

# Comprehensive School Safety Plan

**2023-24  
School Year**

**School:** Westside Elementary School  
**CDS Code:** 33736766032841  
**District:** Coachella Valley Unified School District  
**Address:** 82-225 Airport Blvd.  
Thermal CA 92274  
**Date of Adoption by School  
Site Council:** February 17, 2023  
**Date of Update:** February 15, 2023  
**Date of Review:**  
- with Staff February 15, 2023  
- with Law Enforcement 02/28/2023  
- with Fire Authority 03/06/2023





## COACHELLA VALLEY UNIFIED SCHOOL DISTRICT

87225 CHURCH STREET PO BOX 847 THERMAL CA 92274-0847

Telephone: (760) 848-1159 Fax: (760) 399-0057

### Westside Elementary School

#### Comprehensive School Safety Plan- Signature Page

2023/2024

The undersigned members of the Westside Site Council certify that the requirements of California Education Code 32280-32282 have been met in the development of the following Comprehensive School Safety Plan.

Melinda Gonzalez Melinda Gonzalez 2/17/23  
Principal's Name, Principal Signature Date

Lily Zamora Lily Zamora 2/17/23  
Teacher's Name, Certificated Union Site Representative Signature Date

Jessica F. Venegas Jessica F. Venegas 02/17/2023  
Classified's Name, Classified Union Site Representative Signature Date

Lindsey Cabrera Lindsey Cabrera 2/17/2023  
Parent's Name, Parent Signature Date

Ralph Martinez Ralph Martinez 2/17/2023  
Student's Name, Student Signature Date

Catalina Camacho Catalina Camacho 3-8-23  
Name, Fire Department Signature Date

LT. Dan 1541 Dan 1541 02/28/23  
Name, Law Enforcement Representative Signature Date

Margalite Alberg Owings Margalite Alberg Owings 2-17-23  
Name, Other Title (Optional) Date



## Table of Contents

Comprehensive School Safety Plan Purpose .....	7
Safety Plan Mission .....	7
Components of the Comprehensive School Safety Plan (EC 32281).....	8
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166) .....	8
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines .....	10
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	15
(E) Sexual Harassment Policies (EC 212.6 [b]) .....	16
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	18
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2) .....	20
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5) .....	26
(K) Hate Crime Reporting Procedures and Policies .....	37
Procedures for Preventing Acts of Bullying and Cyber-bullying.....	37
Safety Plan Review, Evaluation and Amendment Procedures .....	43
Safety Plan Appendices .....	44
Safety Plan Review, Evaluation and Amendment Procedures .....	45
Types of Emergencies & Specific Procedures.....	46
Aircraft Crash .....	46
Animal Disturbance.....	47
Biological or Chemical Release.....	47
Bomb Threat/ Threat Of violence .....	48
Bus Disaster.....	49
Disorderly Conduct .....	49
Earthquake.....	50
Explosion or Risk Of Explosion .....	50
Fire .....	51
Flooding .....	51
Loss or Failure Of Utilities .....	52
Motor Vehicle Crash .....	52

Pandemic .....	52
Psychological Trauma.....	53
Suspected Contamination of Food or Water .....	53
Tactical Responses to Criminal Incidents .....	54
Unlawful Demonstration or Walkout.....	55

## **Comprehensive School Safety Plan Purpose**

Effective January 1, 2019, Assembly Bill 1747 (Rodriguez), School Safety Plans, became law. This bill requires that during the writing and development of the comprehensive school safety plan (CSSP), the school site council or safety committee consult with a fire department and other first responder entities in addition to currently required entities. It requires the CSSP and any updates made to the plan to be shared with the law enforcement agency, the fire department, and the other first responder entities.

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

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

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

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

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

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

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

A copy of the Comprehensive School Safety Plan is available for review at Coachella Valley Unified School District Website and at the school site office.

## **Safety Plan Mission**

Westside Elementary School is committed to the safety and security of each student and staff member. In order to have a safe school we will continue to practice safe habits and routines. We will review our procedures regularly and gather input from our community, parents, district office, and students to improve our ability to protect our students and staff.

## **Components of the Comprehensive School Safety Plan (EC 32281)**

### **Westside Elementary School Safety Committee**

The annual review and evaluation of the school comprehensive safety plan which is certified by the members of the School Site Council, the School Site Council President, and the school Principal before being presented to the Board of Trustees for final review and adoption. This review includes the following mandated components of Senate Bill 187.

### **Assessment of School Safety**

(Document How Information was shared with SSC).

- Office referrals
- Suspension/Expulsion Data
- School Improvement Plans
- Attendance
- Pandemic Survey
- Juvenile Crime Data

Information was shared with stakeholders and SSC on a yearly basis.

### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

Strategies, Services and Programs are continually being, trained, revisited and modified in order to provide and maintain a high level of safety.

- Raptor EMS System- Drills, Identification, and reunification.
- A.L.I.C.E.
- Transformational Justice Model
- Sprigeo.com
- Mental Health Therapist
- Keenan Safe Schools Employee training and assessments
  - Mandated /Child Abuse Reporting
  - Sexual Harassment and reporting
- Professional Development provided for programs in place.

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

To ensure compliance with AB 1432 training method and process, we use the Keenan and Associates video that is offered by the district. All staff members are required to watch the video and be assessed on the information provided. Required training is completed during staff meeting and or professional development time.

**IMPORTANT NOTE:** With the passage of AB 1432 in September, 2014, all school districts, county offices of education, and charter schools are required to:

1. Annually train, using the online training module provided by the State Department of Social Services, or other training, employees and persons working on their behalf who are mandated reporters, as defined in Penal Code 11165.7, on the mandated reporting requirements.
2. Develop a process for all persons required to receive training under the bill to provide proof of completing this training within the first 6 weeks of each school year or within 6 weeks of that person's employment.

As mandated reporters, all members are expected to report any suspicious incidents. When needed, members are given time during their work hours so that they can file any report to the proper agency.



# SUSPECTED CHILD ABUSE REPORT

To Be Completed by **Mandated Child Abuse Reporters**  
Pursuant to Penal Code Section 11166

CASE NAME: \_\_\_\_\_

PLEASE PRINT OR TYPE

CASE NUMBER: \_\_\_\_\_

<b>A. REPORTING PARTY</b>	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY	
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS		Street	City	Zip	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO
	REPORTER'S TELEPHONE (DAYTIME) ( )		SIGNATURE		TODAY'S DATE	
<b>B. REPORT NOTIFICATION</b>	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY			
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)					
	ADDRESS		Street	City	Zip	DATE/TIME OF PHONE CALL
<b>C. VICTIM</b> <small>One report per victim</small>	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
	ADDRESS			Street	City	Zip
	PRESENT LOCATION OF VICTIM			SCHOOL	CLASS	GRADE
	PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		OTHER DISABILITY (SPECIFY)	
	IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME		PRIMARY LANGUAGE SPOKEN IN HOME	
					TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY)	
	RELATIONSHIP TO SUSPECT		PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN	
<b>D. INVOLVED PARTIES</b>	<small>VICTIM'S SIBLINGS</small>					
	NAME		BIRTHDATE	SEX	ETHNICITY	
	1. _____		3. _____			
	2. _____		4. _____			
	<small>VICTIM'S PARENTS/GUARDIANS</small>					
	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
	ADDRESS			Street	City	Zip
				HOME PHONE ( )	BUSINESS PHONE ( )	
	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
	ADDRESS			Street	City	Zip
			HOME PHONE ( )	BUSINESS PHONE ( )		
<b>SUSPECT</b>	SUSPECT'S NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
	ADDRESS			Street	City	Zip
				TELEPHONE ( )		
	OTHER RELEVANT INFORMATION					
<b>E. INCIDENT INFORMATION</b>	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____					
	DATE / TIME OF INCIDENT		PLACE OF INCIDENT			
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)					

SS 8572 (Rev. 12/02)

## DEFINITIONS AND INSTRUCTIONS ON REVERSE

**DO NOT** submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was not determined to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation; GREEN COPY-District Attorney's Office; YELLOW COPY-Reporting Party

## DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM SS 8572

All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act, also known as CANRA. The Internet site is: <http://www.lcginfo.ca.gov/calaw.html> (specify Penal Code and search for Sections 11164-11174.3). A mandated reporter must complete and submit the form SS 8572 even if some information is not known. (PC Section 11167(a).)

### I. MANDATED CHILD ABUSE REPORTERS

- Mandated child abuse reporters include all those individuals and entities as defined in PC Section 11165.7.

### II. TO WHOM REPORTS ARE TO BE MADE (DESIGNATED AGENCIES)

- Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), county probation department (if designated by the county to receive mandated reports) or the county welfare department. (PC Section 11165.9.)

### III. REPORTING RESPONSIBILITIES

- Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect shall report such suspected instance of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof *within 36 hours* of receiving the information concerning the incident. (PC Section 11166(a).)
- No mandated reporter who reports a suspected instance of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by the CANRA. Any other person reporting a known or suspected instance of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by the CANRA unless it can be proven the report was false and the person knew it was false or make the report with reckless disregard of its truth or falsity. (PC Section 11172(a).)

### IV. INSTRUCTIONS

- SECTION A - REPORTING PARTY:** Enter the mandated reporter's name, title, category (from PC Section 11165.7), business (agency) name and address, telephone number, a signature and today's date. Also check yes-no whether you (the mandated reporter) witnessed the incident. The signature area is for either the mandated report or the person taking as telephoned report.

### IV. INSTRUCTIONS (Continued)

- SECTION B - REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, date of the written report, date/time of the phone call and the name, title and telephone number of the official contacted.
- SECTION C - VICTIM** (One Report per Family, siblings must have same parents/guardians): Enter the victim's name, address, telephone number, birth date or approximate age, sex, ethnicity, present location, and where applicable enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes-no box for: developmentally disabled?, physically disabled? and specify the victim's other disability. To determine if the victim has a disability, ask the victim's parent or care giver. Also check the appropriate yes-no box for in foster care?, indicate type of care if the victim was in out-of-home care, indicate the type of abuse. List the victim's relationship to the suspect, check the appropriate yes-no box for photos taken?, indicate whether the incident resulted in this victim's death.
- SECTION D - INVOLVED PARTIES:** Enter the requested information for: Victim's Siblings, Victim's Parents/Guardians and the Suspect.
- SECTION E - INCIDENT INFORMATION:** If multiple victims, enter the number. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheets if needed.

### V. DISTRIBUTION

- Reporting Party:** After completing Form SS 8572, retain the yellow copy for your records and submit the top three copies to the designated agency.
- Designated Agency:** *Within 36 hours* of receipt of Form SS 8572, send **white copy** to police or sheriff, **blue copy** to county welfare or probation, and **green copy** to district attorney.

