

Emergency Procedure

Chemical Accident

1. Determine which Emergency Action, if any, should be implemented. (The nature of the chemical and nearness of the accident will probably be the deciding factor. Evacuation of the school may be ordered by Law Enforcement, Fire Department or Civil Defense Officials.)
Responsibility of Principal.
2. If necessary, implement Action **EVACUATE/LEAVE BUILDING**.
Responsibility of Principal or Lead Teachers.
3. Any chemical cloud that can affect students in their classrooms would very likely affect them outside on the school grounds as well. If time is of prime importance, it may be necessary to evacuate the school by foot. If this occurs, move crosswind to avoid fumes, never upwind or downwind.
4. Notify the District Office. If time is available, initiate Action **DIRECTED TRANSPORTATION**. Move students and staff away from the path of the chemical.
Responsibility of Superintendent or Principal
5. Notify the Fire Department (911).
Responsibility of Superintendent or Principal
6. Notify Law Enforcement (911)
Responsibility of Superintendent or Principal
7. Teachers report names of missing students to office. Those not found will be reported to Fire Department or Law Enforcement Officials, if forced by conditions to evacuate the school grounds.
Responsibility of Principal or Lead Teachers
8. Do not allow the return of students to the school grounds or buildings until Fire Department or Law Enforcement Officials declare the area safe.
9. Upon return to school, ensure that all classrooms are aired out by opening all doors and windows.
Responsibility of Classroom Teachers, Custodian, or Principal

Emergency Procedure

Earthquake

When Inside School Buildings

1. Personally execute Action **DUCK, COVER AND HOLD** upon the first indication of an earthquake.
Responsibility of Classroom Teachers or Principal
2. Try to avoid glass and falling objects. Move away from windows where there are large panes of glass and out from under heavy suspended light fixtures.
3. When the earthquake is over, initiate Action **EVACUATE/LEAVE BUILDING**. Special consideration should be given to exit routes as many older schools have heavy architectural ornaments over main entrances.
Responsibility of Lead Teacher or Principal

4. Post guards a safe distance away from building entrances to see that no one re-enters the buildings.
 Responsibility of Lead Teacher or Principal
 Identify guards: Custodian and possible parent volunteers
 Where posted? A safe distance away from building in danger
5. Warn all personnel to avoid touching electrical wires which may have fallen to the ground.
 Responsibility of Principal or Lead Teachers
6. Notify the appropriate District official.
 Responsibility of School Office Manager or Principal
7. Notify the appropriate utility company of breaks or suspected breaks in utility lines or pipes.
 Responsibility of School Office Manager or Principal
8. Inspect school buildings. When damage is apparent, contact superintendent and determine the advisability of closing the school.
 Responsibility of Search and Rescue Team or Principal
9. Initiate any other Action deemed necessary, or return to normal routine.
 Responsibility of Lead Teachers or Principal

When Outside on School Grounds

1. Execute those Actions required under 4 through 9 above.

At Times Other Than School Hours

1. Inspect school buildings. When damage is apparent, contact the superintendent and determine the advisability of closing the school.
 Responsibility of Principal or Lead Teachers
2. If school must be closed, notify staff members and students.
 Responsibility of Principal or Lead Teachers
3. Notify the District Office who will inform public information media as appropriate.
 Responsibility of Communications Team or Principal

Emergency Action

Explosion

1. Personally execute Action **DUCK, COVER AND HOLD** upon the first indication of the explosion.
 Responsibility of Principal or Teachers
2. If the explosion occurred within the school buildings, immediately upon passage of the blast wave, initiate Action **EVACUATE/LEAVE BUILDING**.
 Responsibility of Principal or Lead Teachers
3. Notify the appropriate Fire Department.
 Responsibility of Principal or Lead Teachers
4. Notify Law Enforcement (911).

