

# Comprehensive School Safety Plan SB 187 Compliance Document

**2023-24  
School Year**

**School:** Leffingwell Continuation High School  
**CDS Code:** 40-75465-4030144  
**District:** Coast Unified School District  
**Address:** 2950 Santa Rosa Creek Rd.  
Cambria CA, 93428  
**Date of Adoption:** January 20224

**Approved by:**

Name	Title	Signature	Date
Ed Arrigoni	Principal		
Ruben Campos	Director of M.O.T.		

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## **Senate Bill 187: Comprehensive School Safety Plan Purpose**

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

Assessment of school crime committed on school campuses and at school-related functions

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

A copy of the Comprehensive School Safety Plan is available for review at the front office and the office of the Director of M.O.T..

## Compliance Checklist for a Comprehensive School Safety Plan

### California Education Code Sections 32280-32289

#### Required Components for a Comprehensive School Safety Plan

Section 32281	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
<p><b>(b) (1)</b> Plan is written and developed by a school site council (SSC).</p> <p><b>(2)</b> The SSC may delegate this responsibility to a safety committee made up of principal/designee, teacher, parent of child who attends the school, classified employee, and others, if desired.</p>	Include date and plan	Include planning committee roster
<p><b>(b) (3)</b> SSC/planning committee consulted with a representative from a law enforcement agency in the writing and development of the comprehensive school safety plan.</p>	Include date and plan	Comments

Section 32282	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
<p><b>(a)</b> The comprehensive school safety plan includes, but is not limited to all of the following:</p>	Include date and plan	Comments
<p><b>(1)</b> An assessment of the current status of school crime at the school and at school-related functions, which may be accomplished by reviewing one or more of the following types of information:</p> <ul style="list-style-type: none"> <li>• Office Referrals</li> <li>• Attendance rates/SARB data</li> <li>• Suspension/Expulsion data</li> <li>• California Healthy Kids Survey</li> <li>• School Improvement Plan</li> <li>• Local law enforcement juvenile crime data</li> <li>• Property Damage data</li> </ul>	Include date and plan	Describe the data reviewed and key analysis points and table of findings
<p><b>(2)</b> Identify appropriate strategies and programs that provide and maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including but not limited to the following:</p>	Include date and plan	Additional items to consider:  Threat Assessment; Student Support Teams
<p><b>(A)</b> Child Abuse Reporting procedures</p>	Include date and plan	Include board policy and site-specific steps

<p><b>(B)</b> Disaster procedures, routine and emergency, crisis response plan including adaptations for pupils with disabilities and the following:</p>	<p>Include date and plan</p>	<p>Use the Standardized Emergency Management System (SEMS) as detailed in the California Emergency Services Act 8607 and the supporting California Code of Regulations</p>
<p>(i) Earthquake emergency procedures that include: (I) a school building disaster plan</p> <p><b>Note:</b> Building disaster plan emergency procedures and drills for the following situations that may be associated with an earthquake or other emergency event should be developed and adapted to each school’s needs and circumstances in collaboration with first responders and community partners; there may include but are not limited to:</p> <p>Fire; Relocation/Evacuation; Bomb Threat; Bioterrorism/Hazardous Materials; Earthquake; Flood; Power Failure/Blackout; Intruders/Solicitors; Weapons/Assault/Hostage; Explosion; Gas/Fumes</p> <p>(II) a drop procedure (students and staff take cover) dates/times of drop procedure drills held once each quarter in elementary; once each semester in secondary schools</p> <p>(III) protective measures to be taken before, during, and after an earthquake</p> <p>(IV) a program to ensure that pupils, and certificated and classified staff are aware of and are trained in the procedures</p>	<p>Include date and plan</p>	<p>Detail response procedures:</p> <ul style="list-style-type: none"> <li>• Lock Down</li> <li>• Secure School</li> <li>• Active intruder or other threat(s)</li> </ul> <p>Describe information on training and exercise drills:</p>
<p>(ii) Establish procedures to allow a public agency, including the American Red Cross, to use school buildings, grounds and equipment for mass care and welfare shelters during an emergency.</p>	<p>Include date and plan</p>	<p>Comments</p>
<p><b>(C)</b> Suspension / Expulsion policies and procedures</p>	<p>Include date and plan</p>	<p>Refer to board Policy, include site-specific steps, if needed</p>
<p><b>(D)</b> Procedures to notify teachers of dangerous pupils</p>	<p>Include date and plan</p>	<p>Refer to board Policy, include site-specific steps, if needed</p>

