



**EASTSIDE**  
HIGH SCHOOL

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3200 East Avenue J-8, Lancaster, CA 93535

# Comprehensive School Safety Plan

Ed Code 32280

Revised February 2019  
By Gabe Canett



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# School Safety Committee Members

Name	Title
Blake Stanford	Vice Principal
Gabriel F. Canett	Director of Security
Jorge Vega	Campus Supervisor I
Jose Cortinas	Teacher
Sasha Vengarick	Student
Andre Tovar	Student



# School Site Council Review & Approval Sheet

Name of Member	Principal	Classroom Teacher	Other School Staff	Parent/Community Member	Secondary Student
Charles Dunn	X				
Benita Williams		X			
Evelyn Rivas		X			
Dr. Melodie Hall		X			
Kevin Foster		X			
Stephanie Robinson			X		
Osborne Boyd				X	
Ramcez Castaneda				X	
Andre Tovar					X
Jessica Verdin					X
Totals per Category	1	4	1	2	2

*This Comprehensive School Safety Plan was adopted by the School Site Council at a public meeting on: January 22, 2019.*

Attested:

  
\_\_\_\_\_  
Signature of Principal

1/22/19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature of SSC Chairperson

1/22/19  
\_\_\_\_\_  
Date



# Disaster/ Incident Reference Sheet

Site/ Agency	Contact Number
AVUHSD	(661) 948-7655
• Superintendent	• Ext. 225
• Educational Services	• Ext. 230
• Business Services	• Ext. 218
• Personnel Services	• Ext. 216
• Risk Management	• Ext: 292
• Maintenance/ Facilities	• Ext. 290
• Student Support	(661) 729-2321
• Transportation	(661) 945-3621
AVAE	(661) 942-3042
AVHS	(661) 948-8552
DWM	(661) 948-7555
DWW	(661) 943-2091
EHS	(661) 946-3800
HHS	(661) 538-0304
LnHS	(661) 726-7649
LHS	(661) 944-5209
PHS	(661) 273-3181
PxHS	(661) 729-3936
KHS	(661) 533-9000
QHHS	(661) 718-3100
RRP	(661) 944-6510
ROP	(661) 575-1000
Emergency Phone Number	9-9-1-1
Lancaster Sheriff Department	(661) 948-8466
Palmdale Sheriff Department	(661) 272-2400
Fire	(661) 948-2631
Operator	"0"
Principal Extension	1003
Campus Security Extension	1151



**General Information:** When faced with an emergency situation, please call Campus Security at Extension 1151 or the Switchboard operator at Extension "0". Local Law Enforcement and Local Fire can be contacted by calling one of the numbers listed above. Clearly identify your exact location. If safe, remain on the line and do not hang up. Keep other lines clear for emergency calls. Your school site may well be a crime scene and everyone needs to take steps to preserve the evidence and to identify potential witnesses. Teachers will gather roll sheets or other class records for student accountability. Consider the impact on students and your peers. Anticipate the involvement of Local Law Enforcement, Fire Department, mental health professionals and other first responders. When appropriate the district procedures for releasing students will be utilized.

**LOCKDOWN:** Please keep in mind that there are times when a decision to evacuate may actually put students and staff in harm's way. If the situation dictates that it is best for students to remain locked down in their classrooms, a LOCKDOWN announcement will be called at which time an immediate LOCKDOWN will occur. All doors are to be immediately locked and students who are outside are to come indoors. If a fire alarm is sounding and a verbal/PA command for a LOCKDOWN is heard, obey the verbal/PA commands. During a LOCKDOWN, remain in the locked room until directed to leave by the police or school/staff administration.

**Accidents:** If an accident happens near campus or if a student or staff member is seriously injured call the Switchboard. Identify your exact location. Remain calm and respond to the situation.

**Armed Student in Class:** Do not confront the student! Wait for Law Enforcement and Campus Security to arrive. Do not attempt to retrieve the weapon. Do not attempt to restrain or discipline the student. Remain calm and conversational with the armed individual.

**Bomb Threat:** If available, immediately refer to the "Bomb Threat Checklist". Keep the caller on the line as long as possible. Ask him/her to repeat the message. If the caller does not indicate the location of the bomb or the time of the possible detonation, ask him/her for this information. If possible, have more than one-person listen in on the call. Alert the principal/site administrator. Keep the matter confidential. Immediately complete the "Bomb Threat Checklist". If you find a suspicious device that you believe may be an explosive, DO NOT TOUCH OR HANDLE THE OBJECT. Immediately contact Campus Security, Law Enforcement or the principal/site administrator with the use of a hard wired "landline" telephone.

Campus Security and Law Enforcement personnel will assess the situation to determine if evacuation procedures are warranted. Be prepared to report the location and an accurate description of the suspicious device. If possible, check to see that all doors and windows are open. Expect Campus Security and Law Enforcement personnel to examine rooms. Anticipate being asked if you have seen any objects that are out of place or are in places where they do not normally belong. Identify potential witnesses.



**Earthquake: DURING THE QUAKE:** At first sign of shaking, you should give the DROP command. If indoors, everyone should get under a desk or table. If that is not possible, stand next to an inside wall or under an inside doorway. Stay away from computers, televisions, stacks of books, file cabinets, and other heavy objects. Get as far away from the window(s) as possible. Drop to your knees with your back to the window(s) and knees together. Clasp one hand firmly behind your head, covering your neck. Wrap your other arm around a table or chair leg and hold tightly. Bury your face in your arms, protecting your head. Close eyes tightly. Remain in this position until the earthquake is over.

If outdoors, staff should direct students away from buildings, trees, poles and wires. Give the DROP command. Everyone should cover as much skin surface as possible, close eyes and cover ears. If students are on the way to or from school, instruct them to stay in the open away from buildings, signs, trees and wires. Do not run. After the quake, continue home or to school.

**FOLLOWING THE QUAKE, ANTICIPATE AFTERSHOCKS.** Anticipate that all students and staff will be evacuated in an orderly manner using pre-planned evacuation routes. All teachers should take roll and note missing students or staff. Students should remain outdoors, in evacuation area, until buildings are declared safe. Be prepared to operate without first responder assistance for an unknown time. Retrieve medical supplies and treat the wounded. Keep in mind (1) the first concern is with physical safety; (2) attention can and should be given to the emotional trauma; (3) everyone will need facts; (4) everyone will need an opportunity to share feelings and experiences; (5) children need to be together with adults, friends or family members; (6) if possible, engage children in activities.

