



# Comprehensive Site Safety Plan

## Arroyo West Active Learning Academy

CDS Code: 56-73940-6109847

**Contact Information:**

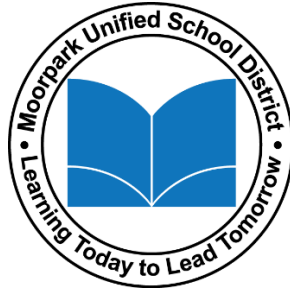
**Sally Wennes**

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The Moorpark Unified School District Comprehensive School Safety Plan per California Education Code Section 32281 is developed by a School Site Council (SSC) or a Safety Planning Committee. The Committees are made up of principal/designee, teacher, parent of child who attends the school, classified employee, others. The plan shall be updated annually as required by EC Section 32281. The plan is to be approved by SSC and Moorpark Unified School District Board of Education.

Plan approved by site SSC - November 9, 2022  
Date

Date submitted to Moorpark Unified School District Office – February 2, 2023  
Date

Sent to Superintendent/Designee & Board of Trustees for Review – February 28, 2023  
Date

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## I. The Comprehensive School Safety Plan Overview

Moorpark Unified School District has developed employee safety and emergency action plans which provide sites detailed guidance for use as necessary for student and staff safety.

The Comprehensive School Safety Plan (CSSP) is required by Education Code 32282-32289 to be reviewed and updated by March 1 annually and subsequently submitted for approval to the School Site Council (or School Safety Planning Committee) as well as to the district's governing board or county office of education. The CSSP applies to staff, students, and guests. The contents of the CSSP should include at a minimum, information assessing the current status of school crime committed on school campus and at school-related functions, strategies and programs that provide or maintain a high level of school safety, and procedures for complying with existing laws related to school safety.

Sally Wennes

\_\_\_\_\_  
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Arroyo West Active Learning Academy

Site Name

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**II. General School Information**

**A. School Profile**

Arroyo West is an elementary school serving transitional kindergarten through 5<sup>th</sup> grade. Our student population is diverse and reflects the ethnicity and cultural heritage of the community we serve.

**Current Enrollment:** 439 from July 1, 2022 to June 30, 2023

**Ages:** 4-11

**Total Staff (Teaching and Support):** 37

**B. Safe School Mission**

The Arroyo West staff is committed to accomplishing the following major goals in the education of students:

1. To instill in each student the love of learning, and to provide opportunities for academic growth for students at all developmental levels with continuous cooperation between teachers, parents and staff.
2. To develop, within each student, as sense of personal organization, responsibility, and motivation.
3. To ensure that each student develops a positive self-concept, and acceptance and understanding of others, a cooperative attitude, and respect toward others and their property.
4. To provide a safe, secure, nurturing school environment, conducive to learning, through a collaborative effort between teachers, parents and staff.

To help achieve the Safe School Mission, the following additional resources are utilized:

- a. Mental Health Professionals/School Counselors
- b. Community Intervention Professionals
- c. School Resource Officers/Law Enforcement
- d. Local Fire Department
- e. District Nurses

**C. Description of School Facilities**

The campus is located in the foothills on the southern edge of Moorpark adjacent to Tierra Rejada, one of two largest thoroughfares through Moorpark. Visitors are required to sign in at the office before visiting any of the classrooms.

Campus Description		Auxiliary Buildings	Qty.
Year Built	1991	Main Office	1
Acreage	10	Library	1
Square Footage	44,785	Number of Restrooms	7 sets
Number of Permanent Classrooms	33	Administration Offices	1
Number of Portable Classrooms	2	Multi-Purpose Room	1
Teacher Work Rooms	1	Counselors Office	1
Staff Lounge/Lunch Rooms	1	Student Support (RSP, Rtl)	3

**D. Personal Characteristics of Students & Staff –**

Student Demographics			
Ethnicity	%	Ethnicity	%
Caucasian	38	Hispanic or Latino	56
Asian	5	African American/Black	1
		Other	

Staff Demographics			
Ethnicity	%	Ethnicity	%
American Indian or Alaskan Native	0	Hispanic or Latino	16
Asian	0	African American/Black	0
Pacific Islander	0	Caucasian	84
Filipino	0	Other	

**E. School Site Council Membership/Safety Committee**

Education Code Section 35294.2(e) requires that the Comprehensive School Safety Plan be reviewed and updated at least annually by the School Site Council or Safety Committee. The School Site Council/Safety Committee may delegate the responsibility for developing a comprehensive safety plan to a school safety planning committee composed of the following members (Education Code 32281):

1. The principal or designee.
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 – Mental health professionals, school counselors, community intervention professionals, school resource officers, police officers on campus.

Before adopting the comprehensive 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 plan.

(Education Code 32288)

**F. Notifications and Communications -**

**Required Notifications of Hearing**

The following persons and entities were notified in writing of the public hearing concerning input on this Comprehensive School Safety Plan in accordance with the district’s administrative regulations (AR 0450)(EC 35294.2)(e):

- A representative of the local school employee organization.
- A representative of each parent organization at the school site, including the parent teacher association and parent teacher clubs.
- A representative of each teacher organization at the school site.
- A representative of the student body government.
- All persons who have indicated that they want to be notified.

### **Notice to the Public**

The Comprehensive School Safety Plan prepared for the 2022-23 school year is shared with (EC 35294.2(e) and 35294.8(b)):

- Parents at weekly orientations
- Parent Newsletters
- School staff at staff meetings
- Communicated to the general public through the district website
- Communicated to the following agencies: Law Enforcement & Fire  
(Notified by Business Services)

### **Assurances**

The school site council may include the following three essential components and/or strategies into this plan (AR 0450):

- Assuring each student a safe physical environment
- Assuring each student a safe, respectful, accepting and emotionally nurturing environment
- Providing each student resiliency skills

Evidence of these assurances is embedded throughout this school safety plan.

**Form D: School Site Council Membership**

California Education Code describes the required composition of the School Site Council (SSC). The SSC shall be composed of the principal and representatives of: teachers selected by teachers at the school; other school personnel selected by other school personnel at the school; parents of pupils attending the school selected by such parents; and, in secondary schools, pupils selected by pupils attending the school.

The current make-up of the SSC for this site is as follows:

Names of Members	Principal	Classroom Teacher	Other School Staff	Parent/Community Member	Secondary Student	Other
Ian McLaren	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Georgia Karpodinis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letty Hernandez	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vanessa McAteer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susie Tabarra	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kristi Heald	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Christin St. Pierre	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lisa Weller	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karin Ninnemann	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sally Wennes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number of members in each category	1	3	1	5		

**III. Safe School Reports**

**A. School Crime Status**

The Comprehensive School Safety Plan includes, but is not limited to, the following:

- An assessment of the current status of school crime at the school and at school-related functions, which may be accomplished by reviewing the following types of information:
  - Office Referrals
  - Attendance Rates/School Attendance Review/Board Data
  - Suspension/Expulsion Data
  - California Healthy Kids Survey
  - School Improvement Plan
  - Local Law Enforcement Juvenile Crime Data
  - Property Damage Data
  - Other: \_\_\_\_\_

Arroyo West does not experience high incidents of crime on campus or during school related functions. There are no known safety hazards on campus at this time.

2021-2022 Summary Data	
<b>Total Suspensions</b>	1
<b>Total Expulsions</b>	0

**B. Safe School Assessment Resources**

The following resources were analyzed to develop an understanding of current conditions of school safety and standard practices to develop a comprehensive plan of action and procedures to ensure students, staff, and guests are provided a safe and secure environment.

- Safe School Needs Assessment
- District input
- School Site Inspection
- SRO/Law Enforcement

**Component 1: People and Programs**

Goal #1: Assure each student a safe, respectful, accepting, and emotionally nurturing environment through explicitly structuring the learning environment.

