

COMPREHENSIVE SCHOOL SAFETY PLAN – EXECUTIVE SUMMARY

SCHOOL	
SCHOOL YEAR	
PRINCIPAL	

In compliance with State law and Board policy, stake-holders at our school engaged in a systematic planning process for the purpose of reviewing and updating our comprehensive school safety plan. This process included gathering and analyzing crime and safety data in order to develop reasonable safety goals relevant to the needs and resources of our campus. This Executive Summary details the two data-driven safety goals that resulted from our planning process. The entire plan can be viewed by making an appointment with the Principal.

GOAL - 1

GOAL - 2

FOR ADMINISTRATIVE USE ONLY

Procedure for Comprehensive Safe School Plans	
Plan adopted on	
Plan approved on	

COMPREHENSIVE SCHOOL SAFETY PLAN

SECTION ONE

This section details our systematic planning process, procedures for complying with safety laws, and safety goals for the upcoming school year.

COMPREHENSIVE SCHOOL SAFETY PLAN

“Safety” is a Process!”

The Law

California Ed Codes 32280-32289.5, require every school in a district with more than 2501 average daily attendance to develop and maintain plans designed to address campus risks. The law also requires designated stakeholders at each school, along with local law enforcement, fire department, and other first responder agencies, to annually engage in a systematic planning process for the purpose of developing strategies to prevent and respond potential incidents involving crimes and violence on campus.

Ed Code 32280
A “safety plan” means a plan to develop strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on the school campus.

The Template

This template was created by the Campus Safety Group on behalf of the Los Angeles County Office of Education, the California Department of Education, and the California Department of Justice.

Planning Due Dates

There are two mandatory due dates in Education Code:

- March 1 - The School must have “adopted” their school safety plan by March 1, and have forwarded it to the District for “approval.”
- October 15 – The District must approve the school’s plan by October 15. The District is required to report to CDE any individual schools that do not have approved plans by October 15. Non-compliance must be indicated on that schools’ SARC.

Planning Timeline

Schools should create a timeline to ensure compliance with the March 1, adoption date. An example of a compliance timeline:

- September/October
 - Step 1 - Identify Collaborative Comprehensive Safe School Planning Committee.
 - Step 2 - Create a vision of school as a safe place to learn.
 - Step 3 - Gather and assess school related crime and safety data.
- November/December
 - Step 4 – Identify data driven areas for desired change.
 - Step 5 – Select and implement strategies for safe and orderly environment.
- January/February
 - Step 6 – Share and then adopt the plan. Forward the adopted plan to the District.
- March/June
 - Step 7 – Implement the plan by achieving your data driven safety goals.

COMPREHENSIVE SCHOOL SAFETY PLAN

School Name	
Principal	
School year Plan is for the upcoming school year	

Our school engaged in the systematic planning process recommended in the law:

- Step One** We Identified our safety committee
- Step Two** We created a vision of a school as a safe place to learn.
- Our Mission Statement and existing safety practices.
- Step Three** We gathered and assessed school related crime and safety data.
- Specific data known to have an impact on campus safety.
- Step Four** We Identified areas of desired change.
- Data driven analysis towards improvement.
- Step Five** We developed strategies to maintain a safe and orderly environment.
- Two data driven safety goals that are meaningful to our unique campus circumstances and achievable through existing resources.
- Step Six** We shared and adopted the plan.
- A public meeting was held with invitations extended to campus and community stakeholders.
- Step Seven** We will continue to evaluate and revise the plan
- Stakeholders at our school will continue to monitor progress towards achieving our goals and revise strategies as necessary.

COMPREHENSIVE SCHOOL SAFETY PLAN

Step 1 – Identify the committee

Ed Codes 32280 & 32281 “In cooperation with local law enforcement, fire department, and other first responder agencies.” “The schoolsite council...shall write and develop a comprehensive school safety plan relevant to the needs and resources of that particular school.”

Name		Agency
Local Law Enforcement		
Local Fire Department		
American Red Cross contact, (if any)		
Schoolsite Council / Safety Planning Committee Members		
Name		Title
		Principal
		Certificated
		Classified
		Parent
		Student (If applicable)
		Medical Team Leader
		S&R Team Leader
		Reunification Team Leader

COMPREHENSIVE SCHOOL SAFETY PLAN

Step Three – Gather & assess school crime and safety data

3.1 - Safety Policies and Procedures

Ed Code 32282 establishes a list of required and recommended safety policies and procedures that must be included in the safety planning process. Check “included” indicating that you have attached a current PDF version of applicable policies and procedures to this plan. Remember, you can include other safety practices in your planning process that may not be mentioned in the law.

Required Safety Policies/Procedures	
Policy/Procedure	Included
Child Abuse Reporting	
Disaster Response Procedures	
Suspension & Expulsion Policies	
Procedure to notify teachers of dangerous pupils	
Anti-Discrimination/Harassment Policy	
Anti-Bullying Policy	
School Dress Code re “anti-gang” apparel	
Procedure for safe ingress/egress	
Rules for school discipline	
Lockdown procedure	
Tactical response procedure	
Other Safety Policies/Procedures	
Haz-Mat with ¼ mile of campus	
Building evacuation plan	
Campus evacuation plan	
Bomb threat	
Visitors on campus	
Anti-sex abuse/trafficking procedures	
Guidelines for mental health and law enforcement contacts at school	
Procedures to address the mental health of students who have witnessed a violent act on campus, going to or headed from school, or at any other school related event.	

COMPREHENSIVE SCHOOL SAFETY PLAN

Step Two – Our schools vision of a safe place to learn

School Mission Statement

About our school, a safe place to learn

A brief description of our school's existing safety related programs, drills, staff, and partnership etc.

COMPREHENSIVE SCHOOL SAFETY PLAN

Section 3.2 – Step Three Task Log.

Red numbers indicate the task is for the principal or designee.

Form#	Primary Person Tasked
3.3 Crime assessment	
3.4 Tactical response	Plan Handled at District Level Lock-Down & evacuation procedure are school's responses
3.5 Lockdown procedure	
3.6 Disaster plan, incident commander	
3.7 Disaster plan, general	
3.8 Disaster plan, medical team	
3.9 Disaster plan, search & rescue	
3.10 Disaster plan, reunification	
3.11 Anti-Bullying	
3.12 Expulsion/Suspension/Discipline	
3.13 Notify teachers of dangerous pupils	
3.14 Pesticide & harmful materials plan	
3.15 Visitors on campus	
3.16 Safe ingress/egress	
3.17 Anti-Harassment procedure	
3.18 Dress code, gang related apparel	
3.19 Child abuse reporting procedures	
3.20 Existing resources	

COMPREHENSIVE SCHOOL SAFETY PLAN

3.3 – Assessment of Campus Crime

This assessment to be completed by the school principal or designee.

Assessment performed by The listed name must be the person who does the assessment.	Date

The purpose of this assessment to assure the school is aware of criminal behavior or dangerous trends occurring on campus or at school related functions. Consult with local law enforcement to be certain all relevant information is gathered.

Number of crimes reported on campus or at school related events.

These numbers are from the previous school year and will come from your local law enforcement agency as well as crimes that might not have been reported to the police such as significant vandalism or reported thefts. Internal data sources include work orders and insurance claims.

Type of crime

Avoid using code sections. For example, enter vandalism instead of 594 PC.

Type	Number	Type	Number

Assets/Suggested action plan(s)

A brief statement to highlight assets and/or area of desired change.

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COMPREHENSIVE SCHOOL SAFETY PLAN

3.4 – Tactical Response Plan

This assessment to be completed by the school principal or designee.

Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

Assessment performed by	Date
The listed name must be the person who does the assessment.	

The purpose of this assessment to assure that the campus has a “Tactical Response Plan” for dangerous criminal incidents occurring on campus, including incidents involving firearms, and that those plans support first responder efforts.

Does your local law enforcement agency have a “tactical response” plan for your school? Most modern first responder agencies do have tactical response plans in place for schools within their jurisdiction. If you do not know, it is your job to make sure.	
Does your school have a plan for responding to dangerous criminal events on campus, including events involving firearms? Generally, such plans involve preparing for, initiating, maintaining, ending, and recovering from a lock-down or rapid evacuation. If you do not have this plan, skip the next question and add “Develop a Tactical Response Plan” as a suggested action plan.	
Is your school plan coordinated with the law enforcement plan? The purpose of this assessment is to facilitate continual communications between the school and local first responder agencies. DON'T accept a District level “we’re working with local law enforcement” statement. It’s your job insure the school’s efforts are coordinated with responder efforts.	

Assets/Suggested action plan(s)

A brief statement to highlight assets and/or area of desired change.

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COMPREHENSIVE SCHOOL SAFETY PLAN

3.5 – Lockdown Plan

This assessment to be completed by the school principal or designee.

Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

Assessment performed by The listed name must be the person who does the assessment.	Date

The purpose of this assessment to assure the school is taking all reasonable steps to be prepared for a lock-down scenario.

Does the school have a lockdown procedure? If no, add create procedure as a suggested action plan. If yes, review the procedure and proceed to the next questions.	
Does the procedure include redundant announcements? Redundant announcements refer to multiple ways of signaling a lockdown, such as bells, PA systems, flashing lights and any other means of campus mass communications. If the answer is no, suggest adding redundant announcements as an action plan.	
Does the procedure include documentation and reviews of the drills? Dates/times of drills must be documented. A drill review would include information from staff visitors, and when age-appropriate, from students and include information related on how effective the drill was. If the answer is no, suggest adding an after-drill review.	

Assets/Suggested action plan(s)

A brief statement to highlight assets and/or area of desired change.

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COMPREHENSIVE SCHOOL SAFETY PLAN

3.6 - Disaster Plan – Incident Commander

This form to be completed by the school principal or designated Incident Commander

Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

Assessment performed by The listed name must be the person who does the assessment.	Date

The purpose of this assessment to assure the Campus Incident Commander (IC) has the requisite training and supplies to manage the school during a disaster or other unusual occurrence requiring an Incident Command Post.

Do the IC & alternate IC have NIMS/SEMS training? This includes ICS 100 & NIMS 700. You can check training requirements here. If no, add training as a suggested action plan.	
Is there a list of IC forms & supplies? If no, add creating a list as a suggested action plan.	
Are all required forms & supplies in place and serviceable? If no, add updating forms & supplies to suggested action plans.	

Assets/Suggested action plan(s)

A brief statement to highlight assets and/or area of desired change.

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COMPREHENSIVE SCHOOL SAFETY PLAN

3.7 - Disaster Plan – General

Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

Assessment performed by	Date
The listed name must be the person who does the assessment.	

The purpose of this assessment to assure the school is taking all reasonable steps to be prepared for a disaster.

Is there an earthquake procedure in compliance with state law? (See Ed Code 32282 B(i)-(IV)(ii)) If no, add create procedures as a suggested action plan.	
Is there a map of the school showing the location of gas and water meters? If no, add create maps as a suggested action plan. If yes, when was it last updated?	
Is there a list of classroom disaster supplies? If no, add "create a list of classroom disaster supplies" as a suggested action plan. If yes, answer the next questions.	
Are classroom supplies in place and serviceable? If no, add updating supplies as a suggested action plan.	
Is there a procedure to routinely check for non-structural dangers? Non-structural dangers include, but are not limited to, heavy objects in high places, untethered bookcases/shelving, and other situations presenting otherwise avoidable injuries.	

Assets/Suggested action plan(s)

A brief statement to highlight assets and/or area of desired change.

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COMPREHENSIVE SCHOOL SAFETY PLAN

3.8 - Disaster Plan – Medical Team

This form should be completed by the school Medical Unit Leader. If no such position exists, consider the school nurse or other person who would be assigned to the Medical Unit in a disaster.

Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

Assessment performed by The listed name must be the person who does the assessment.	Date

The purpose of this assessment to assure the campus medical team is prepared for a disaster.

Is there a written procedure for the campus medical team? If no, add "prepare written medical team procedure as suggested action plan. If yes, go to the next question.	
Are there training requirements in the procedure? If no, add training requirements to the suggested action plans. If yes, go to the next question	
Are medical team members trained to the procedure? If no, add training to suggested action plans.	
Is there a list of medical team forms and supplies? If no, add create a list of medical team forms and supplies as a suggested action plan. If yes, go to the next question.	
Are all forms and supplies in place and serviceable? If no, add obtaining required forms and supplies as a suggested action plan.	

Assets/Suggested action plan(s)

A brief statement to highlight assets and/or area of desired change.

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COMPREHENSIVE SCHOOL SAFETY PLAN

3.9 – Disaster Plan – Search and Rescue

This form should be completed by the school Search & Rescue Team Leader. If no such position exists, consider a person who would be assigned to the Search & Rescue Unit in a disaster. Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

Assessment performed by	Date
The listed name must be the person who does the assessment.	

The purpose of this assessment to assure the Campus Search & Rescue Team (S&R) has the requisite training and supplies to manage the school during a disaster.

Are there written procedures for the S&R unit? If no, add, "Create Search & Rescue procedures" as a suggested action plan. If yes, answer the next question.	
Are there training recommendations? If no, add creating training recommendations to the suggested action plans. If yes, answer the next question.	
Are S&R team members trained? If no, add obtain training to the suggested action plans.	
Is there a list of S&R forms & supplies? If no, add creating a list to the suggested action plans. If yes, answer the next questions.	
Are forms and supplies in place and serviceable? If no, add search & rescue supplies to the suggested action plans.	

Assets/Suggested action plan(s)

A brief statement to highlight assets and/or area of desired change.

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COMPREHENSIVE SCHOOL SAFETY PLAN

3.10 – Disaster Plan – Reunification Team

This form should be completed by the school Reunification Team Leader. If no such position exists, consider a person who would be assigned to the Reunification Unit in a disaster. Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

Assessment performed by The listed name must be the person who does the assessment.	Date

The purpose of this assessment to assure the Reunification Team has the requisite training and supplies to manage the school during a disaster or other unusual occurrence.

Is there a procedure for reunification? If no, add, "Create reunification procedures" as a suggested action plan. If yes, answer the next question.	
Is there a list of reunification forms & supplies? If no, add creating a list to the suggested action plans. If yes, answer the next question.	
Are all forms & supplies in place and serviceable? If no, add reunification supplies to the suggested action plans.	

Assets/Suggested action plan(s)

A brief statement to highlight assets and/or area of desired change.

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COMPREHENSIVE SCHOOL SAFETY PLAN

3.11 – Anti-Bullying Procedure

This form to be completed by the school principal or designee.

Assessment performed by The listed name must be the person who does the assessment.	Date

The purpose of this assessment is to assure all staff have met minimum training requirements and to look for trends. Prior to this assessment, review school and school district policy on bullying. Also, when was the last time the school/school district performed a bullying survey? Is it time for a new one?

Is staff sufficiently trained in recognizing/responding to bullying? If “no,” suggest training as an action plan.	
Compare the numbers for the previous three years of bullying reports.	
Is there an identified trend in bullying reports? Identify trends and consider action plans designed to promote what is working or where improvements can be made.	

Assets/Suggested action plan(s)

A brief statement to highlight assets and/or area of desired change.

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COMPREHENSIVE SCHOOL SAFETY PLAN

3.12 –Procedures for Expulsion, Suspension, and School Discipline

This form to be completed by the school principal or designee.

Assessment performed by The listed name must be the person who does the assessment.	Date

Review the numbers/reasons for the previous two years of expulsions.

Review the numbers/reasons for the previous two years of suspensions.

Review the numbers/reasons for the previous two years of disciplinary office referrals.

Do any of these comparisons suggest a trend?

If so, assess what you are doing well or what the challenges are and consider an action plan(s) to promote what working or address the challenges.

Assets/Suggested action plan(s)

A brief statement to highlight assets and/or area of desired change.

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COMPREHENSIVE SCHOOL SAFETY PLAN

Section 3.13 – Procedure to Notify Teachers of Dangerous Students

This form to be completed by the school principal or designee.

Assessment performed by The listed name must be the person who does the assessment.	Date

State law requires certain teachers to be notified of students who have been arrested for, or through routine school processes believed to have committed specific violent crimes. This assessment is to assure you are complying with that law. Review the law here. [\(Link to law\)](#)

Is your school compliant with the law? If these notifications are not happening it is likely that the “fix” needs to come from a level above the school. If you are not making these notifications you should be specific that the District office has been made aware of the matter.	
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Assets/Suggested action plan(s)

A brief statement to highlight assets and/or area of desired change.

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COMPREHENSIVE SCHOOL SAFETY PLAN

Section 3.14 – Procedures for Pesticide or Other Harmful Material Spill

All related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

Assessment performed by The listed name must be the person who does the assessment.	Date

The purpose of this assessment to assure the school aware of, and taking all reasonable steps to be prepared for, a Hazardous Materials (HAZMAT) incident.

Is there a potential pesticide or harmful material concern within ¼ mile of the school? This information should be provided by the local fire department. Response procedures generally follow evacuation plans or shelter in place plans.	
Does the school have a shelter in place procedure? Shelter-in-place is similar to, but different to a lockdown. You can read about shelter in place here. If you do not have a shelter-in-place procedure, include creating one as a suggested action plan item. If you do have a procedure, answer the following questions.	
Are staff aware of shelter in place and evacuation plans? This requires a simple survey of staff asking if they are aware of the plan?	

Assets/Suggested action plan(s)

A brief statement to highlight assets and/or area of desired change.

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COMPREHENSIVE SCHOOL SAFETY PLAN

Section 3.15 – Procedures for Visitors on Campus

Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

Assessment performed by	Date
The listed name must be the person who does the assessment. This can be a group project.	

Are there written guidelines for visitors on campus? If no, add "prepare written guidelines for visitors on campus" to action plans.	
Is there sufficient signage guiding visitors? Best practice is to have multilingual signs directing visitors to check in location(s). Additionally, signage should be clear that failing to check in could result in law enforcement being called.	
Are staff and students (age appropriate) trained how to report unidentified visitors on campus? Best practice is to establish a "culture of compliance" related to visitors. Staff and students should instinctively know how to direct or report unidentified visitors	
Conduct a survey Pick a random week and survey the campus to determine if any visitors are on campus that did not follow the procedure. You can use other safety committee members to assist you.	

Assets/Suggested action plan(s)

A brief statement to highlight assets and/or area of desired change.

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COMPREHENSIVE SCHOOL SAFETY PLAN

Section 3.16 – Plan for Safe Ingress and Egress

Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

Assessment performed by	Date
The listed name must be the person who does the assessment. This can be a group project.	

An ingress/egress plan is generally a map of the school, created in cooperation with law enforcement, fire department, and neighbors, designating “routine” arrival and departure points as well as emergency departure paths (showing both building evacuation paths, campus evacuation paths, as well as assembly areas.) Although it is not always possible, the ideal arrival plan limits points of access to only those areas that can be monitored by staff and/or cameras that are monitored by staff. An emergency egress plan must take into consideration how locked gates might be opened during an emergency.

Does the school have a written ingress/egress plan? If no, add “Create ingress/egress plan” to the suggested action plans.	
Does the school have a plan to assure exterior gates and doors are locked during school hours? The plan should go beyond requiring gates doors to be locked to include some sort of daily check.	
Is there a plan to assure designated gates can be unlocked to facilitate emergency egress? Check for redundancy in opening locked gates. What if the primary “key holder” was not available?	
Is there sufficient signage directing visitors? If no, add “consider exterior/interior signage” to suggested action plans.	

Assets/Suggested action plan(s)

A brief statement to highlight assets and/or area of desired change.

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COMPREHENSIVE SCHOOL SAFETY PLAN

3.17 Anti-Harassment Procedure

This form to be completed by the school principal or designee.

Assessment performed by	Date
The listed name must be the person who does the assessment.	

Are all staff members trained as required in policy? A "no" answer requires a suggested action plan that all staff meet training requirements.	
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Assets/Suggested action plan(s)

A brief statement to highlight assets and/or area of desired change.

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COMPREHENSIVE SCHOOL SAFETY PLAN

Section 3.18 – Dress Code – “Gang Related Apparel”

Assessment performed by The listed name must be the person who does the assessment.	Date

Review the current policy, specific to “gang related apparel.”

If the policy does not address gang related apparel, disregard this assessment. If it does, continue.

Conduct a survey

Pick random times during a week and walk the campus specifically looking for violations of this policy. You can ask other safety team members to assist you with this survey.

Assets/Suggested action plan(s)

A brief statement to highlight assets and/or area of desired change.

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COMPREHENSIVE SCHOOL SAFETY PLAN

3.19 – Child Abuse Reporting Procedure

This form to be completed by the school principal or designee.

Assessment performed by The listed name must be the person who does the assessment.	Date

Review your policy, specific to mandatory training.

Are all staff members current in required training? This information should be available through Human Resources. If “no” add an action plan to have all staff current on this training.	
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Assets/Suggested action plan(s)

A brief statement to highlight assets and/or area of desired change.

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COMPREHENSIVE SCHOOL SAFETY PLAN

Section 3.20 – Existing Resources

Assessment performed by The listed name must be the person who does the assessment. This can be a group project.	Date

The law requires safety goals that are specific to the “needs and resources” of that school. This form helps stakeholders accomplish this expectation by establishing a realistic understanding of resources before goals are developed.

Keep in mind “resources” include, but are not limited to funding, volunteerism, and technical support. One of your goals may be to ask parent groups and other partners to set aside funds to accomplish goals. Another goal might be to establish a list of volunteers, including volunteers with specific skill sets, and partners that might be able to furnish the supplies or non-monetary resources. Use a second or third form if needed.

In the “Type” column, “funding” means the group can provide money. “Time” means the group/person can provide time that might be needed for safety projects/programs. An example of “Time” would be parent or other volunteers who agree to walk the exterior of the school from time to time to assure gates and exterior doors are shut and locked.

RESOURCE	TYPE	DESCRIPTION
School Safety Budget	FUNDING	EST \$
Parent Group(s)	FUNDING	EST \$
Other funding sources	FUNDING	EST \$

COMPREHENSIVE SCHOOL SAFETY PLAN

Step Four – Assets/Suggested Action Plans

3.3 Crime On Campus Physical Social	
3.4 Tactical Response Physical	
3.5 Lockdown Physical	
3.6 Disaster Incident Commander Physical	
3.7 Disaster General Physical	
3.8 Disaster Medical Physical	

COMPREHENSIVE SCHOOL SAFETY PLAN

3.9 Disaster S&R Physical	
3.10 Disaster Reunify Physical	
3.11 Anti Bullying Social	
3.12 Expulsion Susp Discipline Social	
3.13 Notify of Dangerous Pupils Social	
3.14 Pesticide Harmful Material Physical	

COMPREHENSIVE SCHOOL SAFETY PLAN

3.15 Visitors on Campus Social	
3.16 Safe ingress Egress Physical	
3.17 Anti Harassment Social	
3.18 Gang Apparel Social	
3.19 Child Abuse Reporting Social	
3.20 Existing Resources Physical Social	

COMPREHENSIVE SCHOOL SAFETY PLAN

Step Five - Select and implement strategies for a safe and orderly environment.

Prioritizing the information gathered in Step Four, our team has developed the following goals designed to enhance our efforts at maintaining a safe and orderly environment

Section 5.1 - Component 1 Goal - “People.”

The social climate, people and programs.

Ed Code 32281(b)(1) “Relevant to the needs and resources of that particular school.”

This goal pertains to the school’s social climate, considering assets and challenges. Based on our assessment, achieving this goal should assist in improving the overall safety of students, staff, and visitors on our campus.

Section 5.1.1 - Action Plans for “People” Goal

Task	Person	Due Date

COMPREHENSIVE SCHOOL SAFETY PLAN

Section 5.2 - Component 2 Goal - “Place.”

The physical environment.

Ed Code 32281(b)(1) “Relevant to the needs and resources of that particular school.”

This goal pertains to the physical school grounds, considering assets and challenges. Based on our assessment, achieving this goal should assist in improving the overall safety of students, staff, and visitors on our campus.

Section 5.2.1 Action Plans for “Place” Goal

Task	Person	Due Date

COMPREHENSIVE SCHOOL SAFETY PLAN

Step Six – Share & adopt the plan

Section 6.1 - Public Meeting

Ed Code 32288 (2) (b) (1) - Before adopting its comprehensive school safety plan, the schoolsite council or school safety planning committee shall hold a public meeting at the schoolsite in order to allow members of the public the opportunity to express an opinion about the school safety plan.

On the indicated date, we shared our plan at a public meeting. The notice of the meeting as well as a list of required invitees is attached to this plan.	Date

Section 6.2 - Adoption of School Safety Plan

Ed Code 32286(a) Each school shall adopt its comprehensive school safety plan by March 1, 2000, and shall review and update its plan by March 1, every year thereafter.

On the indicated date our Committee met and voted to adopt our school safety plan. The minutes from this meeting are attached to this plan. The plan was then forwarded to the District Officer for approval.	Date

Step Seven – Revise and evaluate

This plan represents a continual safety process. Stakeholders at our school will continue to evaluate the progress and impact of the listed goals while, at the same time, starting the systematic planning process over again at the beginning of the next school year.

Safety is a process!!

SECTION TWO

This section contains the required and recommended safety policies and procedures found in State law.

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Board Policy Manual



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Policy 5131.2: Bullying

Status: ADOPTED

Original Adopted Date: 08/27/2012 | Last Revised Date: 08/12/2019 | Last Reviewed Date: 08/12/2019

The Governing Board recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm.

No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

The Superintendent or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal shall inform the complainant and shall take all necessary actions to resolve the complaint.

Complaints and Investigation

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with the district's uniform complaint procedures specified in AR 1312.3-Uniform Complaint Procedures.

When a student is reported to be engaging in bullying off campus, the Superintendent shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 4600-4670	Uniform complaint procedures ()
Ed. Code 200-262.4	<u>Educational equity: prohibition of discrimination on the basis of sex</u> (http://leginfo.ca.gov/faces/codes_displayText.xhtml?division=1.&chapter=2.&part=1.&lawCode=EDC&title=1.&article=1.)
Ed. Code 32282	School safety plans ()
Ed. Code 32283.5	Bullying; online training ()
Ed. Code 35181	Governing board authority to set policy on responsibilities of students ()
Ed. Code 35291-35291.5	Rules ()
Ed. Code 46600	Student transfers ()
Ed. Code 48900-48925	Suspension and expulsion ()
Ed. Code 48985	Translation of notices ()
Ed. Code 52060-52077	Local control and accountability plan ()

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=3603...plushNjl6WXhfiOQ==&secid=9slshUHzTHxaaYMVf6zKpJz3Q==&PG=6&IRP=0>

Page 1 of 4

Pen. Code 422.55

Definition of hate crime ()

Pen. Code 647

Use of camera or other instrument to invade person's privacy; misdemeanor ()

Pen. Code 647.7

Use of camera or other instrument to invade person's privacy; punishment ()

Pen. Code 653.2

Electronic communication devices, threats to safety ()

Federal

28 CFR 35.107

Nondiscrimination on basis of disability; complaints ()

34 CFR 104.7

Designation of responsible employee for Section 504 ()

34 CFR 106.8

Designation of responsible employee for Title IX ()

34 CFR 110.25

Notification of nondiscrimination on the basis of age ()

47 USC 254

Universal service discounts (E-rate) ()

Description

Management Resources

CA Office of the Attorney General Publication

Promoting Safe & Secure Learning Environment for All: Guidance & Model Policies to Assist CA K-12 Schools in Responding to Immigration Issues, 4/2018 ()

California Department of Education Publication

Bullying at School, 2003 ()

California Department of Education Publication

Bullying Module ()

California Department of Education Publication

California's Social and Emotional Learning: Guiding Principles, 2018 ()

California Department of Education Publication

Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008 ()

California Department of Education Publication

Social and Emotional Learning in California: A Guide to Resources, 2018 ()

Court Decision

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094 ()

Court Decision

Lavine v. Blaine School District, (2002) 279 F.3d 719 ()

Court Decision

Wynar v. Douglas County School District, (2013) 728 F.3d 1062 ()

CSBA Publication

Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012 ()

CSBA Publication

Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009 ()

CSBA Publication

Cyberbullying: Policy Considerations for Boards, Policy Brief, rev. July 2010 ()

CSBA Publication

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014 ()

CSBA Publication

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011 ()

CSBA Publication

Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014 ()

U.S. DOE Office for Civil Rights Publication

Guidance to America's Schools: Bullying of Students with Disabilities, October 2014 ()

U.S. DOE Office for Civil Rights Publication

Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014 ()

U.S. DOE Office for Civil Rights Publication

Dear Colleague Letter: Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on Basis of Sex, Race, Color, Oct 2010 ()

U.S. DOE, Office for Civil Rights Publication

Dear Colleague Letter: Harassment and Bullying, October 2010 ()

Website

[National School Safety Center \(http://www.schoolsafety.us\)](http://www.schoolsafety.us)

Website

[Partnership for Children and Youth \(http://www.partnerforchildren.org\)](http://www.partnerforchildren.org)

Website

[Center on Great Teachers and Leaders \(http://gtlcenter.org\)](http://gtlcenter.org)

Website

[Collaborative for Academic Social and Emotional Learning \(http://casei.org\)](http://casei.org)

Website

[Common Sense Media \(http://www.common sense media.org\)](http://www.common sense media.org)

Website

[California Department of Education, Safe Schools \(http://www.cde.ca.gov/ls/ss\)](http://www.cde.ca.gov/ls/ss)

Website

[California Office of the Attorney General \(http://oag.ca.gov\)](http://oag.ca.gov)

Website

[CSBA \(http://www.csba.org\)](http://www.csba.org)

Website

[U.S. Department of Education \(http://www.ed.gov\)](http://www.ed.gov)


Cross References

Code	Description
0100	Philosophy (/Policy/ViewPolicy.aspx?S=36030553&revid=CplusCmkI3uweKCw5IfilkMLg==)
0410	Nondiscrimination In District Programs And Activities (/Policy/ViewPolicy.aspx?S=36030553&revid=IXo0C7dRASmPdk873V7f3g==)
0440	District Technology Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=JIUsHplusHUV7VZZTsHslshm9gxQ==)
0440	District Technology Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=Zsc41pZwLJBQyxslshBsnvyoA==)
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwplusiQ==)
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7v101ybwylsCDdQ==)
1113	District And School Web Sites (/Policy/ViewPolicy.aspx?S=36030553&revid=slshnzP3pdtdehgevaCSNOW2kw==)
1113	District And School Web Sites (/Policy/ViewPolicy.aspx?S=36030553&revid=jErzocslshpqLjcf0nvJ0ahTw==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=L9b0mjo8c38xgIVq2plustAXw==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=klSfqKAYMt32MODKmosz9g==)
4131	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=t7iK5XgFeMI65uzRT6T51w==)
4131	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=WAQJtbZ1slsh6yQ5yMG7slshQHLg==)
4219.21	Professional Standards (/Policy/ViewPolicy.aspx?S=36030553&revid=JAV4iTkZZfD3FMD28S3NaA==)
4219.21-E(1)	Professional Standards - Code of Ethics (/Policy/ViewPolicy.aspx?S=36030553&revid=s78PhEplusNoQ9hrxUUBr5eWQ==)
4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=L8wpluraRfjbaI40PNmn9tplusDA==)
4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=1LJr3kEp9sKTn5nfz4plusTw==)
4319.21	Professional Standards (/Policy/ViewPolicy.aspx?S=36030553&revid=KM589f2vozoGplusvserTmZpg==)
4319.21-E(1)	Professional Standards - Personnel Reduction (/Policy/ViewPolicy.aspx?S=36030553&revid=7KeUguVE7XjqTurCeQ29Gg==)
5030	Student Wellness (/Policy/ViewPolicy.aspx?S=36030553&revid=uN6iAv0ElmMRDsIsht2S7ukWw==)
5113.1	Chronic Absence And Truancy (/Policy/ViewPolicy.aspx?S=36030553&revid=PeATfBlJxXwAdOVBHVAQg==)
5113.1	Chronic Absence And Truancy (/Policy/ViewPolicy.aspx?S=36030553&revid=Iqym3Q5T5nhQhaaDa1VKQ==)
5113.12	District School Attendance Review Board (/Policy/ViewPolicy.aspx?S=36030553&revid=GkFHsSHXHCThLGrf1cvA==)
5116.1	Intradistrict Open Enrollment (/Policy/ViewPolicy.aspx?S=36030553&revid=vSN8WSd3ANzslshifqKzNCTDw==)
5117	Interdistrict Attendance (/Policy/ViewPolicy.aspx?S=36030553&revid=uBj7kMMumimCKhlFsL8JYA==)
5117	Interdistrict Attendance (/Policy/ViewPolicy.aspx?S=36030553&revid=2liEhG1RJHEuYlijicsxOQ==)
5125	Student Records (/Policy/ViewPolicy.aspx?S=36030553&revid=slshBuMmulFky2vxEyLZRGkg==)
5125	Student Records (/Policy/ViewPolicy.aspx?S=36030553&revid=hyslshzHXqdMslshpJ4KgJUIRwXQ==)
5131	Conduct (/Policy/ViewPolicy.aspx?S=36030553&revid=XB45islshCkDfD9SlawNj5qA==)
5131.8	Mobile Communication Devices (/Policy/ViewPolicy.aspx?S=36030553&revid=yadxU0nsVvg49YDLfet2Mw==)
5136	Gangs (/Policy/ViewPolicy.aspx?S=36030553&revid=1SIyucalnETEplusQmaMDIOg==)
5136	Gangs (/Policy/ViewPolicy.aspx?S=36030553&revid=JWCLKYJxAplusTI4GILBEjF3Q==)
5137	Positive School Climate (/Policy/ViewPolicy.aspx?S=36030553&revid=SwS04g3eYDVXYEpXGUKk6Q==)
5138	Conflict Resolution/Peer Mediation (/Policy/ViewPolicy.aspx?S=36030553&revid=QpkzYXjy3RJt5PF8Lr357g==)
5141.27	Food Allergies/Special Dietary Needs (/Policy/ViewPolicy.aspx?S=36030553&revid=kRFwAooyyGALjoQ1ePMLrw==)
5141.52	Suicide Prevention (/Policy/ViewPolicy.aspx?S=36030553&revid=JnFhsPtrnOyPamkslshguib1w==)
5141.52	Suicide Prevention (/Policy/ViewPolicy.aspx?S=36030553&revid=jOCWjfmQ0I9otyjbKtWLg==)
5144	Discipline (/Policy/ViewPolicy.aspx?S=36030553&revid=IGslshGNA0b1KBhplusd08oVX6FQ==)
5144	Discipline (/Policy/ViewPolicy.aspx?S=36030553&revid=vaL0QGwyWGevv2308AptUg==)
5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=TslshkZM2zCpHbCvhesomdwiw==)

5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=VNay3bpplusZEweC6NUowhJEw==)
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities) (/Policy/ViewPolicy.aspx?S=36030553&revid=6nKeTplus2DeAvGpluskr8qunslshLg==)
5144.4	Required Parental Attendance (/Policy/ViewPolicy.aspx?S=36030553&revid=a6YfHikADUj3X7LevGGslshcA==)
5144.4	Required Parental Attendance (/Policy/ViewPolicy.aspx?S=36030553&revid=YUtmkTJUOMlghXkUbjbmsA==)
5145.12	Search And Seizure (/Policy/ViewPolicy.aspx?S=36030553&revid=LQwsxvaQYjj69RD789Ezhg==)
5145.2	Freedom Of Speech/Expression (/Policy/ViewPolicy.aspx?S=36030553&revid=dsishvSrs732ZCmeX5fLFsLzQ==)
5145.2	Freedom Of Speech/Expression (/Policy/ViewPolicy.aspx?S=36030553&revid=QyzjRg1E2yeJW8xWTjhfQ==)
5145.3	Nondiscrimination/Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=EVzxHqslsh7fUKeHDWHPalaQ==)
5145.3	Nondiscrimination/Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=J3NwR1F9r6vdYfKplus6vOKxw==)
5145.7	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=4ypfYdS4SoDf3cepluswUv4IA==)
5145.7	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=ajCxplusEVPF3tZfPYqwNwfiQ==)
5145.9	Hate-Motivated Behavior (/Policy/ViewPolicy.aspx?S=36030553&revid=sOr8jBrZDkcOIQlflD8iJQ==)
6144	Controversial Issues (/Policy/ViewPolicy.aspx?S=36030553&revid=QoRnecu8BqgUslshiQ3ECslshaGA==)
6144	Controversial Issues (/Policy/ViewPolicy.aspx?S=36030553&revid=0HUU7bdoQBq6ml3pX0HeFQ==)
6163.4	Student Use Of Technology (/Policy/ViewPolicy.aspx?S=36030553&revid=m2lplushbsBibTbXTRSHCpoVA==)
6163.4	Student Use Of Technology (/Policy/ViewPolicy.aspx?S=36030553&revid=75REUIXsjjBJnfpqI4XvjA==)
6163.4-E(1)	Student Use Of Technology - Acceptable Use Agreement For Electronic Resources (/Policy/ViewPolicy.aspx?S=36030553&revid=2plusXIws1vgzktYrY6eJvAyQ==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=nCsx2fgYL5ntJ9Rh8oQCVA==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=iN6Trh3RoS1qerIUfVvyeQ==)
6173.1	Education For Foster Youth (/Policy/ViewPolicy.aspx?S=36030553&revid=e9GTVKZf9QgyFB89O0Splus0A==)
6173.1	Education For Foster Youth (/Policy/ViewPolicy.aspx?S=36030553&revid=TQJ8nRPHuIMUTSGYZslshubvg==)

 (/Policy/ViewPolicy.aspx?S=36030553&revid=2VdT6fFkKOFa9wUfTeWslshslshw==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6)

Board Policy Manual

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 (/Policy/ViewPolicy.aspx?S=36030553&revid=3BrvuSRcfiT3CUMBLNGbIQ==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6)

 Policy 5141.4: Child Abuse Prevention And Reporting

Status: ADOPTED

Original Adopted Date: 05/29/2001 | Last Revised Date: 06/12/2017

[see more](#)

The Governing Board recognizes the district's responsibility to educate students about the dangers of child abuse so that they will acquire the skills and techniques needed to identify unsafe situations and to react appropriately and promptly. The Superintendent shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

The Superintendent may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as need.

- (cf. 1020 - Youth Services)
- (cf. 5141.6 - School Health Services)
- (cf. 6164.2 - Guidance/Counseling Services)

Child Abuse Prevention

The district's instructional program shall include age-appropriate and culturally sensitive child abuse prevention curriculum. This curriculum shall explain students' right to live free of abuse, inform them of available support resources, and teach them how to obtain help and disclose incidents of abuse. The curriculum also shall include training in self-protection techniques.

- (cf. 6142.8 - Comprehensive Health Education)
- (cf. 6143 - Courses of Study)

The Superintendent shall seek to incorporate community resources into the district's child abuse prevention programs. To the extent feasible, the Superintendent shall use these community resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

Child Abuse Reporting

The Superintendent shall establish procedures for the identification and reporting of known and suspected child abuse and neglect in accordance with law.

- (cf. 4119.21/4219.21/4319.21 - Professional Standards)
- (cf. 5145.7 - Sexual Harassment)

Procedures for reporting child abuse shall be included in the district and/or school comprehensive safety plan. (Education Code 32282)

- (cf. 0459 - Comprehensive Safety Plan)

District employees are obligated to report all known or suspected incidents of child abuse and neglect in accordance with law, Governing Board policy, and administrative regulation. Employees shall not investigate any suspected incidents but rather shall fully cooperate with agencies responsible for reporting, investigating and prosecuting cases of child abuse and neglect.

The Superintendent shall provide training regarding the reporting duties of District employees mandated by law to report suspected child abuse and neglect. This training will be for certificated, classified, and management personnel.

- (cf. 4131/4231/4331 - Staff Development)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 4650	Filing complaints with CDE, special education students ()
Ed. Code 32280-32289	School safety plans ()
Ed. Code 33195	Heritage schools, mandated reporters ()
Ed. Code 33308.1	Guidelines on procedure for filing child abuse complaints ()
Ed. Code 44252	Teacher credentialing ()

Ed. Code 44691	Staff development in the detection of child abuse and neglect ()
Ed. Code 44807	Teachers' duty concerning conduct of students ()
Ed. Code 48906	Notification when student released to peace officer ()
Ed. Code 48987	Dissemination of reporting guidelines to parents ()
Ed. Code 49001	Prohibition of corporal punishment ()
Ed. Code 51220.5	Parenting skills education ()
Ed. Code 51900.6	Sexual abuse and sexual assault awareness and prevention ()
Pen. Code 11164-11174.3	Child Abuse and Neglect Reporting Act ()
Pen. Code 152.3	Duty to report murder, rape, or lewd or lascivious act ()
Pen. Code 273a	Willful cruelty or unjustifiable punishment of child; endangering life or health ()
Pen. Code 288	Definition of lewd or lascivious act requiring reporting ()
W&I Code 15630-15637	Dependent adult abuse reporting ()

Federal

42 USC 11434a	McKinney-Vento Homeless Assistance Act; definitions ()
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Management Resources

California Department of Education Publication	Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve ()
California Department of Education Publication	Health Framework for California Public Schools, Kindergarten Through Grade Twelve ()
Court Decision	Camreta v. Greene (2011) 131 S.Ct. 2020 ()
Website	California Department of Social Services, Children and Family Services Division (http://www.childsworld.ca.gov/)
Website	U.S. Department of Health and Human Services, Child Welfare Information Gateway (https://www.childwelfare.gov/can/)
Website	California Attorney General's Office, Suspected Child Abuse Report Form (https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss_8572.pdf?)
Website	California Department of Education, Safe Schools (http://www.cde.ca.gov/lss/)

Cross References

Code

0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwplusiQ==)
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7v101ybwyeidsCDdQ==)
1312.1	Complaints Concerning District Employees (/Policy/ViewPolicy.aspx?S=36030553&revid=qEzk8I1cplusTbbIJKyTTK5qg==)
1312.1	Complaints Concerning District Employees (/Policy/ViewPolicy.aspx?S=36030553&revid=ZsW6p80wgQGz0e4RCXVvdg==)
1312.3	Uniform Complaint Procedures (/Policy/ViewPolicy.aspx?S=36030553&revid=LhvjGS4RHpOhYldfF7YxOw==)
1312.3	Uniform Complaint Procedures (/Policy/ViewPolicy.aspx?S=36030553&revid=XkpGT2J66JSp1Y85vTCslshcQ==)
1400	Relations Between Other Governmental Agencies And The Schools (/Policy/ViewPolicy.aspx?S=36030553&revid=mQfJhUqG3Sg0CH3slshslshUlX0A==)
3530	Risk Management/Insurance (/Policy/ViewPolicy.aspx?S=36030553&revid=w3WOxjrVOWJOLhfXa5PiUA==)
3530	Risk Management/Insurance (/Policy/ViewPolicy.aspx?S=36030553&revid=i7VP1IssEdhTM7EjOZKplusjw==)
4112.6	Personnel Files (/Policy/ViewPolicy.aspx?S=36030553&revid=UMHwXe43WzfeDTbsvHpKog==)
4112.6	Personnel Files (/Policy/ViewPolicy.aspx?S=36030553&revid=N9RDfvQ2ubRfanDCdAngmw==)
4119.23	Unauthorized Release Of Confidential/Privileged Information (/Policy/ViewPolicy.aspx?S=36030553&revid=EH6C3U6LFK7FGnfBIP3fLw==)
4131	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=t7iK5XgFeMI65uzRT6T51w==)
4131	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=WAQJtbZ1slsh6yQ5yMG7slshOHLg==)
4212.6	Personnel Files (/Policy/ViewPolicy.aspx?S=36030553&revid=XXwzT47UwopnXslshBhhU3U5Q==)

4212.6	Personnel Files (/Policy/ViewPolicy.aspx?S=36030553&revid=xqyJDYoIrmoJBplusurxuWunw==)
4219.21	Professional Standards (/Policy/ViewPolicy.aspx?S=36030553&revid=JAV4iTkZZfD3FMd2S3NaA==)
4219.21-E(1)	Professional Standards - Code of Ethics (/Policy/ViewPolicy.aspx?S=36030553&revid=s78PhEplusNoQ9hrxUUBr5eWQ==)
4219.23	Unauthorized Release Of Confidential/Privileged Information (/Policy/ViewPolicy.aspx?S=36030553&revid=slsh0HGnslsh3PLNwPZ8tqfz4VPA==)
4312.6	Personnel Files (/Policy/ViewPolicy.aspx?S=36030553&revid=lyfkLvyRe1bKOkNuslshXDrfg==)
4312.6	Personnel Files (/Policy/ViewPolicy.aspx?S=36030553&revid=cpluszrt0Rj1wHzM0GXs55MKg==)
4317.7	Employment Status Reports (/Policy/ViewPolicy.aspx?S=36030553&revid=M6610xsGWvsx3wlfqjPxzA==)
4319.21	Professional Standards (/Policy/ViewPolicy.aspx?S=36030553&revid=KM589f2vozoGplusvserTmZpg==)
4319.21-E(1)	Professional Standards - Personnel Reduction (/Policy/ViewPolicy.aspx?S=36030553&revid=7KeUguVE7XjqTurCeQ29Gg==)
4319.23	Unauthorized Release Of Confidential/Privileged Information (/Policy/ViewPolicy.aspx?S=36030553&revid=T3WMgMinZE2Ro6Ns9xJDuw==)
5131.7	Weapons And Dangerous Instruments (/Policy/ViewPolicy.aspx?S=36030553&revid=2sPvtbnfV5woyJpK5pYAAQ==)
5131.7	Weapons And Dangerous Instruments (/Policy/ViewPolicy.aspx?S=36030553&revid=kq76z81Ssb6plussLK0dYWouA==)
5141.52	Suicide Prevention (/Policy/ViewPolicy.aspx?S=36030553&revid=JnFhsPtmOyPamkslshguib1w==)
5141.52	Suicide Prevention (/Policy/ViewPolicy.aspx?S=36030553&revid=jOCWjfmQ0l9otyjbKtWLg==)
5141.6	School Health Services (/Policy/ViewPolicy.aspx?S=36030553&revid=C6pUBP2PYZWNqqbYLveHTA==)
5141.6	School Health Services (/Policy/ViewPolicy.aspx?S=36030553&revid=IVX0b9EhSfTM2iFoXios4A==)
5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=X3tAf3dbYulQ4Xnj63CmeQ==)
5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=dWzxXzvT5Rv4l6HrqWN5WA==)
5144	Discipline (/Policy/ViewPolicy.aspx?S=36030553&revid=IGslshGNA0b1KBhplusd08oVX6FQ==)
5144	Discipline (/Policy/ViewPolicy.aspx?S=36030553&revid=vaL0QGwyWGevv23O8AptUg==)
5145.11	Questioning And Apprehension By Law Enforcement (/Policy/ViewPolicy.aspx?S=36030553&revid=C5p2aTxP1nOalaslhN6cqVVQ==)
5145.3	Nondiscrimination/Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=EVzxHuqslsh7fUKeHDwHPalaQ==)
5145.3	Nondiscrimination/Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=J3NwR1F9r6vdYfKplus6vOKxw==)
5145.7	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=4ypfYdS4SoDf3cepluswUv4IA==)
5145.7	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=ajCxplusEVPF3tZfPYqwNwfiQ==)
6142.8	Comprehensive Health Education (/Policy/ViewPolicy.aspx?S=36030553&revid=B7tolp8VsbDnlqVVTcI2mw==)
6142.8	Comprehensive Health Education (/Policy/ViewPolicy.aspx?S=36030553&revid=dMUavQFulYwxZX03w338kQ==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=nCsx2fgYL5ntJ9Rh8oQCVA==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=iN6Trh3RoS1qerlUfVvyeQ==)

[Index.aspx?S=36030553](#)[Home](#) [Policies Listing](#) [5000. Students](#) [Regulation 5141.4](#)Powered by **simbli**[◀ \(/Policy/ViewPolicy.aspx?S=36030553&revid=2VdT6fFkKOFa9wUfTeWslshslshw==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)**Board Policy Manual**[🖨️ \(/Policy/PolicyPrintGenerator.aspx?S=36030553&revid=3BrvuSRcfT3CUMBLNGbIQ==\)](#)[➤ \(/Policy/ViewPolicy.aspx?S=36030553&revid=BZqxK9plusznRqLXN9OQxph5A==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)» **Regulation 5141.4: Child Abuse Prevention And Reporting**

Status: ADOPTED

Original Adopted Date: 01/23/2012 | **Last Revised Date:** 08/28/2017[see more](#)**Definitions**

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

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)

(cf. 3515.3 - District Police/Security Department)

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

(cf. 5144 - Discipline)

4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student (Education Code 49001)

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

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

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

6. Homelessness or classification as an unaccompanied minor (Penal Code 11165.15)

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

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

Reportable Offenses

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

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

Any person shall notify a peace officer if he/she reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury, where the victim is a child under age 14. (Penal Code 152.3, 288)

Responsibility for Reporting

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

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

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

Reporting Procedures

1. Initial Telephone Report

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

(Name of Appropriate Agency)

(Address and Phone Number)

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

2. Written Report

Within 36 hours of receiving the information concerning the incident, the mandated reporter shall prepare and send to the appropriate agency a written report which includes a completed Department of Justice form. (Penal Code 11166, 11168)

Mandated reporters may obtain copies of the above form from either the district or the appropriate agency.

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

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location and, where applicable, school, grade, and class
- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information
- e. The name, address, telephone number, and other relevant personal information about the person(s) who might have abused or neglected the child

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

Information relevant to the incident of child abuse or neglect including serious emotional damage may also be given to an investigator from an agency that is investigating the case. (Penal Code 11167)

3. Internal Reporting

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

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

The mandated reporter shall not be required to disclose his/her identity to the principal. (Penal Code 11166)

He/she may provide or mail a copy of the written report to the principal, Superintendent without his/her signature or name.

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

Training

Training of mandated reporters shall include child abuse identification and reporting. (Penal Code 11165.7)

Training shall also include guidance in the appropriate discipline of students, physical contact with students, and maintenance of ethical relationships with students to avoid actions that may be misinterpreted as child abuse.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 5145.7 - Sexual Harassment)

Victim Interviews

Whenever a representative of the Department of Social Services investigating suspected child abuse or neglect deems it necessary, a suspected victim may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Penal Code 11174.3)

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

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

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

Release of Child to Peace Officer

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

Peace officers shall be asked to sign an appropriate release or acceptance of responsibility form.

(cf. 5145.11 - Questioning and Apprehension)

Parent/Guardian Complaints

Upon request, the Superintendent shall provide parents/guardians with procedures that describe how to report suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is other than English, such procedures shall be in the primary language of the parent/guardian and, when communicating orally regarding those procedures, an interpreter shall be provided.

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint to any district employee, that employee shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

(cf. 1312.1 - Complaints Concerning District Employees)

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650.

(cf. 1312.3 - Uniform Complaint Procedures)

Notifications

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

Before beginning employment, employees shall sign the statement indicating that they have knowledge of the reporting obligations under Penal Code 11166 and that they will comply with those provisions. The signed statements shall be retained by the Superintendent. (Penal Code 11166.5)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

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

The Superintendent shall also notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)
2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she is guilty of a misdemeanor punishable by a fine and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the district for making a report. (Penal Code 11166)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

5 CCR 4650

Description

Filing complaints with CDE, special education students ()

Ed. Code 32280-32289	School safety plans ()
Ed. Code 33195	Heritage schools, mandated reporters ()
Ed. Code 33308.1	Guidelines on procedure for filing child abuse complaints ()
Ed. Code 44252	Teacher credentialing ()
Ed. Code 44691	Staff development in the detection of child abuse and neglect ()
Ed. Code 44807	Teachers' duty concerning conduct of students ()
Ed. Code 48906	Notification when student released to peace officer ()
Ed. Code 48987	Dissemination of reporting guidelines to parents ()
Ed. Code 49001	Prohibition of corporal punishment ()
Ed. Code 51220.5	Parenting skills education ()
Ed. Code 51900.6	Sexual abuse and sexual assault awareness and prevention ()
Pen. Code 11164-11174.3	Child Abuse and Neglect Reporting Act ()
Pen. Code 152.3	Duty to report murder, rape, or lewd or lascivious act ()
Pen. Code 273a	Willful cruelty or unjustifiable punishment of child; endangering life or health ()
Pen. Code 288	Definition of lewd or lascivious act requiring reporting ()
W&I Code 15630-15637	Dependent adult abuse reporting ()

Federal

42 USC 11434a

Description

McKinney-Vento Homeless Assistance Act; definitions ()

Management Resources

California Department of Education Publication

California Department of Education Publication

Court Decision

Website

Website

Website

Website

Description

Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve ()

Health Framework for California Public Schools, Kindergarten Through Grade Twelve ()

Camreta v. Greene (2011) 131 S.Ct. 2020 ()

California Department of Social Services, Children and Family Services Division (<http://www.childsworld.ca.gov>)U.S. Department of Health and Human Services, Child Welfare Information Gateway (<https://www.childwelfare.gov/can>)California Attorney General's Office, Suspected Child Abuse Report Form
(https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss_8572.pdf?)California Department of Education, Safe Schools (<http://www.cde.ca.gov/ls/ss>)**Cross References****Code**

0450

0450

1312.1

1312.1

1312.3

1312.3

1400

3530

3530

4112.6

4112.6

4119.23


DescriptionComprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwplusiQ==)Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7v101ybwyeidsCDdQ==)Complaints Concerning District Employees (/Policy/ViewPolicy.aspx?S=36030553&revid=qEzk8I1cplusTbbIJkyTTK5qg==)Complaints Concerning District Employees (/Policy/ViewPolicy.aspx?S=36030553&revid=ZsW6p80wgQGz0e4RCXVvdg==)Uniform Complaint Procedures (/Policy/ViewPolicy.aspx?S=36030553&revid=LhvjGS4RHpOhYldff7YxOw==)Uniform Complaint Procedures (/Policy/ViewPolicy.aspx?S=36030553&revid=XkpGT2J66JSp1Y85vTCslshcQ==)Relations Between Other Governmental Agencies And The Schools (/Policy/ViewPolicy.aspx?
S=36030553&revid=mQfJhUqG3Sg0CH3slshslshUlX0A==)Risk Management/Insurance (/Policy/ViewPolicy.aspx?S=36030553&revid=w3WOxjrVOWJOLhfXa5PiUA==)Risk Management/Insurance (/Policy/ViewPolicy.aspx?S=36030553&revid=i7VP1lssEDhTM7EjOZKplusjw==)Personnel Files (/Policy/ViewPolicy.aspx?S=36030553&revid=UMHwXe43WzfeDTbsvHpKog==)Personnel Files (/Policy/ViewPolicy.aspx?S=36030553&revid=N9RDfvQ2ubRfanDCdAngmw==)Unauthorized Release Of Confidential/Privileged Information (/Policy/ViewPolicy.aspx?)

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4131	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=t7iK5XgFeMI65uzRT6T51w==)
4131	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=WAQJtbZ1slsh6yQ5yMG7slshOHLg==)
4212.6	Personnel Files (/Policy/ViewPolicy.aspx?S=36030553&revid=XXwzT47UwopnXslshBhhU3U5Q==)
4212.6	Personnel Files (/Policy/ViewPolicy.aspx?S=36030553&revid=xqyJDYoIrmoJBplusurxWunw==)
4219.21	Professional Standards (/Policy/ViewPolicy.aspx?S=36030553&revid=JAV4iTkZZfD3FMd28S3NaA==)
4219.21-E(1)	Professional Standards - Code of Ethics (/Policy/ViewPolicy.aspx?S=36030553&revid=s78PhEplusNoQ9hrxUUBr5eWQ==)
4219.23	Unauthorized Release Of Confidential/Privileged Information (/Policy/ViewPolicy.aspx?S=36030553&revid=slsh0HGnslsh3PLNwPZ8tqfz4VPA==)
4312.6	Personnel Files (/Policy/ViewPolicy.aspx?S=36030553&revid=lyfkLvyRe1bKOkNuslhXDrfg==)
4312.6	Personnel Files (/Policy/ViewPolicy.aspx?S=36030553&revid=cpluszrt0RjlvHzM0GXs55MKg==)
4317.7	Employment Status Reports (/Policy/ViewPolicy.aspx?S=36030553&revid=M6610xsGWvsx3wlfqjPxzA==)
4319.21	Professional Standards (/Policy/ViewPolicy.aspx?S=36030553&revid=KM589f2vozoGplusvserTmZpg==)
4319.21-E(1)	Professional Standards - Personnel Reduction (/Policy/ViewPolicy.aspx?S=36030553&revid=7KeUguVE7XjqTurCeQ29Gg==)
4319.23	Unauthorized Release Of Confidential/Privileged Information (/Policy/ViewPolicy.aspx?S=36030553&revid=T3WMgMinZE2Ro6Ns9xJDuw==)
5131.7	Weapons And Dangerous Instruments (/Policy/ViewPolicy.aspx?S=36030553&revid=2sPvtbnfV5woyJpK5pYAAQ==)
5131.7	Weapons And Dangerous Instruments (/Policy/ViewPolicy.aspx?S=36030553&revid=kq76z81Ssb6plussLK0dYWouA==)
5141.52	Suicide Prevention (/Policy/ViewPolicy.aspx?S=36030553&revid=JnFhsPtrnOyPamkslshguib1w==)
5141.52	Suicide Prevention (/Policy/ViewPolicy.aspx?S=36030553&revid=jOCWjfmQ0I9otyjbkKtWLg==)
5141.6	School Health Services (/Policy/ViewPolicy.aspx?S=36030553&revid=C6pUBP2PYZWNqqbYLveHTA==)
5141.6	School Health Services (/Policy/ViewPolicy.aspx?S=36030553&revid=IVX0b9EhSfTM2iFoXios4A==)
5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=X3tAf3dbYulQ4Xnj63CmeQ==)
5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=dWzxXzvT5Rv4I6HrqWN5WA==)
5144	Discipline (/Policy/ViewPolicy.aspx?S=36030553&revid=IGslshGNA0b1KBhplussd08oVX6FQ==)
5144	Discipline (/Policy/ViewPolicy.aspx?S=36030553&revid=vaL0QGwyWGevv23O8AptUg==)
5145.11	Questioning And Apprehension By Law Enforcement (/Policy/ViewPolicy.aspx?S=36030553&revid=C5p2aTxP1nOalaslshN6cqVVQ==)
5145.3	Nondiscrimination/Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=EVzxHuqslsh7fUKeHDwHPalaQ==)
5145.3	Nondiscrimination/Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=J3NwR1F9r6vdYfKplus6vOKxw==)
5145.7	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=4ypfYdS4SoDf3ceplusUv4IA==)
5145.7	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=ajCxplusEVPF3ZfPYqwNwfiQ==)
6142.8	Comprehensive Health Education (/Policy/ViewPolicy.aspx?S=36030553&revid=B7tolp8VsbDnlqVVTcI2mw==)
6142.8	Comprehensive Health Education (/Policy/ViewPolicy.aspx?S=36030553&revid=dMUavQFulYwxZX03w338kQ==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=nCsx2fgYL5ntJ9Rh8oQCVA==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=iN6Trh3RoS1qerUfVyueQ==)

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Board Policy Manual

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» Policy 0450: Comprehensive Safety Plan

Status: ADOPTED

Original Adopted Date: 05/14/2001 | Last Revised Date: 02/14/2017

[see more](#)

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Governing Board is fully committed to maximizing school safety and to creating a positive learning environment that teaches strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior and respect for others.

(cf. 5131 - Conduct)

The school site council at each district school shall develop a comprehensive school safety plan relevant to the needs and resources of that particular school. The plan shall take into account the school's staff, available resources and building design, as well as other factors unique to the site. (Education Code 32281)

In addition, the Superintendent shall ensure the development of a site-level plan aligned with the district plan and tailored to the specific concerns of each school.

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year and forwarded to the Governing Board for approval. (Education Code 32286, 32288)

The Governing Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

(cf. 0500 - Accountability)

(cf. 9320 - Meetings and Notices)

By October 15 of each year, the Superintendent shall notify the California Department of Education of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)

Notwithstanding the process described above, any portion of a comprehensive safety plan that includes tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), may be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with a representative of an employee bargaining unit, if he/she chooses to participate.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

The principal shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282) However, the Governing Board may choose to prohibit public disclosure of those portions of the comprehensive safety plan that include tactical responses to criminal incidents.

(cf. 1340 - Access to District Records)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 11987-11987.7	School Community Violence Prevention Program requirements ()
5 CCR 11992-11993	Definition, persistently dangerous schools ()
CA Constitution Article 1, Section 28(c)	Right to Safe Schools (http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=CONS&sectionNum=SEC_%2028.&article=1)
Ed. Code 200-262.4	Educational equity; prohibition of discrimination on the basis of sex (http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?division=1.&chapter=2.&part=1.&lawCode=EDC&title=1.&article=1.)

Ed. Code 32260-32262	Interagency School Safety Demonstration Act of 1985 ()
Ed. Code 32270	School safety cadre ()
Ed. Code 32280-32289	School safety plans ()
Ed. Code 32290	Safety devices ()
Ed. Code 35147	School site councils and advisory committees ()
Ed. Code 35183	School dress code; uniforms ()
Ed. Code 35291	Rules ()
Ed. Code 35291.5	School-adopted discipline rules ()
Ed. Code 41020	Requirement for annual audit ()
Ed. Code 48900-48927	Suspension and expulsion ()
Ed. Code 48950	Speech and other communication ()
Ed. Code 49079	Notification to teacher; student act constituting grounds for suspension or expulsion ()
Ed. Code 67381	Violent crime ()
Gov. Code 54957	Closed session meetings for threats to security ()
Pen. Code 11164-11174.3	Child Abuse and Neglect Reporting Act ()
Pen. Code 422.55	Definition of hate crime ()
Pen. Code 626.8	Disruptions ()

Federal

20 USC 7111-7122	Student Support and Academic Enrichment Grants ()
20 USC 7912	Transfers from persistently dangerous schools ()
42 USC 12101-12213	Americans with Disabilities Act ()
Federal Bureau of Investigation Publication	Uniform Crime Reporting Handbook, 2004 ()

Management Resources

CSBA Publication	Community Schools: Partnerships Supporting Students, Families and Communities, Policy Brief, October 2010 ()
CSBA Publication	Cyberbullying: Policy Considerations for Boards, Policy Brief, rev. July 2010 ()
CSBA Publication	Safe Schools: A Planning Guide for Action, 2002 ()
CSBA Publication	Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011 ()
CSBA Publication	Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014 ()
CSBA Publication	Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, March 2017 ()
U.S. DOE Publication	Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007 ()
U.S. SS & DOE Publication	Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates, 2004 ()
Website	<u>U.S. Secret Service, National Threat Assessment Center (http://www.secretservice.gov/protection/ntac)</u>
Website	<u>Centers for Disease Control and Prevention (http://www.cdc.gov/ViolencePrevention)</u>
Website	<u>Federal Bureau of Investigation (http://www.fbi.gov)</u>
Website	<u>National Center for Crisis Management (http://www.schoolcrisisresponse.com)</u>
Website	<u>National School Safety Center (http://www.schoolsafety.us)</u>
Website	<u>California Department of Education, Safe Schools (http://www.cde.ca.gov/lss/)</u>
Website	<u>California Governor's Office of Emergency Services (http://www.caloes.ca.gov)</u>
Website	<u>California Healthy Kids Survey (http://chks.wested.org)</u>
Website	<u>U.S. Department of Education (http://www.ed.gov)</u>

Website

[CSBA \(http://www.csba.org\)](http://www.csba.org)

Cross References

Code	Description
0400	Comprehensive Plans (/Policy/ViewPolicy.aspx?S=36030553&revid=7m0jSsul6r4kwRj3mIKkWw==)
0410	Nondiscrimination In District Programs And Activities (/Policy/ViewPolicy.aspx?S=36030553&revid=IXo0C7dRASmPDk873V7f3g==)
0420	School Plans/Site Councils (/Policy/ViewPolicy.aspx?S=36030553&revid=IYi2dNhep5sgshS9VNJQag==)
0420	School Plans/Site Councils (/Policy/ViewPolicy.aspx?S=36030553&revid=5smGslshwAurLAQoplusEMVr6ZlQ==)
0460	Local Control And Accountability Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=CTMccfAnfslsh9toma4Dp5K1A==)
0460	Local Control And Accountability Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=BPuNIJhSBCMgioIEHQXoeg==)
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1100	Communication With The Public (/Policy/ViewPolicy.aspx?S=36030553&revid=JfT3gOPU91jaSicfgeYtpw==)
1112	Media Relations (/Policy/ViewPolicy.aspx?S=36030553&revid=dplusTtl6PJbxgBqh0K2CcJ8Q==)
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1220	Citizen Advisory Committees (/Policy/ViewPolicy.aspx?S=36030553&revid=8wnU5lFypzXjT8SyN1Yfslshw==)
1312.3	Uniform Complaint Procedures (/Policy/ViewPolicy.aspx?S=36030553&revid=LhvJGS4RHPohYldfF7YxOw==)
1312.3	Uniform Complaint Procedures (/Policy/ViewPolicy.aspx?S=36030553&revid=XkpGT2J66JSp1Y85vTCslshcQ==)
1330	Use Of School Facilities (/Policy/ViewPolicy.aspx?S=36030553&revid=wCR1Iu8Hr84yUkInV7pGSg==)
1330	Use Of School Facilities (/Policy/ViewPolicy.aspx?S=36030553&revid=YffZOG4xDyZdF1Ut9gRc9Q==)
1340	Access To District Records (/Policy/ViewPolicy.aspx?S=36030553&revid=Tv22Y0hDhp0XWf0qmC66bw==)
1340	Access To District Records (/Policy/ViewPolicy.aspx?S=36030553&revid=gIVAT0hmoSzUqpluseggq2S1Qw==)
1400	Relations Between Other Governmental Agencies And The Schools (/Policy/ViewPolicy.aspx?S=36030553&revid=mQfJhUqG3Sg0CH3slshslshUlX0A==)
2210	Administrative Discretion Regarding Board Policy (/Policy/ViewPolicy.aspx?S=36030553&revid=PDOe2D1gTJx81Z2t0iHEwQ==)
3510	Green School Operations (/Policy/ViewPolicy.aspx?S=36030553&revid=bv7Eu8L9moHplusmGt8Rihbdg==)
3511	Energy And Water Management (/Policy/ViewPolicy.aspx?S=36030553&revid=5B7IzUhK3FKUHgFpslshJQkEA==)
3511	Energy And Water Management (/Policy/ViewPolicy.aspx?S=36030553&revid=KxB3OmSCgyX8wSrOslsh674wQ==)
3513.3	Tobacco-Free Schools (/Policy/ViewPolicy.aspx?S=36030553&revid=slshz4C2zgIYgJ0M5pb8VRx6w==)
3513.3	Tobacco-Free Schools (/Policy/ViewPolicy.aspx?S=36030553&revid=Cdd9FZQNQ6M4qHTWEuuRHO==)
3514	Environmental Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=ITQJ6O6DU9cCwxcEPa6MkA==)
3514	Environmental Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=jslshplusn3hZH5QOAopplusPuNCpYmA==)
3514.1	Hazardous Substances (/Policy/ViewPolicy.aspx?S=36030553&revid=bosrcCT8CAHSmqg5MUQtZA==)
3514.1	Hazardous Substances (/Policy/ViewPolicy.aspx?S=36030553&revid=bVDRUM6hGqdPLxwhD7YR2w==)
3514.2	Integrated Pest Management (/Policy/ViewPolicy.aspx?S=36030553&revid=pxeFHBjRjrig8IHptnutiuw==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=L9b0mjo8c38xgIVq2plustAXw==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=klSfqKAyMt32MODKmosz9g==)
3515.2	Disruptions (/Policy/ViewPolicy.aspx?S=36030553&revid=1Fm7QtCrXTWZT5YevE0IqQ==)
3515.2	Disruptions (/Policy/ViewPolicy.aspx?S=36030553&revid=6wa88Y4zS3WxtgNRPqvkoA==)
3515.4	Recovery For Property Loss Or Damage (/Policy/ViewPolicy.aspx?S=36030553&revid=4FhUOpJqPMdkjo7slshDYjAgQ==)
3515.4	Recovery For Property Loss Or Damage (/Policy/ViewPolicy.aspx?S=36030553&revid=KVe7x45xwk8oRrx2YyZQuA==)
3515.5	Sex Offender Notification (/Policy/ViewPolicy.aspx?S=36030553&revid=wEoBdjhp65wNW8hdnqmydQ==)

3515.5	Sex Offender Notification (/Policy/ViewPolicy.aspx?S=36030553&revid=f2PPmsYLTz8HeD8OdEZdnw==)
3515.7	Firearms On School Grounds (/Policy/ViewPolicy.aspx?S=36030553&revid=B117wfljiEgoLAimssc7eg==)
3516	Emergencies And Disaster Preparedness Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=VL7fzfBAScf6IU5hvVX7qA==)
3516	Emergencies And Disaster Preparedness Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=hJbndkscoQMplusGXtBcXslshHEw==)
3516.1	Fire Drills and Fires (/Policy/ViewPolicy.aspx?S=36030553&revid=h7aBv9TJK3NdICs9jBBZ8A==)
3516.2	Bomb Threats (/Policy/ViewPolicy.aspx?S=36030553&revid=FXslshVwplusVTh9dhp1nFKslshLTow==)
3516.3	Earthquake Emergency Procedure System (/Policy/ViewPolicy.aspx?S=36030553&revid=lbsPavNND7ktDNO61VPMrw==)
3516.5	Emergency Schedules (/Policy/ViewPolicy.aspx?S=36030553&revid=k0yyNpluso2ORXhCslshABPWYtSA==)
3530	Risk Management/Insurance (/Policy/ViewPolicy.aspx?S=36030553&revid=w3WOxjrVOWJOLhfXa5PiUA==)
3530	Risk Management/Insurance (/Policy/ViewPolicy.aspx?S=36030553&revid=i7VP1ssEDhTM7EjOZKplusjw==)
3543	Transportation Safety And Emergencies (/Policy/ViewPolicy.aspx?S=36030553&revid=y7FaVJplusngH8jG6DS0E6f4A==)
4112.41	Employee Drug Testing (/Policy/ViewPolicy.aspx?S=36030553&revid=HXzgtslshjtUoYZzslshqXLg2pNQ==)
4112.41	Employee Drug Testing (/Policy/ViewPolicy.aspx?S=36030553&revid=0024wNkxQFplusNUWplusd3togfQ==)
4119.11	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=92W9xoJ0Wslsh2qnbYTD17dgc==)
4119.11	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=QJzDfgTKa7OF240e5QTTnA==)
4119.23	Unauthorized Release Of Confidential/Privileged Information (/Policy/ViewPolicy.aspx?S=36030553&revid=EH6C3U6LKF7FGnfBIP3fLw==)
4131	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=t7iK5XgFeMI65uzRT6T51w==)
4131	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=WAQJtbZ1slsh6yQ5yMG7slshOHLg==)
4140	Bargaining Units (/Policy/ViewPolicy.aspx?S=36030553&revid=ScbJiB7IgJm2goZ7XnKpHA==)
4141.6	Concerted Action/Work Stoppage (/Policy/ViewPolicy.aspx?S=36030553&revid=8Hx1XV1cRcW9tislshMDRIcpAw==)
4141.6	Concerted Action/Work Stoppage (/Policy/ViewPolicy.aspx?S=36030553&revid=bcgEXuAqqWgg8icNqw10pA==)
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4158	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=slshFslsho2PWWx6yislsh0Du1FslshbbQ==)
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4212.41	Employee Drug Testing (/Policy/ViewPolicy.aspx?S=36030553&revid=fk0nq8UoBVEN88re7Lma2g==)
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4219.11	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=EAdVupluseVKg5HIA8UQjYJsQ==)
4219.23	Unauthorized Release Of Confidential/Privileged Information (/Policy/ViewPolicy.aspx?S=36030553&revid=slsh0HGnslsh3PLNwPZ8tqf4VPA==)
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4241.6	Concerted Action/Work Stoppage (/Policy/ViewPolicy.aspx?S=36030553&revid=oJ1XV18vTHiUZh0P1C5ZJw==)
4257	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=E2a25Nte8EFnly0IU0BEQ==)
4257	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=UavhmXCZ58tfoFkGBQak1Q==)
4258	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=UfrhrTFRxuKf8z4GXGxqRg==)
4258	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=AGU1cOslshr2ZIOxxPApKOLA==)
4312.41	Employee Drug Testing (/Policy/ViewPolicy.aspx?S=36030553&revid=N0GUfy1LplusThGuWJJeJLplusdg==)

4312.41	Employee Drug Testing (/Policy/ViewPolicy.aspx?S=36030553&revid=SslshTBM4x7JctsoZmWYcJlQQ==)
4319.11	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=xpslsh2hJX6gqiV6V9htxMPyQ==)
4319.11	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=FMLOJsfmiF5sOhcC5ILChA==)
4319.21	Professional Standards (/Policy/ViewPolicy.aspx?S=36030553&revid=KM589f2vozoGplusvserTmZpg==)
4319.21-E(1)	Professional Standards - Personnel Reduction (/Policy/ViewPolicy.aspx?S=36030553&revid=7KeUguVE7XjqTurCeQ29Gg==)
4319.23	Unauthorized Release Of Confidential/Privileged Information (/Policy/ViewPolicy.aspx?S=36030553&revid=T3WMgMinZE2Ro6Ns9xJDuw==)
4331	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=2tNDILiFPOxcTakpluskJA1KA==)
4331	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=DHjbc3plusQje1e9aPaD27IGA==)
4357	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=REnfQH9MG2Oslsh8SVBWMIVaQ==)
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4358	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=3Nx2nRRmxtN9tJmkFkyFA==)
4358	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=2slshDWovGy6pOvpseH4H6lw==)
5020	Parent Rights And Responsibilities (/Policy/ViewPolicy.aspx?S=36030553&revid=bvElbCE9FCu0t0kHb9voQ==)
5020	Parent Rights And Responsibilities (/Policy/ViewPolicy.aspx?S=36030553&revid=omkGrhcB4Pvl7j2n4slshbA==)
5113	Absences And Excuses (/Policy/ViewPolicy.aspx?S=36030553&revid=901HDplusayfGwjYoPVJynE4Q==)
5113	Absences And Excuses (/Policy/ViewPolicy.aspx?S=36030553&revid=1i5f2p9C0RhZwu16nWXpkA==)
5113.1	Chronic Absence And Truancy (/Policy/ViewPolicy.aspx?S=36030553&revid=PeATFbIJxXwAdOVBIHVAQg==)
5113.1	Chronic Absence And Truancy (/Policy/ViewPolicy.aspx?S=36030553&revid=Jqym3Q5T5nhQhaaaDa1VKQ==)
5116.1	Intradistrict Open Enrollment (/Policy/ViewPolicy.aspx?S=36030553&revid=vSN8WSd3ANzslshifqKzNCTDw==)
5131	Conduct (/Policy/ViewPolicy.aspx?S=36030553&revid=XB45islshCkDfPd9SIawNj5qA==)
5131.2	Bullying (/Policy/ViewPolicy.aspx?S=36030553&revid=oCkDs44plusU7084o8psBJSw==)
5131.4	Student Disturbances (/Policy/ViewPolicy.aspx?S=36030553&revid=P9L43tYpr1yil82RfimtZA==)
5131.4	Student Disturbances (/Policy/ViewPolicy.aspx?S=36030553&revid=IBGUtcI0tiI1ukkOQ7mjdW==)
5131.5	Vandalism And Graffiti (/Policy/ViewPolicy.aspx?S=36030553&revid=nEITKqylpPgGybpPsK3uDNA==)
5131.6	Alcohol And Other Drugs (/Policy/ViewPolicy.aspx?S=36030553&revid=2OevyF0se2ORDJZhI06udA==)
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5131.62	Tobacco (/Policy/ViewPolicy.aspx?S=36030553&revid=VYV0yQPbW995t8GzpNyADg==)
5131.62	Tobacco (/Policy/ViewPolicy.aspx?S=36030553&revid=1slshjIONmUcdeNqudOaYyLXg==)
5131.7	Weapons And Dangerous Instruments (/Policy/ViewPolicy.aspx?S=36030553&revid=2sPvtbnfV5woyJPk5pYAAQ==)
5131.7	Weapons And Dangerous Instruments (/Policy/ViewPolicy.aspx?S=36030553&revid=kq76z81Ssb6plussLK0dYWouA==)
5131.8	Mobile Communication Devices (/Policy/ViewPolicy.aspx?S=36030553&revid=yadXU0nsVVg49YDLfet2Mw==)
5132	Dress And Grooming (/Policy/ViewPolicy.aspx?S=36030553&revid=jrkttnwWlDH1TtvJCWMDnA==)
5136	Gangs (/Policy/ViewPolicy.aspx?S=36030553&revid=1SIyucahInETEplusQmaMDIOg==)
5136	Gangs (/Policy/ViewPolicy.aspx?S=36030553&revid=JWCLKYJxAplusTI4GILBEjF3Q==)
5137	Positive School Climate (/Policy/ViewPolicy.aspx?S=36030553&revid=SwS04g3eYDVXYEpXGUKk6Q==)
5138	Conflict Resolution/Peer Mediation (/Policy/ViewPolicy.aspx?S=36030553&revid=QpkzYXjy3RIt5PF8Lr357g==)
5141.4	Child Abuse Prevention And Reporting (/Policy/ViewPolicy.aspx?S=36030553&revid=BZqxK9plusznRqLXN9OQxph5A==)
5141.4	Child Abuse Prevention And Reporting (/Policy/ViewPolicy.aspx?S=36030553&revid=3BrvuSRcfT3CUMBLNGbIQ==)
5141.52	Suicide Prevention (/Policy/ViewPolicy.aspx?S=36030553&revid=JnFhsPtnOyPamkslshguib1w==)
5141.52	Suicide Prevention (/Policy/ViewPolicy.aspx?S=36030553&revid=jOCWjfmQ0I9otyjbKktWLg==)
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5144	Discipline (/Policy/ViewPolicy.aspx?S=36030553&revid=vaL0QGwyWGevv23O8AptUg==)
5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=TslshkZM2zCpHbCvhesomdwiw==)
5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=VNay3bplusZEweC6NUowhJEW==)
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities) (/Policy/ViewPolicy.aspx?S=36030553&revid=6nKeTplus2DeAvGplusk8qunslshLg==)
5145.3	Nondiscrimination/Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=EVzxHuqslsh7fUKeHDwhHPalaQ==)
5145.3	Nondiscrimination/Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=J3NwR1F9r6vdYfKplus6vOKxw==)
5145.7	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=4ypfYdS4SoDf3cepluswUv4IA==)
5145.7	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=ajCxplusEVPF3tZfPYqWnwfiQ==)
5145.9	Hate-Motivated Behavior (/Policy/ViewPolicy.aspx?S=36030553&revid=sOr8jBrZDkcOIQlflD8iJQ==)
6020	Parent Involvement (/Policy/ViewPolicy.aspx?S=36030553&revid=rh24UgRplusNY7pFDnx9Xlshog==)
6020	Parent Involvement (/Policy/ViewPolicy.aspx?S=36030553&revid=t6cQTXQrOoUQ42n9LtuimA==)
6141.2	Recognition Of Religious Beliefs And Customs (/Policy/ViewPolicy.aspx?S=36030553&revid=sT55uMA7uVsbjsh3sz5yOKw==)
6141.2	Recognition Of Religious Beliefs And Customs (/Policy/ViewPolicy.aspx?S=36030553&revid=aQUpByPVQgTJNtMFOOBtWg==)
6142.3	Civic Education (/Policy/ViewPolicy.aspx?S=36030553&revid=ROJxqmKbtzdDdqDT6awZ9Q==)
6142.4	Service Learning/Community Service Classes (/Policy/ViewPolicy.aspx?S=36030553&revid=LOJ87yYpluseGvGy5Wplus3SxDqQ==)
6142.8	Comprehensive Health Education (/Policy/ViewPolicy.aspx?S=36030553&revid=B7tolp8VsbDnlqVVTcI2mw==)
6142.8	Comprehensive Health Education (/Policy/ViewPolicy.aspx?S=36030553&revid=dMUavQFulYwxZX03w338kQ==)
6153	School-Sponsored Trips (/Policy/ViewPolicy.aspx?S=36030553&revid=7tRIzp8pihkOX02gN6kBSQ==)
6153	School-Sponsored Trips (/Policy/ViewPolicy.aspx?S=36030553&revid=bh9QdgMIQTON7uNldmz5EQ==)
6159	Individualized Education Program (/Policy/ViewPolicy.aspx?S=36030553&revid=RcOfyibKqjWbzCbaQtXzmA==)
6159	Individualized Education Program (/Policy/ViewPolicy.aspx?S=36030553&revid=MsuZNk2Sz5ReaNW9plux2oaQ==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=nCsx2fgYL5ntJ9Rh8oQCVA==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=iN6Trh3RoS1qerUfVvueQ==)
6173.1	Education For Foster Youth (/Policy/ViewPolicy.aspx?S=36030553&revid=e9GTVKZF9QgyFB89O0Splu0A==)
6173.1	Education For Foster Youth (/Policy/ViewPolicy.aspx?S=36030553&revid=TQI8nRPHuLMUTSGYZslshubvg==)
7214	General Obligation Bonds (/Policy/ViewPolicy.aspx?S=36030553&revid=ZBR0kDc2PQhqiDrNBoxEZQ==)
7214	General Obligation Bonds (/Policy/ViewPolicy.aspx?S=36030553&revid=piDOSlshIWxVeILp4OWdaC9BA==)
9010	Public Statements (/Policy/ViewPolicy.aspx?S=36030553&revid=mrVdlV4LUPFnwK8cM4MtbA==)
9011	Disclosure Of Confidential/Privileged Information (/Policy/ViewPolicy.aspx?S=36030553&revid=tEj71jQqMCzfGmMxPG3FNQ==)
9320	Meetings And Notices (/Policy/ViewPolicy.aspx?S=36030553&revid=F4KS9WxTCOzobxEGg8QsEA==)
9320-E(1)	Meetings And Notices (/Policy/ViewPolicy.aspx?S=36030553&revid=OfmKZe2vP9Yf6tCvbWMUQ==)
9321	Closed Session (/Policy/ViewPolicy.aspx?S=36030553&revid=slshAFIZjNRu3BXqZkaVggbgsg==)

[Index.aspx?S=36030553](#)[Home](#) [Policies Listing](#) [Regulation 0450](#)Powered by **simbli**[◀ \(/Policy/ViewPolicy.aspx?S=36030553&revid=JIUsHplusHUV7VZZTsHslshm9gxQ==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)**Board Policy Manual**[📄 \(/Policy/PolicyPrintGenerator.aspx?S=36030553&revid=XugUT7v101ybwyeldsCDdQ==\)](#)[➤ \(/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwplusiQ==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)**» Regulation 0450: Comprehensive Safety Plan****Status:** ADOPTED**Original Adopted Date:** 05/14/2001 | **Last Revised Date:** 08/28/2017[see more](#)**Development and Review of School Site Safety Plan**

The school site council shall write and develop a comprehensive safety plan relevant to the needs and resources of that particular school. The school site council shall consult with local law enforcement in the writing and development of the plan, as well as other school site councils and safety committees, when practical.