**Fire/Explosion:** In the event of a significant fire, activate the fire alarm and call 9-9-1-1. The injured should receive First Aid treatment as much as possible while awaiting first responders. Anticipate an evacuation away from threatened buildings using the designated evacuation routes. Keep in mind the direction of the wind when determining your evacuation route. Maintain control of students and take roll. If smoke is in the immediate vicinity, instruct students to "Stay low and exit," crawling to avoid breathing fumes. If no escape is possible, close as many doors as possible between yourself and the fire. Seal cracks and openings with wet clothing/rags and avoid fanning flames. Lay on floor to avoid smoke. Wait for help. Identify witnesses. Anticipate being transported to alternative location.

**Gang Fight/Riot/Threatening Group:** Contact Campus Security or the Switchboard Operator. Wait for Campus Security to arrive. If there is fighting, do not try to break it up. Identify yourself and issue an order to disperse. Let Campus Security or Law Enforcement handle the situation.

(For Designated Staff): Call 9-9-1-1 and identify your school site and exact location. Stay on the phone with Law Enforcement until they arrive. Relay as much information as possible. Who and how many are involved? Specific location of occurrence? Number of wounded? Weapons involved? Any background knowledge of trouble or participants? Administer First Aid treatment to injured individuals when it is safe to do so. If possible, remove students from the area. Anticipate that a LOCK DOWN may be implemented to ensure students safety in the classroom. If students are out of class, direct them out of the danger zone. When appropriate have them to report to their next period class immediately. Do not physically disturb the area where the fight occurred. It is a crime scene. Provide the name of potential witnesses to the Campus Security or Law Enforcement. Attempt to calm students. Contact Campus Security or Law Enforcement with any rumors of potential conflicts or fights. Notify the District Office to request additional security staff.



**Hostage Situation:** Do not use words such as "hostage," "captives," or "negotiate". Remain calm. No confrontation, No challenges, No heroics. IF A CLASSROOM IS TAKEN HOSTAGE: Obey the suspect's commands. Don't argue or fight. Go into a rest mode. Be passive. Tend to display more restful, sleepy behavior as opposed to being active. Try to calm the suspect and listen to complaints or demands. Once again, do not use words such as "hostage," "captives," or "negotiate". Keep the students calm and don't allow them to agitate the suspect. Ask permission of the suspect in all matters. Make an effort to establish rapport with suspect. Provide your first name. Find out his/her first name and use first names, including the student's first name, throughout the conversation. If you do not know first names, refer to the hostage(s) as boys, girls, men, women, or students. This will help personalize hostage(s) as people rather than objects. Encourage suspect to release everyone. KEEP ALL RADIOS, TELEVISION SETS, AND COMPUTERS TURNED OFF. If possible and without increasing risk to yourself, minimize any possibility that the suspect can hear or see "NEWS REPORTS." This could escalate the situation and keeping these devices off may help the situation. Be calm and patient and wait for help. Keep in mind that the average hostage incident lasts approximately six (6) to eight (8) hours and the average barricade incident last approximately three (3) hours. "TIME IS ON YOUR SIDE." Based on the situation and the age of the suspect, anticipate at the point of rescue that all "possible suspects" in the room will be handcuffed by the police department. The police will then make a positive identification of the suspect and release the victims. Anticipate a LOCK DOWN to protect student and staff members in their classrooms/offices.

**Rape:** Offer the victim care and first aid until authorities arrive. Protect the crime scene. Avoid destroying any evidence. Do not permit the victim to use the restroom or cleanse any areas of the body until instructed to do so by the law enforcement. Wait with the victim until the site administrator arrives. When possible, provide a same-sex employee to remain with the victim. Identify potential witnesses. If you talk to the victim prior to law enforcement arriving on the scene, restrict the conversation to immediate medical needs. If discussion occurs on the situation, speak only in general terms. DO NOT DISCUSS THE SPECIFICS of the case. It is better in court that the initial specific statements about the crime are recorded by the police department and are not heard second hand with you as the witness. Take steps to protect the victim's identify. Protect the "PRIVACY" and "Rights of Confidentiality" of the student and family. Confer with site administrator regarding contacting Child Protective Services.

**Shooting/ Armed Assailant:** At the first indications of shooting, sound of gunfire, loud cracking, popping, banging noises, windows shattering, glass exploding in classrooms, bullets ricocheting: Instruct students to drop to the ground immediately, face down as flat as possible. If you are within 15-20 feet of a safe position, duck and run for cover. Move or crawl away from gunfire, trying to create obstruction between you and the gunfire. IMPORTANT: KEEP IN MIND THAT MANY OBSTRUCTIONS MAY VISUALLY CONCEAL YOU FROM THE GUNFIRE, BUT THEY MAY NOT BE BULLETPROOF AND WILL NOT PROTECT YOU FROM GUNFIRE. Try to get behind or inside a building and stay down. When you reach a relatively safe area, stay down and do not move. Do not peek or raise your head. If possible, call the office from a classroom to report the situation. Listen for directions from law enforcement.

**IF INSIDE CLASSROOM (WITH ASSAILANT OUTSIDE):** Duck and cover. Keep students inside. Close and lock the outside door to the classroom. Close the blinds, turn off the lights, and stay on the floor. Call the office (if possible) to report location of the armed assailant.

**OFFICE PERSONNEL:** Duck and cover on the floor, making phone calls from this position. Keep students out of danger. Consider if a LOCK DOWN should be implemented to contain those students in their classrooms. Call 9-9-1-1. Identify your school site and exact location. As law enforcement are in transit, relay information: Is suspect still on-campus? Where did he/she go? Specific location of occurrence. Number of wounded. Description of all weapon(s), dangerous



object(s) and any visible ammunition. LOOK FOR MULTIPLE WEAPONS AND REPORT ALL WEAPONS. Any shots fired? Describe the sound and number of shots fired. Keep the P.A. System on to provide instant announcements.

**Suicide/Threat:** Suicide rarely happens without some warning to someone. Staff and faculty need to take all comments about suicidal thoughts seriously, especially if details of a suicide plan are shared. **Verbal Suicide Threat:** If a student suggests he/she is thinking about committing suicide in the near future: LISTEN! SHOW YOU CARE! GET HELP! Trust your feelings that this student may be self-destructive. Do not leave the student alone. Notify Campus Security or Law Enforcement. They will contact the counselor and/or school psychologist. Under no circumstances should an untrained person attempt to assess the severity of suicidal risk. The counselor/psychologist will notify the student's parent, guardian or other emergency contact. **When a Student is Threatening Suicide on Campus and has a Lethal Weapon Available:** Stay with the student. Remain calm. Get vital information if possible. Clear other students from the scene. Assure the student that he or she has done the right thing by talking to you. Get the student to talk. Listen! Listen! Listen! Repeat back! Speak in a calm low voice. Make a mental note of what the student says. Monitor the student's behavior constantly. Try to get the student to agree to a verbal "no suicide" contract. ("I will not kill myself before talking to a counselor.") When it is deemed appropriate, the Incident Command Post (ICP) will be set up away from the affected area to provide effective coordination of ongoing response efforts during a critical campus incident. Additionally an off-site Emergency Operation Center will be set up in conjunction with Local Law Enforcement when deemed appropriate to assist with coordination of response management and resource allocation.