#### ETHNICITY CODES

1 Alaskan Native	6 Caribbean	11 Guamanian	16 Korean	22 Polynesian	27 White-Armenian
2 American Indian	7 Central American	12 Hawaiian	17 Laotian	23 Samoan	28 White-Central American
3 Asian Indian	8 Chinese	13 Hispanic	18 Mexican	24 South American	29 White-European
4 Black	9 Ethiopian	14 Hmong	19 Other Asian	25 Vietnamese	30 White-Middle Eastern
5 Cambodian	10 Filipino	15 Japanese	21 Other Pac Islndr	26 White	31 White-Romanian

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

AB 420 eliminates out-of-school and in-school suspensions for offenses pursuant to California Education Code Section 48900(k) regarding willful defiance and disruption for our youngest students: children in kindergarten through third grade (K–3). In addition, AB 420 also provides that willful defiance and disruption offenses shall not constitute grounds for a pupil enrolled in kindergarten or any of grades one to twelve (inclusive) to be recommended for expulsion.

### Suspension and Expulsion

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- a)
  - (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
  - (2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- k)
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
  - 1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - a. Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
    - b. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
    - c. Causing a reasonable pupil to experience substantial interference with his or her academic performance.
    - d. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

- 2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
  - a. A message, text, sound, video, or image.
  - b. A post on a social network Internet Web site, including, but not limited to:
    - I. Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
    - II. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
    - III. Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
  - a. An act of cyber sexual bullying.
    - I. For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
    - II. For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

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

- 3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:
  - a. While on school grounds.
  - b. While going to or coming from school.
  - c. During the lunch period whether on or off the campus.
  - d. During, or while going to or coming from, a school-sponsored activity.
- t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.
- w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities. (Amended by Stats. 2018, Ch. 32, Sec. 49.)

## Section 48910 Teacher Suspensions

- (a) A teacher may suspend any pupil from class, for any of the acts enumerated in Section 48900, for the day of the suspension and the day following. The teacher shall immediately report the suspension to the principal of the school and send the pupil to the principal or the designee of the principal for appropriate action. If that action requires the continued presence of the pupil at the school site, the pupil shall be under appropriate supervision, as defined in policies and related regulations adopted by the governing board of the school district. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. If practicable, a school counselor or a school psychologist may attend the conference. A school administrator shall attend the conference if the teacher or the parent or guardian so requests. The pupil shall not be returned to the class from which he or she was suspended, during the period of the suspension, without the concurrence of the teacher of the class and the principal.
- (b) A pupil suspended from a class shall not be placed in another regular class during the period of suspension. However, if the pupil is assigned to more than one class per day this subdivision shall apply only to other regular classes scheduled at the same time as the class from which the pupil was suspended.
- (c) A teacher may also refer a pupil, for any of the acts enumerated in Section 48900, to the principal or the designee of the principal for consideration of a suspension from the school.

Must Recommend Expulsion (Mandatory)	Shall Recommend Expulsion Unless Particular Circumstances Render Inappropriate	May Recommend Expulsion (Discretionary)
<p>EC 48915(c) Act <b>must</b> be committed at school or school activity.</p> <ul style="list-style-type: none"> <li>a. Firearm <ul style="list-style-type: none"> <li>a. Possessing firearm when a district employee verified firearm possession and when student did not have prior written permission from a certificated employee which is concurred with by the principal or designee.</li> <li>b. Selling or otherwise furnishing a firearm.</li> </ul> </li> <li>b. Brandishing a knife at another person.</li> <li>c. Unlawfully selling a controlled substance listed in California <i>Health and Safety Code</i> Section 11053 et. seq.</li> <li>d. Committing or attempting to commit a sexual assault or committing sexual battery as defined in EC Section 48900(n).</li> <li>e. Possession of an explosive.</li> </ul>	<p>Act <b>must</b> be committed at school or school activity. EC Section 48915(a) states that an administrator shall recommend expulsion for the following violations (except for subsections [c] and [e]) unless the administrator finds that expulsion is inappropriate due to a particular circumstance.</p> <ul style="list-style-type: none"> <li>1. Causing serious physical injury to another person, except in self-defense. EC Section 48915(a)(1)(A)</li> <li>2. Possession of any knife or other dangerous object of no reasonable use to the pupil. EC Section 48915(a)(1)(B)</li> <li>3. Possession and/or use of any substance listed in the California <i>Health and Safety Code</i> commencing with Section 11053, except for the first offense for possession of not more than one avoirdupois ounce of marijuana other than concentrated cannabis.</li> <li>4. Robbery or extortion. EC Section 48915(a)(1)(D)</li> <li>5. Assault or battery, or threat of, on a school employee. EC Section 48915(a)(1)(E)</li> </ul> <p>The recommendation for expulsion shall be based on one or both of the following:</p> <ul style="list-style-type: none"> <li>1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.</li> <li>2. Due to the nature of the act, the presence of the pupil causes a</li> </ul>	<p>Acts committed at school or school activity or on the way to and from school or school activity.</p> <ul style="list-style-type: none"> <li>a. Inflicted physical injury<sup>†</sup></li> <li>b. Possessed dangerous objects</li> <li>c. Possessed drugs or alcohol (policy determines which offense)</li> <li>d. Sold look alike substance representing drugs or alcohol</li> <li>e. Committed robbery/extortion</li> <li>f. Caused damage to property<sup>‡</sup></li> <li>g. Committed theft</li> <li>h. Used tobacco (policy determines which offense)</li> <li>i. Committed obscenity/profanity/vulgarity</li> <li>j. Possessed or sold drug paraphernalia</li> <li>k. Disrupted or defied school staff</li> <li>l. Received stolen property</li> <li>m. Possessed imitation firearm</li> <li>n. Committed sexual harassment</li> <li>o. Harassed, threatened or intimidated a student witness</li> <li>p. Sold prescription drug Soma</li> <li>q. Committed hazing</li> <li>r. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in EC sections 32261(f) and (g), directed specifically toward pupil or school personnel.</li> </ul> <p>The recommendation for expulsion shall be based on one or both of the following:</p> <ul style="list-style-type: none"> <li>1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct (see EC Section 48915[b][1]).</li> <li>2. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others (see EC Section 48915[b][2]).</li> </ul> <p><sup>†</sup> EC Section 48900(t) states a pupil who aids or abets in infliction of physical injury to another, as defined in California <i>Penal Code</i> Section 31, may suffer suspension, but not expulsion. However, if a student is adjudged by a court to have caused, attempted to cause, or threatened personal injury, the student may be expelled.</p> <p><sup>‡</sup> EC Section 48900(u) "school property" includes, but is not limited to, electronic files and databases.</p>

	continuing danger to the physical safety of the pupil or others (see <i>EC</i> Section 48915[b][2]).	
--	--	--

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

CVUSD Teachers will be informed in a timely manner in accordance to the Board Policy stated below when a child considered “dangerous” is placed in their classroom.

Per 49079. (a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

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.

When any individual directs violence against an employee and the employee so notifies the district, the district shall take steps to ensure that appropriate legal measures are instituted. When the employee notifies the district of a threat of bodily harm, the district shall take appropriate measures to enable the employee to request assistance if an attempt occurs on school grounds.

The Superintendent or designee shall ensure that employees are trained in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication technique and crisis resolution.

#### **Notice Regarding Student Offenses Committed While Under School Jurisdiction**

The Superintendent or designee shall inform the teacher of any student in his/her class who has engaged in, or is reasonably suspected of, any act during the previous three years which could constitute grounds for suspension or expulsion under Education Code 48900, with the exception of the possession or use of tobacco products, or Education Code 48900.2, 48900.3, 48900.4, or 48900.7. This information shall be based upon district records or records maintained in the ordinary course of business or received from a law enforcement agency. Teachers shall keep the information confidential. (Education Code 49079)

Upon receiving a transfer student's record regarding acts committed by the student that resulted in his/her suspension or expulsion, the Superintendent or designee shall inform any of the student's teacher(s) that the student was suspended from his/her former district and of the act that resulted in the suspension or expulsion. (Education Code 48201)

Information received by teacher(s) shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher. (Education Code 49079)

#### **Notice Regarding Student Offenses Committed While Outside School Jurisdiction**

When a minor student has been found by a court of competent jurisdiction to have illegally used, sold or possessed a controlled substance or committed specified crimes involving serious acts of violence, the district police or security department may provide written notification to the Superintendent. (Welfare and Institutions Code 828.1)

When informed by the court that a minor student has been found by a court to have committed any felony, or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Penal Code 290, assault or battery, larceny, vandalism or graffiti, the Superintendent or designee shall so inform the school principal. (Welfare and Institution Code 827)

The principal shall disseminate this information to the counselors who directly supervise or report on the student's behavior or progress. The principal also may inform any teacher or administrator he/she thinks may need the information so as to work with the student appropriately, avoid being needlessly vulnerable, or protect others from vulnerability. (Welfare and Institutions Code 827)

Any court-initiated information that a teacher, counselor or administrator receives shall be kept confidential and used only to rehabilitate the student and protect other students and staff. The information shall be further disseminated only when communication with the student, parent/guardian, law enforcement staff and probation officer is necessary to rehabilitate the student or to protect students and staff. (Welfare and Institutions Code 827)

When a student is removed from school as a result of his/her offense, the Superintendent shall hold the court's information in a separate confidential file until the student is returned to public school. If the student is returned to a different district, the Superintendent shall transmit the information provided by the student's parole or probation officer to the Superintendent of the new district of attendance. (Welfare and Institutions Code 827)

Any confidential file of court-initiated information shall be kept until the student becomes 18, graduates from high school, or is released from juvenile court jurisdiction, whichever occurs first; it shall then be destroyed. (Welfare and Institutions Code 827)

#### Procedures to Maintain Confidentiality of Student Offenses

In order to maintain confidentiality when providing information about student offenses to counselors and teachers of classes/programs to which a student is assigned, the principal or designee shall send the staff member a written notification requesting him/her to review a student's file in the school office. This notification shall not name or otherwise identify the student. The staff member shall be asked to initial the notification and return it to the principal or designee.

The staff member shall also initial the student's file when reviewing it in the school office. Once the district has made a good faith effort to comply with the notification requirement of Education Code 49079 and Welfare and Institutions Code 827, an employee's failure to review the file constitutes district compliance with the requirement to provide notice to the teacher.

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

CVUSD ensures that a policy is in place to address behaviors that can be deemed as harassment, discrimination or sexual harassment. These behaviors are taken very seriously and administrators and administrative designees will follow board policy and the student handbook to ensure that procedures are being followed.

