

Comprehensive Site Safety Plan

Arroyo West Active Learning Academy

CDS Code: 56-73940-6109847

Contact Information:

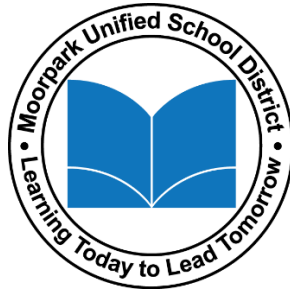
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The Moorpark Unified School District Comprehensive School Safety Plan per California Education Code Section 32281 is developed by a School Site Council (SSC) or a Safety Planning Committee. The Committees are made up of principal/designee, teacher, 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 - January 27, 2022
Date

Date submitted to Moorpark Unified School District Office – January 28, 2022
Date

Reviewed by Superintendent/Designee & Board - February 22, 2022
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 CCSP 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.

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II. General School Information

A. School Profile

EXAMPLE - Walnut Canyon is an elementary school serving transitional kindergarten through grade. Our student population is diverse and reflects the ethnicity and cultural heritage of the community we serve.

Current enrollment: 427 from July 1, 2021 to June 30, 2022

Ages: 4 to 11

Total Staff (Teaching and Support): 44

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, a 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 the 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 Restrooms (in sets)	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 and Staff

Student Demographics			
Ethnicity	%	Ethnicity	%
Caucasian	40	Hispanic or Latino	54
Asian	4	African American	2
		Other	N/A

Staff Demographics			
Ethnicity	%	Ethnicity	%
American Indian or Alaskan Native	0	Hispanic or Latino	19
Asian	2	African American	
Pacific Islander	0	Caucasian	78
Filipino		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 Public

The Comprehensive School Safety Plan prepared for the 2020-21 school year was shared with: (EC 35294.2(e) and 35294.8(b))

- Parents at weekly orientations
- Parent Newsletters
- School staff at weekly staff meetings
- Communicated to the general public through the district website
- Communicated to the following entities:
 - Law Enforcement & Fire Agencies (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...¹ The current make-up of the SSC is as follows:

Names of Members	Principal	Classroom Teacher	Other School Staff	Parent or Community Member	Secondary Student
Karen Ellrott	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Georgia Karpodinis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Melinda Mark	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vanessa McAteer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Susie Tabarra	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kristen Eastlick	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leanne Guy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Natalie Harrison	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Thrift	<input type="checkbox"/>	<input checked="" 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"/>
Numbers 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 Active Learning Academy does not experience high incidents of crime on campus or during school-related functions. There are no known safety hazards on campus or nearby at this time.

2020-2021 Summary Data	
Total Suspensions	0
Total Expulsions	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: Strengthen each student’s social responsibility and understanding of their impact upon others.

Goal #2: Enhance the use of responsive classroom and restorative justice programs.

Component 2: Places

Goal #1: Assure each student a safe physical environment.

C. Evaluation of 2020-2021 Action Plans/Goals

An evaluation of the school’s progress in fulfilling Action Plans/Goals outlined in the 2019-20 Comprehensive School Safety Plan was performed by:

- School Site Council or School Safety Committee

Component 1/Goal #: Strengthen each student’s social responsibility and understanding of their impact upon others.	
Were objectives met? Why?	Objectives were met: <ul style="list-style-type: none"> • The school counselor met with students in 1:1 virtual settings throughout the 2020-21 school year. Groups were not able to happen due to confidentiality in a virtual setting. • The school counselor hosted virtual Friday social groups with students by grade level. • Students attended virtual bully prevention assemblies twice during the school year. • 5th grade students were recognized at trimester awards assemblies for positive academics.
Identify deficiencies in meeting objectives.	Due to COVID protocols, we were unable to meet with small groups and unable to meet in person.
Explain how the objectives/action plans can be strengthened.	Monitor and continue to support implemented programs. We plan on meeting in person to continue the goal with the 2021-22 school year.
Component 1/Goal #2: Enhance the use of responsive classroom and restorative justice program.	
Were objectives met? Why?	Objectives were not met: <ul style="list-style-type: none"> • Due to COVID guidelines and the reduced day on campus, this goal was not met in 2020-21.
Identify deficiencies in meeting objectives.	Due to COVID protocols, we were unable to meet with small groups and unable to meet in person.
Explain how the objectives/action plans can be strengthened.	Monitor and continue to reinforce “The Big Three” in 2021-22.
Component 2/Goal #1: Assure each student a safe physical environment	
Were objectives met? Why?	Ongoing <ul style="list-style-type: none"> • 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 & fight” • Lock Blocks installed on all exterior doors. • Traffic flow was evaluated and a plan was developed to improve drop off and pick up procedures. • A plan was put in place to ensure all gates are locked immediately following student arrival and student dismissal.
Identify deficiencies in meeting objectives.	None
Explain how the objectives/action plans can be strengthened.	Ongoing communication with Sherriff’s deputy and staff as well as conducting site visits.

D. Conclusions of 2020-2021 Safe Schools Assessment

- **Areas of Pride and Strength: (Components 1 & 2)**

Incidence of behavior issues was very low, due to limited time on campus and without recess/lunch.