# **Disaster Procedures**

- **Earthquake**
- **Fire/ Explosion**
- **Lockdown**
- **Active Shooter**
- **Hostage**
- **Bomb Threat**
- **Suicide Threat**



# **Earthquake**

## **DROP, COVER and HOLD ON**

### **What to do during an Earthquake:**

- **Protect yourself in the safest place possible without having to move far, no matter your limitations, you need to protect yourself as best as possible. The more limitations you have the more important it is to create safe spaces for yourself.**
- **Do not try to get out of the building during an earthquake! Most people are injured by other people or falling debris as they try to exit buildings during the shaking.**
- **DROP under a piece of furniture (desk or table) or against an inside wall.(Before the earthquake knocks you down)**
- **COVER under a desk or table if possible and protect your head and neck with one arm/hand.**
- **HOLD ON to a desk or furniture leg to keep it from shifting or uncovering you until the shaking completely stops.**

### **DROP, COVER and HOLD ON tips for people with special needs:**

- **If you have difficulty getting safely to the floor on your own during the shaking. Stay as low as possible; protect your head and neck, moving away from windows or other items that can fall on you.**
- **If in a recliner or bed, do not try to move during the shaking. Stay where you are until the shaking stops.**
- **If in a wheelchair, lock your wheels and remain seated until the shaking stops.**
- **Always protect your head and neck with your arms, a pillow, a book or whatever is available.**

### **Once the shaking stops:**

- **Check yourself for injury and stay close to and aware of the safe spaces in your environment.**
- **Be prepared for aftershocks.**
- **Look around for hazards (broken glass, objects in your way and fallen wires, etc.)**
- **Evacuate only if necessary, otherwise stay where you are and shelter in place.**
  - **If told to evacuate, follow directions immediately.**



## **Fire & Explosion**

Upon discovering a fire, explosion, or smoke in the building, activate the fire alarm system by pulling the nearest fire alarm box. Alert people in the immediate area of the fire/explosion and evacuate the area.

- Call ext.0 and/or 9-911 and be prepared to give:
- School name and address
- Location of fire (room or building)
- Description of fire/explosion
- Do not use elevators during a fire emergency.

When the fire alarm sounds, complete evacuation is required. Walk, do not run, to the nearest identified exit and proceed out of the building. If identified stairway contains smoke or fumes, use an alternate exit. Close doors and windows as you leave, if possible. The alarm may not sound continuously. If the alarm stops, continue the evacuation and warn others who may attempt to enter the building after the alarm stops. Never re-enter the building without notification from The Principal, Administration, Emergency Services or Security.

Leave the building and move away from it, leaving entryway, roadways, and walks open for arriving fire equipment. If smoke is in the immediate vicinity, instruct students and staff to "Stay low and exit, crawling to avoid breathing fumes. Do not return to the building until directed to do so by emergency personnel. All persons should move a safe distance from the building. If you cannot move far enough away from the building on your own, request assistance from emergency personnel. The injured should be treated as much as possible while awaiting Police or Fire. Maintain control of students and take roll. If you have been trained and it is safe to do so, you may attempt to extinguish a fire with a portable fire extinguisher. If you have not been trained, you must evacuate to safe location.

Security will assist emergency personnel. Building staff will be needed to allow emergency personnel access to affected areas and should make themselves available upon arrival of the fire department. Everyone must follow the orders of the emergency personnel when they arrive.

Notify emergency personnel on the scene if you suspect someone may be trapped inside the building.



## **Lockdown**

**Lock Down): Please keep In mind that there are times when a decision to evacuate may actually put students and staff in harms way. If the situation dictates that it is best for students to remain locked down in their classrooms, a VERBAL PA ANNOUNCEMENT will be called for an immediate LOCKDOWN. All doors are to immediately locked and students who are outside are to come indoors. If a fire alarm is sounding and you hear a verbal/ PA command to LOCKDOWN, obey the verbal command. During a LOCKDOWN, remain in a locked room until directed to leave by the police or school staff/ administration.**

### **TEACHERS AND STAFF RESPONSIBILITIES-**

- **MOVE ALL STUDENTS INDOORS TO THE NEAREST ROOM. DO SO AS QUICKLY AND SAFELY POSSIBLE.**
- **CLOSE AND LOCK ALL DOORS DO NOT OPEN UNLESS YOU ARE ABSOLUTELY SURE IT IS SAFE TO DO SO, ONLY TO ALLOW STUDENTS OR STAFF TO SAFETY.**
- **LISTEN FOR ANNOUNCEMENTS VIA THE PA SYSTEM AND OR YOU WILL BE ISSUED UPDATES VIA THE AVUHSD EMAIL SYSTEM.**
- **KEEP STUDENTS CALM AND ABOVE ALL DO NOT ALLOW STUDENTS OUT OF THE ROOM UNTIL YOU HAVE RECEIVED AN "ALL CLEAR" FROM SCHOOL ADMINISTRATION.**

### **SECURITY RESPONSIBILITIES-**

- **SWEEP THE CAMPUS AND DIRECT ANY STUDENTS TOWARDS THE NEAREST ROOMS, DO NOT ALLOW STUDENTS TO LOITER OUTSIDE.**
- **CLOSE ALL EXTERIOR GATES TO THE BUILDINGS AND GROUNDS.**
- **REPORT TO YOUR ASSIGNED AREAS, REPORT VIA RADIO TO THE DIRECTOR WHEN YOUR AREA IS LOCKED DOWN AND ALL STUDENTS ARE SAFELY IN CLASSROOMS.**
- **GET INTO A CLASSROOM OR OFFICE BEHIND LOCKED DOORS.**
- **MONITOR THE RADIO AND AWAIT FURTHER INSTRUCTIONS. REPORT ANY PERTINENT INFORMATION TO THE DIRECTOR. KEEP RADIO "TRAFFIC TO A MINIMUM" MAINTAIN RADIO DISCIPLINE.**

### **ADMINISTRATION OFFICE RESPONSIBILITIES-**

**DESK PERSON, CLOSE AND LOCK FRONT AND BACK DOORS INTO THE ADMIN BUILDING ADVISE ANY STUDENT TO STAY IN THE OFFICE AND DO NOT ALLOW INTO MAIN CAMPUS. DO NOT ALLOW ANY VISITORS IN THE DOORS ONCE LOCKED. MONITOR THE PHONES AND RADIO FROM BEHIND THE DESK IN A SAFE LOCATION.**