The school site council may delegate the responsibility for writing and developing a school safety plan to a school safety planning committee. This committee shall be composed of the following members: (Education Code 32281)

1. The principal
2. One teacher who is a representative of the recognized certificated employee organization
3. One parent/guardian whose child attends the school
4. One classified employee who is a representative of the recognized classified employee organization
5. Other members, if desired

Before adopting its comprehensive school safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the school safety plan. (Education Code 32288)

The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting: (Education Code 32288)

- 1 The local mayor
2. A representative of the local school employee organization
3. A representative of each parent organization at the school site, including the parent teacher association and parent teacher clubs
(cf. 1230 - School-Connected Organizations)
4. A representative of each teacher organization at the school site
(cf. 4140/4240 - Bargaining Units)
5. A representative of the student body government
6. All persons who have indicated that they want to be notified

In addition, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting: (Education Code 32288)

1. A representative of the local churches
2. Local civic leaders
3. Local business organizations
(cf. 1220 - Citizen Advisory Committees)
- (cf. 1700 - Relations between Private Industry and the Schools)

Content of the Safety Plan

Each comprehensive safety plan shall include an assessment of the current status of any crime committed on campus and at school-related functions. (Education Code 32282)

The plan also shall identify appropriate strategies and programs 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, including all of the following: (Education Code 32282)

1. Child abuse reporting procedures consistent with Penal Code 11164
(cf. 5141.4 - Child Abuse Prevention and Reporting)
2. Routine and emergency disaster procedures including, but not limited to:
 - a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act

(cf. 6159 - Individualized Education Program)

b. An earthquake procedure system in accordance with Education Code 32282)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3516.3 - Earthquake Emergency Procedure System)

c. A procedure to allow public agencies, 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.

(cf. 1330 - Use of School Facilities)

(cf. 3516.1 - Fire Drills and Fires)

(cf. 3516.2 - Bomb Threats)

(cf. 3516.3 - Emergency Schedules)

(cf. 3543 - Transportation Safety and Emergencies)

3. Policies pursuant to Education Code 48915(d) for students who commit an act listed in Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079

(cf. 4158/4258/4358 - Employee Security)

5. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4119.11/4219.11/4219.11 - Sexual Harassment)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

6. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel" pursuant to Education Code 35183, the provisions of that dress code and the definition of "gang-related apparel"

(cf. 5132 - Dress and Grooming)

7. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school

8. A safe and orderly school environment conducive to learning

(cf. 5137 - Positive School Climate)

9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5

(cf. 5144 - Discipline)

Among the strategies for providing a safe environment, the school safety plan may also include:

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, hazing, and cyberbullying, as well as behavioral expectations and consequences for violations

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Truancy)

(cf. 5131 - Conduct)

(cf. 5136 - Gangs)

3. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education, character/values education, media analysis skills, conflict resolution, and community service learning

(cf. 6141.6 - Multicultural Education)

(cf. 6142.3 - Civic Education)

(cf. 6142.4 - Service Learning/Community Service Classes)

4. Parent involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus

(cf. 1240 - Volunteer Assistance)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

5. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.61 - Drug Testing)

(cf. 5131.62 - Tobacco)

(cf. 5131.63 - Steroids)

6. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction

(cf. 1020 - Youth Services)

7. District policy related to possession of firearms and ammunition on school grounds

(cf. 3515.7 - Firearms on School Grounds)

8. Measures to prevent or minimize the influence of gangs on campus

(cf. 5136 - Gangs)

9. Procedures for receiving verification from law enforcement when a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime

(cf. 5116.1 - Intradistrict Open Enrollment)

10. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for the closing of campuses to outsiders, surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus

(cf. 1250 - Visitors/Outsiders)

(cf. 3515 - Campus Security)

(cf. 3513.3 - District Police/Security Department)

(cf. 3550 - Risk Management/Insurance)

(cf. 5112.5 - Open/Closed Campus)

(cf. 5131.5 - Vandalism and Graffiti)

11. Strategies for suicide prevention and intervention

(cf. 5141.52 - Suicide Prevention)

12. Procedures to implement when a person interferes with or disrupts a school activity, remains on campus after having been asked to leave, or creates a disruption with the intent to threaten the immediate physical safety of students or staff

(cf. 3515.2 - Disruptions)

13. Crisis prevention and intervention strategies, which may include the following:

a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate

(cf. 3515.2 - Disruptions)

(cf. 3515.5 - Sex Offender Notification)

(cf. 5131.4 - Student Disturbances)

- b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)
- c. Assignment of staff members responsible for each identified task and procedure
- d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan
- e. Coordination of communication to schools, Governing Board members, parents/guardians, and the media

(cf. 1112 - Media Relations)

(cf. 9010 - Public Statements)

f. Development of a method for the reporting of violent incidents

g. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling

14. Staff development in violence prevention and intervention techniques, including preparation to implement the elements of the safety plan

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

15. Environmental safety strategies, including, but not limited to, procedures for preventing and mitigating exposure to toxic pesticides, lead, asbestos, vehicle emissions, and other hazardous substances and contaminants

(cf. 3510 - Green School Operations)

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 3514.2 - Integrated Pest Management)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 11987-11987.7	School Community Violence Prevention Program requirements ()
5 CCR 11992-11993	Definition, persistently dangerous schools ()
CA Constitution Article 1, Section 28(c)	Right to Safe Schools (http://leginfo.ca.gov/faces/codes_displaySection.xhtml?lawCode=CONS&sectionNum=SEC.%2028.&article=I)
Ed. Code 200-262.4	Educational equity: prohibition of discrimination on the basis of sex (http://leginfo.ca.gov/faces/codes_displayText.xhtml?division=1.&chapter=2.&part=1.&lawCode=EDC&title=1.&article=1.)
Ed. Code 32260-32262	Interagency School Safety Demonstration Act of 1985 ()
Ed. Code 32270	School safety cadre ()
Ed. Code 32280-32289	School safety plans ()
Ed. Code 32290	Safety devices ()
Ed. Code 35147	School site councils and advisory committees ()
Ed. Code 35183	School dress code; uniforms ()
Ed. Code 35291	Rules ()
Ed. Code 35291.5	School-adopted discipline rules ()
Ed. Code 41020	Requirement for annual audit ()
Ed. Code 48900-48927	Suspension and expulsion ()
Ed. Code 48950	Speech and other communication ()
Ed. Code 49079	Notification to teacher; student act constituting grounds for suspension or expulsion ()
Ed. Code 67381	Violent crime ()

Gov. Code 54957

Pen. Code 11164-11174.3

Pen. Code 422.55

Pen. Code 626.8

Closed session meetings for threats to security ()

Child Abuse and Neglect Reporting Act ()

Definition of hate crime ()

Disruptions ()

Federal

20 USC 7111-7122

20 USC 7912

42 USC 12101-12213

Federal Bureau of Investigation Publication

Description

Student Support and Academic Enrichment Grants ()

Transfers from persistently dangerous schools ()

Americans with Disabilities Act ()

Uniform Crime Reporting Handbook, 2004 ()

Management Resources

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Community Schools: Partnerships Supporting Students, Families and Communities, Policy Brief, October 2010 ()

Cyberbullying: Policy Considerations for Boards, Policy Brief, rev. July 2010 ()

Safe Schools: A Planning Guide for Action, 2002 ()

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011 ()

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014 ()

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, March 2017 ()

U.S. DOE Publication

Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007 ()

U.S. SS & DOE Publication

Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates, 2004 ()

Website

[U.S. Secret Service, National Threat Assessment Center \(http://www.secretservice.gov/protection/ntac\)](http://www.secretservice.gov/protection/ntac)

Website

[Centers for Disease Control and Prevention \(http://www.cdc.gov/ViolencePrevention\)](http://www.cdc.gov/ViolencePrevention)

Website

[Federal Bureau of Investigation \(http://www.fbi.gov\)](http://www.fbi.gov)

Website

[National Center for Crisis Management \(http://www.schoolcrisisresponse.com\)](http://www.schoolcrisisresponse.com)

Website

[National School Safety Center \(http://www.schoolsafety.us\)](http://www.schoolsafety.us)

Website

[California Department of Education, Safe Schools \(http://www.cde.ca.gov/lr/ss\)](http://www.cde.ca.gov/lr/ss)

Website

[California Governor's Office of Emergency Services \(http://www.caloes.ca.gov\)](http://www.caloes.ca.gov)

Website

[California Healthy Kids Survey \(http://chks.wested.org\)](http://chks.wested.org)

Website

[U.S. Department of Education \(http://www.ed.gov\)](http://www.ed.gov)

Website

[CSBA \(http://www.csba.org\)](http://www.csba.org)**Cross References****Code**

0400

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0410

[Nondiscrimination In District Programs And Activities \(/Policy/ViewPolicy.aspx?S=36030553&revid=IXo0C7dRASmPDk873V7f3g==\)](#)

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5141.52	Suicide Prevention (/Policy/ViewPolicy.aspx?S=36030553&revid=jOCWjfmQ0I9otyjbKktWLg==)
5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=X3tAf3dbYulQ4Xnj63CmeQ==)
5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=dWzxXzvT5Rv4I6HrqWN5WA==)
5144	Discipline (/Policy/ViewPolicy.aspx?S=36030553&revid=IGslshGNA0b1KBhplusd08oVX6FQ==)
5144	Discipline (/Policy/ViewPolicy.aspx?S=36030553&revid=vaL0QGwyWGevv2308AptUg==)
5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=TslshkZM2zCpHbCvhesomdwiw==)
5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=VNay3bpplusZEweC6NUowhJEw==)
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities) (/Policy/ViewPolicy.aspx?S=36030553&revid=6nKeTplus2DeAvGplusk8qunslshLg==)
5145.3	Nondiscrimination/Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=EVzxHuqslsh7fUKeHDwHPalaQ==)
5145.3	Nondiscrimination/Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=J3NwR1F9r6vdYfKplus6vOKxw==)
5145.7	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=4ypfYdS4SoDf3cepluswUv4IA==)
5145.7	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=ajCxplusEVPF3tZfPYqwNwfiQ==)
5145.9	Hate-Motivated Behavior (/Policy/ViewPolicy.aspx?S=36030553&revid=sOr8jBrZDkcOIQIflD8iJQ==)
6020	Parent Involvement (/Policy/ViewPolicy.aspx?S=36030553&revid=rh24UgRplusNY7pFDnx9XIslshog==)
6020	Parent Involvement (/Policy/ViewPolicy.aspx?S=36030553&revid=t6cQTXOrOoUQ42n9LtuimA==)

6141.2	Recognition Of Religious Beliefs And Customs (/Policy/ViewPolicy.aspx?S=36030553&revid=sT55uMA7uVsbjsh3sz5yOKw==)
6141.2	Recognition Of Religious Beliefs And Customs (/Policy/ViewPolicy.aspx?S=36030553&revid=aQUByPVQgTJNtMFOOBtWg==)
6142.3	Civic Education (/Policy/ViewPolicy.aspx?S=36030553&revid=ROJxqmKbtzdDdqDT6awZ9Q==)
6142.4	Service Learning/Community Service Classes (/Policy/ViewPolicy.aspx?S=36030553&revid=LOJ87yYpluseGvGy5Wplus3SxDqQ==)
6142.8	Comprehensive Health Education (/Policy/ViewPolicy.aspx?S=36030553&revid=B7tolp8VsbDnlqVVTcI2mw==)
6142.8	Comprehensive Health Education (/Policy/ViewPolicy.aspx?S=36030553&revid=dMUavQFuYwxZX03w338kQ==)
6153	School-Sponsored Trips (/Policy/ViewPolicy.aspx?S=36030553&revid=7tRIzp8pihkOX02gN6kBSQ==)
6153	School-Sponsored Trips (/Policy/ViewPolicy.aspx?S=36030553&revid=bh9QdgMIQtON7uNldmz5EQ==)
6159	Individualized Education Program (/Policy/ViewPolicy.aspx?S=36030553&revid=RcOfyibKqjWbzCbaQtXzmA==)
6159	Individualized Education Program (/Policy/ViewPolicy.aspx?S=36030553&revid=MsuZNk2Sz5ReaNW9plusx2oaQ==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=nCsx2fgYL5ntJ9Rh8oQCVA==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=iN6Trh3RoS1qerUfVvyeQ==)
6173.1	Education For Foster Youth (/Policy/ViewPolicy.aspx?S=36030553&revid=e9GTVKZf9QgyFB89O0Splus0A==)
6173.1	Education For Foster Youth (/Policy/ViewPolicy.aspx?S=36030553&revid=TQJ8nRPHuIMUTSGYzslshubvg==)
7214	General Obligation Bonds (/Policy/ViewPolicy.aspx?S=36030553&revid=ZBR0kDc2PQhqiDrNBoxEZQ==)
7214	General Obligation Bonds (/Policy/ViewPolicy.aspx?S=36030553&revid=piDOSlshIWxVe1Lp4OWdaC9BA==)
9010	Public Statements (/Policy/ViewPolicy.aspx?S=36030553&revid=mrVdlV4LUPFnwK8cM4MtbA==)
9011	Disclosure Of Confidential/Privileged Information (/Policy/ViewPolicy.aspx?S=36030553&revid=tEj71jQqMCzfGmMxPG3FNQ==)
9320	Meetings And Notices (/Policy/ViewPolicy.aspx?S=36030553&revid=F4KS9WxTCOzobxEg8QsEA==)
9320-E(1)	Meetings And Notices (/Policy/ViewPolicy.aspx?S=36030553&revid=OfmKZe2vP9Yfl6tCvbWMUQ==)
9321	Closed Session (/Policy/ViewPolicy.aspx?S=36030553&revid=slshAFIZjNRu3BXqZkaVggbsg==)

[Index.aspx?S=36030553](#)[Home](#) [Policies Listing](#) [5000. Students](#) [Regulation 5144](#)Powered by **simbli**[◀ \(/Policy/ViewPolicy.aspx?S=36030553&revid=Dx8IW6ova82iMP1kTrsoXg==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)

Board Policy Manual

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Status: ADOPTED

Original Adopted Date: 09/19/2019 | **Last Revised Date:** 05/28/2013[see more](#)

Site-Level Rules

Rules for student discipline shall be developed at each school site. In developing these rules, each school shall solicit the participation, views and advice of one representative selected by each of the following groups: (Education Code 35291.5)

1. Parents/guardians
2. Teachers
3. School administrators
4. School security personnel, if any
5. For junior high and high schools, students enrolled in the school

Each school shall review its site-level discipline rules at least every four years.

It shall be the duty of each employee of the school to enforce the school rules on student discipline. (Education Code 35291)

Disciplinary Strategies

To the extent possible, staff shall use disciplinary strategies that keep students in school and participating in the instructional program. Disciplinary strategies may include, but are not limited to:

1. Discussion or conference between school staff and the student and his/her parents/guardians

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

2. Referral of the student to the school counselor or other school support service personnel for case management and counseling

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6164.2 - Guidance/Counseling Services)

3. Convening of a study, guidance, resource panel, or other intervention-related team to assess the behavior and develop and implement an individual plan to address the behavior in partnership with the student and his/her parents/guardians

(cf. 6164.5 - Student Success Teams)

4. When applicable, referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program or a Section 504 plan

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education under Section 504)

5. Enrollment in a program for teacher prosocial behavior or anger management

6. Participation in a restorative justice program

7. A positive behavior support approach with tiered interventions that occur during the school day on campus

8. After-school programs that address specific behavioral issues or expose students to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups

(cf. 5148.2 - Before/After School Programs)

9. Recess restriction as provided in the section below entitled "Recess Restriction"

10. Detention during and after school hours as provided in the section below entitled "Detention After School"

11. Community service as provided in the section below entitled "Community Service"

12. In accordance with Board policy and administrative regulation, restriction or disqualification from participation in extracurricular activities

(cf. 6145 - Extracurricular/Cocurricular Activities)

13. Reassignment to an alternative educational environment

(cf. 6158 - Independent Study)

(cf. 6181 - Alternative Schools/Programs of Choice)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

14. Suspension and expulsion in accordance with law, Board policy, and administrative regulation

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Recess Restriction

A teacher may restrict a student's recess time when he/she believes that this action is the most effective way to bring about improved behavior. When restriction may involve the withholding of physical activity from a student, the teacher shall try other disciplinary measures before imposing the restriction. Recess restriction shall be subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under a certificated employee's supervision during the period of restriction.
3. Teachers shall inform the principal of any recess restrictions they impose.

(cf. 5030 - Student Wellness)

(cf. 6142.7 - Physical Education and Activity)

Detention After School

Students may be detained for disciplinary reasons up to one hour after the close of the maximum school day. (5 CCR 353)

If a student will miss his/her school bus on account of being detained after school, or if the student is not transported by school bus, the principal shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. The student shall not be detained unless the principal speaks to the parent/guardian.

In cases where the school bus departs more than one hour after the end of the school day, students may be detained until the bus departs. (5 CCR 307, 353)

Students shall remain under the supervision of a certificated employee during the period of detention.

Students may be offered the choice of serving their detention on Saturday rather than after school.

(cf. 6176 - Weekend/Saturday Classes)

Community Service

As part of or instead of disciplinary action, the Superintendent, principal or principal's designee, at his/her discretion, may require a student to perform community service on school grounds during nonschool hours or, with written permission of the student's parent/guardian, off school grounds. Such service may include, but is not limited to, outdoor beautification, campus betterment, and teacher or peer assistance programs. (Education Code 48900.6)

This community service option is not available for a student who has been suspended, pending expulsion, pursuant to Education Code 48915. However, if the recommended expulsion is not implemented or the expulsion itself is suspended, then a student may be required to perform community service for the resulting suspension. (Education Code 48900.6)

Notice to Parents/Guardians and Students

At the beginning of the school year, the Superintendent shall notify parents/guardians, in writing, about the availability of district rules related to discipline. (Education Code 35291, 48980)

(cf. 5145.6 - Parental Notifications)

The Superintendent shall also provide written notice of the rules related to discipline to transfer students at the time of their enrollment in the district.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 307	Participation in school activities until departure of bus ()
5 CCR 353	Detention after school ()
Civ. Code 1714.1	<u>Liability of parent or guardian for act of willful misconduct by a minor</u> (http://leginfo.ca.gov/faces/codes_displaySection.xhtml?sectionNum=1714.1&lawCode=CIV)

Ed. Code 32280-32289
 Ed. Code 35146
 Ed. Code 35291
 Ed. Code 35291.5-35291.7
 Ed. Code 37223
 Ed. Code 44807.5
 Ed. Code 48900-48926
 Ed. Code 48980-48985
 Ed. Code 49005-49006.4
 Ed. Code 49330-49335
 Ed. Code 49550-49564.5
 Ed. Code 52060-52077

School safety plans ()
 Closed sessions ()
 Rules ()
 School-adopted discipline rules ()
 Weekend classes ()
 Restriction from recess ()
 Suspension and expulsion ()
 Notification of parents/guardians ()
 Seclusion and restraint ()
 Injurious objects ()
 Meals for needy students ()
 Local control and accountability plan ()

Federal

20 USC 1400-1482
 29 USC 794
 42 USC 1751-1769j
 42 USC 1773

Description

Individuals with Disabilities Education Act ()
 Rehabilitation Act of 1973, Section 504 ()
 School Lunch Program ()
 School Breakfast Program ()

Management Resources

California Dept of Education Program Advisories

CSBA Publication

CSBA Publication

CSBA Publication

CSBA Publication

CSBA Publication

U.S. DOE, Office for Civil Rights Publication

Website

Website

Website

Website

Description

Classroom Management: A California Resource Guide for Teachers and Administrators of Elementary and Secondary Schools, 2000 ()
 Recent Legislation on Discipline: AB 240, Fact Sheet, March 2015 ()
 The Case for Reducing Out-of-School Suspensions and Expulsions, Fact Sheet, April 2014 ()
 Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009 ()
 Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014 ()
 Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011 ()
 Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014 ()
[Public Counsel \(http://www.fixschooldiscipline.org\)](http://www.fixschooldiscipline.org)
[U.S. Department of Education, Office for Civil Rights \(http://www.ed.gov/about/offices/list/ocr/index.html\)](http://www.ed.gov/about/offices/list/ocr/index.html)
[California Department of Education \(http://www.cde.ca.gov\)](http://www.cde.ca.gov)
[CSBA \(http://www.csba.org\)](http://www.csba.org)

Cross References

Code

0450

0450

0460

0460

1114

1114

1312.3

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3512

Description

[Comprehensive Safety Plan \(/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwplusiQ==\)](#)
[Comprehensive Safety Plan \(/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7v101ybwylsCDdQ==\)](#)
[Local Control And Accountability Plan \(/Policy/ViewPolicy.aspx?S=36030553&revid=CTMccfAnfslsh9toma4Dp5K1A==\)](#)
[Local Control And Accountability Plan \(/Policy/ViewPolicy.aspx?S=36030553&revid=BPuNIJhSBCMgioIEHQXoeg==\)](#)
[District-Sponsored Social Media \(/Policy/ViewPolicy.aspx?S=36030553&revid=DyXpOqkEslshZsfjtSxPq7h1g==\)](#)
[District-Sponsored Social Media \(/Policy/ViewPolicy.aspx?S=36030553&revid=SXOhUSQNBACTFnsishkuPZVdA==\)](#)
[Uniform Complaint Procedures \(/Policy/ViewPolicy.aspx?S=36030553&revid=LhvJGS4RHpOhYldff7YxOw==\)](#)
[Uniform Complaint Procedures \(/Policy/ViewPolicy.aspx?S=36030553&revid=XkpGT2J66JSp1Y85vTCslshcQ==\)](#)
[Equipment \(/Policy/ViewPolicy.aspx?S=36030553&revid=gbtaiWaK3v8UoSteslshydIQ==\)](#)

3513.3	Tobacco-Free Schools (/Policy/ViewPolicy.aspx?S=36030553&revid=s1shz4C2zgIYgJ0M5pb8VRx6w==)
3513.3	Tobacco-Free Schools (/Policy/ViewPolicy.aspx?S=36030553&revid=Cdd9FZQNQ6M4qHTWEuuRHQ==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=L9b0mjo8c38xgIVq2plustAXw==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=k1SfqKAYMt32MODKmosz9g==)
3515.4	Recovery For Property Loss Or Damage (/Policy/ViewPolicy.aspx?S=36030553&revid=4FhUOpIqPmdkjo7slshDYjAgQ==)
3515.4	Recovery For Property Loss Or Damage (/Policy/ViewPolicy.aspx?S=36030553&revid=KVe7x45xwk8oRrx2YyZQuA==)
3543	Transportation Safety And Emergencies (/Policy/ViewPolicy.aspx?S=36030553&revid=y7FaVJplusngH8jG6DS0Efi4A==)
4158	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=BWVUBplusR4elo78uQRpluskwCIA==)
4158	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=slshFslsho2PWWx6yislsh0Du1FslshbbQ==)
4258	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=UfrhTFRxuKf8z4GXGxqRg==)
4258	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=AGU1cOslshr2rZIOxxPApKOLA==)
4358	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=3Nx2nRRmxtN9tJmkFkyFA==)
4358	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=2slshDWovGy6pOvpseH4H6lw==)
5000	Concepts And Roles (/Policy/ViewPolicy.aspx?S=36030553&revid=tnLMgI2XygUfwu6qRakzWQ==)
5020	Parent Rights And Responsibilities (/Policy/ViewPolicy.aspx?S=36030553&revid=bvElbCE9FCu0tg0kHb9voQ==)
5020	Parent Rights And Responsibilities (/Policy/ViewPolicy.aspx?S=36030553&revid=omkGrhcB4Pv17j72n4slshbbA==)
5030	Student Wellness (/Policy/ViewPolicy.aspx?S=36030553&revid=uN6iAv0ElmMRDslsh2S7ukWw==)
5112.1	Exemptions From Attendance (/Policy/ViewPolicy.aspx?S=36030553&revid=P5slshOfb7617S0vuJcFslshxKslshw==)
5112.1	Exemptions From Attendance (/Policy/ViewPolicy.aspx?S=36030553&revid=plus5okMN2rqXOcDrG2gE8sA==)
5113.1	Chronic Absence And Truancy (/Policy/ViewPolicy.aspx?S=36030553&revid=PeATfBlJxXwAdOVBHVAQg==)
5113.1	Chronic Absence And Truancy (/Policy/ViewPolicy.aspx?S=36030553&revid=Iqym3Q5T5nhQhaaDa1VKQ==)
5125	Student Records (/Policy/ViewPolicy.aspx?S=36030553&revid=slshBuMmulFky2vxEyLZRGkg==)
5125	Student Records (/Policy/ViewPolicy.aspx?S=36030553&revid=hyslshzHXqdMslshpJ4KglUIRwXQ==)
5127	Graduation Ceremonies And Activities (/Policy/ViewPolicy.aspx?S=36030553&revid=mVkrAtL5qvPVSZxzySZ8KQ==)
5131	Conduct (/Policy/ViewPolicy.aspx?S=36030553&revid=XB45islshCkDfPd9SIawNj5qA==)
5131.1	Bus Conduct (/Policy/ViewPolicy.aspx?S=36030553&revid=I9zslsh7plusYA0o66JPauAqYeKw==)
5131.1	Bus Conduct (/Policy/ViewPolicy.aspx?S=36030553&revid=IP0R6fCKSa7o8jxIU8yKOA==)
5131.2	Bullying (/Policy/ViewPolicy.aspx?S=36030553&revid=oCkDs44plusbU7084o8psBJSw==)
5131.4	Student Disturbances (/Policy/ViewPolicy.aspx?S=36030553&revid=P9L43tTYprlYil82RfmtzA==)
5131.4	Student Disturbances (/Policy/ViewPolicy.aspx?S=36030553&revid=IBGUtcl0tiI1ukkOQ7mjdw==)
5131.5	Vandalism And Graffiti (/Policy/ViewPolicy.aspx?S=36030553&revid=nEITKqylpPgGybPsK3uDNA==)
5131.6	Alcohol And Other Drugs (/Policy/ViewPolicy.aspx?S=36030553&revid=2OevyF0se2ORJDZhl06udA==)
5131.6	Alcohol And Other Drugs (/Policy/ViewPolicy.aspx?S=36030553&revid=dgbbMEfqplusFhxPep6JslshmXJw==)
5131.62	Tobacco (/Policy/ViewPolicy.aspx?S=36030553&revid=VYV0yQPbW995t8GzpNyADg==)
5131.62	Tobacco (/Policy/ViewPolicy.aspx?S=36030553&revid=1slshJIONmUcdeNqudOaYyLXg==)
5131.7	Weapons And Dangerous Instruments (/Policy/ViewPolicy.aspx?S=36030553&revid=2sPvtbnfV5woyjPk5pYAAQ==)
5131.7	Weapons And Dangerous Instruments (/Policy/ViewPolicy.aspx?S=36030553&revid=kq76z81Ssb6plussLK0dYWouA==)
5132	Dress And Grooming (/Policy/ViewPolicy.aspx?S=36030553&revid=jrktNwwIDH1TtwJCWMDnA==)
5137	Positive School Climate (/Policy/ViewPolicy.aspx?S=36030553&revid=SwS04g3eYDVXYEpXGUKk6Q==)
5138	Conflict Resolution/Peer Mediation (/Policy/ViewPolicy.aspx?S=36030553&revid=QpkzYXjy3RJt5PF8Lr357g==)
5141.4	Child Abuse Prevention And Reporting (/Policy/ViewPolicy.aspx?S=36030553&revid=BZqxK9plusznRqLXN9OQxph5A==)
5141.4	Child Abuse Prevention And Reporting (/Policy/ViewPolicy.aspx?S=36030553&revid=3BrvuSRcfiT3CUMBLNGbiQ==)

5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=X3tAf3dbYulQ4Xnj63CmeQ==)
5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=dWzxXzvT5Rv4I6HrqWN5WA==)
5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=TslshkZM2zCpHbCvhesomdwiw==)
5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=VNay3bpplusZEweC6NUowhJEW==)
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities) (/Policy/ViewPolicy.aspx?S=36030553&revid=6nKeTplus2DeAvGplusr8qunslshLg==)
5144.4	Required Parental Attendance (/Policy/ViewPolicy.aspx?S=36030553&revid=a6YfHikADUj3X7LevGGslshcA==)
5144.4	Required Parental Attendance (/Policy/ViewPolicy.aspx?S=36030553&revid=YUtmkTIUMOlghXkUbjbmsA==)
5145.2	Freedom Of Speech/Expression (/Policy/ViewPolicy.aspx?S=36030553&revid=dslshvSrs732ZCmeX5fLfsLzQ==)
5145.2	Freedom Of Speech/Expression (/Policy/ViewPolicy.aspx?S=36030553&revid=Qyzjfrg1E2yeJW8xWTjhfQ==)
5145.3	Nondiscrimination/Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=EVzxHuqslsh7fUKeHDwHPalaQ==)
5145.3	Nondiscrimination/Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=J3NwR1F9r6vdYfKplus6vOKxw==)
5145.6	Parental Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=mOvPI79g2kWO9ZplusGsdK3pQ==)
5145.6-E(1)	Parental Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=GCzd4trIKR00slsh0giUp2RXQ==)
5145.7	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=4ypfYdS4SoDf3cepluswUv4IA==)
5145.7	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=ajCxplusEVPE3tZfPYqwnwfiQ==)
5145.9	Hate-Motivated Behavior (/Policy/ViewPolicy.aspx?S=36030553&revid=sOr8jBrZDkcOIQfLD8iJQ==)
5148.2	Before/After School Programs (/Policy/ViewPolicy.aspx?S=36030553&revid=6VvpQkc1l0QC8KwslshdsGinQ==)
5148.2	Before/After School Programs (/Policy/ViewPolicy.aspx?S=36030553&revid=6vL1Z0zblWADUNjLslsh9VgFQ==)
6145	Extracurricular And Cocurricular Activities (/Policy/ViewPolicy.aspx?S=36030553&revid=fGKP85mplusy9Ex3xds57Tqjg==)
6145	Extracurricular And Cocurricular Activities (/Policy/ViewPolicy.aspx?S=36030553&revid=CJcszaF7aag4kBAE6q6e5w==)
6145.2	Athletic Competition (/Policy/ViewPolicy.aspx?S=36030553&revid=00ftxGABIUz5eXIUjeI8Zw==)
6145.2	Athletic Competition (/Policy/ViewPolicy.aspx?S=36030553&revid=YV4JT6mrAhBu8bpBC3PyA==)
6145.8	Assemblies And Special Events (/Policy/ViewPolicy.aspx?S=36030553&revid=xND6y50YRpluszGFM5oPA09rg==)
6153	School-Sponsored Trips (/Policy/ViewPolicy.aspx?S=36030553&revid=7trIZp8pihkOX02gN6kBSQ==)
6153	School-Sponsored Trips (/Policy/ViewPolicy.aspx?S=36030553&revid=bh9QdgMIQION7uNldmz5EQ==)
6159.4	Behavioral Interventions For Special Education Students (/Policy/ViewPolicy.aspx?S=36030553&revid=dpDpozHplus0JCWW6vBXVGJTA==)
6162.54	Test Integrity/Test Preparation (/Policy/ViewPolicy.aspx?S=36030553&revid=IZG5JIoM8wGLPANsowbt7w==)
6163.4	Student Use Of Technology (/Policy/ViewPolicy.aspx?S=36030553&revid=m2lplushbsBibTbXTRSHCpoVA==)
6163.4	Student Use Of Technology (/Policy/ViewPolicy.aspx?S=36030553&revid=75REUIXsijBJnfpgI4XvjA==)
6163.4-E(1)	Student Use Of Technology - Acceptable Use Agreement For Electronic Resources (/Policy/ViewPolicy.aspx?S=36030553&revid=2plusXIws1vgzkyrY6eJvAyQ==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=nCxs2fgYL5ntJ9Rh8oQCVA==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=iN6Trh3RoS1qerIufVyueQ==)
6164.5	Student Success Teams (/Policy/ViewPolicy.aspx?S=36030553&revid=82yIVTp3XyYxsNoK7DFuNQ==)
6164.5	Student Success Teams (/Policy/ViewPolicy.aspx?S=36030553&revid=MVhOFpBRJESq5ND7pzi5UA==)
9321	Closed Session (/Policy/ViewPolicy.aspx?S=36030553&revid=slshAFIZjNRu3BXqZkaVgbsg==)

[Index.aspx?S=36030553](#)[Home](#) [Policies Listing](#) [5000. Students](#) [Regulation 5144](#)Powered by **simbli**[◀ \(/Policy/ViewPolicy.aspx?S=36030553&revid=Dx8IW6ova82iMP1kTrsoXg==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)

Board Policy Manual

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Status: ADOPTED

Original Adopted Date: 09/19/2019 | **Last Revised Date:** 05/28/2013[see more](#)

Site-Level Rules

Rules for student discipline shall be developed at each school site. In developing these rules, each school shall solicit the participation, views and advice of one representative selected by each of the following groups: (Education Code 35291.5)

1. Parents/guardians
2. Teachers
3. School administrators
4. School security personnel, if any
5. For junior high and high schools, students enrolled in the school

Each school shall review its site-level discipline rules at least every four years.

It shall be the duty of each employee of the school to enforce the school rules on student discipline. (Education Code 35291)

Disciplinary Strategies

To the extent possible, staff shall use disciplinary strategies that keep students in school and participating in the instructional program. Disciplinary strategies may include, but are not limited to:

1. Discussion or conference between school staff and the student and his/her parents/guardians

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

2. Referral of the student to the school counselor or other school support service personnel for case management and counseling

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6164.2 - Guidance/Counseling Services)

3. Convening of a study, guidance, resource panel, or other intervention-related team to assess the behavior and develop and implement an individual plan to address the behavior in partnership with the student and his/her parents/guardians

(cf. 6164.5 - Student Success Teams)

4. When applicable, referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program or a Section 504 plan

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education under Section 504)

5. Enrollment in a program for teacher prosocial behavior or anger management

6. Participation in a restorative justice program

7. A positive behavior support approach with tiered interventions that occur during the school day on campus

8. After-school programs that address specific behavioral issues or expose students to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups

(cf. 5148.2 - Before/After School Programs)

9. Recess restriction as provided in the section below entitled "Recess Restriction"

10. Detention during and after school hours as provided in the section below entitled "Detention After School"

11. Community service as provided in the section below entitled "Community Service"

12. In accordance with Board policy and administrative regulation, restriction or disqualification from participation in extracurricular activities

(cf. 6145 - Extracurricular/Cocurricular Activities)

13. Reassignment to an alternative educational environment

(cf. 6158 - Independent Study)

(cf. 6181 - Alternative Schools/Programs of Choice)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

14. Suspension and expulsion in accordance with law, Board policy, and administrative regulation

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Recess Restriction

A teacher may restrict a student's recess time when he/she believes that this action is the most effective way to bring about improved behavior. When restriction may involve the withholding of physical activity from a student, the teacher shall try other disciplinary measures before imposing the restriction. Recess restriction shall be subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under a certificated employee's supervision during the period of restriction.
3. Teachers shall inform the principal of any recess restrictions they impose.

(cf. 5030 - Student Wellness)

(cf. 6142.7 - Physical Education and Activity)

Detention After School

Students may be detained for disciplinary reasons up to one hour after the close of the maximum school day. (5 CCR 353)

If a student will miss his/her school bus on account of being detained after school, or if the student is not transported by school bus, the principal shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. The student shall not be detained unless the principal speaks to the parent/guardian.

In cases where the school bus departs more than one hour after the end of the school day, students may be detained until the bus departs. (5 CCR 307, 353)

Students shall remain under the supervision of a certificated employee during the period of detention.

Students may be offered the choice of serving their detention on Saturday rather than after school.

(cf. 6176 - Weekend/Saturday Classes)

Community Service

As part of or instead of disciplinary action, the Superintendent, principal or principal's designee, at his/her discretion, may require a student to perform community service on school grounds during nonschool hours or, with written permission of the student's parent/guardian, off school grounds. Such service may include, but is not limited to, outdoor beautification, campus betterment, and teacher or peer assistance programs. (Education Code 48900.6)

This community service option is not available for a student who has been suspended, pending expulsion, pursuant to Education Code 48915. However, if the recommended expulsion is not implemented or the expulsion itself is suspended, then a student may be required to perform community service for the resulting suspension. (Education Code 48900.6)

Notice to Parents/Guardians and Students

At the beginning of the school year, the Superintendent shall notify parents/guardians, in writing, about the availability of district rules related to discipline. (Education Code 35291, 48980)

(cf. 5145.6 - Parental Notifications)

The Superintendent shall also provide written notice of the rules related to discipline to transfer students at the time of their enrollment in the district.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 307	Participation in school activities until departure of bus ()
5 CCR 353	Detention after school ()
Civ. Code 1714.1	<u>Liability of parent or guardian for act of willful misconduct by a minor</u> (http://leginfo.ca.gov/faces/codes_displaySection.xhtml?sectionNum=1714.1&lawCode=CIV)

Ed. Code 32280-32289
 Ed. Code 35146
 Ed. Code 35291
 Ed. Code 35291.5-35291.7
 Ed. Code 37223
 Ed. Code 44807.5
 Ed. Code 48900-48926
 Ed. Code 48980-48985
 Ed. Code 49005-49006.4
 Ed. Code 49330-49335
 Ed. Code 49550-49564.5
 Ed. Code 52060-52077

School safety plans ()
 Closed sessions ()
 Rules ()
 School-adopted discipline rules ()
 Weekend classes ()
 Restriction from recess ()
 Suspension and expulsion ()
 Notification of parents/guardians ()
 Seclusion and restraint ()
 Injurious objects ()
 Meals for needy students ()
 Local control and accountability plan ()

Federal

20 USC 1400-1482
 29 USC 794
 42 USC 1751-1769j
 42 USC 1773

Description

Individuals with Disabilities Education Act ()
 Rehabilitation Act of 1973, Section 504 ()
 School Lunch Program ()
 School Breakfast Program ()

Management Resources

California Dept of Education Program Advisories

CSBA Publication

CSBA Publication

CSBA Publication

CSBA Publication

CSBA Publication

U.S. DOE, Office for Civil Rights Publication

Website

Website

Website

Website

Description

Classroom Management: A California Resource Guide for Teachers and Administrators of Elementary and Secondary Schools, 2000 ()
 Recent Legislation on Discipline: AB 240, Fact Sheet, March 2015 ()
 The Case for Reducing Out-of-School Suspensions and Expulsions, Fact Sheet, April 2014 ()
 Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009 ()
 Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014 ()
 Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011 ()
 Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014 ()
[Public Counsel \(http://www.fixschooldiscipline.org\)](http://www.fixschooldiscipline.org)
[U.S. Department of Education, Office for Civil Rights \(http://www.ed.gov/about/offices/list/ocr/index.html\)](http://www.ed.gov/about/offices/list/ocr/index.html)
[California Department of Education \(http://www.cde.ca.gov\)](http://www.cde.ca.gov)
[CSBA \(http://www.csba.org\)](http://www.csba.org)

Cross References

Code

0450
 0450
 0460
 0460
 1114
 1114
 1312.3
 1312.3
 3512

Description

[Comprehensive Safety Plan \(/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwplusiQ==\)](#)
[Comprehensive Safety Plan \(/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7v101ybwylsCDdQ==\)](#)
[Local Control And Accountability Plan \(/Policy/ViewPolicy.aspx?S=36030553&revid=CTMccfAnfslsh9toma4Dp5K1A==\)](#)
[Local Control And Accountability Plan \(/Policy/ViewPolicy.aspx?S=36030553&revid=BPuNIJhSBCMgioIEHQXoeg==\)](#)
[District-Sponsored Social Media \(/Policy/ViewPolicy.aspx?S=36030553&revid=DyXpOqkEslshZsfjtSxPq7h1g==\)](#)
[District-Sponsored Social Media \(/Policy/ViewPolicy.aspx?S=36030553&revid=SXOhUSQNBACTFnsishkuPZVdA==\)](#)
[Uniform Complaint Procedures \(/Policy/ViewPolicy.aspx?S=36030553&revid=LhvJGS4RHpOhYldff7YxOw==\)](#)
[Uniform Complaint Procedures \(/Policy/ViewPolicy.aspx?S=36030553&revid=XkpGT2J66JSp1Y85vTCslshcQ==\)](#)
[Equipment \(/Policy/ViewPolicy.aspx?S=36030553&revid=gbtaiWaK3v8UoSteslshydIQ==\)](#)

3513.3	Tobacco-Free Schools (/Policy/ViewPolicy.aspx?S=36030553&revid=s1shz4C2zgIYgJ0M5pb8VRx6w==)
3513.3	Tobacco-Free Schools (/Policy/ViewPolicy.aspx?S=36030553&revid=Cdd9FZQNQ6M4qHTWEuuRHQ==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=L9b0mjo8c38xgIVq2plustAXw==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=klSfqKAYMt32MODKmosz9g==)
3515.4	Recovery For Property Loss Or Damage (/Policy/ViewPolicy.aspx?S=36030553&revid=4FhUOpIqPmdkjo7slshDYjAgQ==)
3515.4	Recovery For Property Loss Or Damage (/Policy/ViewPolicy.aspx?S=36030553&revid=KVe7x45xwk8oRrx2YyZQuA==)
3543	Transportation Safety And Emergencies (/Policy/ViewPolicy.aspx?S=36030553&revid=y7FaVJplusngH8jG6DS0Efi4A==)
4158	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=BWVUBplusR4elo78uQRpluskwCIA==)
4158	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=slshFslsho2PWWx6yislsh0Du1FslshbbQ==)
4258	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=UfrhTFRxuKf8z4GXGxqRg==)
4258	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=AGU1cOslshr2rZIOxxPApKOLA==)
4358	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=3Nx2nRRmxtN9tJmkFkyFA==)
4358	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=2slshDWovGy6pOvpseH4H6lw==)
5000	Concepts And Roles (/Policy/ViewPolicy.aspx?S=36030553&revid=tnLMgI2XygUfwu6qRakzWQ==)
5020	Parent Rights And Responsibilities (/Policy/ViewPolicy.aspx?S=36030553&revid=bvElbCE9FCu0tg0kHb9voQ==)
5020	Parent Rights And Responsibilities (/Policy/ViewPolicy.aspx?S=36030553&revid=omkGrhcB4PvI7j72n4slshbbA==)
5030	Student Wellness (/Policy/ViewPolicy.aspx?S=36030553&revid=uN6iAv0ElmMRDslsh2S7ukWw==)
5112.1	Exemptions From Attendance (/Policy/ViewPolicy.aspx?S=36030553&revid=P5slshOfb76l7S0vuJcFslshxKslshw==)
5112.1	Exemptions From Attendance (/Policy/ViewPolicy.aspx?S=36030553&revid=plus5okMN2rqXOcDrG2gE8sA==)
5113.1	Chronic Absence And Truancy (/Policy/ViewPolicy.aspx?S=36030553&revid=PeATfBlJxXwAdOVBHVAQg==)
5113.1	Chronic Absence And Truancy (/Policy/ViewPolicy.aspx?S=36030553&revid=Iqym3Q5T5nhQhaaDa1VKQ==)
5125	Student Records (/Policy/ViewPolicy.aspx?S=36030553&revid=slshBuMmulFky2vxEyLZRgk==)
5125	Student Records (/Policy/ViewPolicy.aspx?S=36030553&revid=hyslshzHXqdMslshpJ4KglUIRwXQ==)
5127	Graduation Ceremonies And Activities (/Policy/ViewPolicy.aspx?S=36030553&revid=mVkrAtL5qvPVSZxzySZ8KQ==)
5131	Conduct (/Policy/ViewPolicy.aspx?S=36030553&revid=XB45islshCkDfPd9SlawNj5qA==)
5131.1	Bus Conduct (/Policy/ViewPolicy.aspx?S=36030553&revid=I9zslsh7plusYA0o66JPauAqYeKw==)
5131.1	Bus Conduct (/Policy/ViewPolicy.aspx?S=36030553&revid=IP0R6fCKSa7o8jxIU8yKOA==)
5131.2	Bullying (/Policy/ViewPolicy.aspx?S=36030553&revid=oCkDs44plusbU7084o8psBJSw==)
5131.4	Student Disturbances (/Policy/ViewPolicy.aspx?S=36030553&revid=P9L43tTYprlYil82RfmtzA==)
5131.4	Student Disturbances (/Policy/ViewPolicy.aspx?S=36030553&revid=IBGUtcl0tiIukK0Q7mjdW==)
5131.5	Vandalism And Graffiti (/Policy/ViewPolicy.aspx?S=36030553&revid=nEITKqylpPgGybPsK3uDNA==)
5131.6	Alcohol And Other Drugs (/Policy/ViewPolicy.aspx?S=36030553&revid=2OevyF0se2ORJDZhl06udA==)
5131.6	Alcohol And Other Drugs (/Policy/ViewPolicy.aspx?S=36030553&revid=dgbbMEfqplusFhxPep6JslshmXJw==)
5131.62	Tobacco (/Policy/ViewPolicy.aspx?S=36030553&revid=VYV0yQPbW995t8GzpNyADg==)
5131.62	Tobacco (/Policy/ViewPolicy.aspx?S=36030553&revid=1slshJIONmUcdeNqudOaYyLXg==)
5131.7	Weapons And Dangerous Instruments (/Policy/ViewPolicy.aspx?S=36030553&revid=2sPvtbnfV5woyJpK5pYAAQ==)
5131.7	Weapons And Dangerous Instruments (/Policy/ViewPolicy.aspx?S=36030553&revid=kq76z81Ssb6plussLK0dYWouA==)
5132	Dress And Grooming (/Policy/ViewPolicy.aspx?S=36030553&revid=jrktNwwIDH1TtwJCWMDnA==)
5137	Positive School Climate (/Policy/ViewPolicy.aspx?S=36030553&revid=SwS04g3eYDVXYEpXGUKk6Q==)
5138	Conflict Resolution/Peer Mediation (/Policy/ViewPolicy.aspx?S=36030553&revid=QpkzYXjy3RJt5PF8Lr357g==)
5141.4	Child Abuse Prevention And Reporting (/Policy/ViewPolicy.aspx?S=36030553&revid=BZqxK9plusznRqLXN9OQxph5A==)
5141.4	Child Abuse Prevention And Reporting (/Policy/ViewPolicy.aspx?S=36030553&revid=3BrvuSRcfiT3CUMBLNGbiQ==)

5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=X3tAf3dbYulQ4Xnj63CmeQ==)
5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=dWzxXzvT5Rv4I6HrqWN5WA==)
5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=TslshkZM2zCpHbCvhesomdw==)
5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=VNay3bpplusZEweC6NUowhJEW==)
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities) (/Policy/ViewPolicy.aspx?S=36030553&revid=6nKeTplus2DeAvGplusr8qunslshLg==)
5144.4	Required Parental Attendance (/Policy/ViewPolicy.aspx?S=36030553&revid=a6YfHikADUj3X7LevGGslshcA==)
5144.4	Required Parental Attendance (/Policy/ViewPolicy.aspx?S=36030553&revid=YUtmkTIUMOlghXkUbjbmsA==)
5145.2	Freedom Of Speech/Expression (/Policy/ViewPolicy.aspx?S=36030553&revid=dslshvSrs732ZCmeX5fLfsLzQ==)
5145.2	Freedom Of Speech/Expression (/Policy/ViewPolicy.aspx?S=36030553&revid=Qyzjfrg1E2yeJW8xWTjhfQ==)
5145.3	Nondiscrimination/Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=EVzxHuqslsh7fUKeHDwHPalaQ==)
5145.3	Nondiscrimination/Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=J3NwR1F9r6vdYfKplus6vOKxw==)
5145.6	Parental Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=mOvPI79g2kWO9ZplusGsdK3pQ==)
5145.6-E(1)	Parental Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=GCzd4trIKR00slsh0giUp2RXQ==)
5145.7	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=4ypfYdS4SoDf3cepluswUv4IA==)
5145.7	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=ajCxplusEVPE3tZfPYqWnwfiQ==)
5145.9	Hate-Motivated Behavior (/Policy/ViewPolicy.aspx?S=36030553&revid=sOr8jBrZDkcOIQfLD8iJQ==)
5148.2	Before/After School Programs (/Policy/ViewPolicy.aspx?S=36030553&revid=6VvpQkc1l0QC8KwslshdsGinQ==)
5148.2	Before/After School Programs (/Policy/ViewPolicy.aspx?S=36030553&revid=6vL1Z0zblWADUNjLslsh9VgFQ==)
6145	Extracurricular And Cocurricular Activities (/Policy/ViewPolicy.aspx?S=36030553&revid=fGKP85mplusy9Ex3xds57Tqjg==)
6145	Extracurricular And Cocurricular Activities (/Policy/ViewPolicy.aspx?S=36030553&revid=CJcsaF7aag4kBAE6q6e5w==)
6145.2	Athletic Competition (/Policy/ViewPolicy.aspx?S=36030553&revid=00ftxGABIUz5eXIUjeI8Zw==)
6145.2	Athletic Competition (/Policy/ViewPolicy.aspx?S=36030553&revid=YV4JT6mrAhBu8bpBC3PyA==)
6145.8	Assemblies And Special Events (/Policy/ViewPolicy.aspx?S=36030553&revid=xND6y50YRpluszGFM5oPA09rg==)
6153	School-Sponsored Trips (/Policy/ViewPolicy.aspx?S=36030553&revid=7trIzp8pihkOX02gN6kBSQ==)
6153	School-Sponsored Trips (/Policy/ViewPolicy.aspx?S=36030553&revid=bh9QdgMIQION7uNldmz5EQ==)
6159.4	Behavioral Interventions For Special Education Students (/Policy/ViewPolicy.aspx?S=36030553&revid=dpDpozHplus0JCWW6vBXVGJTA==)
6162.54	Test Integrity/Test Preparation (/Policy/ViewPolicy.aspx?S=36030553&revid=IZG5JIoM8wGLPANsowbt7w==)
6163.4	Student Use Of Technology (/Policy/ViewPolicy.aspx?S=36030553&revid=m2lplushbsBibTbXTRSHCpoVA==)
6163.4	Student Use Of Technology (/Policy/ViewPolicy.aspx?S=36030553&revid=75REUIXsijBJnfpgI4XvjA==)
6163.4-E(1)	Student Use Of Technology - Acceptable Use Agreement For Electronic Resources (/Policy/ViewPolicy.aspx?S=36030553&revid=2plusXIws1vgzkyrY6eJvAyQ==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=nCxs2fgYL5ntJ9Rh8oQCVA==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=iN6Trh3RoS1qerIufVyueQ==)
6164.5	Student Success Teams (/Policy/ViewPolicy.aspx?S=36030553&revid=82yIVTp3XyYxsNoK7DFuNQ==)
6164.5	Student Success Teams (/Policy/ViewPolicy.aspx?S=36030553&revid=MVhOFpbRJSq5ND7pzi5UA==)
9321	Closed Session (/Policy/ViewPolicy.aspx?S=36030553&revid=slshAFIZjNRu3BXqZkaVgbsg==)

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Board Policy Manual

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Status: ADOPTED

Original Adopted Date: 09/19/2019 | **Last Revised Date:** 08/10/2020 | **Last Reviewed Date:** 08/10/2020

The purpose of student dress and grooming regulations is to encourage students to dress appropriately and to come to school properly prepared for participation in the educational process. The Buena Park School District believes that when students are neatly attired and when they take pride in their appearance, good behavior and better learning result. Appropriate dress not only promotes positive attitudes and behavior among students, it ensures a safe and orderly school environment for all students by helping keep the school free from threats or harmful influences of any group or gang.

The Buena Park School District will not allow apparel that:

1. Creates a safety hazard for students, or
2. Constitutes a serious distraction to the learning process, or
3. Conflicts with the district's philosophy and goals on the prevention of substance abuse and gang activity.

The principal of each school will establish guidelines and regulations consistent with this policy through cooperative planning with the staff, students, and parents. Parents have the primary responsibility to see that their children are properly attired for school. The following guidelines must be adhered to:

1. Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)
2. Clothing, jewelry, or accessories which pose a threat to the physical well-being and safety of the student or others or are disruptive to the educational process may not be worn.
3. Clothing (including jackets, jewelry, and shoes) with writing, logos, or insignias considered as being gang related may not be worn. This includes but is not limited to oversized clothing, hanging belts, suspenders, off-the-shoulders, gang or tagging-related initials on belt buckles, etc.
4. Attire which is sexually suggestive or extremely brief (such as lowcut garments, strapless or off-the-shoulder tops, tank tops or muscles shirts, undershirts, fishnet tops, short shorts or skirts exposing posteriors or that do not cover undergarments) is not allowed.
5. Attire that advocates or advertises any type of alcohol, drugs, or acts which are illegal, violent, obscene, or hazardous to one's health is not allowed.
6. Shoes must be worn at all times. "Flip-flop" sandals, socks, or sock-like footwear and slippers are not safe or appropriate for school and are not allowed.

These guidelines shall be in effect at all school-related activities except where modified by the site administrator for specific extra-curricular activities or for specific cases.

In case of questionable dress and/or grooming not covered by these and the school guidelines, the site administrator or his designee will determine the appropriateness and make the final decision.

The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, religion, household income, or body type or size. In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Education Code 212.1)

Each year, parents and students will be made aware of the district and school dress code policies.

Repeated violations of the district and school dress policies will result in disciplinary action which may include but not be limited to a verbal warning, parent notification of incident, parent conference, and suspension of the student. When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

In order to promote student safety and discourage theft, peer rivalry and/or gang activity, the principal, staff and parents/guardians at a school may establish a reasonable dress code requiring students to wear uniforms. Such a dress code may be included as part of the school safety plan and must be presented to the Governing Board for approval. The Governing Board shall approve the plan upon determining that it is necessary to protect the health and safety of school's students.

If a school's plan to require uniforms is adopted, the Superintendent shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against or denied attendance to school if their parents/guardians so decide. (Education Code 35183)

The Superintendent shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

Ed. Code 212.1
Ed. Code 220
Ed. Code 32281
Ed. Code 35183
Ed. Code 35183.5
Ed. Code 48907
Ed. Code 49066

Description

Nondiscrimination based on race or ethnicity ()
Prohibition of discrimination ()
School safety plans ()
School dress code; uniforms ()
Sun-protective clothing ()
Exercise of free expression; rules and regulations ()
Grades; effect of physical education class apparel ()

Management Resources

Court Decision
Court Decision
Court Decision
Court Decision
Court Decision
Court Decision
Court Decision

Description

Arcadia Unified School District v. California Department of Education, (1992) 2 Cal. 4th 251 ()
Harper v. Poway Unified School District, (2006) 445 App. 3d 166 ()
Hazelwood School District v. Kuhlmeier, (1988) 108 S. Ct. 562 ()
Jacobs v. Clark County School District, (2008) 26 F. 3d 419 ()
Marvin H. Jeglin et al v. San Jacinto Unified School District et al, (C.D. Cal. 1993) 827 F.Supp. 1459 ()
Tinker v. Des Moines Independent Community School District, (1969) 393 U.S. 503 ()
Hartzell v. Connell, (1984) 35 Cal. 3d 899 ()

Cross References**Code**

0450
0450
5020
5020
5121
5121
5121-E(1)
5131
5136
5136
5141.7
5144
5144
5145.2
5145.2
5145.3
5145.3
5145.6
5145.6-E(1)
5145.7
5145.7
6173
6173

Description

[Comprehensive Safety Plan \(/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwplusiQ==\)](#)
[Comprehensive Safety Plan \(/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7v101ybwylsCDDQ==\)](#)
[Parent Rights And Responsibilities \(/Policy/ViewPolicy.aspx?S=36030553&revid=bvElbCE9FCu0tg0kHb9voQ==\)](#)
[Parent Rights And Responsibilities \(/Policy/ViewPolicy.aspx?S=36030553&revid=omkGrhcB4Pv17j72n4slshbhA==\)](#)
[Grades/Evaluation Of Student Achievement \(/Policy/ViewPolicy.aspx?S=36030553&revid=vohJ7MiffUUehzZLRQbWpQ==\)](#)
[Grades/Evaluation Of Student Achievement \(/Policy/ViewPolicy.aspx?S=36030553&revid=jak4AQKFR7plusBmgYORvq8ew==\)](#)
[Grades/Evaluation Of Student Achievement \(/Policy/ViewPolicy.aspx?S=36030553&revid=0sTDd4vNy77yQ0YyyzhUtw==\)](#)
[Conduct \(/Policy/ViewPolicy.aspx?S=36030553&revid=XB45islshCkDfPd9SIawNj5qA==\)](#)
[Gangs \(/Policy/ViewPolicy.aspx?S=36030553&revid=1SIyucahInETEplusQmaMDIQ==\)](#)
[Gangs \(/Policy/ViewPolicy.aspx?S=36030553&revid=JWCLKYJxAplusTI4GILBEjF3Q==\)](#)
[Sun Safety \(/Policy/ViewPolicy.aspx?S=36030553&revid=ASnVMybQ7PTuNGRRNTstAw==\)](#)
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[Parental Notifications \(/Policy/ViewPolicy.aspx?S=36030553&revid=GCzd4trIKR00slsh0giUp2RXQ==\)](#)
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[Education For Homeless Children \(/Policy/ViewPolicy.aspx?S=36030553&revid=4YRVr6bEKjdTuz40agO8Fg==\)](#)
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6173-E(1)	Education For Homeless Children (/Policy/ViewPolicy.aspx?S=36030553&revid=509GnjlhLJbLmv7aEH0j0w==)
6173.1	Education For Foster Youth (/Policy/ViewPolicy.aspx?S=36030553&revid=e9GTVKZf9QgyFB89O0Splus0A==)
6173.1	Education For Foster Youth (/Policy/ViewPolicy.aspx?S=36030553&revid=TQJ8nRPHuIMUTSGYZslshubvg==)
6175	Migrant Education Program (/Policy/ViewPolicy.aspx?S=36030553&revid=KeB8qiGPXNp9gVloGqdsMA==)
6175	Migrant Education Program (/Policy/ViewPolicy.aspx?S=36030553&revid=SvA6WzCQKjiL3g7wyBN18g==)

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Version: 20.3.1.10

[◀ \(/Policy/ViewPolicy.aspx?S=36030553&revid=FXslshVwplusVTh9dhp1nFKslshLTow==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)**Board Policy Manual**[🖨️ \(/Policy/PolicyPrintGenerator.aspx?S=36030553&revid=lbsPavNND7ktDNO61VPMrw==\)](#)[➤ \(/Policy/ViewPolicy.aspx?S=36030553&revid=oDvFl0qReZX30tzD7Mf2pA==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)**Regulation 3516.3: Earthquake Emergency Procedure System****Status:** ADOPTED**Original Adopted Date:** 05/14/2001 | **Last Revised Date:** 04/10/2017**Earthquake Preparedness**

The Superintendent shall establish an emergency procedure system to be followed in case of earthquakes.

Earthquake emergency procedures shall be aligned with the Standardized Emergency Management System and the National Incident Management System. (Government Code 8607; 19 CCR 2400-2450)

(cf. 3516 - Emergencies and Disaster Preparedness Plans)

An earthquake emergency procedure system shall be established in every school building having an occupant capacity of 50 or more students, or more than one classroom. (Education Code 32282)

Earthquake emergency procedures shall be incorporated into the comprehensive safety plan. The procedures shall include, but not be limited to, all of the following: (Education Code 32282)

1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff

2. A DROP procedure in which students and staff members:

- a. Take cover under a table or desk

- b. Drop to their knees

Drop procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools.

- c. Protect their head with their arms

- d. Hold on to table or desk

- e. Place their back to the windows

3. Protective measures to be taken before, during and after an earthquake

4. A program to ensure that all students and staff are aware of, and properly trained in, the earthquake emergency procedure system

(cf.4131 - Staff Development)

(cf.4231 - Staff Development)

(cf.4331 - Staff Development)

DROP procedures may be expanded to ensure that students get under stationary desks or tables where available, or otherwise get next to an inside wall or under an inside doorway. Students should stay in the drop position until the emergency is over or until further instructions are given.

The Superintendent may work with the California Governor's Office of Emergency Services and the Seismic Safety Commission to develop and establish the earthquake emergency procedures. (Education Code 32282)

Earthquake emergency procedures shall identify and address potential earthquake hazards in classrooms and other district facilities. Equipment and furniture, such as bookshelves, cabinets, computers, and laboratory equipment, shall be secured to the extent possible, and heavy objects moved from high shelves, in order to minimize hazards in the event of an earthquake.

Earthquake emergency procedures also shall outline roles and responsibilities of students and staff during and after an earthquake.

Staff and students shall be informed of the dangers to expect in an earthquake and procedures to be followed. Students shall be instructed to remain silent and follow directions given by staff in such an emergency. Staff and students also shall be taught safety precautions to take if they are in the open or on the way to or from school when an earthquake occurs.

Earthquake emergency procedures shall designate outside areas and alternative areas, which may include areas off campus if necessary, in which students will assemble following evacuation. In designating such areas, the Superintendent shall consider potential post-earthquake hazards outside school buildings including, but not limited to, power lines, trees, covered walkways, chain link fences that may be a electric shock hazard, and areas near buildings that may have debris.

Earthquake emergency procedures shall designate evacuation routes and alternative routes that avoid areas with potential hazards to the extent possible. The needs of students with disabilities shall be considered when planning evacuation routes.

The Superintendent shall consider the danger of a post-earthquake tsunami when developing evacuation routes and locations, including the need to evacuate to higher ground.

The Superintendent shall identify at least one individual within each building to determine if an evacuation is necessary, the best evacuation location, and the best route to that location when an earthquake occurs.

The Superintendent shall identify potential earthquake hazards in classrooms and other district facilities. Potential hazards may include, but are not limited to, areas where the main gas supply or electric current enters the building, suspended ceilings, pendant light fixtures, large windows, stairwells, science laboratories, storage areas for hazardous materials, shop areas, and unsecured furniture and equipment. To the extent possible, such shall be minimized by securing equipment and furnishings and removing heavy objects from high shelves.

Earthquake While Indoors at School

When an earthquake occurs, the following actions shall be taken inside buildings and classrooms:

1. Staff shall have students perform the drop procedure. Students should stay in the drop position until the emergency is over or until further instructions are given.
2. In laboratories, burners should be extinguished if possible before taking cover.
3. As soon as possible, teachers shall move the students away from windows, shelves, and heavy objects and furniture that may fall.
4. After the earthquake, the principal shall determine whether planned evacuation routes and assembly areas are safe and shall communicate with teachers and other staff.
5. When directed by the principal to evacuate, or if classrooms or other facilities present dangerous hazards that require immediate evacuation, staff shall account for all students under their supervision and have the students evacuate the building in an orderly manner.

Earthquake While Outdoors on School Grounds

When an earthquake occurs, the following actions shall be taken by staff or other persons in authority who are on school grounds:

1. Staff shall direct students to walk away from buildings, trees, overhead power lines poles or exposed wires.
2. Staff shall have students perform the DROP procedure, covering as much skin surface as possible, closing eyes and covering ears.
3. Staff and students shall stay in the open until the earthquake is over or until further directions are given.

Earthquake While on the Bus

When students are on the school bus and an earthquake occurs, the following actions shall be taken:

1. The bus driver shall pull to the side of the road away from any buildings, poles, wires, overhead structures or bridges, if possible, and have students perform the DROP procedure.
2. The driver shall set the brakes, turn off the ignition, and wait until the earthquake is over before proceeding on the route.
3. As soon as possible, the driver shall contact the director of transportation for instructions.

Subsequent Emergency Procedures

After the earthquake has subsided, the following actions shall be taken:

1. Small fires shall be extinguished if possible.
2. Staff shall provide assistance to any injured students, teachers shall take roll and report missing students to the Principal.
3. The Principal shall request assistance as needed from the county or city civil defense office or fire and police departments. He/she shall consider the possibility of aftershocks and shall determine the advisability of closing the school, with the direction of the Superintendent.
4. The Principal shall post staff at a safe distance from all building entrances to see that no one reenters until the buildings are declared safe. Monitors may be custodians, teachers or students.
5. Following the earthquake, the Principal and custodian shall inspect all buildings for water and gas leaks, electrical breakages and large cracks or earth slippage affecting buildings. The Principal shall notify utility companies of any break or suspected break in lines which may present an additional hazard. If damage has occurred, the custodian shall shut off all utilities at the main valve. The principal is to notify the Superintendent of actions taken.
6. Staff or students shall not light any stoves or burners after the earthquake until the area is declared safe.
7. If the Principal believes the school is damaged sufficiently to be a hazard, he/she shall notify the Superintendent and ask that the District inspector check for structural failure and equipment adequacy. Until this is done, the building shall not be occupied.

Policy Reference Disclaimer:These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
19 CCR 2400-2450	Standardized Emergency Management System
Ed. Code 32280-32289	School safety plans ()
Gov. Code 3100	Public employees as disaster service workers ()

Gov. Code 8607

Standardized Emergency Management System ()

Management Resources

Cal OES Publication

School Emergency Response: Using SEMS at Districts and Sites, June 1998 ()

Cal OES Publication

School Emergency Response: Using SEMS at Districts and Sites, June 1998 ()

Cal OES Publication

The ABCs of Post-Earthquake Evacuation: A Checklist for School Administrators and Faculty ()

Cal OES Publication

Guide and Checklist for Nonstructural Earthquake Hazards in California Schools, January 2003 ()

Fed. Emgcy. Mgmt. Agency Pub.

National Incident Management System, 3rd ed., October 2017 ()

Website

[American Red Cross \(http://www.redcross.org\)](http://www.redcross.org)

Website

[California Governor's Office of Emergency Services \(http://www.caloes.ca.gov\)](http://www.caloes.ca.gov)

Website

[California Seismic Safety Commission \(http://www.seismic.ca.gov\)](http://www.seismic.ca.gov)

Website

[Federal Emergency Management Agency \(http://www.fema.gov/hazards/earthquakes\)](http://www.fema.gov/hazards/earthquakes)**Cross References****Code****Description**

0450

[Comprehensive Safety Plan \(/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwplusiQ==\)](#)

0450

[Comprehensive Safety Plan \(/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7v101ybwylsCDdQ==\)](#)

1112

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3516

[Emergencies And Disaster Preparedness Plan \(/Policy/ViewPolicy.aspx?S=36030553&revid=VL7fzfBAScf6IU5hvVX7qA==\)](#)

3516

[Emergencies And Disaster Preparedness Plan \(/Policy/ViewPolicy.aspx?S=36030553&revid=hJbndkscoQMplusGXtBcXslshHEw==\)](#)

3543

[Transportation Safety And Emergencies \(/Policy/ViewPolicy.aspx?S=36030553&revid=y7FaVJplusngH8jG6DS0Efi4A==\)](#)

4131

[Staff Development \(/Policy/ViewPolicy.aspx?S=36030553&revid=t7iK5XgFeMI65uzRT6T51w==\)](#)

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4231

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4331

[Staff Development \(/Policy/ViewPolicy.aspx?S=36030553&revid=DHjbc3plusQje1e9aPaD27IGA==\)](#)[Copyright © 2021 eBOARDsolutions Inc. - All rights reserved. \(http://www.eboardsolutions.com\) | Privacy Notice](#)[\(./Pages/Radprivacy.aspx?S=36030553\) | Accessibility Notice \(./Pages/AccessibilityNotice.aspx?S=36030553\)](#)

Version: 20.3.1.10

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Board Policy Manual

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➤ Policy 3516: Emergencies And Disaster Preparedness Plan

Status: ADOPTED

Original Adopted Date: 05/14/2001 | Last Revised Date: 02/08/2010

[see more](#)

In order to save lives and protect property, all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters and events which threaten to result in a disaster.

