system
- Access to emergency medications/medication management
- Access to noise-canceling headphones
- Assigned seating accommodations during an emergency situation

Teams will also consult with parents, caregivers, and the students with special needs to help them best meet the needs of the identified student. Creating a partnership among the student, family, and school team to ensure safety is a crucial factor in the safety plan.

TEACHING EMERGENCY RESPONSE STRATEGIES

Emergency response training will be provided to students with special needs and the staff responsible for their care. Students and staff must learn ways to communicate with safety partners in case of a separation from their caregivers; be able to communicate specifics regarding their special needs; and use any necessary tools, such as evacuation equipment, visual aids, administration of medication, and use of accessory items.

Routine drills will be administered to allow for ample time to practice responses to emergency scenarios. To the greatest extent possible, these drills will be discussed at an age-appropriate level with the students prior to their administration. Teachers may use assistive technology, social stories, picture cards, sensory materials, and other tools to teach students what to expect and how to respond during an emergency.

Staff must consider the unique needs of children with special needs when conducting drills. Staff must consider that students in motorized wheelchairs will require practice with evacuation routes, and students on the spectrum or students with sensory integration issues may require extra support dealing with loud noises, bright lights, etc.

Sites may collaborate with community partners in non-emergency settings to allow for opportunities of interaction and relationship building to help students become comfortable and at ease prior to drills.

INFORM AND TRAIN ADULTS

Staff is trained on the courses of action required to support students with special needs during an emergency. Staff is made aware of their responsibilities in meeting the students' needs and how to communicate with community partners in the event of an emergency. Staff review the safety procedures and discuss how specific actions will affect the students in regard to access, functional needs including required medications, wayfinding, evacuation assistance, personal assistance services, and supporting those who may experience severe anxiety during traumatic events. Training includes discussions regarding all types of

emergency scenarios. The team discusses the possible threats and hazards of these scenarios and assesses the risks and vulnerabilities of the situation. Supporting children with special needs during an emergency requires a multifaceted and collaborative approach that involves all key stakeholders.

SCHOOL EMERGENCY EVACUATION PLANNING CHECKLIST STUDENTS WITH SPECIAL NEEDS		
Please answer the following questions to help you prepare for an emergency.	**YES**	**NO**
Is your roster of your students with special needs complete and up-to-date?		
Have you identified the medical needs of your students and their medication schedules?		
Have you walked the evacuation paths and exits looking for potential obstacles?		
Have multiple evacuation sites been identified that are accessible to students/staff?		
Is the primary evacuation path marked to clearly show the route?		
Is there sufficient oxygen for 72 hours?		
Have transportation needs been identified for students?		
Have you identified any necessary tools such as personal response plans, evacuation equipment, or visual aids for students?		
Have you identified all of your communication needs for your students?		
Have you considered emergency accommodations for those with temporary disabilities?		
Have you encouraged a relationship with students and the local responders?		
Has a "peer support system" been developed for students?		
Have you been trained, trained staff on proper lifting techniques?		
Have students and families been encouraged to provide 72 hour medications?		
Is your Emergency Go-Kit equipped with all the necessary tools and items including sensory toys, soundproof headphones, medications, and activity materials?		
Have you contacted additional support staff to help provide services to students during an emergency (school counselor, psychologist, nurse)?		
Have you contacted your site administrator with any additional needs you may have to support your students in an emergency?		

Pupil Health: Opioid Overdose Prevention and Treatment

Schools that serve pupils in grades 7 to 12 require a protocol to be established in the event a pupil is suffering or is believed to be suffering from an opioid overdose.

Having considered historical school-related opioid emergencies and the available emergency services, the implementation of a program for the administration of emergency intervention medication is necessary.

School districts, county offices of education, and charter schools may provide emergency naloxone hydrochloride or another opioid antagonist to trained personnel. Trained personnel may use naloxone hydrochloride or another opioid antagonist to provide emergency medical aid to persons suffering or believed to be suffering from an opioid overdose.

Following California Education Code Section 49414.3, training shall include the following:

- Techniques for recognizing symptoms of an opioid overdose
- Standards and procedures for the storage, restocking, and emergency use of naloxone hydrochloride or another opioid antagonist
- Basic emergency follow-up procedures, including, but not limited to, a requirement for the school or charter school administrator or, if the administrator is not available, another school staff member to call the emergency 911 telephone number and contact the pupil's parent or guardian
- Recommendations on the necessity of instruction and certification in cardiopulmonary resuscitation

Any school district, county office of education, or charter school electing to utilize naloxone hydrochloride or another opioid antagonist for emergency aid shall distribute a notice at least once per school year to all staff that contains the following information:

- A description of the volunteer request states the request is for volunteers to be trained to administer naloxone hydrochloride or another opioid antagonist to a person if the person is suffering, or believed to be suffering, from an opioid overdose.
- A description of the training that the volunteer will receive.
- The right of an employee to rescind their offer to volunteer.
- A statement that no benefit will be granted to or withheld from any individual based on their offer to volunteer and that there will be no retaliation against any individual for rescinding their offer to volunteer, including after receiving training.

After Naloxone has been administered, a person may regain full consciousness, increased breathing, and regular vital signs. Emergency services still need to be contacted and respond to the emergency location.