**PRINCIPAL AND ADMIN STAFF REPORT TO THE PRINCIPALS CONFERENCE ROOM AND ASSEMBLE THERE. (THIS WILL BE THE COMMAND CENTER) THE PRINCIPAL, DIRECTOR AND SHERIFFS DEPARTMENT WILL MONITOR AND ASSESS THE SITUATION FROM THERE.**

**ALL OTHER OFFICE AND SUPPORT STAFF STAY IN YOUR OFFICES AND WAIT FOR INSTRUCTIONS BY TELEPHONE OR EMAIL.**



**AN ALL CLEAR WILL BE ANNOUNCED VIA THE PA SYSTEM BY THE PRINCIPAL OR ADMIN STAFF ONCE THE SITUATION HAS BEEN DEALT WITH AND IT IS SAFE TO DO so.**

**ALL PERSONS SHOULD STAY PUT UNTIL AN ALL CLEAR IS ISSUED VIA THE PA SYSTEM.**



## **Active Shooter**

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter. If you find yourself involved in an active shooter situation, try to remain calm and call 911 as soon as possible.

If an active shooter is outside your building or inside the building you are in, you should:

- Try to remain calm.
- Try to warn other faculty, staff, students and visitors to take immediate shelter.
- Proceed to a room that can be locked or barricaded.
- Lock and barricade doors or windows.
- Turn off lights.
- Close blinds.
- Turn off radios or other devices that emit sound.
- Keep yourself out of sight, stay away from windows and take adequate cover/protection, i.e. concrete walls, thick desks, filing cabinets.
- Silence cell phones.
- Run, Hide, fight
- Have one person call 911 and provide:
  - "This is Eastside High School; we have an active shooter on campus, gunshots fired."
  - If you were able to see the offender(s), give a description of their sex, race, clothing, type of weapon(s), location last observed, direction of travel, and identity – if known.
  - If you observed any victims, give a description of the location and number of victims.
  - If you observed any suspicious devices (improvised explosive devices), provide the location observed and a description.
  - If you heard any explosions, provide a description and location.
- Wait patiently until a uniformed police officer, Campus Supervisor or Administration official known to you, provides an "all clear."
- Unfamiliar voices may be an active shooter trying to lure you from safety; do not respond to voice commands until you can verify with certainty that they are being issued by a police officer or Campus Supervisor.
- Rescuing people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.

If an active shooter enters your office or classroom, you should:

- Try to remain calm.
- Try not to do anything that will provoke the active shooter.
- If there is no possibility of escape or hiding, only as a last resort when it is imminent that your life is in danger should you make a personal choice to attempt to negotiate with or overpower the assailant(s).
- Call 911, if possible, and provide the information listed in the first guideline.
- Run, hide, fight
- If the active shooter(s) leaves the area, barricade the room or proceed to a safer location.



**If you are in an outside area and encounter an active shooter, you should:**

- **Try to remain calm.**
- **Move away from the active shooter or the sounds of gunshot(s) and/or explosion(s).**
- **Look for appropriate locations for cover/protection, i.e. brick walls, retaining walls, large trees, parked vehicles, or any other object that may stop bullet penetration.**
- **Try to warn other faculty, staff, students and visitors to take immediate shelter.**
- **Run, hide, fight**
- **Call 911 and provide the information listed in the first guideline.**

## **Hostage Situation**



# **Hostage Situation**

A hostage situation is any situation in which a person or persons are forced to stay in one location by one or more individuals. Weapons are usually in the possession of the hostage taker(s) and hostages are threatened with some degree of bodily harm should they not comply with the directives of the hostage taker(s). Certain demands are usually made of outside officials in return for the release of the hostages.

- **All hostage situations are dangerous events.**
- **Principal:** The principal or designated individual will assume command of the situation until the arrival of the Los Angeles County Sheriff Department. Campus Supervisors should work closely with the principal/administrative head/designee to ensure that this plan of action is safely achieved. School radios should be utilized when it is established that the hostage taker does not have one. If he does, radios should not be used.
- **Lockdown:** Appropriate actions should be taken to isolate the hostage taker and the victims that may be under his control. It is important that no additional individuals be exposed to the hostage taker.
- **Evacuation:** If the situation is contained, immediately evacuate the rest of the building and ensure that egress of students and personnel is done in a manner that they do not go near the area controlled by the hostage taker. All individuals should proceed to a designated evacuation location directed by The Sheriff Department, Campus Supervisors or Administration.

**Re-entry:** Ensure that no individuals enter or re-enter the building.

**Contact 911:** Immediately have a staff member contact 911 and give all available information to the dispatcher who will relay the information. Ensure that the caller remains on the line with the 911 dispatcher until The Sheriff Department actually arrives at the scene. This will ensure that accurate, detailed information is relayed to responding officers and school officials can respond to requests of the police department.

**Media:** The Principal will handle all press matters as well as the dissemination of information to students and parents at the scene.



# **Bomb Threat**

All bomb threats must be taken seriously and carefully analyzed. The bomb report should be treated as genuine until investigated and until a search of the school has been completed. Begin your decision-making process by gathering as much information about the bomb report as possible.

When bomb threat calls are received the phone call recipient should:

- Keep the caller on the phone as long as possible and do not hang up
- Write down the caller ID number and the exact time of the call
- If a student is answering the phones, have an adult take the call if time permits
- Signal someone to alert the building administrator or designee
- Write down everything the caller said, use the bomb threat call sheet
- Make an educated guess as to the caller's sex, age, race, and accent.
- Identify any background noises
- Even after the caller hangs up, keep the phone off the hook so the police can trace the call
- Discuss this matter only with administrators to ensure that misinformation does not cause panic.

School administrators are faced with at least five possible alternatives:

1. Conduct a low profile search of the exterior grounds and public areas of the building;
2. Conduct a comprehensive search having all staff search their work area, in addition to the grounds and public areas so the entire building is covered;
3. Search with partial evacuation;
4. Evacuate after searching; or
5. Evacuate immediately.

Searches:

- Start on the outside of the school and work inward
- When inside, start at the bottom and work up
- Search personnel always work toward each other
- Listen for background noises
- Consider not using hand held radios

Evacuating:

- Clear predesignated evacuation areas
- Evacuate immediately after clearing egress routes and assembly areas.
- Have school personnel keep students and staff calm.