The Governing Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs. (Education Code 32282)

(cf. 1330 - Use of School Facilities)

School employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
19 CCR 2400-2450	<u>Standardized Emergency Management System</u>
5 CCR 550	Fire drills ()
5 CCR 560	Civil defense and disaster preparedness plans ()
CA Constitution Article 20, Section 3	<u>Oath or affirmation</u> (<u>http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=1714.5.&lawCode=CIV</u>)
Civ. Code 1714.5	<u>Release from liability for disaster service workers and shelters</u>
Ed. Code 32001	Fire alarms and drills ()
Ed. Code 32040	Duty to equip school with first aid kit ()
Ed. Code 32280-32289	School safety plans ()
Ed. Code 32290	Safety devices ()
Ed. Code 39834	Operating overloaded bus ()
Ed. Code 46390-46392	Emergency average daily attendance in case of disaster ()
Ed. Code 49505	Natural disaster; meals for homeless students; reimbursement ()
Gov. Code 3100-3109	Oath or affirmation of allegiance ()
Gov. Code 8607	Standardized Emergency Management System ()

Federal	Description
42 USC 12101-12213	Americans with Disabilities Act ()

Management Resources	Description
Cal OES Publication	Active Shooter Awareness Guidance, February 2018 ()
Cal OES Publication	School Emergency Response: Using SEMS at Districts and Sites, June 1998 ()
Cal OES Publication	State of California Emergency Plan, 2017 ()
California Department of Education Publication	Crisis Response Box, 2000 ()

Fed. Emgcy. Mgmt. Agency Pub.	National Incident Management System, 3rd ed., October 2017 ()
U.S. DOE Publication	Guide for Developing High-Quality School Emergency Operations Plans, 2013 ()
Website	California Department of Education . Crisis Preparedness (http://www.cde.ca.gov/lr/ss/cp/)
Website	Centers for Disease Control and Prevention (http://www.cdc.gov/asthma)
Website	U.S. Department of Education .Emergency Planning (http://www.ed.gov/admins/lead/safety/emergencyplan)
Website	U.S. Department of Homeland Security (http://www.dhs.gov)
Website	California Governor's Office of Emergency Services (http://www.caloes.ca.gov)
Website	California Seismic Safety Commission (http://www.seismic.ca.gov)
Website	Federal Emergency Management Agency (http://www.fema.gov/hazards/earthquakes)
Website	American Red Cross (http://www.redcross.org)
Website	California Attorney General's Office (http://oag.ca.gov)
Website	CSBA (http://www.csba.org)

Cross References

Code	Description
0400	Comprehensive Plans (/Policy/ViewPolicy.aspx?S=36030553&revid=7m0jSql6r4kwRj3mIKkWw==)
0420	School Plans/Site Councils (/Policy/ViewPolicy.aspx?S=36030553&revid=IY2dNhep5sgbsS9VNJQag==)
0420	School Plans/Site Councils (/Policy/ViewPolicy.aspx?S=36030553&revid=5smGslshwAurLAQrplusEMVr6ZlQ==)
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwplusiQ==)
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7vI01ybwylsCDdQ==)
1100	Communication With The Public (/Policy/ViewPolicy.aspx?S=36030553&revid=JFt3gQPU91jaSicfgeYtpw==)
1112	Media Relations (/Policy/ViewPolicy.aspx?S=36030553&revid=dplusTtI6PJbxgBqh0K2CcJ8Q==)
1113	District And School Web Sites (/Policy/ViewPolicy.aspx?S=36030553&revid=slshnzP3pdtdehgevaCSNOW2kw==)
1113	District And School Web Sites (/Policy/ViewPolicy.aspx?S=36030553&revid=jErzocslshpLjcf0nvJ0ahTw==)
1114	District-Sponsored Social Media (/Policy/ViewPolicy.aspx?S=36030553&revid=DyXpOqkEsIshZsfjtSxPq7h1g==)
1114	District-Sponsored Social Media (/Policy/ViewPolicy.aspx?S=36030553&revid=SXOhUSQNBACTFnlshkuPZVdA==)
1220	Citizen Advisory Committees (/Policy/ViewPolicy.aspx?S=36030553&revid=YCPNg9mF0kl2Dcci9PB4OA==)
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1330	Use Of School Facilities (/Policy/ViewPolicy.aspx?S=36030553&revid=wCR11u8Hr84yUkInV7pGSG==)
1330	Use Of School Facilities (/Policy/ViewPolicy.aspx?S=36030553&revid=YfZOG4xDyZdF1Ut9eRc9Q==)
1340	Access To District Records (/Policy/ViewPolicy.aspx?S=36030553&revid=Tv22Y0hDhp0XWf0qmC66bw==)
1340	Access To District Records (/Policy/ViewPolicy.aspx?S=36030553&revid=gIVAT0hmoSzUqplusggq2S1Qw==)
1400	Relations Between Other Governmental Agencies And The Schools (/Policy/ViewPolicy.aspx?S=36030553&revid=mQfJhUqG3Sg0CH3slshslshUlX0A==)
3000	Concepts And Roles (/Policy/ViewPolicy.aspx?S=36030553&revid=TzpjEZrOT5QHJkwluuwGew==)
3511	Energy And Water Management (/Policy/ViewPolicy.aspx?S=36030553&revid=5B7lzUhK3FKUhgFpslshJQkEA==)
3511	Energy And Water Management (/Policy/ViewPolicy.aspx?S=36030553&revid=KxB3OmSCgyX8wSrOlsh674wQ==)
3513.3	Tobacco-Free Schools (/Policy/ViewPolicy.aspx?S=36030553&revid=slshz4C2zgIYgJ0M5pb8VRx6w==)
3513.3	Tobacco-Free Schools (/Policy/ViewPolicy.aspx?S=36030553&revid=Cdd9FZQNQ6M4qHTWEuuRHQ==)
3514	Environmental Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=ITOQJ6O6DU9cCwxcEPa6MKA==)
3514	Environmental Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=jslshplusn3hZH5QOAoplusPuNCpYmA==)
3514.2	Integrated Pest Management (/Policy/ViewPolicy.aspx?S=36030553&revid=pxeFHBjRjrig8IHptnutiuw==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=L9b0mjo8c38xgIVq2plustAXw==)

3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=k1SfqKAYMt32MODKmosz9g==)
3515.2	Disruptions (/Policy/ViewPolicy.aspx?S=36030553&revid=1Fm7QtCrXTWTZT5YevE0JqQ==)
3515.2	Disruptions (/Policy/ViewPolicy.aspx?S=36030553&revid=6wa88Y4zS3WxtgNRPqykOA==)
3515.7	Firearms On School Grounds (/Policy/ViewPolicy.aspx?S=36030553&revid=B117wfljiEgoLAimsse7eg==)
3516.1	Fire Drills and Fires (/Policy/ViewPolicy.aspx?S=36030553&revid=h7aBv9TJK3NdIcS9jBBZ8A==)
3516.2	Bomb Threats (/Policy/ViewPolicy.aspx?S=36030553&revid=FXslshVwplusVTh9dhp1nFKslshLTow==)
3516.3	Earthquake Emergency Procedure System (/Policy/ViewPolicy.aspx?S=36030553&revid=lbsPavNND7ktDNO61VPMrw==)
3516.5	Emergency Schedules (/Policy/ViewPolicy.aspx?S=36030553&revid=k0yyNpluso2ORXHcsHslshABPWYtSA==)
3517	Facilities Inspection (/Policy/ViewPolicy.aspx?S=36030553&revid=4nMrHcG7jRdsHsbmvpfF7bslshg==)
3530	Risk Management/Insurance (/Policy/ViewPolicy.aspx?S=36030553&revid=w3WOxjrVOWJOLhfXa5PiUA==)
3530	Risk Management/Insurance (/Policy/ViewPolicy.aspx?S=36030553&revid=i7VP1ssEdhTM7EjOZKplusjw==)
3540	Transportation (/Policy/ViewPolicy.aspx?S=36030553&revid=6Zok2NdARvW3wKIdE4sIQ==)
3540	Transportation (/Policy/ViewPolicy.aspx?S=36030553&revid=YeobEijpnk96AjPkslshFKVA==)
3543	Transportation Safety And Emergencies (/Policy/ViewPolicy.aspx?S=36030553&revid=y7FaVJplusngH8jG6DS0Efn4A==)
3580	District Records (/Policy/ViewPolicy.aspx?S=36030553&revid=WPslshTNxVFMplusUx0VU2ynCAQ==)
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3580-E(1)	District Records (/Policy/ViewPolicy.aspx?S=36030553&revid=Ph4TY2x0Zre3FnqcDNjIxQ==)
4112.3	Oath Or Affirmation (/Policy/ViewPolicy.aspx?S=36030553&revid=RRYq5QxkE5weCZYFGOF0zA==)
4112.3-E(1)	Oath Or Affirmation (/Policy/ViewPolicy.aspx?S=36030553&revid=VfoVsTBPc0AReB1BYkSbrQ==)
4119.41	Employees With Infectious Disease (/Policy/ViewPolicy.aspx?S=36030553&revid=vY7TBZ0zIRYA8OM7wplusyzSg==)
4131	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=t7iK5XgFeMI65uzRT6T51w==)
4131	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=WAQJtbZ1slsh6yQ5yMG7slshOHLg==)
4157	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=Tql1VPhPIHwTyajCmAs0tw==)
4157	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=oZ4B1Q5RTdkZAai3tgtHMg==)
4212.3	Oath Or Affirmation (/Policy/ViewPolicy.aspx?S=36030553&revid=AhxLrzVkj6WbzuN0RvOM8A==)
4212.3-E(1)	Oath Or Affirmation (/Policy/ViewPolicy.aspx?S=36030553&revid=tMINFle1LXts7HosHshTppEcQ==)
4219.41	Employees With Infectious Disease (/Policy/ViewPolicy.aspx?S=36030553&revid=1Rb4n6De9JXK0Cgx6FEZvQ==)
4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=L8wplusaRfjbaI40PNmn9tplusDA==)
4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=1LJr3kEp9sKTn5nfzv4plusTw==)
4257	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=E2a25Nte8EFnlyi0IU0BEQ==)
4257	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=UavhmXCZ58tfoFKGBQak1Q==)
4312.3	Oath Or Affirmation (/Policy/ViewPolicy.aspx?S=36030553&revid=VeSv1sBaTK9XkNmsodwOFg==)
4312.3-E(1)	Oath Or Affirmation (/Policy/ViewPolicy.aspx?S=36030553&revid=3rDeN75e5lZJf2iLBMTN3g==)
4319.41	Employees With Infectious Disease (/Policy/ViewPolicy.aspx?S=36030553&revid=go6uWjFMjBkIFS6vmuQ8nA==)
4331	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=2tNDJLiFPOxcTakplusKJA1KA==)
4331	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=DHjbc3plusQje1e9aPaD27IGA==)
4357	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=REnfQH9MG2Oslsh8SVBWMIVaQ==)
4357	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=1RZOowSeXenMgP3IJrktLQ==)
5113	Absences And Excuses (/Policy/ViewPolicy.aspx?S=36030553&revid=901HDplusayfGwjYoPVJynE4Q==)
5113	Absences And Excuses (/Policy/ViewPolicy.aspx?S=36030553&revid=1i5f2p9C0RHzwu16nWXpkA==)
5131.4	Student Disturbances (/Policy/ViewPolicy.aspx?S=36030553&revid=P9L43tTYprlYil82RfmtzA==)
5131.4	Student Disturbances (/Policy/ViewPolicy.aspx?S=36030553&revid=IBGUtcl0ti1IukkOQ7mjdw==)

5141	Health Care And Emergencies (/Policy/ViewPolicy.aspx?S=36030553&revid=uWsdEwNopssplusWslshkqWT5NFw==)
5141	Health Care And Emergencies (/Policy/ViewPolicy.aspx?S=36030553&revid=1OaCbj4u4w2WCxutFEKxA==)
5141.22	Infectious Diseases (/Policy/ViewPolicy.aspx?S=36030553&revid=XgDeI9tLHZkuS3plusaEmPeWg==)
5141.22	Infectious Diseases (/Policy/ViewPolicy.aspx?S=36030553&revid=Z5KslshOMeBgoyxK1TstoKzeQ==)
5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=X3tAf3dbYulQ4Xnj63CmeQ==)
5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=dWzxXzvT5Rv4I6HrqWN5WA==)
6142.8	Comprehensive Health Education (/Policy/ViewPolicy.aspx?S=36030553&revid=B7tolp8VsbDnlqVVTcI2mw==)
6142.8	Comprehensive Health Education (/Policy/ViewPolicy.aspx?S=36030553&revid=dMUavQFulYwxZX03w338kQ==)
6153	School-Sponsored Trips (/Policy/ViewPolicy.aspx?S=36030553&revid=7tRIzp8pihkOX02gN6kBSQ==)
6153	School-Sponsored Trips (/Policy/ViewPolicy.aspx?S=36030553&revid=bh9QdgMIQtON7uNldmz5EQ==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=nCsx2fgYL5ntJ9Rh8oQCVA==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=iN6Trh3RoS1qerUfVyueQ==)
7111	Evaluating Existing Buildings (/Policy/ViewPolicy.aspx?S=36030553&revid=WIhxVoLz899oJBbsVmBjSg==)
9320	Meetings And Notices (/Policy/ViewPolicy.aspx?S=36030553&revid=F4KS9WxTCOzobxEgG8QsEA==)
9320-E(1)	Meetings And Notices (/Policy/ViewPolicy.aspx?S=36030553&revid=OfmKZe2vP9Yfl6tCvbWMUQ==)
9321	Closed Session (/Policy/ViewPolicy.aspx?S=36030553&revid=slshAFIZjNRu3BXqZkaVggbg==)

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[Index.aspx?S=36030553](#)[Home](#)[Policies Listing](#)[3000. Business and Noninstructional Operations](#)[Regulation 3516](#)Powered by **simbli**[◀ \(/Policy/ViewPolicy.aspx?S=36030553&revid=VL7fzfBAScf6lU5hvVX7qA==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)

Board Policy Manual

[🖨 \(/Policy/PolicyPrintGenerator.aspx?S=36030553&revid=hJbndkscoQMplusGxtBcXslshHEw==\)](#)[➤ \(/Policy/ViewPolicy.aspx?S=36030553&revid=h7aBv9TJK3NdICs9jBBZ8A==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)**» Regulation 3516: Emergencies And Disaster Preparedness Plan**

Status: ADOPTED

Original Adopted Date: 05/14/2001 | **Last Revised Date:** 01/11/2010[see more](#)

Components of the Plan

Routine and emergency disaster procedures shall be included in the comprehensive school safety plan in accordance with Education Code 32282.

(cf. 0450 - Comprehensive Safety Plan)

The District disaster preparedness plan shall be available to staff, students and the public in the office of the Superintendent and in the office of each principal. Individual school site disaster plans shall be provided to each teacher and shall be available for public inspection at the Principal's office. The Principal shall make certain that students and staff are familiar with their site plan.

In addition, the Superintendent shall ensure that district and school site procedures address, at a minimum, the following types of emergencies and disasters:

1. Fire on or off school grounds which endangers students and staff

(cf. 3516.1 - Fire Drills and Fires)

2. Earthquake or other natural disasters

(cf. 3516.3 - Earthquake Emergency Procedure System)

3. Environmental hazards

(cf. 3514 - Environmental Safety)

(cf. 3514.2 - Integrated Pest Management)

4. Attack or disturbance, or threat of attack or disturbance, by an individual or group

(cf. 3515 - Campus Security)

(cf. 3515.2 - Disruptions)

(cf. 5131.4 - Campus Disturbances)

5. Bomb threat or actual detonation

(cf. 3516.2 - Bomb Threats)

6. Biological, radiological, chemical and other terrorist activities, or heightened warning of such activities

7. Medical emergencies and quarantines, such as a pandemic influenza outbreak

(cf. 5141.22 - Infectious Diseases)

The Superintendent shall also ensure that the district's procedures include strategies and actions for prevention/mitigation, preparedness, response, and recovery, including, but not limited to the following:

1. Regular inspection of school facilities and equipment and identification of risks

(cf. 3530 - Risk Management/Insurance)

2. Instruction and practice for students and employees regarding emergency plans

3. The roles and responsibilities of staff during a disaster or other emergency

4. Personal safety and security, including the supervision, evacuation, and release of students, the administration of first aid, and the closure of the school if necessary

(cf. 3516.5 - Emergency Schedules)

(cf. 5113 - Absences and Excuses)

5. Communications among staff parents/guardians, the Governing board, other governmental agencies, and the media during an emergency

(cf. 1112 - Media Relations)

6. Cooperation with other agencies, including guidelines for law enforcement involvement and intervention

(cf. 1400 - Relations between Other Governmental Agencies and the Schools)

7. Steps to be taken following the disaster or emergency, including inspection of school facilities and provision of mental health services for students and staff as needed

(cf. 6164.2 - Guidance/Counseling Staff)

The Superintendent shall use state-approved Standardized Emergency Management System guidelines when updating district and site-level emergency and disaster preparedness plans.

The Superintendent may provide a plan which allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety. (Education Code 39834)

(cf. 3543 - Transportation Safety and Emergencies)

School Response to an Emergency

Students may be released to the custody of a parent/guardian or other adult in accordance with Board policy and administrative regulation. When reference to the emergency card is impossible, individual students shall be released to parents/guardians, persons authorized by the parents/guardians, or authorized persons representing public agencies that may take responsibility, when necessary, for the safety of the student. All such persons shall present identification before a student is released to their custody.

(cf. 5142 - Safety)

The Board shall grant the use of school buildings, grounds and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs. (Education Code 32282)

(cf. 1330 - Use of School Facilities)

The Board encourages all employees to become proficient in first aid and cardiopulmonary resuscitation (CPR). The Superintendent shall ascertain that at least one staff member at each school holds a valid certificate in these areas. The Superintendent shall provide for CPR inservice training to be offered at least once a year for district staff.

All staff, students, and parents/guardians shall receive information about district and school site procedures to be followed in the event of an emergency. Procedures shall be regularly reviewed and practiced. Evacuation routes shall be posted in classrooms, multipurpose rooms, and other school facilities as appropriate.

Release of Students

The following procedures shall be followed in releasing students in the event of an emergency or disaster:

1. The Principal shall receive authorization from the Superintendent before releasing students.
2. Individual students shall not leave school without receiving permission from the Principal.
3. If possible, staff shall release students only to persons authorized on the student emergency card.
4. In absence of an emergency card or in an emergency in which reference to the emergency card is impossible, individual students shall be released, upon presentation of identification, to parents/guardians, persons authorized by the parents/guardians, or to authorized persons representing public agencies that may take responsibility, when necessary, for the safety of the student.
5. The Principal shall record the release of all students.

Role of Staff

School staff are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)

During an emergency, staff shall fulfill the following roles:

1. The Principal shall assume overall control and supervision of activities at the school site during an emergency. He/she shall have authority to use discretionary judgment in emergency situations which do not permit execution of prearranged plans. The Superintendent shall:

- a. Direct evacuation of buildings
 - b. Arrange for transfer of students when their safety is threatened
 - c. Inform the Superintendent of all emergency actions taken as soon as possible
 - d. Schedule periodical fire drills and other disaster preparedness exercises and keep appropriate records
 - e. Post directions for fire drills and civil defense drills in classrooms, multipurpose rooms, etc.
2. Teachers shall be responsible for supervision of students in their charge. Teachers shall:
- a. Direct evacuation of students in their charge in accordance with the Principal's instruction
 - b. Give the DROP command as necessary
 - c. Take attendance, stay with the students and provide supervision
 - d. Report missing students to the Principal

- e. Send students in need of first aid to the school nurse or a person trained in first aid
- 3. Custodians are responsible for the use of emergency equipment, the handling of supplies and the use of available utilities. Custodians shall:
 - a. Survey and report damage to the Principal
 - b. Direct rescue operations as required
 - c. Direct fire-fighting efforts until regular fire-fighting personnel take over
 - d. Control main shutoff valves for gas, water and electricity and ascertain that no hazard results from broken gas, water mains or fallen electrical lines
 - e. Disburse supplies and equipment as needed
- 4. The school secretary and secretarial staff shall:
 - a. Report a fire or disaster to the appropriate authorities
 - b. Answer telephones and monitor radio emergency broadcasts
 - c. Provide for the safety of essential school records and documents
 - d. Assist the Principal as needed
- 5. The school nurse/health clerk shall:
 - a. Administer first aid
 - b. Supervise the administration of first aid
 - c. Organize first aid and medical supplies
- 6. The cafeteria manager shall direct the use and preparation of the cafeteria stock and water supply whenever the feeding of students becomes necessary during a disaster.
- 7. The bus driver(s) shall:
 - a. Supervise students if a disaster occurs while they are on the bus
 - b. Issue the DROP command as necessary while students are on the bus
 - c. Transfer students to a new location when directed by the Principal

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
19 CCR 2400-2450	<u>Standardized Emergency Management System</u> (https://govt.westlaw.com/calregs/Document/IB304719956AD4D72A03ED2CFCF06B438?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))
5 CCR 550	Fire drills ()
5 CCR 560	Civil defense and disaster preparedness plans ()
CA Constitution Article 20, Section 3	<u>Oath or affirmation</u> (http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=CONS&sectionNum=SEC.%203.&article=XX)
Civ. Code 1714.5	<u>Release from liability for disaster service workers and shelters</u> (http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=1714.5.&lawCode=CIV)
Ed. Code 32001	Fire alarms and drills ()
Ed. Code 32040	Duty to equip school with first aid kit ()
Ed. Code 32280-32289	School safety plans ()
Ed. Code 32290	Safety devices ()
Ed. Code 39834	Operating overloaded bus ()
Ed. Code 46390-46392	Emergency average daily attendance in case of disaster ()
Ed. Code 49505	Natural disaster; meals for homeless students; reimbursement ()
Gov. Code 3100-3109	Oath or affirmation of allegiance ()
Gov. Code 8607	Standardized Emergency Management System ()

Federal

42 USC 12101-12213

Description

Americans with Disabilities Act ()

Management Resources

Cal OES Publication

Description

Active Shooter Awareness Guidance, February 2018 ()

Cal OES Publication

School Emergency Response: Using SEMS at Districts and Sites, June 1998 ()

Cal OES Publication

State of California Emergency Plan, 2017 ()

California Department of Education Publication

Crisis Response Box, 2000 ()

Fed. Emgcy. Mgmt. Agency Pub.

National Incident Management System, 3rd ed., October 2017 ()

U.S. DOE Publication

Guide for Developing High-Quality School Emergency Operations Plans, 2013 ()

Website

California Department of Education. Crisis Preparedness (<http://www.cde.ca.gov/lr/ss/cp/>)

Website

Centers for Disease Control and Prevention (<http://www.cdc.gov/asthma>)

Website

U.S. Department of Education. Emergency Planning (<http://www.ed.gov/admins/lead/safety/emergencyplan>)

Website

U.S. Department of Homeland Security (<http://www.dhs.gov>)

Website

California Governor's Office of Emergency Services (<http://www.caloes.ca.gov>)

Website

California Seismic Safety Commission (<http://www.seismic.ca.gov>)

Website

Federal Emergency Management Agency (<http://www.fema.gov/hazards/earthquakes>)

Website

American Red Cross (<http://www.redcross.org>)

Website

California Attorney General's Office (<http://oag.ca.gov>)

Website

CSBA (<http://www.csba.org>)**Cross References****Code****Description**

0400

Comprehensive Plans (/Policy/ViewPolicy.aspx?S=36030553&revid=7m0jSsul6r4kwRj3mIKkWW==)

0420

School Plans/Site Councils (/Policy/ViewPolicy.aspx?S=36030553&revid=IYi2dNhep5sghsS9VNJQag==)

0420

School Plans/Site Councils (/Policy/ViewPolicy.aspx?S=36030553&revid=5smGslshwAurlAQorplusEMVr6ZlQ==)

0450

Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwplusiQ==)

0450

Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7v101ybwlyeldsCDdQ==)

1100

Communication With The Public (/Policy/ViewPolicy.aspx?S=36030553&revid=JFt3gQPU91jaSicfgeYtpw==)

1112

Media Relations (/Policy/ViewPolicy.aspx?S=36030553&revid=dplusTtl6PJbxgBqh0K2CcJ8Q==)

1113

District And School Web Sites (/Policy/ViewPolicy.aspx?S=36030553&revid=slshnzP3pdtdehgevaCSNOW2kw==)

1113

District And School Web Sites (/Policy/ViewPolicy.aspx?S=36030553&revid=jErzocslshpqLjcf0nvJ0ahTw==)

1114

District-Sponsored Social Media (/Policy/ViewPolicy.aspx?S=36030553&revid=DyXpOqkEslshZsfjtSxPq7h1g==)

1114

District-Sponsored Social Media (/Policy/ViewPolicy.aspx?S=36030553&revid=SXOhUSQNBACTFnsIshkuPZVdA==)

1220

Citizen Advisory Committees (/Policy/ViewPolicy.aspx?S=36030553&revid=YCPNg9mF0kl2Dcci9PB4OA==)

1220

Citizen Advisory Committees (/Policy/ViewPolicy.aspx?S=36030553&revid=8wnU5IFypzXjt8SyN1YFslshw==)

1330

Use Of School Facilities (/Policy/ViewPolicy.aspx?S=36030553&revid=wCR1Iu8Hr84yUkInV7pGSg==)

1330

Use Of School Facilities (/Policy/ViewPolicy.aspx?S=36030553&revid=YflZOG4xDyZdF1Ut9gRc9Q==)

1340

Access To District Records (/Policy/ViewPolicy.aspx?S=36030553&revid=Tv22Y0hDhp0XWf0qmC66bw==)

1340

Access To District Records (/Policy/ViewPolicy.aspx?S=36030553&revid=gIVAT0hmoSzUqplusggq2S1Qw==)

1400

Relations Between Other Governmental Agencies And The Schools (/Policy/ViewPolicy.aspx?S=36030553&revid=mQfJhUqG3Sg0CH3slshslshUlx0A==)

3000

Concepts And Roles (/Policy/ViewPolicy.aspx?S=36030553&revid=TzpiEZrOT5QHikwluuwGew==)

3511

Energy And Water Management (/Policy/ViewPolicy.aspx?S=36030553&revid=5B7IzUhK3FKUHgFpIshJQkEA==)

3511	Energy And Water Management (/Policy/ViewPolicy.aspx?S=36030553&revid=KxB3OmSCgyX8wSrOslsh674wQ==)
3513.3	Tobacco-Free Schools (/Policy/ViewPolicy.aspx?S=36030553&revid=slshz4C2zgIYgJ0M5pb8VRx6w==)
3513.3	Tobacco-Free Schools (/Policy/ViewPolicy.aspx?S=36030553&revid=Cdd9FZQNQ6M4qHTWEuuRHQ==)
3514	Environmental Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=ITQJ6O6DU9cCwxcEPa6MkA==)
3514	Environmental Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=jslshplusn3hZH5QQAoplusPuNCpYmA==)
3514.2	Integrated Pest Management (/Policy/ViewPolicy.aspx?S=36030553&revid=pxeFHBRIrig8IHptmutiuw==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=L9b0mjo8c38xgIVq2plustAXw==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=klSfqKAyMt32MODKmosz9g==)
3515.2	Disruptions (/Policy/ViewPolicy.aspx?S=36030553&revid=IFm7QtCrXTWZT5YevE0JqQ==)
3515.2	Disruptions (/Policy/ViewPolicy.aspx?S=36030553&revid=6wa88Y4zS3WxtgNRPqvkoA==)
3515.7	Firearms On School Grounds (/Policy/ViewPolicy.aspx?S=36030553&revid=BU17wfljiEgoLAimssc7eg==)
3516.1	Fire Drills and Fires (/Policy/ViewPolicy.aspx?S=36030553&revid=h7aBv9TIJK3NdICs9jBBZ8A==)
3516.2	Bomb Threats (/Policy/ViewPolicy.aspx?S=36030553&revid=FXslshVwplusVTh9dhp1nFKslshLTow==)
3516.3	Earthquake Emergency Procedure System (/Policy/ViewPolicy.aspx?S=36030553&revid=lbsPavNND7ktDNO61VPMrw==)
3516.5	Emergency Schedules (/Policy/ViewPolicy.aspx?S=36030553&revid=k0yyNpluso2ORXHcslshABPWYtSA==)
3517	Facilities Inspection (/Policy/ViewPolicy.aspx?S=36030553&revid=4nMrHcG7jRdslshbmvpfF7bslshg==)
3530	Risk Management/Insurance (/Policy/ViewPolicy.aspx?S=36030553&revid=w3WOxjrVOWJOLhfXa5PiUA==)
3530	Risk Management/Insurance (/Policy/ViewPolicy.aspx?S=36030553&revid=i7VP1lssEDhTM7EjOZKplusjw==)
3540	Transportation (/Policy/ViewPolicy.aspx?S=36030553&revid=6Zok2NdARvW3wKIdE4scIQ==)
3540	Transportation (/Policy/ViewPolicy.aspx?S=36030553&revid=YeobEijpnk96AjPkslshFtKVA==)
3543	Transportation Safety And Emergencies (/Policy/ViewPolicy.aspx?S=36030553&revid=y7FaVJplusngH8jG6DS0Efi4A==)
3580	District Records (/Policy/ViewPolicy.aspx?S=36030553&revid=WPslshTNxVFMplusUx0VU2ynCAQ==)
3580	District Records (/Policy/ViewPolicy.aspx?S=36030553&revid=slshdnHxizyoleLRSMqbm7jQ==)
3580-E(1)	District Records (/Policy/ViewPolicy.aspx?S=36030553&revid=Ph4TY2x0Zre3FnqcDNjlxQ==)
4112.3	Oath Or Affirmation (/Policy/ViewPolicy.aspx?S=36030553&revid=RRYq5QxkE5weCZYFGOF0zA==)
4112.3-E(1)	Oath Or Affirmation (/Policy/ViewPolicy.aspx?S=36030553&revid=VfoVsTBPc0AReB1BYkSbrQ==)
4119.41	Employees With Infectious Disease (/Policy/ViewPolicy.aspx?S=36030553&revid=vY7TBZ0zIRYA8OM7wplusyzSg==)
4131	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=t7iK5XgFeMI65uzRT6T51w==)
4131	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=WAQJtbZ1slsh6yQ5yMG7slshOHLg==)
4157	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=Tql1VPhPIHwTyajCmAs0tw==)
4157	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=oZ4B1Q5RTdkZAai3tgtHMG==)
4212.3	Oath Or Affirmation (/Policy/ViewPolicy.aspx?S=36030553&revid=AhxLrzVkj6WbzuNORvOM8A==)
4212.3-E(1)	Oath Or Affirmation (/Policy/ViewPolicy.aspx?S=36030553&revid=tMINFle1LXts7HoslshTppEcQ==)
4219.41	Employees With Infectious Disease (/Policy/ViewPolicy.aspx?S=36030553&revid=1Rb4n6De9JXK0Cgx6FEZvQ==)
4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=L8wplusaRfjbaI40PNmn9tplusDA==)
4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=1LJr3kEp9sKTn5nfzv4plusTw==)
4257	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=E2a25Nte8EFnly0IU0BEQ==)
4257	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=UavhmXCZ58tfoFkGBQak1Q==)
4312.3	Oath Or Affirmation (/Policy/ViewPolicy.aspx?S=36030553&revid=VeSv1sBAAtK9XkNmsodwOFg==)
4312.3-E(1)	Oath Or Affirmation (/Policy/ViewPolicy.aspx?S=36030553&revid=3rDeN75e5ZJf2iLBMTN3g==)
4319.41	Employees With Infectious Disease (/Policy/ViewPolicy.aspx?S=36030553&revid=go6uWjFMjBkIFS6vmuQ8nA==)
4331	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=2tNDJLiFPOxcTakpluskJA1KA==)

[Index.aspx?S=36030553](#))[Home](#) [Policies Listing](#) [4000. Personnel](#) [Policy 4112.9](#)Powered by **simbli**[◀ \(/Policy/ViewPolicy.aspx?S=36030553&revid=l2L0iNEXbRv6u6ncBYTUEg==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)

Board Policy Manual

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» Policy 4112.9: Employee Notifications

Status: ADOPTED

Original Adopted Date: 02/12/2013 | Last Revised Date: 08/24/2020 | Last Reviewed Date: 08/24/2020

[see more](#)

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their job performance. The Superintendent shall provide district employees all notifications required by law and any other notifications the Superintendent or designee believes will promote staff knowledge of the district's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
13 CCR 1234	<u>Reports regarding school buses and bus drivers</u> (https://govt.westlaw.com/calregs/Document/I581BE010D46911DE8879F88E8B0DAAAE?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)))
13 CCR 2480	<u>Vehicle idling, limitations</u> (https://govt.westlaw.com/calregs/Document/IA7475EA05F7C11DFBF66AC2936A1B85A?viewType=FullText&listSource=Search&originationContext=Search+Result&trans)
2 CCR 11023	<u>Harassment and discrimination prevention and correction</u> (https://govt.westlaw.com/calregs/Document/I8291D1299A1E476884B29AA8793222AB?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)))
2 CCR 11035-11051	<u>Unlawful sex discrimination: pregnancy, childbirth and related medical conditions</u> (https://govt.westlaw.com/calregs/Document/I2B4E0BE485DF412CBA5E0710A10E66F0?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)))
2 CCR 11087-11098	<u>California Family Rights Act</u> (https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I76749003F25C49E683235C185956E7E9&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default)&bhpc=1)
5 CCR 4622	Uniform complaint procedures ()
5 CCR 80303	Reports of change in employment status, alleged misconduct ()
8 CCR 3204	Employees exposed to bloodborne pathogens standard ()
8 CCR 5191	Chemical hygiene plan ()
8 CCR 5194	Hazard communication ()
Civ. Code 1798.29	<u>District records, specifically - breach of security</u> (http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=1798.29.&lawCode=CIV)
Ed. Code 17612	Notification of pesticide use ()
Ed. Code 22455.5	STRS information to potential members ()
Ed. Code 22461	Postretirement compensation limitation ()
Ed. Code 231.5	Sexual harassment policy ()
Ed. Code 35031	Term of employment ()
Ed. Code 35171	Availability of rules and regulations for evaluation of performance ()
Ed. Code 37616	Notice of public hearing on year-round schedule ()
Ed. Code 44031	Personnel file contents, inspection ()
Ed. Code 44663-44664	Evaluation of certificated employees ()

Ed. Code 44842	Reemployment notices, certificated employees ()
Ed. Code 44896	Transfer of administrator or supervisor to teaching position ()
Ed. Code 44916	Written statement of employment status ()
Ed. Code 44929.21	Notice of reelection decision; districts with 250 ADA or more ()
Ed. Code 44929.23	Districts with less than 250 ADA ()
Ed. Code 44934	Notice of disciplinary action for cause ()
Ed. Code 44938	Notice of unprofessional conduct and opportunity to correct ()
Ed. Code 44940.5-44941	Notification of suspension and intent to dismiss ()
Ed. Code 44948.3-44948.5	Dismissal of probationary employees ()
Ed. Code 44948.5	Nonreelection procedures, districts under 250 ADA ()
Ed. Code 44949	Dismissal of probationary employees ()
Ed. Code 44951	Continuation in position unless notified, administrative or supervisory personnel ()
Ed. Code 44954	Nonreelection of temporary employees ()
Ed. Code 44955	Reduction in number of permanent employees ()
Ed. Code 45113	Notification of charges, classified employees ()
Ed. Code 45117	Notice of layoff, classified employees ()
Ed. Code 45169	Employee salary data, classified employees ()
Ed. Code 45192	Industrial accident and illness leave for classified employees ()
Ed. Code 45195	Additional leave ()
Ed. Code 46162	Notice of public hearing on block schedule ()
Ed. Code 49013	Complaints regarding student fees ()
Ed. Code 49079	Notification to teacher, student who has engaged in acts re: grounds suspension or expulsion ()
Ed. Code 49414	Epinephrine auto-injectors ()
Ed. Code 49414.3	Administration of opioid antagonist ()
Gov. Code 1126	Incompatible activities of employees ()
Gov. Code 12950	Sexual harassment ()
Gov. Code 21029	Retirement credit for period of military service ()
Gov. Code 54957	Complaints against employees; right to open session ()
Gov. Code 54963	Unauthorized disclosure of confidential information ()
Gov. Code 8355	Certification of drug-free workplace, including notification ()
H&S Code 104420	Tobacco-free schools ()
H&S Code 120875	Information on AIDS, AIDS-related conditions, and hepatitis B ()
H&S Code 120880	Notification to employees re AIDS, AIDS-related conditions, and hepatitis B ()
H&S Code 1797.196	Automated external defibrillators; notification of use and locations ()
Lab. Code 2800.2	Notification of availability of continuation health coverage ()
Lab. Code 3550-3553	Notifications re: workers' compensation benefits ()
Lab. Code 5401	Workers' compensation, claim form and notice of potential eligibility ()
Pen. Code 11165.7	Child Abuse and Neglect Reporting Act, notification requirement ()
Pen. Code 11166.5	Employment, statement of knowledge of duty to report child abuse or neglect ()
Unemp. Ins. Code 2613	Disability insurance; notice of rights and benefits ()

Federal

29 CFR 825.300

Description

Family and Medical Leave Act; notice requirement ()

34 CFR 104.8	Nondiscrimination ()
34 CFR 106.9	Dissemination of policy ()
34 CFR 84.205-84.210	Drug-free workplace statement ()
38 USC 4334	Uniformed Services Employment and Reemployment Rights Act, notice requirement ()
40 CFR 763.84	Asbestos inspections, response actions and post-response actions ()
40 CFR 763.93	Asbestos management plans ()
41 USC 8101-8106	Drug-Free Workplace Act ()
49 CFR 382.113	Controlled substance and alcohol use and testing notifications ()
49 CFR 382.303	Post-accident information, procedures, and instructions ()
49 CFR 382.601	Controlled substance and alcohol use and testing notification ()

Cross References


Code	Description
1312.3	Uniform Complaint Procedures (/Policy/ViewPolicy.aspx?S=36030553&revid=LhvjGS4RHpOhYLdFF7YxOw==)
1312.3	Uniform Complaint Procedures (/Policy/ViewPolicy.aspx?S=36030553&revid=XkpGT2J66JSp1Y85vTCslshcQ==)
2121	Superintendent's Contract (/Policy/ViewPolicy.aspx?S=36030553&revid=slshpGCQeWGfbqPQMBBM7ExcA==)
3260	Fees And Charges (/Policy/ViewPolicy.aspx?S=36030553&revid=NdTYJPbn6RLcYplusI9qWdnmg==)
3260	Fees And Charges (/Policy/ViewPolicy.aspx?S=36030553&revid=8hBCKFWIzslshrLn2jWSNCZ7A==)
3513.3	Tobacco-Free Schools (/Policy/ViewPolicy.aspx?S=36030553&revid=slshz4C2zgIYgJ0M5pb8VRx6w==)
3513.3	Tobacco-Free Schools (/Policy/ViewPolicy.aspx?S=36030553&revid=Cdd9FZQnQ6M4qHTWEuuRHQ==)
3514	Environmental Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=ITQJ6O6DU9cCwxEPa6MkA==)
3514	Environmental Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=jslshplusn3hZH5QOAoplusPuNCpYmA==)
3514.1	Hazardous Substances (/Policy/ViewPolicy.aspx?S=36030553&revid=bosrcCT8CAHSmqq5MUQtZA==)
3514.1	Hazardous Substances (/Policy/ViewPolicy.aspx?S=36030553&revid=bVDRUm6hGqdPLxwhD7YR2w==)
3514.2	Integrated Pest Management (/Policy/ViewPolicy.aspx?S=36030553&revid=pxeFHBjRjrig8IHptnutiuw==)
3542	School Bus Drivers (/Policy/ViewPolicy.aspx?S=36030553&revid=IZEMG5Bbz2qteIFqkmsC1w==)
3580	District Records (/Policy/ViewPolicy.aspx?S=36030553&revid=WPslshTNxVFMplusUx0VU2ynCAQ==)
3580	District Records (/Policy/ViewPolicy.aspx?S=36030553&revid=slshdnHxizyoleLRSMqbm7jQ==)
3580-E(1)	District Records (/Policy/ViewPolicy.aspx?S=36030553&revid=Ph4TY2x0Zre3FnqcDNjlxQ==)
4020	Drug And Alcohol-Free Workplace (/Policy/ViewPolicy.aspx?S=36030553&revid=YYFMx2T4tn46dY5NSPuvUg==)
4020-E(1)	Drug And Alcohol-Free Workplace (/Policy/ViewPolicy.aspx?S=36030553&revid=NuaBQTjntWkuijksja30Eg==)
4030	Nondiscrimination In Employment (/Policy/ViewPolicy.aspx?S=36030553&revid=s5tQKDzdOUMhaTTJgJxb7w==)
4030	Nondiscrimination In Employment (/Policy/ViewPolicy.aspx?S=36030553&revid=6NM0VlrcjDMPplus4RIwOpFWA==)
4033	Lactation Accommodation (/Policy/ViewPolicy.aspx?S=36030553&revid=DxUI7GvnPpKcYhSrXs66iQ==)
4112.42	Drug And Alcohol Testing For School Bus Drivers (/Policy/ViewPolicy.aspx?S=36030553&revid=PbJ2nmCTQ5yVax28iuG3DQ==)
4112.42	Drug And Alcohol Testing For School Bus Drivers (/Policy/ViewPolicy.aspx?S=36030553&revid=slshnZofKynPXwSHbQb9wDzgQ==)
4112.5	Criminal Record Check (/Policy/ViewPolicy.aspx?S=36030553&revid=PxSIehSav6cznMEGmkslshwtw==)
4112.5-E(1)	Criminal Record Check (/Policy/ViewPolicy.aspx?S=36030553&revid=rz08VbilPiMsQJGslshyD7UWQ==)
4112.6	Personnel Files (/Policy/ViewPolicy.aspx?S=36030553&revid=UMHwXe43WzfeDTbsvHpKog==)
4112.6	Personnel Files (/Policy/ViewPolicy.aspx?S=36030553&revid=N9RDfvQ2ubRfanDCdAngmw==)
4115	Evaluation/Supervision (/Policy/ViewPolicy.aspx?S=36030553&revid=uUnuSjSNVwj1lqkzbe2DVg==)
4115	Evaluation/Supervision (/Policy/ViewPolicy.aspx?S=36030553&revid=d3rCBTz9D05nfpaFplus8H19g==)

4116	Probationary/Permanent Status (/Policy/ViewPolicy.aspx?S=36030553&revid=odKeAslshN9nW1pS0Hb7IycwA==)
4116	Probationary/Permanent Status (/Policy/ViewPolicy.aspx?S=36030553&revid=iZJVtu5VepVmhp8jZ2cyA==)
4117.14	Postretirement Employment (/Policy/ViewPolicy.aspx?S=36030553&revid=slshLpplusk0qv5k1Vc9MXx5vZ3Q==)
4117.3	Personnel Reduction (/Policy/ViewPolicy.aspx?S=36030553&revid=RsslshgEx2OQZrEtplus3dUkVpOw==)
4117.7	Employment Status Reports (/Policy/ViewPolicy.aspx?S=36030553&revid=k9o2nZC1d6FLfqWYU8QfrQ==)
4118	Dismissal/Suspension/Disciplinary Action (/Policy/ViewPolicy.aspx?S=36030553&revid=txkJfWjQTslshcDyTlAvhFQ3Q==)
4118	Dismissal/Suspension/Disciplinary Action (/Policy/ViewPolicy.aspx?S=36030553&revid=roTBCiO9zhRmLnXn6OU1wg==)
4119.11	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=92W9xoJ0Wslsh2qnbYTD17dcg==)
4119.11	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=QJzDfgTKa7OF240e5QTTnA==)
4119.43	Universal Precautions (/Policy/ViewPolicy.aspx?S=36030553&revid=hGCEA8plusVTSWTEHvXw1sMPw==)
4119.43	Universal Precautions (/Policy/ViewPolicy.aspx?S=36030553&revid=yILSTUcyslshPFzwEJLlBnHJw==)
4121	Temporary/Substitute Personnel (/Policy/ViewPolicy.aspx?S=36030553&revid=6CrXKr1ICWNhMBG6XslshWVQ==)
4121	Temporary/Substitute Personnel (/Policy/ViewPolicy.aspx?S=36030553&revid=XfxT0qYPemFhYemMHPplus6nw==)
4136	Nonschool Employment (/Policy/ViewPolicy.aspx?S=36030553&revid=xVgitTlZElipusbbstnBW6AA==)
4154	Health And Welfare Benefits (/Policy/ViewPolicy.aspx?S=36030553&revid=eIOisLuoED75K1g9Nuxufw==)
4154	Health And Welfare Benefits (/Policy/ViewPolicy.aspx?S=36030553&revid=JRbeTTjCy3dJo2pb4X0q5g==)
4157.1	Work-Related Injuries (/Policy/ViewPolicy.aspx?S=36030553&revid=5mDWAGYZtBC1YeYKrSqZ9w==)
4157.1	Work-Related Injuries (/Policy/ViewPolicy.aspx?S=36030553&revid=quplusGk9wxhC8j6ikDslshX0KzA==)
4161.1	Personal Illness/Injury Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=J8O0vCOPZzu6oh0i8fDrEA==)
4161.11	Industrial Accident/Illness Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=Levl3RpluscOctqVq1dQFkaSw==)
4161.5	Military Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=CrZTv751wDFzjbrp03wJpw==)
4161.8	Family Care And Medical Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=Gd5hNFGvPKTVtC2rtVICXg==)
4161.8-E(1)	Family Care And Medical Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=Eq5hdDw2nSzeKLhkrZAFBg==)
4212	Appointment And Conditions Of Employment (/Policy/ViewPolicy.aspx?S=36030553&revid=M2WVtS1htz8riJD1KkUoXA==)
4212.42	Drug And Alcohol Testing For School Bus Drivers (/Policy/ViewPolicy.aspx?S=36030553&revid=plusXkSvOOmGcmZZp7kb0d39g==)
4212.42	Drug And Alcohol Testing For School Bus Drivers (/Policy/ViewPolicy.aspx?S=36030553&revid=3B3ujNlAVvIS37VHz32bTw==)
4212.5	Criminal Record Check (/Policy/ViewPolicy.aspx?S=36030553&revid=imhbyIQ4IbbqqslshImFvemIA==)
4212.5-E(1)	Criminal Record Check (/Policy/ViewPolicy.aspx?S=36030553&revid=b8r6CAnVslshWu1pBHO30thslshw==)
4212.6	Personnel Files (/Policy/ViewPolicy.aspx?S=36030553&revid=XXwzT47UwopnXslshBhhU3U5Q==)
4212.6	Personnel Files (/Policy/ViewPolicy.aspx?S=36030553&revid=xqyJDY0IrmoJBplusurxUWunw==)
4216	Probationary/Permanent Status (/Policy/ViewPolicy.aspx?S=36030553&revid=WP62D5sgC7m13mA7ggaSGA==)
4217.3	Layoff/Rehire (/Policy/ViewPolicy.aspx?S=36030553&revid=3rLiA0i6UzV16RAKgQI7Cw==)
4219.11	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=nsllshUzgCL3PLDzSwisRINzNg==)
4219.11	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=EAdVuplusgVKg5HIA8UQjYJsQ==)
4219.43	Universal Precautions (/Policy/ViewPolicy.aspx?S=36030553&revid=WqvtACL6g8LyHslshze0ZsJAQ==)
4219.43	Universal Precautions (/Policy/ViewPolicy.aspx?S=36030553&revid=zme7anJDLPIbekZSyPU5LQ==)
4236	Nonschool Employment (/Policy/ViewPolicy.aspx?S=36030553&revid=EhrwIv9z50BwfEqMuvN4DA==)
4254	Health And Welfare Benefits (/Policy/ViewPolicy.aspx?S=36030553&revid=er0W2t7QMDLchUKb3trsZg==)
4254	Health And Welfare Benefits (/Policy/ViewPolicy.aspx?S=36030553&revid=wg5f8xwbBL0g2SGIylaKNw==)
4257.1	Work-Related Injuries (/Policy/ViewPolicy.aspx?S=36030553&revid=IHEermcmHMsllshFQKwSbM3aFw==)

4257.1	Work-Related Injuries (/Policy/ViewPolicy.aspx?S=36030553&revid=s7HFgHslshathStLkWNlWvEHZg==)
4261.1	Personal Illness/Injury Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=QUpslshi3q4nSOWY8JTgaWiUA==)
4261.11	Industrial Accident/Illness Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=sMzqyYtYL9vzN2c65zGKA==)
4261.5	Military Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=jymMIWux85b2kb3TUx3xCA==)
4261.8	Family Care And Medical Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=FmVryo8rNTZBvFslshZeWpQgQ==)
4261.8-E(1)	Family Care And Medical Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=zTVZ95BamfQncBRsSdOLEg==)
4312.1	Contracts (/Policy/ViewPolicy.aspx?S=36030553&revid=5F5oKWshQTOUdIpPOFGJQC==)
4312.42	Drug And Alcohol Testing For School Bus Drivers (/Policy/ViewPolicy.aspx?S=36030553&revid=2nXhPgrPPI9vh93fCvplusZyQ==)
4312.42	Drug And Alcohol Testing For School Bus Drivers (/Policy/ViewPolicy.aspx?S=36030553&revid=slshWhphU6osOOVqesO7TAKew==)
4312.5	Criminal Record Check (/Policy/ViewPolicy.aspx?S=36030553&revid=aLi0dUxkHtemPnXDcENrWA==)
4312.5-E(1)	Criminal Record Check (/Policy/ViewPolicy.aspx?S=36030553&revid=gVF2plusgruFJ7pslshhkQ0TU1HQ==)
4312.6	Personnel Files (/Policy/ViewPolicy.aspx?S=36030553&revid=lyfkLvYRe1bKOKNuslshXDrfg==)
4312.6	Personnel Files (/Policy/ViewPolicy.aspx?S=36030553&revid=cpluszrt0RjIwHzM0GXs55MKg==)
4315	Evaluation/Supervision (/Policy/ViewPolicy.aspx?S=36030553&revid=IHZtYIQSLP5dSAalnTKdag==)
4317.14	Postretirement Employment (/Policy/ViewPolicy.aspx?S=36030553&revid=WSqEJRO7ChcvYJR13UxslshJw==)
4317.7	Employment Status Reports (/Policy/ViewPolicy.aspx?S=36030553&revid=M6610xsGWvsx3wlfqjPxZA==)
4319.11	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=xpslsh2hJX6gqiV6V9htxMPyQ==)
4319.11	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=FMLOJsfmiF5sOheC5ILChA==)
4319.43	Universal Precautions (/Policy/ViewPolicy.aspx?S=36030553&revid=SQfEljeKDHodMmF9tZ8qFA==)
4319.43	Universal Precautions (/Policy/ViewPolicy.aspx?S=36030553&revid=vJXsHtgexI0tEdcJkKvikg==)
4336	Nonschool Employment (/Policy/ViewPolicy.aspx?S=36030553&revid=MW5qzKUNpluszK9bmslshycZpvg==)
4354	Health And Welfare Benefits (/Policy/ViewPolicy.aspx?S=36030553&revid=Hj3t9RMIGk3PAnVnVXadmg==)
4354	Health And Welfare Benefits (/Policy/ViewPolicy.aspx?S=36030553&revid=tPl3aSmM6b5dPbnEbtfcrg==)
4357.1	Work-Related Injuries (/Policy/ViewPolicy.aspx?S=36030553&revid=fAFXsLPgYMOwE94boPslshFBw==)
4357.1	Work-Related Injuries (/Policy/ViewPolicy.aspx?S=36030553&revid=y8rFfhKMa5qMLgcuFvemYg==)
4361.1	Personal Illness/Injury Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=slshOVTosSGMgEJgci5OMZHZw==)
4361.1	Personal Illness/Injury Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=ZuQcgkrTp9zWME41xRQ2Ag==)
4361.11	Industrial Accident/Illness Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=OcC5VUuKBEerWZVeIEVrGA==)
4361.5	Military Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=plusH9izSlhEuQaFmZAzAPkjg==)
4361.8	Family Care And Medical Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=5plusql5J99yegdHAydgHJslshTw==)
4361.8-E(1)	Family Care And Medical Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=jBfKqyPtSPd5Z00jSxm6VQ==)
9310	Board Policies (/Policy/ViewPolicy.aspx?S=36030553&revid=YIVQeslshvIpi6Dgpnkj3bnZw==)
9321	Closed Session (/Policy/ViewPolicy.aspx?S=36030553&revid=slshAFIZjNRu3BXqZkaVggbgsg==)

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(/Policy/ViewPolicy.aspx?S=36030553&revid=MHyy6Bw5IkeJ2MLL9mlbaA==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6)



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Board Policy Manual

>> Exhibit 4112.9-E(1): Employee Notifications

Status: ADOPTED

Original Adopted Date: 01/14/2013

[see more](#)

Note: The following exhibit lists notices which the law requires be provided to employees. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements.

I. To All Employees

When/Whom to Notify: At the beginning of school year or upon employment

Education or Other Legal Code: Education Code 231.5, Government Code 12950, 2 CCR 11024

Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11

Subject: The district's policy on sexual harassment, legal remedies, complaints

When/Whom to Notify: Annually to all employees and 72 hours before pesticide application

Education or Other Legal Code: Education Code 17612

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
13 CCR 1234	<u>Reports regarding school buses and bus drivers</u> (https://govt.westlaw.com/calregs/Document/I581BE010D46911DE8879F88E8B0DAAAE?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)))
13 CCR 2480	<u>Vehicle idling limitations</u> (https://govt.westlaw.com/calregs/Document/IA7475EA05F7C11DFBF66AC2936A1B85A?viewType=FullText&listSource=Search&originationContext=Search+Result&trans)
2 CCR 11023	<u>Harassment and discrimination prevention and correction</u> (https://govt.westlaw.com/calregs/Document/I8291D1299A1E476884B29AA8793222AB?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)))
2 CCR 11035-11051	<u>Unlawful sex discrimination: pregnancy, childbirth and related medical conditions</u> (https://govt.westlaw.com/calregs/Document/I2B4E0BE485DF412CBA5E0710A10E66F0?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)))
2 CCR 11087-11098	<u>California Family Rights Act</u> (https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I76749003F25C49E683235C185956E7E9&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default)&bhcp=1)
5 CCR 4622	Uniform complaint procedures ()
5 CCR 80303	Reports of change in employment status, alleged misconduct ()
8 CCR 3204	Employees exposed to bloodborne pathogens standard ()
8 CCR 5191	Chemical hygiene plan ()

8 CCR 5194	Hazard communication ()
Civ. Code 1798.29	<u>District records, specifically - breach of security (http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=1798.29.&lawCode=CIV)</u>
Ed. Code 17612	Notification of pesticide use ()
Ed. Code 22455.5	STRS information to potential members ()
Ed. Code 22461	Postretirement compensation limitation ()
Ed. Code 231.5	Sexual harassment policy ()
Ed. Code 35031	Term of employment ()
Ed. Code 35171	Availability of rules and regulations for evaluation of performance ()
Ed. Code 37616	Notice of public hearing on year-round schedule ()
Ed. Code 44031	Personnel file contents, inspection ()
Ed. Code 44663-44664	Evaluation of certificated employees ()
Ed. Code 44842	Reemployment notices, certificated employees ()
Ed. Code 44896	Transfer of administrator or supervisor to teaching position ()
Ed. Code 44916	Written statement of employment status ()
Ed. Code 44929.21	Notice of reelection decision; districts with 250 ADA or more ()
Ed. Code 44929.23	Districts with less than 250 ADA ()
Ed. Code 44934	Notice of disciplinary action for cause ()
Ed. Code 44938	Notice of unprofessional conduct and opportunity to correct ()
Ed. Code 44940.5-44941	Notification of suspension and intent to dismiss ()
Ed. Code 44948.3-44948.5	Dismissal of probationary employees ()
Ed. Code 44948.5	Nonreelection procedures, districts under 250 ADA ()
Ed. Code 44949	Dismissal of probationary employees ()
Ed. Code 44951	Continuation in position unless notified, administrative or supervisory personnel ()
Ed. Code 44954	Nonreelection of temporary employees ()
Ed. Code 44955	Reduction in number of permanent employees ()
Ed. Code 45113	Notification of charges, classified employees ()
Ed. Code 45117	Notice of layoff, classified employees ()
Ed. Code 45169	Employee salary data, classified employees ()
Ed. Code 45192	Industrial accident and illness leave for classified employees ()
Ed. Code 45195	Additional leave ()
Ed. Code 46162	Notice of public hearing on block schedule ()
Ed. Code 49013	Complaints regarding student fees ()
Ed. Code 49079	Notification to teacher, student who has engaged in acts re: grounds suspension or expulsion ()
Ed. Code 49414	Epinephrine auto-injectors ()
Ed. Code 49414.3	Administration of opioid antagonist ()
Gov. Code 1126	Incompatible activities of employees ()
Gov. Code 12950	Sexual harassment ()
Gov. Code 21029	Retirement credit for period of military service ()
Gov. Code 54957	Complaints against employees; right to open session ()
Gov. Code 54963	Unauthorized disclosure of confidential information ()
Gov. Code 8355	Certification of drug-free workplace, including notification ()
H&S Code 104420	Tobacco-free schools ()

H&S Code 120875	Information on AIDS, AIDS-related conditions, and hepatitis B ()
H&S Code 120880	Notification to employees re AIDS, AIDS-related conditions, and hepatitis B ()
H&S Code 1797.196	Automated external defibrillators; notification of use and locations ()
Lab. Code 2800.2	Notification of availability of continuation health coverage ()
Lab. Code 3550-3553	Notifications re: workers' compensation benefits ()
Lab. Code 5401	Workers' compensation, claim form and notice of potential eligibility ()
Pen. Code 11165.7	Child Abuse and Neglect Reporting Act, notification requirement ()
Pen. Code 11166.5	Employment, statement of knowledge of duty to report child abuse or neglect ()
Unemp. Ins. Code 2613	Disability insurance; notice of rights and benefits ()

Federal

29 CFR 825.300	Family and Medical Leave Act; notice requirement ()
34 CFR 104.8	Nondiscrimination ()
34 CFR 106.9	Dissemination of policy ()
34 CFR 84.205-84.210	Drug-free workplace statement ()
38 USC 4334	Uniformed Services Employment and Reemployment Rights Act, notice requirement ()
40 CFR 763.84	Asbestos inspections, response actions and post-response actions ()
40 CFR 763.93	Asbestos management plans ()
41 USC 8101-8106	Drug-Free Workplace Act ()
49 CFR 382.113	Controlled substance and alcohol use and testing notifications ()
49 CFR 382.303	Post-accident information, procedures, and instructions ()
49 CFR 382.601	Controlled substance and alcohol use and testing notification ()

Cross References**Code**

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1312.3	Uniform Complaint Procedures (/Policy/ViewPolicy.aspx?S=36030553&revid=XkpGT2J66JSp1Y85vTCslshcQ==)
2121	Superintendent's Contract (/Policy/ViewPolicy.aspx?S=36030553&revid=slshpGCQeWGfbqPQMBBM7ExeA==)
3260	Fees And Charges (/Policy/ViewPolicy.aspx?S=36030553&revid=NdTYJPbn6RLcYplusI9qWdnmg==)
3260	Fees And Charges (/Policy/ViewPolicy.aspx?S=36030553&revid=8hBCkFWIzslshrLn2jWSNCZ7A==)
3513.3	Tobacco-Free Schools (/Policy/ViewPolicy.aspx?S=36030553&revid=slshz4C2zgIYgJOM5pb8VRx6w==)
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3514	Environmental Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=ITQJ606DU9cCwxcEPa6MkA==)
3514	Environmental Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=jslshplusn3hZH5QQAopuPNCpYmA==)
3514.1	Hazardous Substances (/Policy/ViewPolicy.aspx?S=36030553&revid=bosrcCT8CAHSmqg5MUQtZA==)
3514.1	Hazardous Substances (/Policy/ViewPolicy.aspx?S=36030553&revid=bVDRUm6hGqdPLxwhD7YR2w==)
3514.2	Integrated Pest Management (/Policy/ViewPolicy.aspx?S=36030553&revid=pxeFHBRIrig8IHptnutiuw==)
3542	School Bus Drivers (/Policy/ViewPolicy.aspx?S=36030553&revid=IZEMG5Bbz2qtelFqkmsC1w==)
3580	District Records (/Policy/ViewPolicy.aspx?S=36030553&revid=WPslshTNxVFMplusUx0VU2ynCAQ==)
3580	District Records (/Policy/ViewPolicy.aspx?S=36030553&revid=slshdnHxizyoleLRSMqbm7jQ==)
3580-E(1)	District Records (/Policy/ViewPolicy.aspx?S=36030553&revid=Ph4TY2x0Zre3FnqcDNjIxQ==)
4020	Drug And Alcohol-Free Workplace (/Policy/ViewPolicy.aspx?S=36030553&revid=YYFMx2T4tn46dY5NSPuvUg==)
4020-E(1)	Drug And Alcohol-Free Workplace (/Policy/ViewPolicy.aspx?S=36030553&revid=NuaBQjtntWkuijsja30Eg==)

4030	Nondiscrimination In Employment (/Policy/ViewPolicy.aspx?S=36030553&revid=s5tOKDzdOUMhaTTJgJxb7w==)
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4033	Lactation Accommodation (/Policy/ViewPolicy.aspx?S=36030553&revid=DxUI7GvnPpKcYhSrXs66iQ==)
4112.42	Drug And Alcohol Testing For School Bus Drivers (/Policy/ViewPolicy.aspx?S=36030553&revid=PbJ2nmCTQ5yVax28iuG3DQ==)
4112.42	Drug And Alcohol Testing For School Bus Drivers (/Policy/ViewPolicy.aspx?S=36030553&revid=slshnZoFKynPXwSHbQb9wDzgQ==)
4112.5	Criminal Record Check (/Policy/ViewPolicy.aspx?S=36030553&revid=PxSIehSav6cznMEGmkslshw==)
4112.5-E(1)	Criminal Record Check (/Policy/ViewPolicy.aspx?S=36030553&revid=rz08VbilPiMsQJGslshyD7UWQ==)
4112.6	Personnel Files (/Policy/ViewPolicy.aspx?S=36030553&revid=UMHwXe43WzfeDTbsvHpKog==)
4112.6	Personnel Files (/Policy/ViewPolicy.aspx?S=36030553&revid=N9RDfvQ2ubRfanDCdAngmw==)
4115	Evaluation/Supervision (/Policy/ViewPolicy.aspx?S=36030553&revid=uUnuSjSNVwjI1qkzbe2DVg==)
4115	Evaluation/Supervision (/Policy/ViewPolicy.aspx?S=36030553&revid=d3rCBTz9D05nfpaFplus8H19g==)
4116	Probationary/Permanent Status (/Policy/ViewPolicy.aspx?S=36030553&revid=odKeAslshN9nW1pS0Hb7IycwA==)
4116	Probationary/Permanent Status (/Policy/ViewPolicy.aspx?S=36030553&revid=iZJVptu5VepVmhp8jZ2cyA==)
4117.14	Postretirement Employment (/Policy/ViewPolicy.aspx?S=36030553&revid=slshLplusplus0qv5k1Vc9MXx5vZ3Q==)
4117.3	Personnel Reduction (/Policy/ViewPolicy.aspx?S=36030553&revid=RsslsheEx20QZrEtplus3dUkVpOw==)
4117.7	Employment Status Reports (/Policy/ViewPolicy.aspx?S=36030553&revid=k9o2nZC1d6FLfqWYU8QfrQ==)
4118	Dismissal/Suspension/Disciplinary Action (/Policy/ViewPolicy.aspx?S=36030553&revid=txkJfWjQTslsheDyTIAvhFQ3Q==)
4118	Dismissal/Suspension/Disciplinary Action (/Policy/ViewPolicy.aspx?S=36030553&revid=roTBCiO9zhRmLnXn6OU1wg==)
4119.11	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=92W9xoJ0Wslsh2qnbYTD17dcg==)
4119.11	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=QJzDfgTKa7OF240e5QTtnA==)
4119.43	Universal Precautions (/Policy/ViewPolicy.aspx?S=36030553&revid=hGCEA8plusVTSWTEHvXw1sMPw==)
4119.43	Universal Precautions (/Policy/ViewPolicy.aspx?S=36030553&revid=yILSTUcyslshPFzwEJLIBnHJw==)
4121	Temporary/Substitute Personnel (/Policy/ViewPolicy.aspx?S=36030553&revid=6C7rXKr1ICWNhMBG6XslshWVQ==)
4121	Temporary/Substitute Personnel (/Policy/ViewPolicy.aspx?S=36030553&revid=XfxT0qYPemFhYemMHPplus6nw==)
4136	Nonschool Employment (/Policy/ViewPolicy.aspx?S=36030553&revid=xVgitTlzElipusbbstnBW6AA==)
4154	Health And Welfare Benefits (/Policy/ViewPolicy.aspx?S=36030553&revid=eIOisluoED75K1g9Nuxufw==)
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4157.1	Work-Related Injuries (/Policy/ViewPolicy.aspx?S=36030553&revid=5mDWAGYZtBC1YeYKrSqZ9w==)
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4161.1	Personal Illness/Injury Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=J8O0vCOPZzu6oh0i8fdrEA==)
4161.11	Industrial Accident/Illness Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=LevL3RpluscOetqVq1dQFkaSw==)
4161.5	Military Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=CrZTv751wDFzjbrp03wJpw==)
4161.8	Family Care And Medical Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=Gd5hNFGvPKTVtC2rtVICXg==)
4161.8-E(1)	Family Care And Medical Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=Eq5hdDw2nSzeKLhkrZAFBg==)
4212	Appointment And Conditions Of Employment (/Policy/ViewPolicy.aspx?S=36030553&revid=M2WVtS1htz8riJD1KkUoXA==)
4212.42	Drug And Alcohol Testing For School Bus Drivers (/Policy/ViewPolicy.aspx?S=36030553&revid=plusXkSvOOmGCmZZp7kb0d39g==)
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4212.5-E(1)	Criminal Record Check (/Policy/ViewPolicy.aspx?S=36030553&revid=b8r6CAnVslshWu1pBHO30thslshw==)
4212.6	Personnel Files (/Policy/ViewPolicy.aspx?S=36030553&revid=XXwzT47UwopnXslshBhhU3U5Q==)

4212.6	Personnel Files (/Policy/ViewPolicy.aspx?S=36030553&revid=xqyJDYoIrmoJBplusurxuWunw==)
4216	Probationary/Permanent Status (/Policy/ViewPolicy.aspx?S=36030553&revid=WP62D5sgC7m13mA7ggaSGA==)
4217.3	Layoff/Rehire (/Policy/ViewPolicy.aspx?S=36030553&revid=3rLiA0i6UzV16RAKqQI7Cw==)
4219.11	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=nsIshUzgCL3PLDzSwisRINzNg==)
4219.11	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=EAdVuplusgVKg5HIA8UQjYJsQ==)
4219.43	Universal Precautions (/Policy/ViewPolicy.aspx?S=36030553&revid=WqvtACL6g8LyHslshze0ZsJAQ==)
4219.43	Universal Precautions (/Policy/ViewPolicy.aspx?S=36030553&revid=zme7anJDLPIbekZSyPU5LQ==)
4236	Nonschool Employment (/Policy/ViewPolicy.aspx?S=36030553&revid=EhrwIv9z50BwfEqMuvN4DA==)
4254	Health And Welfare Benefits (/Policy/ViewPolicy.aspx?S=36030553&revid=er0W2t7QMDLchUKb3trsZg==)
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4257.1	Work-Related Injuries (/Policy/ViewPolicy.aspx?S=36030553&revid=IHEermcmHMslshFQKwSbM3aFw==)
4257.1	Work-Related Injuries (/Policy/ViewPolicy.aspx?S=36030553&revid=s7HFgHslshathStLkWNlWfHZg==)
4261.1	Personal Illness/Injury Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=QUpslshi3q4nSOWY8JTgaWiUA==)
4261.11	Industrial Accident/Illness Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=sMzqyYTdYL9vzN2c65zGKA==)
4261.5	Military Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=ijmMIWux85b2kb3TUx3xCA==)
4261.8	Family Care And Medical Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=FmVryo8rNTZBvFslshZeWpOgQ==)
4261.8-E(1)	Family Care And Medical Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=zTVZ95BamfQncBRsSdOLEg==)
4312.1	Contracts (/Policy/ViewPolicy.aspx?S=36030553&revid=5F5oKWshQTOUDIpPOFGJICQ==)
4312.42	Drug And Alcohol Testing For School Bus Drivers (/Policy/ViewPolicy.aspx?S=36030553&revid=2nXhPgrPPI9vh93fCvplusZyQ==)
4312.42	Drug And Alcohol Testing For School Bus Drivers (/Policy/ViewPolicy.aspx?S=36030553&revid=slshWhphU6osOOVqesO7TAKew==)
4312.5	Criminal Record Check (/Policy/ViewPolicy.aspx?S=36030553&revid=ali0dUxkHtemPnXDcENrwA==)
4312.5-E(1)	Criminal Record Check (/Policy/ViewPolicy.aspx?S=36030553&revid=gVF2pluseRuFI7pslshhkQ0TU1HQ==)
4312.6	Personnel Files (/Policy/ViewPolicy.aspx?S=36030553&revid=IYfkLvyRe1bKOkNuslshXDrfg==)
4312.6	Personnel Files (/Policy/ViewPolicy.aspx?S=36030553&revid=cpluszrt0RjIwHzM0GXs55MKg==)
4315	Evaluation/Supervision (/Policy/ViewPolicy.aspx?S=36030553&revid=IHZtYIQsLP5dSAalnTKdag==)
4317.14	Postretirement Employment (/Policy/ViewPolicy.aspx?S=36030553&revid=WSqEJRQ7CHevYjR13UxslshJw==)
4317.7	Employment Status Reports (/Policy/ViewPolicy.aspx?S=36030553&revid=M6610xsGWvsx3wlfqjPxA==)
4319.11	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=xpslsh2hJX6gqiV6V9htxMPyQ==)
4319.11	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=FMLQJfFmiF5sOheC5ILChA==)
4319.43	Universal Precautions (/Policy/ViewPolicy.aspx?S=36030553&revid=SQEljeKDH0dMMf9IZ8qFA==)
4319.43	Universal Precautions (/Policy/ViewPolicy.aspx?S=36030553&revid=vJXsHtgexI0tEdcJkKvikg==)
4336	Nonschool Employment (/Policy/ViewPolicy.aspx?S=36030553&revid=MW5qzKUNpluszK9bmslshycCZpvg==)
4354	Health And Welfare Benefits (/Policy/ViewPolicy.aspx?S=36030553&revid=Hj3t9RMIGk3PAAnVnVXadmg==)
4354	Health And Welfare Benefits (/Policy/ViewPolicy.aspx?S=36030553&revid=tP13aSmM6b5dPbnEbtfcrg==)
4357.1	Work-Related Injuries (/Policy/ViewPolicy.aspx?S=36030553&revid=fAFXsLPgYMOwE94boPslshFBw==)
4357.1	Work-Related Injuries (/Policy/ViewPolicy.aspx?S=36030553&revid=y8rFfhKMa5qMLgcuFvemYg==)
4361.1	Personal Illness/Injury Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=slshOVTosSGMgEJgci5OMZHZw==)
4361.1	Personal Illness/Injury Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=ZuQcgrTp9zWME41xRQ2Ag==)
4361.11	Industrial Accident/Illness Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=OcC5VUuKBErWZVeiEVrGA==)
4361.5	Military Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=plusH9izSlhEuQaFmZaZAPkjg==)
4361.8	Family Care And Medical Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=5plusq15J99yegdHAYdghJslshTw==)

4361.8-E(1)	Family Care And Medical Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=jBfKqyPtSPd5Z00jSxm6VQ==)
9310	Board Policies (/Policy/ViewPolicy.aspx?S=36030553&revid=YJVQeslshvIpi6Dgpnkj3bnZw==)
9321	Closed Session (/Policy/ViewPolicy.aspx?S=36030553&revid=slshAFIZjNRu3BXqZkaVggbsg==)

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Version: 20.3.1.10

[Index.aspx?S=36030553](#)[Home](#) [Policies Listing](#) [5000. Students](#) [Policy 5136](#)Powered by **simbli**[◀ \(/Policy/ViewPolicy.aspx?S=36030553&revid=jrktNwwIDH1TtvJCWMDnA==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)

Board Policy Manual

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Status: ADOPTED

Original Adopted Date: 03/09/2009 | **Last Revised Date:** 08/24/2020 | **Last Reviewed Date:** 08/24/2020[see more](#)

The Governing Board strives to keep district schools free from the threats or harmful influence of any groups or gangs which exhibit drug use, violence or disruptive behavior. The Superintendent shall take steps to deter gang intimidation of students and staff and confrontations between members of different gangs. He/she shall exchange information and establish mutually supportive efforts with local law enforcement authorities.

The Superintendent shall provide inservice training which helps staff to identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior. Staff shall be informed about conflict management techniques and alerted to intervention measures and community resources.

The Governing Board realizes that students become involved in gangs for many reasons, such as peer pressure, the need for a sense of belonging, and lack of refusal skills. Age-appropriate gang violence prevention education shall start with students in the early elementary grades and may start in kindergarten.

Prevention and Intervention Measures

In order to discourage the influence of gangs, the Superintendent shall ensure school staff shall take the following measures:

1. School rules of conduct and any school dress code prohibiting gang-related apparel are enforced consistently.
2. Any student displaying behavior, gestures, apparel or paraphernalia indicative of gang affiliation shall be referred to the principal or designee.
 - a. The student's parent/guardian shall be contacted and may be asked to meet with school staff.
 - b. The student may be sent home to change clothes if necessary.
3. Staff members may be provided with the names of known gang members.
4. Students who seek help in rejecting gang associations may be referred to community-based gang suppression and prevention organizations.
5. Any gang graffiti on school premises shall be removed, washed down or painted over as soon as discovered.
 - a. Daily checks for graffiti shall be made throughout the campus.
 - b. Graffiti shall be photographed before it is removed. These photographs shall be shared with local law enforcement authorities and used in future disciplinary or criminal action against the offenders.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.


State	Description
Ed. Code 32282	School safety plans ()
Ed. Code 35183	Gang-related apparel ()
Ed. Code 48907	Exercise of free expression; rules and regulations ()
Ed. Code 51264	Educational in-service training; CDE guidelines ()
Ed. Code 51265	Gang violence and drug and alcohol abuse prevention in-service training ()
Ed. Code 51266-51266.5	Model gang and substance abuse prevention curriculum ()
Pen. Code 13826-13826.7	Gang violence suppression ()
Pen. Code 186.22	Participation in criminal street gang ()

Federal	Description
20 USC 7101-7122	Student Support and Academic Enrichment Grants ()


Cross References


Code	Description
0450	<u>Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwplusiQ==)</u>
0450	<u>Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7v101ybwyeidsCDdQ==)</u>
3515.4	<u>Recovery For Property Loss Or Damage (/Policy/ViewPolicy.aspx?S=36030553&revid=4FhUOpIqPMdkjo7slshDYjAgQ==)</u>
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5131	<u>Conduct (/Policy/ViewPolicy.aspx?S=36030553&revid=XB45islshCkDfPd9SlawNj5qA==)</u>
5131.2	<u>Bullying (/Policy/ViewPolicy.aspx?S=36030553&revid=oCkDs44plusbU7084o8psBJSw==)</u>
5131.4	<u>Student Disturbances (/Policy/ViewPolicy.aspx?S=36030553&revid=P9L43tTYpr1yil82RfmtzA==)</u>
5131.4	<u>Student Disturbances (/Policy/ViewPolicy.aspx?S=36030553&revid=IBGUtcl0ti11ukkoQ7mjdw==)</u>
5131.5	<u>Vandalism And Graffiti (/Policy/ViewPolicy.aspx?S=36030553&revid=nEITKqylpGgYbPsK3uDNA==)</u>
5131.7	<u>Weapons And Dangerous Instruments (/Policy/ViewPolicy.aspx?S=36030553&revid=2sPvtbnfV5woyjPk5pYAAQ==)</u>
5131.7	<u>Weapons And Dangerous Instruments (/Policy/ViewPolicy.aspx?S=36030553&revid=kq76z81Ssb6plussLK0dYWouA==)</u>
5132	<u>Dress And Grooming (/Policy/ViewPolicy.aspx?S=36030553&revid=jrkttNwwlDH1TtvJCWMDnA==)</u>
5137	<u>Positive School Climate (/Policy/ViewPolicy.aspx?S=36030553&revid=SwS04g3eYDXYEpXGUKk6Q==)</u>
5138	<u>Conflict Resolution/Peer Mediation (/Policy/ViewPolicy.aspx?S=36030553&revid=QpkzYXjy3RIt5PF8Lr357g==)</u>
5145.2	<u>Freedom Of Speech/Expression (/Policy/ViewPolicy.aspx?S=36030553&revid=dsishvSrs732ZCmeX5fLFsLzQ==)</u>
5145.2	<u>Freedom Of Speech/Expression (/Policy/ViewPolicy.aspx?S=36030553&revid=QyzjRg1E2yeJW8xWTjhfQ==)</u>
5145.9	<u>Hate-Motivated Behavior (/Policy/ViewPolicy.aspx?S=36030553&revid=sOr8jBrZDkcOIQlflD8iJQ==)</u>
5147	<u>Dropout Prevention (/Policy/ViewPolicy.aspx?S=36030553&revid=2a50ZItQde600hHWNy6ZLw==)</u>
6164.2	<u>Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=nCxs2fgYL5ntJ9Rh8oQCVA==)</u>
6164.2	<u>Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=iN6Trh3RoS1qerUfVyueQ==)</u>

4331	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=DHjbc3plusQje1e9aPaD27IGA==)
4357	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=REnfQH9MG2Oslsh8SVBWMIVaQ==)
4357	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=1RZOowSeXenMgP3IJrktLQ==)
5113	Absences And Excuses (/Policy/ViewPolicy.aspx?S=36030553&revid=901HDplusayfGwjYoPVJynE4Q==)
5113	Absences And Excuses (/Policy/ViewPolicy.aspx?S=36030553&revid=1i5f2p9C0RhzWu16nWXpkA==)
5131.4	Student Disturbances (/Policy/ViewPolicy.aspx?S=36030553&revid=P9L43tTYpr1yil82RfamtzA==)
5131.4	Student Disturbances (/Policy/ViewPolicy.aspx?S=36030553&revid=IBGUtcl0ti1lukkOQ7mjdW==)
5141	Health Care And Emergencies (/Policy/ViewPolicy.aspx?S=36030553&revid=uWsdEwNopssplusWslshkqWT5NFw==)
5141	Health Care And Emergencies (/Policy/ViewPolicy.aspx?S=36030553&revid=1OaCb4u4w2WCxutFEKhxA==)
5141.22	Infectious Diseases (/Policy/ViewPolicy.aspx?S=36030553&revid=XgDeI9tLHkzS3plusaEmPeWg==)
5141.22	Infectious Diseases (/Policy/ViewPolicy.aspx?S=36030553&revid=Z5KslshOMEBgoyxK1TstoKzeQ==)
5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=X3tAf3dbYulQ4Xnj63CmeQ==)
5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=dWzxXzvT5Rv4I6HrqWN5WA==)
6142.8	Comprehensive Health Education (/Policy/ViewPolicy.aspx?S=36030553&revid=B7tolp8VsbDnlqVVTcI2mw==)
6142.8	Comprehensive Health Education (/Policy/ViewPolicy.aspx?S=36030553&revid=dMUavQFulYwxZX03w338kQ==)
6153	School-Sponsored Trips (/Policy/ViewPolicy.aspx?S=36030553&revid=7tRIzP8pihkOX02gN6kBSQ==)
6153	School-Sponsored Trips (/Policy/ViewPolicy.aspx?S=36030553&revid=bh9QdgMIQtON7uNldmz5EQ==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=nCsx2fgYL5ntJ9Rh8oQCVA==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=iN6Trh3RoS1qerUfVyueQ==)
7111	Evaluating Existing Buildings (/Policy/ViewPolicy.aspx?S=36030553&revid=WIhxVoLz899oJBbsVmBjSg==)
9320	Meetings And Notices (/Policy/ViewPolicy.aspx?S=36030553&revid=F4KS9WxTCOzobxEGg8QsEA==)
9320-E(1)	Meetings And Notices (/Policy/ViewPolicy.aspx?S=36030553&revid=OfmKZe2vP9Yfl6tCvbWMUQ==)
9321	Closed Session (/Policy/ViewPolicy.aspx?S=36030553&revid=slshAFIZjNRu3BXqZkaVggbsg==)


Index.aspx?S=36030553)


[Home](#) [Policies Listing](#) [Regulation 5136](#)

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Board Policy Manual

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>> Regulation 5136: Gangs

Status: ADOPTED

Original Adopted Date: 01/26/2009

[see more](#)

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs. The Buena Park School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-09 through 2012-13 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee

Prevention and Intervention Measures

In order to discourage the influence of gangs, school staff shall take the following measures:

1. Any student displaying behavior, gestures, apparel or paraphernalia indicative of gang affiliation shall be referred to the principal or designee.
- a. The student's parent/guardian shall be contacted and may be asked to meet with school staff.
- b. The student may be sent home to change clothes if necessary.
- (cf. 5132 - Dress and Grooming)
2. Staff members may be provided with the names of known gang members.
3. Students who seek help in rejecting gang associations may be referred to community-based gang suppression and prevention organizations.
- (cf. 1020 - Youth Services)
4. Any gang graffiti on school premises shall be removed, washed down or painted over as soon as discovered.
- a. Daily checks for graffiti shall be made throughout the campus.
- b. Graffiti shall be photographed before it is removed. These photographs shall be shared with local law enforcement authorities and used in future disciplinary or criminal action against the offenders.
- (cf. 3515 - Campus Security)
- (cf. 5131.5 - Vandalism, Theft and Graffiti)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 32282	School safety plans ()
Ed. Code 35183	Gang-related apparel ()
Ed. Code 48907	Exercise of free expression; rules and regulations ()
Ed. Code 51264	Educational in-service training; CDE guidelines ()
Ed. Code 51265	Gang violence and drug and alcohol abuse prevention in-service training ()
Ed. Code 51266-51266.5	Model gang and substance abuse prevention curriculum ()
Pen. Code 13826-13826.7	Gang violence suppression ()
Pen. Code 186.22	Participation in criminal street gang ()

Federal	Description
20 USC 7101-7122	Student Support and Academic Enrichment Grants ()

Cross References

Code	Description
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0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwplusiQ==)
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7v101ybwyeldsCDdQ==)
3515.4	Recovery For Property Loss Or Damage (/Policy/ViewPolicy.aspx?S=36030553&revid=4FhUQpJqPMdkjo7slshDYjAgQ==)
3515.4	Recovery For Property Loss Or Damage (/Policy/ViewPolicy.aspx?S=36030553&revid=KVe7x45xwk8oRrx2YyZQuA==)
5131	Conduct (/Policy/ViewPolicy.aspx?S=36030553&revid=XB45islshCkDfPd9SIawNj5qA==)
5131.2	Bullying (/Policy/ViewPolicy.aspx?S=36030553&revid=oCkDs44plushU7084o8psBJSw==)
5131.4	Student Disturbances (/Policy/ViewPolicy.aspx?S=36030553&revid=P9L43tTYpr1yil82RfntzA==)
5131.4	Student Disturbances (/Policy/ViewPolicy.aspx?S=36030553&revid=IBGUtcl0tiIukkOQ7mjdW==)
5131.5	Vandalism And Graffiti (/Policy/ViewPolicy.aspx?S=36030553&revid=nEITKqylpPgGybPsK3uDNA==)
5131.7	Weapons And Dangerous Instruments (/Policy/ViewPolicy.aspx?S=36030553&revid=2sPvtbnfV5woyjPk5pYAAQ==)
5131.7	Weapons And Dangerous Instruments (/Policy/ViewPolicy.aspx?S=36030553&revid=kq76z81Ssb6plussLK0dYWouA==)
5132	Dress And Grooming (/Policy/ViewPolicy.aspx?S=36030553&revid=jrkttNwwIDH1TtvJCWMDnA==)
5137	Positive School Climate (/Policy/ViewPolicy.aspx?S=36030553&revid=SwS04g3eYDVXYEpXGUKk6Q==)
5138	Conflict Resolution/Peer Mediation (/Policy/ViewPolicy.aspx?S=36030553&revid=QpkzYXjy3RJt5PF8Lr357g==)
5145.2	Freedom Of Speech/Expression (/Policy/ViewPolicy.aspx?S=36030553&revid=dsIshvSrs732ZCmeX5fLFsLzQ==)
5145.2	Freedom Of Speech/Expression (/Policy/ViewPolicy.aspx?S=36030553&revid=QyzjFRg1E2yeJW8xWTjhfQ==)
5145.9	Hate-Motivated Behavior (/Policy/ViewPolicy.aspx?S=36030553&revid=sOr8jBrZDkcOJQlflD8iJQ==)
5147	Dropout Prevention (/Policy/ViewPolicy.aspx?S=36030553&revid=2a50ZItQde600hHWNy6ZLw==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=nCsk2fgYL5ntJ9Rh8oQCVA==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=iN6Trh3RoS1qerlUfVvyeQ==)

[Index.aspx?S=36030553](#)[Home](#) [Policies Listing](#) [5000. Students](#) [Policy 5145.3](#)Powered by **simbli**[◀ \(/Policy/ViewPolicy.aspx?S=36030553&revid=dsIshvSrs732ZCmeX5fLFsLzQ==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)

Board Policy Manual

[🖨 \(/Policy/PolicyPrintGenerator.aspx?S=36030553&revid=EVzxHuqslsh7fUKeHDwHPalaQ==\)](#)[➤ \(/Policy/ViewPolicy.aspx?S=36030553&revid=J3NwR1F9r6vdYfKplus6vOKxw==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)**» Policy 5145.3: Nondiscrimination/Harassment**

Status: ADOPTED

Original Adopted Date: 05/14/2001 | **Last Revised Date:** 08/24/2020 | **Last Reviewed Date:** 08/24/2020[see more](#)

The Governing Board desires to provide a safe school environment that allows all students equal access to opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Governing Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics.