#### Nondiscrimination/Harassment

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, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying of any student based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school. (Education Code 234.1)

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

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 5146 - Married/Pregnant/Parenting Students)

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

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



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

The Board also prohibits any form of retaliation against any individual who files or otherwise participates in the filing or investigation of a complaint or report regarding an incident of discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

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

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1330 - Use of Facilities)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 6145 - Extracurricular and Co-curricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6164.2 - Guidance/Counseling Services)

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

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

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

(cf. 5144 - Discipline)

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

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

(cf. 5145.2 - Freedom of Speech/Expression)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48900.3 Suspension or expulsion for act of hate violence

48900.4 Suspension or expulsion for threats or harassment

48904 Liability of parent/guardian for willful student misconduct

48907 Student exercise of free expression

48950 Freedom of speech

48985 Translation of notices

49020-49023 Athletic programs

51500 Prohibited instruction or activity

51501 Prohibited means of instruction

60044 Prohibited instructional materials

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

432 Student record

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

12101-12213 Title II equal opportunity for individuals with disabilities  
 UNITED STATES CODE, TITLE 29  
 794 Section 504 of Rehabilitation Act of 1973  
 UNITED STATES CODE, TITLE 42  
 2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended  
 2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964  
 6101-6107 Age Discrimination Act of 1975  
 CODE OF FEDERAL REGULATIONS, TITLE 28  
 35.107 Nondiscrimination on basis of disability; complaints  
 CODE OF FEDERAL REGULATIONS, TITLE 34  
 100.3 Prohibition of discrimination on basis of race, color or national origin  
 104.7 Designation of responsible employee for Section 504  
 106.8 Designation of responsible employee for Title IX  
 106.9 Notification of nondiscrimination on basis of sex  
 COURT DECISIONS  
 Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567  
 Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130  
 Management Resources:  
 CSBA PUBLICATIONS  
 Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014  
 Final Guidance Regarding Transgender Students, Privacy, and Facilities, March 2014  
 Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011  
 FIRST AMENDMENT CENTER PUBLICATIONS  
 Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006  
 NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS  
 Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004  
 U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS  
 Dear Colleague Letter: Harassment and Bullying, October 2010  
 Notice of Non-Discrimination, January 1999  
 WEB SITES  
 CSBA: <http://www.csba.org>  
 California Department of Education: <http://www.cde.ca.gov>  
 California Safe Schools Coalition: <http://www.casafeschools.org>  
 First Amendment Center: <http://www.firstamendmentcenter.org>  
 National School Boards Association: <http://www.nsba.org>  
 U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>  
 Policy COACHELLA VALLEY UNIFIED SCHOOL DISTRICT  
 adopted: March 10, 2015 Thermal, California

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

Education Code Requirement comes from 32282(a)(2)(F). It reads:

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

At CVUSD, we have adopted a Dress-Code Policy. This dress-code policy is to help students be successful at school, remain focused on learning, prevent bullying incidences and boost school pride. We have also adopted a school wide dress code that prohibits pupils from wearing gang-related apparel pursuant to EC 35183.

School uniforms; gang apparel; dress codes

a. The Legislature finds and declares each of the following:

- (1) The children of this state have the right to an effective public-school education. Both students and staff of the primary, elementary, junior and senior high school campuses have the constitutional right to be safe and secure in their persons at school. However, children in many of our public schools are forced to focus on the threat of violence and the messages of violence contained in many aspects of our society, particularly reflected in gang regalia that disrupts the learning environment.
- (2) "Gang-related apparel" is hazardous to the health and safety of the school environment.
- (3) Instructing teachers and administrators on the subtleties of identifying constantly changing gang regalia and gang affiliation takes an increasing amount of time away from educating our children.
- (4) Weapons, including firearms and knives, have become common place upon even our elementary school campuses. Students often conceal weapons by wearing clothing, such as jumpsuits and overcoats, and by carrying large bags.
- (5) The adoption of a schoolwide uniform policy is a reasonable way to provide some protection for students. A required uniform may protect students from being associated with any particular gang. Moreover, by requiring schoolwide uniforms teachers and administrators may not need to occupy as much of their time learning the subtleties of gang regalia.
- (6) To control the environment in public schools to facilitate and maintain an effective learning environment and to keep the focus of the classroom on learning and not personal safety, schools need the authorization to implement uniform clothing requirements for our public-school children.
- (7) Many educators believe that school dress significantly influences pupil behavior. This influence is evident on school dress up days and color days. Schools that have adopted school uniforms experience a "coming together feeling," greater school pride, and better behavior in and out of the classroom.

- b. The governing board of any school district may adopt or rescind a reasonable dress code policy that requires pupils to wear a schoolwide uniform or prohibits pupils from wearing "gang-related apparel" if the governing board of the school district approves a plan that may be initiated by an individual school's principal, staff, and parents and determines that the policy is necessary for the health and safety of the school environment. Individual schools may include the reasonable dress code policy as part of its school safety plan, pursuant to Section 32281.
- c. Adoption and enforcement of a reasonable dress code policy pursuant to subdivision (b) is not a violation of Section 48950. For purposes of this section, Section 48950 shall apply to elementary, high school, and unified school districts. If a schoolwide uniform is required, the specific uniform selected shall be determined by the principal, staff, and parents of the individual school.
- d. A dress code policy that requires pupils to wear a schoolwide uniform shall not be implemented with less than six months' notice to parents and the availability of resources to assist economically disadvantaged pupils.
- e. The governing board shall provide a method whereby parents may choose not to have their children comply with an adopted school uniform policy.
- f. If a governing board chooses to adopt a policy pursuant to this section, the policy shall include a provision that no pupil shall be penalized academically or otherwise discriminated against nor denied attendance to school if the pupil's parents chose not to have the pupil comply with the school uniform policy. The governing board shall continue to have responsibility for the appropriate education of those pupils.
- g. A policy adopted pursuant to this section shall not preclude pupils that participate in a nationally recognized youth organization from wearing organization uniforms on days that the organization has a scheduled meeting.

(Amended by Stats. 2003, Ch. 828, Sec. 10.)

Reference:

Education Code 32281

Education Code 48950



**WESTSIDE ELEMENTARY SCHOOL**  
82-225 AIRPORT BLVD.  
THERMAL, CA 92274  
PHONE (760) 399-5171 FAX (760) 399-1284



#### Westside Dress Code:

1. Shoes must be worn at all times. Sandals must have heel straps. Thong sandals or backless shoes are not permitted. Platform shoes above two inches are not permitted. Roller shoes are not permitted.
2. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs, and skirts or shorts that are below are prohibited.
3. Students will be allowed to wear shorts/skirts of modest length and appropriate material. Shorts/skirts should be no shorter than three inches from the top of the knee. If pants are worn with frays or holes, the frays or holes should be no shorter than three inches from the top of the knee.
3. Hats, caps, and other head coverings shall not be worn indoors unless they are worn for religious or medical reasons.
4. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
5. Nail polish may be worn.
6. Make-up is not permitted.
7. Jewelry which creates a health or safety hazard is not permitted.
8. Clothes and belts must be the appropriate size and length when worn.
9. Hair shall be clean and neatly groomed. Colored hair (such as blue, orange, green, etc.) is not permitted.
10. College logo apparel is permitted as designated by school's policy.



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

##### **Component:**

People and Programs

**Element:**

We will provide instruction to students and staff in Social Emotional Learning, Positive Behavioral Interventions Supports, and we will increase parental involvement in their children's academic and character development through our family outreach programs. We will strive to create a community of safe, caring, healthy and drug free students.

**Opportunity for Improvement:**

Students would benefit by learning life skills from established systems of support.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Objective 1: By using the basic tenets of the CVUSD Transformational Justice Framework the faculty and staff of Westside will teach students to be safe, respectful, and responsible by building a school-wide system that integrates and builds upon the tenants of La Cultura Cura, SEL lessons, PBIS, and Restorative Justice.	The site will establish a school wide calendar of Behavioral Expectations Lessons. Have staff teach SEL lessons to support students in understanding their own behaviors. Train all staff in Individual Student Supports through Transformational Learning and PBIS to refine tier II. Review all data on existing systems and evaluate for maximum effect. Explore peer-coaching for classroom management. Establish a plan for refinement.	PBIS Framework for implementation. Transformational Learning Action Plan	Principal, PBIS Coordinator, Leadership	Annual TFI
	Develop staff development for implementation.	PBIS Created PPT, Videos, & Lessons, TJ Training PPT	Principal, PBIS Coordinator, Leadership	PD Agendas
	Develop a student/parent presentation	PBIS Created PPT, Videos, & Lessons	Principal, PBIS Coordinator, Leadership	Webinar, Lesson Plans
Objective 2: Develop a school wide plan for all staff, students, and parents to become familiar with routines and procedures that reduce violence and instill cooperation and build a caring environment.	Provide staff training regarding classroom management skills that promote character development along with behavior management.	Social Skills Lessons	Principal, PBIS Coordinator, Leadership	Agendas, Community Presentations,
	Promote staff commitment to knowing their students and identifying the signs that lead to development of anti-social groups or behavior.		Principal, PBIS Coordinator, Leadership	Agendas, notes
	Provide students with after-school activities through the ASES program		Principal, PBIS Coordinator, ASES Team	ASES Attendance
	Provide students with a structured program that develops character and social skills		Principal, PBIS Coordinator, Leadership, Teachers	Lesson Plans

Objectives	Action Steps	Resources	Lead Person	Evaluation
	Develop a system to reward students for good behavior and growth each semester (i.e.: Academic Olympics, Attendance, student of the week, social skills knowledge).		Principal, PBIS Coordinator, Leadership	Calendar of Events

**Component:**

Place

**Element:**

Goal 2: To create and sustain a positive and orderly environment that communicates the school wide expectations of respect, responsibility and safety.

**Opportunity for Improvement:**

Establish expectations across all environments which communicate respect, responsibility, and safety

Objectives	Action Steps	Resources	Lead Person	Evaluation
Objective 1: School site administration and staff will implement the District Disaster Preparedness and Crisis Response Protocol as directed by District Administration.	<p>Administrators will ensure that all staff know their role in the Safety Plan and will annually review the school's Crisis Response Protocol and Disaster Preparedness Plan. School staff and students will be trained in dealing with emergency procedures and will continue to have monthly fire and periodic earthquake, shelter in place and lockdown drills.</p> <p>Standard school safety procedures will be reviewed and updated as needed.</p> <p>All classrooms will establish and maintain a clean and orderly environment to support academic growth as measured by student, staff, and parent surveys. All staff will use SEL lessons and our district adopted systems for Positive Behavioral Intervention Supports. Site administrators will review guidelines and procedures regarding school-wide and classroom safety after each monthly drill. The lead custodian will complete physical facilities and campus checks daily for safety and cleanliness. The kitchen staff will check the serving area daily for cleanliness and safety. On-going community service for campus beautification</p>	<p>Disaster prep action plans</p> <p>Disaster prep schedules</p>	Principal, School Leadership	Observation and reflection of disaster drills, Submittal of held drills on school stream.