Responsibility of Principal or Lead Teachers

5. Teachers report missing students to office. Those not found will be reported to Fire Department and Law Enforcement.

Responsibility of Principal or Designee

6. Notify the appropriate utility company of breaks or suspected breaks in utility lines or pipes.

Responsibility of Principal or Designee

7. Notify the District Office.

Responsibility of Principal or Designee

8. Do not allow the return of students or staff members to school buildings.

Responsibility of Principal or Lead Teachers

9. Initiate any other Action deemed necessary because of the condition of the school, or return to normal routine.

Responsibility of Principal or Lead Teachers

Threat of Explosion

1. Initiate Action **EVACUATE/LEAVE BUILDING**.

Responsibility of Principal or Designee

2. Execute those Actions required under 3 through 9 above.

Responsibility of Principal/Designee or Lead Teachers

Emergency Procedure

Fallen Aircraft

1. Determine which Emergency Action, if any, should be implemented. (Action will depend on the size of the aircraft, nature of the crash, and its exact location.) If safe to remain in building, ALL students should be kept inside under adult supervision.
Responsibility of Principal or Classroom Teachers
2. Sound the appropriate warning signal.
Responsibility of Principal or Designee
3. If possible, determine whether the aircraft is military, commercial, or private (???)
Responsibility of Principal or Custodian
4. Notify the Fire Department (911).
Responsibility of Principal or Designee
5. Notify the Police Department (911).
Responsibility of Principal or Designee
6. Notify the District Office
Responsibility of Principal or Designee
7. Teachers report missing students to office. Those not found will be reported to Fire and Law Enforcement Officials.
Responsibility of Principal/Designee or Lead Teachers
8. Do not allow return of students to classrooms until buildings have been declared safe by Fire or Law Enforcement Officials.
Responsibility of Principal/Designee or Lead Teachers
9. Ensure that students and staff members remain at a safe distance from the crash.
Responsibility of Principal or Lead Teachers

Emergency Procedure

Fire

Within School Buildings

1. Person who first witnesses fire should pull nearest fire alarm
2. Immediately initiate Action **EVACUATE/LEAVE BUILDING**.
Responsibility of Principal or School Office Manager
3. Notify the Fire Department (911).
Responsibility of Principal or School Office Manager
4. Notify the Police Department (911).
Responsibility of Principal or School Office Manager
5. Organize a fight of incipient fires until arrival of the Fire Department. (This should be done only to the level that people have been trained. Never risk injury or loss of life. Evacuation is advised.)
Responsibility of Principal
6. Ensure that access roads are kept open for emergency vehicles.
Responsibility of Lead Teachers or Principal
7. Teachers report missing students to office. Those not found will be reported to Fire and Law Enforcement Officials.
Responsibility of Principal or School Office Manager
8. Notify the appropriate utility company of breaks or suspected breaks in utility lines or pipes.
Responsibility of School Office Manager or Lead Teachers
9. Notify the School District Emergency Preparedness Coordinator, or other appropriate District Official.
Responsibility of Principal or School Office Manager
10. Do not allow the return of students or staff members to school buildings until Fire Department Officials declare them safe.

Fire Near School

1. Determine the need to implement any Action. If the answer is “no”, continue with school routine. Notify appropriate Fire Department to be sure alarm has been given.
Responsibility of Principal or School Office Manager
2. If the fire threatens the school, execute those Actions under “Within School Buildings” 1-9 above.
Responsibility of Principal or School Office Manager

Emergency Procedure

Flood

Within School Buildings

1. The extent of the flood and the time before it arrives will dictate the course of action to be taken. Depending on the situation, it may be necessary to initiate one or more of the following Emergency Actions and procedures:
Responsibility of Principal/Designee or Lead Teachers
 - Action **HOLD AND SECURE**, followed by
 - Action **EVACUATE/LEAVE BUILDING**, or
 - Action **DIRECTED TRANSPORTATION**, or
 - On official request, Action **CONVERT SCHOOL** as directed by Office of Emergency Services (OES)
2. Sound the appropriate warning signal.
Responsibility of Principal/Designee or Lead Teachers
3. Keep battery powered radio tuned to a local radio station for information.
Responsibility of Principal/Designee or Lead Teachers

Radio location: Principal's office
4. Supervise the execution of the Action decided upon.
Responsibility of Principal/Designee or Lead Teachers
5. Notify the District Office of Action taken.
Responsibility of Principal/Designee or Lead Teachers

Emergency Procedure

Irrational Behavior

If a Student or Staff Member Exhibits Irrational Behavior:

- Notify principal
- Notify nurse
- Isolate person from students
- Notify family (attempt to get direction as to how they want the situation handled)
- Protect individual from injury
- Make arrangements for necessary care of individual
- Notify Law Enforcement (911) if individual is endangering self or others (If violent, notify appropriate Law Enforcement Agency immediately.) Notify District Office.