**Component 2: Places**

Goal #1: Assure each student a safe physical environment

**C. Evaluation of 2022-2023 Action Plans/Goals**

An evaluation of the school’s progress in fulfilling Action Plans/Goals outlined in the 2022-2023 Comprehensive School Safety Plan was performed by:

- School Site Council or Safety Committee

Component 1/ Goal #: Provide each student with resiliency skills.	
<p><b>Were objectives met?</b></p> <p><b>Why/Why Not?</b></p>	<p>Objectives were met:</p> <ul style="list-style-type: none"> <li>• The school counselor met with many small groups to support students in developing resiliency skills.</li> <li>• The school counselor trained 10 students to be school ambassadors and peer mediators.</li> <li>• Students attended bully prevention assemblies twice during the school year.</li> <li>• Students were recognized at trimester awards assemblies for positive academics and citizenship.</li> </ul>
<p><b>Identify deficiencies in meeting objectives.</b></p>	<p>None.</p>
<p><b>Explain how the objectives/action plans can be strengthened.</b></p>	<p>Monitor and continue to support implemented programs.</p>
<p><b>Were objectives met?</b></p> <p><b>Why/Why Not?</b></p>	<p>Objectives was met:</p> <ul style="list-style-type: none"> <li>• The big Three was introduced school wide – <i>Be Safe, Be Respectful, Be Responsible</i></li> <li>• <i>Students attended The Big Three assembly twice during the school year</i></li> </ul>
<p><b>Identify deficiencies in meeting objectives.</b></p>	<p>None</p>
<p><b>Explain how the objectives/action plans can be strengthened.</b></p>	<p>Monitor and continue to reinforce “The Big Three”.</p>
<p><b>Were objectives met?</b></p> <p><b>Why/Why Not?</b></p>	<p>Ongoing</p> <ul style="list-style-type: none"> <li>• Site administration met with Sherriff’s deputy, walked the grounds to identify strengths and vulnerabilities, and created a plan for vulnerabilities. All staff were trained in active shooter and the “run, hide &amp; fight”</li> <li>• Lock Blocks were installed on all exterior doors.</li> <li>• Traffic flow was evaluated and a plan was developed to improve drop off and pick up procedures.</li> <li>• A plan was put in place to insure all gates, except the CAP entry gate, are locked immediately following student dismissal.</li> </ul>
<p><b>Identify deficiencies in meeting objectives.</b></p>	<p>None</p>
<p><b>Explain how the objectives/action plans can be strengthened.</b></p>	<p>Ongoing communication with Sherriff’s deputy and staff as well as conducting site visits.</p>

**D. Conclusions of 2022-2023 Safe Schools Assessment**

- **Areas of Pride and Strength (Components 1 & 2)**  
Evidence of decreased discipline problems on the playground significantly decreasing the suspension rate.
- **Areas to Change: (Components 1 & 2)**  
Educating school community stakeholders including parents on safety procedures, responses, and resources.
- **Analysis of how the data, needs and perceptions about the school's safety determined the goals: (EC 35294.2(a)(1))**  
Referral and suspension data was used to establish goals
- **Generalized statement of goals for 2022-2023 (EC 35294.2(a)(2)(H)):**  
Continue efforts to encourage student involvement and responsibility for safety and security of campus, and improve door security.

**E. 2022-2023 Safe School Needs Assessment**

- Data is included from VCSSFA Safety Inspection and/or Site/District Office Inspections

School, Staff and Student Needs			
<b>Assure a Safe Physical Environment</b>			
<input checked="" type="checkbox"/>	Improve safety of school grounds	<input type="checkbox"/>	Improve ingress/egress routes
<input checked="" type="checkbox"/>	Improve safety of buildings/classrooms	<input type="checkbox"/>	Improve safety of field/equipment
<input checked="" type="checkbox"/>	Improve internal security	<input checked="" type="checkbox"/>	Prepare students and staff for crisis emergencies
<input checked="" type="checkbox"/>	Improve exterior and/or perimeter security	<input type="checkbox"/>	Prevent and reduce vandalism and graffiti
<input type="checkbox"/>	Improve dropping off/picking up students	<input type="checkbox"/>	Prevent weapons on campus
<input type="checkbox"/>	Other	<input type="checkbox"/>	
<b>Provide each student with Resiliency Skills (Expectations, Caring and Participation) by enhancing:</b>			
<input type="checkbox"/>	Community service opportunities	<input checked="" type="checkbox"/>	Problem solving skills
<input checked="" type="checkbox"/>	Parent involvement	<input type="checkbox"/>	Autonomy (sense of self/identity)
<input type="checkbox"/>	Alternatives to violence	<input type="checkbox"/>	Sense of purpose and future
<input checked="" type="checkbox"/>	Good communication skills	<input type="checkbox"/>	Participation in academic activities
<input checked="" type="checkbox"/>	Character/value education	<input type="checkbox"/>	High academic self-expectations
<input checked="" type="checkbox"/>	Social competence	<input type="checkbox"/>	Other: Asset building
<b>Assure a Safe, Respectful, Accepting, and Emotionally Nurturing Environment by promoting:</b>			
<input type="checkbox"/>	Positive structure in classroom	<input type="checkbox"/>	Prevention and intervention strategies
<input checked="" type="checkbox"/>	Fair, consistent discipline and consequences	<input checked="" type="checkbox"/>	Anti-bullying/hazing
<input checked="" type="checkbox"/>	Acceptance of diversity	<input type="checkbox"/>	Ongoing staff development
<input type="checkbox"/>	Drug-Free school	<input type="checkbox"/>	Attendance enhancement
<input checked="" type="checkbox"/>	Character/Values education	<input type="checkbox"/>	Gang suppression
<input checked="" type="checkbox"/>	Parent involvement	<input type="checkbox"/>	Effective teacher/student relationships
<input type="checkbox"/>	Nurture positive self-esteem	<input type="checkbox"/>	Suicide prevention/response plans
<input checked="" type="checkbox"/>	High behavior expectations	<input type="checkbox"/>	Extra-curricular activities
<input checked="" type="checkbox"/>	Conflict resolution skills	<input type="checkbox"/>	Student recognition
<input type="checkbox"/>	Anger management	<input type="checkbox"/>	Supervision of students across all settings
<input type="checkbox"/>	Personal and social responsibility	<input type="checkbox"/>	Student support
<input type="checkbox"/>	Collaboration among law enforcement agencies and judicial system	<input type="checkbox"/>	Other
<input type="checkbox"/>	Participation in and collaboration of parents/students/community	<input type="checkbox"/>	

**IV. 2022-2023 Safe School Goals & Action Plans**

After analyzing data, resources and desired areas of change, Arroyo West has determined that the following priorities of action are necessary to create a safe, secure campus and a positive learning environment emphasizing responsible and respectful behavior.

**A. Component 1: People and Programs**

- **Goal #1: Provide each student with resiliency skills (expectations, caring, and participation) by enhancing:**
  - Character/Value Education
  
- **Goal #2: Assure a safe, respectful, accepting and emotionally nurturing environment by promoting:**
  - Conflict resolution skills

**B. Component 2: Places**

- **Goal #1: Assure a safe physical environment**
  - Improve dropping off/picking up of students

**C. 2022-2023 Safe School Goals & Action Plans**

<b>Component 1: People and Programs</b>		
<b>Goal #1</b>	<b>Strengthen each students’ social responsibility and understanding of their impact upon others.</b>	
<b>Objective 1.1</b>	Related Activities:	<b>Person(s) Responsible:</b>
	Increase student learning through A-Team and counselor training regarding peer mediation.	Counseling
		<b>Timeline for Implementation:</b>
	Ongoing	
<b>Objective 1.2</b>	Related Activities:	<b>Person(s) Responsible:</b>
	Continue personalized and small group counseling.	Counseling
		<b>Timeline for Implementation:</b>
	Ongoing	
<b>Objective 1.3</b>	Related Activities:	<b>Person(s) Responsible:</b>
	Increased emphasis on social responsibility in the classroom, on the yard, and during events.	Teachers, Campus Aides
		<b>Timeline for Implementation:</b>
	Ongoing	
<b>Objective 1.4</b>	Related Activities:	<b>Person(s) Responsible:</b>
	Acknowledgement of students for positive social responsibility	Principal, Counselor
		<b>Timeline for Implementation:</b>
	Ongoing	
<b>Goal #2</b>	<b>Enhance the use of Social Emotional programs.</b>	
<b>Objective 2.1</b>	Related Activities:	<b>Person(s) Responsible:</b>
	Provide professional development to new teachers to increase the use of Second Step curriculum	Administrative, Counseling, and Teaching Staff
		<b>Timeline for Implementation:</b>
	Ongoing	
<b>Objective 2.2</b>	Related Activities:	<b>Person(s) Responsible:</b>
	Continue lessons in the classroom using the Second Step curriculum.	Administrative, Counseling, and Teaching Staff
		<b>Timeline for Implementation:</b>
	Ongoing	

<b>Component 2: Places – Create a Physical Environment That Communicates Respect for Learning and for Individuals</b>		
<b>Goal #3</b>	<b>Assure each student a safe physical environment.</b>	
<b>Objective 3.1</b>	Related Activities:	<b>Person(s) Responsible:</b>
	Implement strategies suggested by law enforcement on walkthrough	Principal & Student Resource Officer
		<b>Timeline for Implementation:</b>
		Ongoing
<b>Objective 3.1</b>	Related Activities:	<b>Person(s) Responsible:</b>
	Conduct regular drills, and full-scale drills 1-2x/year to ensure that staff practices roles during a crisis situation.	All Staff
		<b>Timeline for Implementation:</b>
		Ongoing

## V. School Safety Practices, Policies and Procedures

### A. Child Abuse Reporting Procedures

(Penal Codes 11164-11174.3 and Child Abuse & Neglect Reporting Act)

Moorpark Unified School District Board Policy 5141.4

As stated in the Board Policy, “District employees who are mandated reports, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.”