Strong building of resiliency skills

- **Areas to Change: (Components 1 & 2)**

Implementation and review of responsive classroom/social emotional skills.

- **Analysis of how the data, needs, and perceptions about the school's safety determined the goals: (EC 35294.2(a)(1))**

Reviewing the process for behavioral referrals and in-class behavior supports has further shaped our goals moving forward.

Reviewing the protocols for returning to campus shaped our safety goals.

- **Generalized statement of goals for 2020-21 (EC 35294.2(a)(2)(H)):**

Continue efforts to encourage student involvement and responsibility for safety and security of campus through building of mediation skills and self-monitoring strategies. Continue improvements with student behavioral support through Positive Behavioral Interventions and Supports (PBIS).

Due to COVID-19, approximately 2/3 of the students were on campus during one of two 2.5 hour synchronous cohorts during the day. 1/3 of the students had virtual instruction only. As a result of the 2.5 hour cohort time on campus, students did not participate in recess or lunch in a traditional routine, and the data regarding behaviors and programs is not consistent with a typical year.

E. 2021-2022 Safe School Needs Assessment

- Include data from VCSSFA Safety Inspection or Site/D.O. Inspections

What are Needs of School, Staff, and Students?			
Assure a Safe Physical Environment			
<input checked="" type="checkbox"/>	Improve safety of school grounds	<input type="checkbox"/>	Improve ingress/egress routes
<input type="checkbox"/>	Improve safety of buildings/classrooms	<input type="checkbox"/>	Improve safety of field/equipment
<input type="checkbox"/>	Improve internal security	<input checked="" type="checkbox"/>	Prepare students and staff for crisis emergencies
<input type="checkbox"/>	Improve exterior and/or perimeter security	<input type="checkbox"/>	Prevent and reduce vandalism and graffiti
<input checked="" type="checkbox"/>	Improve dropping off/picking up students	<input type="checkbox"/>	Prevent weapons on campus
<input type="checkbox"/>	Other		
Provide each Student with Resiliency Skills (Expectations, Caring and Participation) by enhancing:			
<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
Assure a Safe, Respectful Accepting, and Emotionally Nurturing Environment by promoting:			
<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 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 agencies, law enforcement and judicial system	<input type="checkbox"/>	Other
<input type="checkbox"/>	Participation in and collaboration of parents/students/community	<input type="checkbox"/>	

IV. 2021-2022 Safe School Goals & Action Plans

After analyzing data, resources, and desired areas of change, Arroyo West Active Learning Academy has determined that the following priorities for 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: Strengthen each students' social responsibility and understanding of their impact upon others

- Character/Value Education

Goal #2: Enhance the use of the Second Step curriculum

- Social Emotional Education

B. Component 2: Places

Goal #1: Assure each student a safe physical environment.

- Following all school/work protocols during COVID-19

C. 2021-2022 Safe School Goals & Action Plans

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

Component 2: Places – Create a Physical Environment That Communicates Respect for Learning and for Individuals						
Goal #1	Assure each student a safe physical environment					
Objective 1.1	Implement strategies suggested by law enforcement on walkthrough	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Person(s) Responsible:</td> </tr> <tr> <td style="padding: 2px;">Principal, SRO</td> </tr> <tr> <td style="padding: 2px;">Timeline for Implementation:</td> </tr> <tr> <td style="padding: 2px;">Ongoing</td> </tr> </table>	Person(s) Responsible:	Principal, SRO	Timeline for Implementation:	Ongoing
Person(s) Responsible:						
Principal, SRO						
Timeline for Implementation:						
Ongoing						
Objective 1.2	Follow district and county protocols regarding COVID-19. This includes social distancing, hand washing, sanitizers, temperature & question checks upon in person arrival, and paths of travel.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Person(s) Responsible:</td> </tr> <tr> <td style="padding: 2px;">All staff</td> </tr> <tr> <td style="padding: 2px;">Timeline for Implementation:</td> </tr> <tr> <td style="padding: 2px;">Ongoing</td> </tr> </table>	Person(s) Responsible:	All staff	Timeline for Implementation:	Ongoing
Person(s) Responsible:						
All staff						
Timeline for Implementation:						
Ongoing						
Objective 1.3	Create and modify drop off and pick up locations and procedures for each cohort to support COVID-19 protocols.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Person(s) Responsible:</td> </tr> <tr> <td style="padding: 2px;">All staff</td> </tr> <tr> <td style="padding: 2px;">Timeline for Implementation:</td> </tr> <tr> <td style="padding: 2px;">Ongoing</td> </tr> </table>	Person(s) Responsible:	All staff	Timeline for Implementation:	Ongoing
Person(s) Responsible:						
All staff						
Timeline for Implementation:						
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 are obligated to report all known or suspected incidents of child abuse and neglect. Employees shall not investigate any suspected incidents but rather shall fully cooperate with agencies responsible for reporting, investigating and prosecuting cases of child abuse and neglect." District employees are mandated reporters.

Mandated reporters include (AR 5141.4), but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; athletic coaches, administrators, and directors; administrators and employees of a licensed child day care facility; Head Start teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code [11165.7](#))

Reporting Procedures

- Complete Child Abuse reporting form.
- Call Children and Family Services immediately to verbally report (805-654-3200 - Coalition to End Family Violence, www.thecoalition.org).
- Forward completed Child Abuse Report form within 36 hours.
- Do not pass on the responsibility to report. However, you can/should consult with your supervisor.
- If you have a reasonable suspicion, you then 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.