<p><b>(E)</b> Discrimination and Harassment Policy. Include hate crim reporting procedures and policies here.</p> <p><b>Note:</b> The Legislature encourages safety plans to include bullying policies and procedures to the extent that resources are available. Assembly Bill 9 Ch. 723 requires that all schools have an antibullying policy and AB 746 covers all types of bullying, including cyber-bullying. While it is not required to place these policies in the school safety plan, they may be placed here.</p>	Include date and plan	Include complaint and investigation procedure
<p><b>(F)</b> Schoolwide Dress Code, if it exists, including prohibition of gang-related apparel</p>	Include date and plan	Comments
<p><b>(G)</b> Procedures for safe ingress and egress of pupils, parents, and school employees to and from school site</p>		Reference campus visitor policies. Other items may include: crossing guard program, safe routes to school, pedestrian, vehicle and bicycle policies, traffic safety, etc
<p><b>(H)</b> A safe and orderly environment conducive to learning at the school.</p>		Comments
<p><b>(I)</b> Rules and procedures on school discipline</p>	Include date and plan	Comments
<p><b>(c)</b> Where practical, consult, cooperate and coordinate with other school site councils or school safety planning committees.</p>	Include date and plan	Comments
<p><b>(d)</b> Evaluate and amend the plan as needed and at least once each year, to ensure the plan is properly implemented. Keep and updated file of all non-sensitive safety-related plans and materials readily available for inspection by the public.</p>	Review, update and approve by March 1	Demonstrate annually approved plan with board or district superintendent signature page
<p><b>(e)</b> The Legislature encourages that policies and procedures aimed at the prevention of bullying be included in the comprehensive school safety plan. See (E) above.</p>	Include date and plan	Comments

Section 32281.1	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
<p><b>(a)</b> Schools are <i>encouraged</i> to include clear guidelines of the roles and responsibilities of the positions listed below (if used by the district):</p>	Include date and plan	Include planning committee roster

<ul style="list-style-type: none"> <li>• Mental health professionals, school counselors</li> <li>• Community intervention professionals</li> <li>• School resource officers, police officers on campus</li> </ul>		
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<b>Section 32284</b>	<b>Mandate Met</b> (date, plan)	<b>Comments, Suggested Details</b> (resources, activities, etc.)
Plan may include procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of a school.	Include date and plan	Comments

-----	<b>Mandate Met</b> (date, plan)	<b>Comments, Suggested Details</b> (resources, activities, etc.)
Emergency Action Plans for Before and After School Events	Include date and plan	Comments

<b>Section 32288</b>	<b>Mandate Met</b> (date, plan)	<b>Comments, Suggested Details</b> (resources, activities, etc.)
<b>(a)</b> Submit the plan to school district office of county office of education for approval.	Include date and plan	Comments
<b>(b)(1)</b> SSC/Planning Committee communicated the school safety plan to the public at a public meeting at the school site.	Include date and plan	See notification requirements in Section 32288 (b)(2) and recommendations in Section 32288 (b)(3)

**(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

All incidents or suspected incidents are reported to San Luis Obispo County Child Welfare Services. All Coast Unified School District staff are trained in these procedures annually.

**(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

**Disaster Plan (See Appendix C-F)**

Fire/Evacuation –

- Account for students
- Calmly evacuate the buildings
- Students quietly line up at designated evacuation spots
- Give information sheets to coordinator
- Wait for further instruction

Earthquake-

Students drop, cover and hold

- Upon direction, calmly evacuate buildings – same as above
- Wait for further instruction

Lockdown –

- Upon hearing directions: Check that doors are locked, close blinds, quietly reassure students

Triage – Handle health and injury emergencies – Communicate (Radio) Student Area – Manage and reassure waiting students

Security – Manage the front gate and students being picked up (Radio) Communications – Manage communication between centers (Radio)

### **Public Agency Use of School Buildings for Emergency Shelters**

Leffingwell High School is designated as an emergency shelter. Basic supplies (water, blankets, sleeping cots, first aid materials) are stored on site.