# **Suicide Threat**

**Definition – A suicide threat is a verbal or non-verbal communication that the individual intends to harm him/herself with the intention to die but has not acted on the behavior.**

- **The staff member who learns of the threat will locate the individual and arrange for or provide constant adult supervision.**
- **The above-mentioned staff member will immediately inform the principal/designee.**
- **The principal/designee will involve student services/counseling staff, school nurse practitioner or other trained mental health professional in their absence.**
- **The appropriate staff or approved agency provider will determine risk and intervention needed by interviewing the student, and gathering appropriate supportive documentation from teachers or others who witnessed the threat.**

**The principal/designee will:**

- **Contact the parent/guardian, apprise them of the situation and make recommendations. Most often it is the person conducting the interview who contacts the parent/guardian.**
- **Put all recommendations in writing to the parent/guardian. [Depending on District policy this may be through certified mail, email delivery confirmation, a parent/signature “sign off” of recommendations sent home to be returned the next day or other approved communication procedure.]**
- **Mail the recommendation through certified mail if there is any question or doubt of the parent/guardian receiving the recommendations.**
- **Maintain a file copy of the letter in a secure and appropriate location.**
- **If the student is known to be currently in counseling, the principal/designee will attempt to inform their treatment provider of what occurred and the actions taken.**

**Note: If a threat is made during an after-school program, and no school Administration are available, call 1-800-SUICIDE. Inform the principal of the incident and actions taken.**







# Emergency Supplies Checklist

EMERGENCY STORAGE CONTAINER (TRIAGE)											
TEAM BAGS (GREEN) X4				SURVIVAL BAGS (BLACK) X4 MEDICAL BAG LG (ORANGE) X4				MEDICAL BAGS (ORANGE) X4			
CO NE NTS	#	Tot	CO NE NTS	#	Tot	CO NE NTS	#	Tot	CO NE NTS	#	Tot
ANTISEPTIC	28	112	4 IN 1 EMERGENCY TOOL	1	4	ACE BANDAGES	2	6	ADJUSTABLE COLLAR	1	4
BANDAGES (TAPE ROLLS)	3	12	BLACK CHALK	1	4	ALCOHOL PADS	1	3	BLANKETS	3	12
CHALK	1	4	CENTER PUNCH	1	4	BANDAGES (BOX)	1	3	BLOOD PRESSURE GAUGE	1	4
COLD PACKS	5	15	CLOTH SURGICAL TAPE	1	4	BLANKET	1	3	BURN DRESSING	1	4
EMERGENCY BLANKETS	2	8	D CELL BATTERIES **	2	8	BLOOD PRESSURE GAUGE	1	3	BURN SHEET	1	4
EYE WASH	1	4	DISPOSABLE MASKS	5	20	BURN SHEET	1	3	CPR MASK	1	4
FLASHLIGHT	1	4	DUCT TAPE	1	4	COLD PACKS**	2	6	EMERGENCY BLANKET (56x90)	1	4
GLOVES	100	400	EMERGENCY BLANKETS	3	12	CPR MASK	1	3	EYE CLEANER	1	4
GOGGLES	1	4	FLASHLIGHT	1	4	EYE WASH	1	3	EYE WASH CUPS	5	20
HAND SANITIZER	1	4	GOGGLES	1	4	GAUZE ROLLS	4	12	GAUZE	1	4
HARD HAT	1	4	HARD HAT	1	4	HAND WASH	1	3	GLUCOSE	1	4
LARGE BANDAGES	7	28	KNEE PADS	1	4	NITRO GLOVES	1	3	LIGHT STICK	1	4
PART. MASK	1	4	LIGHT STICKS	4	16	ORAL AIRWAYS (5 PER BOX)	3	15	ORAL AIRWAYS (5 PER BOX)	4	20
RAZOR BLADES	1	4	ORANGE TAPE	1	4	PARA FLASHLIGHT	1	3	PEROXIDE	1	4
SAFETY VEST	1	4	PRY BAR	1	4	PARAMEDIC SCISSORS	1	3	Q-TIPS (100 COUNT)	1	4
SODIUM CHLORIDE	1	4	SAFETY STRAPS	1	4	PATROLEUM GAUZE	1	3	RESUSCITATOR	1	4
STING RELIEF	1	4	SCREWDRIVER	1	4	STETHOSCOPE	1	3	SAM SPLINT	1	4
TRIANGULAR BANDAGE	2	8	TRIANGULAR BANDAGES	12	48	STING RELIEF	1	3	SODIUM CHLORIDE	1	4
WATER PERSERVERS	2	8	UTILITY KNIFE	1	4	TAPE ROLLS	2	6	STETHOSCOPE	1	4
WHISTLE	1	4	VEST	1	4	TRAUMA DRESSING	3	9	SURGICAL MASKS	3	12
WORKING GLOVES	1	4	WATER PACKS	4	16				TRAUMA DRESSING (10X30)	1	4
WOUND DRESSINGS	2	8	WEDGES	4	16						
			WORKING GLOVES	1	4						
MISC-			MISC-								
55 Gallon Water	1	10	Eye Wash Bottles	8							
Expire s: 03/23/2019			Hydrogen Peroxide Spray	8							



Elastic Tape	8		Eye and Skin flushing sol.	12						
Insta Glucose	8		Tweezers	1 2						
Povidone- Iodine Pre Pads	2	9 9	Body Tags	1 3						
Wipes Insect Sting Relief	2	20	Emergency Blankets	5 4						
Sterile Wipes	2	9 9	Body gurney's	6						
First Aid Non Adhesive	8	5 0	Bag of water	6	64					
Burn Dressing	8									



# School Crime Assessment Data

Crime Violation	# Reports	# Arrest
<b>Total Incidents</b>	<b>31</b>	<b>30</b>
Threat Assessment	4	
Narcotics, Misdemeanor	1	2
Narcotics, Infrac. 11357 HS	8	7
Weapons, Felony		
5150 WIC & 5585.50 WIC	2	0
Threaten School Official		
Battery on a School Official	1	1
Assault/Felony Battery	0	0
Battery	0	1
Fighting in Public	0	0
Vandalism	1	1
Burglary	0	1
Petty Theft	0	0
Other Felony	4	6
Other Misdemeanor	7	5
Juv Info Forms Misc.	1	2
<b>Total Citations</b>	<b>0</b>	
Hazardous Traffic		
Non-Hazardous Traffic		
Truancy		
Municipal Codes/ Misc. Infractions		
<b>Field Interviews</b>		



# Compliance

<b>ACTIVITY</b>	<b>DATE</b>
Law Enforcement Review	January 18, 2019
School Site Safety Committee Review	January 22, 2019
Board Review	March 14, 2019
Post on SARC	
Post on School Website	



# Appendix

## A: Board Policies

BP/AR 0410: Non Discrimination in District Programs and Activities

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727638/0>

BP/AR 0450: Comprehensive Safety Plan

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727649/0>

BP/AR 1250: Visits to Schools

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727675/1>

BP/AR 1310.1: Civility Policy

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727679/1>

BP/AR 1330 Community Relations - Use of School Facilities

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727697/>

BP/AR 3515.1: Crime Data Reporting

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727762/3>

BP/AR 3516: Emergencies and Disaster Preparedness Plan

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727764/3>

BP/AR 3516.3: Earthquake Emergency Procedure System

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727769/3>

BP/AR 4119.11/4219.11/4319.11: Sexual Harassment

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727867/4>

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727868/4>

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727869/4>



**BP/AR 4158/4258/4358: Employee Security**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727980/4>

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727981/4>

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727982/4>

**BP/AR 4158.1/4258.1/4358.1: Teacher Notification of Dangerous Students**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727986/4>