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Governing Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's web site in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation.

The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. The Superintendent or designee shall report the findings and recommendations to the Governing Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

Record-Keeping

The Superintendent shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 432	Student records ()
5 CCR 4600-4670	Uniform complaint procedures ()
5 CCR 4900-4965	Nondiscrimination in elementary and secondary education programs ()
Civ. Code 1714.1	Liability of parent or guardian for act of willful misconduct by a minor (http://leginfo.ca.gov/faces/codes_displaySection.xhtml?sectionNum=1714.1&lawCode=CIV)
Ed. Code 200-262.4	Educational equity: prohibition of discrimination on the basis of sex (http://leginfo.ca.gov/faces/codes_displayText.xhtml)

[division=1.&chapter=2.&part=1.&lawCode=EDC&title=1.&article=1.\)](#)

Ed. Code 48900.3	Suspension or expulsion for act of hate violence ()
Ed. Code 48900.4	Suspension or expulsion for threats or harassment ()
Ed. Code 48904	Liability of parent/guardian for willful student misconduct ()
Ed. Code 48907	Exercise of free expression; rules and regulations ()
Ed. Code 48950	Speech and other communication ()
Ed. Code 48985	Translation of notices ()
Ed. Code 49020-49023	Athletic programs ()
Ed. Code 49060-49079	Student records ()
Ed. code 49060-49079	Student records ()
Ed. Code 51500	Prohibited instruction or activity ()
Ed. Code 51501	Prohibited means of instruction ()
Ed. Code 60044	Prohibited instructional materials ()
Gov. Code 11135	Nondiscrimination in programs or activities funded by state ()
Pen. Code 422.55	Definition of hate crime ()
Pen. Code 422.6	Civil rights; crimes ()

Federal

20 USC 1681-1688	Title IX of the Education Amendments of 1972 ()
28 CFR 35.107	Nondiscrimination on basis of disability; complaints ()
29 USC 794	Rehabilitation Act of 1973, Section 504 ()
34 CFR 100.3	Prohibition of discrimination on basis of race, color or national origin ()
34 CFR 104.7	Designation of responsible employee for Section 504 ()
34 CFR 104.8	Notice ()
34 CFR 106.8	Designation of responsible employee for Title IX ()
34 CFR 106.9	Notification of nondiscrimination on basis of sex ()
34 CFR 110.25	Prohibition of discrimination based on age ()
34 CFR 99.31	Disclosure of personally identifiable information ()
42 USC 12101-12213	Title II equal opportunity for individuals with disabilities ()
42 USC 2000d-2000e-17	Title VI and Title VII Civil Rights Act of 1964, as amended ()
42 USC 2000h-2-2000h-6	Title IX of the Civil Rights Act of 1964 ()
42 USC 6101-6107	Age Discrimination Act of 1975 ()

Management Resources

CA Office of the Attorney General Publication	Promoting Safe & Secure Learning Environment for All: Guidance & Model Policies to Assist CA K-12 Schools in Responding to Immigration Issues, 4/2018 ()
Court Decision	Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567 ()
Court Decision	Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130 ()
CSBA Publication	Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, March 2017 ()
First Amendment Center Publication	Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006 ()
U.S Dept of Ed Office for Civil Rights Publication	Resolution Agreement Between the Arcadia USD, US Dept of Ed, OCR, & the US DOJ, CRD, (2013) OCR 09-12-1020, DOJ 169-12C-70 ()
U.S. Dept of Health & Human Services Publication	Guid. to Fed Fin. Assist. Recipients Re. Title VI Prohibition Against Nat'l Origin Discrimination Affect Limited English Proficient Persons, Aug. 2013 ()

U.S. DOE, Office for Civil Rights Publication
 U.S. DOE, Office for Civil Rights Publication
 U.S. DOE, Office for Civil Rights Publication
 U.S. DOE, Office for Civil Rights Publication

Dear Colleague Letter: Harassment and Bullying, October 2010 ()
 Dear Colleague Letter: Title IX Coordinators, April 2015 ()
 Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016 ()
 Notice of Non-Discrimination, Fact Sheet, August 2010 ()
[First Amendment Center \(http://www.firstamendmentcenter.org\)](http://www.firstamendmentcenter.org)
[California Office of the Attorney General \(http://oag.ca.gov\)](http://oag.ca.gov)
[California Safe Schools Coalition \(http://www.casafeschools.org\)](http://www.casafeschools.org)
[CSBA \(http://www.csba.org\)](http://www.csba.org)
[California Department of Education \(http://www.cde.ca.gov\)](http://www.cde.ca.gov)
[U.S. Department of Education, Office for Civil Rights \(http://www.ed.gov/about/offices/list/ocr/index.html\)](http://www.ed.gov/about/offices/list/ocr/index.html)

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities (/Policy/ViewPolicy.aspx?S=36030553&revid=IXo0C7dRASmPdk873V7f3g==)
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwpluIQ==)
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7v101ybwylsCDDQ==)
1312.1	Complaints Concerning District Employees (/Policy/ViewPolicy.aspx?S=36030553&revid=qEzk81IcplusTbbIJkyTTK5qg==)
1312.1	Complaints Concerning District Employees (/Policy/ViewPolicy.aspx?S=36030553&revid=ZsW6p80wgQGz0e4RCXVvdg==)
1312.3	Uniform Complaint Procedures (/Policy/ViewPolicy.aspx?S=36030553&revid=LhvjGS4RHpOhYldff7YxOw==)
1312.3	Uniform Complaint Procedures (/Policy/ViewPolicy.aspx?S=36030553&revid=XkpGT2J66JSp1Y85vTCslshcQ==)
3515.4	Recovery For Property Loss Or Damage (/Policy/ViewPolicy.aspx?S=36030553&revid=4FhUOpJqPMDkjo7slshDYjAgQ==)
3515.4	Recovery For Property Loss Or Damage (/Policy/ViewPolicy.aspx?S=36030553&revid=KVe7x45xwk8oRrx2YyZQuA==)
3530	Risk Management/Insurance (/Policy/ViewPolicy.aspx?S=36030553&revid=w3WOxjrVOWJOLhfXa5PiUA==)
3530	Risk Management/Insurance (/Policy/ViewPolicy.aspx?S=36030553&revid=i7VP1lssEDhTM7EjOZKplusjw==)
3553	Free And Reduced Price Meals (/Policy/ViewPolicy.aspx?S=36030553&revid=ZohoJKIKplsdZ1BHQ9FnT2Xw==)
3553	Free And Reduced Price Meals (/Policy/ViewPolicy.aspx?S=36030553&revid=p5ZC0XxBScRA1c0lorGMnA==)
4131	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=t7iK5XgFeMI65uzRT6T51w==)
4131	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=WAQJtbZ1slsh6yQ5yMG7slshOHLg==)
4219.21	Professional Standards (/Policy/ViewPolicy.aspx?S=36030553&revid=JAV4itkZZfD3FMd2S3NaA==)
4219.21-E(1)	Professional Standards - Code of Ethics (/Policy/ViewPolicy.aspx?S=36030553&revid=s78PhEplusNoQ9hrxUUBr5eWQ==)
4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=L8wplusaRfjbaI40PNmn9tplusDA==)
4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=1LJr3kEp9sKTn5nfzv4plusTw==)
4319.21	Professional Standards (/Policy/ViewPolicy.aspx?S=36030553&revid=KM589f2vozoGplusvserTmZpg==)
4319.21-E(1)	Professional Standards - Personnel Reduction (/Policy/ViewPolicy.aspx?S=36030553&revid=7KeUguVE7XjqTurCeQ29Gg==)
5000	Concepts And Roles (/Policy/ViewPolicy.aspx?S=36030553&revid=tnLMgI2XygUfwu6qRakzWQ==)
5030	Student Wellness (/Policy/ViewPolicy.aspx?S=36030553&revid=uN6iAv0ElmMRDsIsht2S7ukWw==)
5111	Admission (/Policy/ViewPolicy.aspx?S=36030553&revid=nyihBaEEfanCmAsslshkzCOHQ==)
5111	Admission (/Policy/ViewPolicy.aspx?S=36030553&revid=tAzW3muUHtqSgpTZzwNcJA==)
5113.1	Chronic Absence And Truancy (/Policy/ViewPolicy.aspx?S=36030553&revid=PeATFbJIXwAdOVBIHVAQg==)
5113.1	Chronic Absence And Truancy (/Policy/ViewPolicy.aspx?S=36030553&revid=Jqym3Q5T5nhQhaaaDa1VKQ==)
5113.12	District School Attendance Review Board (/Policy/ViewPolicy.aspx?S=36030553&revid=GkFHsSHXhCThLGrflf1cvA==)
5125	Student Records (/Policy/ViewPolicy.aspx?S=36030553&revid=slshBuMmuLfkyy2vxEyLZRGkg==)

5125	Student Records (/Policy/ViewPolicy.aspx?S=36030553&revid=hyslshzHXqdMslshpJ4KgJUIRwXQ==)
5125.1	Release Of Directory Information (/Policy/ViewPolicy.aspx?S=36030553&revid=K8lfrZ2lgfA6RDwXtQVMjA==)
5125.1	Release Of Directory Information (/Policy/ViewPolicy.aspx?S=36030553&revid=oGaqtvXrcaPJSqM5hs17fA==)
5125.1-E(1)	Release Of Directory Information (/Policy/ViewPolicy.aspx?S=36030553&revid=2O4PKRYYYQ9FcRgqOrwOfhA==)
5131	Conduct (/Policy/ViewPolicy.aspx?S=36030553&revid=XB45islshCkDfPd9SIawNj5qA==)
5131.2	Bullying (/Policy/ViewPolicy.aspx?S=36030553&revid=oCkDs44plusbU7084o8psBJSw==)
5131.5	Vandalism And Graffiti (/Policy/ViewPolicy.aspx?S=36030553&revid=nEITKqylpPgGybPsK3uDNA==)
5132	Dress And Grooming (/Policy/ViewPolicy.aspx?S=36030553&revid=jrkttNwwlDHI1TtvJCWMDnA==)
5137	Positive School Climate (/Policy/ViewPolicy.aspx?S=36030553&revid=SwS04g3eYDvXYEpXGUKk6Q==)
5138	Conflict Resolution/Peer Mediation (/Policy/ViewPolicy.aspx?S=36030553&revid=QpkzYXjy3RJt5PF8Lr357g==)
5141.27	Food Allergies/Special Dietary Needs (/Policy/ViewPolicy.aspx?S=36030553&revid=kRFwAoooyyGALjoQ1ePMLrw==)
5141.4	Child Abuse Prevention And Reporting (/Policy/ViewPolicy.aspx?S=36030553&revid=BZqxK9plusznRqLXN9OQxph5A==)
5141.4	Child Abuse Prevention And Reporting (/Policy/ViewPolicy.aspx?S=36030553&revid=3BrvuSRcftT3CUMBLNGbIQ==)
5141.52	Suicide Prevention (/Policy/ViewPolicy.aspx?S=36030553&revid=JnFhsPtmOyPamkslshguib1w==)
5141.52	Suicide Prevention (/Policy/ViewPolicy.aspx?S=36030553&revid=jOCWjfmQ0I9otyjbkKtWLg==)
5144	Discipline (/Policy/ViewPolicy.aspx?S=36030553&revid=IGslshGNA0b1KBhplusd08oVX6FQ==)
5144	Discipline (/Policy/ViewPolicy.aspx?S=36030553&revid=vaL0QGwyWGvev2308AptUg==)
5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=TslshkZM2zCpHbCvhesomdwiw==)
5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=VNay3bpplusZEweC6NUowhJEW==)
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities) (/Policy/ViewPolicy.aspx?S=36030553&revid=6nKeTplus2DeAvGpluskr8qunslshLg==)
5145.12	Search And Seizure (/Policy/ViewPolicy.aspx?S=36030553&revid=LQwsxvaQYjj69RD789Ezhg==)
5145.2	Freedom Of Speech/Expression (/Policy/ViewPolicy.aspx?S=36030553&revid=dsllshvSrs732ZCmeX5fLFsLzQ==)
5145.2	Freedom Of Speech/Expression (/Policy/ViewPolicy.aspx?S=36030553&revid=Qyzjfrg1E2yeJW8xWTjhQ==)
5145.7	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=4ypfYdS4SoDf3cepluswUv4IA==)
5145.7	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=ajCxplusEVPF3tZfPYqwNwfiQ==)
5145.9	Hate-Motivated Behavior (/Policy/ViewPolicy.aspx?S=36030553&revid=sOr8jBrZDkcOJOIfLD8iJQ==)
5146	Married/Pregnant/Parenting Students (/Policy/ViewPolicy.aspx?S=36030553&revid=q18WoglhhnUTRRkkYNkEKA==)
6142.1	Sexual Health And HIV/AIDS Prevention Instruction (/Policy/ViewPolicy.aspx?S=36030553&revid=LLN7T7DYUARzZuahz6bjPA==)
6142.1	Sexual Health And HIV/AIDS Prevention Instruction (/Policy/ViewPolicy.aspx?S=36030553&revid=JoWojTNAslshcSfBSojm5Amvw==)
6142.8	Comprehensive Health Education (/Policy/ViewPolicy.aspx?S=36030553&revid=B7tolp8VsbDnlqVVTcI2mw==)
6142.8	Comprehensive Health Education (/Policy/ViewPolicy.aspx?S=36030553&revid=dMUavQFulYwxZX03w338kQ==)
6143	Courses Of Study (/Policy/ViewPolicy.aspx?S=36030553&revid=Dkyv7420tplus4o4DCslshWElyzg==)
6143	Courses Of Study (/Policy/ViewPolicy.aspx?S=36030553&revid=YWI0jtn9sRa7OslshltvGvCcw==)
6144	Controversial Issues (/Policy/ViewPolicy.aspx?S=36030553&revid=QoRnecu8BqgUslshiQ3ECslshaGA==)
6144	Controversial Issues (/Policy/ViewPolicy.aspx?S=36030553&revid=0HUU7bdoQBq6ml3pX0HeFQ==)
6145	Extracurricular And Cocurricular Activities (/Policy/ViewPolicy.aspx?S=36030553&revid=fGKP85mplusy9Ex3xds57Ttqjg==)
6145	Extracurricular And Cocurricular Activities (/Policy/ViewPolicy.aspx?S=36030553&revid=CJcszaF7aag4kBAE6q6e5w==)
6145.2	Athletic Competition (/Policy/ViewPolicy.aspx?S=36030553&revid=00ftxGABIUz5eXIUjeI8Zw==)
6145.2	Athletic Competition (/Policy/ViewPolicy.aspx?S=36030553&revid=YV4JT6rmrAhBu8bpBC3PyA==)
6163.4	Student Use Of Technology (/Policy/ViewPolicy.aspx?S=36030553&revid=m2lplusbbsBibTbXTRSHCpoVA==)

6163.4	Student Use Of Technology (/Policy/ViewPolicy.aspx?S=36030553&revid=75REUIXsijBJnfpgl4XvjA==)
6163.4-E(1)	Student Use Of Technology - Acceptable Use Agreement For Electronic Resources (/Policy/ViewPolicy.aspx?S=36030553&revid=2plusXIws1vgzktYrY6eJvAyQ==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=nCsx2fgYL5ntJ9Rh8oQCVA==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=iN6Trh3RoS1qerIUfVvyeQ==)
6173.1	Education For Foster Youth (/Policy/ViewPolicy.aspx?S=36030553&revid=e9GTVKZf9QgyFB89O0Splus0A==)
6173.1	Education For Foster Youth (/Policy/ViewPolicy.aspx?S=36030553&revid=TQJ8nRPHuIMUTSGYZslshubvg==)

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Version: 20.3.1.10



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</Policy/PolicyPrintGenerator.aspx?S=36030553&revid=92W9xoJ0Wslsh2qnbYTD17dgc==>



</Policy/ViewPolicy.aspx?S=36030553&revid=QJzDfgTKa7OF240e5QTTnA==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6>

>> Policy 4119.11: Sexual Harassment

Status: ADOPTED

Original Adopted Date: 05/14/2001 | Last Revised Date: 01/09/2017

[see more](#)

The Governing Board desires to provide District employees with a working environment that is free from harassment. In order to achieve this end, the Governing Board prohibits sexual harassment of District employees by anyone, in any manner, and shall not tolerate retaliatory action or behavior against a District employee or other person who complains, testifies or otherwise participates in the complaint process pursuant to Governing Board policy and administrative regulations.

For the purposes of this policy, District employees shall include applicants for employment in the District.

Any District employee who permits, engages in or participates in sexual harassment of another District employee or student shall be in violation of this policy and is subject to disciplinary action, up to and including dismissal. An employee shall be deemed to have permitted sexual harassment where he/she has knowledge that a student or an employee has engaged in sexual harassment and fails to report such student or employee to the appropriate authorities, whether or not the victim makes a complaint.

An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

A supervisor, principal or District administrator other than the Superintendent who receives a harassment complaint shall promptly notify the Superintendent.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 4318 - Suspension/Disciplinary Action)

Any District employee who feels that he/she has been sexually harassed or who has knowledge of any instance of sexual harassment by another employee or a student, shall immediately contact his/her supervisor, principal, Superintendent, or other District administrator, to obtain procedures for reporting a complaint. However, an employee may bypass his/her supervisor in registering a complaint where the supervisor is the alleged perpetrator of the sexual harassment.

Complaints of sexual harassment shall be filed in accordance with AR 4030 - Nondiscrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

The Superintendent shall take all actions necessary to ensure the prevention, investigation and correction of sexual harassment, including but not limited to:

1. Providing periodic training to all staff regarding the District's sexual harassment policy, particularly the procedures for registering complaints and employees' duty in availing themselves of the complaint procedure in order to avoid harm

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

2. Publicizing and disseminating the District's sexual harassment policy to staff

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Ensuring prompt, thorough and fair investigation of complaints in a way that respects the privacy of all parties concerned, to the extent necessary

4. Taking timely and appropriate corrective/remedial actions after completion of investigation. This may require subsequent monitoring of developments.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
2 CCR 11006-11086	Discrimination in employment (https://govt.westlaw.com/calregs/Document/TB14C546C12B54833823AAD951ADEB762?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))

2 CCR 11021	Discrimination in employment - retaliation (https://govt.westlaw.com/calregs/Document/IE7EBD5A1A73C4898920C885F8742AA43? viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)))
2 CCR 11023	Harassment and discrimination prevention and correction (https://govt.westlaw.com/calregs/Document/I8291D1299A1E476884B29AA8793222AB? viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)))
2 CCR 11024	Required training and education on harassment based on sex, gender identity and expression, and sexual orientation (https://govt.westlaw.com/calregs/Document/I4597AA3786DE4A7B820F9D02C8795550? viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)))
2 CCR 11034	Terms, conditions, and privileges of employment (https://govt.westlaw.com/calregs/Document/I1EB980BFFF27452EB557786BBC965480? viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)))
5 CCR 4900-4965	Nondiscrimination in elementary and secondary education programs ()
Ed. Code 200-262.4	Educational equity; prohibition of discrimination on the basis of sex (http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml? division=1.&chapter=2.&part=1.&lawCode=EDC&title=1.&article=1.)
Gov. Code 12900-12996	Fair Employment and Housing Act ()
Gov. Code 12940	Unlawful discriminatory employment practices ()
Gov. Code 12950	Sexual harassment ()
Gov. Code 12950.1	Sexual harassment training ()
Lab. Code 1101	Political activities of employees ()
Lab. Code 1102.1	Discrimination: sexual orientation ()

Federal

20 USC 1681-1688	Title IX prohibition against discrimination ()
34 CFR 106.1-106.9	Nondiscrimination on the basis of sex in education programs or activities ()
34 CFR 106.51-106.61	Nondiscrimination on the basis of sex in employment in education program or activities ()
42 USC 2000e-2000e-17	Title VII, Civil Rights Act of 1964, as amended ()

Management Resources

Court Decision	Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257 ()
Court Decision	Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026 ()
Court Decision	Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275 ()
Court Decision	Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989 ()
Court Decision	Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57 ()
Court Decision	Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998 ()
U.S. Equal Employment Opportunity Com. Publication	Promising Practices for Preventing Harassment, November 2017 ()
Website	California Department of Fair Employment and Housing (http://www.dfeh.ca.gov)
Website	U.S. Department of Education, Office for Civil Rights (http://www.ed.gov/about/offices/list/ocr/index.html)
Website	U.S. Equal Employment Opportunity Commission (http://www.eeoc.gov)

Cross References**Code**

0410	Nondiscrimination In District Programs And Activities (/Policy/ViewPolicy.aspx?S=36030553&revid=IXo0C7dRASmPDk873V7f3g==)
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwplusiQ==)
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7v101ybwyeldsCDdQ==)
1312.3	Uniform Complaint Procedures (/Policy/ViewPolicy.aspx?S=36030553&revid=LhvjGS4RHpOhYLdfF7YxOw==)

1312.3	Uniform Complaint Procedures (/Policy/ViewPolicy.aspx?S=36030553&revid=XkpGT2J66JSp1Y85vTCslshcQ==)
3530	Risk Management/Insurance (/Policy/ViewPolicy.aspx?S=36030553&revid=w3WOxjrVOWJOLhfXa5PiUA==)
3530	Risk Management/Insurance (/Policy/ViewPolicy.aspx?S=36030553&revid=i7VP1lssEDhTM7EjOZKplusjw==)
3600	Consultants (/Policy/ViewPolicy.aspx?S=36030553&revid=DPyzsWplus6KEni4LXAc4B3Fg==)
4030	Nondiscrimination In Employment (/Policy/ViewPolicy.aspx?S=36030553&revid=s5tOKDzdOUMhaTTJgJxb7w==)
4030	Nondiscrimination In Employment (/Policy/ViewPolicy.aspx?S=36030553&revid=6NM0VlrCjDMPplus4RIwOpFWA==)
4040	Employee Use Of Technology (/Policy/ViewPolicy.aspx?S=36030553&revid=c1vUBqIhT4CyiXsvfC3A0g==)
4040	Employee Use Of Technology (/Policy/ViewPolicy.aspx?S=36030553&revid=mj7BzqONp54BX1wDAIk6rA==)
4112.9	Employee Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=GaSAasfB5Julslsh3ghr6slshV5Q==)
4112.9	Employee Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=MHyy6Bw5IkeJ2MLL9mlbaA==)
4112.9-E(1)	Employee Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=KFO36hrJ7AQYXr1pdjbnng==)
4117.7	Employment Status Reports (/Policy/ViewPolicy.aspx?S=36030553&revid=k9o2nZC1d6FLfqWYU8QfrQ==)
4118	Dismissal/Suspension/Disciplinary Action (/Policy/ViewPolicy.aspx?S=36030553&revid=txkJfWjQTslshcDyTlAvhFQ3Q==)
4118	Dismissal/Suspension/Disciplinary Action (/Policy/ViewPolicy.aspx?S=36030553&revid=roTBCiO9zhRmLnXn6OU1wg==)
4119.21	Professional Standards (/Policy/ViewPolicy.aspx?S=36030553&revid=2CkGQSRdaT5pKn7sj7in7g==)
4119.21-E(1)	Professional Standards (/Policy/ViewPolicy.aspx?S=36030553&revid=2cHkaixiF98IOQyOYN3sng==)
4119.22	Dress And Grooming (/Policy/ViewPolicy.aspx?S=36030553&revid=1xuskYldplusk7qhDMpwJOlhQ==)
4131	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=t7iK5XgFeMI65uzRT6T51w==)
4131	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=WAQJthZ1slsh6yQ5yMG7slshQHLg==)
4144	Complaints (/Policy/ViewPolicy.aspx?S=36030553&revid=Mn1wy1zfO78aYWXwjplus5AMQ==)
4144	Complaints (/Policy/ViewPolicy.aspx?S=36030553&revid=c7jWRs4IV4sk7KG7yGc5slshA==)
4212.9	Employee Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=9c9Kezu0Z7AxoajgQ8xQiw==)
4212.9	Employee Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=ZUN7IBWo37H0slshksTwVx8yQ==)
4212.9-E(1)	Employee Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=YgCkwgkCH6JkanBrDzeGdw==)
4219.21	Professional Standards (/Policy/ViewPolicy.aspx?S=36030553&revid=JAV4itKZZfD3FMD28S3Na==)
4219.21-E(1)	Professional Standards - Code of Ethics (/Policy/ViewPolicy.aspx?S=36030553&revid=s78PhEplusNoQ9hrxUUBr5eWQ==)
4219.22	Dress And Grooming (/Policy/ViewPolicy.aspx?S=36030553&revid=QaFes0XnDj4plusaYxo7TZQg==)
4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=L8wplusaRfjbaI40Pnmn9tplusDA==)
4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=1LJr3kEp9sKTn5nfz4plusTw==)
4244	Complaints (/Policy/ViewPolicy.aspx?S=36030553&revid=o6PRzBSXEwpluswBq1TomNJEQ==)
4244	Complaints (/Policy/ViewPolicy.aspx?S=36030553&revid=3ptbYCOslshuyDDGEw7TcFVaw==)
4300	Administrative And Supervisory Personnel (/Policy/ViewPolicy.aspx?S=36030553&revid=KAfwqdXkqlb5P8CYbViesQ==)
4300	Administrative And Supervisory Personnel (/Policy/ViewPolicy.aspx?S=36030553&revid=OaQAe60LtSJdIT21wyhJ9g==)
4312.9	Employee Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=jNMplusGslshkzDZZ16529Nn8eCQ==)
4312.9	Employee Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=gplusohdiBFWMenALoplusROslshFyQ==)
4312.9-E(1)	Employee Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=1SoKYDWsRkJHVR0m4NQcg==)
4317.7	Employment Status Reports (/Policy/ViewPolicy.aspx?S=36030553&revid=M6610xsGWvsx3wlfqjPxzA==)
4319.21	Professional Standards (/Policy/ViewPolicy.aspx?S=36030553&revid=KM589f2vozoGplusvserTmZpg==)
4319.21-E(1)	Professional Standards - Personnel Reduction (/Policy/ViewPolicy.aspx?S=36030553&revid=7KeUguVE7XjqTurCeQ29Gg==)
4319.22	Dress And Grooming (/Policy/ViewPolicy.aspx?S=36030553&revid=IDehVWecRPiplusBZ8GokaXXQ==)
4344	Complaints (/Policy/ViewPolicy.aspx?S=36030553&revid=Fkuslsh6vpya6Al7ULxIG94nQ==)
4344	Complaints (/Policy/ViewPolicy.aspx?S=36030553&revid=eoplusm1O6DQYajhG2kRe8t0Q==)

5145.7 [Sexual Harassment \(/Policy/ViewPolicy.aspx?S=36030553&revid=4ypfYdS4SoDf3cepluswUv4IA==\)](#)

5145.7 [Sexual Harassment \(/Policy/ViewPolicy.aspx?S=36030553&revid=ajCxplusEVPF3tZfPYqwNwfiQ==\)](#)

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Version: 20.3.1.10

[Index.aspx?S=36030553](#)[Home](#) [Policies Listing](#) [4000. Personnel](#) [Regulation 4119.11](#)Powered by **simbli**[◀ \(/Policy/ViewPolicy.aspx?S=36030553&revid=PO5RziVLRDq4sWplusCiWplus21A==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)**Board Policy Manual**[📄 \(/Policy/PolicyPrintGenerator.aspx?S=36030553&revid=QJzDfgTKa7OF240e5QTTnA==\)](#)[➤ \(/Policy/ViewPolicy.aspx?S=36030553&revid=92W9xoJ0Wslsh2qnbYTD17dgc==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)**» Regulation 4119.11: Sexual Harassment**

Status: ADOPTED

Original Adopted Date: 01/27/2003 | **Last Revised Date:** 09/14/2020 | **Last Reviewed Date:** 09/14/2020[see more](#)

The following administrative regulation shall apply to all allegations of sexual harassment involving employees, interns, volunteers, and job applicants, but shall not be used to resolve any complaint by or against a student.

Title IX Coordinator

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as well as to investigate and resolve sexual harassment complaints under AR 4030 - Nondiscrimination in Employment. The Title IX Coordinator(s) may be contacted at:

Chief Personnel Officer
6885 Orangethorpe Ave
Buena Park, CA 90620
(714) 522-8412
rharrison@bpsd.us

The district shall notify employees, bargaining units, and applicants for employment of the name or title, office address, email address, and telephone number of the district's Title IX Coordinator. (34 CFR 106.8)

Prohibited Conduct

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire. Conduct is considered to be sexual harassment when made against another person of the same or opposite sex in the work or educational setting under any of the following conditions: (Education Code 212.5; Government Code 12940; 2 CCR 11034)

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work performance or of creating an intimidating, hostile, or offensive work environment.
4. Submission to or rejection of the conduct is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through the district.

Examples of actions that might constitute sexual harassment in the work or educational setting, whether committed by a supervisor, a co-worker, or a non-employee, include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, learning, or impeding normal movements

Training

Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours, and nonsupervisory employees receive at least one hour, of classroom or other effective interactive training and education regarding sexual harassment. All newly hired employees and employees promoted to a supervisory position shall receive training within six months of their assumption of the new position. (Government Code 12950.1)

A supervisory employee is any employee having the authority, in the interest of the district, to hire, transfer, suspend, lay off, promote, discharge, assign, reward, or discipline other employees, or the responsibility to direct them, adjust their grievances, or effectively recommend such action, when the exercise of the authority is not of a merely routine or clerical nature, but requires the use of independent judgment. (Government Code 12926)

Such training may be completed by employees individually or as part of a group presentation, may be completed in shorter segments as long as the applicable hourly requirement is met, and may be provided in conjunction with other training provided to the employees. The training shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation. (Government Code 12950.1)

The district's sexual harassment training and education program shall include, but is not limited to the following: (Government Code 12950.1; 2 CCR 11024)

1. Information and practical guidance regarding federal and state laws concerning the prohibition, prevention, and correction of sexual harassment
2. The types of conduct that constitute sexual harassment
3. Remedies available for victims in civil actions, and potential employer/individual exposure/liability
4. Strategies to prevent harassment in the workplace
5. Supervisors' obligation to report sexual harassment, discrimination, and retaliation of which they become aware
6. Practical examples which illustrate sexual harassment, discrimination, and retaliation using training modalities such as role plays, case studies, and group discussions, based on factual scenarios taken from case law, news and media accounts, and hypotheticals based on workplace situations and other sources
7. The limited confidentiality of the complaint process
8. Resources for victims of unlawful harassment, such as to whom they should report any alleged harassment
9. Steps necessary to take appropriate remedial measures to correct harassing behavior, which includes the district's obligation to conduct an effective workplace investigation of a harassment complaint
10. What to do if the supervisor is personally accused of harassment
11. The essential elements of the district's anti-harassment policy, and how to use the policy if a harassment complaint is filed

Employees shall receive a copy of the district's sexual harassment policy and administrative regulations, which they shall read and acknowledge that they have received.

12. Information, including practical examples, of harassment based on gender identity, gender expression, and sexual orientation
13. Prevention of abusive conduct, including a review of the definition and elements of abusive conduct pursuant to Government Code 12950.1, the negative effects that abusive conduct has on the victim and other in the workplace, the detrimental consequences of this conduct on employee productivity and morale, and that a single act does not constitute abusive conduct unless the act is severe or egregious

The Superintendent or designee shall retain for at least two years the records of any training provided to supervisory employees. Such records shall include the names of trained employees, date of the training, the type of training, and the name of the training provider. (2 CCR 11024)

Notifications

The Superintendent or designee shall notify employees that the district does not discriminate on the basis of sex as required by Title IX, that the Title IX nondiscrimination requirement extends to employment, and that inquiries about the application of Title IX to the district may be referred to the district's Title IX Coordinator and/or to the Assistant Secretary for Civil Rights, U.S. Department of Education. (34 CFR 106.8)

A copy of the Governing Board's policy and this administrative regulation shall: (Education Code 231.5)

1. Be displayed in a prominent location in the main administrative building, district office or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted
2. Be provided to every district employee at the beginning of the first quarter or semester of the school year, or whenever a new employee is hired
3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing (DFEH) or a copy of district information sheets that contain, at a minimum, components on: (Government Code 12950)

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples
4. The district's complaint process available to the employee
5. The legal remedies and complaint process available through the DFEH and the Equal Opportunity Commission (EEOC)
6. Directions on how to contact the DFEH and the EEOC
7. The protection against retaliation provided by 2 CCR 11021 for opposing harassment prohibited by law or for filing a complaint with, or otherwise participating in an investigation, proceeding or hearing conducted by DFEH and EEOC.

In addition, the district shall post, in a prominent and accessible location, DFEH's poster on discrimination in employment and the illegality of sexual harassment. (Government Code 12950)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
2 CCR 11006-11086	Discrimination in employment (https://govt.westlaw.com/calregs/Document/IB14C546C12B54833823AAD951ADEB762?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))
2 CCR 11021	Discrimination in employment - retaliation (https://govt.westlaw.com/calregs/Document/IE7EBD5A1A73C4898920C885F8742AA43?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))
2 CCR 11023	Harassment and discrimination prevention and correction (https://govt.westlaw.com/calregs/Document/I8291D1299A1E476884B29AA8793222AB?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))
2 CCR 11024	Required training and education on harassment based on sex, gender identity and expression, and sexual orientation (https://govt.westlaw.com/calregs/Document/I4597AA3786DE4A7B820F9D02C8795550?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))
2 CCR 11034	Terms, conditions, and privileges of employment (https://govt.westlaw.com/calregs/Document/I1EB980BFFF27452EB557786BBC965480?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))
5 CCR 4900-4965	Nondiscrimination in elementary and secondary education programs ()
Ed. Code 200-262.4	Educational equity: prohibition of discrimination on the basis of sex (http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?division=1.&chapter=2.&part=1.&lawCode=EDC&title=1.&article=1.)
Gov. Code 12900-12996	Fair Employment and Housing Act ()
Gov. Code 12940	Unlawful discriminatory employment practices ()
Gov. Code 12950	Sexual harassment ()
Gov. Code 12950.1	Sexual harassment training ()
Lab. Code 1101	Political activities of employees ()
Lab. Code 1102.1	Discrimination: sexual orientation ()

Federal

Description
20 USC 1681-1688
34 CFR 106.1-106.9
34 CFR 106.51-106.61
42 USC 2000e-2000e-17

Management Resources

Description
Court Decision
Court Decision
Court Decision
Court Decision
Court Decision
Court Decision
U.S. Equal Employment Opportunity Com. Publication
Website
Website
Website

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities (/Policy/ViewPolicy.aspx?S=36030553&revid=IXo0C7dRASmPDk873V7f3g==)
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwplusiQ==)
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7v101ybwYeldsCDdQ==)
1312.3	Uniform Complaint Procedures (/Policy/ViewPolicy.aspx?S=36030553&revid=LhvJGS4RHpOhYLdFF7YxOw==)
1312.3	Uniform Complaint Procedures (/Policy/ViewPolicy.aspx?S=36030553&revid=XkpGT2J66JSp1Y85vTCslshC==)
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3530	Risk Management/Insurance (/Policy/ViewPolicy.aspx?S=36030553&revid=i7VP1IssEdhTM7EjOZKplusjw==)
3600	Consultants (/Policy/ViewPolicy.aspx?S=36030553&revid=DPyzsWplus6KEni4LXAc4B3Fg==)
4030	Nondiscrimination In Employment (/Policy/ViewPolicy.aspx?S=36030553&revid=s5tOKDzdOUMhaTTJgJxb7w==)
4030	Nondiscrimination In Employment (/Policy/ViewPolicy.aspx?S=36030553&revid=6NM0VlrCjDMPplus4RIwOpFWA==)
4040	Employee Use Of Technology (/Policy/ViewPolicy.aspx?S=36030553&revid=c1vUBqIhT4CyXsvfC3A0g==)
4040	Employee Use Of Technology (/Policy/ViewPolicy.aspx?S=36030553&revid=mj7BzqONp54BXIwDAIk6rA==)
4112.9	Employee Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=GaSAasfB5Julslsh3ghr6slshV5Q==)
4112.9	Employee Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=MHyy6Bw5IkeJ2MLL9mlbaA==)
4112.9-E(1)	Employee Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=KFO36rhrJ7AQYXr1pdjbng==)
4117.7	Employment Status Reports (/Policy/ViewPolicy.aspx?S=36030553&revid=k9o2nZC1d6FLfqWYU8QfrQ==)
4118	Dismissal/Suspension/Disciplinary Action (/Policy/ViewPolicy.aspx?S=36030553&revid=txkJfWjQTslshCdyTlAvhFQ3Q==)
4118	Dismissal/Suspension/Disciplinary Action (/Policy/ViewPolicy.aspx?S=36030553&revid=roTBCiO9zhRmLnXn6OU1wg==)
4119.21	Professional Standards (/Policy/ViewPolicy.aspx?S=36030553&revid=2CkGQSRdaT5pKn7sj7in7g==)
4119.21-E(1)	Professional Standards (/Policy/ViewPolicy.aspx?S=36030553&revid=2cHkaixiF98IOQyOYN3sng==)
4119.22	Dress And Grooming (/Policy/ViewPolicy.aspx?S=36030553&revid=1xuskYldplusk7qhDMpwJOlhQ==)
4131	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=t7iK5XgFeMI65uzRT6T51w==)
4131	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=WAQJtbZ1slsh6yQ5yMG7slshQHLg==)
4144	Complaints (/Policy/ViewPolicy.aspx?S=36030553&revid=Mn1wy1zfO78aYWXwplus5AMQ==)
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4212.9	Employee Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=9c9Kezu0Z7AxoajgQ8xQiw==)
4212.9	Employee Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=ZUn7IBWo37H0slshksTwVx8yQ==)
4212.9-E(1)	Employee Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=YgCkwgkCH6JkanBrDzeGdw==)
4219.21	Professional Standards (/Policy/ViewPolicy.aspx?S=36030553&revid=JAV4itkZZfD3FMd2S3NaA==)
4219.21-E(1)	Professional Standards - Code of Ethics (/Policy/ViewPolicy.aspx?S=36030553&revid=s78PhEplusNoQ9hrxUUBr5eWQ==)
4219.22	Dress And Grooming (/Policy/ViewPolicy.aspx?S=36030553&revid=QaFes0XnDlj4plusaYxo7TZQg==)
4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=L8wplusaRfjba40PNmn9tplusDA==)
4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=1LJr3kEp9sKTn5nfyz4plusTw==)
4244	Complaints (/Policy/ViewPolicy.aspx?S=36030553&revid=o6PRzBSXEwpluswBq1TomNJEQ==)
4244	Complaints (/Policy/ViewPolicy.aspx?S=36030553&revid=3ptbYCOslshuyDDGEw7TcFVaw==)
4300	Administrative And Supervisory Personnel (/Policy/ViewPolicy.aspx?S=36030553&revid=KAfwqdXkqlb5P8CYbViesQ==)
4300	Administrative And Supervisory Personnel (/Policy/ViewPolicy.aspx?S=36030553&revid=OaQAe60LtSJDIT21wyhJ9g==)
4312.9	Employee Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=jNMplusGslshkzDZZ16529Nn8eCQ==)
4312.9	Employee Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=gplsohdiBFWMenALoplusROslshFyQ==)

4312.9-E(1)	Employee Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=I5oKYDWsRkJHVrR0m4NQcg==)
4317.7	Employment Status Reports (/Policy/ViewPolicy.aspx?S=36030553&revid=M6610xsGWvsx3wlfgjPxzA==)
4319.21	Professional Standards (/Policy/ViewPolicy.aspx?S=36030553&revid=KM589f2vozoGplusvserTmZpg==)
4319.21-E(1)	Professional Standards - Personnel Reduction (/Policy/ViewPolicy.aspx?S=36030553&revid=7KeUguVE7XjqTurCeQ29Gg==)
4319.22	Dress And Grooming (/Policy/ViewPolicy.aspx?S=36030553&revid=IDehVWecRPiplusBZ8GokaXXQ==)
4344	Complaints (/Policy/ViewPolicy.aspx?S=36030553&revid=Fkuslsh6vpva6Al7ULxIG94nQ==)
4344	Complaints (/Policy/ViewPolicy.aspx?S=36030553&revid=eoplusm1O6DQYajhG2kRe8t0Q==)
5145.7	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=4ypfYdS4SoDf3cepluswUv4IA==)
5145.7	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=ajCxplusEVPF3tZfPYqwNwfiQ==)

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Version: 20.3.1.10

[Index.aspx?S=36030553](#)[Home](#) [Policies Listing](#) [5000. Students](#) [Regulation 5144.1](#)Powered by **simbli**[< \(/Policy/ViewPolicy.aspx?S=36030553&revid=vaL0QGwyWGevv23O8APtUg==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)[Board Policy Manual](#)[\(/Policy/PolicyPrintGenerator.aspx?S=36030553&revid=VNay3bpplusZEweC6NUowhJEw==\)](#)[> \(/Policy/ViewPolicy.aspx?S=36030553&revid=TslshkZM2zCpHbCvhesomdwiw==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)**>> Regulation 5144.1: Suspension And Expulsion/Due Process**

Status: ADOPTED

Original Adopted Date: 05/14/2001 | **Last Revised Date:** 05/18/2018[see more](#)**Definitions**

Suspension from school means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level
2. Referral to a certificated employee designated by the principal to advise students
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910. Removal from a particular class shall not occur more than once every five school days.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision, of school personnel. (Education Code 48925)

Day means a calendar day unless otherwise specifically provided. (Education Code 48925)

School day means a day upon which the schools of the district are in session or weekdays during the summer recess. (Education Code 48925)

Student includes a student's parent/guardian or legal counsel. (Education Code 48925)

Principal's designee means one or more administrators or, if there is not a second administrator at one school site, a certificated person specifically designated by the principal, in writing, to assist with disciplinary procedures. Only one such person may be designated at any time as the principal's primary designee and only one such person may be designated as secondary designee for the school year. The names of such persons shall be on file in the principal's office. (Education Code 48911)

School property, for the purposes described in Education Code 48900, includes, but is not limited to, electronic files and databases. (Education Code 48900(u))

Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. (Education Code 35291, 48900.1, 48980)

(cf. 5144 - Discipline)

(cf. 5145.6 - Parental Notifications)

Grounds for Suspension and Expulsion

Any student, including a student with disabilities, may be subject to suspension or expulsion when it is determined that he/she:

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense. (Education Code 48900(a))

A student who aids or abets the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31, may be suspended, but not expelled. However, such a student may be suspended or expelled pursuant to Education Code 48900(a) when he/she has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great or serious bodily injury. (Education Code 48900(t))

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal's or designee's concurrence. (Education Code 48900(b))

(cf. 5131 - Conduct)

(cf. 5131.7 - Weapons and Dangerous Instruments)

3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind. (Education Code 48900(c))

(cf. 5131.6 - Alcohol and Other Drugs)

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as controlled substance, alcohol beverage, or intoxicant. (Education Code 48900(d))

5. Committed or attempted to commit robbery or extortion. (Education Code 48900(e))

6. Caused or attempted to cause damage to school property or private property. (Education Code 48900(f))
7. Stole or attempted to steal school property or private property. (Education Code 48900(g))
8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel except that this restriction shall not prohibit a student from using or possessing his/her own prescription products. (Education Code 48900(h))
(cf. 5131.62 - Tobacco)
9. Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code 48900(I))
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5. (Education Code 48900(j))
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))
(cf. 5131.4 - Student Disturbances)
12. Knowingly received stolen school property or private property. (Education Code 48900(l))
13. Possessed an imitation firearm, i.e., 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. (Education Code 48900(m))
14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4. (Education Code 48900(n))
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness. (Education Code 48900(o))
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. (Education Code 48900(p))
17. Engaged in, or attempted to engage in, hazing. (Education Code 48900 (q))

Hazing means a method of initiation or preinitiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events. (Education Code 48900(q))

18. Engaged in an act of bullying (Education Code 48900(r))

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 (items #20-22 below), that has any of the effects described above on a reasonable student.

Electronic act means the transmission of a communication, including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication devices, computer, or pager. A post on a social network Internet web site shall include, but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.

Reasonable students means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. (Education Code 48900(r))

(cf. 1114 - District-Sponsored Social Media)

(cf. 5131.2 - Bullying)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6164.6 - Identification and Education under Section 504)

19. Made terrorist threats against school officials and/or school property. (Education Code 48900.7)

A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person, or property damage in excess of \$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. (Education Code 48900.7)

A student in grades 4 through 12 is also subject to suspension or recommendation for expulsion when it is determined that he/she:

1. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)

Sexual harassment means that conduct, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

(cf. 5145.7 - Sexual Harassment)

2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)

(cf. 5145.9 - Hate-Motivated Behavior)

3. Intentionally engaged in harassment, threats or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

(cf. 5145.3 - Nondiscrimination/Harassment)

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any District school or within any other school District, at any time, including but not limited to the following: (Education Code 48900)

1. While on school grounds
2. While going to or coming from school

(cf. 5131.1 - Bus Conduct)

3. During the lunch period, whether on or off the school campus

(cf. 5112.5 - Open/Closed Campus)

Removal from Class by a Teacher and Parental Attendance

A teacher may suspend any student from his/her class for the remainder of the day and the following day for any act listed in "Grounds for Suspension and Expulsion" above. (Education Code 48910)

A teacher also may refer a student to the principal or designee for consideration of suspension from school. (Education Code 48910)

When removing a student from his/her class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, he/she shall be appropriately supervised during the class periods from which he/she has been removed. (Education Code 48910)

As soon as possible, the teacher shall ask the student's parent/guardian to attend a parent-teacher conference regarding the removal. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (Education Code 48910)

A student removed from class shall not be returned to class during the period of removal without the approval of the teacher of the class and the principal or principal designee. (Education Code 48910)

A student removed from class shall not be placed in another regular class during the period of removal. However, if a student is assigned to more than one class per day, he/she may be placed in any other regular classes except those held at the same time as the class from which the student was removed. (Education Code 48910)

The teacher of any class from which a student is removed may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

Pursuant to Governing Board policy, a teacher may require the parent/guardian of a student whom the teacher has removed attend a portion of a school day in his/her child's classroom. When a teacher makes this request, the principal shall send the parent/guardian a written notice that the parent/guardian's attendance is requested pursuant to law. (Education Code 48900.1)

The notice shall specify that the attendance may be on either the date the student scheduled to return to class or within one week thereafter.

This notice shall also:

1. Inform the parent/guardian when his/her presence is expected and by what means he/she may arrange an alternate date
2. State that if the parent/guardian does not have a means of transportation to school, he/she may ride the school bus with the student
3. Ask the parent/guardian to meet with the principal after the visit and before leaving school, as required by Education Code 48900.1

Suspension by Superintendent, Principal or Principal's Designee

The Superintendent, principal, or designee may suspend a student for any of the acts listed in "Grounds for Suspension and Expulsion" above. A student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct in the student. (Education Code 48900.5)

When other means of correcting a student's behavior are implemented prior to imposing suspension upon the student, including supervised suspension, the Superintendent, principal, or designee shall document the other means of correction used and retain them in the student's record. (Education Code 48900.5)

(cf. 5125 - Student Records)

However, the Superintendent, principal, or designee may impose a suspension upon a first offense if he/she determines that the student violated any of items #1-5 listed in "Grounds for Suspension and Expulsion" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

In addition, the Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to be: (Education Code 48915)

1. Possessing, as verified by a District employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal's or designee's concurrence
2. Brandishing a knife, as defined in Education Code 48915(g),

3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058

4. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as Penal Code 243.4

5. Possession of an explosive as defined in 18 USC 921

Explosive means a destructive device and includes, but is not limited to, any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device. A destructive device includes any other type of weapon (except a shotgun or shotgun shell recognized by the United States Secretary of Army as suitable for sporting purposes) which might be converted to project an explosive. (18 USC 921)

The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days unless the suspension is extended pending expulsion. (Education Code 48911)

A student may be suspended from school for not more than 20 school days in any school year, unless for purposes of adjustment, the student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class, in which case suspension shall not exceed 30 days in any school year. However, this restriction on the number of days of suspension does not apply when the suspension is extended pending an expulsion. (Education Code 48903, 48911, 48912)

(cf. 6184 - Continuation Education)

The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903)

Suspensions shall be initiated according to the following procedures:

1. Informal Conference: Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or principal designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, presented with the evidence against him/her; and given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911)

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference. The conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

2. Administrative Actions: All requests for student suspension are to be processed by the principal or designee. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent. (Education Code 48911)

3. Notice to Parents/Guardians: At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension. (Education Code 48911)

This notice shall state the specific offense committed by the student. (Education Code 48900.8).

In addition, the notice may state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may add that state law requires the parent/guardian to respond to such requests without delay.

4. Parent/Guardian Conference: Whenever a student is suspended, school officials may meet with the parent/guardian to discuss the causes and duration of the suspension, the school policy involved, and any other pertinent matter. (Education Code 48914)

While the parent/guardian is required to respond without delay to a request for a conference about his/her child's behavior, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied readmission solely because the parent/guardian failed to attend. (Education Code 48911)

5. Extension of Suspension: If the Governing Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent may, in writing, extend the suspension until such time as the Governing Board has made a decision. (Education Code 48911)

Any extension of the original period of suspension shall be preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension. Extension of the suspension may be made only if the Superintendent determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)

If the student involved is a foster youth, the Superintendent shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (Education Code 48853.5, 48911, 48918.1)

(cf. 6173.1 - Education for Foster Youth)

In addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct his/her behavior and keep him/her in school.

Suspension by the Board

The Governing Board may suspend a student for any of the acts listed in "Grounds for Suspension and Expulsion" above and within the limits specified in "Suspension by Superintendent, Principal or Principal's Designee" above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester if any of the acts listed in "Grounds for Suspension and Expulsion" occurred. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Governing Board is considering a suspension, disciplinary action or any other action (except expulsion) against any student, it shall hold closed sessions if a public hearing would lead to disclosure of information violating a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

(cf. 9321 - Closed Session Purposes and Agendas)

The Governing Board shall provide the student and his/her parent/guardian with written notice of the closed session by registered or certificated mail or personal service. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Governing Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

Supervised Suspension Classroom

A student for whom an expulsion action has not been initiated and who pose no imminent danger or threat to the school, students, or staff may be assigned to a supervised suspension classroom, in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

1. The supervised suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.
3. The supervised suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.
4. The student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teachers shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to a supervised suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification shall be made in writing. (Education Code 48911.1)

Authority to Expel

A student may be expelled only by the Governing Board (Education Code 48918(j)). The Governing Board shall expel, as required by law, any student found to have committed any offense listed below under "Mandatory Recommendation and Mandatory Expulsion." (Education Code 48915)

For all other grounds listed above under "Grounds for Suspension and Expulsion," the Governing Board shall order a student expelled upon the recommendation of the Superintendent, principal, or designee, only if the Governing Board makes a finding of either or both of the following: (Education Code 48915(b) and (c))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

Mandatory Recommendation for Expulsion

Unless the principal or Superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, the principal or Superintendent shall recommend a student's expulsion for any of the following acts: (Education Code 48915(a))

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife as defined in Education Code 48915(g), explosive or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance, as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

In determining whether or not to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 48915)

Mandatory Recommendation and Mandatory Expulsion

The principal or Superintendent shall recommend that the Governing Board expel any student found at school or at a school activity to be: (Education Code 48915(c))

1. Possessing, as verified by a District employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal's or designee's concurrence

However, possession of an imitation firearm, as defined in Education Code 48900(m), shall not be regarded as an offense requiring mandatory recommendation for expulsion and mandatory expulsion.

2. Brandishing a knife as defined in Education Code 48915(g) at another person
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
4. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
5. Possessing an explosive as defined in 18 USC 921

Upon finding that the student committed any of the above acts, the Governing Board shall expel the student. (Education Code 48915)

Student's Right to Expulsion Hearing

Any student recommended for expulsion shall be entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within 30 school days after the principal or Superintendent determines the student has committed one of the acts listed above under "Grounds for Suspension and Expulsion" has occurred. (Education Code 48918(a))

The student is entitled to one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Governing Board's discretion. (Education Code 48918(a))

If the Governing Board finds it impractical during the regular school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent may, for good cause, extend the time period by an additional five school days. Reasons for the

extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

If the Governing Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Governing Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a)).

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

Rights of Complaining Witness

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the District's suspension and expulsion policy and regulation and shall advise the witness of his/her right to: (Education Code 48918.5)

1. Receive five days' notice of his/her scheduled testimony at the hearing
2. Have up to two adult support persons of his/her choosing present in the hearing at the time he/she testifies
3. Have a closed hearing during the time he/she testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

Written Notice of the Expulsion Hearing

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

1. The date and place of the hearing.
2. A statement of the specific facts, charges and offense upon which the proposed expulsion is based.
3. A copy of District disciplinary rules which relate to the alleged violation.
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the District to any other District in which the student seeks enrollment. This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).

(cf. 5119 - Students Expelled from Other Districts)

5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney advisor.

Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California

Nonattorney advisor means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case, and has been selected by the student or student's parent/guardian to provide assistance at the hearing

6. The right to inspect and obtain copies of all documents to be used at the hearing.
7. The opportunity to confront and question all witnesses who testify at the hearing.
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses.

Additional Notice of Expulsion Hearing for Foster Youth

At least 10 days prior to a hearing to determine if a student who is a foster youth as defined under Education Code 48853.5 should be expelled for an offense not requiring a mandatory recommendation for expulsion, the Superintendent shall notify the student's attorney and a representative of an appropriate county child welfare agency. If the hearing is pursuant to an offense requiring a mandatory expulsion recommendation, the Superintendent may provide the same notification. The notice shall be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)

Conduct of Expulsion Hearing

1. Closed Session: Notwithstanding the provisions of Government Code 54953 and Education Code 35145, the Governing Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such request is made, the meeting shall be public unless another student's privacy rights would be violated. (Education Code 48918(c))

Whether the expulsion hearing is held in closed or public session, the Governing Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Governing Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student shall also be allowed to attend the closed session. (Education Code 48918(c))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including but not limited to videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

2. Record of Hearing: A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))

3. Subpoenas: Before commencing a student expulsion hearing, the Governing Board may issue subpoenas, at the request of either the student or the Superintendent, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Governing Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with the Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20. (Education Code 48918(I))

Any objection raised by the student or the Superintendent to the issuance of subpoenas may be considered by the Governing Board in closed session, or in open session if so requested by the student, before the meeting. The Governing Board's decision in response to such an objection shall be final and binding. (Education Code 48918(I))

If the Governing Board determines, or if the hearing officer or administrative panel finds and submits to the Governing Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(I))

4. Presentation of Evidence: Technical rules of evidence shall not apply to expulsion hearings, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Governing Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion" above. (Education Code 48918(h))

Findings of fact shall be based solely on the evidence at the hearing. Although no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

5. Testimony by Complaining Witnesses: The following procedures shall be observed when hearings involve allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)

- a. Any complaining witness shall be given five days' notice before being called to testify.
- b. Any complaining witness shall be entitled to have up to two adult support persons, including but not limited to, a parent/guardian or legal counsel, present during his/her testimony.
- c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
- d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
- e. If one or both support persons are also witnesses, the hearing shall be conducted according to Penal Code 868.5.
- f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.
- g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the District shall provide a nonthreatening environment.

(1) The District shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.

(2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.

(3) The person conducting the hearing may:

- (a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness
- (b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours
- (c) Permit one of the support persons to accompany the complaining witness to the witness stand

6. Decision: The Governing Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

Instead of conducting an expulsion hearing itself, the Governing Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. Alternatively, the Governing Board may appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Governing Board or on the staff of the school in which the student is enrolled. (Education Code 48918(d))

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Governing Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue its decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918(a) and (d))

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Governing Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated. The Superintendent shall place the student in a classroom instructional program, any other instructional program, a rehabilitation program, or any combination of these programs after consulting with District staff, including the student's teachers, and with the student's parent/guardian. The decision to not recommend expulsion shall be final. (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Governing Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Governing Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Governing Board may order. (Education Code 48918(f))

In accordance with Governing Board policy, the hearing officer or administrative panel may recommend that the Governing Board suspend the enforcement of the expulsion for a period of one year. (Education Code 48917, 48918)

Final Action by the Board

Whether the expulsion hearing is conducted in closed or public session by the Governing Board, a hearing officer, or an administrative panel, the final action to expel shall be taken by the Governing Board at a public meeting. (Education Code 48918(j))

(cf. 9321.1 - Closed Session Actions and Reports)

If the Governing Board conducts the hearing and reaches a decision not to expel, this decision shall be final and the student shall be reinstated immediately.

Upon ordering an expulsion, the Governing Board shall set a date when the student shall be reviewed for readmission to a school within the District. For a student expelled for an act listed under "Mandatory Recommendation and Mandatory Expulsion" above, this date shall be one year from the date the expulsion occurred, except that the Governing Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during the summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the Governing Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

1. Periodic review, as well as assessment of the student at the time of review, for readmission
2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or other rehabilitative programs

With parental consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

Written Notice to Expel

The Superintendent shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion" (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Governing Board of Education (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

Decision Not to Enforce Expulsion Order

In accordance with Governing Board policy, when deciding whether to suspend the enforcement of an expulsion, the Governing Board shall take into account the following criteria:

1. The student's pattern of behavior
2. The student's conduct and his/her willingness to follow a rehabilitation program

The suspension of the enforcement of an expulsion shall be governed by the following:

1. The Governing Board may, as a condition of the suspension of enforcement, assign the student to a school, class or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Governing Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)
2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)
3. The suspension of the enforcement of an expulsion order may be revoked by the Governing Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion" above or violates any of the District's rules and regulations governing student conduct. (Education Code 48917)
4. When the suspension of the enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code 48917)
5. Upon satisfactory completion of the rehabilitation assignment, the Governing Board shall reinstate the student in a District school. Upon reinstatement, the Governing Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)
6. The Superintendent shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall also inform the parent/guardian of the right to appeal the expulsion to the County Governing Board of Education, the alternative educational placement to be provided to the student during the time of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(j)).
7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Governing Board of Education. (Education Code 48917)

Right to Appeal

The student or parent/guardian is entitled to file an appeal of the Governing Board's decision with the County Board of Education. The appeal must be filed within 30 days of the Governing Board's decision to expel, even if the expulsion order is suspended and the student is placed on probation. (Education Code 48919)

The student shall submit a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board of Education. The district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

Notifications to Law Enforcement Authorities

Prior to the suspension or expulsion of any student, the principal shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance. In addition, law enforcement authorities shall be notified regarding any acts by students regarding the possession, sale, or furnishment of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900–© or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

Post-Expulsion Placements

The Governing Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

1. Appropriately prepared to accommodate students who exhibit discipline problems
2. Not provided at a comprehensive middle, junior or senior high school or at any elementary school, unless the program is offered at a community day school established at such a site
3. Not housed at the school site attended by the student at the time of suspension

(cf. 6158 - Independent Study)

(cf. 6185 - Community Day School)

When the placement described above is not available, and when the County Superintendent of Schools so certifies, students expelled for acts described in items #6 through #13 and #20 through #22 under "Grounds for Suspension and Expulsion" above may be instead referred to a program of study that is provided at another comprehensive middle, junior, or senior high school, or at an elementary school. (Education Code 48915)

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code 48916.1)

Readmission After Expulsion

Readmission procedures shall be as follows:

1. On the date set by the Governing Board when it ordered the expulsion, the District shall consider readmission of the student. (Education Code 48916)
2. The Superintendent shall hold a conference with the parent/guardian and the student. At the conference the student's rehabilitation plan shall be reviewed and the Superintendent shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
3. The Superintendent shall transmit to the Governing Board his/her recommendation regarding readmission. The Governing Board shall consider this recommendation in closed session if information would be disclosed in violation of Education Code 49073-49079. If a written request for open session is received from the parent/guardian or adult student, it shall be honored.
4. If the readmission is granted, the Superintendent shall notify the student and parent/guardian, by registered mail, of the Governing Board's decision regarding readmission.
5. The Governing Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other District students or employees. (Education Code 48916)
6. If the Governing Board denies the readmission of a student, the Governing Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school. (Education Code 48916)
7. The Governing Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Governing Board's determination of the educational program which the Governing Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school District. (Education Code 48916)

Maintenance of Records

The Governing Board shall maintain a record of each suspension and expulsion, including the specific cause of the suspension and expulsion. The expulsion record shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls, upon receipt of a written request by the admitting school. (Education Code 48918(k))

The Superintendent shall, within five working days, honor any other District's request for information about an expulsion from this District. (Education Code 48915.1)

(cf. 5119 - Students Expelled from Other Districts)

Outcome Data

The Superintendent shall maintain the following data (Education Code 48900.8, 48916.1)

1. The number of students recommended for expulsion
2. The specific grounds for each recommended expulsion
3. Whether the student was subsequently expelled
4. Whether the expulsion order was suspended

5. The type of referral made after the expulsion
6. The disposition of the student after the end of the expulsion period

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
CCP. 1985-1997	<u>Production of evidence: means of production (http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=1985.&lawCode=CCP)</u>
Civ. Code 47	<u>Privileged communication (http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=47.&lawCode=CIV)</u>
Civ. Code 48.8	<u>Defamation liability (http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=48.8.&lawCode=CIV)</u>
Ed. Code 17292.5	Program for expelled students ()
Ed. Code 1981-1981.5	Enrollment of students in community school ()
Ed. Code 212.5	Sexual harassment ()
Ed. Code 233	Hate violence ()
Ed. Code 32261	Interagency School Safety Demonstration Act of 1985 ()
Ed. Code 35145	Open board meetings ()
Ed. Code 35146	Closed sessions regarding suspensions ()
Ed. Code 35291	Rules (for government and discipline of schools) ()
Ed. Code 35291.5	Rules and procedures on school discipline ()
Ed. Code 48645.5	Readmission; contact with juvenile justice system ()
Ed. Code 48660-48666	Community day schools ()
Ed. Code 48853.5	Foster youth ()
Ed. Code 48900-48927	Suspension and expulsion ()
Ed. Code 48950	Speech and other communication ()
Ed. Code 48980	Parental notifications ()
Ed. Code 49073-49079	Privacy of student records ()
Ed. Code 52052	Numerically significant student subgroups ()
Ed. Code 52060-52077	Local control and accountability plan ()
Ed. Code 64000-64001	Consolidated application ()
Ed. Code 8239.1	Prohibition against expulsion of preschool student ()
Gov. Code 11455.20	Contempt ()
Gov. Code 54950-54963	The Ralph M. Brown Act ()
H&S Code 11014.5	Drug paraphernalia ()
H&S Code 11053-11058	Standards and schedules ()
Lab. Code 230.7	Employee time off to appear in school on behalf of a child ()
Pen. Code 240	Assault defined ()
Pen. Code 241.2	Assault fines ()
Pen. Code 242	Battery defined ()
Pen. Code 243.2	Battery on school property ()
Pen. Code 243.4	Sexual battery ()
Pen. Code 245	Assault with deadly weapon ()
Pen. Code 245.6	Hazing ()
Pen. Code 261	Rape defined ()

Pen. Code 266c	Unlawful sexual intercourse ()
Pen. Code 286	Sodomy defined ()
Pen. Code 288	Lewd or lascivious acts with child under age 14 ()
Pen. Code 288a	Oral copulation ()
Pen. Code 289	Penetration of genital or anal openings ()
Pen. Code 31	Principal of a crime, defined ()
Pen. Code 417.27	Laser pointers ()
Pen. Code 422.55	Definition of hate crime ()
Pen. Code 422.6	Civil rights; crimes ()
Pen. Code 422.7	Aggravating factors for punishment ()
Pen. Code 422.75	Enhanced penalties for hate crimes ()
Pen. Code 626.10	Dirks, daggers, knives, razors, or stun guns ()
Pen. Code 626.2	Entry upon campus after written notice of suspension or dismissal without permission ()
Pen. Code 626.9	Gun-Free School Zone Act of 1995 ()
Pen. Code 868.5	Supporting person; attendance during testimony of witness ()
W&I Code 729.6	Counseling ()

Federal

18 USC 921	Definitions, firearm ()
20 USC 1415(K)	Placement in alternative educational setting ()
20 USC 7961	Gun-free schools ()
42 USC 11432-11435	Education of homeless children and youths ()

Management Resources

Attorney General Opinion	80 Ops.Cal.Atty.Gen. 348 (1997) ()
Attorney General Opinion	80 Ops.Cal.Atty.Gen. 85 (1997) ()
Attorney General Opinion	80 Ops.Cal.Atty.Gen. 91 (1997) ()
Attorney General Opinion	84 Ops.Cal.Atty.Gen. 146 (2001) ()
Court Decision	Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H. (2001) 85 Cal.App.4th 1321 ()
Court Decision	Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 118 ()
Court Decision	Garcia v. Los Angeles Board of Education (1991) 123 Cal. App. 3d 807 ()
Court Decision	John A. v. San Bernardino School District (1982) 33 Cal. 3d 301 ()
Court Decision	T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267 ()
Court Decision	Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421 ()
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014 ()
Website	U.S. Department of Education, Office for Civil Rights (http://www.ed.gov/about/offices/list/ocr/docs/crdc-2012-data-summary.pdf)
Website	U.S. Department of Education, Office of Safe and Healthy Students (https://www2.ed.gov/about/offices/list/oese/oshs)
Website	California Attorney General's Office (http://oag.ca.gov)
Website	California Department of Education (http://www.cde.ca.gov)
Website	CSBA (http://www.csba.org)

Notice

Unique Policy	Description This policy is unique to the district/COE and is not connected to an existing CSBA sample policy or included in regular quarterly
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updates from CSBA. ()

Cross References

Code	Description
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwplusiQ==)
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7v10I1ybwYeldsCDdQ==)
0460	Local Control And Accountability Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=CTMccfAnfslsh9toma4Dp5K1A==)
0460	Local Control And Accountability Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=BPuNIJhSBCMgioIEHQXoeg==)
1114	District-Sponsored Social Media (/Policy/ViewPolicy.aspx?S=36030553&revid=DyXpOqkEslshZsfjtSxPq7h1g==)
1114	District-Sponsored Social Media (/Policy/ViewPolicy.aspx?S=36030553&revid=SXOhUSQNBACTFnsIshkuPZVdA==)
1312.3	Uniform Complaint Procedures (/Policy/ViewPolicy.aspx?S=36030553&revid=LhvjGS4RHpOhYLdFF7YxOw==)
1312.3	Uniform Complaint Procedures (/Policy/ViewPolicy.aspx?S=36030553&revid=XkpGT2J66JSp1Y85vTCslshcQ==)
3513.3	Tobacco-Free Schools (/Policy/ViewPolicy.aspx?S=36030553&revid=slshz4C2zgIYGJ0M5pb8VRx6w==)
3513.3	Tobacco-Free Schools (/Policy/ViewPolicy.aspx?S=36030553&revid=Cdd9FZQNQ6M4qHTWEuuRHQ==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=L9b0mjo8c38xgIVq2plustAXw==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=klSfqKAYMt32MODKmosz9g==)
3515.4	Recovery For Property Loss Or Damage (/Policy/ViewPolicy.aspx?S=36030553&revid=4FhUQpIqPMdkjo7slshDYjAgQ==)
3515.4	Recovery For Property Loss Or Damage (/Policy/ViewPolicy.aspx?S=36030553&revid=KVe7x45xwk8oRrx2YyZQuA==)
3516.2	Bomb Threats (/Policy/ViewPolicy.aspx?S=36030553&revid=FXslshVwplusVTh9dhp1nFKslshLTow==)
4158	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=BWVUBplusR4elo78uQRpluskwCIA==)
4158	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=slshFslsho2PWWx6yislsh0Du1FslshbbQ==)
4258	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=UfrhTFRxuKf8z4GXGxqRg==)
4258	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=AGU1cOslshr2rZIOxxPApKOLA==)
4358	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=3Nx2nRRmxtN9tJmKfkyFA==)
4358	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=2slshDWovGy6pOvpseH4H6lw==)
5000	Concepts And Roles (/Policy/ViewPolicy.aspx?S=36030553&revid=tnLMgI2XygUfwu6qRakzWQ==)
5112.1	Exemptions From Attendance (/Policy/ViewPolicy.aspx?S=36030553&revid=P5slshOfb7617S0vuJcFslshxKslshw==)
5112.1	Exemptions From Attendance (/Policy/ViewPolicy.aspx?S=36030553&revid=plus5okMN2rqXOCdDrG2g8E8sA==)
5113	Absences And Excuses (/Policy/ViewPolicy.aspx?S=36030553&revid=901HDplusayfGwjYoPVJynE4Q==)
5113	Absences And Excuses (/Policy/ViewPolicy.aspx?S=36030553&revid=1i5f2p9C0RHZwu16nWXpkA==)
5113.1	Chronic Absence And Truancy (/Policy/ViewPolicy.aspx?S=36030553&revid=PeATFbIJxXwAdOVBHVAQg==)
5113.1	Chronic Absence And Truancy (/Policy/ViewPolicy.aspx?S=36030553&revid=Iqym3Q5T5nhQhaaaDa1VKQ==)
5117	Interdistrict Attendance (/Policy/ViewPolicy.aspx?S=36030553&revid=uBj7kMumimCKhlFsL8JYA==)
5117	Interdistrict Attendance (/Policy/ViewPolicy.aspx?S=36030553&revid=2liEhG1RJHEuYlijicxOQ==)
5119	Students Expelled From Other Districts (/Policy/ViewPolicy.aspx?S=36030553&revid=8At7zBIPiE8I4JxL7AtcGw==)
5119	Students Expelled From Other Districts (/Policy/ViewPolicy.aspx?S=36030553&revid=gUoAdehw41bSmmDrZiTplusIg==)
5125	Student Records (/Policy/ViewPolicy.aspx?S=36030553&revid=slshBuMmulFky2vxEyLZRGkg==)
5125	Student Records (/Policy/ViewPolicy.aspx?S=36030553&revid=hyslshzHXqdMslshpJ4KqJUIRwXQ==)
5125.2	Withholding Grades, Diploma Or Transcripts (/Policy/ViewPolicy.aspx?S=36030553&revid=zRYn7IXJgVkwghvvU6e89Q==)
5131	Conduct (/Policy/ViewPolicy.aspx?S=36030553&revid=XB45islshCkDfPd9SIawNj5qA==)
5131.1	Bus Conduct (/Policy/ViewPolicy.aspx?S=36030553&revid=I9zslsh7plusYA0o66JPauAqYeKw==)
5131.1	Bus Conduct (/Policy/ViewPolicy.aspx?S=36030553&revid=IP0R6fCKSa7o8jxIU8yKOA==)
5131.2	Bullying (/Policy/ViewPolicy.aspx?S=36030553&revid=oCkDs44plusbU7084o8psBJSw==)

5131.4	Student Disturbances (/Policy/ViewPolicy.aspx?S=36030553&revid=P9L43tTYpr1yil82RfmtzA==)
5131.4	Student Disturbances (/Policy/ViewPolicy.aspx?S=36030553&revid=IBGUtcI0tiI1ukkkOQ7mjdW==)
5131.5	Vandalism And Graffiti (/Policy/ViewPolicy.aspx?S=36030553&revid=nEITKqylpPgGybPsK3uDNA==)
5131.6	Alcohol And Other Drugs (/Policy/ViewPolicy.aspx?S=36030553&revid=2OevyF0se2ORDJZhI06udA==)
5131.6	Alcohol And Other Drugs (/Policy/ViewPolicy.aspx?S=36030553&revid=dgbbMEfqplusFhxPep6JslshXJw==)
5131.62	Tobacco (/Policy/ViewPolicy.aspx?S=36030553&revid=VYV0yQPbW995t8GzpNyADg==)
5131.62	Tobacco (/Policy/ViewPolicy.aspx?S=36030553&revid=I1slshJIONmUcdeNqudOaYyLXg==)
5131.7	Weapons And Dangerous Instruments (/Policy/ViewPolicy.aspx?S=36030553&revid=2sPvtbnfV5woyJpK5pYAAQ==)
5131.7	Weapons And Dangerous Instruments (/Policy/ViewPolicy.aspx?S=36030553&revid=kq76z81Ssb6plussLK0dYWouA==)
5137	Positive School Climate (/Policy/ViewPolicy.aspx?S=36030553&revid=SwS04g3eYDVXYEpXGUKk6Q==)
5138	Conflict Resolution/Peer Mediation (/Policy/ViewPolicy.aspx?S=36030553&revid=QpkzYXjy3RJt5PF8Lr357g==)
5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=X3tAf3dbYulQ4Xnj63CmeQ==)
5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=dWzxXzvT5Rv4I6HrqWN5WA==)
5144	Discipline (/Policy/ViewPolicy.aspx?S=36030553&revid=IGslshGNA0b1KBhpluss08oVXF6Q==)
5144	Discipline (/Policy/ViewPolicy.aspx?S=36030553&revid=vaL0QGwyWGevv23O8APtUg==)
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities) (/Policy/ViewPolicy.aspx?S=36030553&revid=6nKeTplus2DeAvGplusk8qunslshLg==)
5144.4	Required Parental Attendance (/Policy/ViewPolicy.aspx?S=36030553&revid=a6YfHlkADUj3X7LevGGslshcA==)
5144.4	Required Parental Attendance (/Policy/ViewPolicy.aspx?S=36030553&revid=YUtmkTJUOMlghXkUbjbmsA==)
5145.12	Search And Seizure (/Policy/ViewPolicy.aspx?S=36030553&revid=LQwsxvaQYjj69RD789Ezhg==)
5145.2	Freedom Of Speech/Expression (/Policy/ViewPolicy.aspx?S=36030553&revid=dslishvSrs732ZCmeX5fLFsLzQ==)
5145.2	Freedom Of Speech/Expression (/Policy/ViewPolicy.aspx?S=36030553&revid=QyzjRg1E2yeJW8xWTJhfQ==)
5145.3	Nondiscrimination/Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=EVzxHuqslsh7fUkEHDwHPalaQ==)
5145.3	Nondiscrimination/Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=I3NwR1F9r6vdYfKplus6vOKxw==)
5145.6	Parental Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=mOvPI79g2kWQ9ZplusGsdK3pQ==)
5145.6-E(1)	Parental Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=GCzd4trIKR00slsh0giUp2RXQ==)
5145.7	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=4ypfYdS4SoDf3cepluswUv4IA==)
5145.7	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=ajCxplusEVPF3ZtffPYqwNwfiQ==)
5145.9	Hate-Motivated Behavior (/Policy/ViewPolicy.aspx?S=36030553&revid=sOr8jBrZDkcOIQlflD8iJQ==)
5148.3	Preschool/Early Childhood Education (/Policy/ViewPolicy.aspx?S=36030553&revid=J0z7eK2F7xbPmK4otBrmwQ==)
5148.3	Preschool/Early Childhood Education (/Policy/ViewPolicy.aspx?S=36030553&revid=Y8j6HQAQjlshtplusaImfvLUplusVg==)
6145	Extracurricular And Cocurricular Activities (/Policy/ViewPolicy.aspx?S=36030553&revid=fGKP85mplusy9Ex3xds57Ttqjg==)
6145	Extracurricular And Cocurricular Activities (/Policy/ViewPolicy.aspx?S=36030553&revid=CJcszaF7aag4kBAE6q6e5w==)
6145.2	Athletic Competition (/Policy/ViewPolicy.aspx?S=36030553&revid=00ftxGABIUz5eXIUjeI8Zw==)
6145.2	Athletic Competition (/Policy/ViewPolicy.aspx?S=36030553&revid=YV4JT6mrAhBu8bpBC3PyA==)
6145.5	Student Organizations And Equal Access (/Policy/ViewPolicy.aspx?S=36030553&revid=UkiyZJ173LH4ikVpw1plusplus5A==)
6145.5	Student Organizations And Equal Access (/Policy/ViewPolicy.aspx?S=36030553&revid=jPZB17AftBisVgslshqb7tgoA==)
6145.8	Assemblies And Special Events (/Policy/ViewPolicy.aspx?S=36030553&revid=xND6y50YRpluszGFM5oPA09rg==)
6153	School-Sponsored Trips (/Policy/ViewPolicy.aspx?S=36030553&revid=7tRIzp8pihkOX02gN6kBSQ==)
6153	School-Sponsored Trips (/Policy/ViewPolicy.aspx?S=36030553&revid=bh9QdgMIQOTON7uNldmz5EQ==)
6154	Homework/Makeup Work (/Policy/ViewPolicy.aspx?S=36030553&revid=gH2K41kv8rg0fOI8YXYEA==)
6154	Homework/Makeup Work (/Policy/ViewPolicy.aspx?S=36030553&revid=JxdplumUqf0cQdJk5W936ew==)

6158	Independent Study (/Policy/ViewPolicy.aspx?S=36030553&revid=wgShJDqWJN2kjWVQgvKOlA==)
6158	Independent Study (/Policy/ViewPolicy.aspx?S=36030553&revid=WgnslshNTToJy2aaJSDslsh9pPkQg==)
6161.2	Damaged Or Lost Instructional Materials (/Policy/ViewPolicy.aspx?S=36030553&revid=UPqkMMahfMi3xhDRSunBMw==)
6163.4	Student Use Of Technology (/Policy/ViewPolicy.aspx?S=36030553&revid=m2lplushbsBibTbXTRSHCpoVA==)
6163.4	Student Use Of Technology (/Policy/ViewPolicy.aspx?S=36030553&revid=75REUIXsijBJnfpqI4XvjA==)
6163.4-E(1)	Student Use Of Technology - Acceptable Use Agreement For Electronic Resources (/Policy/ViewPolicy.aspx?S=36030553&revid=2plusXIws1vgzkyrY6eJvAyQ==)
6164.6	Identification And Education Under Section 504 (/Policy/ViewPolicy.aspx?S=36030553&revid=6r1upllfWH4B1vUIDpYjag==)
6164.6	Identification And Education Under Section 504 (/Policy/ViewPolicy.aspx?S=36030553&revid=8bcdASizplusOL7jiqmr21gYQ==)
6173	Education For Homeless Children (/Policy/ViewPolicy.aspx?S=36030553&revid=4YRVr6BEKjdTuz40agO8Fg==)
6173	Education For Homeless Children (/Policy/ViewPolicy.aspx?S=36030553&revid=wUpv7f5gG4FWRZVcp1G8Xw==)
6173-E(1)	Education For Homeless Children (/Policy/ViewPolicy.aspx?S=36030553&revid=509GnjIhLJbLmv7aEH0j0w==)
6173.1	Education For Foster Youth (/Policy/ViewPolicy.aspx?S=36030553&revid=e9GTVKZf9QgyFB89O0Splus0A==)
6173.1	Education For Foster Youth (/Policy/ViewPolicy.aspx?S=36030553&revid=TQJ8nRPHuIMUTSGYzslshubvg==)
9000	Role Of The Board (/Policy/ViewPolicy.aspx?S=36030553&revid=d5h70ZUk6GmYVvsTpaygcw==)
9321	Closed Session (/Policy/ViewPolicy.aspx?S=36030553&revid=slshAFIZjNRu3BXqZkaVggbg==)
9322	Agenda/Meeting Materials (/Policy/ViewPolicy.aspx?S=36030553&revid=LOVHAaH7B3BDpSOplusBLIzFg==)

[Index.aspx?S=36030553](#)[Home](#) [Policies Listing](#) [1000. Community Relations](#) [Regulation 1250](#)Powered by **simbli**[◀ \(/Policy/ViewPolicy.aspx?S=36030553&revid=pluseYPMps6ist0xJAZPqVo5g==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)

Board Policy Manual

[🖨️ \(/Policy/PolicyPrintGenerator.aspx?S=36030553&revid=nsslsh7ebwsXxDGslshAflRpYYVmw==\)](#)[➤ \(/Policy/ViewPolicy.aspx?S=36030553&revid=qEzk8I1cplusTbbIJKyTTK5qg==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)**» Regulation 1250: Visitors/Outsiders**

Status: ADOPTED

Original Adopted Date: 03/28/2016[see more](#)

The Superintendent or designee shall post at every entrance to each school and school grounds a notice describing registration requirements, school hours or hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements. (Education Code 32211; Penal Code 627.6)

Unless otherwise directed by the principal or designee, a staff member shall accompany visitors/outsideers while they are on school grounds.