BOARD POLICIES

All Nicasio School District Policies can be found on our school website:
https://www.nicasioschool.org/documents/school-board/policies/698030

1312.3	Uniform Complaint Procedures
5145.7	Sexual Harassment
5131.2	Bullying and Harassment
5132	Dress and Grooming
5144.1	Suspension and Expulsion Due Process
5145.3	Nondiscrimination/Harassment
4119.24	Maintaining Appropriate Adult-Student Interactions
4119.21	Professional Standards

MARIN COUNTY
OFFICE OF EDUCATION
Supporting Learning for ALL Students

OD FREE MARIN

Opioid Overdose Reversal & Naloxone Use for Schools

TOOLKIT

Inspired by and adapted from the toolkit developed by

Coalition for Safe Schools & Communities

SAN MATEO COUNTY OFFICE OF EDUCATION
Excellence and Equity in Education

ACKNOWLEDGEMENTS

Special thanks to the following organizations for their work supporting this effort:

OD Free Marin

County of Marin Department of Health & Human Services

San Mateo County Office of Education

San Mateo County Coalition for Safe Schools & Communities

Naloxone Distribution Project

California Department of Public Health

Opioid Overdose Reversal & Naloxone Use for Marin County Schools

OVERVIEW

This toolkit is made available to Marin County schools to help ensure compliance with SB-10: Pupil Health: Opioid Overdose Prevention and Treatment (Melanie's Law). SB-10 requires schools serving students in grades 7 to 12 to include a protocol within their comprehensive school safety plans that addresses how to respond "in the event a pupil is suffering or is reasonably believed to be suffering from an opioid overdose".

IMPORTANT: It is important that each district review the toolkit in detail and, based upon their Board policies and protocols, individualize the toolkit to be consistent with their district's governance.

CONTEXT

Provisional data from CDC's National Center for Health Statistics indicates there were an estimated 107,543 drug overdose deaths in the United States during 2023, including 81,083 involving opioids. Two-thirds of opioid deaths involved synthetic opioids, primarily illicitly manufactured fentanyl in some form. Some deaths were attributed to fentanyl mixed with other illicit drugs like cocaine, methamphetamine, and heroin, with many users completely unaware that they were taking fentanyl. Only two milligrams of fentanyl (the size of a grain of sand) is considered a potentially lethal dose, with elevated risk for someone who has not developed a tolerance to opioids.

In Marin County, overdose is the leading cause of death for Marin County residents aged 55 and under. Fentanyl in particular is associated with approximately 60% of overdose deaths in the county. A significant predictor of a fatal overdose is a previous nonfatal overdose. While youth in Marin make up a proportionate percentage of those experiencing nonfatal overdoses, they are experiencing higher rates of substance use than most areas throughout the state. The rate of young people dying from overdoses has increased due to the prevalence of fentanyl in illicit drugs. Administering Naloxone when a pupil appears to be having an overdose can save their life. Overdose deaths are preventable.

For more information about overdose trends in Marin County, visit: odfreemarin.org/data-dashboard/

TOOLKIT INCLUDES

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WHAT IS NALOXONE?

Naloxone is a life-saving medication that reverses an opioid overdose while having little to no effect on an individual if opioids are not present in their system. Naloxone will not cause harm to the individual. Naloxone only can reverse an overdose if there are opioids in a person's system. Often there are multiple substances involved. When in doubt, use Naloxone. For more information about opioids, see Appendix A.

Naloxone works by blocking the opioid receptor sites (opioid antagonist), thereby quickly reversing the toxic effects of the overdose. It should be noted that Naloxone provides only a temporary reversal of an opioid overdose (one dose can be effective for 30-90 minutes). Meaning that the individual can fall back into an overdose. Therefore, it is imperative to call 911 when administering Naloxone even if the individual seems to be coherent, as they will need more help.

Naloxone is not a controlled substance and is not habit forming. It has few known adverse effects and no potential for abuse. It has not been shown to encourage drug use. It has no weight or age-based limits and is latex free.

NARCAN® Nasal Spray is a brand name for Naloxone. On March 29, 2023 the U.S. Food and Drug Administration approved Narcan, 4 milligram (mg) Naloxone nasal spray for over-the-counter (OTC), nonprescription, use. Each box of Naloxone contains two nasal sprays. Each nasal spray contains only one dose of the life-saving medication. Therefore, do not prime the pump before using the nasal spray.

HOW DO I GET NALOXONE?

Schools and School Districts

Local Education Agencies (LEAs) can order FREE Naloxone in bulk from the **Naloxone Distribution Project**. For more information, see Appendix B.

Naloxone is also available for purchase online or at pharmacies, with or without health insurance, and can be accessed for FREE at various locations throughout Marin County. Visit **https://odfreemarin.org/naloxone/** to find locations near you.