### **Earthquake**

- Students drop, cover and hold
- Upon direction, calmly evacuate buildings – same as above
- Wait for further instruction

If evacuation of classrooms is deemed necessary:

- Account for students
- Calmly evacuate the buildings
- Students quietly line up at designated evacuation spots
- Display green card for “all accounted for/all safe”
  
- Give information sheets to coordinator
- Wait for further instruction

**(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

## CAUSES FOR SUSPENSION AND/OR EXPULSION AS PER ED. CODE 48900

1. Caused, attempted to cause, or threatened to cause physical injury to another person, or willingly used force or violence upon the person of another, except in self-defense
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous objects
3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, as defined in Section 110007 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance, as defined in Section 110007 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind, or sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant
5. Committed robbery or extortion
6. Caused or attempted to cause damage to school property or private property
7. Stole or attempted to steal school property or private property
8. Possessed or used tobacco, tobacco products, e-cigarettes, vaporizers or other nicotine containing products as provided in Section 48901 of the California Education Code
9. Committed an obscene act or engaged in habitual profanity or vulgarity
10. Unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code
11. Knowingly received stolen school property or private property

Additional grounds for suspension or expulsion per Section 48900.2 of the Ed. Code:

The following acts are given as non-exclusive examples of disruption of school activities, and (if willfully committed) willful defiance of valid authority of supervisors, teachers, administrators, and other school personnel while upon school premises, or while under the authority of school personnel:

1. Willful disobedience of the directions of school officials acting in the performance of their duties
2. Violation of school rules and regulations, including those concerning student organizations, the use of school facilities, or the time, place, and manner of unacceptable literature
3. Dishonesty, such as cheating or knowingly furnishing fake information to the school
4. Unauthorized entry to, or use of, the school, documents, records, or identification
5. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized school activities
6. Habitual profanity or vulgarity
7. Open and persistent defiance of the authority of school personnel
8. A serious infraction of behavior standards or announced school rules which is inimical to the welfare of the student body

9. Hazing (to harass by banter, ridicule, or criticism; or to play abusive and humiliating tricks on by way of initiation)
10. Willful or negligent conduct likely to result in injury to another student, school employee, or other person, or damage to school property
11. Appearance and lack of cleanliness which is detrimental to the welfare of the student body, or which contradicts an established dress code or generally accepted health standards
12. Disorderly, lewd, indecent, obscene, or offensive conduct or expression which interferes with the school's primary educational responsibility, or adversely effects a student's standing as a responsible member of the school community
13. Fighting or attempting to fight; gang fighting
14. Use or possession of fireworks or matches (including arson or any unauthorized starting of a fire)
15. Failure to be diligent in study
16. Intimidation
17. Use or possession of any concealed electronic listening or recording device in any classroom without prior consent of the teacher and principal
18. Gambling on the school premises or at school related activities
19. Entering closed areas around the campus
20. Absent from, or late to, class/campus without permission

#### RECOMMENDATION FOR EXPULSION

The principal or district superintendent shall recommend a pupil's expulsion for any of the following acts:

- Causing serious physical injury to another person, except in self-defense
- Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the student at school or at a school activity off school grounds
- Unlawful possession or sale of any controlled substance as defined in Section 110007 of the Health and Safety Code and Coast Substance and Drug Policy
- Robbery or extortion

Expulsion may also be recommended by the principal, district superintendent, or by a hearing officer or administrative panel when:

- Other means of correction are not feasible or have repeatedly failed to bring about proper conduct
- Due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupils or others.

#### **(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)**

All site staff will be notified by the site administrator (or designee) about the presence of potentially dangerous students. Other agencies will be notified and brought in for support as necessary.