Outsider Registration

Outsiders shall register upon entering school premises during school hours. Any person other than the following is considered an outsider: (Evidence Code 1070; Penal Code 627.1, 627.2)

1. A student of the school, unless currently under suspension
2. A parent/guardian of a student of the school
3. A Governing Board member or district employee
4. A public employee whose employment requires being on school grounds, or any person who is on school grounds at the school's request
5. A representative of a school employee organization who is engaged in activities related to the representation of school employees
6. An elected public official
7. A publisher, editor, reporter, or other person currently employed by a newspaper, magazine, other periodical publication, press association or wire service, radio station, or television station

(cf. 1112 - Media Relations)

Registration Procedure

In order to register, an outsider shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3)

1. His/her name, address, and occupation
2. His/her age, if less than 21
3. His/her purpose for entering school grounds
4. Proof of identity
5. Other information consistent with the provisions of law

Principal's Registration Authority

The principal or designee may refuse to register any outsider if he/she reasonably concludes that the individual's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee or school security officer may revoke any outsider's registration if he/she has a reasonable basis for concluding that the individual's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students, or staff. (Penal Code 627.4)

(cf. 3515.2 - Disruptions)

(cf. 3515.3 - District Police/Security Department)

When an outsider fails to register, or when the principal or designee denies or revokes an outsider's registration privileges, the principal or designee may request that the individual promptly leave school grounds. When an outsider is directed to leave, the principal or designee shall inform him/her that if he/she reenters the school within seven days he/she may be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code 627.7)

Appeal Procedure

Any person who is denied registration or whose registration is revoked may appeal to the Superintendent or principal by submitting, within five days after the person's departure from school, a written request for a hearing. This request must state why he/she believes the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent or principal shall promptly mail a notice of the hearing to the person requesting it. A hearing before the Superintendent or principal shall be held within seven days after receipt of the request. (Penal Code 627.5)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 32210	Willful disturbance of public school or meeting ()
Ed. Code 32211	Threatened disruption or interference with classes ()
Ed. Code 32212	Classroom interruptions ()
Ed. Code 35160	Authority of governing boards ()
Ed. Code 35292	Visits to schools (Board members) ()
Ed. Code 49091.10	Parental right to inspect instructional materials and observe school activities ()
Ed. Code 51101	Parents Rights Act of 2002 ()
Ed. Code 51512	Prohibited use of electronic listening or recording device ()
Evid. Code 1070	Refusal to disclose news source ()
Lab. Code 230.8	Discharge or discrimination for taking time off to participate in child's educational activities ()
Pen. Code 290	Sex offenders ()
Pen. Code 626-626.11	School crimes ()
Pen. Code 626.81	Misdemeanor for registered sex offender to come onto school grounds ()
Pen. Code 627-627.10	Access to school premises ()
Pen. Code 627.1	Definitions ()
Pen. Code 627.2	Necessity of registration by outsider ()
Pen. Code 627.7	Misdemeanors; punishment ()

Federal	Description
Attorney General Opinion	95 Ops.Cal.Atty.Gen. 509 (1996) ()

Management Resources	Description
Court Decision	Reeves v. Rocklin Unified School District, (2003) 109 Cal.App.4th 652 ()


Cross References

Code	Description
1100	Communication With The Public (/Policy/ViewPolicy.aspx?S=36030553&revid=JFt3gQPU91jaSicfqeYtpw==)
1112	Media Relations (/Policy/ViewPolicy.aspx?S=36030553&revid=dplusTti6PJbxgBqh0K2CcJ8Q==)
1240	Volunteer Assistance (/Policy/ViewPolicy.aspx?S=36030553&revid=9hGukHP3EGUplusL8zr5petXg==)
1240	Volunteer Assistance (/Policy/ViewPolicy.aspx?S=36030553&revid=s06nMNt2eiqslshfB5i0KslshF8g==)
1312.1	Complaints Concerning District Employees (/Policy/ViewPolicy.aspx?S=36030553&revid=qEzk8I1cplusTbbIJkyTTK5qg==)
1312.1	Complaints Concerning District Employees (/Policy/ViewPolicy.aspx?S=36030553&revid=ZsW6p80wgQGz0e4RCXVvdg==)
1312.2	Complaints Concerning Instructional Materials (/Policy/ViewPolicy.aspx?S=36030553&revid=jYbKyGeVCwuR65Z87pNZg==)
1312.2	Complaints Concerning Instructional Materials (/Policy/ViewPolicy.aspx?S=36030553&revid=jy0x6U65KYLrHzUJmFIM6A==)
1312.2-E(1)	Complaints Concerning Instructional Materials (/Policy/ViewPolicy.aspx?S=36030553&revid=9On5f3bJewKZbIA78Mplus33Q==)
1312.3	Uniform Complaint Procedures (/Policy/ViewPolicy.aspx?S=36030553&revid=LhvJGS4RHpOhYLdfF7YxOw==)
1312.3	Uniform Complaint Procedures (/Policy/ViewPolicy.aspx?S=36030553&revid=XkpGT2J66JSp1Y85vTCslshcQ==)


1312.4	Williams Uniform Complaint Procedures (/Policy/ViewPolicy.aspx?S=36030553&revid=MNcP3VO3rNmenTOYLgAsdQ==)
1312.4-E(1)	Williams Uniform Complaint Procedures (/Policy/ViewPolicy.aspx?S=36030553&revid=AslshLsuY3vP48Wu2hoz05cDg==)
1700	Relations Between Private Industry And The Schools (/Policy/ViewPolicy.aspx?S=36030553&revid=cStGg7HFsL1mgv5NdOT3eQ==)
3513.3	Tobacco-Free Schools (/Policy/ViewPolicy.aspx?S=36030553&revid=slshz4C2zgIYgJ0M5pb8VRx6w==)
3513.3	Tobacco-Free Schools (/Policy/ViewPolicy.aspx?S=36030553&revid=Cdd9FZQnQ6M4qHTWEuuRHQ==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=L9b0mjo8c38xgIVq2plustAXw==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=klSfqKAyMt32M0DKmosz9g==)
3515.2	Disruptions (/Policy/ViewPolicy.aspx?S=36030553&revid=1Fm7QtCrXTWZT5YevE0IqQ==)
3515.2	Disruptions (/Policy/ViewPolicy.aspx?S=36030553&revid=6wa88Y4zS3WxtgNRPqvkoA==)
3515.5	Sex Offender Notification (/Policy/ViewPolicy.aspx?S=36030553&revid=wEoBdjh65wNW8hdnqmydQ==)
3515.5	Sex Offender Notification (/Policy/ViewPolicy.aspx?S=36030553&revid=f2PPmsYLTz8HeD8OdEZdnw==)
5020	Parent Rights And Responsibilities (/Policy/ViewPolicy.aspx?S=36030553&revid=bvElbCE9FCu0tg0kHb9voQ==)
5020	Parent Rights And Responsibilities (/Policy/ViewPolicy.aspx?S=36030553&revid=omkGrhcB4Pv17j72n4slshbhA==)
5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=X3tAf3dbYulQ4Xnj63CmeQ==)
5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=dWzxXzvT5Rv4I6HrqWN5WA==)
6020	Parent Involvement (/Policy/ViewPolicy.aspx?S=36030553&revid=rh24UgRplusNY7pFDnx9Xlslshog==)
6020	Parent Involvement (/Policy/ViewPolicy.aspx?S=36030553&revid=t6cQTXQrOoUQ42n9LtuimA==)
6116	Classroom Interruptions (/Policy/ViewPolicy.aspx?S=36030553&revid=9TbnWoXEUZr7slshrn1bkxXNQ==)

Index.aspx?S=36030553)

HomePolicies Listing1000. Community RelationsPolicy 1250

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➔ (/Policy/ViewPolicy.aspx?S=36030553&revid=nsslsh7ebwsXxDGslshAfIRpYVmw==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6)

Board Policy Manual

» Policy 1250: Visitors/Outsiders

Status: ADOPTED

Original Adopted Date: 05/14/2001 | Last Revised Date: 08/13/2012

[see more](#)

The Governing Board believes that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. Therefore, the Board encourages interested parents/guardians and community members to visit the schools and participate in the educational program.

(cf. 1240 - Volunteer Assistance)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent shall establish procedures which facilitate visits during regular school days. Visits during school hours should be first arranged with the teacher and Principal. If a conference is desired, an appointment should be set with the teacher during noninstructional time.

To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register immediately upon entering any school building or grounds when school is in session.

(cf. 1112 - Media Relations)

(cf. 3515.2 - Disruptions)

For purposes of school safety and security, the Superintendent may design a visible means of identification for visitors while on school premises.

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission. (Education Code 51512)

The Board encourages all individuals to assist in maintaining a safe and secure school environment by behaving in an orderly manner while on school grounds and by utilizing the district's complaint processes if they have concerns with any district program or employee. In accordance with Penal Code 626.7, the principal or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1312.3 - Williams Uniform Complaint Procedures)

(cf. 3515.2 - Disruptions)

Presence of Sex Offender on Campus

Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/guardian of a district student, shall request written permission from the principal before entering the school campus or grounds. As necessary, the principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity. The principal also shall report to the Superintendent anytime he/she gives such written permission.

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Ed. Code 51101	Parents Rights Act of 2002 ()
Ed. Code 51512	Prohibited use of electronic listening or recording device ()

https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=3603...9plushNjl6WXhfiOQ==&secid=zxfvZYmcKkpluslhKHZD4ftFA==&PG=6&IRP=0

Page 1 of 3

Evid. Code 1070	Refusal to disclose news source ()
Lab. Code 230.8	Discharge or discrimination for taking time off to participate in child's educational activities ()
Pen. Code 290	Sex offenders ()
Pen. Code 626-626.11	School crimes ()
Pen. Code 626.81	Misdemeanor for registered sex offender to come onto school grounds ()
Pen. Code 627-627.10	Access to school premises ()
Pen. Code 627.1	Definitions ()
Pen. Code 627.2	Necessity of registration by outsider ()
Pen. Code 627.7	Misdemeanors; punishment ()

Federal

Attorney General Opinion

Description

95 Ops.Cal.Atty.Gen. 509 (1996) ()

Management Resources

Court Decision

Description

Reeves v. Rocklin Unified School District, (2003) 109 Cal.App.4th 652 ()

Cross References

Code**Description**

1100	Communication With The Public (/Policy/ViewPolicy.aspx?S=36030553&revid=JFt3gQPU91jaSicfgeYtpw==)
1112	Media Relations (/Policy/ViewPolicy.aspx?S=36030553&revid=dplusTtl6PJbxgBqh0K2CcJ8Q==)
1240	Volunteer Assistance (/Policy/ViewPolicy.aspx?S=36030553&revid=9hGukHP3EGUplusL8zr5petXg==)
1240	Volunteer Assistance (/Policy/ViewPolicy.aspx?S=36030553&revid=s06nMNt2eiqslshfB5i0KslshF8g==)
1312.1	Complaints Concerning District Employees (/Policy/ViewPolicy.aspx?S=36030553&revid=qEzk8I1cplusTbbIJKyTTK5qg==)
1312.1	Complaints Concerning District Employees (/Policy/ViewPolicy.aspx?S=36030553&revid=ZsW6p80wgQGz0e4RCXVvdg==)
1312.2	Complaints Concerning Instructional Materials (/Policy/ViewPolicy.aspx?S=36030553&revid=jYbKyGeVCwuR65Z87pNZg==)
1312.2	Complaints Concerning Instructional Materials (/Policy/ViewPolicy.aspx?S=36030553&revid=jy0x6U65KYLrHzUJmFIM6A==)
1312.2-E(1)	Complaints Concerning Instructional Materials (/Policy/ViewPolicy.aspx?S=36030553&revid=9On5f3bJewKZbIA78Mplus33Q==)
1312.3	Uniform Complaint Procedures (/Policy/ViewPolicy.aspx?S=36030553&revid=LhvJGS4RHpOhYldff7YxOw==)
1312.3	Uniform Complaint Procedures (/Policy/ViewPolicy.aspx?S=36030553&revid=XkpGT2J66JSp1Y85vTCslshcQ==)
1312.4	Williams Uniform Complaint Procedures (/Policy/ViewPolicy.aspx?S=36030553&revid=MNeP3VO3rNmenTOYLgAsdQ==)
1312.4-E(1)	Williams Uniform Complaint Procedures (/Policy/ViewPolicy.aspx?S=36030553&revid=AslshLsuY3vP48Wu2hoz05cDg==)
1700	Relations Between Private Industry And The Schools (/Policy/ViewPolicy.aspx?S=36030553&revid=cStGg7HfL1mgv5NdOT3eQ==)
3513.3	Tobacco-Free Schools (/Policy/ViewPolicy.aspx?S=36030553&revid=slshz4C2zgIYgJ0M5pb8VRx6w==)
3513.3	Tobacco-Free Schools (/Policy/ViewPolicy.aspx?S=36030553&revid=Cdd9FZQNO6M4qHTWEuuRHQ==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=L9b0mjo8c38xgIVq2plustAXw==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=klSfqKAyMt32MODKmosz9g==)
3515.2	Disruptions (/Policy/ViewPolicy.aspx?S=36030553&revid=IFm7QtCrXTWZT5YevE0JqQ==)
3515.2	Disruptions (/Policy/ViewPolicy.aspx?S=36030553&revid=6wa88Y4zS3WxtgNRPqvkoA==)
3515.5	Sex Offender Notification (/Policy/ViewPolicy.aspx?S=36030553&revid=wEoBdJhp65wNW8hdnqmydQ==)
3515.5	Sex Offender Notification (/Policy/ViewPolicy.aspx?S=36030553&revid=f2PPmsYLTz8HeD8OdEZdnw==)
5020	Parent Rights And Responsibilities (/Policy/ViewPolicy.aspx?S=36030553&revid=bvElbCE9FCu0tg0kHb9voQ==)

5020	Parent Rights And Responsibilities (/Policy/ViewPolicy.aspx?S=36030553&revid=omkGrhcB4Pv17j72n4slshbhA==)
5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=X3tAf3dbYulQ4Xnj63CmeQ==)
5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=dWzxXzvT5Rv4I6HrqWN5WA==)
6020	Parent Involvement (/Policy/ViewPolicy.aspx?S=36030553&revid=rh24UgRplusNY7pFDnx9Xlslshog==)
6020	Parent Involvement (/Policy/ViewPolicy.aspx?S=36030553&revid=t6cQTXOrOoUQ42n9LtuimA==)
6116	Classroom Interruptions (/Policy/ViewPolicy.aspx?S=36030553&revid=9TbnWoXEUZR7slshrnlbkxXNQ==)

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([./Pages/Radprivacy.aspx?S=36030553](/Pages/Radprivacy.aspx?S=36030553)) | [Accessibility Notice](#) ([./Pages/AccessibilityNotice.aspx?S=36030553](/Pages/AccessibilityNotice.aspx?S=36030553))



Version: 20.3.1.10

SECTION THREE

This section contains other safety policies and procedures

[Index.aspx?S=36030553](#)[Home](#) [Policies Listing](#) [5000. Students](#) [Policy 5131.6](#)Powered by **simbli**[◀ \(/Policy/ViewPolicy.aspx?S=36030553&revid=nEITKqylPgGybPsK3uDNA==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)[Board Policy Manual](#)[🖨️ \(/Policy/PolicyPrintGenerator.aspx?S=36030553&revid=2OevyF0se2ORJDZh06udA==\)](#)[➤ \(/Policy/ViewPolicy.aspx?S=36030553&revid=dgbbMEfqplusFhxPep6JslshmxJw==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)**» Policy 5131.6: Alcohol And Other Drugs**

Status: ADOPTED

Original Adopted Date: 05/29/2001 | **Last Revised Date:** 10/25/2004[see more](#)

The Governing Board believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Board desires to keep district schools free of alcohol and other drugs and desires that every effort be made to prevent and eliminate student use of these substances. The Board perceives this effort as an important step towards preventing violence, promoting school safety and creating a disciplined environment conducive to learning.

The Superintendent shall develop, implement and evaluate a comprehensive prevention and intervention program that is coordinated with other school and community-based services and programs. The district's program shall be scientifically based and designed to prevent or reduce alcohol or other drug use and the possession and distribution of illegal drugs. It shall include primary prevention activities such as decision-making skills and conflict management, instruction, referral to a rehabilitation program, enforcement/disciplines, activities that promote the involvement of parents/guardians and coordination with appropriate community agencies and organizations.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1020 - Youth Services)

(cf. 4020 - Drug and Alcohol-Free Workplace)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6020 - Parent Involvement)

The Board and Superintendent shall agree upon performance measures that will be used to monitor and determine the effectiveness of the district's program in reducing drug and alcohol use. The Superintendent shall develop and implement an evaluation process that includes ongoing assessment and analysis of objective data regarding the incidence of drug and alcohol use among district students, including discipline problems, and the prevalence of risk factors.

The Superintendent shall consult with principals, teachers, other school personnel, students and parents/guardians when developing the district's program.

The Superintendent shall clearly communicate to all students, staff and parents/guardians the district's policies, and school rules related to the use of alcohol and other drugs on school campuses or at school activities. Information about program needs and goals shall be widely distributed in the community.

(cf. 1100 - Communication with the Public)

(cf. 5131.61 - Drug Testing)

(cf. 5131.62 - Tobacco)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

The Board expects staff to conduct themselves in accordance with the district's philosophy related to alcohol and other drugs. Staff should help students see themselves as responsible partners in efforts to maintain a safe, constructive school climate.

(cf. 5137 - Positive School Climate)

The Board also encourages the establishment of site-level advisory groups to assist in promoting alcohol- and drug-free schools.

(cf. 1220 - Citizen Advisory Committees)

Instruction

The district shall provide science-based preventative instruction which has been proven effective in helping students avoid the use of alcohol and other drugs. Comprehensive, age-appropriate K-12 instruction shall address the legal, social, personal and health consequences of drug and alcohol use, promote a sense of individual responsibility, and inform students about effective techniques for resisting peer pressure to use alcohol and other drugs.

All instruction and related materials shall consistently state that unlawful use of alcohol or other drugs is wrong and harmful. Instruction shall not include the concept of responsible use when such use is illegal.

Teachers shall be trained to answer students' questions related to alcohol and drugs and to help students obtain and use current and accurate information, develop and maintain a positive self-concept, take positive actions to cope with stress, and use appropriate social and personal skills to resist involvement with alcohol and other drugs.

(cf. 4131 - Staff Development)

(cf. 6142.2 - AIDS Prevention Instruction)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

Intervention, Referral and Recovering Student Support

The Board believes that effective interventions should be available to assist students who use alcohol or other drugs. School staff, students and parents/guardians shall be informed about signs and symptoms which may indicate alcohol and other drug use and about appropriate agencies offering intervention programs, counseling and rehabilitation for students and their family members. The district shall help recovering students to avoid reinvolvement with alcohol and other drugs by providing school and/or community service activities designed to increase students' sense of community.

(cf. 6142.4 - Learning Through Community Service)

The Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or with any staff member. Students who disclose their use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be disciplined for such use.

Enforcement/Discipline

The Superintendent shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. School authorities may search students and school properties for the possession of alcohol and other drugs in accordance with law, Board policy and administrative regulation.

(cf. 5145.11 - Questioning and Apprehension)

(cf. 5145.12 - Search and Seizure)

Students possessing, using or selling alcohol or other drugs or related paraphernalia at school or at a school event shall be subject to disciplinary procedures including suspension or expulsion in accordance with law, Board policy and administrative regulation. In addition, such students may be referred to an appropriate counseling program, transferred to an alternative placement, and/or restricted from extracurricular activities, including athletics.

(cf. 5144.1 - Suspension and Expulsion/Due Process)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Bus. Code 25608	<u>Alcohol on school property: use in connection with instruction</u> (http://leginfo.ca.gov/faces/codes_displaySection.xhtml?sectionNum=25608.&lawCode=BPC)
Ed. Code 44049	Known or suspected alcohol or drug abuse by student ()
Ed. Code 44645	In-service training anabolic steroids ()
Ed. Code 48900	Grounds for suspension and/or expulsion ()
Ed. Code 48900.5	Suspension, limitation on imposition; exception ()
Ed. Code 48901	Smoking or use of tobacco prohibited ()
Ed. Code 48901.5	Prohibition of electronic signaling devices ()
Ed. Code 48902	Notification of law enforcement authorities; civil or criminal immunity ()
Ed. Code 48909	Narcotics or other hallucinogenic drugs ()
Ed. Code 48915	Expulsion; particular circumstances ()
Ed. Code 49602	Confidentiality of pupil information ()
Ed. Code 51202	Instruction in personal and public health and safety ()
Ed. Code 51203	Instruction on alcohol, narcotics and restricted dangerous drugs ()
Ed. Code 51210	Areas of study ()
Ed. Code 51220	Areas of study, grades 7 to 12 ()
Ed. Code 51260-51269	Drug education ()
Ed. Code 60041	Instructional materials ()
Ed. Code 60110-60115	Instructional materials on alcohol and drug education ()
H&S Code 11032	Narcotics, restricted dangerous drugs and marijuana ()
H&S Code 11053-11058	Standards and schedules ()
H&S Code 11353.6	Juvenile Drug Trafficking and Schoolyard Act ()
H&S Code 11357	Unauthorized possession of marijuana; possession in school or on school grounds ()
H&S Code 11361.5	Destruction of arrest or conviction records ()

H&S Code 11372.7
 H&S Code 11802
 H&S Code 11999-11999.3
 H&S Code 124175-124200
 Pen. Code 13860-13864
 Veh. Code 13202.5
 W&I Code 828
 W&I Code 828.1

Drug program fund; uses ()
 Joint school-community alcohol abuse primary education and prevention program ()
 Alcohol and drug program funding; no unlawful use ()
 Adolescent family life program ()
 Suppression of drug abuse in schools ()
 Drug and alcohol related offenses by person under age of 21, but aged 13 or over ()
 Disclosure of information re minors ()
 Disclosure of criminal records; protection of vulnerable staff & students ()

Federal

20 USC 5812
 20 USC 7101-7122

Description

National education goals ()
 Student Support and Academic Enrichment Grants ()

Management Resources

Website
 Website
 Website
[California Department of Education, Alcohol, Tobacco and Other Drug Prevention \(http://www.cde.ca.gov/ls/he/at\)](http://www.cde.ca.gov/ls/he/at)
[U.S. Department of Education, Office of Safe and Healthy Students \(https://www2.ed.gov/about/offices/list/oese/oshs\)](https://www2.ed.gov/about/offices/list/oese/oshs)
[California Healthy Kids Resource Center \(http://www.ccrcca.org/resources/family-resource-directory/item/california-healthy-kids-resource-center\)](http://www.ccrcca.org/resources/family-resource-directory/item/california-healthy-kids-resource-center)

Cross References

Code

0450
 0450
 1325
 1400
 3290
 4131
 4131
 5020
 5020
 5022
 5022
 5030
 5131
 5131.62
 5131.62
 5137
 5141
 5141
 5141.52
 5141.52
 5141.6
 5141.6
 5144

[Comprehensive Safety Plan \(/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwplusiQ==\)](#)
[Comprehensive Safety Plan \(/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7v101ybwylsCDdQ==\)](#)
[Advertising And Promotion \(/Policy/ViewPolicy.aspx?S=36030553&revid=VxLplus6pa078v0Pfm0H8I4Vw==\)](#)
[Relations Between Other Governmental Agencies And The Schools \(/Policy/ViewPolicy.aspx?S=36030553&revid=mQfJhUqG3Sg0CH3slshslshUlx0A==\)](#)
[Gifts, Grants And Bequests \(/Policy/ViewPolicy.aspx?S=36030553&revid=s4DCiZQ2GWIJBLTf7zRDsw==\)](#)
[Staff Development \(/Policy/ViewPolicy.aspx?S=36030553&revid=t7iK5XgFeMI65uzRT6T51w==\)](#)
[Staff Development \(/Policy/ViewPolicy.aspx?S=36030553&revid=WAQJtbZ1slsh6yQ5yMG7slshQHLg==\)](#)
[Parent Rights And Responsibilities \(/Policy/ViewPolicy.aspx?S=36030553&revid=bvElbCE9FCu0tg0kHb9voQ==\)](#)
[Parent Rights And Responsibilities \(/Policy/ViewPolicy.aspx?S=36030553&revid=omkGrhcB4PvI7j72n4slshbhA==\)](#)
[Student And Family Privacy Rights \(/Policy/ViewPolicy.aspx?S=36030553&revid=qslshnkFmIT30ccd4jvSjfGhA==\)](#)
[Student And Family Privacy Rights \(/Policy/ViewPolicy.aspx?S=36030553&revid=sblE0pR6qITISa5KKUgB3w==\)](#)
[Student Wellness \(/Policy/ViewPolicy.aspx?S=36030553&revid=uN6iAv0ElmMRDslst2S7ukWw==\)](#)
[Conduct \(/Policy/ViewPolicy.aspx?S=36030553&revid=XB45islshCkDfPd9SIawNj5qA==\)](#)
[Tobacco \(/Policy/ViewPolicy.aspx?S=36030553&revid=VYV0yQPbW995t8GzpNyADg==\)](#)
[Tobacco \(/Policy/ViewPolicy.aspx?S=36030553&revid=1slshjIONmUcdeNqudOaYyLXg==\)](#)
[Positive School Climate \(/Policy/ViewPolicy.aspx?S=36030553&revid=SwS04g3eYDXYEpXGUKk6Q==\)](#)
[Health Care And Emergencies \(/Policy/ViewPolicy.aspx?S=36030553&revid=uWsdEwNopssplusWslshkqWT5NFw==\)](#)
[Health Care And Emergencies \(/Policy/ViewPolicy.aspx?S=36030553&revid=1OaCbj4u4w2WCxutFEKhxA==\)](#)
[Suicide Prevention \(/Policy/ViewPolicy.aspx?S=36030553&revid=JnFhsPtrnOyPamkslshguib1w==\)](#)
[Suicide Prevention \(/Policy/ViewPolicy.aspx?S=36030553&revid=jOCWjfmQ0l9otyjbkKtWLg==\)](#)
[School Health Services \(/Policy/ViewPolicy.aspx?S=36030553&revid=C6pUBP2PYZWNqgbYlveHTA==\)](#)
[School Health Services \(/Policy/ViewPolicy.aspx?S=36030553&revid=IVX0b9EhSfTM2iFoXios4A==\)](#)
[Discipline \(/Policy/ViewPolicy.aspx?S=36030553&revid=IGslshGNA0b1KBhplud08oVX6FQ==\)](#)

5144	Discipline (/Policy/ViewPolicy.aspx?S=36030553&revid=vaL0QGwyWGevv23O8AptUg==)
5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=TslshkZM2zCpHbCvhesomdwiw==)
5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=VNay3bpplusZEweC6NUowhJEw==)
5145.11	Questioning And Apprehension By Law Enforcement (/Policy/ViewPolicy.aspx?S=36030553&revid=C5p2aTxP1nOalashN6cqVVQ==)
5145.12	Search And Seizure (/Policy/ViewPolicy.aspx?S=36030553&revid=LQwsxvaQYjj69RD789Ezhg==)
5146	Married/Pregnant/Parenting Students (/Policy/ViewPolicy.aspx?S=36030553&revid=q18WoglhnnUTRRkkYNkEKA==)
5147	Dropout Prevention (/Policy/ViewPolicy.aspx?S=36030553&revid=2a50ZItQde600hHWNy6ZLw==)
5148.2	Before/After School Programs (/Policy/ViewPolicy.aspx?S=36030553&revid=6VvpQkc110QC8KwslshdsGinQ==)
5148.2	Before/After School Programs (/Policy/ViewPolicy.aspx?S=36030553&revid=6vL1Z0zblWADUNjLslsh9VgEQ==)
6142.8	Comprehensive Health Education (/Policy/ViewPolicy.aspx?S=36030553&revid=B7tolp8VsbDnlqVVTcI2mw==)
6142.8	Comprehensive Health Education (/Policy/ViewPolicy.aspx?S=36030553&revid=dMUavQFulYwxZX03w338kQ==)
6143	Courses Of Study (/Policy/ViewPolicy.aspx?S=36030553&revid=Dkyv7420tplus4o4DCslshWElyzg==)
6143	Courses Of Study (/Policy/ViewPolicy.aspx?S=36030553&revid=YWI0jtn9sRa7OsIshltvGvCcw==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=nCsx2fgYL5ntJ9Rh8oQCVA==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=iN6Trh3RoS1qerUfVvyeQ==)
6173.1	Education For Foster Youth (/Policy/ViewPolicy.aspx?S=36030553&revid=e9GTVKZf9QgyFB89O0Splus0A==)
6173.1	Education For Foster Youth (/Policy/ViewPolicy.aspx?S=36030553&revid=TQJ8nRPHuIMUTSGYZslshubvg==)

[Index.aspx?S=36030553](#)[Home](#) [Policies Listing](#) [5000. Students](#) [Regulation 5131.6](#)Powered by **simbli**[◀ \(/Policy/ViewPolicy.aspx?S=36030553&revid=2OevyF0se2ORJDZh06udA==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)

Board Policy Manual

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Status: ADOPTED

Original Adopted Date: 09/19/2019[see more](#)**Instruction**

Students shall receive instruction by appropriately trained instructors about the nature and effects of alcohol and other drugs, including dangerous drugs defined by Health and Safety Code 11032. (Education Code 51260)

Site administrators shall determine that drug education instructors possess: (Education Code 51260)

1. The ability to interact with students in a positive way
2. Knowledge of the properties and effects of tobacco, alcohol, narcotics, dangerous drugs, and shared drug apparatus
3. Effective teaching skills and competency in helping students to express opinions responsibly and to become aware of their values as they affect drug-use decisions

At all grade levels, instruction shall include a study of the effects of alcohol and other drugs upon the human system, as determined by science. Instruction shall be sequential in nature and suited to meet the needs of students at their respective grade level. (Education Code 51203, 51260)

In grades 1 through 6, instruction in drug education should be given in health courses required by Education Code 51210. (Education Code 51260)

In grades 7 through 12, instruction in drug education shall be conducted in health courses and in any other appropriate area of study required by Education Code 51220. (Education Code 51260)

(cf. 6143 - Courses of Study)

The district drug education program shall augment county drug education services, if any. district staff shall take every opportunity to cooperate with county office of education staff in planning and implementing collaborative alcohol and drug prevention programs. (Education Code 51260, 51268)

Intervention

The staff shall intervene whenever students use alcohol or other illegal drugs while on school property or under school jurisdiction. Staff members who believe that a student may be under the influence of alcohol or drugs shall immediately notify the principal.

If the principal knows, observes or suspects that a student may be under the influence of alcohol or drugs, he/she may notify the parent/guardian. (Education Code 44049)

However, school staff shall not disclose confidential information provided during counseling by a student 12 years of age or older. School counselors may report such information to the principal or parent/guardian only when they believe that disclosure is necessary to avert a clear and present danger to the health, safety or welfare of the student or other persons living in the school community. They shall not disclose such information to the parent/guardian if they believe that the disclosure would result in a clear and present danger to the student's health, safety or welfare. (Education Code 44049, 49602)

(cf. 5145.1 - Privacy)

In cases of medical emergency, the principal is authorized to call an ambulance to remove the student to a hospital. Parents/guardians will be notified of this action and shall be responsible for the incurred expenses.

(cf. 5141 - Health Care and Emergencies)

Confiscation of Electronic Signaling Devices

Because electronic signaling devices (beepers, cellular telephones, etc.) are sometimes used to facilitate illegal drug transactions, the possession or use of such devices by students is prohibited on school premises, at all school-sponsored activities, and at any time while students are under the supervision and control of district employees. An exception shall be made only when the principal has determined that the device is essential for the student's health and then shall be used only for health purposes. (Education Code 48901.5)

The Superintendent shall confiscate these devices from students.

(cf. 5144 - Discipline)

Enforcement/Discipline

Staff shall notify the principal immediately upon suspecting a student is selling, providing or using alcohol or other drugs.

When any student uses, possesses or sells alcohol or illegal drugs at school or while under school jurisdiction, the following shall result:

1. Parent/guardian contact
2. Suspension or expulsion in accordance with law or Governing Board policy

(cf. 5144.1 - Suspension and Expulsion/Due Process)

3. Contact with law enforcement authority within one school day of the suspension (Education Code 48902)

In addition, the following actions may be taken:

1. Referral to an appropriate counseling program
2. Transfer/alternative placement
3. Restriction from all extracurricular activities, including athletics, for the length of the semester

(cf. 6145 - Extracurricular and Cocurricular Activities)

Reports

Upon request, the Superintendent shall submit alcohol and drug prevention program information to the California Department of Education, including information on the prevalence of drug use and violence by youth in the schools and community. Such information shall also be made readily available to the public. (20 USC 7117)

Regulation BUENA PARK SCHOOL DISTRICT

Reviewed: September 27, 2004 Buena Park, California

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Bus. Code 25608	<u>Alcohol on school property; use in connection with instruction</u> (http://leginfo.ca.gov/faces/codes_displaySection.xhtml?sectionNum=25608.&lawCode=BPC)
Ed. Code 44049	Known or suspected alcohol or drug abuse by student ()
Ed. Code 44645	In-service training anabolic steroids ()
Ed. Code 48900	Grounds for suspension and/or expulsion ()
Ed. Code 48900.5	Suspension, limitation on imposition; exception ()
Ed. Code 48901	Smoking or use of tobacco prohibited ()
Ed. Code 48901.5	Prohibition of electronic signaling devices ()
Ed. Code 48902	Notification of law enforcement authorities; civil or criminal immunity ()
Ed. Code 48909	Narcotics or other hallucinogenic drugs ()
Ed. Code 48915	Expulsion; particular circumstances ()
Ed. Code 49602	Confidentiality of pupil information ()
Ed. Code 51202	Instruction in personal and public health and safety ()
Ed. Code 51203	Instruction on alcohol, narcotics and restricted dangerous drugs ()
Ed. Code 51210	Areas of study ()
Ed. Code 51220	Areas of study, grades 7 to 12 ()
Ed. Code 51260-51269	Drug education ()
Ed. Code 60041	Instructional materials ()
Ed. Code 60110-60115	Instructional materials on alcohol and drug education ()
H&S Code 11032	Narcotics, restricted dangerous drugs and marijuana ()
H&S Code 11053-11058	Standards and schedules ()
H&S Code 11353.6	Juvenile Drug Trafficking and Schoolyard Act ()
H&S Code 11357	Unauthorized possession of marijuana; possession in school or on school grounds ()
H&S Code 11361.5	Destruction of arrest or conviction records ()
H&S Code 11372.7	Drug program fund; uses ()
H&S Code 11802	Joint school-community alcohol abuse primary education and prevention program ()
H&S Code 11999-11999.3	Alcohol and drug program funding; no unlawful use ()
H&S Code 124175-124200	Adolescent family life program ()

Pen. Code 13860-13864

Suppression of drug abuse in schools ()

Veh. Code 13202.5

Drug and alcohol related offenses by person under age of 21, but aged 13 or over ()

W&I Code 828

Disclosure of information re minors ()

W&I Code 828.1

Disclosure of criminal records; protection of vulnerable staff & students ()

Federal**Description**

20 USC 5812

National education goals ()

20 USC 7101-7122

Student Support and Academic Enrichment Grants ()

Management Resources**Description**

Website

[California Department of Education, Alcohol, Tobacco and Other Drug Prevention \(http://www.cde.ca.gov/ls/he/at\)](http://www.cde.ca.gov/ls/he/at)

Website

[U.S. Department of Education, Office of Safe and Healthy Students \(https://www2.ed.gov/about/offices/list/oese/oshs\)](https://www2.ed.gov/about/offices/list/oese/oshs)

Website

[California Healthy Kids Resource Center \(http://www.ccrcca.org/resources/family-resource-directory/item/california-healthy-kids-resource-center\)](http://www.ccrcca.org/resources/family-resource-directory/item/california-healthy-kids-resource-center)**Cross References****Code****Description**

0450

[Comprehensive Safety Plan \(/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZWplusiQ==\)](#)

0450

[Comprehensive Safety Plan \(/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7v101ybwyeidsCDdQ==\)](#)

1325

[Advertising And Promotion \(/Policy/ViewPolicy.aspx?S=36030553&revid=VxLplus6pa078v0Pfm0H8I4Vw==\)](#)

1400

[Relations Between Other Governmental Agencies And The Schools \(/Policy/ViewPolicy.aspx?S=36030553&revid=mQfJhUqG3Sg0CH3slshslshUlx0A==\)](#)

3290

[Gifts, Grants And Bequests \(/Policy/ViewPolicy.aspx?S=36030553&revid=s4DCiZQ2GWIJBLTf7zRDsw==\)](#)

4131

[Staff Development \(/Policy/ViewPolicy.aspx?S=36030553&revid=t7iK5XgFeMI65uzRT6T51w==\)](#)

4131

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5020

[Parent Rights And Responsibilities \(/Policy/ViewPolicy.aspx?S=36030553&revid=bvElbCE9FCu0tg0kHb9voQ==\)](#)

5020

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5022

[Student And Family Privacy Rights \(/Policy/ViewPolicy.aspx?S=36030553&revid=qslshnkFmIT30ccd4jvSjfGhA==\)](#)

5022

[Student And Family Privacy Rights \(/Policy/ViewPolicy.aspx?S=36030553&revid=sbIe0pR6qITISa5KKUgB3w==\)](#)

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[Student Wellness \(/Policy/ViewPolicy.aspx?S=36030553&revid=uN6iAv0ElmMRDsIshT2S7ukWw==\)](#)

5131

[Conduct \(/Policy/ViewPolicy.aspx?S=36030553&revid=XB45islshCkDfPd9SlawNj5qA==\)](#)

5131.62

[Tobacco \(/Policy/ViewPolicy.aspx?S=36030553&revid=VYV0yQPbW995t8GzpNyADg==\)](#)

5131.62

[Tobacco \(/Policy/ViewPolicy.aspx?S=36030553&revid=1slshjIONmUcdeNqudOaYyLXg==\)](#)

5137

[Positive School Climate \(/Policy/ViewPolicy.aspx?S=36030553&revid=SwS04g3eYDVXYEpXGUKk6Q==\)](#)

5141

[Health Care And Emergencies \(/Policy/ViewPolicy.aspx?S=36030553&revid=uWsdEwNopssplusWslshkqWT5NFw==\)](#)

5141

[Health Care And Emergencies \(/Policy/ViewPolicy.aspx?S=36030553&revid=1OaCbJ4u4w2WCxutFEKhaA==\)](#)

5141.52

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5141.6

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5144

[Discipline \(/Policy/ViewPolicy.aspx?S=36030553&revid=IGslshGNA0b1KBhplustd08oVX6FQ==\)](#)

5144

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5144.1

[Suspension And Expulsion/Due Process \(/Policy/ViewPolicy.aspx?S=36030553&revid=TslshkZM2zCpHbCvhesomdwiw==\)](#)

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5145.11

[Questioning And Apprehension By Law Enforcement \(/Policy/ViewPolicy.aspx?\)](#)

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5145.12 [Search And Seizure \(/Policy/ViewPolicy.aspx?S=36030553&revid=LQwsxvaQYjj69RD789Ezhg==\)](#)

5146 [Married/Pregnant/Parenting Students \(/Policy/ViewPolicy.aspx?S=36030553&revid=q18WoglhnnUTRRkkYNkEKA==\)](#)

5147 [Dropout Prevention \(/Policy/ViewPolicy.aspx?S=36030553&revid=2a50ZItQde600hHWNy6ZLw==\)](#)

5148.2 [Before/After School Programs \(/Policy/ViewPolicy.aspx?S=36030553&revid=6VvpQkc1l0QC8KwslshdsGinQ==\)](#)

5148.2 [Before/After School Programs \(/Policy/ViewPolicy.aspx?S=36030553&revid=6vL1Z0zblWADUNjLslsh9VgFQ==\)](#)

6142.8 [Comprehensive Health Education \(/Policy/ViewPolicy.aspx?S=36030553&revid=B7tolp8VsbDnlqVVTcI2mw==\)](#)

6142.8 [Comprehensive Health Education \(/Policy/ViewPolicy.aspx?S=36030553&revid=dMUavQFulYwxZX03w338kQ==\)](#)

6143 [Courses Of Study \(/Policy/ViewPolicy.aspx?S=36030553&revid=Dkyv7420tplus4o4DCslshWElyzg==\)](#)

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6164.2 [Guidance/Counseling Services \(/Policy/ViewPolicy.aspx?S=36030553&revid=nCsx2fgYL5ntJ9Rh8oQCVA==\)](#)

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6173.1 [Education For Foster Youth \(/Policy/ViewPolicy.aspx?S=36030553&revid=e9GTVKZf9QgyFB89O0Splus0A==\)](#)

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Original Adopted Date: 05/14/2001

0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwplusiQ==)
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7v101ybyweldsCDdQ==)
1112	Media Relations (/Policy/ViewPolicy.aspx?S=36030553&revid=dplusTtd6PJbxgBqh0K2CcJ8Q==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=L9b0mjo8c38xgIVq2plustAXw==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=klSfqKAyMt32M0DKmosz9g==)
3516	Emergencies And Disaster Preparedness Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=VL7zfBAScf6IU5hvVX7qA==)
3516	Emergencies And Disaster Preparedness Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=hJbndkscoQMplusGXtBcXslshHEw==)
3516.1	Fire Drills and Fires (/Policy/ViewPolicy.aspx?S=36030553&revid=h7aBv9TJK3NdICs9jBBZ8A==)
3516.5	Emergency Schedules (/Policy/ViewPolicy.aspx?S=36030553&revid=k0yyNpluso2ORXHcsLshABPWYtSA==)
4040	Employee Use Of Technology (/Policy/ViewPolicy.aspx?S=36030553&revid=c1vUBqIhT4CyXsvfC3A0g==)
4040	Employee Use Of Technology (/Policy/ViewPolicy.aspx?S=36030553&revid=mj7BzqONp54BXlWDAIk6rA==)
4118	Dismissal/Suspension/Disciplinary Action (/Policy/ViewPolicy.aspx?S=36030553&revid=txkJfWjQTslshcDyTlAvhFQ3Q==)
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4131	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=t7iK5XgFeMI65uzRT6T51w==)
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4218	Dismissal/Suspension/Disciplinary Action (/Policy/ViewPolicy.aspx?S=36030553&revid=8bIKhYZV6U82TX7YhmjDMg==)
4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=L8wplusaRfjbaI40PNmn9tplusDA==)
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4331	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=2tNDJLiFPOxcTakplusJA1KA==)
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5131	Conduct (/Policy/ViewPolicy.aspx?S=36030553&revid=XB45islshCkDfPd9SlawNj5qA==)
5131.7	Weapons And Dangerous Instruments (/Policy/ViewPolicy.aspx?S=36030553&revid=2sPvtbnfV5woyJpK5pYAAQ==)
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[◀ \(/Policy/ViewPolicy.aspx?S=36030553&revid=pxeFHbRJrig8IHptnutiuw==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](/Policy/ViewPolicy.aspx?S=36030553&revid=pxeFHbRJrig8IHptnutiuw==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6)

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Board Policy Manual

» Policy 3515: Campus Security

Status: ADOPTED

Original Adopted Date: 02/25/2008 | Last Revised Date: 05/26/2020 | Last Reviewed Date: 05/26/2020

[see more](#)

The Governing Board is committed to providing a school environment that promotes the safety of students, staff, and visitors to school grounds. The Governing Board also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft.

The Superintendent or designee shall develop campus security procedures, which may be included in the district's comprehensive safety plan and/or site-level safety plans. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.

Surveillance Systems

In consultation with the district's safety planning committee, other relevant stakeholders, and staff, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Any audio capability on the district's surveillance equipment shall be disabled so that sounds are not recorded.

Prior to the operation of the surveillance system, the Superintendent or designee shall ensure that signs are posted at conspicuous and targeted locations around school buildings and grounds. These signs shall state that the facility uses video surveillance equipment for security purposes and that the equipment may or may not be actively monitored at any time. The Superintendent or designee shall also provide prior written notice to students and parents/guardians about the district's surveillance system, including the locations where surveillance may occur and that the recordings may be used in disciplinary proceedings, and/or referred to local law enforcement, as appropriate.

To the extent that any images from the district's surveillance system create a student or personnel record, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining agreements.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
24 CCR 1010.1.11	Lockable doors from the inside ()
24 CCR 1010.1.9	Door operations ()
CA Constitution Article 1, Section 28(c)	Right to Safe Schools (http://leginfo.ca.gov/faces/codes_displaySection.xhtml?lawCode=CONS&sectionNum=SEC.%2028.&article=1)
Ed. Code 17070.10-17079.30	Leroy F. Greene School Facilities Act (http://leginfo.ca.gov/faces/codes_displayText.xhtml?division=1.&chapter=12.5.&part=10.&lawCode=EDC&title=1.&article=1)
Ed. Code 17583	Classroom security locks, modernization projects ()
Ed. Code 32020	School gates; entrances for emergency vehicles ()
Ed. Code 32211	Threatened disruption or interference with classes ()
Ed. Code 32280-32289	School safety plans ()
Ed. Code 35160	Authority of governing boards ()
Ed. Code 35160.1	Broad authority of school districts ()
Ed. Code 38000-38005	Security departments ()
Ed. Code 49050-49051	Searches by school employees ()
Ed. Code 49060-49079	Student records ()
Pen. Code 469	Unauthorized making, duplicating or possession of key to public building ()
Pen. Code 626-626.11	School crimes ()
Federal	Description
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974 ()
34 CFR 99.3	Definition of education records ()

US DOE Publication

FAQs on Photos and Videos under FERPA ()

Management Resources

Attorney General Opinion

Attorney General Opinion

Court Decision

Court Decision

CSBA Publication

National Institute of Justice Publication

Website

Website

Website

Website

Website

Description

75 Ops.Cal.Atty.Gen. 155 (1992) ()

83 Ops.Cal.Atty.Gen. 257 (2000) ()

Brannum v. Overton County School Board (2008) 516 F. 3d 489 ()

New Jersey v. T.L.O. (1985) 469 U.S. 325 ()

Safe Schools: A Planning Guide for Action, 2002 ()

The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for Schools and Law Enforcement Agencies, rev. 2005 ()

U.S. Department of Education, Protecting Student Privacy (<https://studentprivacy.ed.gov>)National Institute of Justice (<http://www.ojp.usdoj.gov/nij>)National School Safety Center (<http://www.schoolsafety.us>)California Department of Education, Safe Schools (<http://www.cde.ca.gov/lss/>)CSBA (<http://www.csba.org>)**Cross References****Code**

0450

DescriptionComprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwplusiQ==)

0450

Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7v101ybwyeidsCDdQ==)

1250

Visitors/Outsiders (/Policy/ViewPolicy.aspx?S=36030553&revid=pluseYPMps6ist0xJAZPqVo5g==)

1250

Visitors/Outsiders (/Policy/ViewPolicy.aspx?S=36030553&revid=nsslsh7ebwsXxDGslshAfIRpYVmw==)

3000

Concepts And Roles (/Policy/ViewPolicy.aspx?S=36030553&revid=TzpjEzrOT5QHJkwIuuwGew==)

3440

Inventories (/Policy/ViewPolicy.aspx?S=36030553&revid=e8m8jEfIZ6kmmkbyxiduiQ==)

3515.2

Disruptions (/Policy/ViewPolicy.aspx?S=36030553&revid=1Fm7QtCrXTWZT5YevE0IqQ==)

3515.2

Disruptions (/Policy/ViewPolicy.aspx?S=36030553&revid=6wa88Y4zS3WxtgNRPqvkOA==)

3515.4

Recovery For Property Loss Or Damage (/Policy/ViewPolicy.aspx?S=36030553&revid=4FhUOpIqPMdkjo7slshDYjAgQ==)

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Recovery For Property Loss Or Damage (/Policy/ViewPolicy.aspx?S=36030553&revid=KVe7x45xwk8oRrx2YyZQuA==)

3515.5

Sex Offender Notification (/Policy/ViewPolicy.aspx?S=36030553&revid=wEoBdJhp65wNW8hdnqmydQ==)

3515.5

Sex Offender Notification (/Policy/ViewPolicy.aspx?S=36030553&revid=f2PPmsYLTz8HeD8OdEZdnw==)

3515.7

Firearms On School Grounds (/Policy/ViewPolicy.aspx?S=36030553&revid=B117wfljiEgoLAimssc7eg==)

3516

Emergencies And Disaster Preparedness Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=VL7fzfBAScf6IU5hvVX7qA==)

3516

Emergencies And Disaster Preparedness Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=hJbndkscoQMplusGXtBeXslshHEw==)

3516.2

Bomb Threats (/Policy/ViewPolicy.aspx?S=36030553&revid=FXslshVwplusVTh9dhp1nFKslshLTow==)

3530

Risk Management/Insurance (/Policy/ViewPolicy.aspx?S=36030553&revid=w3WOxjrVOWJOLhfXa5PiUA==)

3530

Risk Management/Insurance (/Policy/ViewPolicy.aspx?S=36030553&revid=i7VP1IssEDhTM7EjOZKplusjw==)

4119.1

Civil And Legal Rights (/Policy/ViewPolicy.aspx?S=36030553&revid=PO5RziVLRDq4sWplusCiWplus21A==)

4131

Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=t7iK5XgFeMl65uzRT6T51w==)

4131

Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=WAQJtbZ1slsh6yQ5yMG7slshQHLg==)

4158

Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=BWVUBplusR4elo78uQRpluskwCIA==)

4158

Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=slshFslsho2PWWx6yislsH0Du1FslshbbQ==)

4219.1


Civil And Legal Rights (/Policy/ViewPolicy.aspx?S=36030553&revid=CspUlrIMKEzmznMeA5Luw==)

4231

Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=L8wplusaRfjbaI40PNmn9tplusDA==)

4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=1LJr3kEp9sKTn5nfz4plusTw==)
4258	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=UfrhTFRxuKf8z4GXGxRg==)
4258	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=AGU1cOslshr2ZIOxxPAPKOLA==)
4319.1	Civil And Legal Rights (/Policy/ViewPolicy.aspx?S=36030553&revid=XUK5M5aZplusjgCaTgwQGKv1g==)
4331	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=2tNDJLiFPOxcTakpluskJA1KA==)
4331	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=DHjbc3plusQje1e9aPaD27IGA==)
4358	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=3Nx2nRRmxtN9tJmKfkyFA==)
4358	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=2slstDWovGy6pOvpseH4H6lw==)
5125	Student Records (/Policy/ViewPolicy.aspx?S=36030553&revid=slshBuMmuLfkyy2vxEyLZRGkg==)
5125	Student Records (/Policy/ViewPolicy.aspx?S=36030553&revid=hyslshzHXqdMslshpJ4KgeJUIRwXQ==)
5125.1	Release Of Directory Information (/Policy/ViewPolicy.aspx?S=36030553&revid=K8lfrZ2lgefA6RDWxtQVMjA==)
5125.1	Release Of Directory Information (/Policy/ViewPolicy.aspx?S=36030553&revid=oGagtvXrcaPISqM5hs17fA==)
5125.1-E(1)	Release Of Directory Information (/Policy/ViewPolicy.aspx?S=36030553&revid=2O4PKRYQ9FcRgqOrwOfhA==)
5131.1	Bus Conduct (/Policy/ViewPolicy.aspx?S=36030553&revid=I9zslsh7plusYA0o66JPauAqYeKw==)
5131.1	Bus Conduct (/Policy/ViewPolicy.aspx?S=36030553&revid=IP0R6fCKSa7o8jxIU8yKOA==)
5131.2	Bullying (/Policy/ViewPolicy.aspx?S=36030553&revid=oCkDs44plusU7084o8psBISw==)
5131.5	Vandalism And Graffiti (/Policy/ViewPolicy.aspx?S=36030553&revid=nEITKqylpPgGybPsK3uDNA==)
5131.7	Weapons And Dangerous Instruments (/Policy/ViewPolicy.aspx?S=36030553&revid=2sPvtbnfV5woyJpK5pYAAQ==)
5131.7	Weapons And Dangerous Instruments (/Policy/ViewPolicy.aspx?S=36030553&revid=kq76z81Ssb6plussLK0dYWouA==)
5137	Positive School Climate (/Policy/ViewPolicy.aspx?S=36030553&revid=SwS04g3eYDVXYEpXGUKk6Q==)
5138	Conflict Resolution/Peer Mediation (/Policy/ViewPolicy.aspx?S=36030553&revid=OpkzYXjy3RJt5PF8Lr357g==)
5141.52	Suicide Prevention (/Policy/ViewPolicy.aspx?S=36030553&revid=JnFhsPtrnOyPamkslshguib1w==)
5141.52	Suicide Prevention (/Policy/ViewPolicy.aspx?S=36030553&revid=jOCWjfmQ0I9otyjbKktWLg==)
5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=X3tAf3dbYulQ4Xnj63CmeQ==)
5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=dWzxXzvT5Rv4I6HrqWN5WA==)
5144	Discipline (/Policy/ViewPolicy.aspx?S=36030553&revid=IGslshGNA0b1KBhplussd08oVX6FQ==)
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5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=TslshkZM2zCpHbCvhesomdwiw==)
5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=VNay3bpplusZEweC6NUowhJEW==)
5145.12	Search And Seizure (/Policy/ViewPolicy.aspx?S=36030553&revid=LQwsxvaQYjj69RD789Ezhg==)
5145.9	Hate-Motivated Behavior (/Policy/ViewPolicy.aspx?S=36030553&revid=sOr8jBrZDkcOJQlflD8iJQ==)
6142.4	Service Learning/Community Service Classes (/Policy/ViewPolicy.aspx?S=36030553&revid=LOJ87yYpluseGvGy5Wplus3SxDqQ==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=nCsx2fgYL5ntJ9Rh8oQCVA==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=iN6Trh3RoS1qerIUfVvyeQ==)
7111	Evaluating Existing Buildings (/Policy/ViewPolicy.aspx?S=36030553&revid=WIhxVolz899oJBbsVmBjSg==)
9321	Closed Session (/Policy/ViewPolicy.aspx?S=36030553&revid=slshAFIzjNRu3BXqZkaVggbg==)

◀ (/Policy/ViewPolicy.aspx?S=36030553&revid=L9b0mjo8c38xgIVq2plustAXw==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6)

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➤ (/Policy/ViewPolicy.aspx?S=36030553&revid=6wa88Y4zS3WxtgNRPqvkoA==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6)

Board Policy Manual

» Regulation 3515: Campus Security

Status: ADOPTED

Original Adopted Date: 05/14/2001 | Last Revised Date: 01/28/2008

[see more](#)

The Superintendent shall ensure that campus security procedures are developed which are consistent with the goals and objectives of the district's comprehensive safety plan and site-level safety plans.

(cf. 0450 - Comprehensive Safety Plan)

These procedures shall include strategies and methods to:

1. Secure the campus perimeter and school facilities in order to prevent criminal activity. These strategies shall include an analysis of the building security system, lighting system, and campus fencing. Procedures to ensure unobstructed views and eliminate blind spots caused by doorways and landscaping shall also be considered. In addition, parking lot design may be studied, including methods to discourage through traffic.
2. Secure buildings from outsiders and discourage trespassing. These procedures may include requiring visitor registration, requiring staff and student identification tags, and patrolling places used for congregating and loitering.

(cf. 1250 - Visitors/Outsiders)

(cf. 3515.2 - Disruptions)

(cf. 5112.5 - Open/Closed Campus)

3. Discourage vandalism and graffiti. These methods may include plans to immediately cover graffiti as well as campus beautification projects and shall also include students and the community in these projects.

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 5131.5 - Vandalism, Theft and Graffiti)

4. Control access to keys and other school inventory.

(cf. 3440 - Inventories)

5. Detect and intervene with school crime. These procedures may include the creation of a school watch program, an anonymous crime reporting system, analysis of school crime incidents, and collaboration and communication with local law enforcement agencies.

All staff shall receive training in building and grounds security procedures.

(cf. 3515.3 - District Police Department)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

These procedures shall be regularly reviewed and updated in order to reflect changed circumstances and to assess progress in achieving safe school objectives.

Keys

All keys used in a school shall be the responsibility of the principal. Keys shall be issued only to those employees who regularly need a key in order to carry out normal activities of their position.

The principal shall create a key control system with a record of each key assigned and room(s) or building(s) which the key opens.

Keys shall be used only by authorized employees and shall never be loaned to students.

The master key shall not be loaned and the duplication of school keys is prohibited.

Policy Reference Disclaimer:These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
24 CCR 1010.1.11	Lockable doors from the inside ()

24 CCR 1010.1.9

CA Constitution Article 1, Section 28(c)

Ed. Code 17070.10-17079.30

Ed. Code 17583

Ed. Code 32020

Ed. Code 32211

Ed. Code 32280-32289

Ed. Code 35160

Ed. Code 35160.1

Ed. Code 38000-38005

Ed. Code 49050-49051

Ed. Code 49060-49079

Pen. Code 469

Pen. Code 626-626.11

Federal

20 USC 1232g

34 CFR 99.3

US DOE Publication

Management Resources

Attorney General Opinion

Attorney General Opinion

Court Decision

Court Decision

CSBA Publication

National Institute of Justice Publication

Website

Website

Website

Website

Website

Cross References**Code**

0450

0450

1250

1250

3000

3440

3515.2

Door operations ()

[Right to Safe Schools \(http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=CONS§ionNum=SEC.%2028.&article=1\)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=CONS§ionNum=SEC.%2028.&article=1)[Leroy F. Greene School Facilities Act \(http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?division=1.&chapter=12.5.&part=10.&lawCode=EDC&title=1.&article=1.\)](http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?division=1.&chapter=12.5.&part=10.&lawCode=EDC&title=1.&article=1.)

Classroom security locks, modernization projects ()

School gates; entrances for emergency vehicles ()

Threatened disruption or interference with classes ()

School safety plans ()

Authority of governing boards ()

Broad authority of school districts ()

Security departments ()

Searches by school employees ()

Student records ()

Unauthorized making, duplicating or possession of key to public building ()

School crimes ()

Description

Family Educational Rights and Privacy Act (FERPA) of 1974 ()

Definition of education records ()

FAQs on Photos and Videos under FERPA ()

Description

75 Ops.Cal.Atty.Gen. 155 (1992) ()

83 Ops.Cal.Atty.Gen. 257 (2000) ()

Brannum v. Overton County School Board (2008) 516 F. 3d 489 ()

New Jersey v. T.L.O. (1985) 469 U.S. 325 ()

Safe Schools: A Planning Guide for Action, 2002 ()

The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for Schools and Law Enforcement Agencies, rev. 2005 ()

[U.S. Department of Education, Protecting Student Privacy \(https://studentprivacy.ed.gov\)](https://studentprivacy.ed.gov)[National Institute of Justice \(http://www.ojp.usdoj.gov/nij\)](http://www.ojp.usdoj.gov/nij)[National School Safety Center \(http://www.schoolsafety.us\)](http://www.schoolsafety.us)[California Department of Education, Safe Schools \(http://www.cde.ca.gov/lr/ss\)](http://www.cde.ca.gov/lr/ss)[CSBA \(http://www.csba.org\)](http://www.csba.org)**Description**[Comprehensive Safety Plan \(/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwplusiQ==\)](#)[Comprehensive Safety Plan \(/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7v101ybwyeidsCDdQ==\)](#)[Visitors/Outsiders \(/Policy/ViewPolicy.aspx?S=36030553&revid=pluseYPMps6ist0xIAZPqVo5g==\)](#)[Visitors/Outsiders \(/Policy/ViewPolicy.aspx?S=36030553&revid=nsslsh7ebwsXxDGslshAfIRpYVmw==\)](#)[Concepts And Roles \(/Policy/ViewPolicy.aspx?S=36030553&revid=TzpjEZrOT5QHJkwIuuwGew==\)](#)[Inventories \(/Policy/ViewPolicy.aspx?S=36030553&revid=e8m8jEfIZ6kmmkbyxiduiQ==\)](#)[Disruptions \(/Policy/ViewPolicy.aspx?S=36030553&revid=1Fm7QtCrXTWZT5YevE0IqQ==\)](#)

3515.2	Disruptions (/Policy/ViewPolicy.aspx?S=36030553&revid=6wa88Y4zS3WxtgNRPqvKOA==)
3515.4	Recovery For Property Loss Or Damage (/Policy/ViewPolicy.aspx?S=36030553&revid=4FhUQpJqPmdkjo7slshDYjAgQ==)
3515.4	Recovery For Property Loss Or Damage (/Policy/ViewPolicy.aspx?S=36030553&revid=KVe7x45xwk8oRrx2YyZQuA==)
3515.5	Sex Offender Notification (/Policy/ViewPolicy.aspx?S=36030553&revid=wEoBdjhp65wNW8hndnqmydQ==)
3515.5	Sex Offender Notification (/Policy/ViewPolicy.aspx?S=36030553&revid=f2PPmsYLTz8HeD8OdEzdnw==)
3515.7	Firearms On School Grounds (/Policy/ViewPolicy.aspx?S=36030553&revid=BI17wfljiEgoLAimssc7eg==)
3516	Emergencies And Disaster Preparedness Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=VL7fzfBAScf6IU5hvVX7qA==)
3516	Emergencies And Disaster Preparedness Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=hJbndkscoQMplusGXtBcXslshHEw==)
3516.2	Bomb Threats (/Policy/ViewPolicy.aspx?S=36030553&revid=FXslshVwplusVTh9dhp1nFKslshLTow==)
3530	Risk Management/Insurance (/Policy/ViewPolicy.aspx?S=36030553&revid=w3WOxjrVOWJOLhfXa5PiUA==)
3530	Risk Management/Insurance (/Policy/ViewPolicy.aspx?S=36030553&revid=7VP1IssEdhTM7EjOZKplusjw==)
4119.1	Civil And Legal Rights (/Policy/ViewPolicy.aspx?S=36030553&revid=PO5RziVLRDq4sWplusCiWplus21A==)
4131	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=t7iK5XgFeMl65uzRT6T51w==)
4131	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=WAQJtbZ1slsh6yQ5yMG7slshQHLg==)
4158	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=BWVUBplusR4elo78uQRpluskwCIA==)
4158	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=slshFslsho2PWWx6yisls0Du1FslshbbQ==)
4219.1	Civil And Legal Rights (/Policy/ViewPolicy.aspx?S=36030553&revid=CspUlriMKEzmznMgA5Luw==)
4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=L8wplusaRfjbaI40PNmn9tplusDA==)
4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=1LJr3kEp9sKTn5nfz4plusTw==)
4258	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=UfrhTFRxuKf8z4GXGxqRg==)
4258	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=AGU1cOslshr2ZIOxxPAPKOLA==)
4319.1	Civil And Legal Rights (/Policy/ViewPolicy.aspx?S=36030553&revid=XUk5M5aZplusjgCaTgwQGKv1g==)
4331	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=2tNDJLiFPOxcTakpluskJA1KA==)
4331	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=DHjbc3plusQje1e9aPaD27IGA==)
4358	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=3Nx2nRRmxtN9tJmKfkyFA==)
4358	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=2slstDWovGy6OpvseH4H6lw==)
5125	Student Records (/Policy/ViewPolicy.aspx?S=36030553&revid=slshBuMmuLfkyy2vxEyLZRGkg==)
5125	Student Records (/Policy/ViewPolicy.aspx?S=36030553&revid=hyslshzHXqdMslshpJ4KqJUIRwXQ==)
5125.1	Release Of Directory Information (/Policy/ViewPolicy.aspx?S=36030553&revid=K8Ifz2lgfA6RDWxtQVMjA==)
5125.1	Release Of Directory Information (/Policy/ViewPolicy.aspx?S=36030553&revid=oGagtVXrcaPJSqM5hs17fA==)
5125.1-E(1)	Release Of Directory Information (/Policy/ViewPolicy.aspx?S=36030553&revid=2O4PKRYQ9FcRgqOrwOfhA==)
5131.1	Bus Conduct (/Policy/ViewPolicy.aspx?S=36030553&revid=I9zslsh7plusYA0o66JPauAqYeKw==)
5131.1	Bus Conduct (/Policy/ViewPolicy.aspx?S=36030553&revid=IP0R6fCKSa7o8jxIU8yKOA==)
5131.2	Bullying (/Policy/ViewPolicy.aspx?S=36030553&revid=oCkDs44plusbU7084o8psBJSw==)
5131.5	Vandalism And Graffiti (/Policy/ViewPolicy.aspx?S=36030553&revid=nElTKqylpPgGybPsK3uDNA==)
5131.7	Weapons And Dangerous Instruments (/Policy/ViewPolicy.aspx?S=36030553&revid=2sPvrbnfV5woyjpK5pYAAQ==)
5131.7	Weapons And Dangerous Instruments (/Policy/ViewPolicy.aspx?S=36030553&revid=kq76z81Ssb6plussLK0dYWouA==)
5137	Positive School Climate (/Policy/ViewPolicy.aspx?S=36030553&revid=SwS04g3eYDVXYEpXGUKk6Q==)
5138	Conflict Resolution/Peer Mediation (/Policy/ViewPolicy.aspx?S=36030553&revid=QpkzYXjy3RJt5PF8Lr357g==)
5141.52	Suicide Prevention (/Policy/ViewPolicy.aspx?S=36030553&revid=JnFhsPtrnOyPamkslshguiblw==)
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5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=X3tAf3dbYulQ4Xnj63CmeQ==)

5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=dWzxXzvT5Rv4I6HrqWN5WA==)
5144	Discipline (/Policy/ViewPolicy.aspx?S=36030553&revid=IGslshGNA0b1KBhplUSD08oVX6FQ==)
5144	Discipline (/Policy/ViewPolicy.aspx?S=36030553&revid=vaL0QGwyWGevv23O8APtUg==)
5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=TslshkZM2zCpHbCvhesomdwiw==)
5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=VNay3bpplusZEweC6NUowhJEw==)
5145.12	Search And Seizure (/Policy/ViewPolicy.aspx?S=36030553&revid=LQwsxvaQYjj69RD789Ezhg==)
5145.9	Hate-Motivated Behavior (/Policy/ViewPolicy.aspx?S=36030553&revid=sOr8jBrZDkcOJQlflD8iJQ==)
6142.4	Service Learning/Community Service Classes (/Policy/ViewPolicy.aspx?S=36030553&revid=L0J87yYpluseGvGy5Wplus3SxDqQ==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=nCsx2fgYL5ntJ9Rh8oQCVA==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=iN6Trh3RoS1qerIUfVvyeQ==)
7111	Evaluating Existing Buildings (/Policy/ViewPolicy.aspx?S=36030553&revid=WlhxVolz899oJBbsVmBjSg==)
9321	Closed Session (/Policy/ViewPolicy.aspx?S=36030553&revid=slshAFIZjNRu3BXqZkaVggbgsg==)


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Home Policies Listing 3000. Business and Noninstructional Operations Regulation 3515.6

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Board Policy Manual

Regulation 3515.6: Criminal Background Checks For Contractors

Status: ADOPTED

Original Adopted Date: 09/19/2019

Facility Contractors

When the District contracts for construction, reconstruction, rehabilitation or repair of a school facility where the employees of the entity will have contact, other than limited contact with students, the Superintendent shall ensure the safety of students by utilizing one or more of the following methods: (Education Code 45125.2)

1. The installation of a physical barrier at the worksite to limit contact with students.

2. Continual supervision and monitoring of all employees of the entity by an employee of the entity whom the Department of Justice has ascertained has not been convicted of a violent or serious felony.

The supervising employee may submit his/her fingerprints to the Department of Justice pursuant to Education Code 45125.1.