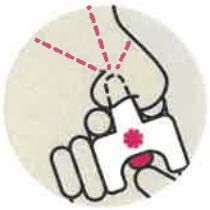
5 STEPS TO SAVE A LIFE



Recognize Signs of an Overdose



Call 9-1-1



Give Naloxone



Provide Aftercare



Provide Rescue Breaths

OVERVIEW

If an individual is suspected to be experiencing an overdose and does not respond to stimulation:

- Call 911 to get help
- Administer Naloxone (*See instructions on page 7)*
- Stay and provide aftercare until help arrives
    a. **If the person is breathing but unconscious:** place them in the recovery position. *(See instructions on page 8)*
    b. **If the person is NOT breathing:** provide rescue breaths, and continue to provide if breathing has not resumed. *(See instructions on page 9)*
- If two (2) to three (3) minutes have passed with little or no response, administer a 2nd dose of Naloxone in the opposite nostril

***** IMPORTANT: See next pages for detailed, illustrated steps *****

STEP 1

RECOGNIZE AN OVERDOSE

What is an Opioid Overdose?

According to the CDC, an overdose is an injury to the body (poisoning) that happens when a drug is taken in excessive amounts. An overdose can be fatal or nonfatal. During an opioid overdose, there are so many opioids or a combination of opioids and other drugs in the body that the victim becomes unresponsive to stimulation and/or breathing becomes suppressed and inadequate.

Signs of an Opioid Overdose - What to Look For	
▪ Small, constricted pinpoint pupils ▪ Limp body response ▪ Slow, erratic, or undetectable pulse (heartbeat) ▪ Discolored skin, especially lips and nails	▪ Drowsiness ▪ Unconscious or unresponsive ▪ Choking sounds or a gurgling/snoring noise ▪ Slow, irregular, or ceased breathing

In order to determine if the individual is experiencing an overdose, the most important things to consider are presence of breathing and responsiveness to stimulation.

If the person is unresponsive, attempt to stimulate them by:

- Yelling their name
- Shaking their shoulders
- If they do not respond, rub closed fist knuckles up and down the front of the rib cage (called a sternal rub).

If the individual responds to these stimuli, they may not be experiencing an overdose at that time. It is best to stay with the person and make sure the person wakes up. It is possible the person may later become unresponsive and would need help. When in doubt, call 911 and administer Naloxone.

STEP 2

CALL 911

Due to the complex nature of each of these medical emergencies, it is critical to call 911 - even if the person indicates they are feeling better and do not want emergency medical services.

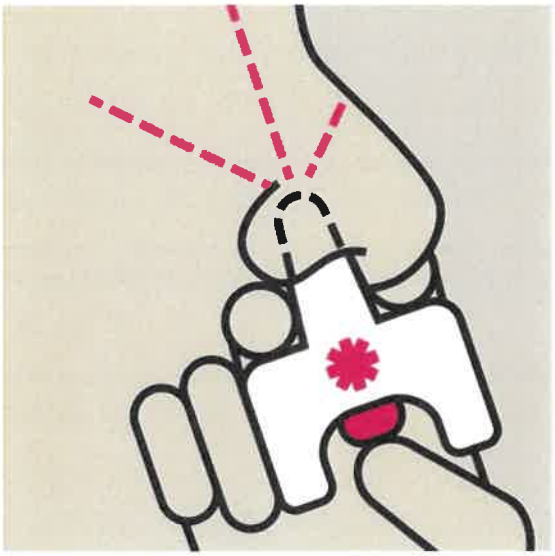
STEP 3

ADMINISTER NALOXONE

If you suspect a person is experiencing an opioid overdose, call 911, spray Naloxone in the person's nostril, and stay with them until help arrives. If they do not respond within two to three minutes, use the other spray to administer another dose of Naloxone into their other nostril. You can keep administering Naloxone every two to three minutes until help arrives. They cannot overdose from Naloxone.

How to Administer Naloxone

1. Open the Naloxone blister pack; do NOT push the plunger.
2. With the victim's head tilted slightly back, place two (2) fingers over the top of the medication with your thumb securing it from the bottom
3. Insert the atomizer fully and gently into their nostril
4. Push the plunger forward with the thumb and deliver the spray of medication
5. There is no need to plug the opposing nostril



IMPORTANT: If the individual is still not responding within two (2) to three (3) minutes, give another dose in the opposite nostril. Continue to administer Naloxone every two (2) to three (3) minutes until help arrives. A person may need multiple doses of Naloxone.

NOTE: Naloxone can work very quickly, but it can also take up to 8 minutes to have a noticeable effect. The effect of the Naloxone will last for approximately 30 to 90 minutes in the body. Because most opioids last longer than 30 to 90 minutes, the Naloxone may wear off before the effects of the opioids wear off and the person could go into an overdose again. In response to this, Naloxone blister packs include two doses. Naloxone administration may be repeated without harm if the person continues to be experiencing unresponsiveness and slow or shallow breathing.

PROVIDE AFTERCARE

STEP 4

After administering Naloxone, stay and provide aftercare until help arrives.

If the person is breathing but unconscious, place them in the recovery position.

How to Place Someone in the Recovery Position



To put someone in the recovery position:

1. Lay person on their left side to keep airways open
2. Extend their left arm straight ahead away from their body with palm facing up
3. Place palm of their right hand under their head as arm reaches over their torso
4. Bend right knee and cross body to touch ground and prevent rolling
5. Straighten and extend left leg

PROVIDE RESCUE BREATHS

STEP 5

After administering Naloxone, you should stay and provide aftercare until help arrives.