#### **(E) Sexual Harassment Policies (EC 212.6 [b])**

##### SEXUAL HARASSMENT

Definition: (Per Education Code 212.5; 5 CCR 4916) prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting, when:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress
- Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions effecting the individual
- The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or work environment
- Submission to or rejection of the conduct by the individual is used as the basis for any decision effecting the individual regarding benefits and services, honors, programs, or activities available at or through the school

Other types of conduct which are prohibited in the school district and which may constitute sexual harassment include:

- Unwelcome leering, sexual flirtations, or propositions
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
- Graphic verbal comments about an individual's body, or overly personal conversation
- Sexual jokes, stories, drawings, pictures, or gestures
- Spreading sexual rumors
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class
- Massaging, grabbing, fondling, stroking or brushing the body
- Touching an individual's body or clothes in a sexual way
- Purposefully limiting a student's access to educational tools
- Cornering or blocking of normal movements
- Displaying sexually suggestive objects in the educational environment
- Any act of retaliation against an individual who reports a violation of the school district's sexual harassment policy, or who participates in the investigation of a sexual harassment complaint

Consequences for Sexual Harassment:

- Sexual harassment is a suspendable offense per Education Code 48900.

## **(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)**

### DRESS CODE

The dress code regulations specify standards that promote a positive and safe learning environment. All students are expected to be suitably groomed and to wear clothing that is neat, clean and appropriate at school and evening events. If at any time a student's dress or grooming is considered inappropriate to the educational environment, students will be asked to change into school appropriate attire or be sent home to change. Repeated violations may result in disciplinary action.

Clothing shall be sufficient to conceal undergarments except for straps on shoulders. Garter belt straps are not allowed. Shirts must not be strapless, not reveal more than a two (2) inch midriff area front and back, collar/neckline may not be lower than your armpit height, and shirts may not be see-through. Pants and shorts must be worn above the hips. Jackets and sweaters do not make you compliant with dress code. What you are wearing under your jacket/sweatshirt must meet dress code.

Gang affiliated items such as hair nets, "grill" teeth, bandanas, gang colors, jewelry, emblems, clothing, badge, symbols, large chains, signs or other things which are viewed as evidence of membership or affiliation in any gang are prohibited.

Personal items (backpacks, jewelry, binders, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any insignia which are crude, vulgar, profane or sexually suggestive, which bare drug, alcohol or tobacco company advertising, promotions or likenesses, which advocate racial, ethnic or religious prejudice or are physically dangerous.

Hats are not forbidden on campus, however, students are required to wear their hats forward-facing and respect the request of individual teachers regarding the wearing of hats inside buildings.

School administration will have the final decision of any controversial attire.

#### Consequences:

- Prior to sending students to the office / administration for dress code violations, teachers will talk to students about their dress and seek voluntary compliance with the policy.
- Progressive discipline strategies will be followed including, but not limited to:

1. Student and parent conference with administration, and attire altered
2. 1-3 day suspension, attire altered, and parent conference
3. 3-5 day suspension, attire altered, and parent conference

## **(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)**

Leffingwell Continuation High School works to ensure that students, parents and staff all have safe ingress and egress to and from the school site. The school is located at 2820 Santa Rosa Creek Road in Cambria California. The campus lies southeast of the intersection of Main Street and Santa Rosa Creek Road, lined on the west side by Santa Rosa Creek, on the south and east sides by Coast Union High School athletic fields, and on the north side by Santa Rosa Creek Road. The campus has one point of entry/exit at the front of the campus. This is also the location for bus drop off/pick up. Beginning at 7:30 am, staff supervise the arrival and departure of students from the campus until roughly 12:30 pm.

## **(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)**

#### **Component:**

Safe Place to Learn Act (E.C.sections 220, 221.5 and 234.1)

The district is committed to providing a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, facilities, and activities. The district prohibits, at any school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression, the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Students who engage in discrimination, harassment, intimidation, bullying, or retaliation will be disciplined. For a copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies or to file a complaint of violation of these policies, please contact the district superintendent's office at (805) 927-6121.

Each student is permitted to participate in sex-segregated school programs and activities and access facilities consistent with his/her gender identity, irrespective of the gender listed on the student's records. To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students, the district will address each situation on a case-by-case basis in accordance with law and Board Policy. If any student believes his/her privacy or religious beliefs and/or practices requires increased privacy he/she may contract the district's Superintendent at (805) 927-6121. Each such situation will be addressed on a case-by-case basis and in accordance with the law and Board Policy.