Objectives	Action Steps	Resources	Lead Person	Evaluation
Objective 2: School site administration and staff will conduct at minimum yearly audit of all safety protocols and develop a plans to remediate all identified concerns.	<p>We will use our school site council and any interested staff or community members to refine our safety procedures.</p> <p>The site administrator will serve as a committee member and as a reference for legal issues related to safety. The Principal will attend District provided seminars on safety including lock-down crises and will continue to hold staff development that can address staff and community concerns.</p> <p>The site will enlist the support of district entities (CWA, Facilities and Maintenance, etc...) to make timely adjustments to the physical plant.</p> <p>We will continue to hold lockdown drills and improve protocols with newly refined systems as they become fully operational. We will work with local law enforcement to advise and support all safety procedures.</p>	Safety Meetings: Agendas	Safety Committee Lead	Safety meeting agendas and action steps

**Component:**

**Element:**

**Opportunity for Improvement:**

Objectives	Action Steps	Resources	Lead Person	Evaluation

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

### **Westside Elementary School Student Conduct Code**

Rules and Procedures on School Discipline

Rules and Procedures on School Discipline

CVUSD and Westside Elementary have well-developed and articulated discipline plans for student behavior. The Coachella Valley School District Parent and Student handbook (electronic version or Hard copy) spells out the expectations for student behavior, and the procedure for student discipline. Our teachers give students classroom rules and our PBIS expectations are our school rules.

During registration parents and students receive their Student Handbook, which explains their rights and responsibilities as students, the behavior expectations for all of CV Unified students. The Parent Handbook, which also contains important information regarding student discipline, was provided digitally for all families. Teachers go over the Westside PBIS expectations at the beginning of each year and periodically throughout the school year, and the principal explains what the correct behaviors look like out in the school setting each week during announcements.

For more serious or numerous offenses, students are sent to the assistant principal, who discusses the behavior in a conference with the student and documents it on AERIES, and calls home to inform parents of the situation. Continuous infractions will result in parent conferences and student suspension either at school or home, depending on the nature of the offense. Students are automatically suspended from school for serious violations such as the possession of weapons, drugs, or physical assault that causes injury.

### **Conduct Code Procedures**

A positive and safe learning environment in our schools and a good state of student conduct starts with all involved students, parents, and staff having knowledge and understanding of the basic standards of acceptable conduct. Transformational Justice Model frameworks have been adopted by CVUSD teachers and staff members. Our school sites strive to see that each student learns through school experiences to recognize the essential worth in each individual and to respect others; to adjust personal desires to the welfare of the group; to respect the rights and property of the group; to appraise one's own worth honestly and fairly; to establish high standards of personal integrity; and to achieve and feel personal satisfaction in both group and individual success. The achievement of these ideals is carried out by implementing the Transformational Justice Model frameworks of PBIS, Restorative Justice, and Transformational Learning. Staff, parents, and community are dedicated to the well-being and safety of all students and commit to the initiative of our Board Adopted Transformational Justice Model. Our school sites are committed to the goal of a safe school and an orderly process of instruction with our student's wellness in mind. This commitment requires that everyone assume his/her share of responsibility towards intentionally implementing the Transformational Justice and academic frameworks in order to create a positive and safe learning environment.

Coachella Valley USD | BP 5137 Students

### **Positive School Climate**

The Governing Board desires to enhance student learning by providing an orderly, caring, and nurturing educational and social environment in which all students can feel safe and take pride in their school and their achievements. The school environment should be characterized by positive interpersonal relationships among students and between students and staff.

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

(cf. 3515 - Campus Security)

(cf. 3515.2 - Disruptions)

(cf. 5030 - Student Wellness)

(cf. 5131.4 - Student Disturbances)

(cf. 5142 - Safety)

(cf. 5145.3 - Nondiscrimination/Harassment)

All staff are expected to serve as role models for students by demonstrating positive, professional attitudes and respect toward each student and other staff members. Teachers shall use effective classroom management techniques based on clear expectations for student behavior.

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

Staff shall consistently enforce Board policies and regulations which establish rules for appropriate student conduct, including prohibitions against bullying, cyberbullying, harassment of students, hazing, other violence or threats of violence against students and staff, and drug, alcohol, and tobacco use.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 4020 - Drug and Alcohol-Free Workplace)

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.6 - Alcohol and Drugs)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5136 - Gangs)

(cf. 5144 - Discipline)

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

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

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

The district's curriculum shall include age-appropriate character education which includes, but is not limited to, the principles of equality, human dignity, mutual respect, fairness, honesty, and citizenship. Teachers are encouraged to employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds.

(cf. 5131.9 - Academic Honesty)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6142.3 - Civic Education)

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

(cf. 6142.92 - History-Social Science Instruction)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

The Superintendent or designee may develop other strategies to enhance students' feelings of connectedness with the schools, such as campus beautification projects, graffiti removal, development of extracurricular activities and after-school programs, pairing of adult mentors with individual students, recognition of student achievement, and encouragement of strong family and community involvement in the schools.

(cf. 1240 - Volunteer Assistance)

(cf. 5126 - Awards for Achievement)

(cf. 5131.5 - Vandalism and Graffiti)

(cf. 5148.2 - Before/After School Programs)

(cf. 6020 - Parent Involvement)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.5 - Student Organizations and Equal Access)

Students shall have opportunities to voice their concerns about school policies and practices and to share responsibility for solving problems that affect their school.

The schools shall promote nonviolent conflict resolution techniques in order to encourage attitudes and behaviors that foster harmonious relations. As part of this effort, students shall be taught the skills necessary to reduce violence, including communication skills, anger management, bias reduction, and mediation skills.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6164.2 - Guidance/Counseling Services)

Staff shall receive professional development designed to improve classroom management, conflict resolution techniques, and communications with students and parents/guardians including persons of diverse backgrounds.

(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)  
Legal Reference:

#### EDUCATION CODE

233-233.8 Hate violence prevention  
32280-32289 School safety plans  
32295.5 Teen court programs  
35181 Governing board policy on responsibilities of students  
35291-35291.5 Rules  
44807 Teachers' duty concerning conduct of students  
48900-48925 Suspension and expulsion  
Management Resources:

#### CSBA PUBLICATIONS

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007  
Protecting Our Schools: Governing Board Strategies to Combat School Violence, rev. 1999

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Bullying at School, 2003  
Creating Safe and Drug-Free Schools: An Action Guide, 1996

#### U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Preventing Bullying: A Manual for Schools and Communities, 1998

#### WEB SITES

CSBA: <http://www.csba.org>  
California Department of Education, Learning Support: <http://www.cde.ca.gov/lr>  
National School Safety Center: <http://www.schoolsafety.us>  
U.S. Department of Education, Office of Safe and Drug-Free Schools: <http://www.ed.gov/offices/OESE/SDFS>

#### Policy COACHELLA VALLEY UNIFIED SCHOOL DISTRICT

adopted: March 10, 2015 Thermal, California  
Coachella Valley USD | BP 5144 Students  
Discipline

The Governing Board desires to prepare youth for responsible citizenship by fostering self-discipline and personal responsibility. The Board perceives that good planning, a good understanding of each child, and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible.

(cf. 5020 - Parent Rights and Responsibilities)  
(cf. 5137 - Positive School Climate)  
(cf. 5145.3 - Nondiscrimination/Harassment)  
(cf. 5145.9 - Hate-Motivated Behavior)  
(cf. 6020 - Parent Involvement)

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

(cf. 5131 - Conduct)  
(cf. 5131.1 - Bus Conduct)

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. At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

(cf. 3515.4 - Recovery for Property Loss or Damage)

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

(cf. 5136 - Gangs)

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

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

(cf. 6164.5 - Student Study Teams)

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

(cf. 6182 - Opportunity School/Class/Program)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

Staff shall enforce disciplinary rules fairly and consistently, without regard to race, creed, color or sex.

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

(cf. 5145.3 - Nondiscrimination/Harassment)

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Legal Reference:

#### EDUCATION CODE

32280-32288 School safety plans

35146 Closed sessions

35291 Rules

35291.5-35291.7 School-adopted discipline rules

37223 Weekend classes

44807.5 Restriction from recess

48900-48926 Suspension and expulsion

48980-48985 Notification of parents or guardians

49000-49001 Prohibition of corporal punishment

49330-49335 Injurious objects

#### CIVIL CODE

1714.1 Parental liability for child's misconduct

#### CODE OF REGULATIONS, TITLE 5

307 Participation in school activities until departure of bus

353 Detention after school

Management Resources:

## CSBA PUBLICATIONS

Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1999

## CDE PROGRAM ADVISORIES

1010.89 Physical Exercise as Corporal Punishment, CIL 89/9-3

1223.88 Corporal Punishment, CIL: 88/9-5

## WEB SITES

CDE: <http://www.cde.ca.gov>

USDOE: <http://www.ed.gov>

## Policy COACHELLA VALLEY UNIFIED SCHOOL DISTRICT

adopted: May 8, 2003 Thermal, California

Coachella Valley USD | BP 5144.1 Students

### Suspension And Expulsion/Due Process

The Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.

(cf. 5144 - Discipline)

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the period of suspension or expulsion.

(cf. 6145 - Extracurricular and Cocurricular Activities)

Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. (Education Code 48900.5)

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to him/herself or others.

(Education Code 48915)

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be specified in administrative regulation.

### Zero Tolerance

The Board supports a zero-tolerance approach to serious offenses. This approach makes the removal of potentially dangerous students from the classroom a top priority to ensure the standardized treatment of all students. Staff shall immediately report to the Superintendent or designee any incidence of offenses specified in law, Board policy and administrative regulation as cause for suspension 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 Code 48911, 48915, 48915.5)

(cf. 5119 - Students Expelled from Other Districts)

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

### Supervised Suspension Program

The Board recognizes that students who are suspended from school often have no supervision or guidance during the school hours when they are off campus and may fall behind in the coursework. The Board believes that, in many cases, it would be better to manage the student's behavior by keeping the student at school and providing him/her with supervision that is separated from the regular classroom.

The Superintendent or designee may establish a supervised in-house suspension program which meets the requirements of law for students suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, who pose no imminent danger or threat at school, and for whom an expulsion action has not been initiated.

The Superintendent or designee shall examine alternatives to off-campus suspension and may establish a suspension program which involves progressive discipline during the school day on campus; use of conferences between staff, parents/guardians and students; detention; student study teams or other assessment-related teams; and/or referral to school support services staff. The use of such alternatives does not preclude off-campus suspensions.

#### Required Parental Attendance

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise.

Whenever a student is removed from a class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class from which the student was removed may provide that the student's parent/guardian attend a portion of a school day in the class from which the student was suspended. (Education Code 48900.1)

The Board encourages teachers, before requiring parental attendance, the teacher shall make reasonable efforts to have the parent/guardian visit the class voluntarily. The teacher also may inform the parent/guardian about available resources and parent education opportunities. Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and the parent/guardian and to improve classroom behavior.

The teacher shall apply this policy uniformly to all students within the classroom. This policy shall apply only to a parent/guardian who lives with the student. (Education Code 48900.1)

When a teacher requires parental attendance, the principal shall send a written notice to the parent/guardian stating that his/her attendance is pursuant to law. (Education Code 48900.1)

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

A parent/guardian who has received a written notice shall attend class as specified in the notice. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)

The principal or designee shall contact any parents/guardians who do not respond to the request to attend school. The Board recognizes that parental compliance with this policy may be delayed, modified or prevented for reasons such as serious illness/injury/disability, absence from town, or inability to get release time from work.