<u>If the person is NOT breathing,</u> provide rescue breaths and continue to provide if breathing has not resumed.

When someone has stopped breathing and is unresponsive, rescue breathing should be done as soon as possible as it is the quickest way to get oxygen into the body. Even though First Aid education often suggests hands only CPR, when a person is overdosing, they need to have their respiration stimulated via rescue breathing.

How to Perform Rescue Breathing

To perform rescue breathing:

1. Place the person on their back and pinch their nose
2. Tilt chin up to open the airway. Check to see if there is anything in the mouth blocking the airway. If so, carefully remove it.
3. Give two (2) deep, slow breaths.
4. Blow enough air into the lungs to make the chest rise.
5. Turn your head after each breath to confirm the chest is rising and falling. If the chest does not rise with the breaths, tilt the head back more sharply.



6. Breathe again every five (5) seconds; continue until spontaneous breathing resumes.

NOTE: Single use plastic face shields can be purchased online and kept in emergency kits for easy access to be used when giving rescue breaths. Face shields protect individuals providing rescue breaths from accidentally ingesting drugs.

FOLLOW UP

- If the victim is a student, follow district / school site guidelines re: notification
- Facilitate a debriefing with site admin / responding staff
- Consider a plan of care for the student's or staff member's safe return to school

APPENDIX A: OPIOIDS AND FENTANYL EXPLAINED

What are Opioids?

Opioids are chemicals that interact with opioid receptors on nerve cells in the body and brain, and reduce the intensity of pain signals and feelings of pain. This class of drugs includes the illegal drug heroin, synthetic opioids such as fentanyl, and pain medications available legally by prescription, such as oxycodone, hydrocodone, codeine, morphine, and many others. Opioids can induce euphoria and users generally report feeling warm, drowsy, and content. Opioids relieve stress and discomfort by creating a relaxed detachment from pain, desires, and activity. They can also cause slow heart rate, constipation, a widening of blood vessels, and a decrease in the body's natural response to breathe.

Opioids are highly addictive. Anyone can be at risk of developing an addiction especially if the substance is used for a long period of time or in a manner different from prescription instructions. Opioids differ in both strength and how long they remain active in the body.

What is Fentanyl?

Pharmaceutical fentanyl is a synthetic opioid, approved for treating severe pain. It is 50 to 100 times more potent than morphine. Illegally produced fentanyl is sold through illicit drug markets and is often mixed with other drugs or pressed into counterfeit prescription pills.

Since fentanyl is synthetic (made in the laboratory), it can be produced quickly and easily and is much less expensive on the illegal market.

Fentanyl is involved in more deaths of Americans under the age of 50 than any other cause, including heart disease, cancer, and all other accidents. Fentanyl is also involved in more American youth drug deaths than heroin, methamphetamine, cocaine, benzodiazepine, and other drugs combined. People commonly overdose from both illicit and legally manufactured fentanyl, although illegally made fentanyl is the primary driver of the recent increase in U.S. overdose deaths, and fentanyl-involved deaths are fastest growing. For more information, visit the CDC website for national statistics or the ODFM data dashboard for Marin statistics.

A large majority of street pills seized by law enforcement are counterfeit. Counterfeit pills are fake medications that have different ingredients than the actual medication. They may contain no active ingredient, the wrong active ingredient, or have the right ingredient but in an incorrect quantity. Counterfeit pills may contain lethal amounts of fentanyl and are extremely dangerous because they often appear identical to legitimate prescription pills. The user is likely unaware of how lethal they can be. Even if people use Fentanyl Test Strips as a harm reduction measure to check for fentanyl presence in their drug supply, these tests are not 100% accurate and overdose can still happen.The DEA Laboratory has found that, of the fentanyl-laced fake prescription pills analyzed in 2022, six out of ten now contain a potentially lethal dose of fentanyl. This is an increase from DEA's previous announcement in 2021 that four out of ten fentanyl-laced fake prescription pills were found to contain a potentially lethal dose.

APPENDIX B: NALOXONE OBTAINMENT AND MAINTENANCE FOR SCHOOLS

Step 1. Obtain FREE Naloxone via the Naloxone Distribution Program

- Schools, school districts, and nonprofits are able to obtain FREE Naloxone via the Naloxone Distribution Project
    - **NOTE:** Naloxone boxes ordered from NDP come in cartons of 12 or 24. Consider this when ordering.
- Applications for Naloxone must be submitted via the NDP online application form.
- **NOTE:** Individuals and for-profit businesses are unable to obtain Naloxone via this program.

Step 2. Provide Staff with Naloxone Administration Training

- Review this toolkit with staff.
- Utilize this downloadable presentation that can be used to provide education on overdose prevention to staff.
- Watch a 2 minute video to learn how to administer Naloxone.
    - The ODFree Marin training videos are available in both English and Spanish and can easily be shown to site staff during the course of a staff meeting or other gathering.
- If you'd like, you can also have staff take the Naloxone Administration Quiz. This quiz includes 10 questions to confirm if they understand how to recognize an overdose and administer Naloxone. The results of the test are anonymous and confidential.