**Element:**

Training and Practice

**Opportunity for Improvement:**

School staff, and students, will review emergency procedures regularly

Objectives	Action Steps	Resources	Lead Person	Evaluation
Update Procedures	Review current procedures, update them as needed and train staff as needed.	*Emergency procedure paperwork and binders *Emergency equipment *Drill Schedules *RAVE phone app *FM transceiver/walkie talkie	LHS Principal - Ed Arrigoni	The effectiveness of the drills will be reviewed, discussed and records kept.
Improve emergency communication	Update and train on the communication currently in place.	*RAVE phone app	LHS Principal - Ed Arrigoni	The effectiveness of drills will be reviewed and a record will be kept

**Component:**

Student Health

**Element:**

Social Emotional well being

**Opportunity for Improvement:**

Working with staff and students to implement strategies and programs for student benefit

Objectives	Action Steps	Resources	Lead Person	Evaluation
Gather data and information on student social emotional well being	*Meet with student/parent *Student meet with counselor	*Staff knowledge *Illuminate information *County Mental Health/Transitions Mental Health	LHS Principal - Ed Arrigoni	Review data and information
Counseling Services	*Continuous meetings *Mental health counseling *Friday Night Live *Family advocate services	*SLO County Mental Health *Friday Night Live	LHS Principal - Ed Arrigoni Justin Gish, Teacher	Progress monitoring and staff discussion

**Component:**

Physical safety of the school campus

**Element:**

Facilities

**Opportunity for Improvement:**

Review the physical safety of campus facilities

Objectives	Action Steps	Resources	Lead Person	Evaluation
Campus safety	Safety will be examined on the school campus	Safety inspections	Ruben Campos, MOT Director	Regular safety inspections will be carried out
Maintenance	Maintenance and Operations staff will work with school staff to monitor campus safety and will report issues that need to be addressed	*MOT staff *School staff *School Dude reporting system	Ed Arrigoni, LHS Principal	Work requests will be monitored in the School Dude system

**(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**

**Leffingwell Continuation High School Student Conduct Code**

## Conduct Code Procedures

## PROGRESSIVE DISCIPLINE PLAN

Step 1 Minor Behavioral Problems Examples: Minor class disruptions, inappropriate language, student arguments

The teacher will implement appropriate action, which should include one or more of the following strategies:

- a. Conference with student
- b. Parent contact
- c. Move student's seating assignment
- d. Academic Progress Report sent to parent
- e. Conference with counselor and/or principal
- f. Review student records
- g. Class level change

Step 2 Attempts at Step 1 have been tried and have failed, or the behavior is severe enough to warrant the student's immediate removal from class.

Examples: Fighting/Assault Weapons, Drugs/Alcohol Fire/Explosives/Gross disrespect/Extreme vulgar language

- a. The teacher will write a referral with specific details of the problem. This must include exact words, gestures, and circumstances that will help the counselors and administrators more accurately deal with the problem.
- b. Sending the referral to the office with a student other than the offending student is advisable or email the description or referral.
- c. When the offending student arrives at the office, he/she will sit in the office for the remainder of the period or until the referral is reviewed and the student is counseled and/or a disciplinary consequence is assigned.

## CAUSES FOR SUSPENSION AND/OR EXPULSION AS PER ED. CODE 48900

1. Caused, attempted to cause, or threatened to cause physical injury to another person, or willingly used force or violence upon the person of another, except in self-defense
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous objects
3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, as defined in Section 110007 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance, as defined in Section 110007 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind, or sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant
5. Committed robbery or extortion
6. Caused or attempted to cause damage to school property or private property

7. Stole or attempted to steal school property or private property
8. Possessed or used tobacco, tobacco products, e-cigarettes, vaporizers or other nicotine containing products as provided in Section 48901 of the California Education Code
9. Committed an obscene act or engaged in habitual profanity or vulgarity
10. Unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code
11. Knowingly received stolen school property or private property