(AR 5141.4) Mandated reporters include, but are not limited to, teachers; instructional 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 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)

#### Reporting Procedures

- Complete Suspected Child Abuse Reporting Form (Form – BCIA 8572).
- Call Children and Family Services immediately to verbally report.
  - (805)654-3200
  - Coalition to End Family Violence [www.thecoalition.org](http://www.thecoalition.org)
- Forward completed Suspected Child Abuse Reporting Form (BCIA 8572) within 36 hours
- Do not pass on the responsibility to report. However, you can and should consult with your supervisor.
- If you have reasonable suspicion, you have a duty to check (reasonable suspicion creates a duty).
- If in doubt, file.
- The burden of proof is not with you. Children and Family Services will do the investigation.
- School staff is not liable for defamation if done in the course and scope of your employment.

### B. Notification of Dangerous Pupils to Teachers

(Pursuant to Education Code 49079)

The district shall inform the principal/teachers annually of students who were engaged in, or reasonably suspected to have engaged in, for the previous three school years, any of the acts described in:

- Education Code 48900 subdivision (except subdivision (h))
- Education Code 48900.2 (sexual harassment)
- Education Code 48900.3 (hate violence)
- Education Code 48900.4 (harassment of school/district personnel or pupil; threats/intimidation)

- Education Code 48900.7 (terrorist threat)

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 or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for assisting them in the event of an emergency situation.

## **C. District Rules and Procedures on School Discipline**

(Pursuant to Education Code 35291.5, 48900, et. al)

As per Board Policy 5144 the Governing Board desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, effective classroom management and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible.

With the passage of AB 1729 (effective 1/1/13), schools were charged to develop a plan where the process for suspensions and expulsions would include means of correction. MUSD reviewed our current policies and procedures and expanded the existing elementary plan to produce a district wide Behavior Intervention Plan.

## **D. Bully Prevention**

### **District Policy**

The Governing board affirms the right of every student to attend a school that is safe and secure. The District's Policy on Bullying (Board Policy 5131.2) can be accessed on the District's website at [www.mrpk.org](http://www.mrpk.org) you may also request a copy of the policy at the school office.

All persons are to be treated with dignity and respect; therefore, the district, schools, students, parents/guardians and community have an obligation to promote mutual respect and safe, harmonious relations that support dignity and equality. To that end, the school district has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to address incidents of bullying and harassment when they occur.

These Policies and procedures must be disseminated annually to staff, students, and parents/guardians.

The district will not tolerate bullying or any behavior that infringes on the safety or well-being of students, staff, or any other persons within the district's jurisdiction whether

directed at an individual or group. This includes but is not limited to bullying or harassment based on race, color, creed, national origin, ethnicity, gender, gender identity, gender expression, language, perceived or actual sexual orientation, physical or mental disability, political or religious ideology, physical appearance, or economic status, or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all acts while on school grounds, at a school sponsored activity, while traveling to and from school, on a school bus, during any activity related to school attendance.

### **E. Hate Crime Reporting Procedures**

Moorpark Unified School District Board Policy 5145.9(a)(b)

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.

### **F. Safe Ingress/Egress Procedures**

#### **Supervision of Students**

Each morning as students arrive on campus, four campus aides are strategically assigned to designated areas to monitor activities; administration circulates around the campus greeting and supervising students. During the lunch period, administration and four assigned campus aides patrol the lunch area, blacktop areas, and playing fields. When students are dismissed at the end of the day, administration and assigned teachers share supervision of the bus loading area and designated zones on campus to ensure students leave campus in a safe and orderly manner.

Hand-held radios enhance routine and emergency communication efforts concerning students, staff, and campus facilities. Administrator and campus aides on supervision duty carry radios; one radio is permanently located in the main office.

#### **Visitors**

Many individuals visit the campus as volunteers or to participate in school events. To maintain a safe and secure environment, all parents and visitors are required to check in at the school office upon arrival, obtain and wear a visitor's badge, and then return to the school office upon departure.

## Safe Routes to School

A safe system has been developed to enter and exit the school dropping off and picking up zone.

## Bicycle & Pedestrian Policy

Students are allowed to ride their bikes to and from school, following all community safety rules and wearing a helmet.

## **G. Nondiscrimination/Harassment**

(Pursuant to Education Code 234.1 and Moorpark Unified School District Board Policy 5145.3)

### Students

The Board of Education desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The 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 or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts 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 includes the creation of a hostile environment through prohibited conduct that 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 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. He/she shall provide training and 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 or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall act to remove any identified barrier to student access to or participation in the district's educational program. He/she shall report his/her findings and recommendations to the 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.

### Employees

The District recognizes that harassment on the basis of sex is a violation of both federal and state employment discrimination laws as well as this District Policy. The District will provide to all employees a work environment free from sexual harassment, and will not tolerate

such conduct on the part of any employee. Any individual with a complaint of sexual harassment should immediately report it to the immediate supervisor or the Principal. If the immediate supervisor or the Principal are the individuals about whom the complaint is to be made, the employee should make the complaint directly to the Assistant Superintendent of Personnel Services. All complaints of sexual harassment will be promptly and thoroughly investigated and properly resolved. No individual will suffer reprisals for reporting any incidents of sexual harassment or making any complaints.

## H. Suspension & Expulsion Policies

(Pursuant to Education Code §48900 and Moorpark Unified School District Board Policy 5144.1)

The Board of Education desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

### Student Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

### Alternative to Suspensions/Options

To correct the behavior of any student who is subject to discipline, the Superintendent or designee shall, to the extent allowed by law, first use alternative disciplinary strategies specified in AR 5144 - Discipline. (Education Code 48900.5) Alternatives to suspension or expulsion also shall be used with students who are truant, tardy, or otherwise absent from assigned school activities. Except for single acts of a grave nature or offenses for which suspension or expulsion is required by law, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct or the student's presence causes a continuing danger to himself/herself or others.

### Definitions

Suspension from school means removal of a student from ongoing instruction for adjustment purposes. Expulsion means removal of a student from the immediate

supervision and control, or the general supervision, of school personnel. (Education Code 48925)

### Parent Notification 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)

## **I. Search and Seizure**

Moorpark Unified School District Board Policy 5145.12

### Students

The Board of Education is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the health and welfare of students and staff, school officials may search students, their property, and/or district property under their control and may seize illegal, unsafe, or otherwise prohibited items.

The Board urges that employees exercise discretion and good judgment. When conducting a search or seizure, employees shall act in accordance with law, Board policy, and administrative regulation.

The Superintendent or designee shall ensure that staff who conduct student searches receive training regarding the requirements of the district's policy and administrative regulation and other legal issues, as appropriate.

### Individual Searches

School officials may search any individual student, his/her property, or district property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices.

Any search of a student, his/her property, or district property under his/her control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search shall include the danger to the health or safety of students or staff, such as the possession of weapons, drugs, or other dangerous instruments, and whether the item(s) to be searched by school officials are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation.

Employees shall not conduct strip searches or body cavity searches of any student. (Education Code 49050)

Searches of individual students shall be conducted in the presence of at least two district employees.

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search. (cf. 5145.11 - Questioning and Apprehension by Law Enforcement)

### Searches of Multiple Student Lockers/Desks

All student lockers and desks are the property of the district. The principal or designee may conduct a general inspection of school properties that are within the control of students, such as lockers and desks, on a regular, announced basis, with students standing by their assigned lockers or desks. Any items contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned.

### Use of Contraband Detection Dogs

In an effort to keep the schools free of dangerous contraband, the district may use specially trained, nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy.

The dogs may sniff the air around lockers, desks, or vehicles on district property or at district-sponsored events. Dogs shall not sniff within the close proximity of students or other persons and may not sniff any personal items on those persons without their consent.

## **J. School-wide Dress Code Prohibiting Gang Related Apparel**

The provisions of any schoolwide dress code, pursuant to Section 35183, that prohibits pupils from wearing "gang-related apparel," if the school has adopted that type of a dress code. For

those purposes, the comprehensive school safety plan shall define “gang-related apparel.” The definition shall be limited to apparel that, if worn or displayed on a school campus, reasonably could be determined to threaten the health and safety of the school environment. A schoolwide dress code established pursuant to this section and Section 35183 shall be enforced on the school campus and at any school-sponsored activity by the principal of the school or the person designated by the principal. For purposes of this paragraph, “gang-related apparel” shall not be considered a protected form of speech pursuant to Section 48950.

The principal, staff, and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan. (Education Code 35183)

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.

Moorpark Unified School District Administrative Regulation 5136 (a)

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

- i. Any student displaying behavior, gestures, apparel, or paraphernalia indicative of gang affiliation shall be referred to the principal or designee.
- ii. The student’s parent/guardian shall be contacted and may be asked to meet with school staff.
- iii. The student may be sent home to change clothes.

**VI. Sample Communications Forms and Postings**

Parent Notification of Regulations

Beginning with the 23/24 school year our district will take steps to comply with SB906 by providing parents and guardians with Annual Notification based upon model content provided by the state regarding California’s Child access prevention laws and laws relating to storage of firearms.