The Superintendent or designee shall ensure that employees are informed, in accordance with law, regarding crimes and offenses by students who may pose a danger in the classroom.

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 and Administrative Regulation 5131.2) can be accessed on the District's website at 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 Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, discrimination, harassment, intimidation, bullying and sexual harassment based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, immigration status, marital status, parental status, family status, pregnancy status, race or ethnicity, religion, sex, sexual orientation or any other specified characteristic such as hairstyles or association with a person or a group with one or more of these actual or perceived characteristics in all educational programs, school related or school sponsored activities, school attendance or employment policies which may have an impact or create a hostile environment at school as required by Title IX of the 1972 Education amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the California Fair Employment and Housing Act, the Equity in Higher Education Act, and other applicable laws and regulations. This policy shall apply to all acts related to school activity or to school attendance occurring within a district school.

The Governing Board shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. Eligibility for choral and cheerleading groups shall be determined solely on the basis of objective competencies. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision.

The Board prohibits intimidation or harassment of any student by an employee, student or other person in the district. Staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator, the principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

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)

MUSD Governing Board 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 has developed 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 expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices and appeals as specified in administrative regulation and law.

(Education Codes 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 Governing Board 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. Therefore, as necessary to protect the health, safety 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 and prohibited items. The Governing Board requires that discretion, good judgment and common sense be exercised in all cases of search and seizure.

Individual Searches

School officials may search individual students, their property and district property under their control, when there is a reasonable suspicion that the search will uncover evidence that the student 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 not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices.

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)

Student Lockers/Desks

The principal or designee may conduct a general inspection of district property that is within the control of students, such as lockers and desks, on a regular, announced or unannounced 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. Students should not expect, nor shall they possess, any privacy interest in any district property (i.e. lockers, desks, etc.)

Because lockers and desks are under the joint control of the student and the district, school officials shall have the right and ability to open and inspect any school locker or desk without student permission or prior notice when they have reasonable suspicion that the search will uncover evidence of illegal possessions or activities or when odors, smoke, fire and/or other threats to health, welfare or safety emanate from the locker or desk.

Use of Drug/Contraband Detection Dogs

In an effort to keep the school site free of illegal contraband, the district may utilize the services of non-aggressive, trained detection dogs to sniff out and alert to 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 as long as they are not allowed to sniff within close proximity of any students.

J. School wide Dress Code Prohibiting Gang Related Apparel

Education Code 35294.2 (f)

Gang-related apparel is defined as apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus.

Moorpark Unified School District. Board Policy 5132 (a)

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 dress code may be included as part of the school safety plan and will include consultation with the appropriate law enforcement agency.

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

A. Employee Safety Poster

Arroyo West Active Learning Academy
 4117 Countryhill Road
 Moorpark, CA 93021
 (805) 378-6308

**POST ON
 STAFF COMMUNICATION WALL
 2021-2022**

Employee Safety

REASONABLE PRECAUTIONS

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Use a BUDDY SYSTEM if you arrive at work in the dark 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. | <ol style="list-style-type: none"> 3. BE AWARE of your surroundings and circumstances ("street smarts") upon entry to your work site and lock the door immediately. 4. HAVE A CELL PHONE HANDY and dial 911 if you need help. 5. REPORT CONCERNS, ASK QUESTIONS, AND MAKE SUGGESTIONS to your supervisor or site administrator. |
|--|--|

INTRUDER/NON STUDENTS DISRUPTING THE SCHOOL

- | | |
|---|--|
| <ol style="list-style-type: none"> 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. 2. BE A GOOD WITNESS. Note the kind of activity and description of eyes, height, clothes, and mode of transportation, etc. | <ol style="list-style-type: none"> 3. INFORM site supervisor/administrator 4. IF PERSON/PEOPLE CONSTITUTE/S AN EMERGENCY, CALL 911 |
|---|--|

DEALING WITH OUT OF CONTROL BEHAVIOR

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

ASSAULT ON SCHOOL EMPLOYEES
 Follow procedures listed below if attacked, assaulted or physically threatened by a student, parent, community member, campus intruder, or another school employee.

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

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 with-in 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 rates 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 include planning for:

- 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 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 Officials.

All Personnel

Basic elements required for pandemic influenza preparedness:

Any staff member can be designated to serve as 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:

<http://www.pandemicflu.gov/plan/>

You can also visit www.mrpk.org to view our COVID-19 Safety Plans & Information

**FOLLOW STANDARD
OPERATING
PROCEDURES**

**Cough or Sneeze
Into Your Upper
Sleeve
Not Your Hand**

Prevention

Hand Hygiene
Cough Hygiene
Sneeze Hygiene
Social Distance



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: Name of School Here

IC (Incident Commander): Principal

Command Center Location: Principal discretion as to type and severity of Emergency

Release of Students Location: Parents updated annually on location of Emergency Student Release location.