Additional grounds for suspension or expulsion per Section 48900.2 of the Ed. Code:

The following acts are given as non-exclusive examples of disruption of school activities, and (if willfully committed) willful defiance of valid authority of supervisors, teachers, administrators, and other school personnel while upon school premises, or while under the authority of school personnel:

1. Willful disobedience of the directions of school officials acting in the performance of their duties
2. Violation of school rules and regulations, including those concerning student organizations, the use of school facilities, or the time, place, and manner of unacceptable literature
3. Dishonesty, such as cheating or knowingly furnishing fake information to the school
4. Unauthorized entry to, or use of, the school, documents, records, or identification
5. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized school activities
6. Habitual profanity or vulgarity
7. Open and persistent defiance of the authority of school personnel
8. A serious infraction of behavior standards or announced school rules which is inimical to the welfare of the student body
9. Hazing (to harass by banter, ridicule, or criticism; or to play abusive and humiliating tricks on by way of initiation)
10. Willful or negligent conduct likely to result in injury to another student, school employee, or other person, or damage to school property
11. Appearance and lack of cleanliness which is detrimental to the welfare of the student body, or which contradicts an established dress code or generally accepted health standards
12. Disorderly, lewd, indecent, obscene, or offensive conduct or expression which interferes with the school's primary educational responsibility, or adversely affects a student's standing as a responsible member of the school community
13. Fighting or attempting to fight; gang fighting
14. Use or possession of fireworks or matches (including arson or any unauthorized starting of a fire)
15. Failure to be diligent in study
16. Intimidation
17. Use or possession of any concealed electronic listening or recording device in any classroom without prior consent of the teacher

and principal

18. Gambling on the school premises or at school related activities

19. Entering closed areas around the campus

20. Absent from, or late to, class/campus without permission

#### RECOMMENDATION FOR EXPULSION

The principal or district superintendent shall recommend a pupil's expulsion for any of the following acts:

- Causing serious physical injury to another person, except in self-defense
- Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the student at school or at a school activity off school grounds
- Unlawful possession or sale of any controlled substance as defined in Section 110007 of the Health and Safety Code and Coast Substance and Drug Policy
- Robbery or extortion

Expulsion may also be recommended by the principal, district superintendent, or by a hearing officer or administrative panel when:

- Other means of correction are not feasible or have repeatedly failed to bring about proper conduct
- Due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupils or others.

#### **(J) Hate Crime Reporting Procedures**

(J) Hate Crime Reporting Procedures

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating another person, interfering with the exercise of a person's civil rights, or damaging a person's property because of the person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation. (Education Code 233; Penal Code 422.55)

(cf. 5145.9 - Hate-Motivated Behavior) 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)

Incidents are to be immediately reported to a teacher or the principal. Parents should call the principal directly if a student reports an incident to them. Upon report principal will:

1. At all times work to ensure the safety of students.
2. Work to keep the reporter confidential.
3. Take a written account
4. Conduct an investigation
5. Make a decision on the incident and consequences for the offending student. The school's progressive discipline policy will be used, but consequences may include suspension even for first offenses depending on the severity of the offense. Repeated offenses may lead to the recommendation of expulsion.
6. Report results of the investigation and the consequences to the parties involved.

#### **Emergency Action Plans for Before and After School Events**

Supervision is a priority for before and after school events. The emergency procedures in place during the school day at Leffingwell High School apply before, during and after all school events.

**(K) Heat and AQI Guidelines**

All staff are trained in dealing with heat related illness. The following guidelines are adhered to:

Heat and AQI Guidelines					
BAND	AQI Values	Level of Health Concern	Cautionary Statements	Outdoor Activities, Practice, Games and Camps	Temperature Degrees (F)
1	0-100	Good/Moderate	Unusually sensitive people should consider reducing prolonged or heavy exertion outdoors	1) Frequent hydration whenever needed 2) Frequent shade breaks	below 100
2	101-150	Unhealthy for sensitive groups	Active children and people with lung disease, such as asthma, should reduce prolonged or heavy exertion outdoors	1) Reduced/modified physical activity outdoors/practice after 2:00 PM. 2) Frequent Hydration 3) Frequent shade breaks	below 100
3	151-200	Unhealthy	Active children and people with lung disease, such as asthma, should reduce prolonged or heavy exertion outdoors. Everyone else, especially children should reduce prolonged or heavy exertion outdoors	1) No practice/outdoor activity after 2:00 PM. 2) PE classrooms operate indoors after 12:00 PM 3) Sensitive students are excused from required outdoor/PE activity and are to remain indoors 4) Frequent hydration whenever needed	100 to 104
4	201-500	Very Unhealthy/ Hazardous (AQI 301+)	Active children and people with lung disease, such as asthma, should reduce prolonged or heavy exertion outdoors. Everyone else, especially children should reduce prolonged or heavy exertion outdoors	1) ASSP/School outdoor practice events cancelled 2) PE classrooms operate indoors 3) Sensitive students are excused from required outdoor/PE activity and are to remain indoors 4) Rainy day/inclement schedule activated. AM Recess permitted and outdoor activities until 11:00 AM 5) Frequent hydration whenever needed	105 and over

1. AQI is determined by the EPA for Cambria, California.
2. Temperature is determined by the National Weather Service forecast for Cambria, California.
3. AQI/Heat alerts for bands 2-4 are sent to the following:  
**Administration, Site Clerical, Health Aide, MOT and Nutrition Services**

## **Safety Plan Review, Evaluation and Amendment Procedures**

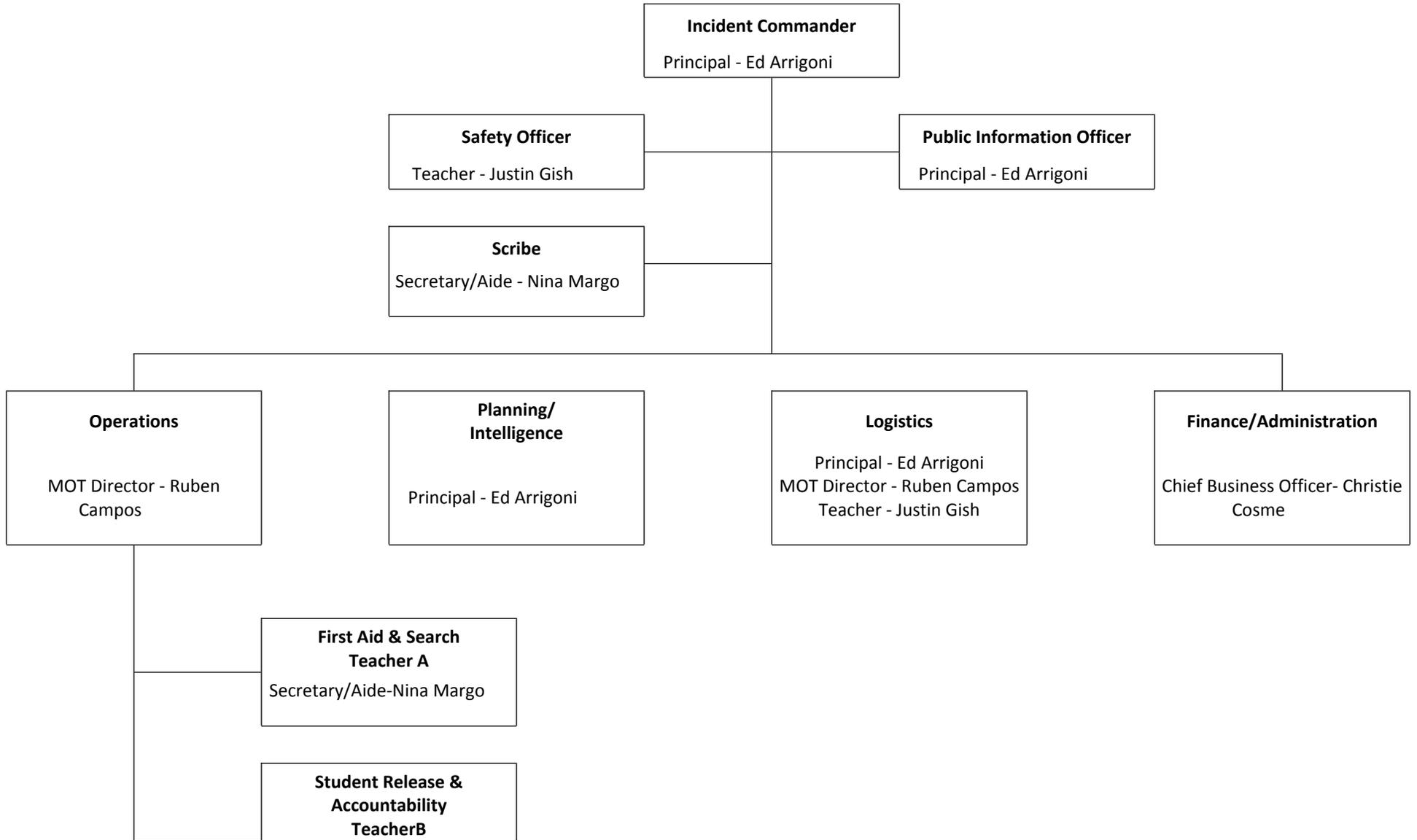
The safety plan is reviewed annually (at a minimum) with school staff, partners in law enforcement, County Mental Health and parent stakeholder groups. Data is analyzed and improvements/amendments are suggested and added as part of the plan. Safety Plans are approved by the Coast Unified School District Board of trustees.