**A. Employee Safety Poster**

Moorpark Unified School District  
 5297 Maureen Lane  
 Moorpark, CA 93021  
 (805) 378-6300

**Employee Safety**

**POST ON  
 STAFF COMMUNICATION WALL  
 2022-2023**

**REASONABLE PRECAUTIONS**

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Use a BUDDY SYSTEM if you arrive at work in the dark</li> <li>2. PARK YOUR CAR in an area close to the entrance even if you have to move later. Keep your car locked, get your materials together and your office/classroom key out as you prepare to exit.</li> </ol> | <ol style="list-style-type: none"> <li>3. BE AWARE of your surroundings and circumstances ("street smarts") upon entry to your work site and lock the door immediately.</li> <li>4. HAVE A CELL PHONE HANDY and dial 911 if you need help.</li> <li>5. REPORT CONCERNS, ASK QUESTIONS, AND MAKE SUGGESTIONS to your supervisor or site administrator.</li> </ol> |
|--|--|

**INTRUDER/NON STUDENTS DISRUPTING THE SCHOOL**

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. DON'T CONFRONT. Either ask the intruder/non-student to leave, hand he/she the notice below, or inform intruder/non-student that police are on their way.</li> <li>2. BE A GOOD WITNESS. Note the kind of activity and description of eyes, height, clothes, and mode of transportation, etc.</li> </ol> | <ol style="list-style-type: none"> <li>3. INFORM site supervisor/administrator</li> <li>4. IF PERSON/PEOPLE CONSTITUTE/SAN EMERGENCY, CALL 911</li> </ol> |
|---|---|

**DEALING WITH OUT OF CONTROL BEHAVIOR**

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. GET assistance.</li> <li>2. IDENTIFY YOURSELF and say "STOP".</li> <li>3. REMOVE the audience</li> <li>4. AVOID stepping between combatants or into the "LINE OF FIRE"</li> </ol> | <ol style="list-style-type: none"> <li>5. ALWAYS try verbal intervention first</li> <li>6. Use a DISTRACTION</li> <li>7. GIVE the person time to blow off steam, ensuring their safety and the safety of others</li> </ol> |
|---|--|

**ASSAULT ON SCHOOL EMPLOYEES**

Follow procedures listed below if attacked, assaulted or physically threatened by a student, parent, community member, campus

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. INFORM site supervisor/administrator</li> <li>2. NOTIFY law enforcement (if not an emergency, notify SRO)</li> </ol> | <ol style="list-style-type: none"> <li>3. COMPLETE "Assaults on School Employees" form</li> </ol> |
|--|---|

NOTIFICATION OF DISTURBANCE, INTERFERENCE OR LOITERING ON SCHOOL GROUNDS  
 (Give to Police Officer)

Name	Date	Time	Location
Address		School Official	

Moorpark Unified School District  
 "YOU ARE REQUESTED TO LEAVE"

**DISRUPTING SCHOOL ACTIVITIES** - EC 44810(a) & 44811 (a) EC 44810(a): Every minor over 16 years of age or adult who is not a pupil of the school who comes upon any school ground or into any school house and there willfully interferes with the discipline, good order, lawful conduct, or administration of any school class or activity of the school, with the intent to disrupt, obstruct, or to inflict damage to property or bodily injury upon any person, is guilty of a misdemeanor.

**EC 44811(a)** Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor.

**WILLFUL DISTURBANCE, PUBLIC SCHOOLS OR MEETINGS** - EC 32210 Any person who willfully disturbs a public school or public school meeting is guilty of a misdemeanor, and may be punished by a fine of not more than \$500.

**OUTSIDER ON SCHOOL GROUNDS** - PC 627.7 & EC 32211: If a person other than a student, parent or guardian of a student, district or public employee authorized to be on school grounds, or elected public official remains on school grounds without registering, has had access to school grounds revoked and re-enters within 7 days after being directed by the principal or designee to remain off school grounds for 7 days, is guilty of a crime.

**LOITERING** - PC 653b (formerly PC 653g): A person who delays, lingers, or is idle about a school without a lawful purpose or who re-enters within 72 hours after being directed to remain off school grounds is a vagrant, and is punishable by a fine of not more than \$1000 or imprisonment not to exceed 6 months.

Notificación de interrupción, Interferencia con la escuela o vagancia en el campo escolar (Dar al oficial de policía)

Nombre	Fecha	Hora	Lugar
Domicilio		Funcionario	

Distrito Escolar Unificado de Moorpark  
 "SE LE PIDE IRSE"

**INTERRUPCIÓN DE LAS ACTIVIDADES ESCOLARES** - EC 44810(a) & EC 44811(a)

EC44810(a) Cualquier menor de 16 años de edad ó más, o un adulto que no sea alumno de la escuela y que se presente en el campo escolar, o dentro de una escuela, e interfiere deliberadamente con la disciplina, el orden, la conducta legal o la administración de una clase o actividad escolar, con la intención de interrumpir, obstruir o causar daño a la propiedad o daño corporal a cualquier persona, será culpable de un delito menor.

**EC 44811(a)** La conducta de cualquier padre, tutor u otra persona que requiera que un empleado escolar que se encuentra realizando su labor interrumpa el trabajo de la clase o una actividad extracurricular, o implique un desorden sustancial, será culpable de un delito menor.

**EC 322210 DISTURBIO INTENCIONAL, ESCUELAS PUBLICAS O REUNIONES**

Cualquier persona que intencionalmente disturba una escuela pública o una reunión de una escuela pública será culpable de haber cometido un delito menor, y puede ser castigado con una multa de no más de \$500.

**PERSONA AJENA EN EL CAMPO ESCOLAR** - PC 627.7 y E.C. 32211 Si una persona que no sea estudiante, padre o tutor de un estudiante, empleado del distrito o público que está autorizado para encontrarse en el campo escolar, o un funcionario público, permanece en el campo escolar sin inscribirse, o se le ha negado el acceso al campo escolar y regresa dentro de 7 días después de que el director o sus designado le haya indicado que se encuentre fuera del campo escolar por 7 días, será culpable de un crimen.

**VAGANCIA** - PC 653b Una persona que se atrase, permanezca o se encuentre en una escuela sin un fundamento legal, o que reingresa dentro del espacio de 72 horas después de haber sido solicitado que salga del campo escolar, se considera como un vago y puede recibir una multa que no exceda de \$1,000 o, cárcel que no exceda de 6 meses.

## B. Pandemic Influenza

# Pandemic Flu Pandemic Influenza

Pandemic flu is a worldwide outbreak of disease that occurs when a new flu virus appears that can spread from person to person. Because people have not been exposed to the new virus they have little or no immunity.

Therefore, serious illness or death is more likely to result. The illness rate for both seasonal and pandemic flu are high among children.

Because schools are the most densely populated environments in society, they are likely to contribute significantly to the containment or to the spread of flu in the community. Therefore, school closures may result as a means of reducing the overall illness rates within communities.

### GOAL

Plan and increase preparedness for the possibility of an influenza pandemic.

### Stages of Preparation:

- **Mitigation and Prevention** – Anticipating needs
- **Preparedness** – Planning what to do and how to do it
- **Response** – Implementing your plan
- **Recovery** – What to do to return to normal

### Principal/Designee

Review instructions for staff and students.

Implement prevention policies and procedures including:

- Posting of health education materials more frequently
- Education of all staff/students on how to cover coughs and sneezes
- Education of staff/students on frequent hand washing
- Use of waterless hand sanitizers and wipes
- Develop platoon system for rotation of staff, and identify a priority list for staff release.
- Plan for possible use of facility by Public Health Office

### All Personnel

Basic elements required for pandemic influenza preparedness:

- Any staff member can be designated to serve as a Civil Service Worker
  - Each employee will be assigned priority for serving as a Civil Service Worker depending on the need.
- The platoon system for rotation purposes will be implemented and a general plan made for systematic dismissal of staff.
- Students will be dismissed according to standard student release procedures as outlined for any emergency.
- “All Call” system will communicate with parents and staff as needed.

For more information you can visit:

- <http://www.pandemicflu.gov/plan/>
- You may also visit [www.mrpk.org](http://www.mrpk.org) to view our COVID-19 Safety Plan & Information

**C. Sample Letter Notifying Community Members of Public Hearing or Public Display**

Printed on School Letterhead

Date:

Dear Mayor of Moorpark, MEA President, CSEA President, PTA/PTSA President, Booster President, Student Council/ASB President, You are invited to a public meeting or public display for review of our Comprehensive School Site Safety Plan at \_\_\_\_\_ school in the

\_\_\_\_\_ on \_\_\_\_\_ from \_\_\_\_\_, as per Education Code 32288(a).

Our school updates and revises the Comprehensive School Safety Plan annually through a systematic planning protocol. A few of the key elements in our plan include the following:

- Goals to assure each student a safe physical environment, provide each student with resiliency skills, and assure each student a safe, respectful, accepting, and emotionally nurturing environment;
- School Procedures Relating to School Safety
- Emergency Response Plan

We are seeking your input and hope that you can attend. If you have any questions regarding this public meeting or public display of the plan, please do not hesitate to contact our office.