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727987/4>

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727988/4>

**BP/AR 5113.1: Chronic Absence and Truancy**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728074/5>

**BP/AR 5131: Conduct**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728106/5>

**BP/AR 5131.2: Bullying**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/764996/5>

**BP/AR 5132: Dress and Grooming**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728124/5>

**BP/AR 5136: Gangs**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728124/5>

**BP/AR 5141.4: Child Abuse Reporting Procedures**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728142/5>

**BP/AR 5145.12: Search and Seizure**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728159/5>



**BP/AR 5145.7: Sexual Harassment**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728168/5>

**BP/AR 5145.9 Hate Motivated Behavior**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728171/5>

**BPAR 6116: Classroom Interruptions**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728183/6>

**BP/AR 6142.2: Recognition of Religious Beliefs and Customs**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728190/6>

**BP/AR 6163.4: Student Use of Technology**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728274/6>

**Copy of California Education Code 32282 - Comprehensive School Safety Plans**

<http://www.gamutonline.net/district/davis/DisplayPolicy/899639/>

**E 5144.1(a): Minimum/Maximum Penalties Chart**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728152/5>

**Antelope Valley Union High School District Discipline Chart**

*The chart that follows is a compilation of most of the rules infractions committed by students within AVUHSD. You will note that repeat offenders affect a more progressive serious disciplinary response than the initial violation. In most instances, continued violations of the same rule or regulation will result in an involuntary transfer to an alternative school program. Every attempt will be made to follow the chart displayed below. Students choosing to violate school rules and procedures face the listed consequences. These penalties are within the guidelines set by the Antelope Valley Union High School District Board Policy 5114.1 and California Education Code section 48900 and 48915. Please note that the absence of an infraction from this chart does not mean that a student cannot still be held accountable for their actions. Also, it is expected that parent contact be made when any of the following discipline is issued.*

<b>Infraction</b>	<b>Ed. Code</b>	<b>Minimum Penalty</b>	<b>Maximum Penalty</b>
Firearm: Possessing, selling, or furnishing	48900 (b) 48915 (c) (1)	5 days suspension, recommendation for expulsion, and referral to sheriff	5 days suspension, recommendation for expulsion, and referral to sheriff
Brandishing a Knife at Another Person	48900 (b) 48915 (c) (2)	5 days suspension, recommendation for expulsion, and referral to sheriff	5 days suspension, recommendation for expulsion, and referral to sheriff
Drugs/Alcohol Sales	48900 (c) (p) 48915 (c) (3)	5 days suspension, recommendation for expulsion, and referral to sheriff	5 days suspension, recommendation for expulsion, and referral to sheriff
Sexual Assault/ Sexual Battery	48900 (n) 48915 (c) (4)	5 days suspension , recommendation for expulsion, referral to sheriff	5 days suspension, recommendation for expulsion, and referral to sheriff
Explosives: Possession	48900 (m) 48915 (c) (5)	5 days suspension, recommendation for expulsion, and referral to sheriff	5 days suspension, recommendation for expulsion, and referral to sheriff



Assault/Battery of School Personnel	48915 (a) (5)	5 days suspension, recommendation for expulsion, and referral to sheriff	5 days suspension, recommendation for expulsion, and referral to sheriff
Assault/Battery of Pupils/ Non-School Personnel	48900 (a) (k)	5 days suspension and referral to sheriff	5 days suspension, recommendation for expulsion, and referral to sheriff
Aiding and Abetting	48900 (r)	1-5 days suspension and referral to sheriff	5 days suspension, recommendation for expulsion, and referral to sheriff
Burglary	48900 (f) (g)	5 days suspension and referral to sheriff	5 days suspension, recommendation for expulsion, and referral to sheriff
Cheating/Plagiarism	48900 (k) BP 5131	Discipline administered by instructor	3-5 days suspension
Computer Use Regulations and/or Telecommunications/ Internet Abuse	48900 (k) BP 5131, 6163.4	1-2 periods suspension and possible loss of internet privileges	5 days suspension, recommendation for expulsion
Gang Writing, Affiliation, Activity, and/or Dress	48900 (k)	5 days suspension and referral to sheriff	5 days suspension, recommendation for expulsion, and referral to sheriff
Controlled Substance: Use, Furnishing, Possession, Under the Influence of Alcohol, Drug Narcotics, Hallucinogenic, or Controlled Substance or Breathing Fumes of Poisonous Substances	48900 (c) 48915 (a) (3)	5 days suspension, mandatory attendance of the drug diversion program, possible alternative placement, and referral to sheriff	5 days of suspension, recommendation for expulsion, and referral to sheriff
Damage property: Vandalism to School or Personal Property	48900 (f)	1-5 days suspension, restitution, and possible referral to sheriff	5 days suspension, restitution, recommendation for expulsion, referral to sheriff
Disrespect, Willful Defiance, Refusal to Obey	48900 (k)	OCD, SWP, 1-2 days suspension	3-5 days suspension
Disturbing Class	48900 (k)	Warning, ASW, period suspension, parent contact	1-5 days suspension, parent contact
Dress Code Violations	48900 (k) BP5132, 5136(a)(b)	Warning and correction of violation	5 days suspension, recommendation for expulsion, and referral to sheriff
Driving Infractions	48900 (k)	Loss of parking privileges, parent contact, ASW, referral to sheriff for citation	Loss of parking privileges for remainder of year, 5 days suspension, referral to sheriff for citation
Drug Paraphernalia: Possessed, Offered, Arranged, or Negotiated to Sell	48900 (J)	5 days suspension, attendance to drug diversion program, possible alternative placement, and referral to sheriff	5 days suspension, recommendation for expulsion, and referral to sheriff
Failure To Wear Valid AVHS School ID	48900 (k)	Warning and purchase of new ID if lost	1-3 days suspension, parent contact
Failure To Report To Principal, Dean, VP, or Security	48900 (k)	1 day on campus suspension	5 days suspension
Failure To Serve Assigned Discipline (ASW, SWP, SSS)	48900 (k)	1 day on campus suspension	1-3 days off campus suspension
False Fire Alarm	48900 (k)	5 days suspension and referral to sheriff	5 days suspension, recommendation for expulsion, and referral to sheriff