**Safety Plan Appendices**

**Safety Plan Review, Evaluation and Amendment Procedures**

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
Safety Plans are submitted by January 1st to the Director of M.O.T. who keeps the documentation. Additional copies are available for review at the school office, on the school and district websites.	January of the current year.	Documentation located with director of M.O.T.
A law enforcement agency was consulted with in the writing and development of the original Comprehensive School Safety Plan.	January of the current year.	Local law enforcement agency
Plan is written and developed by a school site council (SSC) or a safety planning committee.	January of the current year.	School Site Council Committee
The CSSP is communicated to the public during parent meetings at Back To School Night.	Beginning of the school year	School Administration
School Safety Committee/Planning Committee identifies areas of need/focus for the year.	January of the current year.	School Administration
School Safety Committee/Planning Committee reviews and addresses, as needed, the school's procedures for complying with existing laws related to school safety.	January of the current year.	School Administration
Drop Procedure Drills/Earthquake Drills (to be held once each quarter in elementary and once each semester in secondary schools), Fire Drills.	10/2023: Earthquake, Fire & Lockdown Drill 10/2023 Bus Evacuation Drill 2/2024 Earthquake, Fire & Lockdown Drill	School Administration

**Leffingwell Continuation High School Incident Command System**



Teacher- Justin Gish  
Secretary/Aide-Nina Margo

## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

Incident Commander (IC) at the school site and the Emergency Operations Center (EOC) Director at the district level. The IC, usually the school principal, divides up tasks and delegates responsibilities to the site staff members. Staff has received initial training that is followed up by regular emergency drills, along with additional training, as needed. The IC will follow up on the decisions made and closely monitor the progress of the incident to its conclusions and beyond. During the incident, the District provides the necessary resources and support to help bring the situation to an expedient resolution.

California Government Code Section 3100 declares that in the event of a local or state emergency or federal disaster declaration, public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by superiors or law. Staff members are assigned specific responsibilities that help to facilitate a well-structured resolution to the emergency situation.

### **Management**

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

### **Planning & Intelligence**

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

### **Operations**

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

### **Logistics**

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

### **Finance & Administration**

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

## **Emergency Response Guidelines**

### **Step One: Identify the Type of Emergency**

- \*Fire/Evacuation
- \*Earthquake (possible evacuation)
- \*Lockdown
- \*Shelter in Place

### **Step Two: Identify the Level of Emergency**

The severity of the emergency is determined by administration

### **Step Three: Determine the Immediate Response Action**

The appropriate procedural steps are determined

### **Step Four: Communicate the Appropriate Response Action**

The response is communicated through:

- \*Schoolwide intercom system (for immediate communication)
- \*RAVE panic app (site or districtwide communication)

Administrative discretion is used in communication

## Emergency Evacuation Map