3. Surveillance of employees of the entity by school personnel.

These requirements shall not apply if the Superintendent determines that the contracting entity is providing construction, reconstruction, rehabilitation or repair services in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed to make school facilities safe and habitable. (Education Code 45125.2)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 41302.5	School districts, definition ()
Ed. Code 45122.1	Classified employees, conviction of a violent or serious felony ()
Ed. Code 45125.1	Fingerprinting; employees of contracting entity ()
Ed. Code 45125.2	Criminal background checks for construction ()
Pen. Code 1192.7	Plea bargaining limitation ()
Pen. Code 667.5	Prior prison terms, enhancement of prison terms ()

Management Resources	Description
Website	Department of Justice (https://oag.ca.gov/fingerprints)

Cross References

Code	Description
3000	Concepts And Roles (/Policy/ViewPolicy.aspx?S=36030553&revid=TzpjEZrOT5QHJkwluuwGew==)
3540	Transportation (/Policy/ViewPolicy.aspx?S=36030553&revid=6Zok2NdARvW3wKIde4scIQ==)
3540	Transportation (/Policy/ViewPolicy.aspx?S=36030553&revid=YeobEijpnk96AjPkshlshFtKVA==)
3551	Food Service Operations/Cafeteria Fund (/Policy/ViewPolicy.aspx?S=36030553&revid=dTBHJn9chsLAocRtY4klZQ==)
3551	Food Service Operations/Cafeteria Fund (/Policy/ViewPolicy.aspx?S=36030553&revid=ymX5c7PMomP2grkdGWh0vQ==)
3600	Consultants (/Policy/ViewPolicy.aspx?S=36030553&revid=DPyzsWplus6KEni4LXAc4B3Fg==)
6159.3	Appointment Of Surrogate Parent For Special Education Students (/Policy/ViewPolicy.aspx?S=36030553&revid=Ie9CvdljPNiKn5a8s8txUg==)
6159.3	Appointment Of Surrogate Parent For Special Education Students (/Policy/ViewPolicy.aspx?S=36030553&revid=BmlUkqZbB97unwRezok2ZQ==)
7140	Architectural And Engineering Services (/Policy/ViewPolicy.aspx?S=36030553&revid=35usiY2kYRDWFl4oFbK1Bw==)

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=3603...9plushNjl6WXhfiOQ==&secid=y1ZW0qRGjEafuplusqEjNeK2Q==&PG=6&IRP=0>

Page 1 of 2

7140

[Architectural And Engineering Services \(/Policy/ViewPolicy.aspx?S=36030553&revid=eED7ZFfF5Mg14S276P0AsA==\)](#)


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Version: 20.3.1.10

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Home Policies Listing 3000. Business and Noninstructional Operations Policy 3515.2

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 (/Policy/PolicyPrintGenerator.aspx?S=36030553&revid=1Fm7QtCrXTWZT5YevE0JqQ==)

> (/Policy/ViewPolicy.aspx?S=36030553&revid=6wa88Y4zS3WxtgNRPqvkoA==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6)

Board Policy Manual

>> Policy 3515.2: Disruptions

Status: ADOPTED

Original Adopted Date: 05/14/2001 | Last Revised Date: 03/13/2017

[see more](#)

The Governing Board is committed to keeping the school free from disruptions and to keeping unauthorized persons from entering school grounds. The Superintendent shall provide for the prompt removal from school premises of any individual who disrupts or threatens to disrupt normal school operations, threatens the health and safety of students or staff, or causes or threatens to cause damage to district property or to any property on school grounds.

- (cf. 1250 - Visitors/Outsiders)
- (cf. 3515 - Campus Security)
- (cf. 4118/4218 - Dismissal/Suspension/Disciplinary Action)
- (cf. 4158/4258/4358 - Employee Security)
- (cf. 5131.4 - Student Disturbances)

District and school site safety plans shall specify action to be taken, including specific staff responsibilities, when an individual is causing a disruption. School staff shall be trained to recognize when an individual has committed acts that constitute a disruption in violation of Governing Board policy.

- (cf. 0450 - Comprehensive Safety Plan)

Any employee who believes that a disruption may occur shall immediately contact the principal. The principal or designee shall notify law enforcement in accordance with Education Code 48902 and 20 USC 7151 and in other situations, as appropriate.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 32210	Willful disturbance of public school or meeting ()
Ed. Code 32211	Threatened disruption or interference with classes ()
Ed. Code 35160	Authority of governing boards ()
Ed. Code 44810	Willful interference with classroom conduct ()
Ed. Code 44811	Disruption of classwork or extracurricular activities ()
Ed. Code 48902	Notification of law enforcement authorities ()
Pen. Code 12556	Imitation firearms ()
Pen. Code 243.5	Assault or battery on school property ()
Pen. Code 30310	Prohibition against ammunition on school grounds ()
Pen. Code 415.5	Disturbance of peace of school ()
Pen. Code 626-626.11	School crimes ()
Pen. Code 626.7	Failure to leave campus or facility; wrongful return; penalties; notice; exceptions ()
Pen. Code 626.8	Disruptions ()
Pen. Code 626.81	Misdemeanor for registered sex offender to come onto school grounds ()
Pen. Code 626.85	Misdemeanor for specified drug offender presence on school grounds ()
Pen. Code 626.9	Gun-Free School Zone Act of 1995 ()
Pen. Code 627-627.10	Access to school premises ()
Pen. Code 653b	Loitering about schools or public places ()

https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=3603...9plushNjl6WXhfiOQ==&secid=y1ZW0qRGjEafuplusqEjNeK2Q==&PG=6&IRP=0

Page 1 of 3

Federal

20 USC 7961

Description

Gun-Free Schools Act ()

Management Resources

Attorney General Opinion

Court Decision

Court Decision

Court Decision

Court Decision

U.S. DOE Publication

Website

Website

Website

Description

79 Ops.Cal.Atty.Gen. 58 (1996) ()

In Re Jimi A., (1989) 209 Cal.App.3d 482 ()

In Re Joseph F., (2000) 85 Cal.App.4th 975 ()

In Re Oscar R., (1984) 161 Cal.App.3d 770 ()

Reeves v. Rocklin Unified School District, (2003) 109 Cal.App.4th 652 ()

Guide for Developing High-Quality School Emergency Operations Plans, 2013 ()

U.S. Department of Education - Education for Homeless Children and Youths Grants for State and Local Activities
<http://www.ed.gov/programs/homeless/index.html>)

California Department of Education, Safe Schools (<http://www.cde.ca.gov/lss/>)

CSBA (<http://www.csba.org>)

Cross References**Code**

0450

Description

[Comprehensive Safety Plan \(/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwplusiQ==\)](#)

0450

[Comprehensive Safety Plan \(/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7v101ybwyeldsCDdQ==\)](#)

1112

[Media Relations \(/Policy/ViewPolicy.aspx?S=36030553&revid=dplusTtl6PJbxgBqh0K2CcJ8Q==\)](#)

1240

[Volunteer Assistance \(/Policy/ViewPolicy.aspx?S=36030553&revid=9hGukHP3EGUplusL8zr5petXg==\)](#)

1240

[Volunteer Assistance \(/Policy/ViewPolicy.aspx?S=36030553&revid=s06nMnt2eiqslshfB5i0KslshF8g==\)](#)

1250

[Visitors/Outsiders \(/Policy/ViewPolicy.aspx?S=36030553&revid=pluseYPMps6ist0xJAZPqVo5g==\)](#)

1250

[Visitors/Outsiders \(/Policy/ViewPolicy.aspx?S=36030553&revid=nsslsh7ebwsXxDGslshAfIRpYVmw==\)](#)

1330

[Use Of School Facilities \(/Policy/ViewPolicy.aspx?S=36030553&revid=wCR1Iu8Hr84yUkInV7pGSg==\)](#)

1330

[Use Of School Facilities \(/Policy/ViewPolicy.aspx?S=36030553&revid=YflZOG4xDyZdF1Ut9gRc9Q==\)](#)

3513.3

[Tobacco-Free Schools \(/Policy/ViewPolicy.aspx?S=36030553&revid=slshz4C2zgIYgJ0M5pb8VRx6w==\)](#)

3513.3

[Tobacco-Free Schools \(/Policy/ViewPolicy.aspx?S=36030553&revid=Cdd9FZQNQ6M4qHTWEuuRHQ==\)](#)

3515

[Campus Security \(/Policy/ViewPolicy.aspx?S=36030553&revid=L9b0mjo8c38xgIVq2plustAXw==\)](#)

3515

[Campus Security \(/Policy/ViewPolicy.aspx?S=36030553&revid=klSfqKAyMt32M0DKmosz9g==\)](#)

3515.5

[Sex Offender Notification \(/Policy/ViewPolicy.aspx?S=36030553&revid=wEoBdjhp65wNW8hdnqmydQ==\)](#)

3515.5

[Sex Offender Notification \(/Policy/ViewPolicy.aspx?S=36030553&revid=f2PPmsYLTz8HeD8OdEZdnw==\)](#)

3515.7

[Firearms On School Grounds \(/Policy/ViewPolicy.aspx?S=36030553&revid=B117wfljiEgoLAimssc7eg==\)](#)

3516

[Emergencies And Disaster Preparedness Plan \(/Policy/ViewPolicy.aspx?S=36030553&revid=VL7fzfBAScf6IU5hvVX7qA==\)](#)

3516

[Emergencies And Disaster Preparedness Plan \(/Policy/ViewPolicy.aspx?S=36030553&revid=hJbndkscoQMplusGXtBcXslshHEw==\)](#)

3543

[Transportation Safety And Emergencies \(/Policy/ViewPolicy.aspx?S=36030553&revid=y7FaVJplusngH8jG6DS0Ef4A==\)](#)

4118

[Dismissal/Suspension/Disciplinary Action \(/Policy/ViewPolicy.aspx?S=36030553&revid=txkJfWjQTslshcDyTIAvhFQ3Q==\)](#)

4118

[Dismissal/Suspension/Disciplinary Action \(/Policy/ViewPolicy.aspx?S=36030553&revid=roTBCiO9zhRmLnXn6OU1wg==\)](#)

4119.21

[Professional Standards \(/Policy/ViewPolicy.aspx?S=36030553&revid=2CkGQSRdaT5pKn7sj7in7g==\)](#)

4119.21-E(1)

[Professional Standards \(/Policy/ViewPolicy.aspx?S=36030553&revid=2cHkaixiF98IOQyOYN3sng==\)](#)

4131

[Staff Development \(/Policy/ViewPolicy.aspx?S=36030553&revid=t7iK5XgFeMI65uzRT6T51w==\)](#)

4131

[Staff Development \(/Policy/ViewPolicy.aspx?S=36030553&revid=WAQJtbZ1slsh6yQ5yMG7slshQHLg==\)](#)

4158

[Employee Security \(/Policy/ViewPolicy.aspx?S=36030553&revid=BWVUBplusR4elo78uQRpluskwCIA==\)](#)

4158	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=slshFslsho2PWWx6yislsh0Du1FslshbbQ==)
4218	Dismissal/Suspension/Disciplinary Action (/Policy/ViewPolicy.aspx?S=36030553&revid=8bJKhYZV6U82TX7YhmjDMg==)
4219.21	Professional Standards (/Policy/ViewPolicy.aspx?S=36030553&revid=JAV4iTkZZfD3FMd28S3NaA==)
4219.21-E(1)	Professional Standards - Code of Ethics (/Policy/ViewPolicy.aspx?S=36030553&revid=s78PhEplusNoQ9hrxUUBr5eWQ==)
4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=L8wplusaRfjba40PNmn9tplusDA==)
4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=1LJr3kEp9sKTn5nfyz4plusTw==)
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4258	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=AGU1cOsIsht2rZIOxxPApKOLA==)
4319.21	Professional Standards (/Policy/ViewPolicy.aspx?S=36030553&revid=KM589f2vozoGplusvserTmZpg==)
4319.21-E(1)	Professional Standards - Personnel Reduction (/Policy/ViewPolicy.aspx?S=36030553&revid=7KeUguVE7XjqTurCeQ29Gg==)
4331	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=2tNDJLiFPOxcTakpluskJA1KA==)
4331	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=DHjbc3plusQje1e9aPaD27IGA==)
4358	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=3Nx2nRRmxtN9tJmkFkyFA==)
4358	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=2slshtDWovGy6pOvpseH4H6lw==)
5131.4	Student Disturbances (/Policy/ViewPolicy.aspx?S=36030553&revid=P9L43tTYpr1yil82RfmtzA==)
5131.4	Student Disturbances (/Policy/ViewPolicy.aspx?S=36030553&revid=IBGUtcI0ti1lukkOQ7mjdw==)
6116	Classroom Interruptions (/Policy/ViewPolicy.aspx?S=36030553&revid=9TbnWoXEUZr7slshrn1bkxXNQ==)
6145.2	Athletic Competition (/Policy/ViewPolicy.aspx?S=36030553&revid=00ftxGABIUz5eXIUjeI8Zw==)
6145.2	Athletic Competition (/Policy/ViewPolicy.aspx?S=36030553&revid=YV4JT6mrAhBu8bpBC3PyA==)
6145.5	Student Organizations And Equal Access (/Policy/ViewPolicy.aspx?S=36030553&revid=UkiyZJ173LH4ikVpw1plusplus5A==)
6145.5	Student Organizations And Equal Access (/Policy/ViewPolicy.aspx?S=36030553&revid=jPZB17AftBisVgslshqb7tgoA==)

[Index.aspx?S=36030553](#)[Home](#) [Policies Listing](#) [3000. Business and Noninstructional Operations](#) [Regulation 3515.2](#)Powered by **simbli**[◀ \(/Policy/ViewPolicy.aspx?S=36030553&revid=klSfqKAYMt32M0DKmosz9g==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)

Board Policy Manual

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Status: ADOPTED

Original Adopted Date: 05/14/2001 | **Last Revised Date:** 02/27/2017[see more](#)

The principal or designee may direct any person, except a student, school employee, or other person required by his/her employment to be on school grounds, to leave school grounds if: (Education Code 44810, 44811; Penal Code 415.5, 626.7, 626.8, 626.81, 626.85)

1. The principal or designee has reasonable basis for concluding that the person is committing or has entered the campus with the purpose of committing an act which is likely to interfere with the peaceful conduct, discipline, good order, or administration of the school or a school activity, or with the intent of inflicting damage to any person or property. (Education Code 44810, 44811; Penal Code 626.7)

(cf. 3515.3 - District Police/Security Department)

2. The person fights or challenges another person to a fight, willfully disturbs another person by loud and unreasonable noise, or uses offensive language which could provoke a violent reaction. (Penal Code 415.5)

3. The person loiters around a school without lawful business for being present or reenters a school within 72 hours after he/she was asked to leave. (Penal Code 6536)

4. The person is required to register as a sex offender pursuant to Penal Code 290 and does not have a lawful purpose and written permission from the principal or designee to be on school grounds. (Penal Code 616.82)

(cf. 1250 - Visitors/Outsiders)

(cf. 3515.5 - Sex Offender Notifications)

5. The person is a specified drug offender, as defined in Penal Code 626.85, and does not have written permission from the principal or designee to be on school grounds. However, such specified drug offender may be on school grounds during any school activity if he/she is a student or the parent/guardian of a student of a student attending the school. (Penal Code 626.85)

6. The person willfully or knowingly creates a disruption with the intent to threaten the immediate physical safety of students, staff, or others while attending, arriving at, or leaving school. (Penal Code 626.8)

7. The person has otherwise established a continued pattern of unauthorized entry on school grounds. (Penal Code 626.8)

(cf. 1240 - Volunteer Assistance)

(cf. 3515.3 - District Police/Security Department)

(cf. 4158/4258/4358 - Employee Security)

(cf. 6145.2 - Athletic Competition)

The principal or designee shall allow a parent/guardian who was previously directed to leave school grounds to reenter for the purpose of retrieving his/her child for disciplinary reasons, medical attention, or family emergencies, or with the principal or designee's prior written permission. (Penal Code 626.7, 636.85)

When directing such a person to leave, the principal or designee shall inform the person that he/she will be guilty of a crime if he/she:

1. Remains after being directed to leave (Penal Code 626.8)

2. Returns to the campus without following the school's posted registration requirements (Penal Code 626.7)

3. Returns within seven days after being directed to leave (Penal Code 626.8, 626.85)

(cf. 0450 - Comprehensive Safety Plan)

Whenever an individual is causing or threatening to cause a disruption at any district facility other than a school campus, the Superintendent may direct that individual to leave the facility consistent with this regulation and the accompanying Board policy.

The principal or designee shall also notify law enforcement as appropriate.

Appeal Procedure

Any person who is asked to leave a public school building or grounds may appeal to the Superintendent. This appeal shall be made no later than the second school day after the person has departed from the school building or grounds. The Superintendent shall render his/her decision within 24 hours after the appeal is made, and this decision shall be binding. (Education Code 32211)

The decision of the Superintendent may be appealed to the Governing Board. Such an appeal shall be made no later than the second school day after the Superintendent has rendered his/her decision. The Governing Board shall consider and decide the appeal at its next scheduled regular or adjourned regular public meeting. The Governing Board's decision shall be final. (Education Code 32211)

In any circumstance where a person has been directed to leave a school building or ground where the Superintendent's or Governing Board's office is situated, he/she may nevertheless enter the school building or ground solely for the purpose of making the appeal. (Education Code 32211)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 32210	Willful disturbance of public school or meeting ()
Ed. Code 32211	Threatened disruption or interference with classes ()
Ed. Code 35160	Authority of governing boards ()
Ed. Code 44810	Willful interference with classroom conduct ()
Ed. Code 44811	Disruption of classwork or extracurricular activities ()
Ed. Code 48902	Notification of law enforcement authorities ()
Pen. Code 12556	Imitation firearms ()
Pen. Code 243.5	Assault or battery on school property ()
Pen. Code 30310	Prohibition against ammunition on school grounds ()
Pen. Code 415.5	Disturbance of peace of school ()
Pen. Code 626-626.11	School crimes ()
Pen. Code 626.7	Failure to leave campus or facility; wrongful return; penalties; notice; exceptions ()
Pen. Code 626.8	Disruptions ()
Pen. Code 626.81	Misdemeanor for registered sex offender to come onto school grounds ()
Pen. Code 626.85	Misdemeanor for specified drug offender presence on school grounds ()
Pen. Code 626.9	Gun-Free School Zone Act of 1995 ()
Pen. Code 627-627.10	Access to school premises ()
Pen. Code 653b	Loitering about schools or public places ()

Federal	Description
20 USC 7961	Gun-Free Schools Act ()

Management Resources	Description
Attorney General Opinion	79 Ops.Cal.Atty.Gen. 58 (1996) ()
Court Decision	In Re Jimi A., (1989) 209 Cal.App.3d 482 ()
Court Decision	In Re Joseph F., (2000) 85 Cal.App.4th 975 ()
Court Decision	In Re Oscar R., (1984) 161 Cal.App.3d 770 ()
Court Decision	Reeves v. Rocklin Unified School District, (2003) 109 Cal.App.4th 652 ()
U.S. DOE Publication	Guide for Developing High-Quality School Emergency Operations Plans, 2013 ()
Website	<u>U.S. Department of Education - Education for Homeless Children and Youths Grants for State and Local Activities</u> (http://www.ed.gov/programs/homeless/index.html)
Website	<u>California Department of Education, Safe Schools</u> (http://www.cde.ca.gov/lss/)
Website	<u>CSBA</u> (http://www.csba.org)

Cross References

Code	Description
0450	<u>Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwpluIQ==)</u>
0450	<u>Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7v101ybwyeidsCDdQ==)</u>
1112	<u>Media Relations (/Policy/ViewPolicy.aspx?S=36030553&revid=dplusTtl6PJbxgBqh0K2CcJ8Q==)</u>

1240	Volunteer Assistance (/Policy/ViewPolicy.aspx?S=36030553&revid=9hGukHP3EGUplusL8zr5petXg==)
1240	Volunteer Assistance (/Policy/ViewPolicy.aspx?S=36030553&revid=s06nMnT2eiqslshfB5i0KslshF8g==)
1250	Visitors/Outsiders (/Policy/ViewPolicy.aspx?S=36030553&revid=pluseYPMps6ist0xJAZPqVo5g==)
1250	Visitors/Outsiders (/Policy/ViewPolicy.aspx?S=36030553&revid=nsslsh7ebwsXxDGslshAfIRpYVmw==)
1330	Use Of School Facilities (/Policy/ViewPolicy.aspx?S=36030553&revid=wCR1Iu8Hr84yUkInV7pGSg==)
1330	Use Of School Facilities (/Policy/ViewPolicy.aspx?S=36030553&revid=YflZOG4xDyZdF1Ut9gRc9Q==)
3513.3	Tobacco-Free Schools (/Policy/ViewPolicy.aspx?S=36030553&revid=slshz4C2zgIYgJ0M5pb8VRx6w==)
3513.3	Tobacco-Free Schools (/Policy/ViewPolicy.aspx?S=36030553&revid=Cdd9FZQNQ6M4qHTWEuuRHQ==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=L9b0mjo8c38xgIVq2plustAXw==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=klSfqKAYMt32MODKmosz9g==)
3515.5	Sex Offender Notification (/Policy/ViewPolicy.aspx?S=36030553&revid=wEoBdJhp65wNW8hdnqmydQ==)
3515.5	Sex Offender Notification (/Policy/ViewPolicy.aspx?S=36030553&revid=f2PPmsYLTz8HeD8OdEZdnw==)
3515.7	Firearms On School Grounds (/Policy/ViewPolicy.aspx?S=36030553&revid=B117wfljEgoLAimssc7eg==)
3516	Emergencies And Disaster Preparedness Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=VL7fzfBAScf6IU5hvVX7qA==)
3516	Emergencies And Disaster Preparedness Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=hJbndksqQMplusGXtBcXslshHEw==)
3543	Transportation Safety And Emergencies (/Policy/ViewPolicy.aspx?S=36030553&revid=y7FaVJplusngH8jG6DS0Ef4A==)
4118	Dismissal/Suspension/Disciplinary Action (/Policy/ViewPolicy.aspx?S=36030553&revid=txkJfwjQTslshcDyTIAvhFQ3Q==)
4118	Dismissal/Suspension/Disciplinary Action (/Policy/ViewPolicy.aspx?S=36030553&revid=roTBCiO9zhRmLnXn6OU1wg==)
4119.21	Professional Standards (/Policy/ViewPolicy.aspx?S=36030553&revid=2CkGQSRdaT5pKn7sj7in7g==)
4119.21-E(1)	Professional Standards (/Policy/ViewPolicy.aspx?S=36030553&revid=2cHkaixiF98IOQyOYN3sng==)
4131	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=t7iK5XgFeMI65uzRT6T51w==)
4131	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=WAQJtbZ1slsh6yQ5yMG7slshQHLg==)
4158	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=BWVUBplusR4elo78uQRpluskwCIA==)
4158	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=slshFslsho2PWWx6yislsh0Du1FslshbbQ==)
4218	Dismissal/Suspension/Disciplinary Action (/Policy/ViewPolicy.aspx?S=36030553&revid=8bJkhYZV6U82TX7YhmjDMg==)
4219.21	Professional Standards (/Policy/ViewPolicy.aspx?S=36030553&revid=JAV4tTkZZfD3FMd28S3NaA==)
4219.21-E(1)	Professional Standards - Code of Ethics (/Policy/ViewPolicy.aspx?S=36030553&revid=s78PhEplusNoQ9hrxUUBr5eWQ==)
4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=L8wplusaRfjbaI40PNmn9tplusDA==)
4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=1LJr3kEp9sKTn5nfz4plusTw==)
4258	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=UfrhTFRxuKf8z4GXGxqRg==)
4258	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=AGU1cOslshr2rZIOxxApKOLA==)
4319.21	Professional Standards (/Policy/ViewPolicy.aspx?S=36030553&revid=KM589f2vozoGplusvserTmZpg==)
4319.21-E(1)	Professional Standards - Personnel Reduction (/Policy/ViewPolicy.aspx?S=36030553&revid=7KeUguVE7XjqTurCeQ29Gg==)
4331	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=2tNDJLiFPOxcTakpluskJA1KA==)
4331	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=DHjbc3plusQje1e9aPaD27IGA==)
4358	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=3Nx2nRRmxtN9tJmkFkyFA==)
4358	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=2slshDWovGy6pOvpseH4H6lw==)
5131.4	Student Disturbances (/Policy/ViewPolicy.aspx?S=36030553&revid=P9L43tTYpr1yil82RfamtzA==)
5131.4	Student Disturbances (/Policy/ViewPolicy.aspx?S=36030553&revid=IBGUtcI0tiI1ukkOQ7mjdw==)
6116	Classroom Interruptions (/Policy/ViewPolicy.aspx?S=36030553&revid=9TbnWoXEUZR7slshrnlbkxXNQ==)
6145.2	Athletic Competition (/Policy/ViewPolicy.aspx?S=36030553&revid=00fixGABIUz5eXIUjeI8Zw==)
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6145.5 [Student Organizations And Equal Access \(/Policy/ViewPolicy.aspx?S=36030553&revid=UkiyZJ173LH4ikVpw1plusplus5A==\)](#)

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Version: 20.3.1.10

Index.aspx?S=36030553)

HomePolicies Listing3000. Business and Noninstructional OperationsPolicy 3516.5

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 (/Policy/PolicyPrintGenerator.aspx?S=36030553&revid=k0yyNpluso2ORXHcslshABPWYtSA==)

> (/Policy/ViewPolicy.aspx?S=36030553&revid=4nMrHcG7jRdslshbmvpfF7bslshg==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6)

Board Policy Manual

Policy 3516.5: Emergency Schedules

Status: ADOPTED

Original Adopted Date: 05/14/2001 | Last Revised Date: 01/24/2011

In order to provide for the safety of students and staff, the Governing Board authorizes the Superintendent to close a school site, to change the regular school day schedule, or to take any necessary action when adverse weather conditions or other emergencies warrant.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 4157/4257/4357 - Employee Safety)

(cf. 5142 - Safety)

(cf. 6112 - School Day)

The Superintendent shall establish a system for informing students and parents/guardians when school buses are not operating or when the school day schedule is changed or the school is closed.

(cf. 3542 - Schoolbus Drivers)

(cf. 3543 - Transportation Safety and Emergencies)

In the event that students arrive at school when the school day schedule changes or the schedule changes after school has begun, the Superintendent shall ensure that supervision is provided in accordance with the procedures specified in the district's emergency and disaster preparedness plan.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3516.1 - Fire Drills and Fires)

(cf. 3516.2 - Bomb Threats)

(cf. 3516.3 - Earthquake Emergency Procedure System)

The Superintendent may provide a means to compensate for lost instructional time later during the year. Students and parents/guardians shall receive timely advanced notice of any resulting changes in the school calendar or school day schedule.

When an emergency condition causes a school closure, reduction in attendance, or change in schedule pursuant to Education Code 41422 or 46392, thereby preventing the district from complying with the minimum number of instructional days or minutes required by law, the Superintendent shall complete and submit to the Superintendent of Public Instruction the necessary forms for obtaining approval of the days of the closure, reduction in attendance, or change in schedule. The Superintendent shall submit other relevant district records as may be required.

(cf. 3580 - District Records)

(cf. 6111 - School Calendar)

Policy Reference Disclaimer:These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 41420	Apportionment withholding, schools not maintained for 175 days ()
Ed. Code 41422	Schools not maintained for 175 days ()
Ed. Code 46010	Total days of attendance ()
Ed. Code 46100-46192	Attendance; maximum credit; minimum day ()
Ed. Code 46390	Calculation of ADA in emergency ()
Ed. Code 46391	Lost or destroyed ADA records ()
Ed. Code 46392	Emergency conditions; ADA estimate ()
Veh. Code 34501.6	School buses; reduced visibility ()

Management Resources

Description

https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=3603...9plushNjl6WXhfiOQ==&secid=y1ZW0qRGjEafuplusqEjNeK2Q==&PG=6&IRP=0

Page 1 of 2

CA DOE Correspondence


90-01 Average Daily Attendance Credit During Periods of Emergency, February 10, 2005 ()

Website


California Department of Education (<http://www.cde.ca.gov>)

Cross References


Code	Description
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwplusiQ==)
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7v101ybwyeidsCDdQ==)
1112	Media Relations (/Policy/ViewPolicy.aspx?S=36030553&revid=dplusTtl6PJbxgBqh0K2CcJ8Q==)
1113	District And School Web Sites (/Policy/ViewPolicy.aspx?S=36030553&revid=slshnzP3pdtdehgvCSNOW2kw==)
1113	District And School Web Sites (/Policy/ViewPolicy.aspx?S=36030553&revid=jErzocslshpqLjcf0nvJ0ahTw==)
2210	Administrative Discretion Regarding Board Policy (/Policy/ViewPolicy.aspx?S=36030553&revid=PDOe2D1gTJx81Z2t0iHEwQ==)
3511	Energy And Water Management (/Policy/ViewPolicy.aspx?S=36030553&revid=5B7lzUhK3FKUHgFpslshJQkEA==)
3511	Energy And Water Management (/Policy/ViewPolicy.aspx?S=36030553&revid=KxB3OmSCgyX8wSrOslsh674wQ==)
3514	Environmental Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=ITQJ6O6DU9cCwxcEPa6MkA==)
3514	Environmental Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=jslshplusn3hZH5QOAoplusPuNCpYmA==)
3516	Emergencies And Disaster Preparedness Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=VL7fzfBAScf6lU5hvVX7qA==)
3516	Emergencies And Disaster Preparedness Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=hJbndkscoQMplusGXtBcXslshHEw==)
3516.2	Bomb Threats (/Policy/ViewPolicy.aspx?S=36030553&revid=FXslshVwplusVTh9dhp1nFKslshLTow==)
3542	School Bus Drivers (/Policy/ViewPolicy.aspx?S=36030553&revid=IZEMG5Bbz2qteIFqkmsC1w==)
3543	Transportation Safety And Emergencies (/Policy/ViewPolicy.aspx?S=36030553&revid=y7FaVJplusngH8jG6DS0Ef4A==)
3580	District Records (/Policy/ViewPolicy.aspx?S=36030553&revid=WPslshTNxVFMplusUx0VU2ynCAQ==)
3580	District Records (/Policy/ViewPolicy.aspx?S=36030553&revid=slshdnHxizyoleLRSMqbm7jQ==)
3580-E(1)	District Records (/Policy/ViewPolicy.aspx?S=36030553&revid=Ph4TY2x0Zre3FnqcDNjIxQ==)
4157	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=Tq11VPhPIHwTyajCmAs0tw==)
4157	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=oZ4B1Q5RTdkZAai3tgtHMg==)
4257	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=E2a25Nte8EFnlyi0IU0BEQ==)
4257	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=UavhmXCZ58tfoFkGBQak1Q==)
4357	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=REnfQH9MG2Oslsh8SVBWMIVaQ==)
4357	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=IRZOowSeXenMgP3IJrktLQ==)
5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=X3tAf3dbYulQ4Xnj63CmeQ==)
5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=dWzxXzvT5Rv4I6HrqWN5WA==)
6111	School Calendar (/Policy/ViewPolicy.aspx?S=36030553&revid=rYNJyLzbkE3SohFmplC8Eg==)
6112	School Day (/Policy/ViewPolicy.aspx?S=36030553&revid=RqFX6F6VmcREpZslsheiOwLg==)
6112	School Day (/Policy/ViewPolicy.aspx?S=36030553&revid=RsaXq7fKuRenDpluseMPYHLEg==)
6112-E(1)	School Day (/Policy/ViewPolicy.aspx?S=36030553&revid=EDZaObXtFMwRqpBslshquBNag==)

Index.aspx?S=36030553)

[Home](#) [Policies Listing](#) [4000. Personnel](#) [Policy 4157](#)

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» Policy 4157: Employee Safety

Status: ADOPTED

Original Adopted Date: 05/14/2001 | Last Revised Date: 08/30/2010

[see more](#)

The Governing Board is committed to maximizing employee safety and believes that safety is every employee's responsibility. Working conditions and equipment shall be maintained in compliance with standards prescribed by federal, state and local laws and regulations.

(cf. 0450 - Comprehensive Safety Plan)

No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthful. (Labor Code 6402)

The Board expects all employees to use safe work practices and to correct any unsafe conditions which may occur. If an employee is unable to correct an unsafe condition, he/she shall immediately report the problem to the Superintendent.

The Superintendent shall promote safety and correct any unsafe work practice through education, training and enforcement.

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The Superintendent shall establish and implement a written injury and illness prevention program in accordance with law. (Labor Code 6401.7)

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 4157.2/4257.2/4357.2 - Ergonomics)

(cf. 4158/4258/4358 - Employee Security)

The Superintendent shall ensure the ready availability of first aid materials at district workplaces and shall make effective provisions, in advance, for prompt medical treatment in the event of an employee's serious injury or illness. (8 CCR 3400)

No employee shall be discharged or discriminated against for making complaints, instituting proceedings or testifying with regard to employee safety or health, or for participating in any occupational health and safety committee established pursuant to Labor Code 6401.7. (Labor Code 6310)

Policy Reference Disclaimer:These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
8 CCR 3203	Injury and illness prevention program ()
8 CCR 3400	Medical services and first aid ()
8 CCR 5095-5100	Control of noise exposure ()
Ed. Code 32030-32034	Eye safety ()
Ed. Code 32225-32226	Communications devices in classrooms ()
Ed. Code 32280-32289	School safety plans ()
Ed. Code 44984	Required rules for industrial accident and illness leave ()
Gov. Code 3543.2	Scope of representation ()
Lab. Code 132a	Workers' compensation; nondiscrimination ()

Lab. Code 3300	Definitions ()
Lab. Code 6305	Occupational safety and health standards; special order ()
Lab. Code 6310	Retaliation for filing complaint prohibited ()
Lab. Code 6400-6413.5	Responsibilities and duties of employers and employees ()
Lab. Code 6401.7	Injury and illness prevention program ()
Federal	Description
17 CFR 2508	Reporting of communicable diseases ()
29 CFR 1910.95	Noise standards ()
29 CFR 651-678	Occupational safety and health ()
8 CFR 14000-14316	Occupational injury or illness reports and records ()
8 CFR 3204	Access to employee exposure and medical records ()
8 CFR 5193	Bloodborne pathogens ()
Management Resources	Description
Department of Industrial Relations Publication	Guide to Developing Your Workplace Injury and Illness Prevention Program, rev. August 2005 ()
Website	National Institute for Occupational Safety and Health (http://www.cdc.gov/niosh)
Website	U.S. Department of Labor, Occupational Safety and Health Administration (http://www.osha.gov)
Website	California Department of Industrial Relations, Occupational Safety and Health (http://www.dir.ca.gov/occupational_safety.html)
Website	National Hearing Conservation Association (http://www.hearingconservation.org)
Website	Centers for Disease Control and Prevention (http://www.cdc.gov)
Cross References	
Code	Description
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwplusiQ==)
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3514.1	Hazardous Substances (/Policy/ViewPolicy.aspx?S=36030553&revid=bVDRUm6hGqdPLxwhD7YR2w==)
3516	Emergencies And Disaster Preparedness Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=VL7fzfBAScf6IU5hvVX7qA==)
3516	Emergencies And Disaster Preparedness Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=hJbndkscoQMplusGXtBcXslshHEw==)
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3530	Risk Management/Insurance (/Policy/ViewPolicy.aspx?S=36030553&revid=w3WOxjrVOWJOLhfXa5PiUA==)
3530	Risk Management/Insurance (/Policy/ViewPolicy.aspx?S=36030553&revid=i7VP1lssEDhTM7EjOZKplusjw==)
4118	Dismissal/Suspension/Disciplinary Action (/Policy/ViewPolicy.aspx?S=36030553&revid=txkJfWjQTslshcDyTlAvhFQ3Q==)
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4119.42	Exposure Control Plan For Bloodborne Pathogens (/Policy/ViewPolicy.aspx?S=36030553&revid=9vGiIS3WKQmBaeBIlplusYRYA==)
4119.42	Exposure Control Plan For Bloodborne Pathogens (/Policy/ViewPolicy.aspx?S=36030553&revid=6lJYtqvhZrE2wxdIDPB4A==)
4119.42-E(1)	Exposure Control Plan For Bloodborne Pathogens (/Policy/ViewPolicy.aspx?S=36030553&revid=X9okDewSbaKNMTZDIXswEA==)

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Status: ADOPTED

Original Adopted Date: 05/14/2001 | **Last Revised Date:** 08/09/2010[see more](#)

The Superintendent shall provide safety devices, safeguards, methods and processes for staff that are reasonably adequate to render the employment and place of employment safe.

(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)

(cf. 4157.2/4257.2/4357.2 - Ergonomics)

Injury and Illness Prevention Program

The district's injury and illness prevention program shall cover all district employees and all other workers whom the district controls or directs and directly supervises on the job to the extent that workers are exposed to hazards specific to their worksite and job assignment. The obligation of contractors or other employers who control or direct and supervise their own employees on the job shall not be affected by the district's injury prevention program. (Labor Code 6401.7)

The district's injury and illness prevention program shall include: (Labor Code 6401.7; 8 CCR 3203)

1. The name/position of the person(s) with authority and responsibility for implementing the program.
2. A system for ensuring that employees comply with safe and healthful work practices, which may include but not be limited to:

- a. Recognition of employees who follow safe and healthful work practices

(cf. 4156.2/4256.2/4356.2 - Awards and Recognition)

- b. Training and retraining programs

- c. Disciplinary actions

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

3. A system for communicating with employees in a form readily understandable by all employees on matters related to occupational health and safety, including provisions designed to encourage employees to report hazards at the worksite without fear of reprisal. This system may include but not be limited to:

- a. Meetings

- b. Training programs

- c. Posting

- d. Written communications

- e. A system of anonymous notification by employees about hazards

- f. A labor/management safety and health committee

4. Procedures for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices. Such inspections shall be made:

- a. Whenever introducing into the workplace new substances, processes, procedures or equipment that represent a new occupational safety or health hazard

- b. Whenever the district is made aware of a new or previously unrecognized hazard

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

5. A procedure for investigating occupational injury or illness.

6. Methods and/or procedures for correcting unsafe or unhealthful conditions, work practices and work procedures in a timely manner based on the severity of the hazard when observed or discovered.

When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, these procedures shall call for the removal of all exposed staff from the area except those necessary to correct the hazardous condition. Employees needed to correct the condition shall be provided necessary safeguards.

7. Training and instruction:

- a. To all new employees
- b. To all employees given new job assignments for which training has not previously been received
- c. Whenever new substances, processes, procedures or equipment are introduced into the workplace and represent a new hazard
- d. Whenever the district is made aware of a new or previously unrecognized hazard
- e. To familiarize supervisors with the safety and health hazards to which employees under their immediate direction and control may be exposed

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Records of the steps taken to implement and maintain the injury and illness prevention program shall be kept in accordance with 8 CCR 3203.

Labor/Management Safety and Health Committee

The district's labor/management safety and health committee shall: (8 CCR 3203)

1. Meet regularly, but not less than quarterly.
2. Prepare and make available to affected employees written records of the safety and health issues discussed at committee meetings and maintained for review by Cal/OSHA upon request. These records shall be maintained for at least one year.
3. Review results of the periodic, scheduled worksite inspections.
4. Review investigations of occupational accidents and causes of incidents resulting in occupational injury or illness or exposure to hazardous substances. As appropriate, the committee may submit suggestions to the Superintendent regarding the prevention of future incidents.
5. Review investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, it may conduct its own inspection and investigation to assist in remedial solutions.
6. Submit recommendations to assist in the evaluation of employee safety suggestions
7. Upon request of Cal/OSHA, verify abatement action taken by the district to abate citations issued by Cal/OSHA

Hearing Protection

When information indicates that any employee's exposure to noise may equal or exceed an eight-hour average sound level of 85 decibels, the Superintendent shall implement a hearing conservation program in accordance with state and federal regulations. (8 CCR 5097, 29 CFR 1910.95)

Eye Safety Devices

Eye safety devices shall be worn by employees whenever they are engaged in or observing an activity involving hazards or hazardous substances likely to cause injury to the eyes. (Education Code 32030)

Such activities include, but are not limited to, the following: (Education Code 32031)

1. Working with hot molten metal
2. Milling, sawing, turning, shaping, cutting, grinding and stamping of any solid materials
3. Heat treating, tempering, or kiln firing of any metal or other materials
4. Gas or electric arc welding
5. Repair or servicing of any vehicles, machinery or equipment
6. Working with hot liquids or solids or with chemicals which are flammable, toxic, corrosive to living tissues, irritating, strongly sensitizing, radioactive, or which generate pressure through heat, decomposition, or other means

(cf. 5142 - Safety)

First Aid and Medical Services

The Superintendent shall ensure the ready availability of medical personnel for advice and consultation on matters of industrial health or injury.

The Superintendent shall make adequate first aid materials readily available for employees at every workplace.

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State

Description

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Management Resources

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Website	California Department of Industrial Relations, Occupational Safety and Health (http://www.dir.ca.gov/occupational_safety.html)
Website	National Hearing Conservation Association (http://www.hearingconservation.org)
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Cross References

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4157.2	Ergonomics (/Policy/ViewPolicy.aspx?S=36030553&revid=z53QsXRwHil5t4UfYMDdhg==)
4158	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=BWVUBplusR4elo78uQRpluskwCIA==)
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4161.11	Industrial Accident/Illness Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=LevL3RpluscOctqVq1dQFkaSw==)
4218	Dismissal/Suspension/Disciplinary Action (/Policy/ViewPolicy.aspx?S=36030553&revid=8bJKhYZV6U82TX7YhmjDMg==)
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4257.2	Ergonomics (/Policy/ViewPolicy.aspx?S=36030553&revid=4cNy14IjIdowszBcE0KW9Q==)
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4319.41	Employees With Infectious Disease (/Policy/ViewPolicy.aspx?S=36030553&revid=go6uWjFMjBkIFS6vmuQ8nA==)
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4331	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=DHjbc3plusQje1e9aPaD27IGA==)
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4357.2	Ergonomics (/Policy/ViewPolicy.aspx?S=36030553&revid=F60nBqfzslshay2o0gV2yCTWA==)
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4361.11	Industrial Accident/Illness Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=OcC5VUuKBEerWZVeiEVrGA==)
5141.6	School Health Services (/Policy/ViewPolicy.aspx?S=36030553&revid=C6pUBP2PYZWNqqbYLveHTA==)
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6142.93	Science Instruction (/Policy/ViewPolicy.aspx?S=36030553&revid=5jTvXEQcxIx8ERiGDYh0ZQ==)

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4158	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=BWVUBplusR4elo78uQRpluskwCIA==)
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4219.43	Universal Precautions (/Policy/ViewPolicy.aspx?S=36030553&revid=WqvtACL6g8LyHslshze0ZsJAQ==)
4219.43	Universal Precautions (/Policy/ViewPolicy.aspx?S=36030553&revid=zme7anJDLPIbekZSyPU5LQ==)
4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=L8wplusaRfjbaI40PNmn9tplusDA==)
4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=1LJr3kEp9sKTn5nfyz4plusTw==)
4256.2	Awards And Recognition (/Policy/ViewPolicy.aspx?S=36030553&revid=nIBK7aLBZlplusXI36rsacslshoA==)
4257.1	Work-Related Injuries (/Policy/ViewPolicy.aspx?S=36030553&revid=IHEermcmHMslshFQKwSbM3aFw==)
4257.1	Work-Related Injuries (/Policy/ViewPolicy.aspx?S=36030553&revid=s7HFgHslshatStLkWNlwEHZg==)
4257.2	Ergonomics (/Policy/ViewPolicy.aspx?S=36030553&revid=4cNy14liJdowszBcE0KW9Q==)
4258	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=UfrhTFRxuKf8z4GXGxqRg==)
4258	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=AGU1cOslshr2rZIOxxPApKOLA==)
4261.11	Industrial Accident/Illness Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=sMzqyYTdYL9vzN2c65zGKA==)
4319.41	Employees With Infectious Disease (/Policy/ViewPolicy.aspx?S=36030553&revid=go6uWjFMjBkIFS6vmuQ8nA==)
4319.42	Exposure Control Plan for Bloodborne Pathogens (/Policy/ViewPolicy.aspx?S=36030553&revid=ZMUK42GzWGjEQUH0Ydn5qA==)
4319.42	Exposure Control Plan for Bloodborne Pathogens (/Policy/ViewPolicy.aspx?S=36030553&revid=EWernN7pfGLjehrdFgpluspluswQ==)
4319.42-E(1)	Exposure Control Plan for Bloodborne Pathogens (/Policy/ViewPolicy.aspx?S=36030553&revid=9HIWEyzjt3JslshfhzNU3IRg==)
4319.43	Universal Precautions (/Policy/ViewPolicy.aspx?S=36030553&revid=SOtEljeKDH0DMMf9tZ8qFA==)
4319.43	Universal Precautions (/Policy/ViewPolicy.aspx?S=36030553&revid=vJXsHtgexI0tEdcJkKvikg==)
4331	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=2tNDJLIiFPOxcTakpluskJA1KA==)
4331	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=DHjbc3plusQje1e9aPaD27IGA==)
4356.2	Awards And Recognition (/Policy/ViewPolicy.aspx?S=36030553&revid=nHxvZpxUs1sh06uH96oF7dWZw==)
4357.1	Work-Related Injuries (/Policy/ViewPolicy.aspx?S=36030553&revid=fAFXsLPgYMOwF94boPslshFBw==)
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4357.2	Ergonomics (/Policy/ViewPolicy.aspx?S=36030553&revid=F60nBqfzslshay2o0gV2yCTWA==)
4358	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=3Nx2nRRmxtN9tJMkFkyFA==)
4358	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=2slshtDWovGy6pOvpseH4H6lw==)
4361.11	Industrial Accident/Illness Leave (/Policy/ViewPolicy.aspx?S=36030553&revid=OeC5VUuKBErWZVeiEVrGA==)
5141.6	School Health Services (/Policy/ViewPolicy.aspx?S=36030553&revid=C6pUBP2PYZWNqqbYLveHTA==)
5141.6	School Health Services (/Policy/ViewPolicy.aspx?S=36030553&revid=IVX0b9EhSfTM2iFoXios4A==)
6142.93	Science Instruction (/Policy/ViewPolicy.aspx?S=36030553&revid=5jTvXEQcxIx8ERiGDYh0ZQ==)

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([./Pages/Radprivacy.aspx?S=36030553](/Pages/Radprivacy.aspx?S=36030553)) | [Accessibility Notice](#) ([./Pages/AccessibilityNotice.aspx?S=36030553](/Pages/AccessibilityNotice.aspx?S=36030553))

Version: 20.3.1.10



[Index.aspx?S=36030553](#)[Home](#) [Policies Listing](#) [4000. Personnel](#) [Policy 4158](#)Powered by **simbli**[◀ \(/Policy/ViewPolicy.aspx?S=36030553&revid=slshFslsho2PWwx6yislsh0Du1FslshbbQ==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)**Board Policy Manual**[🖨 \(/Policy/PolicyPrintGenerator.aspx?S=36030553&revid=BWVUBplusR4elo78uQRpluskwCIA==\)](#)[➤ \(/Policy/ViewPolicy.aspx?S=36030553&revid=h0tq2t5qeU5z00kaVumkpg==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)**» Policy 4158: Employee Security****Status:** ADOPTED**Original Adopted Date:** 05/14/2001 | **Last Revised Date:** 10/28/2013[see more](#)

The Governing Board desires to provide a safe, orderly working environment for all employees. As part of the district's comprehensive school safety plan, the Superintendent shall develop strategies for protecting employees from potentially dangerous persons and situations and for assisting them in the event of an emergency situation.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5131.4 - Campus Disturbances)

The Superintendent shall ensure that employees are informed, in accordance with law, regarding crimes and offenses by students who may pose a danger in the classroom.

Any employee against whom violence or any threat of violence has been directed in the workplace shall notify the Superintendent immediately. The Superintendent shall initiate legal and security measures to protect the employee and others in the workplace. In addition, the Superintendent may initiate legal proceedings against any individual to recover damages for injury caused by the willful misconduct of that individual to the person or property of an employee or another person on district premises.

(cf. 3320 - Claims and Actions Against the District)

(cf. 3515.4 - Recovery for Property Loss or Damage)

The Superintendent shall ensure that employees are trained in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication techniques and crisis resolution, and protocols related to emergency scenarios including an active shooter or intruder scenario.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Governing Board recognizes that access to two-way communications devices allows employees to call for assistance from their supervisor or law enforcement in the event of a threat of violence or medical emergency. The district shall provide such communications devices in classrooms to the extent possible.

(cf. 5141 - Health Care and Emergencies)

Reporting of Injurious Objects

The Governing Board requires employees to take immediate action upon being made aware that any person is in possession of an unauthorized injurious object on school grounds or at a school-related or school-sponsored activity. The employee shall use his/her own judgment

as to the potential danger involved and, based upon this analysis, shall do one of the following:

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately call 911 and the principal

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State**Description**

CCP. 527.8	Workplace violence safety (http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=527.8.&lawCode=CCP)
Civ. Code 51.7	Freedom from violence or intimidation (http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=51.7.&lawCode=CIV)
Ed. Code 32210-32212	Willful disturbance, public schools or meetings ()
Ed. Code 32225-32226	Communications devices in classrooms ()
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Ed. Code 35213	Reimbursement for loss or damage of personal property ()
Ed. Code 44014	Report of assault by pupil against school employee ()
Ed. Code 44807	Teachers' duty concerning conduct of students ()
Ed. Code 48201	Transfer of student records ()
Ed. Code 48900-48926	Suspension and expulsion ()
Ed. Code 49079	Notification to teacher; student who has engaged in acts re: grounds suspension or expulsion ()
Ed. Code 49330-49335	Injurious objects ()
Gov. Code 3543.2	Scope of representation ()
Gov. Code 995-996.4	Defense of public employees ()
Pen. Code 22810	Purchase, possession, and use of tear gas ()
Pen. Code 240-246.3	Assault and battery ()
Pen. Code 241.3	Assault against school bus drivers ()
Pen. Code 241.6	Assault on school employee including board member ()
Pen. Code 243.3	Battery against school bus drivers ()
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Pen. Code 646.9	Stalking ()
Pen. Code 71	Threatening public officers and employees and school officials ()
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W&I Code 828.1	District police or security department, disclosure of juvenile records ()

Management Resources

Court Decision	City of San Jose v. William Garbett, (2010) 190 Cal. App. 4th 526 ()
Website	California Department of Education, Safe Schools (http://www.cde.ca.gov/lss/)
Website	CSBA (http://www.csba.org)

Cross References

Code

0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwplusiQ==)
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3320	Claims And Actions Against The District (/Policy/ViewPolicy.aspx?S=36030553&revid=oORN0yherEk4vJK7p901cg==)
3320-E(1)	Claims And Actions Against The District (/Policy/ViewPolicy.aspx?S=36030553&revid=PXy2w5M8h9CBXEOMvA3YkQ==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=L9b0mjo8c38xgIVq2plustAXw==)

3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=k1SfqKAYMt32MODKmosz9g==)
3515.2	Disruptions (/Policy/ViewPolicy.aspx?S=36030553&revid=1Fm7QtCrXTWZT5YevE0JqQ==)
3515.2	Disruptions (/Policy/ViewPolicy.aspx?S=36030553&revid=6wa88Y4zS3WxtgNRPqvkoA==)
3515.4	Recovery For Property Loss Or Damage (/Policy/ViewPolicy.aspx?S=36030553&revid=4FhUOpJqPMdkjo7slshDYjAgQ==)
3515.4	Recovery For Property Loss Or Damage (/Policy/ViewPolicy.aspx?S=36030553&revid=KVe7x45xwk8oRrx2YyZQuA==)
3515.7	Firearms On School Grounds (/Policy/ViewPolicy.aspx?S=36030553&revid=B117wfljiEgoLAIMssc7eg==)
3530	Risk Management/Insurance (/Policy/ViewPolicy.aspx?S=36030553&revid=w3WOxjrVOWJOLhfXa5PiUA==)
3530	Risk Management/Insurance (/Policy/ViewPolicy.aspx?S=36030553&revid=i7VP1ssEdhTM7EjOZKplusjw==)
4118	Dismissal/Suspension/Disciplinary Action (/Policy/ViewPolicy.aspx?S=36030553&revid=txkJfWjQTslshcDyTIAvhFQ3Q==)
4118	Dismissal/Suspension/Disciplinary Action (/Policy/ViewPolicy.aspx?S=36030553&revid=roTBCiO9zhRmLnXn6OU1wg==)
4119.21	Professional Standards (/Policy/ViewPolicy.aspx?S=36030553&revid=2CkGQSRdaT5pKn7sj7in7g==)
4119.21-E(1)	Professional Standards (/Policy/ViewPolicy.aspx?S=36030553&revid=2cHkaixiF98IOQyOYN3sng==)
4131	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=t7iK5XgFeMI65uzRT6T51w==)
4131	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=WAQJtbZ1slsh6yQ5yMG7slshOHLg==)
4156.3	Employee Property Reimbursement (/Policy/ViewPolicy.aspx?S=36030553&revid=NLYJ18RYegaPR6b1yJd8g==)
4156.3	Employee Property Reimbursement (/Policy/ViewPolicy.aspx?S=36030553&revid=b8rh4Jp13Y01dsWNm20n2w==)
4157	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=Tq11VPhPIHwTyajCmAs0tw==)
4157	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=oZ4B1Q5RTdkZAai3tgtHMg==)
4218	Dismissal/Suspension/Disciplinary Action (/Policy/ViewPolicy.aspx?S=36030553&revid=8bJkHYZV6U82TX7YhmjDMg==)
4219.21	Professional Standards (/Policy/ViewPolicy.aspx?S=36030553&revid=JAV4itKZZfD3FMd28S3NaA==)
4219.21-E(1)	Professional Standards - Code of Ethics (/Policy/ViewPolicy.aspx?S=36030553&revid=s78PhEplusNoQ9hrxUUBr5eWQ==)
4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=L8wplusaRfjbaI40PNmn9tplusDA==)
4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=1LJr3kEp9sKTn5nfz4plusTw==)
4256.3	Employee Property Reimbursement (/Policy/ViewPolicy.aspx?S=36030553&revid=eeU4Pz8WrtUV9UplusCVT5CFgw==)
4256.3	Employee Property Reimbursement (/Policy/ViewPolicy.aspx?S=36030553&revid=huJBIf9Mb5p0jg2fOeadLA==)
4257	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=E2a25Nte8EFnlyi0IU0BEQ==)
4257	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=UavhmXCZ58tfoFkGBQak1Q==)
4319.21	Professional Standards (/Policy/ViewPolicy.aspx?S=36030553&revid=KM589f2vozoGplusvserTmZpg==)
4319.21-E(1)	Professional Standards - Personnel Reduction (/Policy/ViewPolicy.aspx?S=36030553&revid=7KeUguVE7XjqTurCeQ29Gg==)
4331	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=2tNDJLiFPOxcTakpluskJA1KA==)
4331	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=DHjbc3plusQje1e9aPaD27IGA==)
4356.3	Employee Property Reimbursement (/Policy/ViewPolicy.aspx?S=36030553&revid=TIuZTYspfsiCZlbeU8oidA==)
4356.3	Employee Property Reimbursement (/Policy/ViewPolicy.aspx?S=36030553&revid=vNYDRgQosNNgELplusJWslshYQng==)
4357	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=REnfQH9MG2Oslsh8SVBWMIVaQ==)
4357	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=1RZOowSeXenMgP3IjrkLQ==)
5125	Student Records (/Policy/ViewPolicy.aspx?S=36030553&revid=slshBuMmuLfkyy2vxEyLZRGkg==)
5125	Student Records (/Policy/ViewPolicy.aspx?S=36030553&revid=hyslshzHXqdMslshpJ4KgJUlrwXQ==)
5125.2	Withholding Grades, Diploma Or Transcripts (/Policy/ViewPolicy.aspx?S=36030553&revid=zRYn7IXJgVkwghvvU6e89Q==)
5131.4	Student Disturbances (/Policy/ViewPolicy.aspx?S=36030553&revid=P9L43tTYpr1yil82RfmtzA==)
5131.4	Student Disturbances (/Policy/ViewPolicy.aspx?S=36030553&revid=IBGUtcI0ti1ukkOQ7mjdW==)
5131.7	Weapons And Dangerous Instruments (/Policy/ViewPolicy.aspx?S=36030553&revid=2sPvtbnfV5woyJpK5pYAAQ==)
5131.7	Weapons And Dangerous Instruments (/Policy/ViewPolicy.aspx?S=36030553&revid=kq76z81Ssb6plussLK0dYWouA==)

5141	Health Care And Emergencies (/Policy/ViewPolicy.aspx?S=36030553&revid=uWsdEwNopssplusWslshkqWT5NFw==)
5141	Health Care And Emergencies (/Policy/ViewPolicy.aspx?S=36030553&revid=1OaCbj4u4w2WCxutFEKxA==)
5144	Discipline (/Policy/ViewPolicy.aspx?S=36030553&revid=IGslshGNA0b1KBhplusd08oVX6FQ==)
5144	Discipline (/Policy/ViewPolicy.aspx?S=36030553&revid=vaL0QGwyWGevv23O8APtUg==)
5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=TslshkZM2zCpHbCvhesomdwiw==)
5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=VNay3bpplusZEweC6NUowhJEw==)
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities) (/Policy/ViewPolicy.aspx?S=36030553&revid=6nKeTplus2DeAvGpluskr8qunslshLg==)

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Version: 20.3.1.10

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Board Policy Manual

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➤ Regulation 4158: Employee Security

Status: ADOPTED

Original Adopted Date: 09/19/2019

[see more](#)

An employee may use reasonable force when necessary to protect himself/herself from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects on or within the control of a student. (Education Code 44807, 49331)

(cf. 5131.7 - Weapons and Dangerous Instruments)

Employees shall promptly report to their principal or other immediate supervisor any attack, assault or physical threat made against them by a student.

Both the employee and the principal or other immediate supervisor shall promptly report such instances to the appropriate local law enforcement agency. (Education Code 44014)

In addition, employees shall promptly report to their principal or supervisor, and may report to law enforcement, any attack, assault or threat made against them on school grounds by any other individual.

(cf. 3515.2 - Disruptions)

Reports of attack, assault or threat also shall be forwarded immediately to the Superintendent.

An employee whose person or property is injured or damaged by willful misconduct of a student may ask the District to pursue legal action against the student or the student's parent/guardian. (Education Code 48905)

(cf. 3515.4 - Recovery for Property Loss or Damage)

Notice Regarding Student Offenses Committed While Under School Jurisdiction

The Superintendent shall inform the teacher of any student in his/her class who has engaged in, or is reasonably suspected of, any act during the previous three years which could constitute grounds for suspension or expulsion under Education Code 48900, with the exception of the possession or use of tobacco products. This information shall be based upon written District records or records received from a law enforcement agency. Teachers shall keep the information confidential. (Education Code 49079)

Notice Regarding Student Offenses Committed While Outside School Jurisdiction

When informed by the court that a minor student has committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Penal Code 290, assault or battery, larceny, vandalism or graffiti, the Superintendent shall so inform the school principal. The principal shall keep this information in a separate confidential file. The principal may inform any teacher or administrator he/she thinks may need the information so as to work with the student appropriately, avoid being needlessly vulnerable, or protect others from vulnerability. (Welfare and Institutions Code 827)

Any court-initiated information that a teacher, counselor or administrator receives shall be kept confidential and used only to rehabilitate the student and protect other students and staff. The information shall be further disseminated only when communication with the student, parent/guardian, law enforcement staff and probation officer is necessary to rehabilitate the student or to protect students and staff. (Welfare and Institutions Code 827)

When a student is removed from school as a result of his/her offense, the Superintendent shall hold the court's information in a separate confidential file until the student is returned to public school. If the student is returned to a different District, the Superintendent shall transmit the information provided by the student's parole or probation officer to the Superintendent of the new District of attendance. (Welfare and Institutions Code 827)

Any confidential file of court-initiated information shall be kept until the student becomes 18, graduates from high school, or is released from juvenile court jurisdiction, whichever occurs first; it shall then be destroyed. (Welfare and Institutions Code 827)

Procedures to Maintain Confidentiality of Student Offenses

In order to maintain confidentiality when providing information about student offenses to counselors and teachers of classes/programs to which a student is assigned, the Principal shall send the staff member a written notification requesting him/her to review a student's file in the school office. This notification shall not name or otherwise identify the student. The staff member shall be asked to initial the notification and return it to the Principal.

The staff member shall also initial the student's file when reviewing it in the school office. Once the District has made a good faith effort to comply with the notification requirement of Education Code 49079 and Welfare and Institutions Code 827, an employee's failure to review the file may be construed as a waiver of the District's liability.

(cf. 5125 - Student Records)

(cf. 5145.1 - Privacy)

Regulation BUENA PARK SCHOOL DISTRICT

reviewed: September 12, 2011 Buena Park, California

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

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Management Resources

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Cross References

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3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=L9b0mjo8c38xgIVq2plustAXw==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=klSfqKAyMt32M0DKmosz9g==)
3515.2	Disruptions (/Policy/ViewPolicy.aspx?S=36030553&revid=1Fm7QtCrXTWZT5YevE0IqQ==)
3515.2	Disruptions (/Policy/ViewPolicy.aspx?S=36030553&revid=6wa88Y4zS3WxtgNRPqvkoA==)
3515.4	Recovery For Property Loss Or Damage (/Policy/ViewPolicy.aspx?S=36030553&revid=4FhUQpJqPmdkjo7slshDYjAgQ==)
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3515.7	Firearms On School Grounds (/Policy/ViewPolicy.aspx?S=36030553&revid=BU17wfljiEgoLAimssc7eg==)
3530	Risk Management/Insurance (/Policy/ViewPolicy.aspx?S=36030553&revid=w3WOxjrVOWJOLhfXa5PiUA==)
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4118	Dismissal/Suspension/Disciplinary Action (/Policy/ViewPolicy.aspx?S=36030553&revid=txkJfWjQTslshcDyTiAvhFQ3Q==)
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4119.21	Professional Standards (/Policy/ViewPolicy.aspx?S=36030553&revid=2CkGQSRdaT5pKn7sj7in7g==)
4119.21-E(1)	Professional Standards (/Policy/ViewPolicy.aspx?S=36030553&revid=2cHkaixiF98IOQyOYN3sng==)
4131	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=t7iK5XgFeMI65uzRT6T51w==)
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4156.3	Employee Property Reimbursement (/Policy/ViewPolicy.aspx?S=36030553&revid=NLYJ18RYegaPR6b1yJd8g==)
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4157	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=Tql1VPhPIHwTyajCmAs0tw==)
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4218	Dismissal/Suspension/Disciplinary Action (/Policy/ViewPolicy.aspx?S=36030553&revid=8bJKhYZV6U82TX7YhmjDMg==)
4219.21	Professional Standards (/Policy/ViewPolicy.aspx?S=36030553&revid=JAV4iTkZZfD3FMD28S3NaA==)
4219.21-E(1)	Professional Standards - Code of Ethics (/Policy/ViewPolicy.aspx?S=36030553&revid=s78PhEplusNoQ9hrxUUBr5eWQ==)
4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=L8wplusaRfjba140PNmn9tplusDA==)
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4256.3	Employee Property Reimbursement (/Policy/ViewPolicy.aspx?S=36030553&revid=eeU4Pz8WrUV9UplusCVT5CFgw==)
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4257	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=E2a25Nte8EFnlyi0IU0BEQ==)
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4319.21	Professional Standards (/Policy/ViewPolicy.aspx?S=36030553&revid=KM589f2vozoGplusvserTmZpg==)
4319.21-E(1)	Professional Standards - Personnel Reduction (/Policy/ViewPolicy.aspx?S=36030553&revid=7KeUguVE7XjqTurCeQ29Gg==)
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4357	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=REnfQH9MG2Oslsh8SVBWMIVaQ==)
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5125	Student Records (/Policy/ViewPolicy.aspx?S=36030553&revid=slshBuMmulFkyv2vxEyLZRGkg==)
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5125.2	Withholding Grades, Diploma Or Transcripts (/Policy/ViewPolicy.aspx?S=36030553&revid=zRYn7IXJgVkwghvvU6e89Q==)
5131.4	Student Disturbances (/Policy/ViewPolicy.aspx?S=36030553&revid=P9I43tYpr1yil82RfmtzA==)
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5131.7	Weapons And Dangerous Instruments (/Policy/ViewPolicy.aspx?S=36030553&revid=2sPvtbnfV5woyjPk5pYAAQ==)
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5141	Health Care And Emergencies (/Policy/ViewPolicy.aspx?S=36030553&revid=uWsdEwNopssplusWslshkqWT5NFw==)
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5144	Discipline (/Policy/ViewPolicy.aspx?S=36030553&revid=IGslshGNA0b1KBhpluss08oVX6FQ==)
5144	Discipline (/Policy/ViewPolicy.aspx?S=36030553&revid=vaL0QGwyWGevv23O8APtUg==)
5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=TslshkZM2zCpHbCvhesomdwiw==)
5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=VNay3bpplusZEweC6NUowhJEw==)
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities) (/Policy/ViewPolicy.aspx?S=36030553&revid=6nKeTplus2DeAvGpluskr8qunslshLg==)

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Version: 20.3.1.10

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Board Policy Manual

[\(/Policy/PolicyPrintGenerator.aspx?S=36030553&revid=jslshplusn3hZH5QOAoplusPuNCpYmA==\)](#)[> \(/Policy/ViewPolicy.aspx?S=36030553&revid=ITQJ6O6DU9cCwxcEPa6MkA==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)**>> Regulation 3514: Environmental Safety**

Status: ADOPTED

Original Adopted Date: 05/14/2001 | **Last Revised Date:** 07/22/2019 | **Last Reviewed Date:** 07/22/2019[see more](#)

The Superintendent may designate one or more employees to oversee and coordinate the district's environmental safety program(s). The responsibilities of the coordinator(s) shall include, but not be limited to, overseeing assessments of district facilities, recommending strategies for the prevention and mitigation of environmental health risks, ensuring effective implementation of environmental safety strategies, and reporting to the Superintendent regarding the district's progress in addressing environmental safety concerns.

Indoor Air Quality

In order to provide proper ventilation, humidity, and temperature in school facilities and to reduce indoor air contaminants, the following strategies shall be implemented:

1. Mechanically driven heating, ventilation, and air conditioning systems shall be operated continuously during working hours except under the circumstances specified in 8 CCR 5142. The systems shall be inspected at least annually and problems corrected within a reasonable time. Where the air supply is filtered, the filters shall be replaced or cleaned regularly to prevent significant reductions in airflow. Documentation of inspections, tests of ventilation rates, and maintenance shall be retained for at least five years. (8 CCR 5142-5143)
- Staff shall not obstruct airflow by covering or blocking ventilators with posters, furniture, books, or other obstacles.
2. School buildings shall be regularly inspected for water damage, spills, leaks in plumbing and roofs, poor drainage, and improper ventilation so as to preclude the buildup of mold and mildew and prevent accidents due to unsafe conditions. Wet building materials and furnishings shall be dried within 48 hours if possible to prevent mold growth. When evidence of mold or mildew is found, maintenance staff shall locate and repair the source of water intrusion and remove or clean moldy materials.
3. Exterior wall and foundation cracks and openings shall be sealed as soon as possible to minimize seepage of radon into buildings from surrounding soils.
4. Least toxic pest management practices shall be used to control and manage pests at school sites. (Education Code 17608-17614; Food and Agriculture Code 13182)
5. A carbon monoxide detector or alarm shall be installed in all school building that contains a fuel-burning appliance, fireplace, or forced-air furnace, unless otherwise exempted by state law or regulations. The device or alarm shall be located in close proximity to the appliance in order to accurately detect and alert school personnel of any leakage of carbon monoxide. (24 CCR 915.1-915.7)
6. Schedules and practices for routine housekeeping shall be designed to effectively reduce levels of dust, dirt, and debris. Plain water, soap and water, or low-emission cleaning products shall be used whenever possible. Aerosols, including air fresheners and other products containing ozone, shall be avoided to the extent possible.
7. Painting of school facilities and maintenance or repair activities that require the use of potentially harmful substances shall be limited to those times when school is not in session. Following any such activity, the facility shall be properly ventilated with adequate time allowed prior to reopening for use by any person.
8. Paints, adhesives, and solvents shall be used and stored in well-ventilated areas. These items shall be purchased in small quantities to avoid storage exposure.
9. To the extent possible, printing and duplicating equipment that may generate indoor air pollutants, such as methyl alcohol or ammonia, shall be placed in locations that are well-ventilated and not frequented by students and staff.
10. The district's tobacco-free schools policy shall be consistently enforced in order to reduce the health risks caused by second-hand smoke.
11. Staff and students shall be asked to refrain from bringing common irritants into the classroom, such as, furred or feathered animals, stuffed toys that may collect dust mites, scented candles, incense, or air fresheners and from using perfume or cologne, scented lotion or hair spray, nail polish or nail polish remover, or other personal care products that are not fragrance-free in classrooms, school buses, or other enclosed areas of buildings.

Outdoor Air Quality

The Superintendent or designee may coordinate with the local air resources control board and monitor local health advisories and outdoor air quality alerts, to obtain forecasts of ozone levels, particle pollution, and/or ultraviolet radiation levels, and/or temperature and humidity.

Whenever a forecast indicates a significant health risk, the Superintendent or designee shall communicate with each principal so that outdoor activities, especially those requiring prolonged or heavy exertion, may be avoided, limited in duration, or modified as necessary for all persons or for persons who may be particularly susceptible to the health risk involved.

Reduction of Vehicle Emissions

In order to reduce public exposure to toxic air contaminants, school bus drivers and other drivers of commercial motor vehicles shall limit unnecessary idling of vehicles at or near schools in accordance with 13 CCR 2480. The Superintendent or designee may also request parents/guardians to turn off their vehicles when they are idling on school grounds and encourage students to walk and/or bicycle to school.

Any school bus that is diesel-fueled, dual-fueled, or alternative diesel-fueled and has a gross vehicle weight rating over 14,000 pounds shall be equipped with a particulate filter designed to reduce particulate matter emissions, oxides of nitrogen emissions, and other pollutants. (13 CCR 2025)

Drinking Water Safety

The quality and safety of the district's drinking water sources shall be regularly assessed, and drinking fountains shall be regularly cleaned and maintained, to ensure that drinking water consumed at school does not contain dirt, mold, lead, or other impurities or contaminants that may cause serious health concerns.

Whenever any contaminants in the drinking water are determined to be a concern, the Superintendent or designee shall take reasonable steps to identify the source and mitigate and potential problem to ensure the availability of safe drinking water. As needed, the Superintendent or designee shall provide alternative sources of drinking water, such as bottled water or on-site water filtration, to ensure students have access to fresh drinking water at mealtimes and at other times throughout the day.

Whenever testing of drinking water finds concentrations of lead that exceed federal and state standards, the Superintendent or designee shall notify parents/guardians and take immediate steps to shut down and make inoperable any fountains or faucets where excess lead levels may exist.

Prevention Lead Exposure

In addition to testing for the presence of lead in drinking water in school districts, the following steps shall be taken to minimize potential exposure to lead in school facilities:

1. School facilities shall be kept as dust-free and clean as possible.
2. Lead-based paint, lead plumbing and solders, or other potential sources of lead contamination shall not be used in the construction of any new school facility or the modernization or renovation of any existing school facility. (Education Code 32244)
3. Lead exposure hazards shall be evaluated before any renovation or remodeling is begun, and children shall not be allowed in or near buildings in which these activities may create lead dust. Contractors and workers shall comply with state and federal standards related to the handling and disposal of lead debris and the clean-up and containment of dust within the construction area.
4. Lead-based painted surfaces that are in good condition shall be kept intact. If lead-based paint is peeling, flaking, or chalking, contractors or workers shall follow state and federal standards for safe work practices to minimize contamination when removing the paint.
5. Soil with low lead content may be covered with grass, other plantings, concrete, or asphalt. For soil with high lead content, removal and abatement are required.

Any action to abate existing lead hazards, shall be taken only by contractors, inspectors, and workers certified by the California Department of Public Health in accordance with 17 CCR 35001-35099. (Education Code 32243)

The Superintendent or designee shall notify parent/guardians, teachers, and staff members if significant risk factors for lead exposure are found. (Education Code 33343)

Prevention of Mercury Exposure

The Superintendent or designee shall identify any mercury-containing products that are present in district facilities and, to the extent possible, shall replace them with mercury-free alternatives.

Staff shall receive information about proper procedures to follow in the event of a mercury spill. Clean-up instructions, a clearly labeled kit with necessary clean-up supplies, and a list of local resources shall be readily accessible.

In the event of a spill, staff shall evacuate all students from the immediate area of the spill, ensure that any clothing or other items with mercury on them remain in the room, open windows to the outside, and close doors to other parts of the school. Staff who are trained in proper clean-up procedures may carefully clean a small spill. As needed for larger or difficult-to-clean spills, the Superintendent or designee shall use an experienced professional referred by the local health department or environmental agency.

Any products containing mercury shall be properly disposed at an appropriate hazardous waste collection facility.