Step 3. Naloxone Procurement, Storage, and Use

NOTE: The shelf-life of Naloxone is approximately two-three years depending upon manufacturer. Each box contains an expiration date. It is important to stay aware of expiration dates. Expired Naloxone may still be effective, so it is recommended to keep and use if it is the only option.

Work with your team to address each of the following questions:

- How many boxes of Naloxone will your school or district office maintain in each building?
- Where will the Naloxone be stored? The location must be unlocked and adjacent to where students are. Supply should be monitored monthly along with AED status and EpiPen supply.
    - **NOTE:** Naloxboxes (emergency containers) can be purchased online and be placed outside or inside in various locations for easy access of limited emergency supplies of Naloxone anywhere AEDs or fire extinguishers or first aid kits are located.
- Will the on-hand supply of Naloxone be available for before/after school events and school sponsored events? (Highly Recommended)
- Will the school's Naloxone stock be available for community groups using the building for non-school sponsored events?

- Will face shields for rescue breaths be ordered and kept in first aid kits and/or near the Naloxone supply? Example of face shields.

Step 4. Communicate with School Community

Communicate your school's Naloxone related procedures/guidelines with relevant staff and stakeholders.

Step 5. Update and Review Protocol

Relevant staff members should update the district or school protocol annually in August based on MCOE, County Health, or CDPH guidance.

APPENDIX C: CONSIDERATIONS AND RESOURCES

Adopt a Board Policy - Recommended but not required

- Sample board policy
- Sample administrative regulation
- Summary of California Education Code Related to Naloxone Protocol
- California Education Code 49414.3

Local Resources

OD Free Marin - For local opioid overdose prevention resources, Naloxone vending machine locations, referrals, education and advocacy, including Naloxone FAQs, and Downloadable Resource Guides (English | Spanish)

Parent Education and Discussions (Let's Talk)

Parent Education Booklets (Let's Talk)

National Resources

30 Second Naloxone Training Video (Kelley Ross Group)

CDC Opioid Overdose Prevention Webpage

Fentapills You Need to Know Video

How Naloxone Saves Lives in Opioid Overdose

Opioid and Fentanyl Lesson (Stanford REACH Lab Safety First Curriculum)

Responding to Opioid Overdose - National Harm Reduction Coalition

Shatterproof

Song for Charlie

Stop Overdose (CDC)

Treatment Options

BHRS Access Line - For assistance finding substance use services for yourself or someone else

Marin Providers of Medication for Opioid Use Disorder

Harm Reduction Therapy Center

SAMHSA Behavioral Health Treatment Services Locator

Nicasio School District Instructional Continuity Plan (ICP)

Guidance regarding completion and requirements of the Instructional Continuity Plan (ICP), including SB 153 requirement that this ICP be included in the Comprehensive School Safety Plan (CSSP) by July 1, 2025 can be found at https://www.cde.ca.gov/re/di/or/icpguidance.asp .

Local Educational Agency (LEA) Name:	**Nicasio School District**
Contact Name and Title:	Barbara Snekkevik, Principal
Email and Phone Number:	bsnekkevik@nicasioschool.org

Introduction and Purpose

Information about the Instruction Continuity Plan (ICP) requirements, revision, and adoption dates.

This Instructional Continuity Plan (ICP) was last revised on and adopted by the Nicasio School District on June 18, 2026, to ensure all students have access to instruction during a natural disaster or emergency, as mandated by Senate Bill 153, Chapter 38, Statutes of 2024 (SB 153), which adds a provision to California Education Code (EC) Section 32282.

This ICP will be included in the LEA's Comprehensive School Safety Plan (CSSP) by July 1, 2025. Inclusion of this ICP in the CSSP will be required to obtain approval of a Form J-13A waiver request beginning in fiscal year 2026-27. This plan is intended to minimize disruptions to instruction and provide support for pupils' social-emotional, mental health, and academic needs.

Engagement with Pupils and Families

Protocol for Engagement

Protocol for engagement with pupils and their families.

Nicasio School District recognizes the importance of maintaining clear, consistent communication with families and students following an emergency. The district will engage with pupils and their families as soon as practicable, but **no later than five calendar days** following an emergency.

Methods of Two-Way Communication

Methods for two-way engagement.

The protocol for engagement with pupils and their families is designed to establish two-way communication. Communication channels include:

- Automated email, SMS and phone calls through school website and app
- Email updates via district-provided email addresses
- Nicasio School website, www.nicasioschool.org, where pupils and families can access

updates and resources.

Additionally, the district will use video updates and community engagement tools, such as online meetings for webinars, to maintain clear communications as necessary and applicable.

Plans for Unforeseen Events

Plans to address unforeseen events such as power outages and damage to infrastructure, and how they may impact methods for two-way communication.

In the event of unforeseen disruptions—such as power outages, internet failure, or damage to district infrastructure—Nicasio School will implement the following protocols to maintain instructional continuity and ensure two-way communication between staff, students, and families:

- **Alternative Communication Methods**: The district will activate non-digital communication strategies, including automated phone calls, SMS alerts, and printed notifications. Emergency contact systems will be utilized to disseminate time-sensitive information.
- **School Site Readiness**: Each school site will maintain updated emergency contact logs and protocols to ensure communication with families and staff in the absence of internet access. Site administrators will coordinate communication efforts using the most reliable available method.
- **Redundant Systems and Training**: Staff and families will be trained on backup communication platforms and offline instructional delivery procedures during the annual safety and continuity training.