District regulations and school-site rules for student discipline shall include procedures for implementing parental attendance requirements. Parents/guardians shall be notified of this policy prior to its implementation. (Education Code 48900.1)

#### Decision not to Enforce Expulsion Order

On a case-by-case basis, the enforcement of an expulsion order may be suspended by the Board pursuant to the requirements of law.

#### Legal Reference:

##### EDUCATION CODE

212.5 Sexual harassment

1981 Enrollment of students in community school

17292.5 Program for expelled students

32261 Interagency School Safety Demonstration Act of 1985

35146 Closed sessions (re suspensions)  
35291 Rules (for government and discipline of schools)  
35291.5 Rules and procedures on school discipline  
48660-48667 Community day schools  
48900-48927 Suspension and expulsion  
48950 Speech and other communication  
49073-49079 Privacy of student records

#### CIVIL CODE

47 Privileged communications  
48.8 Defamation liability

#### CODE OF CIVIL PROCEDURE

1985-1997 Subpoenas; means of production

#### GOVERNMENT CODE

11455.20 Contempt  
54950-54963 Ralph M. Brown Act

#### HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia  
11053-11058 Standards and schedules

#### LABOR CODE

230.7 Discharge or discrimination against employee for taking time off to appear in school on behalf of a child

#### PENAL CODE

31 Principal of a crime, defined  
240 Assault defined  
241.2 Assault fines  
242 Battery defined  
243.2 Battery on school property  
243.4 Sexual battery  
245 Assault with deadly weapon  
245.6 Hazing  
261 Rape defined  
266c Unlawful sexual intercourse  
286 Sodomy defined  
288 Lewd or lascivious acts with child under age 14  
288a Oral copulation  
289 Penetration of genital or anal openings  
626.2 Entry upon campus after written notice of suspension or dismissal without permission  
626.9 Gun-Free School Zone Act of 1995  
626.10 Dirks, daggers, knives, razors or stun guns  
868.5 Supporting person; attendance during testimony of witness

#### WELFARE AND INSTITUTIONS CODE

729.6 Counseling

#### UNITED STATES CODE, TITLE 18

921 Definitions, firearm

#### UNITED STATES CODE, TITLE 20

7151 Gun free schools

#### COURT DECISIONS

T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267



Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421

Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H., (2001) 85 Cal.App.4th 1321

Garcia v. Los Angeles Board of Education (1991) 123 Cal.App.3d 807

Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 1182

John A. v. San Bernardino School District (1982) 33 Cal. 3d 301

#### ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Atty.Gen. 146 (2001)

80 Ops.Cal.Atty.Gen. 91 (1997)

80 Ops.Cal.Atty.Gen. 85 (1997)

Management Resources:

#### WEB SITES

CSBA: <http://www.csba.org>

California Attorney General's Office: <http://www.caag.state.ca.us>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office of Safe and Drug-Free Schools: <http://www.ed.gov/about/offices/list/osdfs/index.html>

Policy COACHELLA VALLEY UNIFIED SCHOOL DISTRICT

adopted: September 8, 2005 Thermal, California

#### **Transformational Justice Model**

CVUSD and Westside Elementary have adopted a Transformational Justice system. This is a blending of Restorative Justice, Transformational Learning, and Positive Behavioral Intervention Support (PBIS). It centers on intentionally creating an environment where all students feel welcome and part of the learning community. When a student exhibits maladaptive behavior, the students learn how to repair any harm that they may have caused. Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all youth by making targeted misbehavior less effective, efficient, and relevant, and desired behavior more functional. This system is used to recognize and reward students for positive choices they make with Dragon Bucks that are generously given out by all adults at Westside. If students make poor behavioral choices there are clear and consistent consequences. When students do not follow school rules students are dealt with through counseling, redirecting behavior, phone calls home to engage family support as well as community service on campus and home suspension when warranted.



## **WESTSIDE ELEMENTARY SCHOOL**

82225 Airport Blvd.

Thermal, CA 92274

760.399-5171

Dear Parents/ Legal Guardian,

This letter is to inform you about the school rules and procedures at Westside Elementary.

### **Rules and Procedures on School Discipline**

Westside Elementary School has well-developed and articulated discipline plans for student behavior. The Parent and Student handbook (electronic version in Parent Portal) spells out the expectations for student behavior, school rules, and the procedure for student discipline. Student discipline is handled fairly and effectively through our Transformational Justice model. Students receive SEL lessons, which explain their rights and responsibilities as students, the behavior expectations at Westside Elementary, school rules, and the discipline system. The Parent Handbook (electronic version in Parent Portal) which also contains important information regarding student discipline, may be reviewed by parents for additional information. Through the school year, teachers review the Student Behavior Expectations with their class and students take a copy home to go over with their parents/ caregivers. Each classroom has received a set of Student Expectations posters to be reviewed with parents and students. Both parents and students sign and return the student expectations contract acknowledging their commitment to upholding the behavioral expectations at Westside Elementary.

Furthermore, Westside also has a system in place to reward positive behavior, Positive Behavioral Intervention Support (PBIS). Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all youth by making targeted misbehavior less effective, efficient, and relevant, and desired behavior more functional. This system is used to also recognize and reward students for positive choices they make with merit slips or digital PBIS paw points that are generously given out by all adults at Westside. If students make poor behavioral choices there are clear and consistent consequences. When students do not follow school rules students are dealt with through counseling, redirecting behavior, and when needed phone calls home.

For more serious or numerous offenses, students are sent to the assistant principal or admin designee, who discusses the behavior in a conference with the student and documents it on AERIES, and will call home to inform parents of the situation. Continuous infractions will result in parent conferences and student suspension either at school or home, depending on the nature of the offense from level (1-5). Students are automatically suspended from school for serious California Ed Code violations such as the possession of weapons, drugs, or physical assault (Refer to CVUSD Student handbook policies and procedures). Please let us know if you have any questions or concerns. Thank you in advance for your support and cooperation.

Truly,  
Dr. Melinda Gonzalez, Interim Principal  
Westside Elementary  
Coachella Valley Unified School District  
760-3995171

## Levels of Response - Consequences and Interventions

<b>Level 1</b>	<b>Examples of Classroom Managed Responses</b>	
	<p>These possible interventions and consequences aim to redirect behavior so students may learn and demonstrate safe, respectful, and responsible behavior. Teachers are encouraged to try a variety of teaching and classroom management strategies. Below are possible interventions and consequences that may be used. Consequences are more than “Punishment” they are the actions that follow the problem behavior and can either help increase or decrease problem behavior.</p>	
	<p><b>Possible Interventions</b></p> <ul style="list-style-type: none"> <li>• Establish positive relationship with student</li> <li>• Different seat arrangement</li> <li>• Pre-correction and redirection</li> <li>• Role play replacement behavior</li> <li>• Establish buddy teacher system</li> <li>• Parent/guardian accompany student in class</li> <li>• Daily progress report for behavior</li> <li>• Increase positive recognition</li> <li>• Goal setting with student</li> <li>• PBIS Tier 1 Interventions</li> <li>• RJ Tier 1 practices</li> </ul>	<p><b>Possible Consequences</b></p> <ul style="list-style-type: none"> <li>• Contact parent</li> <li>• Verbal corrective feedback</li> <li>• Parent/guardian conference</li> <li>• Student verbal or written apology</li> <li>• Use buddy teacher system</li> <li>• Loss of classroom privileges</li> <li>• Student written reflection</li> <li>• Teacher and student conference</li> <li>• Re-teach social skill or expectation</li> </ul>

## Levels of Response - Consequences and Interventions

Level 2	<b>Examples of Administrative Responses</b>	
	<p>These interventions and consequences, used in response to an office discipline referral, aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school. Interventions often involve support staff and aim to engage the student's support system to ensure successful learning, consistency, and change the conditions that contribute to the student's inappropriate or disruptive behavior. Below are possible interventions and consequences that may be used. Once all Level 1 interventions have been exhausted.</p>	
	<b>Possible Interventions</b> <ul style="list-style-type: none"> <li>• Increase positive recognition</li> <li>• Collaborative problem solving</li> <li>• Establish positive relationship with student</li> <li>• Refer for substance abuse intervention</li> <li>• Mentoring/Peer Mediators</li> <li>• Develop/revise positive behavior plan/contract</li> <li>• Check In/Check Out</li> <li>• Social/Academic Skills Group</li> <li>• Refer to SST/Individual Education Plan (IEP)/504 team</li> <li>• Refer for educational/psychological evaluation</li> <li>• Refer to school/community based mental health</li> </ul>	<b>Possible Consequences</b> <ul style="list-style-type: none"> <li>• Parent/guardian notification required</li> <li>• Student verbal or written apology</li> <li>• Use buddy teacher system</li> <li>• Restorative Practices (Tier 2)</li> <li>• Conference with student</li> <li>• Removed privilege/restricted activity</li> <li>• Restitution/community service</li> <li>• Restorative conferencing</li> <li>• PBIS Tier 2 Interventions</li> </ul>
Level 3	<b>Examples of Administrative Removal Responses</b>	
	<p>Level 3 interventions and consequences involve short-term removal of a student from the school environment due to the severity of the behavior or because Level 1 and Level 2 consequences have failed to bring about proper conduct. Level 1 and Level 2 interventions may still be applied in addition to those listed in Level 3. The duration of the suspension is to be limited as much as practicable while adequately addressing the behavior.</p>	
	<b>Possible Interventions</b> <ul style="list-style-type: none"> <li>• Develop/revise positive behavior plan</li> <li>• Revise 504/IEP (for students with disabilities) and or In-School Suspension (one to five days)</li> <li>• Develop Functional Behavioral Assessment and Behavior Intervention Plan</li> </ul>	<b>Required Consequences</b> <ul style="list-style-type: none"> <li>• Parent/guardian notification</li> <li>• Suspension from school (one to five days)</li> <li>• Behavior Support Plan</li> <li>• Mental Health Referral</li> <li>• Restorative Justice re-entry conferencing</li> </ul>
Level 4	<b>Examples of Administrative Removal Responses</b>	
	<p>Level 4 involves the removal of the student from the school environment due to the severity of the behavior or because Level 1, 2, or 3 consequences and interventions have failed to bring about proper conduct. These consequences focus on protecting the safety of the school community and ending self-destructive and dangerous behavior. Level 1, 2 and 3 interventions may still be applied, if applicable.</p>	
	<b>Possible Interventions</b> <ul style="list-style-type: none"> <li>• Manifestation determination (IEP only)/504 compliance</li> <li>• Develop/revise positive behavior plan</li> <li>• Revise IEP (for students with disabilities) and school)</li> <li>• Behavior Support Plan</li> <li>• Develop Functional Behavioral Assessment and Behavior Intervention Plan</li> <li>• Alternative educational placement</li> </ul>	<b>Required Consequences</b> <ul style="list-style-type: none"> <li>• Parent/guardian notification</li> <li>• Suspension from school (5 days)</li> <li>• May refer for expulsion (total removal from if other means of correction have not brought about proper conduct or are not feasible or there is a continuing danger to the physical safety of the student or others)</li> </ul>
Level 5	<b>Mandatory Recommendation for School Expulsion</b> Mandatory removal from school and referral for expulsion for acts as specified in Education Code	

## Levels of Response - Consequences and Interventions

	<b>Possible Interventions</b> <ul style="list-style-type: none"> <li>• Manifestation determination (IEP only)/504 compliance review</li> <li>• Alternative educational placement</li> </ul>	<b>Required Consequences</b> <ul style="list-style-type: none"> <li>• Parent/guardian notification</li> <li>• Suspension from school (5 days)</li> <li>• Mandatory recommendation for expulsion</li> </ul>
--	---	--

### (K) Hate Crime Reporting Procedures and Policies

Coachella Valley Unified School District Board Policy States: 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.