PHONE NUMBERS

Emergency – 911

Fire/Paramedic Emergency – 911

Non-Emergency Police – 805-532-2700

Moorpark Unified School District x1612

Superintendent.....x1701

Instructional Services.....x1501

Risk Manager.....x1401

Health Services.....x1580

Transportation.....x1450

Maintenance & Operations.....x1430

M&O After Hours.....(805)857-0593

American Red Cross

Camarillo (main office)..... (805) 987-1514

Ventura County

Sheriff’s Office of Emergency Services..... (805)654-2551

Moorpark Police Department

Main Desk.....(805)532-2700

Dispatch.....(805) 654-9511

Hospitals

Adventist Health Simi Valley..... (805)955-6000

Robles Hospital (805)497-2727

PUBLIC UTILITIES

Electricity 1-800-655-4555(*So. Calif. Edison*)

Gas 1-800-427-2200 (*The Gas Co.*)

Water (805) 378-3000

Technology/Telephone (805) 378-6300 x1460

Radio Stations

Ventura: KVEN 1450 AM Los

Ventura: KHAY 100.7 FM

Spanish KMLA 103.7 FM

Emergency Web Site Info

Moorpark Unified School District www.mrpk.org

Natl. Weather Service: www.wrh.noaa.gov

Ventura County Sheriff www.vcsd.org

Emergency Supplies

Locations: classrooms

Gas wrench: custodian

Walkie Talkie Codes

Code 911 Emergency

10-4 OK, Acknowledge

10-9 Repeat

10-20 Location

Staff w/Walkie Talkies

Custodians

Administrator & Lead Teachers

Office Manager

Campus Aides

B. Site Incident Command System

Emergency Staff Assignments
(AWALA Info Only)

Lead Position	Assigned Staff Members
Incident Commander	Sally Wennes (1)
Deputy Incident Commander	Lisa Daniels (2) / Leanne Guy
Public Information Officer	Jennifer Thrift / Jordan Groom
Safety Officer/Agency Liaison	Yeni Lemus / Terri Westfall (Assists Nurse in Medical Branch)
Operations Section Chief	Lisa Daniels
Search and Rescue Leader	Jennifer Fernandez (3) / Lindsay Gilliland
Search and Rescue Staff	1) Leanne Guy (4) and Natalie Harrison
Search and Rescue Staff	2) Paul Ragis and Samantha Frias
Search and Rescue Staff	3) Rebecca Smith (5) and Leigh Bruskof
Search and Rescue Staff	
Student Release Leader (School Site Only)	Leticia Sanchez
Student Release Staff	Nikki Padfield
Student Release Staff	Kristen Eastlick / Jennifer Gast
Student Release Staff	Lisa Weller / Diana Moore
Student Release Staff	
Care & Shelter Leader	Lindsay Gilliland / Rubi Valencia
Care & Shelter Staff	Tammy Moses
Care & Shelter Staff	Mary Kelley
Care & Shelter Staff	
Medical Branch Leader	Vickie Sanders
Medical Branch Staff	Joy Cina
Medical Branch Staff	Edith Basquez, Brittany Cardona
Medical Branch Staff	Christina Vorburger, Pearl Dellacqua
Medical Branch Staff	
Planning Section Chief	Leanne Guy
Student/Staff Situation Status Unit Leader	
Logistics Section Chief	Lisa Daniels
Incident Recorder	Lisa Weller
Finance/Admin	Nikki Padfield (Assists in Student Release)