Sincerely,

Name  
Principal  
Site

**Addresses:**

City of Moorpark  
Mayor  
799 Moorpark Ave.  
Moorpark, CA 93021

MEA President  
5297 Maureen Lane  
Moorpark, CA 93021

CSEA President  
5297 Maureen Lane  
Moorpark, CA 93021

## VII. Emergency Response Plan

The Emergency Response Plan provided in this CSSSP is in alignment with the district and site specific EOP. An Emergency Procedures Guide with specific instructions is located in every classroom. This guide addresses specific emergencies and is located as an appendix in this document. The intent of the EOP is to prepare staff and students with actions, communications and response protocols for crisis situations so districts and schools can quickly and adequately restore the school community to a safe and orderly learning environment. In so preparing and training for possible emergency scenarios, it is also the intent of this district to comply with the National Incident Management System (NIMS), State Emergency Management System (SEMS), and CCR Title 8, Section 3220, utilizing the Incident Command System (ICS). Included in this plan are specific assignments related to ICS.

### Post on “Info Wall” in Classroom/Office

#### A. Emergency Contact Datasheet

**School Site:** Arroyo West Active Learning Academy

**Incident Commander (IC):** Principal or Designee

**Command Center Location:** Principal or Designee discretion as to type & severity of emergency

**Student Release Location:** Parents notified via ParentSquare on location

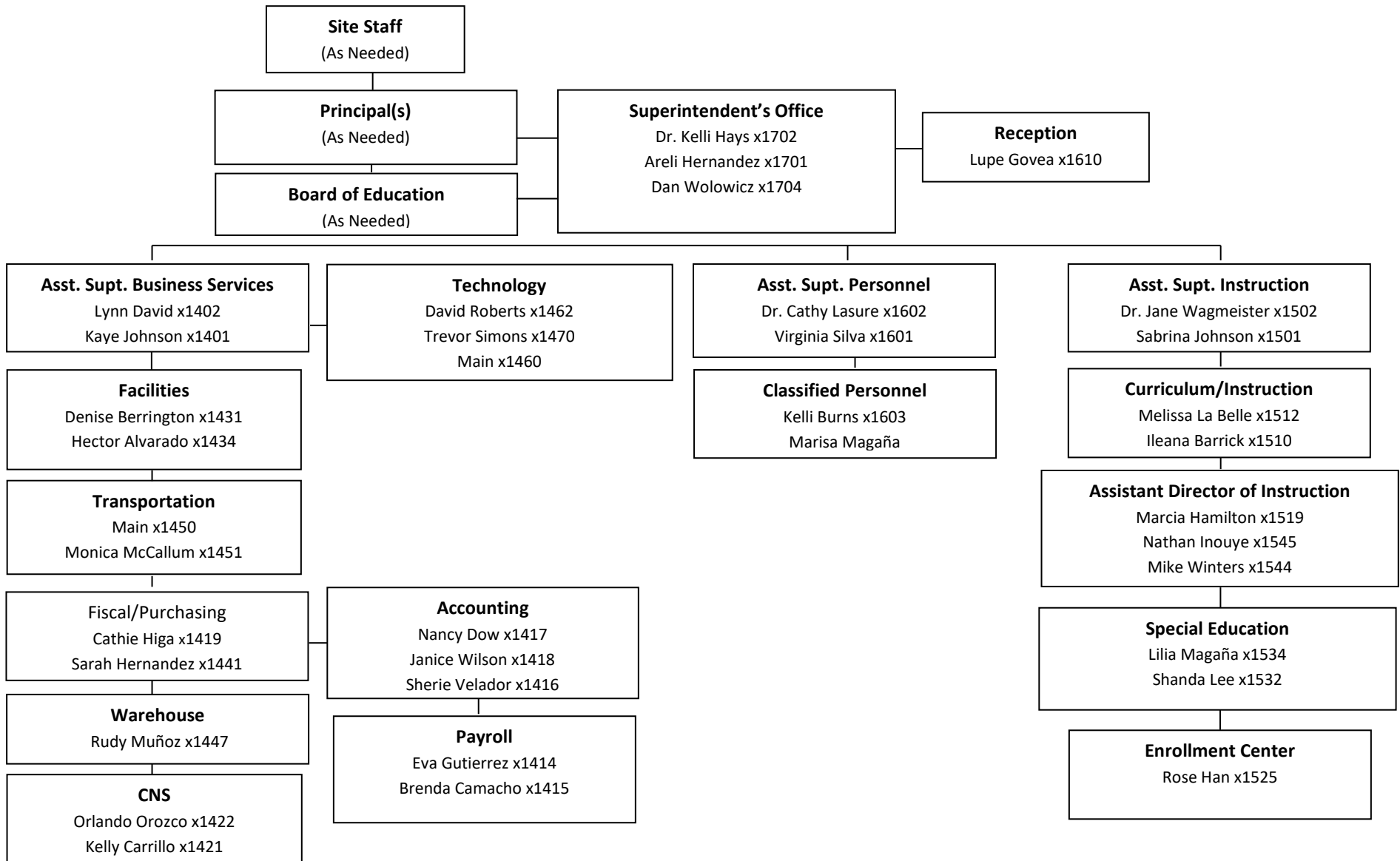
Important Phone Numbers		Public Utilities	
Emergency	911	Electricity – So. Cal Edison	800.655.4555
Fire/Paramedic Emergency	911	Gas Company	800.427.2200
Moorpark Police Non-Emergency	805.532.2700	Water	805.378.3000
Ventura County Sheriff Dispatch	805.654.2551		
<b>Moorpark Unified School District</b>	<b>805.378.6300</b>	<b>Radio Stations</b>	
<b>Front Desk</b>	<b>x1612</b>	Ventura: KVEN	1450AM
Business Services/Risk Management	x1401	Ventura: KHAY	100.7FM
Health Services	x1580	Spanish: KMLA	103.7FM
Instructional Services	x1501		
Maintenance, Operations & Transportation	x1431	<b>Radio Codes</b>	
M.O.T. After Hours	805.857.0593	Code 911	Emergency
Personnel Services	X1601	10-4	Ok, Acknowledge
Superintendent	x1701	10-9	Repeat
Technology	x1460	10-20	Location
<b>American Red Cross</b>		<b>Emergency Web Site Info</b>	
Camarillo (Main Office)	805.987.1514	Moorpark Unified	ww.mrpk.org
		National Weather Service	www.wrh.noaa.gov
<b>County of Ventura</b>		Ventura County Sheriff	www.vcsd.org
Sheriff’s Office of Emergency Services	805.654.2551		
<b>Hospitals</b>		<b>Emergency Supplies</b>	
Adventist Health – Simi Valley	805.955.6000	Locations: Classrooms & Emergency Shed	
Los Robles Hospital – Thousand Oaks	805.497.2727	Gas Wrench: Custodian	

**B. Site Incident Command System**

<b>Lead Position</b>	<b>Assigned Staff Members</b>
Incident Commander	Sally Wennes
Deputy Incident Commander	Lisa Daniels/Leanne Guy
Public Information Officer	Jennifer Thrift/Rubi Valencia
Safety Officer/Agency Liaison	Yeni Lemus/Yesenia Troncoso (assists @ student release)
Operations Section Chief	Lisa Daniels
Search & Rescue Leader	Lindsay Gilliland/Becky Smith
Search & Rescue Staff	Leanne Guy/Natalie Harrison
Search & Rescue Staff	Paul Ragis/Samantha Frias
Search & Rescue Staff	Becky Smith/Leigh Bruskof
Student Release Leader (School Site Only)	Leticia Sanchez
Student Release Staff	Danielle Conahey
Student Release Staff	Jennifer Gast
Student Release Staff	Yesenia Troncoso
Student Release Staff	Diana Moore (sub)
Care & Shelter Leader	Kat Bullington/Rubi Valencia
Care & Shelter Staff	Cafeteria Staff
Medical Branch Leader	Vickie Sanchez
Medical Branch Staff	Diana Moore
Medical Branch Staff	Christina Vorburger
Medical Branch Staff	Brittany Cardona
Medical Branch Staff	Pearl Dellacqua/Staci Davis Turner
Planning Section Chief	Rubi Valencia
Logistics Section Chief	Lisa Daniels
Incident Recorder	Lisa Weller/Diana Moore
Finance/Admin	Danielle Conahey

C. Initial Contact to Launch District Emergency Response Phone Tree

District Office Main Line 805.378.6300



## D. Communication Signals

### Primary Signals

**Evacuate:** Continuous bells or Fire Siren

**Lockdown:** Lockdown Announcement over loudspeaker.

**Duck/Cover/Hold:** Teacher signals "Duck, cover & hold". All –Clear: Announce all-clear over loudspeaker. (Police only to signal; if present)