School Administration ensures that all students receive hate prevention education through SEL lessons, age-appropriate classroom activities, assemblies, and other school-related activities. Prejudice and discrimination are learned attitudes and behaviors. Neither is uncontrollable or inevitable. Teaching children that even subtle forms of hate-such as ethnic slurs or epithets, negative or offensive name-calling, stereotyping, and exclusion-are hurtful and inherently wrong can help to prevent more extreme, violent manifestations of hate. Through structured classroom activities and programs, children can begin to develop empathy, while practicing the critical thinking and conflict resolution skills needed to recognize and respond to various manifestations of hate behavior.

Administration has developed partnerships with families, community organizations, and law enforcement agencies. These partnerships help identify resources available to school personnel in order to address hate incidents. We believe that hate crime prevention cannot be accomplished by schools alone. These partnerships help identify resources available to school personnel to address hate incidents and raise community awareness of the issue, ensure appropriate responses to hate incidents, and ensure that youth receive a consistent message that hate-motivated behavior will not be tolerated.

An effective hate prevention policy will promote a school climate in which racial, religious, ethnic, gender and other differences, as well as freedom of thought and expression, are respected and appreciated. All staff, Administrators, teachers, support staff, yard supervisors, parents, and every student are informed of the contents of the school district's policy on hate crime on an annual basis.

CVUSD takes a firm position against all injurious manifestations of hate, from ethnic slurs, racial epithets, and taunts, to graffiti, vandalism, discrimination, harassment, intimidation, and violence. The district has developed a wide range of non-disciplinary corrective actions to respond to incidents, including counseling, parent conferences, community service, as well as disciplinary actions such as in-school suspension or expulsion. School officials are also prepared to contact local, state or federal civil rights officials to respond to more serious incidents and, in cases involving criminal activity or threat of criminal activity, contact law enforcement.

### Procedures for Preventing Acts of Bullying and Cyber-bullying

At CVUSD, we strive to provide a safe school environment for students, parents, and staff. Every concern is immediately tended to. All reported incidents are investigated and parents of involved parties are contacted. Bullying reports can also be made on our CVUSD website through Sprigeo.com.

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 student or school personnel.

(cf. 5131 - Conduct)

(cf. 5136 - Gangs)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

Cyberbullying includes the creation or 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.

(cf. 5145.2 - Freedom of Speech/Expression)

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.

(cf. 0420 - School Plans/Site Councils)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 1220 - Citizen Advisory Committees)

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

(cf. 6020 - Parent Involvement)

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

(cf. 1020 - Youth Services)

#### 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.

(cf. 5137 - Positive School Climate)

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.

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6142.94 - History-Social Science Instruction)

(cf. 6163.4 - Student Use of Technology)

Staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective response.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

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 an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)  
(cf. 6164.2 - Guidance/Counseling Services)

#### Complaints and Investigation

Any complaint of bullying, whether it is discriminatory or nondiscriminatory, shall be investigated and resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.  
(cf. 1312.3 - Uniform Complaint Procedures)

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. Within two business days of receiving a report of bullying, the principal shall notify a district compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint. 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 may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

#### Discipline

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

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

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

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

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

(cf. 4117.3 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

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

Legal Reference:

#### EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plans

32283.5 Bullying; online training

35181 Governing board policy on responsibilities of students  
35291-35291.5 Rules  
48900-48925 Suspension or expulsion  
48985 Translation of notices  
52060-52077 Local control and accountability plan

#### PENAL CODE

422.55 Definition of hate crime  
647 Use of camera or other instrument to invade person's privacy; misdemeanor  
647.7 Use of camera or other instrument to invade person's privacy; punishment  
653.2 Electronic communication devices, threats to safety

#### CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

#### UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

#### CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

#### CODE OF FEDERAL REGULATIONS, TITLE 34

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

110.25 Notification of nondiscrimination on the basis of age

#### COURT DECISIONS

Wynar v. Douglas County School District, (2013) 728 F.3d 1062  
J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094  
Lavine v. Blaine School District, (2002) 279 F.3d 719  
Management Resources:

#### CSBA PUBLICATIONS

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

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

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

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

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

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

Bullying at School, 2003

#### U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Harassment and Bullying, October 2010

#### WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lr/ss>

Common Sense Media: <http://www.commonsensemedia.org>

National School Safety Center: <http://www.schoolsafety.us>

ON[the]LINE, digital citizenship resources: <http://www.onthelineca.org>

U.S. Department of Education: <http://www.ed.gov>

Policy COACHELLA VALLEY UNIFIED SCHOOL DISTRICT

adopted: March 10, 2015 Thermal, California





## COACHELLA VALLEY UNIFIED SCHOOL DISTRICT

87225 CHURCH STREET PO BOX 847 THERMAL CA 92274-0847

Telephone: (760) 848-1159 Fax: (760) 399-0057

Hello Parents,

We recognize that creating a safe learning environment is vital for students to achieve academic success. Coachella Valley Unified School District has an online system called Sprigeo that students can use to report school safety threats and bullying incidents. Signs are in your child's school promoting the use of Sprigeo ([www.Sprigeo.com](http://www.Sprigeo.com)). The signs have this logo:



Sprigeo gives your child another medium for communicating with our school administration when bullying or school safety incidents occur. All information sent through the Sprigeo system goes directly to school administrators through a secure online connection. We prefer that your child report bullying and safety incidents immediately to a teacher or administrator, however, sometimes electronic reporting is more accessible, when the opportunity to report directly was not available.

### How does the Sprigeo system work?

Students can access the reporting form directly through a link on your school's web site by hovering over "PARENTS" on the top bar, dropping down to "Report Bullying and Safety Concerns". Then with a click, the Sprigeo report is available. Students may also go to the [Sprigeo.com](http://Sprigeo.com) web site. After completing the reporting form and clicking the "submit" button, the report details are sent in a secure email to our school administrators. Over 90% of students include their name when using the Sprigeo system. We encourage students and staff to include names so that our investigations of the reports can be more effective.

### Does the school receive false reports?

Over 95% of reports sent through the Sprigeo system have been confirmed as authentic requests for help with a bullying incident or school safety threat. Unlike text messages or Facebook posts that can be shared among students, all Sprigeo reports are viewable only by school administrators and/or school counselors.

### Why is there a need for an online reporting system?

The number one reason why children do not report bullying or abuse is the fear of retaliation from their peers. The Sprigeo reporting form can be accessed from the privacy of a home computer or other internet equipped device, eliminating the possibility of being identified by another student.

The Coachella Valley Unified School District administrators value your child's safety and want to have every possible tool available for you to communicate safety concerns so. Please contact your child's principal if you have any concerns or questions regarding Sprigeo or reporting safety and bullying incidents.

Sincerely,

Coachella Valley Unified School District  
Julisa Hernandez, Director of Student Support Services



## DISTRITO ECOLAR DEL VALLE DE COACHELLA

87225 CHURCH STREET PO BOX 847 THERMAL CA 92274-0847

Telephone: (760) 848-1159 Fax: (760) 399-0057

Estimados Padres,

Reconocemos que la creación de un entorno de aprendizaje seguro es vital para que los estudiantes alcancen el éxito académico. El Distrito Escolar Unificado del Valle de Coachella tiene un sistema en línea llamado Sprigeo que los estudiantes pueden usar para reportar amenazas a la seguridad de la escuela e incidentes de intimidación. En la escuela de su hijo hay avisos que promueven el uso de Sprigeo

([www.Sprigeo.com](http://www.Sprigeo.com)). Los avisos tienen este logo:



Sprigeo le da a su hijo otro medio para comunicarse con la administración de la escuela cuando ocurren incidentes de acoso o de seguridad en la escuela. Toda la información enviada a través del sistema Sprigeo va directamente a los administradores de la escuela a través de una conexión en línea segura. Preferimos que su hijo reporte los incidentes de acoso y seguridad inmediatamente a un maestro o administrador, sin embargo, a veces el reporte electrónico es más accesible, cuando la oportunidad de reportar directamente no estaba disponible.

### ¿Cómo funciona el sistema Sprigeo?

Los estudiantes pueden acceder al formulario de denuncia directamente a través de un enlace en el sitio web de su escuela pasando por encima de "PADRES" en la barra superior, bajando a "Denunciar el acoso y las preocupaciones de seguridad". Entonces con un clic, el informe de Sprigeo está disponible. Los estudiantes también pueden ir a la página web Sprigeo.com. Después de completar el formulario y hacer clic en el botón "enviar", los detalles del informe se envían en un correo electrónico seguro a los administradores de la escuela. Más del 90% de los estudiantes incluyen su nombre cuando usan el sistema Sprigeo. Animamos a los estudiantes y al personal a incluir nombres para que nuestras investigaciones de los informes sean más efectivas.

### ¿La escuela recibe informes falsos?

Más del 95% de los informes enviados a través del sistema Sprigeo han sido confirmados como auténticas peticiones de ayuda con un incidente de acoso o una amenaza a la seguridad de la escuela. A diferencia de los mensajes de texto o las publicaciones en Facebook que se pueden compartir entre los estudiantes, todas las denuncias de Sprigeo sólo pueden ser vistas por los administradores y/o consejeros de la escuela.

### ¿Por qué se necesita un sistema de información en línea?

La razón principal por la que los niños no denuncian el acoso o el abuso es el miedo a las represalias de sus compañeros. Se puede acceder al formulario de denuncia de Sprigeo desde la privacidad de una computadora de casa u otro dispositivo equipado con internet, eliminando la posibilidad de ser identificado por otro estudiante. Los administradores del Distrito Escolar Unificado del Valle de Coachella valoran la seguridad de su hijo y quieren tener todas las herramientas posibles disponibles para que usted comunique sus preocupaciones de seguridad. Por favor contacte al director de su hijo si tiene alguna preocupación o pregunta con respecto a Sprigeo o a reportar incidentes de seguridad e intimidación.