Campus Visitor

- Notify principal
- Isolate person from students
- Request person to leave campus, if possible. Remain calm, talk in soft non-threatening manner, avoid hostile-type actions, except in cases when necessary to safeguard person or property.
- Notify appropriate Law Enforcement Agency. Notify District Office.
Responsibility of Principal/Designee or Lead Teachers

Emergency Procedure

Personal Emergencies

Student, Staff, or Visitor

- Notify principal/designee
- Call 911 as needed/appropriate
- Provide privacy for the person as appropriate
- Provide first aid as appropriate

Emergency Procedure

Rabid Animal/Animal Disturbance

1. The first consideration is the safety of the pupils and personnel.
2. Isolate the pupils from the animal.
 - If animal is outside, keep pupils inside.
Responsibility of Principal/Designee or Lead Teachers
 - If animal is inside, keep pupils outside or in some other sheltered area.
Responsibility of Principal/Designee or Lead Teachers
3. Call Marin Humane Society Animal Control (883-4621)
Responsibility of Principal/Designee or Lead Teachers
4. Call the Law Enforcement or Fire Department (911).
Responsibility of Principal/Designee or Lead Teachers
5. If animal injures someone, call the school nurse and the parent.
Responsibility of Principal/Designee or Lead Teachers

Emergency Procedure

Severe Weather/Windstorm

With Warning

1. Initiate Action **HOLD AND SECURE**.
Responsibility of Principal/Designee or Lead Teachers
2. Take appropriate actions to safeguard school property.
Responsibility of Principal/Designee or Lead Teachers

With Little or No Warning

1. Initiate Action **TAKE COVER**.
Responsibility of Principal/Designee or Lead Teachers
2. Ensure that all windows and blinds are closed.
Responsibility of Classroom Teachers or Custodian
3. Evacuate classrooms bearing the full force of the wind.
Responsibility of Classroom Teachers or Principal/Lead Teachers
4. Do not allow structures with large, open roof spans to be used as shelter.
Responsibility of Principal/Designee or All Teachers
5. Keep tuned to a local radio station for latest advisory information.
Responsibility of Principal/Designee or Lead Teachers
6. Notify the appropriate utility company of breaks or suspected breaks in utility lines or pipes.
Responsibility of Principal/Designee or Maintenance
7. Notify appropriate District official.
Responsibility of Principal/Designee or Lead Teachers
8. Upon passage of the storm initiate any other appropriate action, or return to normal routine.
Responsibility of Principal/Designee or Lead Teachers

Emergency Procedure

War

Civil Defense Warning of possible enemy attack or bombing:

During School Hours

Initiate one of the following actions as appropriate for situation.

- Responsibility of Principal/Designee or Lead Teachers
- Remain in building as place of shelter.
Responsibility of Principal/Designee or Lead Teachers

- If school becomes unsafe, move students to closest suitable alternate shelter.
Location:
Procedure for movement to shelter: Walk

- Activate *School Messenger* Alert System, if possible

Attack Without Warning:

During School Hours

1. Depending on the location of the initial strike, execute Action **DUCK, COVER AND HOLD**, or initiate Action **TAKE COVER**.
Responsibility of Principal/Designee or Lead Teachers
2. If a nuclear explosion is close enough to cause the execution of Action **DUCK, COVER AND HOLD**, await the passage of the blast waves, if any, and then initiate Action **TAKE COVER**.
Responsibility of Classroom Teachers or Principal

General Loss of Utilities Procedures/Guidelines:

In the event that utilities fail at the site, the Principal and/or designee will contact the district office and director of maintenance via radio. District office personnel will make the appropriate contact with power and water agencies. The Superintendent or designee will make the decision with regard to school closures due to loss of utilities.