## E. Action - "Leave Building" (Evacuation Procedures)

Types of Crisis: *Fire, Dam Rupture, Flood or Utility Failure*

1. **Signal "Evacuation"** fire bell. Help students with disabilities. Close, but do not lock doors. Office staff takes student emergency cards to evacuation area.
2. **Call 911.** (Use landline phone, as cell phone contacts California Highway Patrol)
3. **Principal notifies** (or assigns designee to notify) assistant principals, campus supervisors, support staff, on-campus childcare, and initiate district phone tree by calling **Reception at 805-378-6300 x1610.**
4. **If students are in classrooms:**
  1. Evacuate
  2. Close, but do not lock doors.
  3. Teacher takes roll sheets and office staff takes student emergency cards to evacuation area.
  4. Teacher takes roll and alerts command center of any student not accounted for (telephone, intercom, radio, runner, or e-mail).
5. **If students are not in classrooms:**
  1. Reunite with students in evacuation area.
  2. Teacher takes roll and alerts command center of any student not accounted for (telephone, walkie-talkie, or runner).
6. **Follow the directions of law enforcement** and/or other competent authority upon their arrival. Have extra school maps available for law enforcement.
7. **All Clear** will be signaled by Principal.
8. **Principal debriefs** staff, parents/community (Connect Ed message, etc.), and students.
9. Follow **"Student Release Procedures"** as necessary (only send students home before end of day if directed by Superintendent);

## F. Fire Drill

Fires can occur at school sites due to the following:

1. Sources of ignition near flammable and combustible materials
  2. Overloaded electrical circuits
  3. Wildfires spreading onto school sites from neighboring areas
  4. Lightning
1. **Warning:** Fire alarm
  2. **Action:** Fire at School:
    - a) Sound the fire alarm. This will automatically implement Action "Leave Building"
    - b) Maintain control of students at the designated area
    - c) Maintain a safe distance from the fire and firefighting equipment
    - d) Account for all students
    - e) Stay with students, keeping them together
    - f) Wait for an "All Clear" announcement
  3. **Fire near School**
    - a) Determine the need to implement Action "Leave Building"

- b) Determine the need to implement Action “Directed Transportation”
- c) Maintain control of students at the designated area
- d) Maintain a safe distance from the fire and the firefighting equipment
- e) Account for all students
- f) Stay with students, keeping them together
- g) Wait for an all clear announcement.

In accordance with California Education Code 32001, sites must cause the fire alarm signal to be sounded not less than once every calendar month and shall conduct a fire drill at least once every calendar month in elementary level and at least four times every school year at intermediate levels. A fire shall be held at the secondary level not less than twice every school year.

## G. Action - “Lockdown” Drill

1. **Warning:**
  - h) The warning signal at the school for Action “Lockdown” shall be “Attention Please – Our school is in a Lockdown. This is not a drill. Active Assailant on campus, take immediate action.”
  - i) Cancellation: “The Lockdown has been lifted, the campus is safe”. Only the principal or designee may lift/cancel a lockdown.
4. **Action “Lockdown”** if students are in classrooms consists of: (Office staff should lockdown in a safe area of the office with computer).
  - a) Close and lock classroom doors. Close and lock windows and close window treatments if available. Turn off lights.
    - a) Once the Lockdown has started, teachers should not, under any circumstances open their doors until the end of the lockdown
  - b) Physical Education students should be taken to the nearest room, and held there until the end of the lockdown.
  - c) Teaching activities are to be stopped
  - d) Silence all mobile phones, keep the classroom computer turned on
  - e) Continue to check e-mail for updates
  - f) Keep students quiet and away from doors and windows. Maintain a calm environment
  - g) Take roll and call or email attendance information to the office after the threat is contained.
  - h) If there are no problems, place a green sheet of paper on the front window of the classroom.
  - i) If there are problems, place a red sheet of paper on the window.
    - a) If there is no sheet of paper, police will consider the room in trouble.
  - j) Principal or designee will announce over the loudspeaker when the lockdown has been lifted.
5. **Action “Shelter in Place”** consists of:
  - a) All procedures from Lockdown,
  - b) Exception: Teachers may continue teaching, and students may remain in their seats.
6. **Action “Lockdown and Shelter in Place”** is considered appropriate for, but not limited to, the following:
  - a) Intruders or unidentified person(s) on site without permission
  - b) Unauthorized weapons on site
  - c) Assault, battery, or kidnapping on the school site or near the school site (Shelter in place)
  - d) Crimes or emergencies in the neighborhood off site (Shelter in place)
  - e) It is safer to stay in an area that can be secured than to move to where the potential threat may be encountered (Shelter in place)
7. **If students are NOT in the classroom:**
  - a) Go to the safest and closest area or room. DO NOT try to go to your classroom. Instead enter any available room.
  - b) Physical Education students should be taken to the nearest room and held there until the end of the lockdown.

- c) Follow steps “a-j” above.
8. Contact Superintendent’s Office (x1701) to initiate phone tree and update status as needed. Provide essential information.

## H. Action - Tactical Response to Active Assailant on Campus

A dangerous person could be someone with a legitimate purpose on campus (student, staff, authorized visitor or an unauthorized person, armed or violent)

- Active assailant/armed suspect
  - Trespasser
1. **Warning:** The principal or designee will signal for a “**Lockdown**”
    - Follow procedures for a lockdown
  2. Monitor your situation and take necessary action to protect yourself and your students
  3. Utilize necessary actions – Run, Hide, Fight

**Beginning with the 23/24 school year our district will take steps to comply with SB906 our administrators, school officials, shall immediately report a threat or perceived threat to Law enforcement to begin an investigation and threat assessment process which would include a review of the firearm registry of the Department of Justice.**

## I. Action – “Secure School/Shelter in Place” Drill

1. All doors locked
2. Lights can remain on, teachers may continue teaching, and students may remain in their seats.
3. During a shelter in place (soft lockdown) if a student needs to leave, only for an urgent need, they must be escorted by staff.

## J. Earthquake Drill Procedures – Duck, Cover, Hold

Hazards of ground movement in an earthquake include: items falling from shelves, breaking glass, moving furniture, and building damage and/or collapse

1. **Warning:** Earthquakes usually strike without warning.  
The following actions, as time permits, will be accomplished:  
**If students are in the classroom:**
  - a) The teacher, or staff member in authority, will implement **Action “Drop, Cover, Hold Procedure”**.
  - b) Try to avoid glass and falling objects, areas where there are large panels of glass and/or heavy suspended light fixtures.
  - c) Implement **Action “Leave Building”** when, in the judgment of the staff member, the earthquake is over and tremors have subsided. Implement **Action “leave Building”** (fire alarm). Special consideration should be given to exit routes as some exits have heavy roof structures over the doorways. Go to an open area away from trees, power poles, etc.
  - d) Maintain control of students. **Do Not Run!**
  - e) Avoid touching electrical wires and metal objects such as chain link fences.
  - f) Render first aide as necessary.
  - g) Take roll and issue student name tags.
  - h) If possible, school office will immediately notify appropriate agencies/offices as per fire drill.
  - i) Do not return to building for any reason until they have been declared safe by authorized official(s).
2. The principal or designee will determine the advisability or necessity of **Action “Student Release”**. Prior approval must be obtained by the superintendent.  
**If students are NOT in the classroom:**
  - a) The staff member in authority implements **Action “Drop – Take Cover”**
  - b) The safest place is in the open. Stay there until the earthquake is over.
  - c) Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed

- wires and wet areas.
  - d) Do Not Run!
  - e) Follow procedures c) through i) under “Inside school building”.
3. **All clear will be signaled by Principal or designee.** Only law enforcement can authorize an all clear. It may be hours later.

In accordance with California Education Code 35297, a drop procedure practice shall be held at least once each quarter in elementary schools and at least once a semester in secondary schools.

## K. Hazardous Material Spill

A hazardous material spill may include one or more of the following:

- Natural gas leak
  - Science lab spill
  - Chemical release from nearby facility
  - A collision or accident involving a tank truck or railroad car, or
  - Unknown powder or substance received in a letter or package
1. **Warning:** Location, quantity, concentration, and other factors affect how a spill will be handled. Unless you are familiar with the material, risks and specific clean-up procedures, do not try to clean up the spill.
- a) First priority is students and staff safety, then the environment, and then property.
2. **Actions:**
- a) Notify office immediately.
- b) Office will notify fire/law enforcement agency and district office.
- c) Determine the need to implement **Action “leave Building”** (fire alarm).
- d) Check for adverse medical symptoms (loss of breath, fainting, etc.) and request immediate medical attention.
- e) **Isolate, identify and get names** of students and staff that could have been exposed or contaminated.
- f) Account for all students and staff.
- g) Principal or designee will direct other action as required.
- h) Remain in designated area until contacted.