Support for Special Needs

Plans designed to identify and provide support for pupils' social-emotional, mental health, and academic needs.

To ensure that students' social-emotional and mental health needs are met, Nicasio School will deploy counselors, school psychologists, and other staff members to provide support. The district will:

- Use online platforms to schedule virtual check-ins and counseling sessions for affected students.
- Provide resources and referrals to community-based mental health services as necessary.
- Ensure all communication fosters emotional well-being and encourages families to seek support when needed.

Access to Instruction

Timeline for Access to Instruction

Timeline for access to instruction no more than 10 instructional days following the emergency.

As required, Nicasio School will provide access to in-person or remote instruction as soon as practicable, but **no more than 10 instructional days** following the emergency.

Conditions for Resuming Access to In-Person Instruction

Conditions under which in-person instruction will resume and any alternative sites or arrangements considering various aspects of recovery.

Outlined below are conditions under which in-person instruction will resume and any alternative sites or arrangements considering various aspects of recovery, including:

- Evacuation orders lifted
- Power and utilities functioning
- Healthy air quality
- Access to safe and clean water
- Campus free from debris and hazards
- Internet fiber lines connected and functioning
- Sufficient staff available
- Kitchens operational for meals

Remote Instruction

Plans for remote instruction.

As required, Nicasio School's remote instruction will align with EC sections 51747 and 51749.5, governing Independent Study instruction modalities. Remote instruction will be designed to meet instructional standards that are, at minimum, equivalent to those applicable in independent study programs.

Access to Instructional Materials

Methods for distributing digital and non-digital materials.

As required, remote instruction offered will align with expectations of access and equity. Nicasio School has the capacity to provide every student access to a digital device. In the event of an emergency and moving to remote instruction, these devices will be signed out to each pupil if they are not already.

Access to Schoolwork

Platforms and processes for accessing and submitting schoolwork.

As required, remote instruction offered will align with expectations of access and equity.

If it is not feasible to immediately resume in-person instruction, Nicasio School will implement remote learning using the following modalities:

- Online Platforms: Instruction will be conducted through Google Classroom, online meeting platform, and other educational platforms that support virtual learning via district-issued chromebooks or iPads.
- Access to Learning Materials: For students without internet access, the district may order and provide hotspots as needed. If hotspots cannot be used to allow for virtual instruction, printed assignments will be distributed if possible. The District may also identify alternate sites or community resources/locations to supply students with internet access.

Temporary Reassignment

Procedures and agreements for temporary reassignment with neighboring LEAs.

Nicasio School District will provide support to pupils and families to enroll in or be temporarily reassigned to another site, school district, county office of education, or charter school if an emergency or natural disaster disrupts in-person learning:

Instructional Continuity

Communication Protocols

Communication protocols for families, students, staff and faculty, including how information will be made available and with what frequency including methods and timelines.

Depending upon the emergency situation, communication with families, students, and staff may be daily or weekly.

- Automated email, SMS and phone calls through District website in English and Spanish.
- Email updates via district-provided email addresses.
- Nicasio School website, www.nicasioschool.org, where pupils and families can access updates and resources.
- Superintendent/Principal newsletter.

Additionally, the district will use video updates and community engagement tolls, such as online meetings for webinars, to maintain clear communications as necessary and applicable.

Technological Readiness

Technological readiness for educators and students to support a pivot from in-person to remote learning through independent study including early access to independent study program written agreements, online access to assignments and academic resources, assignment of devices, online instructional platform and access to internet and devices.

Nicasio School has the capacity to provide each pupil access to a digital device. In the event of an emergency and moving to remote instruction, these devices will be signed out to each pupil if they are not already.

Nicasio School will ensure that remote instruction complies with California Education Code Sections 51747 and 51749.5 governing independent study. The district will follow the appropriate guidelines to offer flexible learning opportunities, ensuring equity and access for all students, including:

- Students with disabilities
- English learners (EL)
- Foster youth and homeless students

Instruction and Assessment

Prioritization of essential learning, making standards-aligned learning objectives, methods for monitoring progress and additional support whenever possible, including tutoring, check-ins, virtual office hours and other methods.

The district will focus on the most essential learning objectives and standards to ensure that students meet academic goals, even during disruptions. Teachers will adjust their instruction to accommodate:

- Essential learning priorities, ensuring that students remain on track to meet grade-level standards.
- Formative assessments (e.g. quizzes, virtual check-ins) to gauge student understanding and make adjustments to instruction as necessary.

Academic Support
Nicasio School will provide additional academic support as needed:
- Virtual office hours for student check-ins.
- Supplemental materials to reinforce learning at home.

Access (Equity, Accessibility, and Inclusion)

Equity, Accessibility, Inclusion

How all students, including those with disabilities, those experiencing homelessness, foster youth, or English learner (EL) students will continue to have equal access to instructional resources.

Nicasio School is committed to ensuring that all students—including students with disabilities, English learners, foster youth, and those experiencing homelessness—have equitable access to instructional resources during any disruption to regular instruction.