DIXIE SCHOOL – 2016/2017 EMERGENCY TEAMS-(Revised 6-15-16)

INCIDENT COMMAND*

Jason Manviller – Principal, Teri Edell – Secretary
(Ethan Hough is Teacher-in-Charge in the event that principal is off-site)
Susannah Nation- Office Assistant

MAINTENANCE AND FIRE*

Oril Erole – Day Custodian, Jose Gonzalez -Afternoon/Night Custodian

FIRST AID*

Chris Whitten, Tracey Osterman/Deb Sullivan, Mimi Reddick, Peggy Miller

STUDENT RELEASE* (Runners)

Jackie Berringer/ Rochelle Simurdiak, Teri Edell, Susannah Nation, Ray Hammer,
RSP IA

FOOD, WATER, AND SUPPLY*

Oril Erole/Jose Gonzalez Supplies at emergency shed by MPR

HEAD TEACHER AT STUDENT ASSEMBLY

Liz Naughton

CRISIS INTERVENTION:

BACR Lead Counselor and (Interns on-site) and Christine Shields

SEARCH AND RESCUE

**Search and Rescue Team Members please meet at emergency shed by MPR
after getting class settled**

Search and Rescue Team #1

Search K-1, K-2, A bldg, B bldg, Library

- Kimberly Harris, John Peregoy

Search and Rescue Team #2

Search C bldg, D bldg, E wing, Office bldg.