Forgery / Altering Notes / Impersonations / Lying	48900 (k)	1-3 days suspension	3-5 days off campus suspension
Gambling: Dice, Cards, or Flipping Quarters	48900 (k)	1-3 days suspension	3-5 days off campus suspension, recommendation for expulsion
Graffiti / Tagging 1st Level: Significant or Permanent Damage	48900 (f) (k)	5 days suspension , restitution, and referral to sheriff	5 days suspension, recommendation for expulsion, restitution, and referral to sheriff
Graffiti / Tagging 2nd Level: Erasable Markings on School Property	48900 (f) (k)	3-5 days suspension, restitution, referral to sheriff	5 days suspension, recommendation for expulsion, and referral to sheriff
Graffiti / Tagging 3rd Level: Personal Property	48900 (f) (k)	Warning to 3 days suspension	5 days suspension, recommendation for expulsion, and referral to sheriff
Graffiti / Tagging Paraphernalia: Possession	48900 (f) (k)	Warning to 3 days suspension	5 days suspension, recommendation for expulsion, and referral to sheriff
Harassment, Threats, Bullying or Intimidation Directed Against a Pupil or Group of Pupils	48900.4	5 days suspension, and referral to sheriff	5 days suspension, recommendation for expulsion, and referral to sheriff
Harassment, Threats or Intimidation of a Complaining Witness	48900 (k) (o)	5 days suspension and referral to sheriff	5 days suspension, recommendation for expulsion, and referral to sheriff
Hate Crimes / Violence: Caused, Attempted to Cause, Threatened to Cause, or Participated in an Act of Hate Violence	48900 (k) 48900.3	5 days suspension and referral to sheriff	5 days suspension, recommendation for expulsion, and referral to sheriff
Hazing	48900 (q)	1-5 days suspension, parent contact	5 days suspension, recommendation for expulsion, and referral to sheriff
Horseplay / Inappropriate Behavior	48900 (k)	Warning, ASW, 1-2 periods teacher suspension (OCD)	3-5 days suspension
Inciting Pupil Unrest	48900 (a) (k)	1-5 days suspension	5 days suspension, recommendation for expulsion, and referral to sheriff
Knife (Fixed or Locking Blade), Razor Blade, Ice Pick, or Dagger. Possession, Sales or Furnishing	48900 (b)	5 days suspension, possible alternative placement, and referral to sheriff	5 days suspension, recommendation for expulsion and referral to sheriff
Littering	48900 (k)	ASW, SSS, referral to sheriff	3-5 days suspension, parent contact
Loitering On or Near Another Campus.	48900 (k)	5 days suspension, referral to sheriff	5 days suspension, referral to sheriff
Look-A-Like Controlled Substance	48900 (d)	5 days suspension, attendance to drug diversion program, possible alternative placement and referral to law enforcement	5 days suspension, recommendation for expulsion and referral to law enforcement agency



Obscenity, Profanity, or Vulgarity	48900 (i)	Warning	5 days suspension, recommendation for expulsion, and referral to sheriff
Out of Class Without a Pass	48900 (k)	2 days suspension, referral to Community Attendance Worker for citation	3-5 days suspension, parent contact, referral to Community Attendance Worker for citation
Overt Display of Affection (i.e.; Kissing, Fondling, Rubbing, or any Erotic or Sensual Touching)	48900 (i)	Warning	5 days suspension, recommendation for expulsion
Possession of Pornography, including Pictures, Videos, or Sexually Explicit Text	48900 (i)	1-3 days suspension	5 days suspension, recommendation for expulsion
Inappropriate use of MP3 Player, CD Player, Pager, Cell Phones, etc.	48900 (k)	Warning, confiscation	1-5 days suspension, recommendation for expulsion
Physical Injury: Caused, Attempted to Cause, or Threatened to Cause	48900 (a) (k)	5 days suspension, parent contact, referral to sheriff, and behavior contract	5 days suspension, recommendation for expulsion, and referral to sheriff
Pupil Fights	48900 (a) (k)	5 days suspension, parent contact, and referral to sheriff and behavior contract	5 days suspension, recommendation for expulsion, and referral to sheriff
Receive Stolen School or Private Property	48900(l)	5 days suspension, referral to sheriff	5 days suspension, recommendation for expulsion, and referral to sheriff
Robbery or Extortion: Committed or Attempted to Commit	48900 (e) 48915 (a) (4)	5 days suspension , referral to sheriff	5 days suspension, recommendation for expulsion, and referral to sheriff
Sexual Harassment	48900.2	Warning, behavior contract.	5 days suspension, recommendation for expulsion, referral to sheriff
Steal Property, or Attempt to Steal School Property or Private Property	48900 (g)	1-5 days suspension, referral to sheriff	5 days suspension, recommendation for expulsion, referral to sheriff
Terrorist Threats Against School Officials or School Property	48900 (k) 48900.4 48900.7 (a) (b)	5 days suspension, referral to sheriff	5 days suspension, recommendation for expulsion, referral to sheriff
Tobacco: Possession or Use of Any Products Containing Tobacco or Nicotine	48900 (h)	1-3 days suspension, referral to the Smoking Cessation Program	3-5 days suspension, recommendation for expulsion, referral to the sheriff
Truancy in the PE Area	48900 (k)	3 days suspension, referral to Community Attendance Worker	Saturday School Program and 3-5 days suspension, parent conference, referral to Community Attendance Worker
Water Fights	48900 (k)	1 day off campus suspension	1-5 days suspension
Weapons; Knife, Firecrackers, BB, Pellet or Paintball Guns, Pepper Spray, Laser Pointer etc): Possession, Sale, or Furnishing	48900 (b) 48915 (a) (2)	5 days suspension, possible alternative placement, referral to sheriff	5 days suspension, recommendation for expulsion, referral to sheriff



Words and Actions	48900 (k)	3-5 days suspension	5 days suspension, possible recommendation for expulsion, referral to sheriff
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## **B: School Discipline Policy**

It is expected of all students that they understand and are made aware of the rules and behavior guidelines that are to be followed while on the campus of Eastside High School. Per Education Code Section 48900(r), a student may be suspended or recommended for expulsion for the following acts related to school activities, or attendance that may occur at any time, including but not limited to, while on school grounds, while going to or coming from school, during a lunch period on- or off-campus, or while going to or coming from a school- sponsored activity.

### **Education Code 48900**

Grounds for suspension or recommendation for expulsion may include, but are not limited to, the following reasons:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become



inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(l) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an Internet



Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1).

"Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period whether on or off the campus.
4. During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.