Asbestos Management

The Superintendent shall designate an employee who shall ensure that the district's responsibilities related to asbestos inspection and abatement are implemented in accordance with federal and state regulations. This employee shall receive adequate training to perform these duties, including, as necessary, basic knowledge of the health effects of asbestos; detection, identification, and assessment of asbestos-containing building materials; options for controlling asbestos-containing building materials; and relevant federal and state regulations. (40 CFR 763.84)

The designated employee shall ensure that the district complies with the following requirements:

1. School facilities shall be inspected for asbestos-containing building materials as necessary in accordance with the following:
 - a. Any school building that is leased or acquired by the district shall be inspected for asbestos-containing building materials prior to its use as a school building, unless exempted by federal regulations. (40 CFR 763.85, 763.99)
 - b. At least once every three years, the district shall conduct a re-inspection of all known or assumed asbestos-containing building materials in each school building. (40 CFR 763.85)
 - c. At least once every six months, the district shall conduct a periodic surveillance consisting of a visual inspection of each school building that contains or is assumed to

contain asbestos-containing building materials. (40 CFR 763.92)

2. Based on the results of the inspection, an appropriate response, which is sufficient to protect human health and the environment, shall be determined from among the options specified in 40 CFR 763.90. (40 CFR 763.90)

The district may select the least burdensome response, taking into consideration local circumstances, including occupancy and use patterns within the school building and economic concerns such as short-term and long-term costs. (40 CFR 763.90)

3. An asbestos management plan for each school site shall be maintained and regularly updated to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities. (15 USC 2643; 40 CFR 763.93)

The asbestos management plan shall be available for inspection in district and school offices during normal business hours and parent/guardian, teacher, and employee organizations are annually informed of the availability of these plans. (40 CFR 763.84)

4. Staff, students, and parents/guardians shall be informed at least once each school year about any inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities, that are planned or in progress. (40 CFR 763.84)
5. Inspections, re-inspections, periodic surveillance, and response actions, including operations and maintenance, shall be conducted in compliance with state and federal regulations for the protection and safety of workers and all other individuals. (40 CFR 763.84 763.90; Education Code 49410.5)

Asbestos inspection and abatement work and any maintenance activities that may disturb asbestos-containing building materials, except for emergency repairs or small-scale, short-duration maintenance activities, shall be completed by state-certified asbestos inspectors or contractors. (15 USC 2646; 40 CFR 763.84, 763.85, 763.91)

6. All custodial and maintenance employees shall be properly trained in accordance with applicable federal and/or state regulations. (40 CFR 763.84)

All district maintenance and custodial staff who may work in a building that contains asbestos-containing building materials, regardless of whether they are required to work with such materials, shall receive at least two hours of related asbestos awareness training. New maintenance and custodial staff shall receive such training within 60 days after beginning employment. Any maintenance or custodial staff who conduct activities that will disturb asbestos-containing building materials shall receive 14 hours of additional training. The trainings shall address the topics specified in 40 CFR 763.92. (15 USC 2655; 40 CFR 763.84, 763.92)

7. Short-term workers, such as telephone repair workers, utility workers, or exterminators, who may come in contact with asbestos in a school shall be provided information regarding the locations of known or suspected asbestos-containing building materials. (40 CFR 763.84)

8. Warning labels shall be posted immediately adjacent to any known or suspected asbestos-containing building material located in routine maintenance areas in accordance with 40 CFR 763.95. (40 CFR 763.84)

The district shall maintain, in both the district and school offices and for a period of three years, records pertaining to each preventive measure and response action taken; staff training; periodic surveillances conducted; cleaning, operations, and maintenance activities; and any fiber release episode. (40 CFR 763.94)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
13 CCR 2025	Retrofitting of diesel school buses (https://govt.westlaw.com/calregs/Document/IAD71C3DED7D147A094D6836C6CB107E3?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))
13 CCR 2480	Vehicle idling, limitations (https://govt.westlaw.com/calregs/Document/IA7475EA05F7C11DFBF66AC2936A1B85A?viewType=FullText&listSource=Search&originationContext=Search+Result&trans)
17 CCR 35001-36100	Lead abatement services (https://govt.westlaw.com/calregs/Document/I19CDDAD0D60711DE88AEDE29ED1DC0A?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))
22 CCR 64670-64672.6	Lead and copper in drinking water (https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I5D73F6A0D4BA11DE8879F88E8B0DAAAE&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default))
22 CCR 64673-64674	Water System Requirements (https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I62E23110D4BA11DE8879F88E8B0DAAAE&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default))
22 CCR 64675-64679	Monitoring for Lead and Copper (https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I636EE0B0D4BA11DE8879F88E8B0DAAAE&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default))
24 CCR 915.1-915.7	California Building Standards Code; carbon monoxide devices ()
5 CCR 14010	Procedure for site acquisition ()

8 CCR 1528-1537	Construction safety orders; exposure to hazards ()
8 CCR 337-339	Hazardous substances list ()
8 CCR 340-340.2	Occupational safety and health, rights of employees ()
8 CCR 5139-5223	Control of hazardous substances ()
Ed. Code 17002	<u>State School Building Lease-Purchase Law, including definition of good repair</u> (http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=17002.&lawCode=EDC)
Ed. Code 17070.75	<u>Facilities inspection</u> (http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=17070.75.&lawCode=EDC)
Ed. Code 17582	District deferred maintenance fund ()
Ed. Code 17590	Asbestos abatement fund ()
Ed. Code 17608-17614	Healthy Schools Act of 2000 ()
Ed. Code 32080-32081	Carbon monoxide devices ()
Ed. Code 32240-32245	Lead-Safe Schools Protection Act ()
Ed. Code 48980.3	Notification of pesticides ()
Ed. Code 49410-49410.7	Asbestos materials containment or removal ()
F&A Code 11401-12408	Pest control operations and agricultural chemicals ()
F&A Code 13180-13188	Healthy Schools Act of 2000 ()
Gov. Code 3543.2	Scope of representation ()
H&S Code 105400-105430	Indoor environmental quality ()
H&S Code 113700-114437	California Retail Food Code, sanitation and safety requirements ()
H&S Code 116277	Lead testing of potable water at schools and requirements to remedy ()

Federal

15 USC 2601-2629	Control of toxic substances ()
15 USC 2641-2656	Asbestos Hazard Emergency Response Act ()
40 CFR 141.1-141.723	Drinking water standards ()
40 CFR 745.61-745.339	Lead-based paint standards ()
40 CFR 763.120-763.123	Asbestos worker protections ()
40 CFR 763.80-763.99	Asbestos-containing materials in schools ()
42 USC 1758	Food safety and inspections ()
7 USC 136-136y	Use of pesticides ()

Description

Management Resources

CA DHS Publication	Report to the Legislature: Lead Hazards in California's Public Elementary Schools and Child Care Facilities, April 1998 ()
CA EPA: Air Resources Board Publication	Facts about Truck and Bus Regulation School Bus Provisions, rev. March 22, 2011 ()
CA State Water Res. Control Board Pub.	FAQ about Lead Testing of Drinking Water in CA Schools; Updated for Assembly Bill 746/Health and Safety Code 116277, December 15, 2017 ()
California Department of Education Publication	School Site Selection and Approval Guide, 2000 ()
California Department of Education Publication	Indoor Air Quality, A Guide for Educators, 1995 ()
CSBA Publication	Sun Safety in Schools, Policy Brief, July 2006 ()
CSBA Publication	Food Safety Requirements, Fact Sheet, October 2007 ()
CSBA Publication	Indoor Air Quality: Governing Board Actions for Creating Healthy School Environments, Policy Brief, July 2008 ()
CSBA Publication	Asthma Management in the Schools, Policy Brief, March 2008 ()
Division of the State Architect Publication	K-12 Occupancy Classification and Load Factors, IR A-26, rev. April 18, 2012 ()
U.S. EPA Publication	A Citizen's Guide to Radon: The Guide to Protecting Yourself and Your Family from Radon, 2016 ()

Description


U.S. EPA Publication	Mold Remediation in Schools and Commercial Buildings, September 2008 ()
U.S. EPA Publication	The ABCs of Asbestos in Schools, rev. August 2003 ()
U.S. EPA Publication	Healthy School Environments Assessment Tool, rev. 2015 ()
U.S. EPA Publication	How to Manage Asbestos in School Buildings: AHERA Designated Person's Self-Study Guide, 1996 ()
U.S. EPA Publication	Indoor Air Quality Tools for Schools, rev. 2009 ()
Website	National Center for Environmental Health (http://www.cdc.gov/nceh)
Website	California Building Standards (http://www.bsc.ca.gov/codes.aspx)
Website	California Department of Education, Health and Safety (http://www.cde.ca.gov/ls/fa/hs)
Website	California Department of Pesticide Regulation (http://www.cdpr.ca.gov)
Website	California State Water Resources Control Board (http://www.swrcb.ca.gov)
Website	Centers for Disease Control and Prevention (http://www.cdc.gov/asthma)
Website	Consumer Product Safety Commission (http://www.cpsc.gov)
Website	AirNow (http://www.airnow.gov)
Website	California Air Resources Board (http://www.arb.ca.gov)
Website	U.S. Department of Labor, Occupational Safety and Health Administration (http://www.osha.gov)
Website	U.S. Environmental Protection Agency (http://www.epa.gov)
Website	American Association of School Administrators (http://www.aasa.org)
Website	CSBA (http://www.csba.org)
Website	California Department of Public Health (http://www.cdph.ca.gov)


Cross References


Code	Description
0200	Goals For The School District (/Policy/ViewPolicy.aspx?S=36030553&revid=plusUTIogJsawplusplused4oS8WtPkA==)
0400	Comprehensive Plans (/Policy/ViewPolicy.aspx?S=36030553&revid=7m0jSsul6r4kwRj3mIKkWw==)
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwpluIQ==)
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7v101ybwyeldsCDdQ==)
1240	Volunteer Assistance (/Policy/ViewPolicy.aspx?S=36030553&revid=9hGukHP3EGUplusL8zr5petXg==)
1240	Volunteer Assistance (/Policy/ViewPolicy.aspx?S=36030553&revid=s06nMNt2eiqslshfB5i0KslshF8g==)
1312.4	Williams Uniform Complaint Procedures (/Policy/ViewPolicy.aspx?S=36030553&revid=MNcP3VO3rNmenTOYLgAsdQ==)
1312.4-E(1)	Williams Uniform Complaint Procedures (/Policy/ViewPolicy.aspx?S=36030553&revid=AslshLsuY3vP48Wu2hoz05cDg==)
1400	Relations Between Other Governmental Agencies And The Schools (/Policy/ViewPolicy.aspx?S=36030553&revid=mQfJhUqG3Sg0CH3slshslshUlX0A==)
3000	Concepts And Roles (/Policy/ViewPolicy.aspx?S=36030553&revid=TzpjEZrOT5QHJkwluuwGew==)
3510	Green School Operations (/Policy/ViewPolicy.aspx?S=36030553&revid=bv7Eu8L9moHplusmGt8Rihbdg==)
3511	Energy And Water Management (/Policy/ViewPolicy.aspx?S=36030553&revid=5B7lzUhK3FKUHgFpslshJQkEA==)
3511	Energy And Water Management (/Policy/ViewPolicy.aspx?S=36030553&revid=KxB3OmSCgyX8wSrOsish674wQ==)
3514.1	Hazardous Substances (/Policy/ViewPolicy.aspx?S=36030553&revid=bosreCT8CAHSmqq5MUQtZA==)
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3514.2	Integrated Pest Management (/Policy/ViewPolicy.aspx?S=36030553&revid=pxeFHbRJrig8IHptnutiuw==)
3516	Emergencies And Disaster Preparedness Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=VL7fzBAf6IU5hvVX7qA==)
3516	Emergencies And Disaster Preparedness Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=hJbndkscoQMplusGXtBcXslshHEw==)
3516.3	Earthquake Emergency Procedure System (/Policy/ViewPolicy.aspx?S=36030553&revid=lbsPavNND7ktDNO61VPMrw==)

3516.5	Emergency Schedules (/Policy/ViewPolicy.aspx?S=36030553&revid=k0yyNpluso2ORXHcsIshABPWYtSA==)
3517	Facilities Inspection (/Policy/ViewPolicy.aspx?S=36030553&revid=4nMrHcG7jRdsIshbmvPF7bsIshg==)
3530	Risk Management/Insurance (/Policy/ViewPolicy.aspx?S=36030553&revid=w3WOxjrVOWJOLhfXa5PiUA==)
3530	Risk Management/Insurance (/Policy/ViewPolicy.aspx?S=36030553&revid=i7VP1ssEDhTM7EjOZKplusjw==)
3540	Transportation (/Policy/ViewPolicy.aspx?S=36030553&revid=6Zok2NdARvW3wKIdE4scIQ==)
3540	Transportation (/Policy/ViewPolicy.aspx?S=36030553&revid=YeobEijpnk96AjPkIshFtKVA==)
3541	Transportation Routes And Services (/Policy/ViewPolicy.aspx?S=36030553&revid=pOri4I5EEXCDW5qFhFiQKg==)
3541.1	Transportation For School-Related Trips (/Policy/ViewPolicy.aspx?S=36030553&revid=4518iSZC7VoVX9AHA5XpEg==)
3542	School Bus Drivers (/Policy/ViewPolicy.aspx?S=36030553&revid=IZEMG5Bbz2qteIFqkmsC1w==)
3550	Food Service/Child Nutrition Program (/Policy/ViewPolicy.aspx?S=36030553&revid=REBvOkBybp7swtnrkrlKA==)
3550	Food Service/Child Nutrition Program (/Policy/ViewPolicy.aspx?S=36030553&revid=Yq0dhWccE3aEVpsITqNkuA==)
3580	District Records (/Policy/ViewPolicy.aspx?S=36030553&revid=WPslshTNxVFMplusUx0VU2ynCAQ==)
3580	District Records (/Policy/ViewPolicy.aspx?S=36030553&revid=slshdnHxizyoleLRSMqbmm7jQ==)
3580-E(1)	District Records (/Policy/ViewPolicy.aspx?S=36030553&revid=Ph4TY2x0Zre3FnqcDNjIxQ==)
4112.9	Employee Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=GaSAasfB5JulsIsh3ghr6slshV5Q==)
4112.9	Employee Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=MHyy6Bw5IkeJ2MLL9mlbaA==)
4112.9-E(1)	Employee Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=KFO36hrJ7AQYXr1pdjbng==)
4131	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=t7iK5XgFeMI65uzRT6T51w==)
4131	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=WAQJtbZ1slsh6yQ5yMG7slshQHLg==)
4157	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=Tql1VPhPIHwTyajCmAs0tw==)
4157	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=oZ4B1Q5RTdkZAai3tgtHMg==)
4212.9	Employee Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=9c9Kezu0Z7AxoajeQ8xQiw==)
4212.9	Employee Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=ZUn7lBWo37H0slshksTwVx8yQ==)
4212.9-E(1)	Employee Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=YgCkwgkCH6JkanBrDzeGdw==)
4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=L8wplusaRfjbaI40PNmn9tplusDA==)
4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=1LJr3kEp9sKTn5nfzv4plusTw==)
4257	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=E2a25Nte8EFnlyi0IU0BEQ==)
4257	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=UavhmXCZ58tfoFkGBQak1Q==)
4312.9	Employee Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=jNMplusGslshkzDZZ16529Nn8eCQ==)
4312.9	Employee Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=gplusohdiBFWMenALoplusROslshFyQ==)
4312.9-E(1)	Employee Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=I5oKYDWsRkJHVrR0m4NQcg==)
4331	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=2tNDJLiFPOxcTakpluskJA1KA==)
4331	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=DHjbc3plusQje1e9aPaD27IGA==)
4357	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=REnfQH9MG2Oslsh8SVBWMIVaQ==)
4357	Employee Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=1RZOowSeXenMgP3IjrkLQ==)
5141.23	Asthma Management (/Policy/ViewPolicy.aspx?S=36030553&revid=CDCNqa8msCZbARd5s9QAhw==)
5141.6	School Health Services (/Policy/ViewPolicy.aspx?S=36030553&revid=C6pUBP2PYZWNNqqbYLveHTA==)
5141.6	School Health Services (/Policy/ViewPolicy.aspx?S=36030553&revid=IVX0b9EhSfTM2iFoXios4A==)
5141.7	Sun Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=ASnVMybQ7PTuNGRRNTstAw==)
5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=X3tAf3dbYulQ4Xnj63CmeQ==)
5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=dWzxXzvT5Rv4I6HrqWN5WA==)
5145.6	Parental Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=mOvPI79g2kWO9ZplusGsdK3pQ==)

5145.6-E(1)	Parental Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=GCzd4trIKR00slsh0giUp2RXQ==)
6142.5	Environmental Education (/Policy/ViewPolicy.aspx?S=36030553&revid=2LBZeyPByUycrfCtkjbrg==)
6142.7	Physical Education And Activity (/Policy/ViewPolicy.aspx?S=36030553&revid=TQGuGaVd7gKaqBp4g3eejQ==)
6142.7	Physical Education And Activity (/Policy/ViewPolicy.aspx?S=36030553&revid=eaHmw7pEW47FX2PlszBLfg==)
6142.8	Comprehensive Health Education (/Policy/ViewPolicy.aspx?S=36030553&revid=B7tolp8VsbDnlqVVTcI2mw==)
6142.8	Comprehensive Health Education (/Policy/ViewPolicy.aspx?S=36030553&revid=dMUavQFuYwxZX03w338kQ==)
6145	Extracurricular And Cocurricular Activities (/Policy/ViewPolicy.aspx?S=36030553&revid=fGKP85mplusy9Ex3xds57Tqjg==)
6145	Extracurricular And Cocurricular Activities (/Policy/ViewPolicy.aspx?S=36030553&revid=CJcszaF7aag4kBAE6q6e5w==)
6145.2	Athletic Competition (/Policy/ViewPolicy.aspx?S=36030553&revid=00ftxGABIUz5eXIUjeI8Zw==)
6145.2	Athletic Competition (/Policy/ViewPolicy.aspx?S=36030553&revid=YV4JT6mrAhBu8bpBC3PyA==)
6163.2	Animals At School (/Policy/ViewPolicy.aspx?S=36030553&revid=slshMdfZWJncMFslshXOWTFkpgg==)
6163.2	Animals At School (/Policy/ViewPolicy.aspx?S=36030553&revid=5II0slshp2ldslshgn7F0R06kuw==)
7110	Facilities Master Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=bJkF3wFJkdyQ7kMD5bwZA==)
7110	Facilities Master Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=g7vm5AIJOHplusY60wzGRiOmA==)
7111	Evaluating Existing Buildings (/Policy/ViewPolicy.aspx?S=36030553&revid=WlhxVoLz899oJBbsVmBjSg==)
7150	Site Selection And Development (/Policy/ViewPolicy.aspx?S=36030553&revid=DocjahO11hKt260MxpuLmw==)
7150	Site Selection And Development (/Policy/ViewPolicy.aspx?S=36030553&revid=V4zkBnrF66pcTb1z7CyUFg==)

 (/Policy/ViewPolicy.aspx?S=36030553&revid=k0yyNpluso2ORXHeslshABPWYtSA==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6)

 (/Policy/PolicyPrintGenerator.aspx?S=36030553&revid=4nMrHeG7jRdslshbmvpf7bslshg==)

 (/Policy/ViewPolicy.aspx?S=36030553&revid=w3WOxjrVOWJOLhfXa5PiUA==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6)

Policy 3517: Facilities Inspection

Status: ADOPTED

Original Adopted Date: 11/14/2005 | **Last Revised Date:** 07/24/2015

The Governing Board recognizes that the condition of school facilities has an impact on student achievement and employee morale and desires to provide school facilities that are safe, clean and functional, to meet and/or exceed requirements defined in Education Code 17002.

(cf. 0510 - School Accountability Report Card)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3111 - Deferred Maintenance Funds)

The Superintendent shall develop a facilities inspection and maintenance program to ensure that district schools are maintained in good repair in accordance with law and at high standards for safety, cleanliness and functionality. At a minimum, the inspection program shall analyze those facility conditions specified on the facilities inspection tool developed by the Office of Public School Construction, including the following:

1. Gas Leaks: Gas systems and pipes appear safe, functional, and free of leaks.
2. Mechanical Systems: Heating, ventilation, and air conditioning systems as applicable are functional and unobstructed.
3. Windows/Doors/Gates/Fences (interior and exterior): Conditions that pose a safety and/or security risk are not evident.
4. Interior Surfaces (floors, ceilings, walls, and window casings): Interior surfaces appear to be clean, safe, and functional.
5. Hazardous Materials (interior and exterior): There does not appear to be evidence of hazardous materials that may pose a threat to students or staff.
6. Structural Damage: There does not appear to be structural damage that could create hazardous or uninhabitable conditions.
7. Fire Safety: The fire equipment and emergency systems appear to be functioning properly.
8. Electrical (interior and exterior): There is no evidence that any portion of the school has a power failure and electrical systems, components, and equipment appear to be working properly.
9. Pest/Vermin Infestation: Pest or vermin infestation is not evident.
10. Drinking Fountains (inside and outside): Drinking fountains appear to be accessible and functioning as intended.
11. Restrooms: Restrooms appear to be accessible during school hours, are clean, functional, and in compliance with Education Code 35292.5 (operational and supplied).
12. Sewers: Sewer line stoppage is not evident.
13. Roofs (observed from the ground, inside/outside the building): Roof system appears to be functioning properly.
14. Playground/School Grounds: the playground equipment and school grounds appear to be clean, safe, and functional.
15. Overall Cleanliness: School grounds, buildings, common areas, and individual rooms are cleaned regularly, devoid of clutter, unhealthful, unsightly or hazardous conditions.
16. Any other conditions that otherwise detract from the goals of the Board to provide secure, clean, high functioning, efficient and a welcoming instructional and public environment.

The Superintendent shall ensure that any necessary repairs identified during the inspection are made in a timely and expeditious manner.

The Superintendent shall establish a process that under limited circumstances personal items shall be approved for instructional use and/or otherwise authorized to be on school property within the goals of the Board. Under no circumstances shall an employee bring personal items in their workspace that could pose a safety hazard and/or cannot be readily stored from view (e.g., furnishings, equipment, appliances) without the written consent of the site/department administrator.

The Superintendent shall provide the Board with regular reports regarding the status of district facilities as evidenced by the district's facility inspection program as well as updates as to the status of any visits by the County Superintendent of Schools to district schools.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
2 CCR 1859.300-1859.330	Emergency Repair Program (https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?)

	guid=I96C1F6C18B304CA5967C3A4396E63603&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default))
Ed. Code 1240	County superintendent of schools, duties (http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=1240.&lawCode=EDC)
Ed. Code 17002	State School Building Lease-Purchase Law, including definition of good repair (http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=17002.&lawCode=EDC)
Ed. Code 17070.10-17077.10	Leroy F. Greene School Facilities Act of 1998 (http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?division=1.&chapter=12.5.&part=10.&lawCode=EDC&title=1.&article=1.)
Ed. Code 17565-17591	Property maintenance and control ()
Ed. Code 17592.72	Urgent or emergency repairs, School Facility Emergency Repair Account ()
Ed. Code 33126	School accountability report card ()
Ed. Code 35186	Complaints regarding teacher vacancy or misassignment ()
Ed. Code 35292.5-35292.6	Restrooms, maintenance and cleanliness ()
H&S Code 116277	Lead testing of potable water at schools and requirements to remedy ()

Federal	Description
20 USC 6314	Schoolwide programs ()
42 USC 300f-300j-27	Safe Drinking Water Act ()

Management Resources

State Allocation Board, Office Of Public School Co

Website	California County Superintendents Educational Services Association (http://www.ccsesa.org)
Website	California Department of Education, Williams Case (http://www.cde.ca.gov/eo/ce/wc/index.asp)
Website	State Allocation Board, Office of Public School Construction (https://www.dgs.ca.gov/opsc)
Website	Coalition for Adequate School Housing (http://www.cashnet.org)
Website	CSBA (http://www.csba.org)

Cross References

Code	Description
0460	Local Control And Accountability Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=CTMccfAnfslsh9toma4Dp5K1A==)
0460	Local Control And Accountability Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=BPuNIJhSBCMgioIEHQXoeg==)
0510	School Accountability Report Card (/Policy/ViewPolicy.aspx?S=36030553&revid=vj4yplusth1Iuo38slshMsHqATw==)
1312.4	Williams Uniform Complaint Procedures (/Policy/ViewPolicy.aspx?S=36030553&revid=MNcP3VO3rNmenTOYLgAsdQ==)
1312.4-E(1)	Williams Uniform Complaint Procedures (/Policy/ViewPolicy.aspx?S=36030553&revid=AslshLsuY3vP48Wu2hoz05cDg==)
3000	Concepts And Roles (/Policy/ViewPolicy.aspx?S=36030553&revid=TzpjEzrOT5QHJkwIuuwGew==)
3311	Bids (/Policy/ViewPolicy.aspx?S=36030553&revid=BT2NHJja3sod4FTyZaXxqQ==)
3311	Bids (/Policy/ViewPolicy.aspx?S=36030553&revid=5ltOgrhSeRgySfVmeslshfn8w==)
3514	Environmental Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=ITQJ6O6DU9cWxcEPa6MkA==)
3514	Environmental Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=jslshplusn3hZH5QOAoplusPuNCpYmA==)
3514.2	Integrated Pest Management (/Policy/ViewPolicy.aspx?S=36030553&revid=pxeFHBjRjrig8IHptnutiuw==)
3516	Emergencies And Disaster Preparedness Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=VL7fzfBAScf6IU5hvVX7qA==)
3516	Emergencies And Disaster Preparedness Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=hJbndkscoQMplusGXtBcXslshHEw==)
3550	Food Service/Child Nutrition Program (/Policy/ViewPolicy.aspx?S=36030553&revid=REBvOkBybp7swtnrkrlKA==)
3550	Food Service/Child Nutrition Program (/Policy/ViewPolicy.aspx?S=36030553&revid=Yq0dhWccE3aEVpsITqNkuA==)
7110	Facilities Master Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=bJjKf3wFJkdyQ7kMD5bwZA==)

7110	Facilities Master Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=g7vm5AIJOHplusY60wzGRiOmA==)
7111	Evaluating Existing Buildings (/Policy/ViewPolicy.aspx?S=36030553&revid=WlhxVoLz899oJBbsVmBjSg==)
9000	Role Of The Board (/Policy/ViewPolicy.aspx?S=36030553&revid=d5h70ZUk6GmYVvsTpaygcw==)


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([./Pages/Radprivacy.aspx?S=36030553](#)) | [Accessibility Notice](#) ([./Pages/AccessibilityNotice.aspx?S=36030553](#))



Version: 20.3.1.10

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Board Policy Manual

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[➤ \(/Policy/ViewPolicy.aspx?S=36030553&revid=FXslshVwplusVTh9dhp1nFKslshLTow==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](/Policy/ViewPolicy.aspx?S=36030553&revid=FXslshVwplusVTh9dhp1nFKslshLTow==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6)

Regulation 3516.1: Fire Drills and Fires

Status: ADOPTED

Original Adopted Date: 09/19/2019

Principals shall hold fire drills at least once a month in all elementary and junior high school. (5 CCR 550)

1. Whenever the fire signal is given, all students, teachers and other employees shall quickly leave the building in an orderly manner. Teachers shall ascertain that no student remains in the building.

2. Teachers shall be prepared to select alternate exits and shall direct their classes to these exits whenever the designated escape route is blocked.

3. The Superintendent shall keep a record of each fire drill conducted and file a copy of this record with the office of the Director of Maintenance, Operations, Facilities & Safety.

When a fire is discovered in any part of the school, the following actions shall be taken:

1. The Principal shall sound fire signals.

2. The Principal shall call 911.

3. Students and adults shall leave the building and go directly to outside assembly areas.

4. Staff shall give students clear direction and supervision and help retain calm.

5. In outside assembly areas, teachers shall take roll, report missing students, and provide assistance to any injured students.

6. If the fire is extensive, students shall be taken to an alternate location for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes.

(cf. 3516 - Emergency and Disaster Preparedness Plan)

Policy Reference Disclaimer:These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 550	Fire drills ()
Ed. Code 17074.50-17074.56	Automatic fire detection, alarm and sprinkler systems (http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=17074.50.&lawCode=EDC)
Ed. Code 32001	Fire alarms and drills ()
Ed. Code 32040	Duty to equip school with first aid kit ()

Cross References

Code	Description
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwplusiQ==)
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7v101ybwyeidsCDdQ==)
3516	Emergencies And Disaster Preparedness Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=VL7fzfBAScf6IU5hvVX7qA==)
3516	Emergencies And Disaster Preparedness Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=hJbndkscoQMplusGXtBcXslshHEw==)
3516.2	Bomb Threats (/Policy/ViewPolicy.aspx?S=36030553&revid=FXslshVwplusVTh9dhp1nFKslshLTow==)

[Index.aspx?S=36030553](#)[Home](#) [Policies Listing](#) [5000. Students](#) [Policy 5138](#)Powered by **simbli**[◀ \(/Policy/ViewPolicy.aspx?S=36030553&revid=SwS04g3eYDVXYEpXGUKk6Q==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)

Board Policy Manual

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Status: ADOPTED

Original Adopted Date: Pending

To promote student safety and contribute to the maintenance of a positive school climate, the Governing Board encourages the development of school-based conflict resolution programs designed to help students learn constructive ways of handling conflict. The Governing Board believes that such programs can reduce violence and promote communication, personal responsibility and problem-solving skills among students.

Conflict resolution strategies shall be considered as part of each school's comprehensive safety plan and incorporated into other District discipline procedures as appropriate. Conflict resolution programs shall not supplant the authority of staff to take appropriate action as necessary to prevent violence, ensure student safety, maintain order in the school, and institute disciplinary measures.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5137 - Positive School Climate)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

Schoolwide programs may include curriculum in conflict resolution, including, but not limited to, instruction in effective communication and listening, critical thinking, problem-solving processes and the use of negotiation to find mutually acceptable solutions. In addition, the curriculum may address students' ethical and social development, respect for diversity, and interpersonal and behavioral skills.

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6141.6 - Multicultural Education)

Conflict resolution programs may incorporate peer mediation strategies in which selected students are specially trained to work with their peers in resolving conflicts.

Students' participation in any peer mediation program shall be voluntary and kept confidential by all parties involved.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

In developing a conflict resolution and/or peer mediation program, school-site teams shall address, as appropriate:

1. The grade levels and courses in which the conflict resolution curriculum shall be delivered

(cf. 6143 - Courses of Study)

2. Staff development related to the implementation of the curriculum and modeling of appropriate behaviors and communication skills

(cf. 4131 - Staff Development)

3. The selection of peer mediators involving, to the extent possible, a cross-section of students in terms of grade, gender, race, ethnicity, and socioeconomic status, and including some students who exhibit negative leadership among peers

4. Training and support for peer mediators, including training in mediation processes and in the skills related to understanding conflict, communicating effectively and listening

5. The process for identifying and referring students to the peer mediation program

6. The types of conflicts suitable for peer mediation

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.4 - Campus Disturbances)

(cf. 5136 - Gangs)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 5145.7 - Sexual Harassment)

7. Scheduling and location of peer mediation sessions

8. Methods of obtaining and recording agreement from all disputants

9. The appropriate involvement of parents/guardians, the community and staff, including counseling/guidance and security staff

(cf. 1020 - Youth Services)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 3515.3 - District Police Department)

(cf. 6020 - Parent Involvement)

(cf. 6164.2 - Guidance/Counseling Services)

10. Communications to students, parents/guardians and staff regarding the availability of the program

11. Methods of following up with students to determine the effectiveness of the process

12. Development of assessment tools to periodically evaluate the success of the program including, but not limited to, measurements of whether there has been a reduction in violence at the school and whether the school's suspension rates have fallen since the program has been introduced

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
CA Constitution Article 1, Section 28(c)	Right to Safe Schools (http://leginfo.ca.gov/faces/codes_displaySection.xhtml?lawCode=CONS&sectionNum=SEC.%2028.&article=I)
Ed. Code 32280-32289	School safety plans ()
Ed. Code 32295.5	Teen court programs ()
Ed. Code 35291-35291.5	Rules ()
Ed. Code 44807	Teachers' duty concerning conduct of students ()

Management Resources	Description
Website	California Department of Education, Safe Schools (http://www.cde.ca.gov/lr/ss)
Website	U.S. Department of Education, Office of Safe and Healthy Students (https://www2.ed.gov/about/offices/list/oese/oshhs)

Cross References

Code	Description
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwpluIQ==)
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7v101ybwylsCDdQ==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=L9b0mjo8c38xgIVq2plustAXw==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=kISfKAYMt32MODKmosz9g==)
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5131.4	Student Disturbances (/Policy/ViewPolicy.aspx?S=36030553&revid=P9L43tTYpr1yil82RfntzA==)
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5131.5	Vandalism And Graffiti (/Policy/ViewPolicy.aspx?S=36030553&revid=nEITKqylpPgGybPsK3uDNA==)
5131.7	Weapons And Dangerous Instruments (/Policy/ViewPolicy.aspx?S=36030553&revid=2sPvtbnfV5woyJpK5pYAAQ==)
5131.7	Weapons And Dangerous Instruments (/Policy/ViewPolicy.aspx?S=36030553&revid=kq76z81Ssb6plussLK0dYWouA==)
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5136	Gangs (/Policy/ViewPolicy.aspx?S=36030553&revid=JWCLKYJxAplusTI4GILBEjF3Q==)
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5144	Discipline (/Policy/ViewPolicy.aspx?S=36030553&revid=vaL0QGwyWGevv2308AptUg==)
5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=TslshkZM2zCpHbCvhesomdwiw==)
5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=VNay3bpplusZEweC6NUowhJEw==)
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities) (/Policy/ViewPolicy.aspx?S=36030553&revid=6nKeTplus2DeAvGpluskr8qunslshLg==)
5145.3	Nondiscrimination/Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=EVzxHuqslsh7fUKeHDwHPalaQ==)
5145.3	Nondiscrimination/Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=J3NwR1F9r6vdYfKplus6vOKxw==)
5145.7	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=4ypfYdS4SoDf3cepluswUv4IA==)
5145.7	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=ajCxplusEVPF3tZfPYqwnwfiQ==)
5145.9	Hate-Motivated Behavior (/Policy/ViewPolicy.aspx?S=36030553&revid=sOr8jBrZDkcOJQlflD8iJQ==)
6142.8	Comprehensive Health Education (/Policy/ViewPolicy.aspx?S=36030553&revid=B7tolp8VsbDnlqVVTcI2mw==)
6142.8	Comprehensive Health Education (/Policy/ViewPolicy.aspx?S=36030553&revid=dMUavQFulYwxZX03w338kQ==)
6143	Courses Of Study (/Policy/ViewPolicy.aspx?S=36030553&revid=Dkyv7420tplus4o4DCslshWElyzg==)
6143	Courses Of Study (/Policy/ViewPolicy.aspx?S=36030553&revid=YWI0jtn9sRa7OsishltvGvCcw==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=nCxs2fgYL5ntJ9Rh8oQCVA==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=iN6Trh3RoS1qerUfVvyeQ==)
6173.1	Education For Foster Youth (/Policy/ViewPolicy.aspx?S=36030553&revid=e9GTVKZf9QgyFB89O0Splus0A==)
6173.1	Education For Foster Youth (/Policy/ViewPolicy.aspx?S=36030553&revid=TQJ8nRPHuIMUTSGYZslshubvg==)

[Index.aspx?S=36030553](#)[Home](#) [Policies Listing](#) [5000. Students](#) [Policy 5145.9](#)Powered by **simbli**[◀ \(/Policy/ViewPolicy.aspx?S=36030553&revid=4ypfYdS4SoDf3cepluswUv4IA==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)

Board Policy Manual

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Status: ADOPTED

Original Adopted Date: 03/08/2010

In order to create a safe learning environment for all students, the Governing Board desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 5131.5 - Vandalism and Graffiti)

(cf. 5136 - Gangs)

(cf. 5137 - Positive School Climate)

(cf. 5141.52 - Suicide Prevention)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5147 - Dropout Prevention)

(cf. 5149 - At-Risk Students)

The Superintendent shall collaborate with regional programs and community organizations to promote safe environments for youth. These efforts shall be focused on providing an efficient use of district and community resources.

(cf. 1020 - Youth Services)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6020 - Parent Involvement)

The district shall provide age-appropriate instruction to help promote an understanding of and respect for human rights, diversity, and tolerance in a multicultural society and to provide strategies to manage conflicts constructively.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6142.3 - Civic Education)

(cf. 6142.4 - Service Learning/Community Service Classes)

(cf. 6141.94 - History-Social Science Instruction)

The Superintendent shall ensure that staff receive training on recognizing hate-motivated behavior and on strategies to help respond appropriately to such behavior.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Grievance Procedures

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5131- Conduct)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 5145.7 - Sexual Harassment)

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the Principal, Superintendent, and/or law enforcement, as appropriate.

(cf. 3515.3 - District Police/Security Department)

(cf. 4158/4258/4358 - Employee Security)

As necessary, the district shall provide counseling, guidance, and support to students who are victims of hate-motivated behavior and to students who exhibit such behavior.

(cf. 6164.2 - Guidance/Counseling Services)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

5 CCR 4600-4670

Description

Uniform complaint procedures ()

5 CCR 4900-4965

Nondiscrimination in elementary and secondary education programs ()

Ed. Code 200-262.4

Educational equity: prohibition of discrimination on the basis of sex
(http://leginfo.ca.gov/faces/codes_displayText.xhtml?division=1.&chapter=2.&part=1.&lawCode=EDC&title=1.&article=1.)

Ed. Code 32282

School safety plans ()

Ed. Code 48900.3

Suspension for hate violence ()

Ed. Code 48900.4

Suspension or expulsion for threats or harassment ()

Pen. Code 422.55

Definition of hate crime ()

Pen. Code 422.6

Civil rights; crimes ()

Federal

28 CFR 35.107

Nondiscrimination on basis of disability; complaints ()

34 CFR 100.3

Prohibition of discrimination on basis of race, color or national origin ()

34 CFR 104.7

Designation of responsible employee for Section 504 ()

34 CFR 106.8

Designation of responsible employee for Title IX ()

34 CFR 110.25

Prohibition of discrimination based on age ()

Management Resources

CA Office of the Attorney General Publication

Promoting Safe & Secure Learning Environment for All: Guidance & Model Policies to Assist CA K-12 Schools in Responding to Immigration Issues, 4/2018 ()

California Department of Education Publication

Bullying at School, 2003 ()

U.S. DOE, Office for Civil Rights Publication

Dear Colleague Letter: Prohibited Disability Harassment, July 2000 ()

U.S. DOE, Office for Civil Rights Publication

Dear Colleague Letter: Harassment and Bullying, October 2010 ()

Website

California Association of Human Relations Organizations (<http://www.cahro.org>)

Website

U.S. Department of Justice (<http://www.justice.gov>)

Website

California Office of the Attorney General (<http://oag.ca.gov>)

Website

CSBA (<http://www.csba.org>)

Website

U.S. Department of Education, Office for Civil Rights (<http://www.ed.gov/about/offices/list/ocr/index.html>)

Website

[California Department of Education \(http://www.cde.ca.gov\)](http://www.cde.ca.gov)

Cross References

Code

Description

0410	Nondiscrimination In District Programs And Activities (/Policy/ViewPolicy.aspx?S=36030553&revid=IXo0C7dRASmPDk873V7f3g==)
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwplusiQ==)
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7v101ybwlyeldsCDdQ==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=L9b0mjo8c38xgIVq2plustAXw==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=kISfqKAyMt32M0DKmosz9g==)
3515.4	Recovery For Property Loss Or Damage (/Policy/ViewPolicy.aspx?S=36030553&revid=4FhUQpJqPMdkjo7slshDYjAgQ==)
3515.4	Recovery For Property Loss Or Damage (/Policy/ViewPolicy.aspx?S=36030553&revid=KVe7x45xwk8oRrx2YyZQuA==)
4131	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=t7iK5XgFeMI65uzRT6T51w==)
4131	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=WAQJthZ1slsh6yQ5yMG7slshOHLg==)
4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=L8wplusaRfjbaI40PNmn9tplusDA==)
4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=1LJr3kEp9sKTn5nfzv4plusTw==)
5131	Conduct (/Policy/ViewPolicy.aspx?S=36030553&revid=XB45islshCkDfPd9SIawNj5qA==)
5131.2	Bullying (/Policy/ViewPolicy.aspx?S=36030553&revid=oCkDs44plusbU7084o8psBJSw==)
5131.4	Student Disturbances (/Policy/ViewPolicy.aspx?S=36030553&revid=P9L43tTYpr1yil82RfmtzA==)
5131.4	Student Disturbances (/Policy/ViewPolicy.aspx?S=36030553&revid=IBGUtcI0tiI1ukkOQ7mjdW==)
5131.5	Vandalism And Graffiti (/Policy/ViewPolicy.aspx?S=36030553&revid=nEITKqylpPgGybPsK3uDNA==)
5136	Gangs (/Policy/ViewPolicy.aspx?S=36030553&revid=1SIyucahInETEplusQmaMDIOg==)
5136	Gangs (/Policy/ViewPolicy.aspx?S=36030553&revid=JWCLKYJxAplusT14GILBEjF3Q==)
5137	Positive School Climate (/Policy/ViewPolicy.aspx?S=36030553&revid=SwS04g3eYDXYEpXGUKk6Q==)
5138	Conflict Resolution/Peer Mediation (/Policy/ViewPolicy.aspx?S=36030553&revid=QpkzYXjy3RIt5PF8Lr357g==)
5141.52	Suicide Prevention (/Policy/ViewPolicy.aspx?S=36030553&revid=InFhsPtmOyPamkslshguib1w==)
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5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=VNay3bpplusZEweC6NUowhJEW==)
5145.11	Questioning And Apprehension By Law Enforcement (/Policy/ViewPolicy.aspx?S=36030553&revid=C5p2aTxP1nOalaslhN6cqVVQ==)
5145.12	Search And Seizure (/Policy/ViewPolicy.aspx?S=36030553&revid=LQwsxvaQYjj69RD789Ezhg==)
5145.2	Freedom Of Speech/Expression (/Policy/ViewPolicy.aspx?S=36030553&revid=dsishvSrs732ZCmeX5fLFsLzQ==)
5145.2	Freedom Of Speech/Expression (/Policy/ViewPolicy.aspx?S=36030553&revid=QyzjFRg1E2yeJW8xWTjhfQ==)
5145.3	Nondiscrimination/Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=EVzxHuqslsh7fUKEHDWHPalaQ==)
5145.3	Nondiscrimination/Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=J3NwR1F9r6vdYfKplus6vOKxw==)
5148.2	Before/After School Programs (/Policy/ViewPolicy.aspx?S=36030553&revid=6VvpQkc1I0QC8KwslshdsGinQ==)
5148.2	Before/After School Programs (/Policy/ViewPolicy.aspx?S=36030553&revid=6vL1Z0zbIWADUNjLslsh9VgFQ==)
6142.8	Comprehensive Health Education (/Policy/ViewPolicy.aspx?S=36030553&revid=B7tolp8VsbDnlqVVTCI2mw==)
6142.8	Comprehensive Health Education (/Policy/ViewPolicy.aspx?S=36030553&revid=dMUavQFulYwxZX03w338kQ==)
6144	Controversial Issues (/Policy/ViewPolicy.aspx?S=36030553&revid=QoRnecu8BqgUslshIQ3ECslshaGA==)
6144	Controversial Issues (/Policy/ViewPolicy.aspx?S=36030553&revid=0HUU7bdoQBq6ml3pX0HeFQ==)

6163.4	Student Use Of Technology (/Policy/ViewPolicy.aspx?S=36030553&revid=m2lplushbsBibTbXTRSHCpoVA==)
6163.4	Student Use Of Technology (/Policy/ViewPolicy.aspx?S=36030553&revid=75REUIXsjBJnfpgI4XvjA==)
6163.4-E(1)	Student Use Of Technology - Acceptable Use Agreement For Electronic Resources (/Policy/ViewPolicy.aspx?S=36030553&revid=2plusXIwsIvgzktyrY6eJvAyQ==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=nCsx2fgYL5ntJ9Rh8oQCVA==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=iN6Trh3RoS1qerIUfVvyeQ==)
6173.1	Education For Foster Youth (/Policy/ViewPolicy.aspx?S=36030553&revid=e9GTVKZf9QgyFB89O0Splus0A==)
6173.1	Education For Foster Youth (/Policy/ViewPolicy.aspx?S=36030553&revid=TQJ8nRPHuIMUTSGYZslshubvg==)

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Version: 20.3.1.10

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Board Policy Manual

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Policy 5137: Positive School Climate

Status: ADOPTED

Original Adopted Date: 05/14/2001 | **Last Revised Date:** 04/10/2017

The Governing Board desires to provide an orderly, caring and nondiscriminatory learning environment in which all students can feel comfortable and take pride in their school and their achievements.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5132 - Dress and Grooming)

(cf. 5144 - Discipline)

(cf. 5145.2 - Freedom of Speech/Expression: Publications Code)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

The Governing Board encourages staff to teach students the meaning of the District's Core Ethical Values: cooperation, compassion, integrity, perseverance, civic duty, honest, respect, and responsibility, and to employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds. The District shall provide instruction and counseling designed to promote positive racial and ethnic identity, help students understand diverse cultures, teach them to think critically about racial bias and show them how to deal with discriminatory behavior in appropriate ways.

All staff are expected to serve as role models for students by demonstrating positive, professional attitudes with respect toward each student and other staff members. Teachers shall use effective classroom management techniques based on clear expectations for student behavior.

(cf. 4119-21/4219.21/4319.21 - Professional Standards)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6141.6 - Multicultural Education)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

Students shall have opportunities to voice their concerns about school policies and practices and to share responsibility for solving problems that affect their school. The Superintendent may initiate student courts, campus beautification projects, buddy systems, vandalism prevention campaigns and other similar programs. Staff shall encourage and reward success and achievement, participation in community projects and positive student conduct.

(cf. 5126 - Awards for Achievement)

(cf. 5131.4 - Campus Disturbances)

(cf. 5136 - Gangs)

(cf. 6142.4 - Learning through Community Service)

The schools shall promote nonviolent conflict resolution techniques in order to encourage attitudes and behaviors that foster harmonious relations. As part of this effort, students shall be taught the skills necessary to reduce violence, including communication skills, anger management, bias reduction and mediation skills. Staff shall receive training that implements and supports conflict resolution techniques, and training in conflict resolution techniques shall be available to parents/guardians and volunteers.

The district's curriculum shall include age-appropriate character education which includes, but is not limited to, the principles of equality, human dignity, mutual respect, fairness, honesty, and citizenship. Teachers are encouraged to employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds.

(cf. 5131.9 - Academic Honesty)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6142.3 - Civic Education)

(cf. 6142.4 - Service Learning/Community Service Classes)

(cf. 6142.92 - History-Social Science Instruction)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

The Superintendent may develop other strategies to enhance students' feelings of connectedness with the schools, such as campus beautification projects, development of extracurricular activities and after-school programs, pairing of adult mentors with individual students, recognition of student achievement, and encouragement of strong family and community involvement in the schools.

(cf. 1240 - Volunteer Assistance)

(cf. 5126 - Awards for Achievement)

(cf. 5131.5 - Vandalism and Graffiti)

(cf. 5148.2 - Before/After School Programs)

(cf. 6020 - Parent Involvement)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.5 - Student Organizations and Equal Access)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
CA Constitution Article 1, Section 28(c)	Right to Safe Schools (http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=CONS&sectionNum=SEC.%2028.&article=I)
Ed. Code 233-233.8	Hate violence prevention ()
Ed. Code 32280-32289	School safety plans ()
Ed. Code 32295.5	Teen court programs ()
Ed. Code 35181	Governing board authority to set policy on responsibilities of students ()
Ed. Code 35291-35291.5	Rules ()
Ed. Code 44807	Teachers' duty concerning conduct of students ()
Ed. Code 48900-48925	Suspension and expulsion ()

Management Resources


Management Resources	Description
California Department of Education Publication	Creating Safe and Drug-Free Schools: An Action Guide, 1996 ()
California Department of Education Publication	Bullying at School, 2003 ()
CSBA Publication	Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2010 ()
U.S. Department of Education Publication	Preventing Bullying: A Manual for Schools and Communities, 1998 ()
Website	California Department of Education, Learning Support (http://www.cde.ca.gov/lrs/)
Website	National School Safety Center (http://www.schoolsafety.us)
Website	U.S. Department of Education, Office of Safe and Healthy Students (https://www2.ed.gov/about/offices/list/oese/oshs)
Website	CSBA (http://www.csba.org)

Cross References


Code	Description
0100	Philosophy (/Policy/ViewPolicy.aspx?S=36030553&revid=CplusCmkI3uweKCw5IfilkMLg==)
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwplusiQ==)
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7v101ybwyeidsCDdQ==)
0460	Local Control And Accountability Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=CTMccfAnfslsh9toma4Dp5K1A==)
0460	Local Control And Accountability Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=BPuNIJhSBCMgioIEHQXoeg==)
1312.3	Uniform Complaint Procedures (/Policy/ViewPolicy.aspx?S=36030553&revid=LhvJGS4RHpOhYLdfF7YxOw==)
1312.3	Uniform Complaint Procedures (/Policy/ViewPolicy.aspx?S=36030553&revid=XkpGT2J66JSp1Y85vTCslshcQ==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=L9b0mjo8c38xgIVq2plustAXw==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=klSfqKAyMt32M0DKmosz9g==)
4131	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=t7iK5XgFeMl65uzRT6T51w==)
4131	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=WAQJtbZ1slsh6yQ5yMG7slshQHLg==)


4219.21	Professional Standards (/Policy/ViewPolicy.aspx?S=36030553&revid=JAV4iTkZZfD3FMD28S3Na==)
4219.21-E(1)	Professional Standards - Code of Ethics (/Policy/ViewPolicy.aspx?S=36030553&revid=s78PhEplusNoQ9hrxUUBr5eWQ==)
4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=L8wplusaRfjbaI40PNmn9tplusDA==)
4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=1LJr3kEp9sKTn5nfyz4plusTw==)
4319.21	Professional Standards (/Policy/ViewPolicy.aspx?S=36030553&revid=KM589f2vozoGplusvserTmZpg==)
4319.21-E(1)	Professional Standards - Personnel Reduction (/Policy/ViewPolicy.aspx?S=36030553&revid=7KeUguVE7XjqTurCeQ29Gg==)
4331	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=2tNDJLiFPOxcTakpluskJA1KA==)
4331	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=DHjbc3plusQje1e9aPaD27IGA==)
5000	Concepts And Roles (/Policy/ViewPolicy.aspx?S=36030553&revid=tnLMgI2XygUfwu6qRakzWQ==)
5030	Student Wellness (/Policy/ViewPolicy.aspx?S=36030553&revid=uN6iAv0ElmMRDslsh2S7ukWw==)
5113.1	Chronic Absence And Truancy (/Policy/ViewPolicy.aspx?S=36030553&revid=PeATfBlJxXwAdOVBIHVAG==)
5113.1	Chronic Absence And Truancy (/Policy/ViewPolicy.aspx?S=36030553&revid=Iqym3Q5T5nhQhaaDa1VKQ==)
5113.12	District School Attendance Review Board (/Policy/ViewPolicy.aspx?S=36030553&revid=GkFHsSHXHCThLGr1f1cvA==)
5126	Awards For Achievement (/Policy/ViewPolicy.aspx?S=36030553&revid=oaYMT91eVwu5r3hHJbn0lw==)
5126	Awards For Achievement (/Policy/ViewPolicy.aspx?S=36030553&revid=wJZYEwf5Dm0IJUyOAYordA==)
5131	Conduct (/Policy/ViewPolicy.aspx?S=36030553&revid=XB45islshCkDfPd9SlawNj5qA==)
5131.1	Bus Conduct (/Policy/ViewPolicy.aspx?S=36030553&revid=I9zslsh7plusYA0o66JPauAqYeKw==)
5131.1	Bus Conduct (/Policy/ViewPolicy.aspx?S=36030553&revid=IP0R6fCKSa7o8jxIU8yKOA==)
5131.2	Bullying (/Policy/ViewPolicy.aspx?S=36030553&revid=oCkDs44plusU7084o8psBISw==)
5131.4	Student Disturbances (/Policy/ViewPolicy.aspx?S=36030553&revid=P9L43tTYprlYil82RfmtzA==)
5131.4	Student Disturbances (/Policy/ViewPolicy.aspx?S=36030553&revid=IBGUtcl0tiI1ukkOQ7mjdw==)
5131.5	Vandalism And Graffiti (/Policy/ViewPolicy.aspx?S=36030553&revid=nElTKqy1pPgGybPsK3uDNA==)
5131.6	Alcohol And Other Drugs (/Policy/ViewPolicy.aspx?S=36030553&revid=2OevyF0se2ORJDZhl06udA==)
5131.6	Alcohol And Other Drugs (/Policy/ViewPolicy.aspx?S=36030553&revid=dgbbMEfqplusFhxPep6JslshmXJW==)
5131.7	Weapons And Dangerous Instruments (/Policy/ViewPolicy.aspx?S=36030553&revid=2sPvtbnfv5woyJPk5pYAAQ==)
5131.7	Weapons And Dangerous Instruments (/Policy/ViewPolicy.aspx?S=36030553&revid=kq76z81Ssb6plussLK0dYWouA==)
5131.8	Mobile Communication Devices (/Policy/ViewPolicy.aspx?S=36030553&revid=yadxU0nsVVg49YDLfet2Mw==)
5136	Gangs (/Policy/ViewPolicy.aspx?S=36030553&revid=1SIyucalInETEplusQmaMDIOg==)
5136	Gangs (/Policy/ViewPolicy.aspx?S=36030553&revid=JWCLKYJxAplusTI4GILBEjF3Q==)
5138	Conflict Resolution/Peer Mediation (/Policy/ViewPolicy.aspx?S=36030553&revid=OpkzYXjy3RJt5PF8Lr357g==)
5141.52	Suicide Prevention (/Policy/ViewPolicy.aspx?S=36030553&revid=JnFhsPtrnOyPamkslshguib1w==)
5141.52	Suicide Prevention (/Policy/ViewPolicy.aspx?S=36030553&revid=jOCWjfmQ0I9otyjbKtWLg==)
5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=X3tAf3dbYulQ4Xnj63CmeQ==)
5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=dWzxXzvT5Rv4H6HrqWN5WA==)
5144	Discipline (/Policy/ViewPolicy.aspx?S=36030553&revid=IGslshGNA0b1KBhpluss08oVX6FQ==)
5144	Discipline (/Policy/ViewPolicy.aspx?S=36030553&revid=vaL0QGwyWGevv23O8AptUg==)
5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=TslshkZM2zCpHbCvhesomdwiw==)
5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=VNay3bpplusZEweC6NUowhJEW==)
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities) (/Policy/ViewPolicy.aspx?S=36030553&revid=6nKeTplus2DeAvGplusr8qunslshLg==)
5145.2	Freedom Of Speech/Expression (/Policy/ViewPolicy.aspx?S=36030553&revid=ds1shvSrs732ZCmeX5fLzQ==)
5145.2	Freedom Of Speech/Expression (/Policy/ViewPolicy.aspx?S=36030553&revid=QyzjFRg1E2yeJW8xWTjhfQ==)
5145.3	Nondiscrimination/Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=EVzxHuqslsh7fUKeHDWHPalaQ==)


5145.3	Nondiscrimination/Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=J3NwR1F9r6vdYfKplus6vOKxw==)
5145.7	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=4ypfYdS4SoDf3ceplusUv4IA==)
5145.7	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=ajCxplusEVPF3tZfPYqwNwfiQ==)
5145.9	Hate-Motivated Behavior (/Policy/ViewPolicy.aspx?S=36030553&revid=sOr8jBrZDkcOIQlflD8iIQ==)
5147	Dropout Prevention (/Policy/ViewPolicy.aspx?S=36030553&revid=2a50ZItQde600hHWNy6ZLw==)
5148.2	Before/After School Programs (/Policy/ViewPolicy.aspx?S=36030553&revid=6VvpQkc1I0QC8KwslshdsGinQ==)
5148.2	Before/After School Programs (/Policy/ViewPolicy.aspx?S=36030553&revid=6vL1Z0zblWADUNjLslsh9VgFQ==)
6116	Classroom Interruptions (/Policy/ViewPolicy.aspx?S=36030553&revid=9TbnWoXEUIZR7slshrn1bkxXNQ==)
6142.8	Comprehensive Health Education (/Policy/ViewPolicy.aspx?S=36030553&revid=B7tolp8VsbDnlqVVTcI2mw==)
6142.8	Comprehensive Health Education (/Policy/ViewPolicy.aspx?S=36030553&revid=dMUavQFulYwxZX03w338kQ==)
6144	Controversial Issues (/Policy/ViewPolicy.aspx?S=36030553&revid=QoRnec8BqgUslshiQ3ECslshaGA==)
6144	Controversial Issues (/Policy/ViewPolicy.aspx?S=36030553&revid=0HUU7bdoQBq6ml3pX0HeFQ==)
6145	Extracurricular And Cocurricular Activities (/Policy/ViewPolicy.aspx?S=36030553&revid=fGKP85mplusy9Ex3xds57Tqjg==)
6145	Extracurricular And Cocurricular Activities (/Policy/ViewPolicy.aspx?S=36030553&revid=CJcszaF7aag4kBAE6q6e5w==)
6145.2	Athletic Competition (/Policy/ViewPolicy.aspx?S=36030553&revid=00ftxGABIUz5eXIUjeI8Zw==)
6145.2	Athletic Competition (/Policy/ViewPolicy.aspx?S=36030553&revid=YV4JT6mrAhBu8bpBC3PyA==)
6145.8	Assemblies And Special Events (/Policy/ViewPolicy.aspx?S=36030553&revid=xND6y50YRpluszGFM5oPA09rg==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=nCsx2fgYL5ntJ9Rh8oQCVA==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=iN6Trh3RoS1qerIUfVvyeQ==)
6173.1	Education For Foster Youth (/Policy/ViewPolicy.aspx?S=36030553&revid=e9GTVKZf9QgyFB89O0Splus0A==)
6173.1	Education For Foster Youth (/Policy/ViewPolicy.aspx?S=36030553&revid=TQJ8nRPHuIMUTSGYZslshubvg==)


Index.aspx?S=36030553)

[Home](#) [Policies Listing](#) [5000. Students](#) [Policy 5145.11](#)

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 (/Policy/ViewPolicy.aspx?S=36030553&revid=a6YfHlkADUj3X7LevGGslshcA==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6)

 (/Policy/PolicyPrintGenerator.aspx?S=36030553&revid=C5p2aTxP1nOalaslshN6cqVVQ==)

 (/Policy/ViewPolicy.aspx?S=36030553&revid=LQwsxvaQYjj69RD789Ezhg==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6)

Board Policy Manual

Policy 5145.11: Questioning And Apprehension By Law Enforcement

Status: ADOPTED

Original Adopted Date: 05/14/2001 | Last Revised Date: 03/12/2012

The Governing Board is committed to providing a safe learning environment and cooperating with law enforcement officials and peace officers as necessary to help ensure the safety of students, staff, and the community and in carrying out their official duties.

- (cf. 0450 - Comprehensive Safety Plan)
- (cf. 3515.3 - District Police/Security Department)
- (cf. 5141.4 - Child Abuse Prevention and Reporting)
- (cf. 5145.12 - Search and Seizure)

In accordance with standards specified in law and court decisions, law enforcement officers may interview and question students on school premises and may remove them when appropriate. The Superintendent shall collaborate with local law enforcement agencies to develop parameters under which law enforcement officers will interview students at school.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

When any law enforcement official requests an interview with a student, the principal shall request that the official provide verification of his/her identity and official capacity and certify the legal authority under which the interview is being conducted. If the officer refuses to provide certification of the legal authority for the interview, the principal shall document such refusal and should consult with district legal counsel, as appropriate, before allowing the interview to proceed. The principal shall maintain a record of all documentation relative to law enforcement interviews of students.

If the officer needs to interview or question the student immediately, the principal shall accommodate the process in a way that causes the least possible disruption for the student and school, gives the student appropriate privacy, and models exemplary cooperation with law enforcement authorities.

Except in cases of child abuse or neglect, the principal shall attempt to notify the student's parent/guardian as soon as practical after law enforcement has interviewed the student on school premises.

At law enforcement's discretion and with the student's approval, the principal may be present during the interview.

If a minor student is removed from school into the custody of law enforcement, the principal shall immediately notify the parent/guardian or responsible relative regarding the student's release and the place to which he/she is reportedly being taken, except when the minor has been taken into custody as a victim of suspected child abuse. (Education Code 48906)

Subpoenas

Although subpoenas may legally be served at school on students age 12 or older, the Board believes that serving officials should be strongly urged to serve subpoenas at the home of the student whenever possible. When served at school, the principal shall take all reasonable steps to ensure a minimum of embarrassment and loss of class time for the student.

Policy Reference Disclaimer:These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 303	Duty to remain at school ()
CCP. 416.60	Service of summons or complaint to a minor ()
Ed. Code 44807	Teachers' duty concerning conduct of students ()
Ed. Code 48264	Arrest of truants ()
Ed. Code 48265	Delivery of truant ()
Ed. Code 48902	Notice to law enforcement authorities ()
Ed. Code 48906	Release of minor pupil to peace officers; notice to parent, guardian ()
Ed. Code 48909	Narcotics and other hallucinogenic drugs (re arrest) ()
Pen. Code 1328	Service of subpoena ()
Pen. Code 830-832.17	Peace officers ()
W&I Code 627	Custody of minor ()

Management Resources

Attorney General Opinion	34 Ops.Cal.Atty.Gen. 93 (1959) ()
Attorney General Opinion	54 Ops.Cal.Atty.Gen. 96 (1971) ()
Court Decision	Camreta v. Greene, (2011) 131 S.Ct. 2020 ()
Court Decision	In re William V., (2003) 111 Cal.App.4th 1464 ()
Court Decision	People v. Lessie, (2010) 47 Cal. 4th 1152 ()
Website	<u>California Attorney General's Office (http://oag.ca.gov)</u>

Cross References**Code**

5131.6	<u>Alcohol And Other Drugs (/Policy/ViewPolicy.aspx?S=36030553&revid=2OevyF0se2ORJDZh06udA==)</u>
5131.6	<u>Alcohol And Other Drugs (/Policy/ViewPolicy.aspx?S=36030553&revid=dgbbmEFqplusExhPep6JsIshmXJw==)</u>
5141.4	<u>Child Abuse Prevention And Reporting (/Policy/ViewPolicy.aspx?S=36030553&revid=BZqxK9plusznRqLXN9OQxph5A==)</u>
5141.4	<u>Child Abuse Prevention And Reporting (/Policy/ViewPolicy.aspx?S=36030553&revid=3BrvuSRcfiT3CUMBLNGbIQ==)</u>
5142	<u>Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=X3tAf3dbYulQ4Xnj63CmeQ==)</u>
5142	<u>Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=dWzxXzvT5Rv4H6HrqWN5WA==)</u>
5145.12	<u>Search And Seizure (/Policy/ViewPolicy.aspx?S=36030553&revid=LQwsxvaQYjj69RD789Ezhg==)</u>
5145.9	<u>Hate-Motivated Behavior (/Policy/ViewPolicy.aspx?S=36030553&revid=sOr8jBrZDkcOJlflLD8iJQ==)</u>

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[\(./Pages/Radprivacy.aspx?S=36030553\)](#) | [Accessibility Notice \(./Pages/AccessibilityNotice.aspx?S=36030553\)](#)

Version: 20.3.1.10

Status: ADOPTED

see more

Ed. Code 44808	Exemption from liability when students are not on school property ()
Ed. Code 44808.5	Permission for students to leave school grounds; notice (high school) ()
Ed. Code 45450-45451	Crossing guards ()
Ed. Code 48900	Hazing ()
Ed. Code 49300-49307	School safety patrols ()
Ed. Code 49330-49335	Injurious objects ()
Ed. Code 49341	Hazardous materials in school science laboratories ()
Ed. Code 51202	Instruction in personal and public health and safety ()
Ed. Code 8482-8484.6	After School Education and Safety Program ()
Gov. Code 810-996.6	California Tort Claims Act ()
H&S Code 115725-115735	Playground safety ()
H&S Code 115775-115800	Wooden playground equipment ()
H&S Code 116046	Issuance of best practices guidelines for K-12 pool safety ()
Pen. Code 245.6	Hazing ()
Pub. Res. Code 5411	Purchase of equipment usable by persons with disabilities ()
Veh. Code 21100	Rules and regulations; crossing guards ()
Veh. Code 21212	Use of helmets ()
Veh. Code 42200	Fines and forfeitures, disposition by cities ()
Veh. Code 42201	Fines and forfeitures, disposition by counties ()
Vehicle Code 21201	Rules for operation of bicycle on roadway ()

Management Resources

American Society for Testing and Materials

California Department of Education Publication

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

U.S. Consumer Product Safety Comm Publication

Website

Website

Website

Website

Website

Website

Website

Description

F 1487-05, Standard Consumer Safety Performance Specification for Playground Equipment for Public Use, 2017 ()

Science Safety Handbook for California Public Schools, 2014 ()

Knight v. Jewett, (1992) 3 Cal.4th 296, 313 ()

Lane v. City of Sacramento, (2010) 183 Cal. App. 4th. 1337 ()

J.H. v. Los Angeles Unified School District, (2010) 183 Cal.App.4th 123 ()

Kahn v. East Side Union High School District, (2003) 31 Cal.4th 990 ()

Dailey v. Los Angeles Unified School District, (1970) 2 Cal 3d 741 ()

Hoyem v. Manhattan Beach City School District, (1978) 22 Cal. 3d 508 ()

Wiener v. Southcoast Childcare Centers, (2004) 32 Cal.4th 1138 ()

Public Playground Safety Handbook, 2010 ()

[American Society for Testing and Materials \(http://www.astm.org\)](http://www.astm.org)

[U.S. Department of Education. Safe Schools \(http://www.ed.gov/about/offices/list/osep/etss.html\)](http://www.ed.gov/about/offices/list/osep/etss.html)

[U.S. Consumer Product Safety Commission \(http://www.cpsc.gov\)](http://www.cpsc.gov)

[U.S. Environmental Protection Agency \(http://www.epa.gov\)](http://www.epa.gov)

[California Department of Education. Safe Schools \(http://www.cde.ca.gov/lss/\)](http://www.cde.ca.gov/lss/)

[California Department of Public Health \(http://www.cdph.ca.gov\)](http://www.cdph.ca.gov)

[Centers for Disease Control and Prevention \(http://www.cdc.gov\)](http://www.cdc.gov)

Cross References

Code

0450

Description

[Comprehensive Safety Plan \(/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwplusiQ==\)](#)

0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7v101ybwylsCDdQ==)
1250	Visitors/Outsiders (/Policy/ViewPolicy.aspx?S=36030553&revid=pluseYPMps6ist0xJAZPqVo5g==)
1250	Visitors/Outsiders (/Policy/ViewPolicy.aspx?S=36030553&revid=nsslsh7ebwsXxDGslshAfIRpYVmw==)
3260	Fees And Charges (/Policy/ViewPolicy.aspx?S=36030553&revid=NdTYJPbn6RLcYplusI9qWdnmg==)
3260	Fees And Charges (/Policy/ViewPolicy.aspx?S=36030553&revid=8hBCKFWIzslshrLn2jWSNCZ7A==)
3452	Student Activity Funds (/Policy/ViewPolicy.aspx?S=36030553&revid=WYafcdUR0cIexEAbIsIshCFiQ==)
3512	Equipment (/Policy/ViewPolicy.aspx?S=36030553&revid=gbtaiWaK3v8UoSteslshydIQ==)
3514	Environmental Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=ITQJ6O6DU9cWxcEPa6MkA==)
3514	Environmental Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=jslshplusn3hZH5QOAopluPuNCPYmA==)
3514.1	Hazardous Substances (/Policy/ViewPolicy.aspx?S=36030553&revid=bosrcCT8CAHSmq5MUQtZA==)
3514.1	Hazardous Substances (/Policy/ViewPolicy.aspx?S=36030553&revid=bVDRUm6hGqdPLxwhD7YR2w==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=L9b0mjo8c38xgIVq2plustAXw==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=klSfqKAYMt32M0DKmosz9g==)
3515.5	Sex Offender Notification (/Policy/ViewPolicy.aspx?S=36030553&revid=wEoBdJhp65wNW8hdnqmydQ==)
3515.5	Sex Offender Notification (/Policy/ViewPolicy.aspx?S=36030553&revid=f2PPmsYLTz8HeD8OdEZdnw==)
3516	Emergencies And Disaster Preparedness Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=VL7fzFBASe6IU5hvVX7qA==)
3516	Emergencies And Disaster Preparedness Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=hJbndkscoQMplusGXtBcXslshHEw==)
3516.5	Emergency Schedules (/Policy/ViewPolicy.aspx?S=36030553&revid=k0yyNpluso2ORXHcsIshABPWYtSA==)
3530	Risk Management/Insurance (/Policy/ViewPolicy.aspx?S=36030553&revid=w3WOxjrVOWJOLhfXa5PiUA==)
3530	Risk Management/Insurance (/Policy/ViewPolicy.aspx?S=36030553&revid=i7VP1ssEdhTM7EjOZKplusjw==)
4119.42	Exposure Control Plan For Bloodborne Pathogens (/Policy/ViewPolicy.aspx?S=36030553&revid=9vGiIS3WKQmBaeBI1plusYRYA==)
4119.42	Exposure Control Plan For Bloodborne Pathogens (/Policy/ViewPolicy.aspx?S=36030553&revid=6IJYtqvhZrE2wxdDPBY4A==)
4119.42-E(1)	Exposure Control Plan For Bloodborne Pathogens (/Policy/ViewPolicy.aspx?S=36030553&revid=X9okDewSbaKNMTZDIXswEA==)
4219.42	Exposure Control Plan for Bloodborne Pathogens (/Policy/ViewPolicy.aspx?S=36030553&revid=IrzEplusYpYqGqepqfDAgbyw==)
4219.42	Exposure Control Plan for Bloodborne Pathogens (/Policy/ViewPolicy.aspx?S=36030553&revid=orkJSI4KAXstoxNKNBIPA==)
4219.42-E(1)	Exposure Control Plan for Bloodborne Pathogens (/Policy/ViewPolicy.aspx?S=36030553&revid=eaCEuWj94nuewslsh975plushKbw==)
4319.42	Exposure Control Plan for Bloodborne Pathogens (/Policy/ViewPolicy.aspx?S=36030553&revid=ZMUK42GzWGjEQUH0Ydn5qA==)
4319.42	Exposure Control Plan for Bloodborne Pathogens (/Policy/ViewPolicy.aspx?S=36030553&revid=EWernN7pfGLjehrdFgpluspluswQ==)
4319.42-E(1)	Exposure Control Plan for Bloodborne Pathogens (/Policy/ViewPolicy.aspx?S=36030553&revid=9HIWEyzjt3JslshfzNU3IRg==)
5020	Parent Rights And Responsibilities (/Policy/ViewPolicy.aspx?S=36030553&revid=bvElbCE9FCu0t90kHb9voQ==)
5020	Parent Rights And Responsibilities (/Policy/ViewPolicy.aspx?S=36030553&revid=omkGrhcB4Pv17j72n4slshbA==)
5021	Noncustodial Parents (/Policy/ViewPolicy.aspx?S=36030553&revid=FyhGZAYsxlx8UWMplus2Vk6GQ==)
5131	Conduct (/Policy/ViewPolicy.aspx?S=36030553&revid=XB45islshCkDfPd9SIawNj5qA==)
5131.1	Bus Conduct (/Policy/ViewPolicy.aspx?S=36030553&revid=I9zslsh7plusYA0o66JPauAqYeKw==)
5131.1	Bus Conduct (/Policy/ViewPolicy.aspx?S=36030553&revid=IP0R6fCKSa7o8jxIU8yKOA==)
5131.4	Student Disturbances (/Policy/ViewPolicy.aspx?S=36030553&revid=P9L43tTYpr1yil82RfmtzA==)

5131.4	Student Disturbances (/Policy/ViewPolicy.aspx?S=36030553&revid=IBGUtcI0ti1lukkOQ7mjdW==)
5137	Positive School Climate (/Policy/ViewPolicy.aspx?S=36030553&revid=SwS04g3eYDVXYEpXGUKk6Q==)
5138	Conflict Resolution/Peer Mediation (/Policy/ViewPolicy.aspx?S=36030553&revid=QpkzYXjy3RIt5PF8Lr357g==)
5141	Health Care And Emergencies (/Policy/ViewPolicy.aspx?S=36030553&revid=uWsdEwNopssplusWslshkqWT5NFw==)
5141	Health Care And Emergencies (/Policy/ViewPolicy.aspx?S=36030553&revid=1OaCbJ4u4w2WCxutFEKxA==)
5141.22	Infectious Diseases (/Policy/ViewPolicy.aspx?S=36030553&revid=XgDeI9tLHkzS3plusaEmPeWg==)
5141.22	Infectious Diseases (/Policy/ViewPolicy.aspx?S=36030553&revid=Z5KslshOMeBgoyxK1TstoKzeQ==)
5141.23	Asthma Management (/Policy/ViewPolicy.aspx?S=36030553&revid=CDCNqa8msCZbARd5s9QAhw==)
5141.4	Child Abuse Prevention And Reporting (/Policy/ViewPolicy.aspx?S=36030553&revid=BZqxK9plusznRqLXN9OQxph5A==)
5141.4	Child Abuse Prevention And Reporting (/Policy/ViewPolicy.aspx?S=36030553&revid=3BrvuSRcftT3CUMBLNGbIQ==)
5141.52	Suicide Prevention (/Policy/ViewPolicy.aspx?S=36030553&revid=JnFhsPtrnOyPamkslshguib1w==)
5141.52	Suicide Prevention (/Policy/ViewPolicy.aspx?S=36030553&revid=jOCWjfmQ0I9otyjbkKtWLg==)
5141.7	Sun Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=ASnVMybQ7PTuNGRRNTstAw==)
5142.1	Identification And Reporting Of Missing Children (/Policy/ViewPolicy.aspx?S=36030553&revid=kE7oecdpluszExV1abXYA2HxQ==)
5143	Insurance (/Policy/ViewPolicy.aspx?S=36030553&revid=Dx8IW6ova82iMP1kTrsoXg==)
5143	Insurance (/Policy/ViewPolicy.aspx?S=36030553&revid=aiQplusslsheTOhCldIBxfHhluIA==)
5144	Discipline (/Policy/ViewPolicy.aspx?S=36030553&revid=IGslshGNA0b1KBhplUSD08oVX6FQ==)
5144	Discipline (/Policy/ViewPolicy.aspx?S=36030553&revid=vaL0QGwyWGevv2308AptUg==)
5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=TslshkZM2zCpHbCvhesomdwiw==)
5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=VNay3bpplusZEweC6NUowhJEw==)
5145.11	Questioning And Apprehension By Law Enforcement (/Policy/ViewPolicy.aspx?S=36030553&revid=C5p2aTxP1nOalaslsH6cqVVQ==)
6142.8	Comprehensive Health Education (/Policy/ViewPolicy.aspx?S=36030553&revid=B7tolp8VsbDnlqVVTcI2mw==)
6142.8	Comprehensive Health Education (/Policy/ViewPolicy.aspx?S=36030553&revid=dMUavQFulYwxZX03w338kQ==)
6142.93	Science Instruction (/Policy/ViewPolicy.aspx?S=36030553&revid=5jTvXEQcxIx8ERiGDYh0ZQ==)
6145.2	Athletic Competition (/Policy/ViewPolicy.aspx?S=36030553&revid=00ftxGABIUz5eXIUjeI8Zw==)
6145.2	Athletic Competition (/Policy/ViewPolicy.aspx?S=36030553&revid=YV4JT6mrAhBu8bpBC3PyA==)
6153	School-Sponsored Trips (/Policy/ViewPolicy.aspx?S=36030553&revid=7tRIzp8pihkOX02gN6kBSQ==)
6153	School-Sponsored Trips (/Policy/ViewPolicy.aspx?S=36030553&revid=bh9QdgMIQTON7uNldmz5EQ==)
6163.2	Animals At School (/Policy/ViewPolicy.aspx?S=36030553&revid=slshMdfZWJnveMFslshXOWTFkpgp==)
6163.2	Animals At School (/Policy/ViewPolicy.aspx?S=36030553&revid=5lI0slshp2ldslshgzn7F0R06kuw==)
7110	Facilities Master Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=bJkF3wFJkdyQ7kMD5bwZA==)
7110	Facilities Master Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=g7vm5AlJOHplusY60wzGRiOmA==)

[Index.aspx?S=36030553](#)[Home](#) [Policies Listing](#) [5000. Students](#) [Regulation 5142](#)Powered by **simbli**[◀ \(/Policy/ViewPolicy.aspx?S=36030553&revid=X3tAf3dbYulQ4Xnj63CmeQ==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)

Board Policy Manual

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Status: ADOPTED

Original Adopted Date: 01/28/2008 | **Last Revised Date:** 05/09/2011[see more](#)

Each principal or designee shall establish school rules for the safe and appropriate use of school equipment and materials and for student conduct consistent with law, Board policy, and administrative regulation. Copies of the rules shall be distributed to parents/guardians and shall be readily available at the school at all times.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

Release of Student to Adult

Students shall be released during the school day in the custody of an adult only if:

1. The adult is the student's parent/guardian with custody.

(cf. 5021 - Noncustodial Parents)

2. The adult has been authorized on the student's emergency card as someone to whom the student may be released when the parent/guardian cannot be reached, and the principal verifies the individual's identification.

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.1 - Accidents)

3. The adult is a properly authorized law officer acting in accordance with law.

(cf. 5145.11 - Questioning and Apprehension)

4. The adult is taking the student to emergency medical care at the request of the principal.

(cf. 5141.4 - Child Abuse Reporting Procedures)

Supervision of Students

Teachers shall be present at their respective rooms and shall open them to admit students not less than 30 minutes before the time when school starts. (5 CCR 5570)

Every teacher shall hold students accountable for their conduct on the way to and from school, on the playgrounds and during recess. (Education Code 44807)

Where playground supervision is not otherwise provided, the principal of each school shall provide for certificated employees to supervise the conduct and safety, and direct the play, of students who are on school grounds before and after school and during recess and other intermissions. (5 CCR 5552)

The principal shall:

1. Clearly identify supervision zones on the playground and require that supervisors remain outside at a location from which they can observe their entire zone of supervision.

2. Require that all individuals supervising students remain alert in spotting dangerous conditions, promptly report any such conditions to the principal, and file a written report on such conditions, as appropriate.

3. Establish emergency procedures that ensure swift response to accidents, fighting and situations that could become dangerous, such as overcrowding or unusual gatherings of students.

When determining the ratio of playground supervisors to students, the Superintendent shall consider the size of the playground area, the number of spots that are not immediately visible, and the age of the students.

The Superintendent shall ensure that teachers, teacher aides, yard aides and volunteers who supervise students receive training in safety practices and in supervisory techniques that will help them to forestall problems and resolve conflicts. Supervisors' training shall be documented and kept on file.

Playground Safety

Any new playground or any replacement of equipment or modification of components inside an existing playground shall conform to standards set forth by the American Society for Testing and Materials and the guidelines set forth by the U.S. Consumer Product Safety Commission. (Health and Safety Code 115725)

Any playground installed between January 1, 1994, and December 31, 1999, shall conform to these standards not later than 15 years after the date of installation. (Health and Safety Code 115725)

Activities with Safety Risks

Because of concerns about the risk to student safety, the principal shall not permit the following activities on campus or during school-sponsored events unless the activity is properly supervised and each participant has insurance coverage:

1. Trampolining
2. Scuba diving
3. Skate boarding or use of nonmotorized scooters
4. Hang gliding
5. Sailing
6. Water skiing
7. Snow trips
8. Bicycling
9. Motorcycling
10. Target shooting
11. Horseback riding
12. Rodeo
13. Backpacking
14. Breakdancing
15. Other activities determined by the school principal to have a high risk to student safety

The cost of insurance coverage for such activities shall be borne by the student and/or student body consistent with law and Governing Board policy.

Students who operate or ride as a passenger on a bicycle, nonmotorized scooter or skateboard upon a street, bikeway or any other public bicycle path or trail shall wear a properly fitted and fastened bicycle helmet that meets the standards of law. Students also shall be required to wear such helmets while wearing in-line or roller skates. (Vehicle code 21212)

(cf. 3260 - Fees and Charges)

(cf. 3530 - Risk Management/Insurance)

(cf. 5143 - Insurance)

(cf. 6145 - Extracurricular and Cocurricular Activities)

Hearing Protection

The Superintendent shall monitor students' exposure to excessive noise in classrooms and provide protection as necessary. The Superintendent also shall provide hearing conservation education to teach students ways to protect their hearing.

(cf. 6142.8 - Comprehensive Health Education)

Eye Safety Devices

The Superintendent shall provide schools with eye safety devices for use whenever students are engaged in or observing an activity or using hazardous substances likely to cause injury to the eyes. (Education Code 32030, 32031)

(cf. 4157/4257/4357 - Employee Safety)

Eye safety devices may be sold to students for an amount not to exceed their actual cost to the district. (Education Code 32033)

Sun Safety

Students shall be allowed to use sun screen during the school day without a physician's note or prescription. (Education code 35183.5)

The Superintendent or designee may incorporate sun safety into the curriculum in order to increase students' understanding of the health risks associated with overexposure to ultraviolet radiation and to encourage students to engage in preventative practices.

Protection Against Insect Bites

To help protect students against insect bites or stings that may spread disease or cause allergic reactions, students shall be allowed to apply insect repellent provided by their parents/guardians, under the supervision of school personnel, and in accordance with the manufacturer's directions, when engaging in outdoor activities.