- Hannah Dye, Ethan Hough

EMERGENCY TEAMS BY WING

K-WING

Class Supervisors – Nicole Cunha, Sandrine Soulet, Jeanette Pigaard

***First Aid** – Chris Whitten

A-WING

Class Supervisors – Michelle Harrison, Emily Shaw, Anne Shaver, Anna Kammerman

***First Aid** – Mimi Reddick

B-WING

Class Supervisors – Nicole Camarda, Deb DiBenedetto, Kathy Scott

***Search and Rescue** – John Peregoy

C-WING

Class Supervisors – Christina Kersnick, Stacy Nii, Aparna Budhreja

***First Aid** – Deb Sullivan/Tracey Osterman

D-WING

Class Supervisors – Megan Liebman, Kristin McGee, SDC IA 2, 4/5 IA 1

***Search & Rescue** – Hannah Dye

***First Aid** – Peggy Miller

E-WING

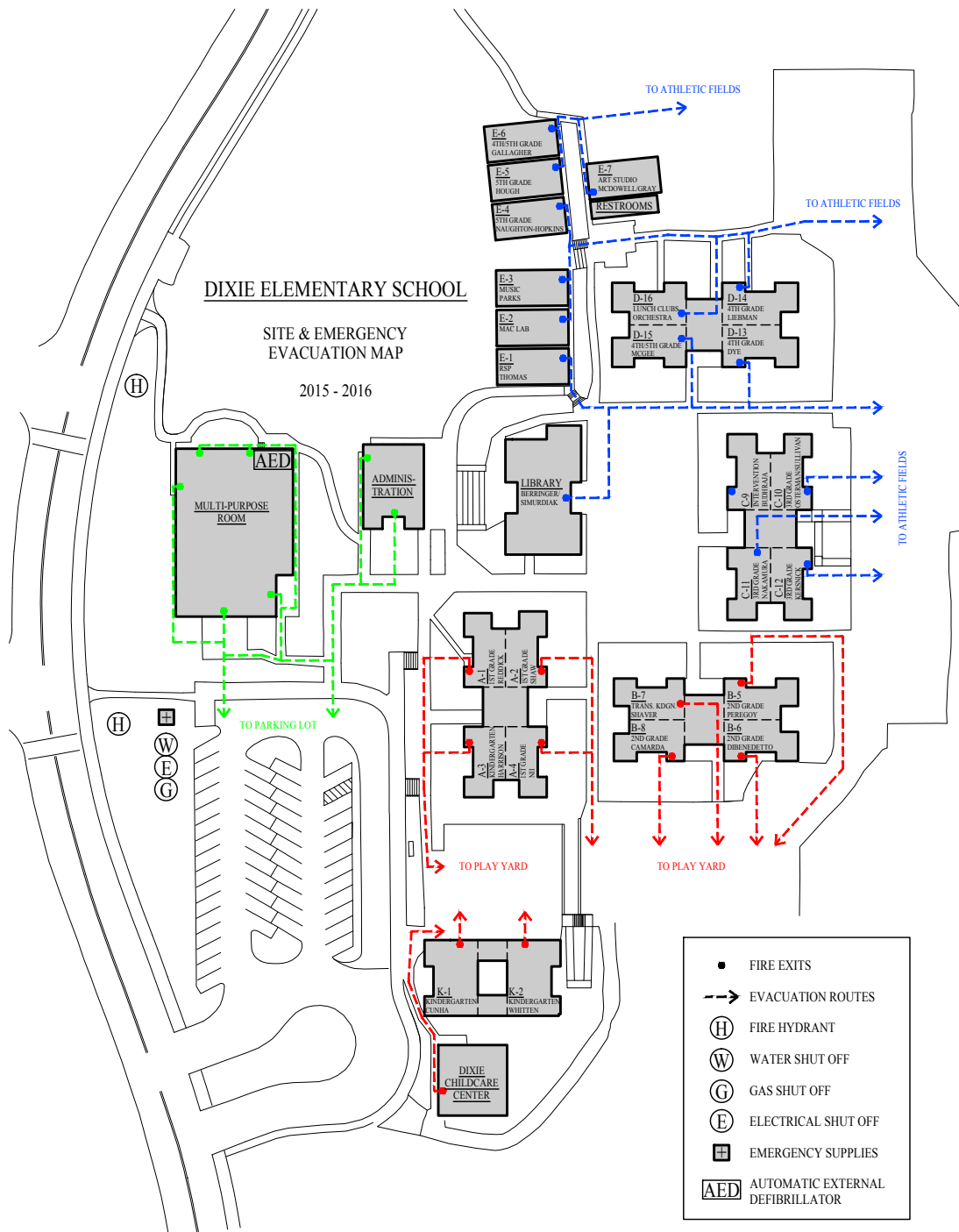
Class Supervisors – Liz Naughton-Hopkins, Nikki Gallagher, RSP IA 2

***Search & Rescue** – Ethan Hough, Kim Harris

DIXIE ELEMENTARY SCHOOL

SITE & EMERGENCY EVACUATION MAP

2015 - 2016



- FIRE EXITS
- EVACUATION ROUTES
- Ⓜ FIRE HYDRANT
- Ⓦ WATER SHUT OFF
- ⓐ GAS SHUT OFF
- ⓔ ELECTRICAL SHUT OFF
- Ⓢ EMERGENCY SUPPLIES
- ⓐⓔⓓ AUTOMATIC EXTERNAL DEFIBRILLATOR

General Earthquake Emergency Procedures/Guidelines:

1. Duck and cover.
2. Check for injuries.
3. Wait for all clear signal- listen for ringing bell/ Evacuate Announcement.
4. Evacuate to designated areas by grade level on the playground- Fire Evacuation to fire Drill Area.
5. Walkie-talkies will be delivered to lead staff via office.
6. Send checklist of names by classroom to Command Center after evacuation. (Command Center is between library and office at the top of the stairs.)
7. Search & Rescue checks tagged doors (orange streamers).
8. Class Supervisors stay with children on C Yard until all clear signal is given (listen for Administration to tell you on walkie-talkie).
9. Children will be moved to MPR (if structurally safe) to designated areas by grade level- wait for Administration to give direction by walkie-talkie.
10. Students will be released through Student Release Station set up in front of the main office.
11. Custodial staff checks water and gas mains to determine if shut-off is **necessary** and put traffic control barriers in place.
12. Search and rescue equipment, additional first-aid supplies and water (Two 55 gal. barrels) is stored (and should be checked/restocked annually) in wooden shed near MPR/parking lot.