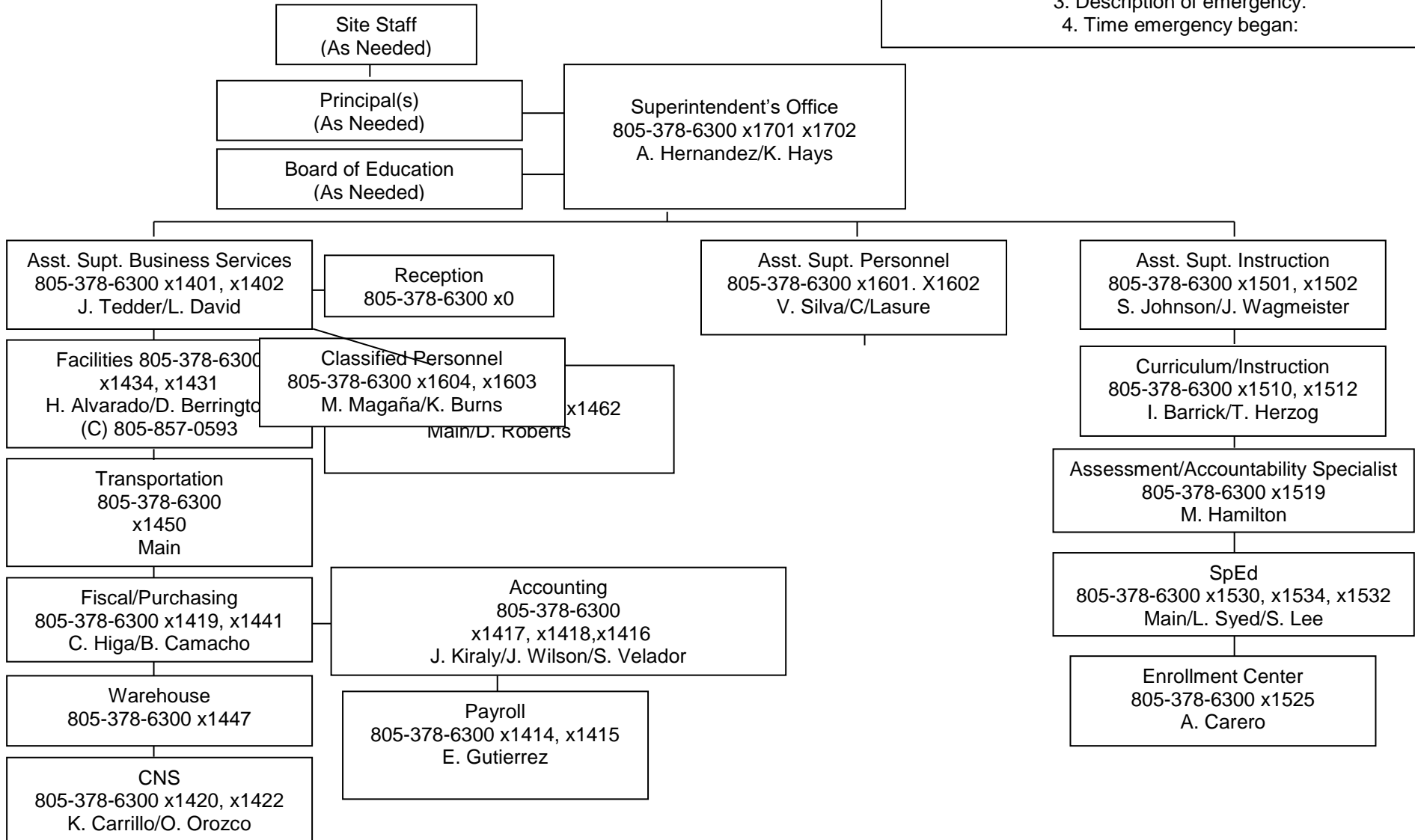
(#) Indicates Rank Order for Incident Commander

If the school site is closed for any reason, emergencies will be directed to Sally Wennes, Principal or Leticia Sanchez, Office Manager. If staff is on campus, we will follow evacuation procedures with staff members. If no staff is on campus, we will implement a phone tree to relay information.

C. Initial Contact to Launch District Emergency Response Phone Tree

DISTRICT EMERGENCY RESPONSE PHONE TREE
Continue on Phone Tree until you give a live person the following information.
(DO NOT USE A VOICEMAIL MESSAGE)

1. Location of emergency
2. Practice or Real?
3. Description of emergency:
4. Time emergency began:



D. Communication Signals

PRIMARY SIGNALS

Evacuate: short continuous bells or Fire Siren

Lockdown: announce "lockdown" over telephone/loud speaker

Duck, Cover, and Hold: teacher signals "Duck, cover, and hold" All-Clear: Announce all-clear over loudspeaker

(Police Only to signal; if present)

E. Action "Lockdown"/Secure School/Shelter in Place

Types of Crisis: *Dangerous Intruder, Drive-by Shooting, Riot, Unauthorized Weapons on Site, Assault, Battery, or Kidnapping on or near the school site or Dangerous Crimes or Emergencies in the neighborhood off site.*

1. **If students are in classrooms** (Office staff should lockdown in a safe area of office area with computer):
 - a. Quickly scan hallway for students walking by. Close and lock classroom doors, close and lock window and close window treatments, if applicable.
 - b. Once the Lockdown has started, teachers should not, under any circumstance, open their doors until the end of the lockdown.
 - c. Teaching activities are to be stopped.
 - d. Silence all mobile telephones; keep the classroom computer turned on.
 - e. Assemble students in one area on the floor. Keep students quiet and away from doors and windows. Maintain a calm environment.
 - f. Continue to check email for updates.
 - g. Lights should be turned off.
 - h. If gunshot(s) or an explosion is heard, begin action "**Run, Hide, Fight.**"
 - i. When safe, place the "ALL CLEAR" sign on the front window of the classroom
 - j. If there are problems, place the "NEED HELP" sign on the window.
 - k. If evacuated, bring roll sheets. Office staff takes emergency cards to the designated evacuation area.
2. **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-m" above.
3. Contact Superintendent's Office (x1701) to initiate phone tree and update status as needed. Provide essential information.

F. Action “Secure School/Shelter in Place” consists of:

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

G. Active Assailant on Campus

A dangerous person could be someone with a legitimate purpose on campus (student, staff, or 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 lockdown
 2. Monitor your situation and take necessary action to protect yourself and students.
 3. Utilize necessary actions
 - Run, Hide, Fight

H. 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 x0**.
4. **If students are in classrooms:**
 - a. Evacuate
 - b. Close, but do not lock doors.
 - c. Teacher takes roll sheets and office staff takes student emergency cards to evacuation area.
 - d. 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:**
 - a. Reunite with students in evacuation area.
 - b. 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);

I. 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 judgment.
3. Action "Student Release" may be appropriate for, but not limited to, the following:
 - Earthquake
 - Fire
 - Flood
 - Severe windstorm

J. 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 on 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:
 - a. 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,
 - Or blast area

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 a nearby facility,
 - A collision or accident involving a tank truck or railroad car, or
 - An 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** all students and staff.
- g. Principal will direct other action as required.
- h. Remain in designated area until contacted.

