

Willows Police Department Campus Disturbances

A. General Instructions

1. The principal or designee at each school shall determine when and if the emergency plan should be initiated.
2. A signal to alert all staff members should be devised for “secure building”.
3. Upon receiving the signal for “secure building”, all teachers shall lock their classroom doors, pull drapes, and keep students inside the rooms until they receive further instructions.
4. The following agencies shall be alerted:
 - a. Superintendent’s Office (Governing Board members will be notified by the Superintendent’s Office if necessary).
 - b. Police Department.
 - c. Neighboring schools (if appropriate).
5. Only the principal or designee shall communicate with the district office.
6. Only the superintendent or designee shall communicate with the police and news media. This is not intended to exclude a staff member from communicating with the police if the employee is a crime victim.
7. All buildings should be secured.
8. If possible, all restrooms, storage closets, etc., shall be locked.
9. All parents should be discouraged, with the utmost caution, from contacting and/or coming to the school during an emergency situation.

B. Extension of class period

During any disturbance in which additional students might become involved while changing classes, the principal or designee may notify all staff that the present class period will be extended until further notice. Upon receiving this notification:

1. Teachers shall ensure that all students in their charge remain in one location under their supervision.

2. Teachers shall ask any students who are in the halls to return to their class at once.

C. General Campus Unrest – Student Demonstrations, Walkouts, Boycotts, etc.

In the event of a student demonstration of any kind, the first priority is to the safety of students and staff. While students need to be advised of any potential consequences of their actions, it is important that emotions be controlled as much as possible in dealing with these situations. The primary objective is to offer the optimum protection to students and teachers. Apprehension, detention and/or arrests of individuals, where necessary, must be done at the proper time and with tact and dispatch.

D. Firearms on Campus

Should the school receive word that a student is in possession of a firearm, the following general procedures should be followed. Specifically, the response of the school depends on the situation. These general procedures apply in a situation where the firearm is not being used in a threatening manner.

1. Upon receiving a report that a student is in possession of a firearm, the person receiving the report should immediately notify the school principal or designee.
2. After determining that the student is in possession of a firearm, the principal shall contact the school resource officer and the superintendent or designee. If the school resource officer is not available, another Willow Police Department Officer shall be requested.

If a firearm is found to be in the possession of the student, the student shall be turned over to the appropriate authorities. Any firearm shall also be turned over to the appropriate authorities.

E. The Use of Firearms on Campus

If the report of a firearm on campus includes the use of the weapon or threatening with it, the following procedures shall be followed. These procedures apply regardless of whether the person is a student, parent, staff member or stranger:

1. The principal shall immediately signal for the emergency actions “secure building” and “drop, cover and hold”.
2. The principal shall immediately call 911 to secure the assistance of local law enforcement.
3. The principal shall immediately contact the superintendent or designee.

4. All staff members should understand clearly that they may be directed to remove their students from the campus to a safe place rather than securing them in a locked room, if the opportunity is clearly there to do so.
5. The whereabouts and actions of the person with the firearm shall be monitored as closely as possible. Any and all information should be turned over to law enforcement. Each site administrator should be prepared to provide detailed information on those present at school, both staff and students, as well as specific information about the school building and campus.
6. The police department, upon arrival, will assume responsibility for securing the individual and the weapon(s). All staff shall follow the directions of law enforcement officials.

F. Hostage Situations

If an intruder enters a classroom or teaching station with a weapon, reaction by staff and students will depend a great deal on good judgement and the situation itself. Nevertheless, there are certain guidelines that will apply in most situations:

1. After notifying the appropriate authorities, the principal should move all non-threatened students and staff to a safe area. Monitor the actions and whereabouts of the intruder as closely as possible without exacerbating the situation.
2. All staff should do everything possible to account for all of the students in their charge. Any missing students or staff members should be reported at once.
3. All staff members shall follow the directions of law enforcement officials who will assume control when they arrive.
4. In the event that staff and students are taken hostage, the following guidelines, if followed, may help to keep the situation calm:
 - a. Remain calm. Talk with the individual in a quiet, non-threatening, non-joking manner.
 - b. Do not argue with or antagonize the intruder in any way.
 - c. Keep your distance. Give the intruder ample personal space.
 - d. Do not attempt to deceive, trick or threaten the intruder.
 - e. Be aware of opportunities to talk the intruder into releasing the hostages.
 - f. Be constantly alert and prepared for violence. Initiate the "drop" order if the intruder opens fire.

Legal Reference:

EDUCATION CODE

32210	Willful disturbance of public school or meeting
32211	Threatened disruption or interference with classes
35294-35294.5	School safety plans
39670-39675	Security patrols
44810	Willful interference with classroom conduct
44811	Disruption of class work or school activities
48907	Student exercise of free expression

PENAL CODE

403-420	Crimes against the public peace; especially,
415	Fighting, noise, offensive words
415.5	Disturbance of peace of school
416	Assembly to disturb peace, refusal to disperse
626-626.10	Crimes on school grounds
627-627.7	Access to school premises