Dixie Elementary School Behavior Guidelines

Our goal at Dixie School is to provide clear guidelines for student behavior. This plan will combine recognition of positive behavior as well as establish logical consequences for unacceptable behavior. A copy of Dixie's School Rules is provided at the start of the school year to all families. Please discuss the school rules and the Behavior Management Plan with your child, return the parent/student signature page and keep this information at home for your reference.

The Behavior Management Plan has several components:

"Lion's Roar" certificate - Students displaying *positive behavior* that promote Dixie LifeSkills will receive a special certificate recognizing the appropriate behavior. Additionally students can enter their name into a drawing that will be conducted on a regular basis. Students whose names are drawn are honored at monthly or weekly school-wide assemblies. Recognition such as "head of the lunch line" passes and other special privileges may also be given to those students whose names are drawn.

Additionally students may receive **written citations** for unacceptable behavior outside of the classroom. **Minor Infraction Citations** will be given for those offenses that generally get a warning or a benching such as poor sportsmanship, arguing with a teacher/yard supervisor or pushing others. If a student receives a *minor infraction citation* they will be asked to explain the rule they broke and may write how they will behave the next time in a similar situation. A copy of the citation will be kept on file in the classroom.

The consequences for receiving *minor infraction citations* are as follows:

First citation:

- Student benched for remainder of recess or given school service job
- Copy of citation sent home for parent's signature
- Citation must be returned signed next day or student will not have full recess until it is returned

Second Citation

- Student benched for remainder of recess or given school service job
- Parent called and warned of second citation consequence
- Copy of citation sent home and must be returned signed or student will not have full recess until it is returned.

Third Citation

- Student benched for remainder of recess or given school service job
- A student, parent, teacher and/or principal conference is held
- A student behavior plan/contract is established

Fourth Citation

- Student benched for remainder of recess or given school service job.
- Student placed on "in-school" suspension for remainder of day
- Parent called and copy of citation sent home

The second type of behavior referral is the ***Major Infractions Citation*** and may call for immediate principal, teacher and/or parent involvement. Examples of major infractions are the use of excessive physical force/fighting, excessive swearing, vandalism, stealing, defiance of authority, or possession of weapons. As required by the State of California, students will be immediately suspended for possession of weapons, drugs or alcohol.

The consequences for receiving a major infractions citation may include, but are not limited to;

- Student sent to office and parent notified
- In-school or at home suspension
- Recommendation to Superintendent for expulsion

Working together we can help our students use the Dixie LifeSkills and follow our School Rules. We want our students to understand what appropriate behavior looks like and be able to demonstrate it on a daily basis. At the end of each school year, all citations will be cleared and students will "start over" with fresh behavior records. Dixie classroom teachers and support staff will review the School Rules and explain them to students during the month of September. We appreciate your support in helping to make our school a safe and happy place for all students.

In addition, Dixie School uses the ***No Bully-Solution Team***® System to encourage and foster positive peer-to-peer relationships and reduce student conflict. School staff is trained annually in the ***Solution Team***® Coaches Model and all members of our school community (staff, students and parents) understand how to initiate the process.

School-Wide Dress Code

Guidelines for Student Clothing and Shoes

We ask that you help to make sure that your children are coming to school with appropriate and functional clothing and shoes. All students must wear shoes that are safe and comfortable for doing energetic physical activities. A good rule of thumb: only sandals that have secure back straps are appropriate. Clogs and platform shoes are not a good idea.

As you are rushing to get out of the house in the morning, your child might tell you "...but,

I do not have P.E. today and I do not feel like playing and running at recess today.” Please help us by reinforcing that “Mr. Manviller says” you must wear shoes to school that are comfortable and safe for all types of activities on **every day**. We are also asking that students wear modest and appropriate spring and summer clothing to school. Please eliminate short shorts and midriff tops, as well as “skinny strap” tank tops for school days.

It is important that students also bring a sweater or sweatshirt for cooler moments in each day. We often hear complaints from children about being “too cold”- even when the sun is shining brightly!