## L. Action – “Directed Transportation”

1. **Warning:** Under certain conditions, Civil Defense officials may attempt to move people from an area of danger to an area of safety. Instructions from the authorities could come to the school via telephone, regular radio broadcast, or the Emergency Broadcast System. The method of disseminating this warning at the school will, if at all possible, be by telephone message from the district office.
2. Action “Directed Transportation” Consists of:
1. Transporting students to a safe area
3. Action “Directed Transportation” is considered appropriate only when directed by a competent Civil Defense authority. It may be appropriate for, but not limited to, movement away from:
- Flood or tsunami
  - Fire
  - Fallout area
  - Blast area

### **M. Action – “Student Release”**

1. **Warning:** Verbal Communication by the principal or designee. Action “Student Release” will be considered by the principal or designee. Students will be held at school until released to an authorized adult.
2. **Action** “Student Release” consists of:
  - a. Dismissal of all classes.
  - b. Release of students to their parents or guardian or other authorized adult at principal’s or designee’s discretion.
3. Action “Student Release” may be appropriate for, but not limited to, the following:
  - Earthquake
  - Fire
  - Flood
  - Severe Windstorm
  - Power Outage

### **N. Students and Staff with disabilities and Access and Functional Needs (AFN)**

All students and staff with disabilities and Access and Functional Needs (AFN) must have their individual needs integrated into the districts/school’s Emergency Operations Plan. Developing a “buddy system” for assistance evacuating or concealing them to avoid an attacker is key, think creatively about how to use personal assistive devices. When communicating with individuals with a disability or AFN during a disaster, it is important to always ask the person how you can best assist. Asking the individual before assisting maintains their safety, independence, and health, as they are the expert when it comes to their individual needs. Teachers, staff and students will work together to plan for response to emergencies, including how to evacuate, lockdown, take cover during an earthquake.

At Arroyo West, the majority of our students with disabilities are in general education class settings, where the teacher will be the point person for working with the child. We have self-contained special education classrooms with a teacher and two support professionals to assist the mild/moderate students with their individual needs. Special Education staff and support staff (psychologist, counselors) not in the self-contained classrooms will be on hand to support other students or staff with disabilities during this time

### **O. Emergency Shelters**

Moorpark USD has discussed the options for use of their sites to be utilized as emergency shelters with Ventura County Human Services Agency who coordinates with public agencies including the American Red Cross.

## **VIII. Policies and Regulations Related to Student & Staff Safety**

Moorpark Unified School District has adopted the following board policies and administrative regulations to provide guidance and procedures for students, staff, and parents in an effort to provide a safe and orderly environment during regular school hours and during the event of an emergency. Legal citations and references may be found by viewing the original board policies. Please visit the district’s website at [www.mrpk.org](http://www.mrpk.org) to access full versions of board policies and administrative regulations to herein.

### **1. Emergencies and Disaster Preparedness Plan – BP 3516**

The Board of Education recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. The district shall take all reasonable steps to prevent and/or mitigate the impact of a disaster on the district students, staff and schools.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which contains routine and emergency disaster procedures, including, but not limited to, earthquake emergency procedures, and adaptations for individuals with disabilities in accordance with the Americans with Disabilities Act. Such procedures shall be incorporated into the comprehensive school safety plan (Education Code 32282)

In developing the disaster preparedness plan, the Superintendent or designee shall involve district staff at all levels, including administrators, district police or security officers, facilities managers, transportation managers, food services personnel, school psychologists, counselors, school nurses, teachers, classified employees and public information officers. As appropriate, he/she shall also collaborate with law enforcement, fire safety officials, emergency medical services, health and mental health professionals, parents/guardians, and students.

The plan shall comply with state-approved Standardized Emergency Management System (SEMS) guidelines established for multiple-jurisdiction or multiple-agency operations and with the National Incident Management System.

The Superintendent or designee shall provide training to employees regarding their responsibilities, including periodic drills and exercises to test and refine staff's responsiveness in the event of an emergency.

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 the district may deem necessary to meet the community's needs. (Education Code 32282)

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

## **2. Bully Prevention – BP 5131.2**

The Board of Education 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.

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 the Superintendent or designee believes it is in the best interest of a student who has been the victim of an act of bullying, as defined in Education Code 48900, the Superintendent or designee shall advise the student's parents/guardians that the student may transfer to another school. If the parents/guardians of a student who has been the victim of an act of bullying requests a transfer for the student pursuant to Education Code 46600, the Superintendent or designee shall allow the transfer in accordance with law and district policy on intradistrict or interdistrict transfer, as applicable.

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

### **3. Bus Conduct – BP 5131.1**

In order to help ensure the safety and well-being of students, bus drivers, and others, the Board of Trustees expects students to exhibit appropriate and orderly conduct at all times when using school transportation, including while preparing to ride, riding, or leaving the bus.

The Superintendent or designee shall establish regulations related to student conduct on buses, bus driver authority, and the suspension of riding privileges. He/she shall make these rules available to parents/guardians, students, and other interested parties. (5 CCR 14103)

Students found to be in violation of the district's bus conduct rules shall be subject to discipline in accordance with Board policy and administrative regulation.

The Superintendent or designee may deny a student the privilege of using school transportation upon the student's continued disorderly conduct or his/her persistent refusal to submit to the authority of the driver. (5 CCR 14103)

#### **Bus Surveillance Systems**

The Board believes that the use of surveillance systems on school buses or vans will help to deter misconduct and improve discipline, ensure the safety of students and bus drivers, and prevent vandalism. Therefore, surveillance systems may be installed and used on school buses or vans to monitor student behavior while traveling to and from school and school activities.

The Superintendent or designee shall notify students, parents/guardians, and staff that surveillance may occur on any school bus and that the contents of a recording may be a student record and, as such, may be used in student disciplinary proceedings or referred to local law enforcement, as appropriate. In addition, a prominent notice shall be placed in each bus stating that the bus is equipped with a surveillance monitoring system.

### **4. Child Abuse and Reporting – BP 5141.4**

The Board of Education is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

The Superintendent or designee 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 needed.

#### **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, include instruction in the skills and techniques needed to identify unsafe situations and react appropriately and promptly, inform students of available support resources, and teach students how to obtain help and disclose incidents of abuse.

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

#### **Child Abuse Reporting**

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

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

District employees, who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.

The Superintendent or designee shall provide training regarding the duties of mandated reporters.

#### **5. Comprehensive School Safety Plan (CSSP) – BP 0450**

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

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. New school campuses shall develop a safety plan within one year of initiating operations. (Education Code 32281, 32286)

#### **6. Conduct – BP 5131**

The Board of Trustees believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation.

The Superintendent or designee shall ensure that each school develops standards of conduct and discipline consistent with Board policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats;
2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption;
3. Conduct that disrupts the orderly classroom or school environment;
4. Willful defiance of staff's authority;
5. Damage to or theft of property belonging to students, staff, or the district;  
The district shall not be responsible for students' personal belongings which are brought on campus or to a school activity and are lost, stolen, or damaged.
6. Obscene acts or use of profane, vulgar, or abusive language;
7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs;
8. Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose (Penal Code 417.27)  
Prior to bringing a laser pointer on school premises for a valid instructional or school-related purpose, a student shall obtain permission from the principal or designee.
9. Use of a cellular/digital telephone, pager, or other mobile communications device during instructional time.

Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. (Education Code 48901.5)

10. Plagiarism or dishonesty on school work or tests;
11. Inappropriate attire;
12. Tardiness or unexcused absence from school;
13. Failure to remain on school premises in accordance with school rules;

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or an administrator for further investigation.

When a student uses any prohibited device, or uses a permitted device in any unethical or illegal activity, a district employee may confiscate the device. The employee shall store the item in a secure manner until an appropriate time.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or co-curricular activities or other privileges in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during non-school hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

**7. Discipline – BP 5144**

The Board of Education is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and achievement and desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent/guardian involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

The Superintendent or designee shall develop effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.

In addition, the Superintendent or designee's strategies for correcting student misconduct shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required or permitted by law or when other means of correction have been documented to have failed. (Education Code 48900.5)

School personnel and volunteers shall not allow any disciplinary action taken against a student to result in the denial or delay of a school meal. (Education Code 49557.5)

Seclusion and behavioral restraint are prohibited as a means of discipline and shall not be used to correct student behavior except as permitted pursuant to Education Code 49005.4 and in accordance with district regulations. (Education Code 49005.2)

The administrative staff at each school may develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and district regulations. The Board, at an open meeting, shall review the approved school discipline rules for consistency with Board policy and state law. Site-level disciplinary rules shall be included in the district's comprehensive safety plan. (Education Code 32282, 35291.5)

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively and equitably implement the disciplinary strategies adopted for district schools, including, but not limited to, knowledge of school and classroom management skills and their consistent application, effective accountability and positive intervention techniques, and the tools to form strong, cooperative relationships with parents/guardians.

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety and connectedness to the school community, and other local measures, shall be included in the district's local control and accountability plan, as required by law.

At the beginning of each school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in district schools in the immediately preceding school year and their effect on student learning.

#### **8. Dress Code – BP 5132**

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program.

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

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)

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. 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, household income, or body type or size.