Sincerely,

Distrito Escolar Unificado del Valle de Coachella

Julisa Hernandez, Directora de Servicios de Apoyo Estudiantil

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

Comprehensive School Safety Plan is a document that is used as a resource/plan throughout the year. This document is revised yearly by all stakeholders and presented to first the SSC and then to the CVUSD Governing Board for Approval. An approved copy is kept in the front office at the school site and at Coachella Valley Unified School District website and is available to all stakeholders upon request. The CSSP is a living document and can be updated as needed. All site employees receive a copy of the emergency procedures, maps, drills, and assigned responsibility on a yearly basis.

**Safety Plan Appendices**

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

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
The Safe School Plan was reviewed by staff	August 9, 2022	The meeting took place in the library
ALICE training with staff	November 2, 2022	The meeting took place in the library
ALICE training with staff	December 7, 2022	The meeting took place in the library
Discussion with staff about updating the Safety Plan	February 15, 2023	The meeting took place in the library with emails to staff including new language
The Safe School Plan was reviewed by School Site Council	February 17, 2023	The meeting took place on Zoom.

## **Types of Emergencies & Specific Procedures**

### **Aircraft Crash**

Emergency response will depend on the size of the aircraft, nature of the crash, and proximity to the school. If it is safe to remain inside the building, all students should be kept in the school under supervision. The crash may also result in an explosion, chemical spill or utility interruption.

Aircraft crashes into the school

#### **STAFF ACTIONS:**

- Notify Principal.
- Move students away from immediate vicinity of the crash.
- EVACUATE students from the building using primary and/or alternate fire routes to a safe assembly area away from the crash scene. Take class roster/nametags and emergency items.
- Check school site to assure that all students have evacuated.
- Take attendance at the assembly area.
- Report missing students to the Principal/designee and emergency response personnel.
- Maintain control of the students a safe distance from the crash site.
- Care for the injured, if any.
- Escort students back to the school site when emergency response officials have determined it is safe to return to the building.

#### **PRINCIPAL/SITE ADMINISTRATOR ACTIONS:**

- Notify police and fire department (call 911).
- Determine immediate response procedures, which may include EVACUATION, OFF-SITE EVACUATION or DIRECTED TRANSPORTATION.
- Notify District Superintendent, who will contact the Office of Emergency Services.
- Arrange for first aid treatment and removal of injured occupants from building.
- Secure area to prevent unauthorized access until the Fire Department arrives. Ensure that students and staff remain at a safe distance from the crash.
- Account for all building occupants and determine extent of injuries.
- Do not re-enter building until the authorities provide clearance to do so.

Aircraft crashes near school

#### **STAFF ACTIONS:**

- Notify Principal.
- Move students away from immediate vicinity of the crash.
- Remain inside with students unless subsequent explosions or fire endanger the building.

#### **PRINCIPAL/SITE ADMINISTRATOR ACTIONS:**

- Notify police and fire department (call 911).
- Initiate SHELTER IN PLACE, if warranted.
- Initiate REVERSE EVACUATION for students and staff outside or direct them to designated area until further instructions are received.
- Ensure that students and staff remain at a safe distance from the crash.
- Notify District Superintendent, who will contact the Office of Emergency Services.

Fire department officials will secure area to prevent unauthorized access. Do not enter affected areas until the appropriate authorities provide clearance to do.

## **Animal Disturbance**

If there is a rabid or uncontrollable animal on campus, implement this procedure when any wild animal threatens the safety of the students and staff.

### **PRINCIPAL/SITE ADMINISTRATOR ACTIONS:**

- Isolate the students from the animal. Close doors and lock gates as a means to isolating the animal.
- If the animal is outside, keep students inside and institute a LOCKDOWN.
- If the animal is inside, initiate an EVACUATION outside to a protected area away from the animal
- Contact animal control for assistance in removing the animal.
- If the animal injures anyone, seek medical assistance from the school nurse.
- Notify parent/guardian and recommended health advisor.

### **STAFF/TEACHER ACTIONS:**

- If the animal is outside, keep students inside. Lock doors and keep students away from the windows.
- If the animal is inside, EVACUATE students to a sheltered area away from the animal.

Notify the principal if there are any injuries.

## **Biological or Chemical Release**

This is an incident involving the discharge of a biological substance in a solid, liquid or gaseous state. Such incidents may include the release of radioactive materials.

A biological agent can be introduced through:

- postal mail, via a contaminated letter or package
- a building's ventilation system
- a small explosive device to help it become airborne
- a contaminated item such as a backpack, book bag, or other parcel left unattended
- the food supply
- aerosol release (for example, with a crop duster or spray equipment)

Defense against biological release (e.g. anthrax, smallpox, plague, ricin etc.) is difficult because usually appear after some time has lapsed. Indicators that may suggest the release of a biological or chemical substance include multiple victims suffering from: watery eyes, choking or breathing difficulty, twitching or the loss of coordination. Another indicator is the presence of distressed animals or dead birds. Determine which scenario applies and implement the appropriate response procedures.

### **Outside the building**

#### **STAFF ACTIONS:**

- Notify principal.
- Move students away from immediate vicinity of danger (if outside, implement REVERSE EVACUATION).
- Segregate individuals who have been topically contaminated by a liquid from unaffected individuals.
- Send affected individuals to a designated area medical attention.
- Follow standard student assembly, accounting and reporting procedures.

### **PRINCIPAL/SITE ADMINISTRATOR ACTIONS:**

- Initiate SHELTER IN PLACE.
- Shut off HVAC units.
- Move to central location where windows and doors can be sealed with duct tape.
- Call 911. Provide location and nature of the emergency and school actions taken.
- Notify District Superintendent of the situation.
- Turn on a battery-powered commercial radio and listen for instructions.
- Complete the Biological and Chemical Release Response Checklist
- Remain inside the building until the Department of Health or Fire Department determines it is safe to leave.
- Arrange for psychological counseling for students and staff.

### **Inside a Building**

#### **STAFF ACTIONS:**

- Notify principal or site administrator.
- Segregate individuals who have been topically contaminated by a liquid from unaffected individuals.
- Implement EVACUATION or OFF-SITE EVACUATION, as appropriate.
- Send affected individuals to a designated area for medical attention.
- Follow standard student assembly, accounting and reporting procedures.
- Prepare a list of those who are in the affected area to provide to emergency response personnel.

**PRINCIPAL/SITE ADMINISTRATOR ACTIONS:**

- Initiate EVACUATION of building or OFF-SITE EVACUATION to move students away from immediate vicinity of danger.
- Move up-wind from the potential danger.
- Call 911. Provide exact location and nature of emergency.
- Designate security team to isolate and restrict access to potentially contaminated areas.
- Wait for instructions from emergency responders-- Health or Fire Department.
- Notify District Superintendent of the situation.
- Arrange for immediate psychological counseling for students and staff.
- Complete the Biological and Chemical Release Response Checklist
- Wait to return to the building until it has been declared safe by local HazMat or appropriate agency.

**THOSE WHO HAVE DIRECT CONTACT WITH BIOLOGICAL AGENT:**

- Wash affected areas with soap and water.
- Immediately remove and contain contaminated clothing
- Do not use bleach on potentially exposed skins.

Remain in safe, but separate area, isolated from those who are unaffected, until emergency response personnel arrive.

**Bomb Threat/ Threat Of violence**

In the event that the school receives a bomb threat by telephone, keep the caller on the telephone as long as possible and listen carefully to all information the caller provides. Make a note of any voice characteristics, accents, or background noises

**PERSON RECEIVING THREAT BY TELEPHONE:**

- Listen. Do not interrupt caller.
- Keep the caller on the line with statements such as "I am sorry, I did not understand you. What did you say?"
- Alert someone else by prearranged signal to notify the telephone company to trace the call while the caller is on the line.
- Notify site administrator immediately after completing the call.
- Complete the Bomb Threat Checklist.

**PERSON RECEIVING THREAT BY MAIL:**

- Note the manner in which the threat was delivered, where it was found and who found it.
- Limit handling of item by immediately placing it in an envelope so that fingerprints may be detected. Written threats should be turned over to law enforcement.
- Caution students against picking up or touching any strange objects or packages.
- Notify principal or site administrator.

**PRINCIPAL/SITE ADMINISTRATOR ACTIONS:**

- Call 911.
- If the caller is still on the phone, contact the phone company to trace the call. Tell the telephone operator the name of school, name of caller, phone number on which the bomb threat came in. This must be done quickly since the call cannot be traced once the caller has hung up.
- Instruct staff and students to turn off any cellular phones or two-way radios. Do not use those devices during this threat since explosive devices can be triggered by radio frequencies.
- Determine whether to evacuate the threatened building and adjoining buildings. If the suspected bomb is in a corridor, modify evacuation routes to bypass the corridor.
- Use the intercom, personal notification by designated persons, or the PA system to evacuate the threatened rooms.
- If it is necessary to evacuate the entire school, use the fire alarm.
- Notify the District Superintendent of the situation.



- Direct a search team to look for suspicious packages, boxes or foreign objects.
- Do not return to the school building until it has been inspected and determined safe by proper authorities.
- Avoid publicizing the threat any more than necessary.

#### SEARCH TEAM ACTIONS:

- Use a systematic, rapid and thorough approach to search the building and surrounding areas.
- Check classrooms and work areas, public areas (foyers, offices, bathrooms and stairwells), unlocked closets, exterior areas (shrubbery, trash cans, debris boxes) and power sources (computer rooms, gas valves, electric panels, telephone panels).
- If suspicious item is found, make no attempt to investigate or examine object.

#### STAFF ACTIONS:

- Evacuate students as quickly as possible, using primary or alternate routes.
- Upon arrival at the designated safe site, take attendance.
- Notify the principal/site administrator of any missing students.
- Do not return to the building until emergency response officials determine it is safe.

#### Bus Disaster

Bus drivers should have access to student information. The teacher in charge of a special activity trip should prepare trip bus folders; one copy of the student emergency contact information should be placed in the trip folder and a second copy should accompany the teacher on the trip. Bus drivers may need to make spontaneous, independent decisions, based on the nature of the emergency, age of children, location of bus and other unique circumstances.

#### BUS DRIVER:

- Turn off power, ignition and headlights. Use safety lights, as appropriate.
- Evaluate the need for evacuation.
- Remain with the vehicle. Notify California Highway Patrol.
- Account for all students and staff throughout the emergency.

#### STAFF ACTIONS AT THE SCENE:

- Call 911, if warranted.
- Notify principal.
- Implement basic first aid until emergency medical services and/or law enforcement arrives and takes charge of the emergency.
- Move all uninjured students to a safe distance from the accident.
- Document the names of all injured students and their first aid needs.

#### PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Notify law enforcement.
- Notify parents/guardians of all students on the bus as soon as accurate information is available.
- Designate a school staff representative to proceed to any medical treatment facility to which an injured student has been taken to assist parents and provide support to students, as appropriate.