To be more specific and direct, please be sure to follow the guidelines listed below:

- ✓ **No midriff shirts- a good rule of thumb is “when arms are held out straight to the side, no midriff can show”.**
- ✓ **No flip-flops. All sandals must be secure on your feet and they must have a back strap. No platform shoes or heels.**
- ✓ **No t-shirts with distasteful or inappropriate logos or statements.**
- ✓ **Off the shoulder blouses and shirts or dresses may not be worn. No spaghetti-strap tank tops or low cut armpits. (Lasagna strap tank tops only!)**
- ✓ **All shorts and skirts must be a modest length- a good rule of thumb is “put your hands at your side and the shorts or skirt should be near your hands or longer!”**

Procedures for Safe Ingress and Egress of Pupils (Safe Routes To School)

Each of the District’s four schools has procedures for safe ingress and egress of students. Students are to report directly to class upon arrival at school. They are to leave immediately upon release at the end of the school day. Students who are late must sign in at the office and those that leave during the school day must sign out in the school office. K-5 schools require the presence of an authorized adult at sign out. The middle school requires a note, phone contact, or the physical presence of an authorized adult at sign out. All visitors to a school site must sign in at the office. All campuses are closed campuses.

“Dixie Loop” Information

To support our goal of providing a safe environment for students and families Dixie School Site Council coordinates “Loop Duty” during the school year. “Loop Duty” consists of parent volunteers assisting students at drop-off in the morning and pick-up in the afternoon. Parent volunteers wearing identifiable orange safety vests man the Dixie loop entrance to the school as well as providing crossing guards at high traffic crosswalks closest to the school. These parent volunteers endeavor to assist the students in getting to school safely and assist parents in keeping order during the busy times of drop-off and pick-up at Dixie.

GETTING TO AND FROM SCHOOL

Many students walk to and from school. En route to and from school, students should not talk to strangers nor accept rides from anyone. School rules apply as you go to and from school.

BICYCLES/SKATEBOARDS/ROLLERBLADES

Students should use wise safety practices while riding to and from school, and are required to wear helmets. Skaters need to take off blades or get off board as you enter the campus, as there is **No riding or skating through the campus at anytime.** (Outside school hours, the sheriff may be called.) Skates, boards, and scooters must be left with a teacher who is willing to keep it in his/her room all day. Once bike riders are on the school grounds, bikes should be taken directly to the bike rack and locked. This is the only place bikes should be locked up. Bikes must remain locked, as students are not allowed in the bike rack area during school hours. All bike riders should use the bike path and refrain from riding in the parking lot.

THE DIXIE SCHOOL DISTRICT IS NOT RESPONSIBLE FOR BICYCLE DAMAGE OR THEFT OF BICYCLES ON SCHOOL GROUNDS. While all precautions are taken, the safety of a bike brought to school is the owner's responsibility.

SCHOOL BUS

Student riders are under the supervision of the bus driver and will be expected to follow the safety rules of conduct issued by the bus driver. All school rules apply during bus rides. Common sense rules are as follows:

1. Students must remain in original seat throughout the entire trip.
2. Food and beverages are not allowed on the bus.
3. Shouting, or other boisterous behavior, will not be permitted.
4. Students must not distract the bus driver in any way.

Students who refuse to follow these and other rules issued by the bus driver will lose their riding privileges. If a citation is issued, consequences are outlined in the conduct code, rule 1 of this handbook. (The District mails home a separate discipline policy for bus ridership.)

References:

Miller Creek Middle School Procedures and Student Conduct Handbook
Dixie Elementary School Handbook
Mary E. Silveira Elementary School Handbook
Vallecito Elementary School Handbook
Transportation Handbook

DIXIE DISTRICT POLICIES AND REGULATIONS RELATED TO SAFE SCHOOLS

STUDENT SUSPENSION AND EXPULSION/DUE PROCESS

The Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the period of suspension or expulsion.

Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. (Education Code 48900.5)

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to him/herself or others. (Education Code 48915)

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be specified in administrative regulation.

Student Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices and appeals as specified in administrative regulation and law. (Education Code 48911, 48915, 48915.5)

On-Campus Suspension Program

The Board recognizes that students who are suspended from school often have no supervision or guidance during the school hours when they are off campus and may fall behind in the course work. The Board believes that in many cases, it would be better to address the student's misconduct by keeping the student at school and providing him/her with supervision that is separated from the regular classroom