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

Gang-Related Apparel

The principal, staff, and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan. (Education Code 35183)

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.

#### Uniforms

The Board may approve a school-initiated dress code requiring students at the school to wear a school uniform whenever the Board determines that such a dress code will promote student achievement, a positive school climate, and/or student safety.

The Superintendent or designee 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 or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms. (Education Code 35183)

#### **9. Emergency and Disaster Preparedness Plan -**

The Board of Education recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. The district shall take all reasonable steps to prevent and/or mitigate the impact of a disaster on district students, staff, and schools.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which contains routine and emergency disaster procedures, including, but not limited to, earthquake emergency procedures, and adaptations for individuals with disabilities in accordance with the Americans with Disabilities Act. Such procedures shall be incorporated into the comprehensive school safety plan. (Education Code 32282)

In developing the disaster preparedness plan, the Superintendent or designee shall involve district staff at all levels, including administrators, district police or security officers, facilities managers, transportation managers, food services personnel, school psychologists, counselors, school nurses, teachers, classified employees, and public information officers. As appropriate, he/she shall also collaborate with law enforcement, fire safety officials, emergency medical services, health and mental health professionals, parents/guardians, and students.

The plan shall comply with state-approved Standardized Emergency Management System (SEMS) guidelines established for multiple-jurisdiction or multiple-agency operations and with the National Incident Management System.

The Superintendent or designee shall provide training to employees regarding their responsibilities, including periodic drills and exercises to test and refine staff's responsiveness in the event of an emergency.

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 the district may deem necessary to meet the community's needs.

(Education Code 32282)

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

#### **10. Hate Motivated Behavior – BP 5145.9**

The Board of Education is committed to providing a safe learning environment that protects students from discrimination, harassment, intimidation, bullying, and other behavior motivated by a person's hostility towards another person's real or perceived ethnicity, national origin, immigrant status, sex, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic. The Superintendent or designee shall design strategies to promote harmonious relationships among students, prevent incidents of hate-motivated behavior to the extent possible, and address such incidents if they occur.

The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. Such collaborative efforts shall focus on ensuring an efficient use of district and community resources, developing effective prevention strategies and response plans, providing assistance to students affected by hate-motivated behavior, and/or educating students who have perpetrated hate-motivated acts.

The district shall provide students with age-appropriate instruction that includes the development of social-emotional learning, promotes their understanding of and respect for human rights, diversity, and acceptance in a multicultural society, and provides strategies to manage conflicts constructively.

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.

The Superintendent or designee shall ensure that the rules prohibiting hate-motivated behavior and procedures for reporting a hate-motivated incident are provided to students and parents/guardians.

The Superintendent or designee shall provide staff with training on recognizing and preventing hate-motivated behavior and on effectively enforcing rules for appropriate student conduct.

#### **Complaint Process**

A student or parent/guardian who believes the student is a victim of hate-motivated behavior is strongly encouraged to report the incident to a teacher, the principal, or other staff member.

Any staff member who is notified that hate-motivated behavior has occurred, observes such behavior, or otherwise becomes aware of an incident shall immediately contact the principal or the compliance officer responsible for coordinating the district's response to complaints and complying with state and federal civil rights laws. As appropriate, he/she shall also contact law enforcement.

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

**11. Nondiscrimination/Harassment – BP 5145.9**

The Board of Education desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The 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 or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts 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 includes the creation of a hostile environment through prohibited conduct that 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 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. He/she shall provide training and 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 or designee 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. He/she shall report his/her findings and recommendations to the 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 or designee 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.

#### **12. Questioning and Apprehension By Law Enforcement – BP 5145.11**

The Board of Education believes that the safety of district students and staff is essential to achieving the goal of student learning. In accordance with standards specified in law, law enforcement officers may interview and question students on school premises and may remove them when appropriate.

The Superintendent or designee shall collaborate with local law enforcement agencies to establish procedures which enable law enforcement officers to carry out their duties on school campus, including, when necessary, the questioning and/or apprehension of students.

When any law enforcement officer requests an interview with a student, the principal or designee shall request the officer's identity, his/her official capacity, and the legal authority under which the interview is to be conducted. The principal or designee shall maintain a record of all documentation relative to law enforcement interviews of students.

The principal or designee shall accommodate the interview in a way that causes the least possible disruption for the student and school and provides the student appropriate privacy.

At the law enforcement officer's discretion and with the student's approval, the principal or designee may be present during the interview.

Except in cases of child abuse or neglect, the principal or designee shall attempt to notify the student's parent/guardian as soon as practicable after the law enforcement officer has interviewed the student on school premises.

If a minor student is removed from school into the custody of law enforcement, the principal or designee 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 or designee shall take reasonable steps to protect the student's privacy rights and to minimize loss of class time for the student.

### 13. Sexual Harassment – BP 5145.7

The Board of Education is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 5145.71 - Title IX Sexual Harassment Complaint Procedures or BP/AR 1312.3 - Uniform Complaint Procedures, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 5145.71 concurrently meets the requirements of BP/AR 1312.3.

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

The Superintendent or designee shall inform students and parents/guardians of the district's sexual harassment policy by disseminating it through parent/guardian notifications, publishing it on the district's web site, and including it in student and staff handbooks. All district staff shall be trained regarding the policy.

#### Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include

What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence

A clear message that students do not have to endure sexual harassment under any circumstance

Encouragement to report observed incidents of sexual harassment even when the alleged victim of the harassment has not complained

A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved

A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and action shall be taken to respond to harassment, prevent recurrence, and address any continuing effect on students

Information about the district's procedures for investigating complaints and the person(s) to whom a report of sexual harassment should be made

Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues

A clear message that, when needed, the district will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation

#### Disciplinary Actions

Upon completion of an investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

#### Record-Keeping

In accordance with law and district policies and regulations, the Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

#### **14. Suspensions and Expulsion/Due Process – BP 5144.1**

The Board of Education desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

1. Except when otherwise permitted by law, a student may be suspended or expelled only when the behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))
2. While on school grounds
3. While going to or coming from school
4. During the lunch period, whether on or off the school campus
5. During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

### **Appropriate Use of Suspension Authority**

Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when the student's presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

No student in grades K-8 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

### **On-Campus Suspension**

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

### **Authority to Expel**

A student may be expelled only by the Board. (Education Code 48918(j))

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall

expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. 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
6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation, the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

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

A vote to expel a student shall be taken in an open session of a Board meeting.

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)  
BP 5144.1(d)

No child enrolled in a preschool program shall be expelled except under limited circumstances as specified in AR 5148.3 - Preschool/Early Childhood Education.

### **Due Process**

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

### **Maintenance and Monitoring of Outcome Data**

The Superintendent or designee shall maintain outcome data related to student suspensions and expulsions in accordance with Education Code 48900.8 and 48916.1, including, but not limited to, the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period. For any expulsion that involves the possession of a firearm, such data shall include the name of the school and the type of firearm involved, as required pursuant to 20 USC 7961. Suspension and expulsion data shall be reported to the Board annually and to the California

Department of Education when so required.

In presenting the report to the Board, the Superintendent or designee shall disaggregate data on suspensions and expulsions by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. Based on the data, the Board shall address any identified disparities in the imposition of student discipline and shall determine whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

#### **15. Visitors/Outsiders**

The Board of Education 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.

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be arranged with the principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during non-instructional time.

Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session.

The principal or designee may provide a visible means of identification for all individuals who are not students or staff members while on school premises.

No electronic listening or recording device may be used by any person in a classroom without the teacher's 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.

#### **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 or designee anytime he/she gives such written permission.

The principal shall indicate on the written permission the date(s) and times for which permission has been granted. (Penal Code 626.81)

#### **16. Weapons and Dangerous Instruments – BP 5131.7**

The Board of Trustees recognizes that students and staff have the right to a safe and secure campus

free from physical and psychological harm and desires to protect them from the dangers presented by firearms and other weapons.

#### Possession of Weapons

The Board prohibits any person other than authorized law enforcement or security personnel from possessing weapons, imitation firearms, or other dangerous instruments, as defined in law and administrative regulation, 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.

Under the power granted to the Board to protect the safety of students, staff, and others on district property and to maintain order and discipline in the schools, any school employee is authorized to confiscate any prohibited weapon, imitation firearm, or dangerous instrument from any student on school grounds.

Unless he/she has obtained prior written permission as specified below, a student 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.

The principal or designee shall notify law enforcement authorities when any student possesses a firearm, explosive, or other prohibited weapon or dangerous instrument without permission, sells or furnishes a firearm, or commits any act of assault with a firearm or other weapon. (Education Code 48902; Penal Code 245, 626.9, 626.10; 20 USC 7961)

#### Possession of Pepper Spray

Students age 16 or older may legally possess tear gas or tear gas weapons such as pepper spray for the purpose of self-defense. However, to prevent potential misuse that may harm students or staff, students are prohibited from carrying items 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.

The Superintendent or designee 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 or designee 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.