To support this commitment, the following measures will be implemented:

- **Students with Disabilities**: Special education services will continue to be provided in alignment with students' IEPs or 504 Plans to the greatest extent possible. This includes access to accommodations, related services, and instructional materials in accessible formats (e.g., large print, braille, digital formats compatible with assistive technology).
- **English Learners**: EL students will continue to receive designated and integrated English Language Development (ELD) instruction. Bilingual staff and translation services will be available to support communication with families and delivery of instructional content in a linguistically accessible manner.
- **Foster Youth and Students Experiencing Homelessness**: Site and district liaisons will ensure that these students receive priority access to devices, connectivity, meals, and transportation (if applicable). Outreach will be conducted regularly to assess needs and provide targeted supports.
- **Technology and Resource Access**: All students will be provided with the necessary devices and connectivity to engage in instruction. For those unable to access digital tools, printed instructional packets and alternate formats will be made available.
- **Ongoing Monitoring and Support**: School staff will regularly monitor student participation and engagement. Outreach and interventions will be provided as needed to ensure no student is left behind.

Individualized Education Plans (IEP)

How will IEPs continue to be provided and maintained.

Nicasio School is committed to ensuring that all students, including those with disabilities, have access to appropriate accommodations and services:

- Individualized Education Plans (IEPs) will be followed to the extent possible to ensure continuity of services.
- Virtual therapy sessions and online support will be provided for students receiving special education services.

English Learners

How will EL students continue to be supported in alignment with the California English Learner Roadmap Policy.

- Provide language support and instructional materials in both English and the students' primary languages when available.

Nicasio School will ensure equitable access to instruction for all students, particularly those in vulnerable groups

- Maintain consistent communication with foster youth, students experiencing homelessness, and other at-risk students to ensure their needs are met during emergencies.

Professional Learning

Professional learning opportunities and resources utilized if the need to pivot to remote instruction and assessment arises.

To ensure that teachers and staff are fully prepared to pivot to remote instruction when necessary, Nicasio School will:

- Offer training on online teaching platforms as needed.
- Provide professional development focused on digital learning strategies, virtual classroom management, and remote assessment techniques.
- Ensure that teachers are comfortable using technology and teaching in hybrid or remote settings.

Well-Being and Support Services

How the LEA will provide access to physical and mental health professionals, including those who speak languages other than English.

Nicasio School recognizes that the emotional well-being of students is paramount. In the event of an emergency, the district will:

- Provide access to mental health professionals and counselors through online platforms in both English and Spanish, when possible.
- Conduct virtual group therapy sessions and check-ins to support student emotional health in both English and Spanish, when possible.

Plans to provide access back-up, water and medicines in the event of an emergency.
In the event of an emergency that disrupts access to basic necessities, Nicasio School has protocols in place to provide students and staff with essential resources, including water, medications, and back-up supplies:

- **Emergency Water Supply**: Nicasio School maintains an emergency supply of bottled water, sufficient to support students. Supplies are stored in accessible, secure locations and are replenished annually.
- **Access to Medications**: Office staff maintains a secured inventory of student medications as provided by families, including instructions for administration during emergencies. Designated staff are trained to assist with medication distribution in the event that nurses or health clerks are unavailable.
- **Back-Up Power and Supplies**: Emergency kits at each site include first-aid supplies, flashlights, batteries, radios, and other necessary items.
- **Coordination with Emergency Services**: In the event that on-site resources are insufficient, Nicasio School will coordinate with local emergency management, public health, and first responders to ensure continued access to critical supplies and services.

Plans to ensure continuity of other support services, including special education, counseling, after-school programs, and access to kitchens and food services, adapting these services to the online or hybrid environment when necessary.

Nicasio School is committed to maintaining essential student support services—such as special education, counseling, after-school programs, and nutrition services—during instructional disruptions. When necessary, these services will be adapted to online or hybrid environments to ensure continuity of care and access.

- **Special Education**: To the extent possible, services will continue in alignment with students' IEPs. This includes virtual or in-person delivery of specialized academic instruction, speech and language therapy, occupational therapy, and other related services, as appropriate. Case managers will collaborate with families to modify service delivery when needed.
- **Counseling and Mental Health**: School counselors and mental health professionals will provide ongoing support through virtual sessions, phone calls, and online check-ins. Resources and referrals will be shared with students and families to address emotional wellness and mental health needs.
- **After-School Programs**: Extended learning programs will offer virtual enrichment and academic support where in-person participation is not possible. Program coordinators will maintain communication with families to adapt services and schedules based on evolving circumstances.
- **Nutrition and Food Services**: In the event of a campus closure, the district will implement grab-and-go meal distribution or home delivery models to ensure continued access to meals. Meal access points and schedules will be communicated through district communication platforms.
- **Adaptability and Communication**: All support services will remain flexible and responsive to changing needs. Regular updates will be provided to families, and feedback will be collected to improve service delivery.

Site-Based Collaboration

How administrators, faculty, information technology staff, students and parents will participate in the development and implementation of this ICP.