L. Fire

Fires can occur at school sites due to the following:

- Sources of ignition near flammable and combustible materials,
- Overloaded electrical circuits,
- Wildfires spreading onto school sites from neighboring areas,
- Or lightening.

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 the firefighting equipment,
 - d. Account for all students,
 - e. Stay with students, keeping them together.
 - f. Wait for an “All Clear” announcement.

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 drill shall be held at the secondary level not less than twice every school year.

M. Earthquake 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 aid if 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 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.** 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 school quarter in elementary schools and at least once a semester in secondary schools.

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. Students with disabilities will be monitored by their classroom teacher and special education support staff will be available to work with student individual needs. Developing a "buddy system" for assistance evacuating or concealing themselves 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 make a 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 a self contained special education classroom 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 classroom 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 to access full versions of board policies and administrative regulations referred to herein.

1. Emergencies and Disaster Preparedness Plan – BP 3516

The Governing Board recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which details provisions for handling emergencies and disasters and which shall be included in the district's comprehensive school safety plan. (Education Code 32282)

The Superintendent or designee shall also develop and maintain emergency plans for each school site.

In developing the district and school emergency plans, the Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators.

The Superintendent or designee shall use state-approved Standardized Emergency Management System guidelines and the National Incident Command System when updating district and site-level emergency and disaster preparedness plans.

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

School 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 Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans.

Bullying Prevention

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

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

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

Complaints and Investigation

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

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

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee shall file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

3. Bus Conduct – BP 5131.1

Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.

The Superintendent or designee shall establish regulations related to bus conduct, bus driver authority, and the suspension of riding privileges. The Governing Board shall make these rules available to parents/guardians and students. (Code of Regulation, Title 5, Section 14103)

4. Child Abuse and Reporting – BP 5141.4

The Governing Board recognizes the district's responsibility to educate students about the dangers of child abuse so that they will acquire the skills and techniques needed to identify unsafe situations and to react appropriately and promptly.

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

The Superintendent or designee shall seek to incorporate community resources into the district's child abuse

prevention programs. To the extent feasible, the Superintendent or designee shall use these community resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

Child Abuse Reporting

The Board recognizes that child abuse has severe consequences and that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

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. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

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

In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)

Release of Child to Peace Officer

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

Peace officers shall be asked to sign an appropriate release or acceptance of responsibility form. (cf. 5145.11 - Questioning and Apprehension)

5. Comprehensive School Safety Plan – BP 0450

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The 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. (Education Code 32281)

The school safety plan shall take into account the school's staffing, available resources, and building design, as well as other factors unique to the site.

Each school shall review and update its safety plan by March 1 of each year. New school campuses shall develop a safety plan within one year of initiating operations. (Education Code 32286)

The Superintendent or designee shall review the comprehensive school safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation.

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

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

6. Conduct – BP 5131

The Governing Board 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.

Behavior is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful towards their teachers, other staff, students and volunteers.

The Superintendent or designee shall ensure that each school site develops standards of conduct and discipline consistent with district policies and administrative regulations.

Students and parents/guardians shall be notified of district and school rules related to conduct and shall receive regular instruction regarding these rules. In addition, parents/guardians and students may be provided information about early warning signs of harassing/intimidating behaviors, such as bullying, as well as prevention and intervention strategies.

Prohibited student conduct includes but is not limited to:

1. Behavior that endangers staff and/or students
2. Behavior that disrupts the orderly classroom or school environment
3. Harassment of students or staff, including bullying, intimidation, hazing, or initiation activity or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering
4. Damage to or theft of property belonging to the district, staff or students
5. Possession or use of laser pointers, unless used for a valid instructional or other school-related purpose, including employment. Prior to bringing a laser pointer on school premises, students shall first obtain permission from the principal or designee. The principal or designee shall determine whether the requested use of the laser pointer is for a valid instructional or other school-related purpose.
6. Profane, vulgar or abusive language BP 5131 (b) STUDENTS CONDUCT
7. Plagiarism or dishonesty in school work or on tests
8. Inappropriate dress
9. Tardiness and unexcused absence from school
10. Failure to remain on school premises in accordance with school rules

Prohibition of Intentional Harassment, Bullying, Threats, or Intimidation by Pupils (replacing BP 5131.3)

A pupil enrolled in any grades 4 through 12, inclusive, may be suspended from school or recommended for expulsion if the Superintendent or Principal determines that the pupil has intentionally engaged in harassment, threats, or intimidation directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of the pupil or group of pupils by creating an intimidating or hostile education environment.

The term “intentionally” means “done purposely” or “done deliberately”.

Principals or designees are required to investigate complaints of intentional harassment, threats or intimidation by pupils where the complaints reasonably may describe conduct prohibited by this policy.

Pupils who engage in the misconduct prohibited by this policy normally should be referred to counseling or other interventions before suspension or expulsion is recommended. Such misconduct in all cases shall be reported to the pupil’s parents or guardians promptly in writing.