Student Photographs

To ensure the safety of our students, photographs of students will be taken as soon as possible but no later than 4 weeks of a student being enrolled in our school district. This requirement however will not apply to students whose parent or guardian has issued a restriction on the release of directory information. Updated photographs will be taken at least once per year. Photographs will be uploaded and stored on the student information system.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 14030	Preliminary procedure, planning and approval of school facilities ()
5 CCR 14103	Authority of the driver ()
5 CCR 202	Exclusion of students with a contagious disease ()
5 CCR 5531	Supervision of extracurricular activities of pupils ()
5 CCR 5552	Playground supervision ()
5 CCR 5570	When school shall be open and teachers present ()
5 CCR 570-576	School safety patrols ()
Ed. Code 17280-17317	Approval of plans and supervision of construction ()
Ed. Code 17365-17374	Fitness of buildings for occupancy; liability of board members ()
Ed. Code 32001	Fire alarms and drills ()
Ed. Code 32020	School gates; entrances for emergency vehicles ()
Ed. Code 32030-32034	Eye safety ()
Ed. Code 32040	Duty to equip school with first aid kit ()
Ed. Code 32225-32226	Communications devices in classrooms ()
Ed. Code 32240-32245	Lead-Safe Schools Protection Act ()
Ed. Code 32250-32254	CDE school safety and security resources unit ()
Ed. Code 32280-32289	School safety plans ()
Ed. Code 44807	Teachers' duty concerning conduct of students ()
Ed. Code 44808	Exemption from liability when students are not on school property ()
Ed. Code 44808.5	Permission for students to leave school grounds; notice (high school) ()
Ed. Code 45450-45451	Crossing guards ()
Ed. Code 48900	Hazing ()
Ed. Code 49300-49307	School safety patrols ()
Ed. Code 49330-49335	Injurious objects ()
Ed. Code 49341	Hazardous materials in school science laboratories ()
Ed. Code 51202	Instruction in personal and public health and safety ()
Ed. Code 8482-8484.6	After School Education and Safety Program ()
Gov. Code 810-996.6	California Tort Claims Act ()
H&S Code 115725-115735	Playground safety ()
H&S Code 115775-115800	Wooden playground equipment ()
H&S Code 116046	Issuance of best practices guidelines for K-12 pool safety ()
Pen. Code 245.6	Hazing ()
Pub. Res. Code 5411	Purchase of equipment usable by persons with disabilities ()
Veh. Code 21100	Rules and regulations; crossing guards ()
Veh. Code 21212	Use of helmets ()
Veh. Code 42200	Fines and forfeitures, disposition by cities ()
Veh. Code 42201	Fines and forfeitures, disposition by counties ()
Vehicle Code 21201	Rules for operation of bicycle on roadway ()

Management Resources

Description

American Society for Testing and Materials	F 1487-05, Standard Consumer Safety Performance Specification for Playground Equipment for Public Use, 2017 ()
California Department of Education Publication	Science Safety Handbook for California Public Schools, 2014 ()
Court Decision	Knight v. Jewett, (1992) 3 Cal.4th 296, 313 ()
Court Decision	Lane v. City of Sacramento, (2010) 183 Cal. App. 4th. 1337 ()
Court Decision	J.H. v. Los Angeles Unified School District, (2010) 183 Cal.App.4th 123 ()
Court Decision	Kahn v. East Side Union High School District, (2003) 31 Cal.4th 990 ()
Court Decision	Dailey v. Los Angeles Unified School District, (1970) 2 Cal 3d 741 ()
Court Decision	Hoyem v. Manhattan Beach City School District, (1978) 22 Cal. 3d 508 ()
Court Decision	Wiener v. Southcoast Childcare Centers, (2004) 32 Cal.4th 1138 ()
U.S. Consumer Product Safety Comm Publication	Public Playground Safety Handbook, 2010 ()
Website	American Society for Testing and Materials (http://www.astm.org)
Website	U.S. Department of Education, Safe Schools (http://www.ed.gov/about/offices/list/osep/gtss.html)
Website	U.S. Consumer Product Safety Commission (http://www.cpsc.gov)
Website	U.S. Environmental Protection Agency (http://www.epa.gov)
Website	California Department of Education, Safe Schools (http://www.cde.ca.gov/lss/)
Website	California Department of Public Health (http://www.cdph.ca.gov)
Website	Centers for Disease Control and Prevention (http://www.cdc.gov)

Cross References

Code	Description
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwplusiQ==)
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7v101ybwyeldsCDdQ==)
1250	Visitors/Outsiders (/Policy/ViewPolicy.aspx?S=36030553&revid=pluseYPMps6ist0xIAZPqVo5g==)
1250	Visitors/Outsiders (/Policy/ViewPolicy.aspx?S=36030553&revid=nsslsh7ebwsXxDGslshAfIRpYVmw==)
3260	Fees And Charges (/Policy/ViewPolicy.aspx?S=36030553&revid=NdTYJPbn6RLcYplusI9qWdnmg==)
3260	Fees And Charges (/Policy/ViewPolicy.aspx?S=36030553&revid=8hBCKFWIzslshrLn2jWSNCZ7A==)
3452	Student Activity Funds (/Policy/ViewPolicy.aspx?S=36030553&revid=WYafcdUR0cIexEAbIslshCFiQ==)
3512	Equipment (/Policy/ViewPolicy.aspx?S=36030553&revid=gbtaeiWaK3v8UoSteslshydIQ==)
3514	Environmental Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=ITQJ6O6DU9cCwxcEPa6MkA==)
3514	Environmental Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=jslshplusn3hZH5QOaoplusPuNCpYmA==)
3514.1	Hazardous Substances (/Policy/ViewPolicy.aspx?S=36030553&revid=bosrcCT8CAHSmqq5MUQtZA==)
3514.1	Hazardous Substances (/Policy/ViewPolicy.aspx?S=36030553&revid=bVDRUm6hGqdPLxwhD7YR2w==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=L9b0mjo8c38xgIVq2plustAXw==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=klSfqKAYMt32MODKmosz9g==)
3515.5	Sex Offender Notification (/Policy/ViewPolicy.aspx?S=36030553&revid=wEoBdJhp65wNW8hdnqmydQ==)
3515.5	Sex Offender Notification (/Policy/ViewPolicy.aspx?S=36030553&revid=f2PPmsYLTz8HeD8OdEZdnw==)
3516	Emergencies And Disaster Preparedness Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=VL7fzfBAScf6IU5hvVX7qA==)
3516	Emergencies And Disaster Preparedness Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=hJbndkscoQMplusGXtBeXslshHEw==)
3516.5	Emergency Schedules (/Policy/ViewPolicy.aspx?S=36030553&revid=k0yyNpluso2ORXHcsIshABPWYtSA==)
3530	Risk Management/Insurance (/Policy/ViewPolicy.aspx?S=36030553&revid=w3WOxjrVOWJOLhfXa5PiUA==)
3530	Risk Management/Insurance (/Policy/ViewPolicy.aspx?S=36030553&revid=i7VP1IssEDhTM7EjOZKplusjw==)
4119.42	Exposure Control Plan For Bloodborne Pathogens (/Policy/ViewPolicy.aspx?S=36030553&revid=9vGiIS3WKQmBaeBI1plusYRYA==)

4119.42	Exposure Control Plan For Bloodborne Pathogens (/Policy/ViewPolicy.aspx?S=36030553&revid=6IJYtqvhZrE2wxdDPBY4A==)
4119.42-E(1)	Exposure Control Plan For Bloodborne Pathogens (/Policy/ViewPolicy.aspx?S=36030553&revid=X9okDewSbaKNMTZDIXswEA==)
4219.42	Exposure Control Plan for Bloodborne Pathogens (/Policy/ViewPolicy.aspx?S=36030553&revid=IrzEplusrYpYqGqepqfDAGbyw==)
4219.42	Exposure Control Plan for Bloodborne Pathogens (/Policy/ViewPolicy.aspx?S=36030553&revid=orkJSI4KAXZstoxNKNBIPA==)
4219.42-E(1)	Exposure Control Plan for Bloodborne Pathogens (/Policy/ViewPolicy.aspx?S=36030553&revid=eaCEuWj94nuewslsh975plushKbw==)
4319.42	Exposure Control Plan for Bloodborne Pathogens (/Policy/ViewPolicy.aspx?S=36030553&revid=ZMUK42GzWGjEQUH0Ydn5qA==)
4319.42	Exposure Control Plan for Bloodborne Pathogens (/Policy/ViewPolicy.aspx?S=36030553&revid=EWernN7pfGLjehrdFgpluspluswQ==)
4319.42-E(1)	Exposure Control Plan for Bloodborne Pathogens (/Policy/ViewPolicy.aspx?S=36030553&revid=9HIWEyzjzt3JslshfhzNU3IRg==)
5020	Parent Rights And Responsibilities (/Policy/ViewPolicy.aspx?S=36030553&revid=bvElbCE9FCu0tg0kHb9voQ==)
5020	Parent Rights And Responsibilities (/Policy/ViewPolicy.aspx?S=36030553&revid=omkGrhcB4PvI7j2n4slshbhA==)
5021	Noncustodial Parents (/Policy/ViewPolicy.aspx?S=36030553&revid=FyhGZAYsxlx8UWMplus2Vk6GQ==)
5131	Conduct (/Policy/ViewPolicy.aspx?S=36030553&revid=XB45islshCkDfPd9SIawNj5qA==)
5131.1	Bus Conduct (/Policy/ViewPolicy.aspx?S=36030553&revid=I9zslsh7plusYA0o66JPauAqYeKw==)
5131.1	Bus Conduct (/Policy/ViewPolicy.aspx?S=36030553&revid=IP0R6fCKSa7o8jxIU8yKOA==)
5131.4	Student Disturbances (/Policy/ViewPolicy.aspx?S=36030553&revid=P9L43tTYprIyl82RfmtzA==)
5131.4	Student Disturbances (/Policy/ViewPolicy.aspx?S=36030553&revid=IBGUtcl0tiI1ukkOQ7mjdw==)
5137	Positive School Climate (/Policy/ViewPolicy.aspx?S=36030553&revid=SwS04g3eYDVXYEpXGUKk6Q==)
5138	Conflict Resolution/Peer Mediation (/Policy/ViewPolicy.aspx?S=36030553&revid=OpkzYXjy3RJt5PF8Lr357g==)
5141	Health Care And Emergencies (/Policy/ViewPolicy.aspx?S=36030553&revid=uWsdEwNopssplusWslshkqWT5NFw==)
5141	Health Care And Emergencies (/Policy/ViewPolicy.aspx?S=36030553&revid=1OaCb4u4w2WCxutFEKhxA==)
5141.22	Infectious Diseases (/Policy/ViewPolicy.aspx?S=36030553&revid=XgDeI9tLHZkuS3plusaEmPeWg==)
5141.22	Infectious Diseases (/Policy/ViewPolicy.aspx?S=36030553&revid=Z5KslshOMEbgoyxK1TstoKzeQ==)
5141.23	Asthma Management (/Policy/ViewPolicy.aspx?S=36030553&revid=CDCNqa8msCZbARd5s9QAhw==)
5141.4	Child Abuse Prevention And Reporting (/Policy/ViewPolicy.aspx?S=36030553&revid=BZqxK9plusznRqLXN9OQxph5A==)
5141.4	Child Abuse Prevention And Reporting (/Policy/ViewPolicy.aspx?S=36030553&revid=3BrvuSRcfT3CUMBLNGbIQ==)
5141.52	Suicide Prevention (/Policy/ViewPolicy.aspx?S=36030553&revid=JnFhsPtmOyPamkslshguib1w==)
5141.52	Suicide Prevention (/Policy/ViewPolicy.aspx?S=36030553&revid=jOCWjfmQ0I9otyjbKtWLg==)
5141.7	Sun Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=ASnVMybQ7PTuNGRRNTstAw==)
5142.1	Identification And Reporting Of Missing Children (/Policy/ViewPolicy.aspx?S=36030553&revid=kE7oecdpluszExV1abXYA2HxQ==)
5143	Insurance (/Policy/ViewPolicy.aspx?S=36030553&revid=Dx8IW6ova82iMP1kTrsoXg==)
5143	Insurance (/Policy/ViewPolicy.aspx?S=36030553&revid=aiOplusslsheTOhCldIBxfHhluA==)
5144	Discipline (/Policy/ViewPolicy.aspx?S=36030553&revid=IGslshGNA0b1KBhplust08oVX6FQ==)
5144	Discipline (/Policy/ViewPolicy.aspx?S=36030553&revid=vaL0QGwyWGevv23O8AptUg==)
5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=TslshkZM2zCpHbCvhesomdwiw==)
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5145.11	Questioning And Apprehension By Law Enforcement (/Policy/ViewPolicy.aspx?)

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6142.8	Comprehensive Health Education (/Policy/ViewPolicy.aspx?S=36030553&revid=B7tolp8VsbDnlqVVTcI2mw==)
6142.8	Comprehensive Health Education (/Policy/ViewPolicy.aspx?S=36030553&revid=dMUavQFuYwxZX03w338kQ==)
6142.93	Science Instruction (/Policy/ViewPolicy.aspx?S=36030553&revid=5jTvXEQcxIx8ERiGDYh0ZQ==)
6145.2	Athletic Competition (/Policy/ViewPolicy.aspx?S=36030553&revid=00ftxGABIUz5eXIUjeI8Zw==)
6145.2	Athletic Competition (/Policy/ViewPolicy.aspx?S=36030553&revid=YV4JT6rmrAhBu8bpBC3PyA==)
6153	School-Sponsored Trips (/Policy/ViewPolicy.aspx?S=36030553&revid=7tRIzp8pihkOX02gN6kBSQ==)
6153	School-Sponsored Trips (/Policy/ViewPolicy.aspx?S=36030553&revid=bh9QdgMIQtON7uNldmz5EQ==)
6163.2	Animals At School (/Policy/ViewPolicy.aspx?S=36030553&revid=slshMdfZWJnvcMFslshXOWTFkpgp==)
6163.2	Animals At School (/Policy/ViewPolicy.aspx?S=36030553&revid=5II0slshp2ldslshgzn7F0R06kuw==)
7110	Facilities Master Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=bljKf3wFJkdyQ7kMD5bwZA==)
7110	Facilities Master Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=g7vm5AIJOHplusY60wzGRiOmA==)

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Version: 20.3.1.10

[Index.aspx?S=36030553](#)[Home](#) [Policies Listing](#) [3000. Business and Noninstructional Operations](#) [Regulation 3515.5](#)Powered by **simbli**[< \(/Policy/ViewPolicy.aspx?S=36030553&revid=4FhUQpJqPMdkjo7slshDYjAgQ==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)

Board Policy Manual

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Status: ADOPTED

Original Adopted Date: 05/14/2001 | **Last Revised Date:** 02/27/2017[see more](#)

The Superintendent shall develop a plan for receiving and communicating information about registered sex offenders residing within District boundaries. He/she shall ensure, at a minimum, that the following components are part of the plan:

1. The Superintendent shall appoint a staff member to serve as liaison with law enforcement regarding these matters.
2. The Superintendent shall, at the beginning of each school year, contact local law enforcement to coordinate the receipt of information. Law enforcement shall be informed that all notifications and correspondence should be directed to the District liaison as well as the individual school sites. A letter shall be sent annually to local law enforcement, identifying the name, phone number and address of the District liaison.
3. The Superintendent and the District liaison shall collaborate with law enforcement in order to alert children to the dangers of sex offenders, develop a system for distributing information about sex offenders, and train school staff and parents/guardians about the roles and responsibilities of both the District and law enforcement.
4. The Superintendent shall, at the beginning of each school year, notify parents/guardians of the District's willingness and intention to work with law enforcement on this matter and shall explain the appropriate roles and responsibilities of both the District and law enforcement.

This communication shall also explain:

- a. The reporting requirements pursuant to Penal Code 290 and 290.45, including the fact that law enforcement is the agency best able to assess the relative danger of an offender
- b. The ability of the parents/guardians to contact law enforcement for additional information and to view the information on the Megan's Law Internet website
5. When law enforcement notifies the district of the residency or employment of a sex offender within district boundaries, the Superintendent shall consult with law enforcement about the appropriate scope of the disclosure. When authorized by law enforcement, the Superintendent may disclose information about a sex offender to the following staff:
 - a. The principal of the school which is in the attendance area of the sex offender's residence or place of employment
 - b. Teachers and classified personnel at that school, including staff responsible for visitor registration
- (cf. 1250 - Visitors/Outsiders)
- c. Principals and staff at adjacent schools, as appropriate
- d. Bus drivers
- e. Yard supervisors
6. Any staff member who receives information directly from law enforcement regarding registered sex offenders shall immediately contact the Superintendent in order to help ensure that the District is able to respond appropriately.
7. If an identified sex offender is seen on or nearby school grounds or around any student, staff shall immediately contact the Superintendent. A staff member may also inform local law enforcement.

Notification to Parents/Guardians

When law enforcement has determined that parents/guardians should be notified regarding the presence of a sex offender in the community, the Superintendent shall collaborate with local law enforcement in order to determine an appropriate response. This response may include:

1. An article in a school or parent council newsletter notifying parents/guardians that law enforcement information about registered sex offenders is available at the local law enforcement agency headquarters and/or at the school office. This article shall encourage parents/guardians to contact local law enforcement and access the Department of Justice's Megan's Law Internet website for additional information.
2. A mailing, at law enforcement's expense, prepared by law enforcement, and printed on law enforcement letterhead and envelopes, notifying parents/guardians of the presence of registered sex offenders. This notification shall encourage parents/guardians to contact local law enforcement and access the Department of Justice's Megan's Law Internet website for additional information.

Whenever the principal has granted permission to a person who is required to register as a sex offender pursuant to Penal Code 290 to come into a school building or upon school grounds to volunteer at the school, he/she shall notify the parent/guardian of each student at that school, at least 14 days in advance using one of the methods specified in Education Code 48981, that a registered sex offender has been granted such permission, the date(s) and times for which permission has been granted, and the parent/guardian's right to obtain information regarding the person from a designated law enforcement agency. (Penal Code 626.81)

(cf. 1240 - Volunteer Assistance)

(cf. 5145.6 - Parental Notifications)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 32211	Threatened disruption or interference with classes ()
Ed. Code 35160	Authority of governing boards ()
Ed. Code 35160.1	Broad authority of school districts ()
Ed. Code 48981	Parental notifications ()
Pen. Code 290	Registration of sex offenders ()
Pen. Code 290.4	Information re: sex offenders ()
Pen. Code 290.45	Sex offenders, authority of peace officers ()
Pen. Code 290.46	Making information about certain sex offenders available via the Internet ()
Pen. Code 290.9	Addresses of persons who violate duty to register ()
Pen. Code 290.95	Disclosure by person required to register as sex offender ()
Pen. Code 3003	Parole, geographic placement ()
Pen. Code 626.8	Disruptions ()
Pen. Code 626.81	Sex offender; permission to volunteer at school ()
Pen. Code 830.32	School district and community college police ()

Federal	Description
42 USC 14071	Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program Act ()

Management Resources

Attorney General Opinion	82 Ops.Cal.Atty.Gen. 20 (1999) ()
Website	California Department of Justice, Megan's Law (http://www.meganslaw.ca.gov)

Cross References


Code	Description
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwplusiQ==)
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7v101ybwyeldsCDdQ==)
1240	Volunteer Assistance (/Policy/ViewPolicy.aspx?S=36030553&revid=9hGukHP3EGUplusL8zr5petXg==)
1240	Volunteer Assistance (/Policy/ViewPolicy.aspx?S=36030553&revid=s06nMnt2eiqslshfB5i0KslshF8g==)
1250	Visitors/Outsiders (/Policy/ViewPolicy.aspx?S=36030553&revid=pluseYPMps6ist0xJAZPqVo5g==)
1250	Visitors/Outsiders (/Policy/ViewPolicy.aspx?S=36030553&revid=nsslsh7ebwsXxDGslshAfIRpYVmw==)
1400	Relations Between Other Governmental Agencies And The Schools (/Policy/ViewPolicy.aspx?S=36030553&revid=mQfJhUqG3Sg0CH3slshslshUlX0A==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=L9b0mjo8c38xgIVq2plustAXw==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=klSfqKAyMt32M0DKmosz9g==)
3515.2	Disruptions (/Policy/ViewPolicy.aspx?S=36030553&revid=1Fm7QtCrXTWZT5YevE0IqQ==)
3515.2	Disruptions (/Policy/ViewPolicy.aspx?S=36030553&revid=6wa88Y4zS3WxtgNRPqvkoA==)
4112	Appointment And Conditions Of Employment (/Policy/ViewPolicy.aspx?S=36030553&revid=mgQ9TXnqmVds51uAQ3S3rA==)
4212	Appointment And Conditions Of Employment (/Policy/ViewPolicy.aspx?S=36030553&revid=M2WVtS1htz8riJD1KkUoXA==)
4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=L8wplusaRfjbaI40PNmn9tplusDA==)
4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=1LJr3kEp9sKTn5nfVz4plusTw==)
5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=X3tAf3dbYulQ4Xnj63CmeQ==)

5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=dWzxXzvT5Rv4I6HrqWN5WA==)
5145.6	Parental Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=mOvPI79g2kWQ9ZplusGsdK3pQ==)
5145.6-E(1)	Parental Notifications (/Policy/ViewPolicy.aspx?S=36030553&revid=GCzd4trIKR00slsh0giUp2RXQ==)


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HomePolicies Listing5000. StudentsPolicy 5131.4

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Board Policy Manual

>> Policy 5131.4: Student Disturbances

Status: ADOPTED

Original Adopted Date: 05/29/2001 | Last Revised Date: 02/08/2010

[see more](#)

The Governing Board desires to provide orderly campuses that create a positive school environment and are conducive to learning. When students initiate or are involved in a campus disturbance that has the potential to threaten the safety of students or staff, the Superintendent may request law enforcement assistance.

The Superintendent and the principal of each school shall establish a school disturbance response plan that is intended to curb disruptions which may lead to riots, violence, or vandalism at school or at school-sponsored events. In developing each school's plan, the Superintendent shall consult with local law enforcement authorities to create guidelines for law enforcement support and intervention.

- (cf. 0450 - Comprehensive Safety Plan)
- (cf. 3516 - Emergencies and Disaster Preparedness Plan)
- (cf. 5131.5 - Vandalism, Theft and Graffiti)

Staff are encouraged to be alert to conditions at school that may lead to a disturbance, such as racial or cultural conflict, student protests, or gang intimidation and confrontations. Staff who believe that a disturbance is imminent, or who see a disturbance occurring, shall immediately contact the principal and invoke the school disturbance response plan.

- (cf. 4131 - Staff Development)
- (cf. 5136 - Gangs)
- (cf. 5145.2 - Freedom of Speech/Expression)
- (cf. 5145.9 - Hate-Motivated Behavior)

Students who participate in a campus disturbance shall be subject to disciplinary action in accordance with Board policy and administrative regulations.

- (cf. 3515 - Campus Security)
- (cf. 5144 - Discipline)
- (cf. 5144.1 - Suspension and Expulsion/Due Process)
- (cf. 5144.2 - Suspension and Expulsion: Due Process (Students with Disabilities))

Policy Reference Disclaimer:These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 32210	Willful disturbance of public school or meeting ()
Ed. Code 32211	Threatened disruption or interference with classes ()
Ed. Code 32280-32289	School safety plans ()
Ed. Code 35160	Authority of governing boards ()
Ed. Code 38000-38005	Security departments ()
Ed. Code 44810	Willful interference with classroom conduct ()
Ed. Code 44811	Disruption of classwork or extracurricular activities ()
Ed. Code 48900	Grounds for suspension and/or expulsion ()
Ed. Code 48907	Exercise of free expression; rules and regulations ()
Ed. Code 51512	Prohibited use of electronic listening or recording device ()
Pen. Code 243.5	Assault or battery on school property ()
Pen. Code 403-420	Crimes against the public peace ()

Pen. Code 415	Fighting; noise; offensive words ()
Pen. Code 415.5	Disturbance of peace of school ()
Pen. Code 416	Assembly to disturb peace; refusal to disperse ()
Pen. Code 626-626.11	School crimes ()
Pen. Code 627-627.7	Access to school premises ()
Pen. Code 653b	Loitering about schools or public places ()

Management Resources

U.S. Department of Education Publication

Website

Website

Website

Description

Practical Information on Crisis Planning: A Guide for Schools and Communities, May 2003 ()

U.S. Department of Education, Emergency Planning (<http://www.ed.gov/admins/lead/safety/emergencyplan>)

California Department of Education, Safe Schools (<http://www.cde.ca.gov/lss/>)

CSBA (<http://www.csba.org>)

Cross References

Code

Description

0450	<u>Comprehensive Safety Plan</u> (/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwplusiQ==)
0450	<u>Comprehensive Safety Plan</u> (/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7v101ybwyeidsCDdQ==)
3515.2	<u>Disruptions</u> (/Policy/ViewPolicy.aspx?S=36030553&revid=1Fm7QtCrXTWZT5YevE0IqQ==)
3515.2	<u>Disruptions</u> (/Policy/ViewPolicy.aspx?S=36030553&revid=6wa88Y4zS3WxtgNRPqykOA==)
3515.7	<u>Firearms On School Grounds</u> (/Policy/ViewPolicy.aspx?S=36030553&revid=Bl17wfljiEgoLAimssc7eg==)
3516	<u>Emergencies And Disaster Preparedness Plan</u> (/Policy/ViewPolicy.aspx?S=36030553&revid=VL7fzfBAScf6IU5hvVX7qA==)
3516	<u>Emergencies And Disaster Preparedness Plan</u> (/Policy/ViewPolicy.aspx?S=36030553&revid=hJbndkscoQMplusGXtBeXslshHEw==)
4158	<u>Employee Security</u> (/Policy/ViewPolicy.aspx?S=36030553&revid=BWVUBplusR4elo78uQRpluskwCIA==)
4158	<u>Employee Security</u> (/Policy/ViewPolicy.aspx?S=36030553&revid=slshFslsho2PWwX6yislsh0Du1FslshbbQ==)
4258	<u>Employee Security</u> (/Policy/ViewPolicy.aspx?S=36030553&revid=UfrhTFRxuKf8z4GXGxqRg==)
4258	<u>Employee Security</u> (/Policy/ViewPolicy.aspx?S=36030553&revid=AGU1cOslshr2rZIOxxPApKOLA==)
4358	<u>Employee Security</u> (/Policy/ViewPolicy.aspx?S=36030553&revid=3Nx2nRRmxtN9tJmKfkyFA==)
4358	<u>Employee Security</u> (/Policy/ViewPolicy.aspx?S=36030553&revid=2slshDWovGy6pOvpseH4H6lw==)
5113	<u>Absences And Excuses</u> (/Policy/ViewPolicy.aspx?S=36030553&revid=901HDplusayfGwjYoPVJynE4Q==)
5113	<u>Absences And Excuses</u> (/Policy/ViewPolicy.aspx?S=36030553&revid=1i5f2p9C0RhZwu16nWXpkA==)
5113.1	<u>Chronic Absence And Truancy</u> (/Policy/ViewPolicy.aspx?S=36030553&revid=PeATfBJxXwAdOVBHVAQg==)
5113.1	<u>Chronic Absence And Truancy</u> (/Policy/ViewPolicy.aspx?S=36030553&revid=Iqym3Q5T5nhQhaaaDa1VKQg==)
5131	<u>Conduct</u> (/Policy/ViewPolicy.aspx?S=36030553&revid=XB45islshCkDfPd9SIawNj5qA==)
5131.5	<u>Vandalism And Graffiti</u> (/Policy/ViewPolicy.aspx?S=36030553&revid=nEITKqylpPgGybPsK3uDNA==)
5131.8	<u>Mobile Communication Devices</u> (/Policy/ViewPolicy.aspx?S=36030553&revid=yadxU0nsVVg49YDLfet2Mw==)
5136	<u>Gangs</u> (/Policy/ViewPolicy.aspx?S=36030553&revid=1SIyucalnETEplusQmaMDIOg==)
5136	<u>Gangs</u> (/Policy/ViewPolicy.aspx?S=36030553&revid=JWCLKYJxAplusTI4GILBEjF3Qg==)
5137	<u>Positive School Climate</u> (/Policy/ViewPolicy.aspx?S=36030553&revid=SwS04g3eYDVXYEpXGUKk6Qg==)
5138	<u>Conflict Resolution/Peer Mediation</u> (/Policy/ViewPolicy.aspx?S=36030553&revid=QpkzYXjy3RJt5PF8Lr357g==)
5142	<u>Safety</u> (/Policy/ViewPolicy.aspx?S=36030553&revid=X3tAf3dbYulQ4Xnj63CmeQg==)
5142	<u>Safety</u> (/Policy/ViewPolicy.aspx?S=36030553&revid=dWzxXzvT5Rv4I6HrqWN5WA==)
5144	<u>Discipline</u> (/Policy/ViewPolicy.aspx?S=36030553&revid=IGslshGNA0b1KBhplust08oVX6FQg==)
5144	<u>Discipline</u> (/Policy/ViewPolicy.aspx?S=36030553&revid=vaL0QGwyWGevv23O8APtUg==)

5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=TslshkZM2zCpHbCvhesomdwiw==)
5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=VNay3bppplusZEweC6NUowhJEw==)
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities) (/Policy/ViewPolicy.aspx?S=36030553&revid=6nKeTplus2DeAvGpluskr8qunslshLg==)
5145.2	Freedom Of Speech/Expression (/Policy/ViewPolicy.aspx?S=36030553&revid=dsishvSrs732ZCmeX5fLFsLzQ==)
5145.2	Freedom Of Speech/Expression (/Policy/ViewPolicy.aspx?S=36030553&revid=QyzjRg1E2yeJW8xWTjhfQ==)
5145.9	Hate-Motivated Behavior (/Policy/ViewPolicy.aspx?S=36030553&revid=sOr8jBrZDkcOIQIfLD8iJQ==)
6116	Classroom Interruptions (/Policy/ViewPolicy.aspx?S=36030553&revid=9TbnWoXEUZr7slshrn1bkxXNQ==)
6145.2	Athletic Competition (/Policy/ViewPolicy.aspx?S=36030553&revid=00ftxGABIUz5eXIUjeI8Zw==)
6145.2	Athletic Competition (/Policy/ViewPolicy.aspx?S=36030553&revid=YV4JT6mrAhBu8bpBC3PyA==)
6145.8	Assemblies And Special Events (/Policy/ViewPolicy.aspx?S=36030553&revid=xND6y50YRpluszGFM5oPA09rg==)

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Version: 20.3.1.10

[Index.aspx?S=36030553](#)[Home](#) [Policies Listing](#) [5000. Students](#) [Regulation 5131.4](#)Powered by **simbli**[◀ \(/Policy/ViewPolicy.aspx?S=36030553&revid=P9L43tYpr1yil82RfmtzA==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)

Board Policy Manual

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Status: ADOPTED

Original Adopted Date: 09/19/2019[see more](#)

Campus Disturbances

All school staff shall respond to campus disturbances in accordance with the school's response plan. Response plans shall describe:

1. The means which will be used to signal an emergency situation and maintain communication among staff and with the Superintendent.
2. Each staff member's specific duties during a disturbance.
3. Procedures for ensuring the safety of students and staff.
4. Conditions, as prearranged with law enforcement authorities, under which the principal shall:
 - a. Inform the police
 - b. Secure police assistance
 - c. Give the police responsibility for a specific crisis situation
5. Procedures for the orderly dismissal of school when authorized by the principal.

All media inquiries during crisis situations shall be routed to the Superintendent.

(cf. 1112 - Media Relations)

Extension of Class Period

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

1. Teachers shall ensure that all students in their charge remain in one location under their supervision.
2. Teachers shall ask any students who are in the halls to return to their classes at once.

Prohibited Activities

1. Disturbing the peace, including, but not limited to, causing or attempting to cause a riot, burning or destroying property, fighting, challenging another to fight, or using offensive words likely to provoke a fight
2. Disrupting school operations, including, but not limited to, exercising free expression which is obscene, libelous, or slanderous or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or substantially disrupting the orderly operation of the school (Education Code 48907)

(cf. 5145.2 - Freedom of Speech/Expression)

Other examples of activities that may be considered disrupting school operations include, but are not limited to:

- a. Organizing or participating in unauthorized assemblies on school premises
- b. Participating in sit-ins or stand-ins which deny students or employees normal access to school premises
- c. Interfering with or unauthorized use of the district's computer system

(cf. 6163.4 - Student Use of Technology)

3. Refusing to disperse, including, but not limited to, assembling for the purpose of causing a disruption and refusing to disperse upon the direction of school personnel
4. Boycotting school, including, but not limited to, participating in any protest that involves nonattendance where attendance is required at school, class, or at a school activity

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Truancy)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

Regulation BUENA PARK SCHOOL DISTRICT

Approved: May 29, 2001 Buena Park, California

Revised: January 11, 2010

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State**Description**

Ed. Code 32210	Willful disturbance of public school or meeting ()
Ed. Code 32211	Threatened disruption or interference with classes ()
Ed. Code 32280-32289	School safety plans ()
Ed. Code 35160	Authority of governing boards ()
Ed. Code 38000-38005	Security departments ()
Ed. Code 44810	Willful interference with classroom conduct ()
Ed. Code 44811	Disruption of classwork or extracurricular activities ()
Ed. Code 48900	Grounds for suspension and/or expulsion ()
Ed. Code 48907	Exercise of free expression; rules and regulations ()
Ed. Code 51512	Prohibited use of electronic listening or recording device ()
Pen. Code 243.5	Assault or battery on school property ()
Pen. Code 403-420	Crimes against the public peace ()
Pen. Code 415	Fighting; noise; offensive words ()
Pen. Code 415.5	Disturbance of peace of school ()
Pen. Code 416	Assembly to disturb peace; refusal to disperse ()
Pen. Code 626-626.11	School crimes ()
Pen. Code 627-627.7	Access to school premises ()
Pen. Code 653b	Loitering about schools or public places ()

Management Resources**Description**

U.S. Department of Education Publication	Practical Information on Crisis Planning: A Guide for Schools and Communities, May 2003 ()
Website	U.S. Department of Education, Emergency Planning (http://www.ed.gov/admins/lead/safety/emergencyplan)
Website	California Department of Education, Safe Schools (http://www.cde.ca.gov/lss/)
Website	CSBA (http://www.csba.org)


Cross References**Code****Description**

0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwplusiQ==)
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7v101ybwyeldsCDdQ==)
3515.2	Disruptions (/Policy/ViewPolicy.aspx?S=36030553&revid=1Fm7QtCrXTWZT5YevE0IqQ==)
3515.2	Disruptions (/Policy/ViewPolicy.aspx?S=36030553&revid=6wa88Y4zS3WxtgNRPqvkoA==)
3515.7	Firearms On School Grounds (/Policy/ViewPolicy.aspx?S=36030553&revid=Bl17wfljiEgoLAimssc7eg==)
3516	Emergencies And Disaster Preparedness Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=VL7fzfBAScf6IU5hvVX7qA==)
3516	Emergencies And Disaster Preparedness Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=hJbndkscoQMplusGXtBcXslshHEw==)
4158	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=BWVUBplusR4elo78uQRpluskwCIA==)
4158	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=slshFslsho2PWwX6yislsH0Du1FslshbbQ==)


4258	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=UfrhTFRxuKf8z4GXGxqRg==)
4258	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=AGU1cOslshr2rZIOxxPApKOLA==)
4358	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=3Nx2nRRmxtN9tJmkFkyvFA==)
4358	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=2slshDWovGy6pOvpseH4H6lw==)
5113	Absences And Excuses (/Policy/ViewPolicy.aspx?S=36030553&revid=901HDplusayfGwjYoPVJynE4Q==)
5113	Absences And Excuses (/Policy/ViewPolicy.aspx?S=36030553&revid=1i5f2p9C0RhZwu16nWXpkA==)
5113.1	Chronic Absence And Truancy (/Policy/ViewPolicy.aspx?S=36030553&revid=PeATFblJxXwAdOVBIHVAQg==)
5113.1	Chronic Absence And Truancy (/Policy/ViewPolicy.aspx?S=36030553&revid=Iqym3Q5T5nhQhaaaDa1VKQ==)
5131	Conduct (/Policy/ViewPolicy.aspx?S=36030553&revid=XB45islshCkDfPd9SlawNj5qA==)
5131.5	Vandalism And Graffiti (/Policy/ViewPolicy.aspx?S=36030553&revid=nElTKqylpPgGybPsK3uDNA==)
5131.8	Mobile Communication Devices (/Policy/ViewPolicy.aspx?S=36030553&revid=yadxU0nsVVg49YDLfet2Mw==)
5136	Gangs (/Policy/ViewPolicy.aspx?S=36030553&revid=1SIyucahlnETEplusQmaMDIOg==)
5136	Gangs (/Policy/ViewPolicy.aspx?S=36030553&revid=JWCLKYJxAplusTI4GILBEjF3Q==)
5137	Positive School Climate (/Policy/ViewPolicy.aspx?S=36030553&revid=SwS04g3eYDVXYEpXGUKk6Q==)
5138	Conflict Resolution/Peer Mediation (/Policy/ViewPolicy.aspx?S=36030553&revid=QpkzYXjy3Rjt5PF8Lr357g==)
5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=X3tAf3dbYulQ4Xnj63CmeQ==)
5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=dWzxXzvT5Rv4I6HrqWN5WA==)
5144	Discipline (/Policy/ViewPolicy.aspx?S=36030553&revid=IGslshGNA0b1KBhplu08oVXh6FQ==)
5144	Discipline (/Policy/ViewPolicy.aspx?S=36030553&revid=vaL0QGwyWGeVv23O8AptUg==)
5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=TslshkZM2zCpHbCvhesomdwiw==)
5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=VNay3bpplusZEweC6NUowhJEW==)
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities) (/Policy/ViewPolicy.aspx?S=36030553&revid=6nKeTplus2DeAvGplusk8qunslshLg==)
5145.2	Freedom Of Speech/Expression (/Policy/ViewPolicy.aspx?S=36030553&revid=dslishvSrs732ZCmeX5fLFsLzQ==)
5145.2	Freedom Of Speech/Expression (/Policy/ViewPolicy.aspx?S=36030553&revid=QyzjRg1E2yeJW8xWTjhfQ==)
5145.9	Hate-Motivated Behavior (/Policy/ViewPolicy.aspx?S=36030553&revid=sOr8jBrZDkcOIQifLD8iJQ==)
6116	Classroom Interruptions (/Policy/ViewPolicy.aspx?S=36030553&revid=9TbnWoXEUZr7slshrn1bkxXNQ==)
6145.2	Athletic Competition (/Policy/ViewPolicy.aspx?S=36030553&revid=00ftxGABIUz5eXIUjeI8Zw==)
6145.2	Athletic Competition (/Policy/ViewPolicy.aspx?S=36030553&revid=YV4JT6mrAhBu8bpBC3PyA==)
6145.8	Assemblies And Special Events (/Policy/ViewPolicy.aspx?S=36030553&revid=xND6y50YRpluszGFM5oPA09rg==)

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Home Policies Listing 5000. Students Policy 5141.52

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> (/Policy/ViewPolicy.aspx?S=36030553&revid=C6pUBP2PYZWNqqbYLveHTA==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6)

Board Policy Manual

>> Policy 5141.52: Suicide Prevention

Status: ADOPTED

Original Adopted Date: 06/26/2017

[see more](#)

The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. To attempt to reduce suicidal behavior and its impact on students and families, the Superintendent shall develop measures and strategies for suicide prevention, intervention, and postvention.

In developing measures and strategies for use by the district, the Superintendent may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, local health agencies, mental health professionals, and community organizations.

(cf. 1020 - Youth Services)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

Such measures and strategies shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees who interact with students in the secondary grades

(cf. 4131/4231/4331 - Staff Development)

2. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others

(cf. 6142.8 - Comprehensive Health Education)

3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the youth suicide problem, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis
5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
6. Crisis intervention procedures for addressing suicide threats or attempts
7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth. (Education Code 215)

Policy Reference Disclaimer:These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 215	Student suicide prevention policies ()
Ed. Code 215.5	Student identification cards, inclusion of safety hotlines ()
Ed. Code 216	Suicide prevention online training programs ()

https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=3603...plushNjl6WXhfiOQ==&secid=9slshUHzTHxaaYMVf6zKpJz3Q==&PG=6&IRP=0

Page 1 of 3

Ed. Code 234.6	Bullying and harassment prevention information ()
Ed. Code 32280-32289.5	Comprehensive safety plan ()
Ed. Code 49060-49079	Student records ()
Ed. Code 49602	Confidentiality of student information ()
Ed. Code 49604	Suicide prevention training for school counselors ()
Gov. Code 810-996.6	Government Claims Act ()
Pen. Code 11164-11174.3	Child Abuse and Neglect Reporting Act ()
W&I Code 5698	Emotionally disturbed youth; legislative intent ()
W&I Code 5850-5886	Children's Mental Health Services Act ()
Management Resources	Description
California Department of Education Publication	Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008 ()
California Department of Education Publication	Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2019 ()
Centers for Disease Control and Prevention Publication	School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009 ()
Court Decision	Corales v. Bennett (Ontario-Montclair School District), (2009) 567 F.3d 554 ()
Nat'l Assoc. of School Psychologists Publication	Preventing Suicide: Guidelines for Administrators and Crisis Teams, 2015 ()
U.S. Dept. of Health & Human Services Publication	National Strategy for Suicide Prevention: Goals and Objectives for Action, rev. 2012 ()
U.S. Dept. of Health & Human Services Publication	Preventing Suicide: A Toolkit for High Schools, 2012 ()
Website	Suicide Prevention Lifeline (http://suicidepreventionlifeline.org)
Website	Suicide Prevention Resource Center (http://www.sprc.org/about-suicide)
Website	Trevor Project (http://thetrevorproject.org)
Website	U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (http://www.samhsa.gov)
Website	American Association of Suicidology (http://www.suicidology.org)
Website	American Foundation for Suicide Prevention (http://afsp.org)
Website	American Psychological Association (http://www.apa.org)
Website	California Department of Education, Mental Health (http://www.cde.ca.gov/ls/cg/mh)
Website	California Department of Health Care Services, Mental Health Services (https://www.dhcs.ca.gov/services/MH)
Website	Centers for Disease Control and Prevention, Mental Health (http://www.cdc.gov/mentalhealth)
Website	National Association of School Psychologists (http://www.nasponline.org)
Website	National Institute of Mental Health (http://www.nimh.nih.gov)
Website	American School Counselor Association (http://www.schoolcounselor.org)

Code	Description
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwplusiQ==)
0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7v101ybwyeldsCDdQ==)
1400	Relations Between Other Governmental Agencies And The Schools (/Policy/ViewPolicy.aspx?S=36030553&revid=mOfJhUqG3Sg0CH3slshslshUIx0A==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=L9b0mjo8c38xgIVq2plustAXw==)
3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=k1SfqKAYmt32MODKmosz9g==)
4131	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=t7iK5XgFeMI65uzRT6T51w==)
4131	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=WAQJtbZ1slsh6yQ5yMG7slshQHLg==)
4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=L8wplusaRfjbaI40PNmn9tplusDA==)

4231	Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=1LJr3kEp9sKTn5nfz4plusTw==)
5125	Student Records (/Policy/ViewPolicy.aspx?S=36030553&revid=slshBuMmuLfky2vxEyLZRGkg==)
5125	Student Records (/Policy/ViewPolicy.aspx?S=36030553&revid=hyslshzHXqdMslshpJ4KgJUIRwXQ==)
5131	Conduct (/Policy/ViewPolicy.aspx?S=36030553&revid=XB45islshCkDfPd9SlawNj5qA==)
5131.2	Bullying (/Policy/ViewPolicy.aspx?S=36030553&revid=oCkDs44plusbU7084o8psBJSw==)
5131.6	Alcohol And Other Drugs (/Policy/ViewPolicy.aspx?S=36030553&revid=2OevyF0se2ORJDZh06udA==)
5131.6	Alcohol And Other Drugs (/Policy/ViewPolicy.aspx?S=36030553&revid=dgbbmEFqplusFhxPep6JslshmXJw==)
5131.8	Mobile Communication Devices (/Policy/ViewPolicy.aspx?S=36030553&revid=yadxU0nsVVg49YDLfet2Mw==)
5137	Positive School Climate (/Policy/ViewPolicy.aspx?S=36030553&revid=SwS04g3eYDvXYEpXGUKk6Q==)
5138	Conflict Resolution/Peer Mediation (/Policy/ViewPolicy.aspx?S=36030553&revid=QpkzYXjy3RJt5PF8Lr357g==)
5141	Health Care And Emergencies (/Policy/ViewPolicy.aspx?S=36030553&revid=uWsdEwNopssplusWslshkqWT5NFw==)
5141	Health Care And Emergencies (/Policy/ViewPolicy.aspx?S=36030553&revid=1OaCb4u4w2WCxutFEKhxA==)
5141.4	Child Abuse Prevention And Reporting (/Policy/ViewPolicy.aspx?S=36030553&revid=BZqxK9plusznRqLXN9OQxph5A==)
5141.4	Child Abuse Prevention And Reporting (/Policy/ViewPolicy.aspx?S=36030553&revid=3BrvuSRcftT3CUMBLNGbIQ==)
5141.6	School Health Services (/Policy/ViewPolicy.aspx?S=36030553&revid=C6pUBP2PYZWnqqbYLveHTA==)
5141.6	School Health Services (/Policy/ViewPolicy.aspx?S=36030553&revid=IVX0b9EhSfTM2iFoXios4A==)
5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=X3tAf3dbYulQ4Xnj63CmeQ==)
5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=dWzxXzvT5Rv4H6HrqWN5WA==)
5145.3	Nondiscrimination/Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=EVzxHuqslsh7fUKeHDwHPalaQ==)
5145.3	Nondiscrimination/Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=J3NwR1F9r6vdYfKplus6vOKxw==)
5145.7	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=4ypfYdS4SoDf3cepluswUv4IA==)
5145.7	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=ajCxplusEVPF3tZfPYqwNwfiQ==)
5145.9	Hate-Motivated Behavior (/Policy/ViewPolicy.aspx?S=36030553&revid=sOr8jBrZDkcOJOfLD8iIQ==)
6142.8	Comprehensive Health Education (/Policy/ViewPolicy.aspx?S=36030553&revid=B7tolp8VsbDnlqVVTcI2mw==)
6142.8	Comprehensive Health Education (/Policy/ViewPolicy.aspx?S=36030553&revid=dMUavQFuYwxZX03w338kQ==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=nCsx2fgYL5ntJ9Rh8oQCVA==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=iN6Trh3RoS1qerUfVvyeQ==)

[Index.aspx?S=36030553](#)[Home](#) [Policies Listing](#) [5000. Students](#) [Regulation 5141.52](#)Powered by **simbli**[◀ \(/Policy/ViewPolicy.aspx?S=36030553&revid=BZqxK9plusznRqLXN9OQxph5A==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)**Board Policy Manual**[🖨 \(/Policy/PolicyPrintGenerator.aspx?S=36030553&revid=jOCWjfmQ0l9otyjbkKtWLg==\)](#)[➤ \(/Policy/ViewPolicy.aspx?S=36030553&revid=JnFhsPtrnOyPamkslshguib1w==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)**» Regulation 5141.52: Suicide Prevention****Status:** ADOPTED**Original Adopted Date:** 08/28/2017[see more](#)**Staff Development**

Suicide prevention training shall be provided to teachers, counselors, and other district employees who interact with students at the secondary level. The training shall be offered under the direction of a district counselor/psychologist and/or in cooperation with one or more community mental health agencies.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Materials for training shall include how to identify appropriate mental health services at the school site and within the community, and when and how to refer youth and their families to those services. Materials also may include programs that can be completed through self-review of suitable suicide prevention materials. (Education Code 215)

Staff development shall include research and information related to the following topics:

1. The higher risk of suicide among certain groups, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth

2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, impulsivity, and other factors

(cf. 5131.6 - Alcohol and Other Drugs)

3. Warning signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent

4. Protective factors that may help to decrease a person's suicide risk, such as resiliency, problem-solving ability, access to mental health care, and positive connections to family, peers, school, and community

5. Instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health

6. School and community resources and services, including resources and services that meet the specific needs of high-risk groups

(cf. 5141.6 - School Health Services)

(cf. 6164.2 - Guidance/Counseling Services)

7. District procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide

Instruction

The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students and shall be aligned with the state content standards and curriculum framework. Suicide prevention instruction shall be incorporated into the health education curriculum at appropriate secondary grades and shall be designed to help students:

1. Identify and analyze signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide

2. Develop coping and resiliency skills and self-esteem

3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent

4. Identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking services for mental health, substance abuse, and/or suicide prevention

(cf. 1020 - Youth Services)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5141.6 - School Health Services)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6164.2 - Guidance/Counseling Services)

Intervention

Students shall be encouraged to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, he/she shall promptly notify the principal or school counselor.

Although any personal information that a student discloses to a school counselor shall generally not be revealed, released, referenced, or discussed with third parties, the counselor may report to the principal or student's parents/guardians when he/she has reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student. In addition, the counselor may disclose information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for treatment. (Education Code 49602)

(cf. 5141 - Health Care and Emergencies)

A school employee shall act only within the authorization and scope of his/her credential or license. An employee is not authorized to diagnose or treat mental illness unless he/she is specifically licensed and employed to do so. (Education Code 215)

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall receive training that includes identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults.

(cf. 5138 - Conflict Resolution/Peer Mediation)

When a suicide attempt or threat is reported, the principal or designee shall ensure student safety by taking the following actions:

1. Immediately securing medical treatment and/or mental health services as necessary
2. Notifying law enforcement and/or other emergency assistance if a suicidal act is being actively threatened
3. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
4. Removing other students from the immediate area as soon as possible

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5141 - Health Care and Emergencies)

The principal or designee shall document the incident in writing, including the steps that the school took in response to the suicide attempt or threat.

(cf. 5125 - Student Records)

The Superintendent shall follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. If the parent/guardian does not access treatment for the student, the Superintendent may meet with the parent/guardian to identify barriers to treatment and assist the family in providing follow-up care for the student. If follow-up care is still not provided, the Superintendent or designee shall consider whether he/she is required, pursuant to laws for mandated reporters of child neglect, to refer the matter to the local child protective services agency.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

For any student returning to school after a mental health crisis, the principal or designee and/or school counselor may meet with the parents/guardians and, if appropriate, with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school.

Postvention

In the event that a student dies by suicide, the Superintendent shall communicate with the student's parents/guardians to offer condolences, assistance, and resources. In accordance with the laws governing confidentiality of student record information, the Superintendent shall consult with the parents/guardians regarding facts that may be divulged to other students, parents/guardians, and staff.

The Superintendent shall implement procedures to address students' and staff's grief and to minimize the risk of imitative suicide or suicide contagion. He/she shall provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. School staff may receive assistance from school counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

Any response to media inquiries shall be handled by the district-designated spokesperson who shall not divulge confidential information. The district's response shall not sensationalize suicide and shall focus on the district's postvention plan and available resources.

(cf. 1112 - Media Relations)

After any suicide or attempted suicide by a student, the Superintendent shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

Ed. Code 215

Description

Student suicide prevention policies ()

Ed. Code 215.5	Student identification cards, inclusion of safety hotlines ()
Ed. Code 216	Suicide prevention online training programs ()
Ed. Code 234.6	Bullying and harassment prevention information ()
Ed. Code 32280-32289.5	Comprehensive safety plan ()
Ed. Code 49060-49079	Student records ()
Ed. Code 49602	Confidentiality of student information ()
Ed. Code 49604	Suicide prevention training for school counselors ()
Gov. Code 810-996.6	Government Claims Act ()
Pen. Code 11164-11174.3	Child Abuse and Neglect Reporting Act ()
W&I Code 5698	Emotionally disturbed youth; legislative intent ()
W&I Code 5850-5886	Children's Mental Health Services Act ()

Description

California Department of Education Publication	Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008 ()
California Department of Education Publication	Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2019 ()
Centers for Disease Control and Prevention Publication	School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009 ()
Court Decision	Corales v. Bennett (Ontario-Montclair School District), (2009) 567 F.3d 554 ()
Nat'l Assoc. of School Psychologists Publication	Preventing Suicide: Guidelines for Administrators and Crisis Teams, 2015 ()
U.S. Dept. of Health & Human Services Publication	National Strategy for Suicide Prevention: Goals and Objectives for Action, rev. 2012 ()
U.S. Dept. of Health & Human Services Publication	Preventing Suicide: A Toolkit for High Schools, 2012 ()
Website	Suicide Prevention Lifeline (http://suicidepreventionlifeline.org)
Website	Suicide Prevention Resource Center (http://www.sprc.org/about-suicide)
Website	Trevor Project (http://thetrevorproject.org)
Website	U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (http://www.samhsa.gov)
Website	American Association of Suicidology (http://www.suicidology.org)
Website	American Foundation for Suicide Prevention (http://afsp.org)
Website	American Psychological Association (http://www.apa.org)
Website	California Department of Education, Mental Health (http://www.cde.ca.gov/ls/cg/mh)
Website	California Department of Health Care Services, Mental Health Services (https://www.dhcs.ca.gov/services/MH)
Website	Centers for Disease Control and Prevention, Mental Health (http://www.cdc.gov/mentalhealth)
Website	National Association of School Psychologists (http://www.nasponline.org)
Website	National Institute for Mental Health (http://www.nimh.nih.gov)
Website	American School Counselor Association (http://www.schoolcounselor.org)

Description

0450	<u>Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=1jI3wkKEc7xQWqBESZwplusiQ==)</u>
0450	<u>Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7v101ybwYeldsCDdQ==)</u>
1400	<u>Relations Between Other Governmental Agencies And The Schools (/Policy/ViewPolicy.aspx?S=36030553&revid=mQfJhUqG3Sg0CH3slshslshUlX0A==)</u>
3515	<u>Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=L9b0mjo8c38xgIVq2plustAXw==)</u>
3515	<u>Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=klSfqKAyMt32MODKmosz9g==)</u>
4131	<u>Staff Development (/Policy/ViewPolicy.aspx?S=36030553&revid=7iK5XgFeMl65uzRT6T51w==)</u>

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5125	Student Records (/Policy/ViewPolicy.aspx?S=36030553&revid=slshBuMmuLfkyy2vxEyLZRGkg==)
5125	Student Records (/Policy/ViewPolicy.aspx?S=36030553&revid=hyslshzHXqdMslshpJ4KgJUlrwXQ==)
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5131.2	Bullying (/Policy/ViewPolicy.aspx?S=36030553&revid=oCkDs44plusu7084o8psBJSw==)
5131.6	Alcohol And Other Drugs (/Policy/ViewPolicy.aspx?S=36030553&revid=2OevyF0se2ORJDZhl06udA==)
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5141.4	Child Abuse Prevention And Reporting (/Policy/ViewPolicy.aspx?S=36030553&revid=3BrvuSRcftT3CUMBLNGbIQ==)
5141.6	School Health Services (/Policy/ViewPolicy.aspx?S=36030553&revid=C6pUBP2PYZWNqybYLvHTA==)
5141.6	School Health Services (/Policy/ViewPolicy.aspx?S=36030553&revid=IVX0b9EhSfTM2iFoXios4A==)
5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=X3tAf3dbYulQ4Xnj63CmeQ==)
5142	Safety (/Policy/ViewPolicy.aspx?S=36030553&revid=dWzxXzvT5Rv4I6HrqWN5WA==)
5145.3	Nondiscrimination/Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=EVzxHuqslsh7fUKeHDwHPalaQ==)
5145.3	Nondiscrimination/Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=J3NwR1F9r6vdYfKplus6vOKxw==)
5145.7	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=4ypfYdS4SoDf3cepluswUv4IA==)
5145.7	Sexual Harassment (/Policy/ViewPolicy.aspx?S=36030553&revid=ajCxplusEVPF3tZfPYqwNwfiQ==)
5145.9	Hate-Motivated Behavior (/Policy/ViewPolicy.aspx?S=36030553&revid=sOr8jBrZDkcOIQiFLD8iJQ==)
6142.8	Comprehensive Health Education (/Policy/ViewPolicy.aspx?S=36030553&revid=B7tolp8VsbDnlqVVTcI2mw==)
6142.8	Comprehensive Health Education (/Policy/ViewPolicy.aspx?S=36030553&revid=dMUavQFulYwxZX03w338kQ==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=nCsx2fgYL5ntJ9Rh8oQCVA==)
6164.2	Guidance/Counseling Services (/Policy/ViewPolicy.aspx?S=36030553&revid=iN6Trh3RoS1qerlUfVvyeQ==)

[Index.aspx?S=36030553](#)[Home](#) [Policies Listing](#) [5000. Students](#) [Policy 5131.5](#)Powered by **simbli**[◀ \(/Policy/ViewPolicy.aspx?S=36030553&revid=IBGUtcI0tiI1ukkOQ7mjdW==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)

Board Policy Manual

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Status: ADOPTED

Original Adopted Date: 05/29/2001 | **Last Revised Date:** 04/12/2021 | **Last Reviewed Date:** 04/12/2021

The Governing Board desires to enhance student learning by striving to provide an environment where students and staff can feel safe and secure and can take pride in their school. To that end, the Superintendent shall develop strategies for preventing graffiti and vandalism on school grounds, including collaborating with local law enforcement and city and county officials, as appropriate, to help develop a coordinated response to graffiti and vandalism in the community.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 3515 - Campus Security)

(cf. 3515.3 District Police/Security Department)

(cf. 5131.7 - Positive School Climate)

(cf. 5136 - Gangs)

(cf. 5138 - Conflict Resolution/Peer Mediation)

Students and staff are encouraged to report any graffiti or vandalism to the principal or designee for investigation. The principal or designee shall determine whether the incident necessitates an investigation pursuant to the district's sexual harassment, hate-motivated behavior, or nondiscrimination grievance procedures.

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

The principal or designee shall ensure that graffiti on school grounds is removed and covered as soon as possible, and if practicable before the beginning of the school day.

Any district student who commits an act of vandalism shall be subject to disciplinary action by the district and also may be prosecuted through other legal means. If reparation of damages is not made, the district also may withhold the student's grades, diploma and/or transcripts in accordance with law.

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 305	Student responsible for care of property ()
Civ. Code 1714.1	<u>Liability of parent or guardian for act of willful misconduct by a minor</u> (http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=1714.1.&lawCode=CIV)
Civ. Code 51.7	<u>Freedom from violence or intimidation</u> (http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=51.7.&lawCode=CIV)
Civ. Code 52.1	<u>Discrimination liability</u> (http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=52.1.&lawCode=CIV)
Ed. Code 48900	Grounds for suspension and/or expulsion ()
Ed. Code 48904	Willful misconduct, limit of liability of parent or guardian ()
Ed. Code 48904.3	Withholding grades, diplomas, or transcripts of pupils causing property damage or injury ()

Gov. Code 53069.5

Reward for information ()

Pen. Code 594.1

Aerosol containers of paint ()

Pen. Code 594.2

Intent to commit vandalism or graffiti ()

Pen. Code 594.6

Vandalism or graffiti, community service ()

Pen. Code 640.5

Graffiti; facilities or vehicles of governmental entity ()

Pen. Code 640.6

Graffiti ()

Management Resources

Website

[California Department of Education \(http://www.cde.ca.gov\)](http://www.cde.ca.gov)

Website

[CSBA \(http://www.csba.org\)](http://www.csba.org)**Cross References****Code****Description**

0450

[Comprehensive Safety Plan \(/Policy/ViewPolicy.aspx?S=36030553&revid=1jI3wkKEc7xQWqBESZWplusiQ==\)](#)

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[Comprehensive Safety Plan \(/Policy/ViewPolicy.aspx?S=36030553&revid=XugUT7vI01ybwylsCDdQ==\)](#)

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[Campus Security \(/Policy/ViewPolicy.aspx?S=36030553&revid=L9b0mjo8c38xgIVq2plustAXw==\)](#)

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3515.4

[Recovery For Property Loss Or Damage \(/Policy/ViewPolicy.aspx?S=36030553&revid=4FhUQpIqPMdkjo7slshDYjAgQ==\)](#)

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4156.3

[Employee Property Reimbursement \(/Policy/ViewPolicy.aspx?S=36030553&revid=NLYJl8RYegaPRr6b1yJd8g==\)](#)

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[Employee Property Reimbursement \(/Policy/ViewPolicy.aspx?S=36030553&revid=b8rh4Jp13Y01dsWNm20n2w==\)](#)

4256.3

[Employee Property Reimbursement \(/Policy/ViewPolicy.aspx?S=36030553&revid=eeU4Pz8WrUV9UplusCVT5CFgw==\)](#)

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4356.3

[Employee Property Reimbursement \(/Policy/ViewPolicy.aspx?S=36030553&revid=TIuZTYspfsiCZlbeU8ojdA==\)](#)

4356.3

[Employee Property Reimbursement \(/Policy/ViewPolicy.aspx?S=36030553&revid=vNYDRgQosNNgELplusJWslshYQng==\)](#)

5125.2

[Withholding Grades, Diploma Or Transcripts \(/Policy/ViewPolicy.aspx?S=36030553&revid=zRYn7IXIgVkwghvvU6e89Q==\)](#)

5131

[Conduct \(/Policy/ViewPolicy.aspx?S=36030553&revid=XB45islshCkDfPd9SIawNj5qA==\)](#)

5131.1

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5131.4

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5136

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5144

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[Suspension And Expulsion/Due Process \(/Policy/ViewPolicy.aspx?S=36030553&revid=VNay3bpplusZEweC6NUowhJEW==\)](#)

5145.3

[Nondiscrimination/Harassment \(/Policy/ViewPolicy.aspx?S=36030553&revid=EVzxHuqslsh7fUKeHDWHPalaQ==\)](#)

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5145.7

[Sexual Harassment \(/Policy/ViewPolicy.aspx?S=36030553&revid=4ypfYdS4SoDf3cepluswUv4IA==\)](#)

5145.7

[Sexual Harassment \(/Policy/ViewPolicy.aspx?S=36030553&revid=ajCxplusEVPF3tZfPYqwNwfQ==\)](#)

5145.9 [Hate-Motivated Behavior \(/Policy/ViewPolicy.aspx?S=36030553&revid=sOr8jBrZDkcOJQlflLD8iJQ==\)](/Policy/ViewPolicy.aspx?S=36030553&revid=sOr8jBrZDkcOJQlflLD8iJQ==)

6161.2 [Damaged Or Lost Instructional Materials \(/Policy/ViewPolicy.aspx?S=36030553&revid=UPqkMMahfMi3xhDRSunBMw==\)](/Policy/ViewPolicy.aspx?S=36030553&revid=UPqkMMahfMi3xhDRSunBMw==)

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Version: 20.3.1.10

[Index.aspx?S=36030553](#)[Home](#) [Policies Listing](#) [5000. Students](#) [Policy 5131.7](#)Powered by **simbli**[◀ \(/Policy/ViewPolicy.aspx?S=36030553&revid=1slshjIONmUcdeNqudOaYyLXg==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&PG=6\)](#)

Board Policy Manual

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Status: ADOPTED

Original Adopted Date: 10/16/2003 | **Last Revised Date:** 08/27/2012[see more](#)

The Governing Board recognizes that students and staff have the right to a safe and secure campus free from psychological and physical harm and desires to protect them from the dangers presented by firearms and other weapons.

(cf. 0450- Comprehensive Safety Plan)

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

Possession of Weapons

The Board prohibits any student from possessing weapons, imitation firearms, or dangerous instruments of any kind in school buildings, on school grounds or buses, at school-related or school-sponsored activities away from school, or while going to or coming from school.

(cf. 3515.3 - District Police/Security Department)

Students possessing or threatening others with any weapon, dangerous instrument, or imitation firearm shall be subject to suspension and/or expulsion in accordance with law, Board policy, and administrative regulations.

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))

Under the power granted to the Board to maintain order and discipline in the schools and to protect the safety of students, staff, and the public, any school employee is authorized to confiscate a weapon, dangerous instrument, or imitation firearm from any student on school grounds.

(cf. 4158/4258/4358 - Employee Security)

The principal shall notify law enforcement authorities when any student possesses a firearm, explosive, or other dangerous weapon or instrument without permission, sells or furnishes a firearm, or commits any act of assault with a firearm or other weapon. (20 USC 7151; Education Code 48902; Penal Code, 245, 626.9, 626.10)

(cf. 3515.2 - Disruptions)

Advance Permission for Possession of a Weapon for Educational Use

A student who desires to possess a firearm, imitation firearm, or other prohibited weapon on school grounds for an educational purpose shall request prior permission from the principal at least five school days in advance of the planned possession. The student's parent/guardian shall provide written permission explaining the planned use of the weapon and the duration. The student shall also submit a written explanation from the staff person responsible for the school-sponsored activity or class.

On a case-by-case basis, the principal shall determine whether to grant permission for such possession when necessary for a school-sponsored activity or class or as part of the educational program. Factors that shall be considered include, but are not limited to, the planned use of the weapon, the duration and location of the planned use, whether an audience is expected, and any perceived adverse effects to the safety and well-being of students or staff. If the principal grants such permission, he/she shall provide the student and staff person with a written explanation regarding any limitations and the permissible duration of the student's possession.

When the principal grants permission, he/she shall take all necessary precautions to ensure the safety of all persons on school grounds, including, but not limited to, inspecting a firearm to verify that no live ammunition is present. Any weapon allowed shall be stored in a locked vehicle or in an appropriate, locked container before and after its authorized use.

A student granted permission to possess a weapon may be suspended and/or expelled if he/she possesses or uses the weapon inappropriately.

Possession of Pepper Spray

To prevent potential misuse that may harm students or staff, students are prohibited from carrying tear gas or tear gas weapons such as pepper spray on campus or at school activities.

Reporting of Dangerous Objects

The Board encourages students to promptly report the presence of weapons, (injurious objects or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

(cf. 5125 - Student Records)

The Superintendent shall develop strategies designed to facilitate student reporting of the presence of injurious objects on school grounds, such as tip hotlines, electronic

transmissions, or other methods that preserve the student's anonymity. Incident reports and records shall not identify the student who reported the possession. The Superintendent also shall inform staff, students and parents/guardians that students who report the presence of injurious objects on school campuses are to be protected and their identity shielded.

(cf. 5138 - Conflict Resolution/Peer Mediation)


Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 35291	Governing board to prescribe rules for discipline of the schools ()
Ed. Code 48900	Grounds for suspension and/or expulsion ()
Ed. Code 48902	Notification of law enforcement authorities ()
Ed. Code 48915	Required recommendation for expulsions ()
Ed. Code 48916	Readmission ()
Ed. Code 49330-49335	Injurious objects ()
Pen. Code 16100-17350	Definitions ()
Pen. Code 22810-23025	Tear gas weapon (pepper spray) ()
Pen. Code 245	Assault with deadly weapon ()
Pen. Code 25200-25225	Firearms, access to children ()
Pen. Code 30310	Prohibition against ammunition on school grounds ()
Pen. Code 417.4	Imitation firearm; drawing or exhibiting ()
Pen. Code 626.10	Dirks, daggers, knives, razor or stun gun; bringing or possessing in school ()
Pen. Code 626.9	Gun-Free School Zone Act of 1995 ()
Pen. Code 653k	Switchblade knife ()
Federal	Description
20 USC 6301-7941	No Child Left Behind Act ()
20 USC 7961	Gun-Free Schools Act ()
Management Resources	Description
California Department of Education Communications	0401.01 Protecting Student Identification in Reporting Injurious Objects ()
CSBA Publication	Safe Schools: Strategies for Governing Boards to Ensure Student Success, Third Edition, October 2011 ()
U.S. Department of Education Publication	Guidance Concerning State and Local Responsibilities Under the Gun-Free Schools Act, January 2004 ()
Website	National Alliance for Safe Schools (http://www.safeschools.org)
Website	National School Safety Center (http://www.schoolsafety.us)
Website	U.S. Department of Education, Office of Safe and Drug Free Schools (http://www.ed.gov/about/offices/list/osdfs)
Website	California Department of Education, Safe Schools (http://www.cde.ca.gov/lr/ss)
Website	CSBA (http://www.csba.org)
Cross References	
Code	Description
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3515.7	Firearms On School Grounds (/Policy/ViewPolicy.aspx?S=36030553&revid=B117wfljiEgoLAimssc7eg==)
3516.2	Bomb Threats (/Policy/ViewPolicy.aspx?S=36030553&revid=FXslshVwplusVTh9dhp1nFKslshLTow==)


4158	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=BWVUBplusR4elo78uQRpluskwCIA==)
4158	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=slshFslsho2PWwx6yislsH0Du1FslshbbQ==)
4258	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=UfrhTFRxuKf8z4GXGxqRg==)
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4358	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=3Nx2nRRmxtN9tJmKfkyFA==)
4358	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=2slstDWovGy6pOvpseH4H6lw==)
5116.1	Intradistrict Open Enrollment (/Policy/ViewPolicy.aspx?S=36030553&revid=vSN8WSd3ANzslshifqKzNCTDw==)
5125	Student Records (/Policy/ViewPolicy.aspx?S=36030553&revid=slshBuMmuLfkyy2vxEyLZRGkg==)
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5137	Positive School Climate (/Policy/ViewPolicy.aspx?S=36030553&revid=SwS04g3eYDVXYEpXGUKk6Q==)
5138	Conflict Resolution/Peer Mediation (/Policy/ViewPolicy.aspx?S=36030553&revid=QpkzYXjy3Rjt5PF8Lr357g==)
5141.4	Child Abuse Prevention And Reporting (/Policy/ViewPolicy.aspx?S=36030553&revid=BZqxK9plusznRqLXN9OQxph5A==)
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5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=TslshkZM2zCpHbCvhesomdwiw==)
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5144.2	Suspension And Expulsion/Due Process (Students With Disabilities) (/Policy/ViewPolicy.aspx?S=36030553&revid=6nKeTplus2DeAvGpluskr8qunslshLg==)
5145.12	Search And Seizure (/Policy/ViewPolicy.aspx?S=36030553&revid=LQwsxvaQYjj69RD789Ezhg==)

Index.aspx?S=36030553)

Home Policies Listing 5000. Students Regulation 5131.7

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Board Policy Manual

➤ Regulation 5131.7: Weapons And Dangerous Instruments

Status: ADOPTED

Original Adopted Date: 10/16/2003 | Last Revised Date: 08/13/2012

[see more](#)

Weapons and dangerous instruments include, but are not limited to:

1. Firearms: pistols, revolvers, shotguns, rifles, "zip guns," "stun guns," tasers, and any other device capable of propelling a projectile by the force of an explosion or other form of combustion
2. Ammunition or reloaded ammunition
3. Knives, razor blades, and box cutters: any dirks, daggers, ice picks, or other weapons with a fixed, sharpened blade fitted primarily for stabbing, weapons with a blade fitted primarily for stabbing, weapons with a blade longer than 2 - 1/2 inches, folding knives with a blade that locks into place, and razors with an unguarded blade (Education Code 48915; Penal Code 626.10)
4. Explosive and/or incendiary devices: pipe bombs, time bombs, cap guns, containers of inflammable fluids, and other hazardous devices
5. Any instrument that expels a metallic projectile, such as a BB or a pellet, through the force of air pressure, carbon dioxide pressure, or spring action, or any spot marker gun (Penal Code 626.10)
6. Any other dangerous device, instrument or weapon, including those defined in Penal Code 12020, including a blackjack, slingshot, billy, nunchaku, sandclub, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon
7. Any imitation firearm, defined as 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 (Education Code 48900; Penal Code 12550)

Any employee may take any weapon or dangerous instrument from the personal possession of a student while the student is on school premises or under the authority of the district. (Education Code 49331, 49332)

(cf. 5145.2 - Search and Seizure)

In determining whether to take possession of the weapon or dangerous instrument, the employee shall use his/her own judgement as to the dangerousness of the situation and, based upon this analysis, shall do one of the following:

1. Confiscate the weapon and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately notify the local law enforcement agency and the principal

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3513.3 - District/Police Security Department)

(cf. 4158/4258/4358 - Employee Security)

When informing the principal about the possession of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of the possession.

The principal shall report any possession of a weapon or dangerous instrument to the student's parents/guardians by telephone or in person, and shall follow this notification with a letter.

The employee shall retain possession of the instrument until the risk of its use as a weapon has dissipated or, upon the request of the student's parent/guardian, until the parent/guardian appears and personally takes possession. (Education Code 49331, 49332)

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State	Description
Ed. Code 35291	Governing board to prescribe rules for discipline of the schools ()
Ed. Code 48900	Grounds for suspension and/or expulsion ()
Ed. Code 48902	Notification of law enforcement authorities ()
Ed. Code 48915	Required recommendation for expulsions ()

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Page 1 of 3

Ed. Code 48916
 Ed. Code 49330-49335
 Pen. Code 16100-17350
 Pen. Code 22810-23025
 Pen. Code 245
 Pen. Code 25200-25225
 Pen. Code 30310
 Pen. Code 417.4
 Pen. Code 626.10
 Pen. Code 626.9
 Pen. Code 653k

Readmission ()
 Injurious objects ()
 Definitions ()
 Tear gas weapon (pepper spray) ()
 Assault with deadly weapon ()
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 Prohibition against ammunition on school grounds ()
 Imitation firearm; drawing or exhibiting ()
 Dirks, daggers, knives, razor or stun gun; bringing or possessing in school ()
 Gun-Free School Zone Act of 1995 ()
 Switchblade knife ()

Federal

20 USC 6301-7941
 20 USC 7961

Description

No Child Left Behind Act ()
 Gun-Free Schools Act ()

Management Resources

California Department of Education Communications
 CSBA Publication
 U.S. Department of Education Publication
 Website
 Website
 Website
 Website
 Website

Description

0401.01 Protecting Student Identification in Reporting Injurious Objects ()
 Safe Schools: Strategies for Governing Boards to Ensure Student Success, Third Edition, October 2011 ()
 Guidance Concerning State and Local Responsibilities Under the Gun-Free Schools Act, January 2004 ()
[National Alliance for Safe Schools \(http://www.safeschools.org\)](http://www.safeschools.org)
[National School Safety Center \(http://www.schoolsafety.us\)](http://www.schoolsafety.us)
[U.S. Department of Education, Office of Safe and Drug Free Schools \(http://www.ed.gov/about/offices/list/osdfs\)](http://www.ed.gov/about/offices/list/osdfs)
[California Department of Education, Safe Schools \(http://www.cde.ca.gov/lss/\)](http://www.cde.ca.gov/lss/)
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Code

0450	Comprehensive Safety Plan (/Policy/ViewPolicy.aspx?S=36030553&revid=1jJ3wkKEc7xQWqBESZwplusiQ==)
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3515	Campus Security (/Policy/ViewPolicy.aspx?S=36030553&revid=klSfqKAyMt32M0DKmosz9g==)
3515.7	Firearms On School Grounds (/Policy/ViewPolicy.aspx?S=36030553&revid=Bl17wfljiEgoLAimssc7eg==)
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4158	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=BWVUBplusR4elo78uQRpluskwCIA==)
4158	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=slshFslsho2PWWx6yislsH0Du1FslshbbQ==)
4258	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=UfrhTFRxuKf8z4GXGxqRg==)
4258	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=AGU1cOslshr2rZIOxxPApKOLA==)
4358	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=3Nx2nRRmxtN9tJmKfkyFA==)
4358	Employee Security (/Policy/ViewPolicy.aspx?S=36030553&revid=2slshDWovGy6pOvpseH4H6lw==)
5116.1	Intradistrict Open Enrollment (/Policy/ViewPolicy.aspx?S=36030553&revid=vSN8WSd3ANzslshifqKzNCTDw==)
5125	Student Records (/Policy/ViewPolicy.aspx?S=36030553&revid=slshBuMmulFky2vxEyLZRGkg==)
5125	Student Records (/Policy/ViewPolicy.aspx?S=36030553&revid=hyslshzHXqdMslshpJ4KgJUIRwXQ==)
5131	Conduct (/Policy/ViewPolicy.aspx?S=36030553&revid=XB45islsHCKdPd9SIawNj5qA==)

5136	Gangs (/Policy/ViewPolicy.aspx?S=36030553&revid=1SIyucahInETeplusQmaMDIOg==)
5136	Gangs (/Policy/ViewPolicy.aspx?S=36030553&revid=JWCLKYJxAplusTl4GILBEjE3Q==)
5137	Positive School Climate (/Policy/ViewPolicy.aspx?S=36030553&revid=SwS04g3eYDVXYEpXGUKk6Q==)
5138	Conflict Resolution/Peer Mediation (/Policy/ViewPolicy.aspx?S=36030553&revid=QpkzYXjy3RIt5PF8Lr357g==)
5141.4	Child Abuse Prevention And Reporting (/Policy/ViewPolicy.aspx?S=36030553&revid=BZqxK9plusznRqLXN9OQxph5A==)
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5144	Discipline (/Policy/ViewPolicy.aspx?S=36030553&revid=IGslshGNA0b1KBhplusd08oVX6FQ==)
5144	Discipline (/Policy/ViewPolicy.aspx?S=36030553&revid=vaL0QGwyWGevv23O8APtUg==)
5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=TslshkZM2zCpHbCvhesomdwiw==)
5144.1	Suspension And Expulsion/Due Process (/Policy/ViewPolicy.aspx?S=36030553&revid=VNay3bpplusZEweC6NUowhJEw==)
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities) (/Policy/ViewPolicy.aspx?S=36030553&revid=6nKeTplus2DeAvGpluskr8qunslshLg==)
5145.12	Search And Seizure (/Policy/ViewPolicy.aspx?S=36030553&revid=LQwsxvaQYjj69RD789Ezhg==)