Nicasio School recognizes that the effectiveness of the Instructional Continuity Plan (ICP) depends on active and ongoing collaboration among all stakeholders. The following outlines how administrators, faculty, information technology staff, students, and parents will participate in both the development and implementation of the ICP:

- **Administrators:** District/site administrator will lead the coordination and refinement of the ICP, ensuring alignment with local safety plans, instructional goals, and compliance requirements. They will oversee implementation at school sites and facilitate ongoing communication among staff and families.
- **Faculty and Staff**: Teachers and support staff will provide critical input on instructional design, student engagement strategies, and adaptations needed for diverse learners. Their feedback will inform plan updates, and they will participate in regular training to implement the ICP effectively.
- **Information Technology Staff**: IT staff will play a central role in implementing the technological components of the plan, including device deployment, connectivity solutions, technical support systems, and digital platform training for both staff and families.
- **Students:** Students will be engaged through surveys, focus groups, and/or advisory committees to ensure the plan reflects their experiences, needs, and preferences. Their input will help improve the accessibility and effectiveness of instructional practices and communication strategies.
- **Parents and Guardians:** Families will be involved through district surveys, and/or parent advisory groups. Their perspectives will guide adjustments to the plan, particularly regarding communication, accessibility, and student support services.

Return to Site-Based Learning

Conditions that must be met prior to returning from disruption including reopening sites.

Prior to reopening school sites and resuming in-person instruction following a disruption, the Nicaio School District will ensure that specific health, safety, and operational conditions are met. These conditions are essential to safeguard the well-being of students, staff, and families and to support a smooth transition back to campus-based learning.

- **Health and Safety Clearance**: Clearance from local public health authorities or emergency management agencies will be obtained, verifying that it is safe to resume in-person operations.
- **Facility Readiness**: Each school site will be inspected to ensure that buildings are structurally sound and safe to occupy. Necessary repairs, clean-up, or environmental testing (e.g., air quality, water safety) will be completed before reopening.
- **Sanitation and Supplies**: Cleaning and sanitization of all facilities will be conducted in accordance with public health guidelines. Adequate supplies of soap, hand sanitizer, personal protective equipment (if applicable), and cleaning products will be in place.
- **Staff and Student Communication**: Clear communication will be issued to all staff, students, and families regarding reopening timelines, updated protocols, and expectations for return. Accommodations and supports will be offered for those facing barriers to returning immediately.
- **Operational Systems**: Essential systems—including technology infrastructure, power, water, HVAC, and security—will be verified as functional. Back-up systems will be checked to ensure operational continuity if further disruption occurs.
- **Instructional Preparedness**: Teachers and support staff will be provided with updated instructional plans, student progress data, and any necessary training to address learning recovery and social-emotional support.

Integration with Comprehensive School Safety Plan (CSSP)

Integration of this Instructional Continuity Plan (ICP) into the Nicasio School Comprehensive School Safety Plan (CSSP).

This Instructional Continuity Plan (ICP) will be included as an integral component of the Nicasio School Comprehensive School Safety Plan (CSSP), as required by SB 153. The information in this ICP will be considered in relation to other aspects of the existing safety plan. A locally-adopted CSSP must include this ICP to obtain approval of a Form J-13A waiver request beginning in fiscal year 2026-27.

Review and Updates of this Instructional Continuity Plan (ICP)

Frequency of review and update of this ICP.

This Instructional Continuity Plan will be reviewed and updated in collaboration with Educational Partners:

- Conduct annual evaluations of the plan's effectiveness.
- Gather feedback from students, staff, and families to improve the plan.
- Update the plan as necessary to ensure it remains current and effective.

IMMIGRATION ENFORCEMENT: FAMILY INFORMATION & DISTRICT PROCEDURES

All students have the right to attend school, regardless of immigration status or religious beliefs. Nicasio School is a safe and welcoming place for every student. We follow California law and the California Attorney General's guidance to protect student rights and ensure families are informed when immigration enforcement is present on campus.

District Responsibilities (AB 419)

- Post in English and Spanish the Attorney General's "Know Your Educational Rights: Immigration-Enforcement Actions at California Schools" guide in every main office and on our website.
- Provide families with this information at registration and each school year.
- Share updated Attorney General guidance whenever it is revised.

If Immigration Enforcement Is on Campus

1. Verification

School administrators must:

- Confirm the identity and purpose of the officers.
- Request any warrant or court order.
- Consult with District leadership and legal counsel before allowing access to non-public areas or student information.

2. Student Safety and Privacy

District staff will **not**:

- Allow officers to interview or remove students unless legally required.
- Release student records or personal information without a valid judicial order.

Students will remain supervised and supported.

Family Notification

If immigration enforcement is **confirmed** on a school campus:

- Families and staff will be notified **as soon as possible**, typically the same day.
- Notifications will be shared through phone, text, email, and translated into the primary languages used in our community.

- Messages will include the general location of the enforcement activity, a reassurance that no personal information is being shared, and links to rights information and support resources.

Support for Students and Families

After an event, the District will:

- Offer counseling, emotional support, and connections to community resources.
- Provide non-punitive flexibility for attendance impacts.
- Share trusted information to help families understand their rights.

Where to Find More Information

- Nicasio School Main Office
- Nicasio School website www.nicasioschool.org
- Find more information here: Promoting a Safe and Secure Learning Environment for All

We are committed to keeping every student safe, supported, and welcomed every day.