Possession of Cellular Phones and Other Personal Electronic Signaling Devices

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

Students may possess or use of personal electronic signaling devices, including but not limited to pagers, beepers and cellular/digital telephones.

Permitted devices shall:

1. Be turned off during class time and at any other time directed by a district employee
2. Not disrupt the educational program or school activity
3. Shall not invade the privacy of others including taking photographs without permission.

If a disruption occurs, the employee shall direct the student to turn off the device and/or confiscate it. If a school employee finds it necessary to confiscate a device, he/she may either return it at the end of the class period or school day or keep it until the principal or designee has consulted with the student's parent/guardian.

A student who violates this policy may be prohibited from possessing a personal electronic signaling device at school or school-related events.

Enforcement of Standards

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware 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 administrator for further investigation.

Students who violate district or school rules and regulations may be subject to discipline, including but not limited to suspension, expulsion, review by an administrative panel, or transfer to alternative programs in accordance with Board policy and administrative regulation. In addition, when the conduct involves intimidation, harassment, or other endangerment of a student or employee, the Superintendent or designee shall provide BP 5131 (d) STUDENTS CONDUCT appropriate assistance as necessary for the victim and the appropriate intervention for the offender.

7. Discipline – BP 5144

The Governing Board is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and to preparing 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 involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

Board policies and regulations shall delineate acceptable student conduct and provide the basis for sound disciplinary practices. Each school shall develop disciplinary rules to meet the school's individual needs.

When misconduct occurs, staff shall implement appropriate discipline and attempt to identify and address the causes of the student's behavior. Continually disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy and administrative regulation. At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline.

Staff shall enforce disciplinary rules fairly, consistently and without discrimination.

The Superintendent or designee shall provide professional development as necessary to assist staff in developing classroom management skills and implementing effective disciplinary techniques

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 give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate 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 dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

9. Emergency and Disaster Preparedness Plan – BP 3516

The Governing Board recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which details provisions for handling emergencies and disasters and which shall be included in the district's comprehensive school safety plan. (Education Code 32282)

The Superintendent or designee shall also develop and maintain emergency plans for each school site.

In developing the district and school emergency plans, the Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators.

The Superintendent or designee shall use state-approved Standardized Emergency Management System guidelines and the National Incident Command System when updating district and site-level emergency and disaster preparedness plans.

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

School 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

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.

The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. These efforts shall be focused on providing an efficient use of district and community resources.

The district shall provide age-appropriate instruction to help promote an understanding of and respect for human rights, diversity, and tolerance in a multicultural society and to provide strategies to manage conflicts constructively.

The Superintendent or designee shall ensure that staff receive training on recognizing hate motivated behavior and on strategies to help respond appropriately to such behavior.

Grievance Procedures

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the Coordinator for Nondiscrimination/Principal. Upon receiving such a complaint, the Coordinator/Principal shall immediately investigate the complaint in accordance with school level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation.

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the Coordinator/Principal, Superintendent or designee, and/or law enforcement, as appropriate.

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

11. Nondiscrimination/Harassment – BP 5145.3

The Moorpark Unified School District prohibits discrimination, harassment, intimidation, bullying and sexual harassment based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, immigration status, marital status, parental status, family status, pregnancy status, race or ethnicity, religion, sex, sexual orientation or any other specified characteristic such as hairstyles or association with a person or a group with one or more of these actual or perceived characteristics in all educational programs, school related or school sponsored activities, school attendance or employment policies which may have an impact or create a hostile environment at school as required by Title IX of the 1972 Education amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the California Fair Employment and Housing Act, the Equity in Higher Education Act, and other

applicable laws and regulations.

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe 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.

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

The Superintendent or designee shall provide age-appropriate training and information to students, parents/guardians, and employees regarding discrimination, harassment, intimidation, and bullying, including, but not limited to, the district's nondiscrimination policy, what constitutes prohibited behavior, how to report incidents, and to whom such reports should be made.

In providing instruction, guidance, supervision, or other services to district students, employees and volunteers shall carefully guard against segregating or stereotyping students.

The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

Grievance Procedures

For questions or concerns regarding discrimination, harassment, intimidation, bullying or sexual harassment, please contact the District's Discrimination, Equity, and Title IX Compliance Officers: Donna Welch, Assistant Superintendent of Instructional Services, or Dr. Cathrine Lasure, Assistant Superintendent of Personnel Services, 5297 Maureen Lane, Moorpark, CA 93021, (805) 378-6300, dwelch@mrpk.org or clasure@mrpk.org.

Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator, the principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying or to whom such an incident is reported shall report the incident to the Coordinator or principal, whether or not the victim files a complaint. In addition, the employee shall immediately intervene when safe to do so. (Education Code 234.1)

Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the Coordinator shall immediately investigate the complaint in accordance with the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.

The Superintendent or designee shall ensure that the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination, harassment, intimidation, or bullying, and the resources that are available to students who feel that they have been the victim of any such behavior. The district's policy shall also be posted on the district web site or any other location that is easily accessible to students.

When required pursuant to Education Code 48985, complaint forms shall be translated into the student's primary language.