In addition to reasons specified in sections 48900, a student may be suspended or recommended for expulsion for the following reasons:

**Education Code 48900.2 / Section 222.5/ Board Policy 5145.7/ Administrative Regulation 5145.7**

**Sexual Harassment:** This shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical contact of a sexual nature.

**Education Code 48900.3 / Subdivision (e) of Section 3332.5**

**Hate Violence:** Caused, or attempted to cause, or participated in an act of hate violence.  
**Education Code 48900.4**

**Harassment, Threats, or Intimidation:** if directed against school district personnel or pupils, that are sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

**Education Code 48900.7**

**Terrorist Threats:** Threats against school officials or school property, or both. "Terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made,

is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

In addition to those provisions listed under Education Code 48900, 48900.2, 48900.3, 48900.4, and 48900.7 which I have read, or have had read to me by a certificated teacher, or a designated school employee, I understand that I am held accountable to those rules and regulations regarding proper student behavior, including but not limited to those listed in the Student Planner.



## **C: School Dress Code Policy**

### **ANTELOPE VALLEY JOINT UNION HIGH SCHOOL DISTRICT DRESS CODE**

All students are expected to dress and groom appropriately, with an emphasis on modesty, decency, personal and public health. In essence, DRESS FOR SUCCESS. Students are also expected to maintain a high standard of personal hygiene.

1. All students are required to wear appropriate footwear for school.
2. All shirts and tops must cover the midriff at all times. The following are examples of clothing that is unacceptable: tank tops, strapless, spaghetti straps, off the shoulder, cut out designs, low-cut shirts, bare back, sheer or mesh clothing that does not have an appropriate blouse or shirt underneath, etc.
3. All pants and shorts must fit at the waist. No sagging or low riding will be permitted. Clothing must cover undergarments when sitting, standing, or bending.
4. Only school hats that are purchased in the Student Store are acceptable and must be worn with the brim forward.
5. Hemlines and slits on dresses, skirts, and shorts above mid-thigh are not acceptable.
6. Clothing and hair accessories that are unsafe and/or dangerous are not permitted (for example, hair-picks and combs, studded belts, chains, spikes, handcuffs, safety pins, needles, etc.).
7. Clothing or jewelry that depicts any "gang style" writing; illegal activity; sexually related or obscene gestures and material; tobacco; drugs; alcohol; or words, pictures, or phrases that depicts violence or intimidation may not be worn.
8. Any body piercing that presents a safety issue or major distraction will not be allowed.
9. Any clothing or styles of dress that may be construed to provoke fear, violence, or intimidation, including gang- related attire, is not acceptable.

#### **Inappropriate Dress**

1. Pants oversized at the waist are not allowed.
2. Wearing pants below the waist line (sagging) is not allowed.
3. No gang-related jewelry, insignia, colors, paraphernalia, materials, apparel, clothing or attire may be worn or carried on campus or at school activities.
4. Belt buckles with any initials are prohibited.
5. Wearing an oversized belt with one end hanging down is prohibited.
6. Excessive color identities – red, blue, purple, green or black is prohibited.
7. No gang-related hats, or other related head wear can be worn – Only school hats that are bought in the Student Store.
8. Bandannas, red or blue belts, red or blue shoelaces, or rags that commonly signify gang identity by style or color are prohibited. Clothing, jewelry, paraphernalia or material which is obscene, sexually explicit or which depicts or



suggests sexually-related or obscene gestures, pictures, or wording or which promotes violence, the use/abuse of drugs, tobacco or alcohol may not be worn or carried on campus or at school activities.

9. Shorts extending below the knee when worn with over-the-calf socks are prohibited. No pants can be worn with one leg up and one down.
10. No student may wear articles of clothing jewelry, paraphernalia or accessories which pose a threat to the physical and/or emotional well-being and safety of the student or others on campus or at school activities.
11. Shirts buttoned at the top and unbuttoned at the bottom are prohibited.
12. Steel-toe combat style boots are prohibited.

Gang or tagger-crew writing on shoes, clothes or body, backpacks or accessories are not permitted.

13. Sports jerseys, other than school jerseys, will not be allowed.
14. Clothing or articles of clothing (including, but not limited to gloves, bandannas, shoestrings, wristbands, jewelry) which are likely to provoke others to acts of violence or which are likely to cause others to be intimidated by fear of violence may not be worn on campus or at any school activity.

NOTE: The administration reserves the right to objectively determine any necessary changes or additions to the above requirements as per California education Codes 35010 and 35291.



## D. School Site Safety Plan Checklist

DESCRIPTION OF CALIFORNIA ED CODE ITEM		IN PLAN	NEEDED	COMMENTS
<b>32282 (a) The comprehensive school safety plan shall include, but not be limited to the following:</b>				
1	<b>School Info</b> - Name of School, District, principal, address, phone number, email. Public Meeting Date/Location. Law Enforcement Review. Mission Statement, Table of Contents	X		
2	<b>Date reviewed and approved by Site Council.</b> List of committee member's names/titles: Principal/designee, teacher rep, classified rep, Parent of attending student, Law Enforcement rep, Student Rep. May include other community member or other desired member/s.	X		
3	Assessment of the current status of <b>school crime</b> committed on school campuses and at school-related functions. California Healthy Kids Survey (CHKS), staff climate with student and parent surveys. Student attendance, referrals, discipline and expulsions. Crime Data. Threat, Risk, Hazard and Vulnerability Assessment.	X		
4	Identifying appropriate <b>strategies and programs</b> that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, <b>which shall include the development of all of the following:</b>	X		
5	Child abuse reporting procedures consistent with Article 2.5(commencing with Section 11164) of Title 1 of Part 4 of the Penal Code. Sexual Harassment Policy. A Discrimination and Harassment policy consistent with the prohibition against discrimination contained in Chapter 2 (commencing with Section 200) of Part 1. Procedures adopted under the Safe and Drug Free Schools Act. Hate crime policies and reporting procedures pursuant to Chapter 1.2 (commencing with Section 628) of Title 15 of Part 1 of the Penal Code. Bullying prevention Policies and Procedures.	X		
6	<b>Disaster procedures, routine and emergency, including adaptations for pupils with disabilities</b> in accordance with the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.). <b>The disaster procedures shall also include, but not be limited to both of the following:</b>	X		
7	<b>Establishing an earthquake emergency procedure system</b> in every public school building having an occupant capacity of 50 or more pupils or more than one classroom. A district or county office may work with the California Emergency Management Agency and the Seismic Safety Commission to develop and establish the earthquake emergency procedure system. <b>The system shall include, but not be limited to, all of the following:</b>	X		
8	A <b>school building disaster plan, ready for implementation</b> at any time, for maintaining the safety and care of pupils and staff. A drop procedure whereby each pupil and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A drop procedure practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools	X		
9	<b>Protective measures</b> to be taken before, during, and following an earthquake. A program to ensure that pupils and both the certificated and classified staff are aware of, and properly trained in, the earthquake emergency procedure system.	X		
10	<b>Establishing a procedure to allow a public agency</b> , including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.	X		