12. Employee Safety and Protection – BP 4012

A. The District shall furnish a place of employment which is safe for employees pursuant to applicable law.

B. The District shall not require any employee to be in a place of employment which is not safe. In the event of an emergency, employees will be required to remain on duty unless authorized to leave by the Superintendent or the Superintendent's designee. If an employee does leave the assigned work station because of an emergency, the employee will notify promptly the Superintendent or the Principal.

C. All employees have a responsibility to advise the District immediately of any condition which a reasonable person would consider unsafe.

D. An employee may, when necessary, use reasonable force in the performance of duties in the interests of self-protection. Such force must not exceed that which is needed to repel or protect from bodily injury. An employee also may take reasonable action for the protection of others and for the protection of District, student or employee property. Under such circumstances, an employee must exercise mature judgment and must act and react in a reasonable and prudent manner.

13. QUESTIONING AND APPREHENSION – BP 5145.11

Law enforcement officers have the right to interview and question students on school premises. When such an interview is requested, the principal or designee shall ascertain the officer's identity, official capacity, and the authority under which he/she acts. If the officer needs to interview or question the student immediately, the principal or designee shall accommodate the process in a way that causes the least possible disruption to the school, gives the student appropriate privacy, and models exemplary cooperation with community law enforcement authorities.

Except in cases of child abuse or neglect, the principal or designee shall notify the student's parent/guardian when a law enforcement officer requests an interview on school premises.

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

If the law officer finds it necessary to remove the student from school, the principal or designee shall first ascertain the reason for such action. Upon releasing the student, the principal or designee shall immediately attempt to inform the student's parent/guardian.

Personnel responsible for releasing a student from school custody shall exercise extreme diligence to prevent such release to any unauthorized or unidentified person.

Although subpoenas may legally be served at school, the Board believes that serving officials should be strongly urged to serve subpoenas at the home of the student or outside of class time whenever possible. In these situations, steps should be taken to ensure a minimum of embarrassment or loss of class time for the student.

14. Sexual Harassment – BP 5145.7

The Governing Board is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

Instruction/Information

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same gender
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained

Information about the person(s) to whom a report of sexual harassment should be made

Complaint Process

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the principal or designee.

Any school employee who observes any incident of sexual harassment involving a student shall report this observation to the principal or designee, whether or not the victim files a complaint.

In any case of sexual harassment involving the principal or any other district employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the nondiscrimination coordinator or the Superintendent or designee.

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint in accordance with administrative regulation. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where required.

Disciplinary Measures

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 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.

Record-Keeping

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 its schools.

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

For Employees - BP 4003(a)

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.

15. Suspensions and Expulsion/Due Process – BP 5144.1

The Governing Board 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.

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her 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))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus
4. 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 his/her 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-3 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 under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12," 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 a public session. 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)

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 annually present to the Board a report of the outcome data which the district is required to collect pursuant to Education Code 48900.8 and 48916.1, including 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.

The report shall be disaggregated by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, foster youth, and students with disabilities. The report also shall include information about whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

16. Visitors/Outsiders – BP 1250

The Governing Board believes that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. Therefore, the Board encourages interested parents/guardians and community members to visit the schools and participate in the educational program.

To ensure the safety of students and staff and minimum 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 first arranged with the teacher and principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during non-instructional time.

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission. (Education Code 51512)

Visitor Registration

To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register immediately upon entering any school building or grounds when school is in session. For purposes of school safety and security, the principal or designee may design a visible means of identification for visitors while on school premises.

In order to register, visitors shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3)

1. His/her name, address and occupation
2. His/her age, if less than 21
3. His/her purpose for entering school grounds
4. Proof of identity
5. Other information consistent with the provisions of law

Denial of Registration

The principal or designee may refuse to register or revoke a visitor's registration if he/she reasonably concludes that the visitor's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. (Penal Code 627.4)

The principal or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When a visitor is directed to leave, the principal or designee shall inform the visitor that if he/she reenters the school within seven days he/she will be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code 627.7)

Appeal Procedure

Any person who is denied registration or whose registration is revoked may appeal to the Superintendent or principal by submitting, within five days after the person's departure from school, a written request for a hearing. This request must state why he/she believes the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent or principal shall promptly mail a notice of the hearing to the person requesting it. A hearing before the Superintendent or principal shall be held within seven days after receipt of the request. (Penal Code 627.5)

17. Weapons and Dangerous Instruments – BP 5131.7

The Governing Board 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.

Students possessing without permission or threatening others with a weapon, dangerous instrument or imitation firearm are subject to suspension and/or expulsion in accordance with law, Board policy and administrative regulations.

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

The principal or designee shall notify law enforcement authorities when any student possesses a weapon without permission or commits any act of assault with a firearm or other weapon.
(20 USC 7151; Education Code 48902; Penal Code 245, 626.9, 626.10)

Possession of Pepper Spray

The Board recognizes that 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 such 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.

IX. 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/PTO President, Student Council/ASB President,
You are invited to a public meeting or public display for review of our Comprehensive School Safety Plan at _____ school in the _____ 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 principal at _____.

Sincerely,

Principal

Addresses to send letters:

Mayor of Moorpark
799 Moorpark Ave.
Moorpark, CA 93021
MEA President
5297 Maureen Lane
Moorpark, CA 93021

CSEA President
5297 Maureen Lane
Moorpark, CA 93021