Notify school community about the incident and status of injured students and/or staff.

#### Disorderly Conduct

This involves a student or staff member exhibiting threatening or irrational behavior who does not have a weapon. The administrator or designee will initiate appropriate actions, which may include Shelter-in-Place, Lock Down, Evacuate Building, or Evacuate Campus.

## Earthquake

The major threat of injury during an earthquake is from falling objects, glass shards and debris. Many injuries are sustained while entering or leaving buildings. Fire alarms or sprinkler systems may be activated by the shaking. The effect of an earthquake from one building to another will vary. Stairways will need to be inspected for damage before they can be used. The major shock is usually followed by numerous aftershocks, which may last for weeks.

### IAP for Earthquakes

- 1) Staff:
  - a. Inside building: Give DROP, COVER and HOLD ON command. Instruct students to move away from windows, bookshelves and heavy suspended light fixtures. Get under table or other sturdy furniture with back to windows.
  - a. Outside building: Move students away from buildings, trees, overhead wires, and poles.
  - b. After shaking stops, check for injuries, and render first aid. Evacuate building
    - I. Check attendance at the evacuation area. Report any missing students to principal/site administrator.
    - II. Stay alert for aftershocks.
    - III. Keep a safe distance from any downed power lines
    - IV. Do NOT re-enter building until it is determined to be safe.
    - V. Follow instructions of principal/site administrator.
- 2) Campus Security Team/team will be stationed at both the front and the back gates to allow for access to emergency vehicles. Will systematically check each area of the campus, including restrooms to insure everyone has been evacuated. Once the systematic check is completed, the Head of Campus Security or team will report to the Command Center.
- 3) It will be the responsibility of every staff and faculty member to ensure students make the orderly move to the evacuation areas for their teachers.
  - a. The Incident Commander (principal or in the event of the principal's absence, the Safety Officer) will establish the Incident Command Post.
  - b. Teachers and students will leave their classrooms, taking their Evacuation Maps, rosters, pencil, and attendance/disaster accountability form. If no one is left in the room (injuries), the door is to be locked and a green tag placed on the door. If anyone remains in the classroom, the room is to remain unlocked with a red tag placed on the door.
  - c. If an earthquake evacuation occurs during lunch students will go to the evacuation location. Teachers on lunch break will go to the lunch areas and assist in the movement of students, then report to their own evacuation location.
- 4) The Command Staff will, in cooperation with the CVUSD District Office will decide on next steps.
  - a. A determination will be made as to the severity of the incident
  - c. The Command Staff will decide which facilities will need to be established (sanitary facilities, temporary housing, etc.)
  - d. Search and Rescue teams will be issued needed equipment and report to the Incident Command Post before moving to their assigned areas.

## Explosion or Risk Of Explosion

Emergency response will depend on the type of explosion (smoke bomb, chemical lab incident, etc.) and proximity to the school. All students should be kept away from the explosion and under supervision.

### PRINCIPAL/SITE ADMINISTRATOR:

- Determine whether site evacuation should be implemented. If so, sound fire alarm. This will automatically implement action.
- EVACUATE the building.
- EVACUATION may be warranted in some buildings but others may be used for SHELTER IN PLACE.
- Notify Fire Department (call 911). Provide school name, address, exact location within the building, your name and phone number and nature of the emergency.
- Secure area to prevent unauthorized access until the Fire Department arrives.
- Advise the District Superintendent of school status.
- Notify emergency response personnel of any missing students.
- Notify utility company of breaks or suspected breaks in utility lines or pipes. Provide school name, address, location within building,
- your name and phone.

- Direct a systematic, rapid and thorough approach to search the building and surrounding areas. Check classrooms and work areas, public areas (foyers, offices, bathrooms and stairwells), unlocked closets, exterior areas (shrubby, trash cans, debris boxes) and power sources (computer rooms, gas valves, electric panels, telephone panels).
- Determine if Student Release should be implemented. If so, notify staff, students and parents.
- If damage requires the school to be closed, notify parents and staff of school status and alternate site for classroom instruction.
- Do not return to the school building until it has been inspected and determined safe by proper authorities.

#### STAFF ACTIONS:

- Initiate DROP, COVER AND HOLD ON.
- If explosion occurred inside the school building, EVACUATE to outdoor assembly area.
- Keep students and staff at a safe distance from the building(s) and away from fire-fighting equipment.
- Check to be sure all students have left the school site. Remain with students throughout evacuation process.
- Upon arrival at assembly area, check attendance. Report status to site administrator immediately.
- Render first aid as necessary.
- Do not return to the building until the emergency response personnel determine it is safe to do so.

If explosion occurred in the surrounding area, initiate SHELTER IN PLACE. Keep students at a safe distance from site of the explosion.

## Fire

While on site the concrete construction of our school site provides a strong degree of protection against the quick spread of fire from one room to another, it must be noted that paper on the walls, carpets, and the ceiling material can catch fire. A fire in an adjoining area, such as a wildland fire, can threaten the school building and endanger the students and staff. Response actions are determined by location and size of the fire, its proximity to the school and the likelihood that it may endanger the school community.

#### IAP for Fire

- 1) The principal, principal-designee, staff can determine the location of the fire.
  - a. If EVACUATION of school site is necessary. Sound the fire alarm to implement EVACUATION of the building.
  - b. Announce which evacuation areas and routes will be used.
  - c. The principal, principal-designee, or office staff will make call to the Fire Department.
- 2) Teachers and students will evacuate their classrooms.
  - a. Taking their Evacuation Maps, rosters, pencil, and attendance/disaster accountability form.
  - b. Will report based on assigned responsibilities and operations
- 3) The Attendance Accountability Staff will send runners to collect (accountability forms) attendance and missing person reports.
- 4) Once the evacuation has been accomplished,
  - a. The Command center staff will ensure that the evacuation has been complete.
  - b. The Command Center Staff will meet to determine immediate response needs
  - c. The Incident Commander (principal or in the event of the principal's absence, the Safety Officer) will institute the Incident Command System to the degree needed to meet the emergency. A briefing will be held by the Incident Commander with the Command Staff and General Staff Chiefs to determine which the level of response.
  - d. The Logistics Chief will make sure that the Directors assigned to Logistics issue needed supplies and set-up needed facilities.
- 5) The Command Staff will, in cooperation with the Fire Department and the CVUSD District Office will decide on next steps.

## Flooding

Flooding could threaten the safety of students and staff whenever storm water or other sources of water threaten to inundate school grounds or buildings. Flooding may occur if a water pipe breaks or prolonged rainfall causes urban streams to rise. Flooding may also occur as a result of damage to water distribution systems such as failure of a dam or levee. If weather-related, an alert message will be broadcast over the weather radio station.

#### PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Issue STAND BY instruction. Determine and make call if evacuation is required.
- Notify District Superintendent of school on status and next steps
- Notify of the location of the safe evacuation site and the route to be taken to that area or site.
- Issue DIRECTED TRANSPORTATION instruction if students will be evacuated to a safer location by means of buses and cars.
- Post a notice on the office door stating where the school has relocated and inform the District Office.
- Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.

#### STAFF ACTIONS:

- If warranted, EVACUATE students using evacuation plan.
- Take the class roster, emergency items and accountability forms.
- Take attendance before leaving the campus.
- Remain with students throughout the evacuation process.
- Upon arrival at the safe site, take attendance again.
- Report any missing students to principal/site administrator and emergency response personnel.
- Do not return to school building until it has been inspected and determined safe by property authorities.

#### BUS DRIVER ACTIONS:

If evacuation is by bus, DO NOT drive through flooded streets and/or roads that may be damaged by flooding.

### Loss or Failure Of Utilities

This addresses situation involving loss of water, power or other utility on school grounds. This procedure should also be used in the event of the discovery of a gas leak, an exposed electrical line, or a break in sewer lines. The administrator or designee will initiate appropriate actions, which may include Shelter-in-Place or Evacuate Building.

### Motor Vehicle Crash

A motor vehicle crash may result in a fuel or chemical spill on school property. If the crash results in a utility interruption, refer to the section on Utility Failure.

#### PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Notify police and fire department (call 911).
- Determine immediate response procedures, which may include EVACUATION, OFF-SITE EVACUATION or DIRECTED TRANSPORTATION.
- Arrange for first aid treatment and removal of injured occupants from building.
- Secure area to prevent unauthorized access until the public safety officials (police, sheriff, fire department) arrive.
- Ensure that students and staff remain at a safe distance from the crash.
- Account for all building occupants and determine extent of injuries.
- Notify District Superintendent.

#### STAFF ACTIONS:

- Notify Principal.
- Move students away from immediate vicinity of the crash.
- EVACUATE students to a safe assembly area away from the crash scene. Take class rosters and emergency items.
- Check school site to assure that all students have evacuated.
- Take attendance at the assembly area.
- Report missing students to the principal /designee and emergency response personnel.
- Maintain control of the students a safe distance from the crash site.
- Care for the injured, if any.

Escort students back to the to the school site when emergency response officials have determined it is safe to return to the building.

### Pandemic

Influenza is a highly contagious viral disease. Pandemic influenza differs from both seasonal influenza (flu) and avian influenza in the following aspects:

- It is a rare global outbreak which can affect populations around the world.
- It is caused by a new influenza virus to which people do not have immunity.
- Depending upon the specific virus, it can cause more severe illness than regular flu and can affect young healthy people more so than older, sick people.

The Department of Health and Human Services will take the lead in mobilizing a local response to pandemic influenza. Public health alerts will be reported to schools and the community. Individual schools may be closed temporarily to contain spread of the virus.

**PRINCIPAL/SITE ADMINISTRATOR ACTIONS:**

- Activate heightened surveillance of illness within school site. Gather data on symptoms of students and staff who are sick at home.
- Ensure that students and staff members who are ill stay home.
- Send sick students and staff home from school immediately.
- Provide fact sheets and guidelines for school families to make them aware of symptoms and remind them of respiratory hygiene etiquette.
- Monitor bulletins and alerts from the Department of Health and Human Services.
- Keep staff informed of developing issues.
- Assist the Department of Health and Human Services in monitoring outbreaks.
- Respond to media inquiries regarding school attendance status.
- Implement online education, if necessary, so that students can stay home.
- Maintain surveillance after the initial epidemic in the event a second wave passes through the community.

**STAFF and STUDENT ACTIONS:**

- Stay home when ill with cough or other flu-like symptoms (chills, fever, muscle aches, sore throat).
- Practice “respiratory hygiene etiquette”.
- Disinfect surfaces contaminated with infected respiratory secretions with a diluted bleach solution (1 part bleach to 100 parts water).

Implement online homework assignments so that students can stay home.

**Psychological Trauma**

When the administrator or designee determines that there has been an event that causes a psychological impact on students and/or staff, such as an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions, he or she should contact the Superintendent at the district office to request the services of outside counselors/therapist. Emergencies like these usually produce one or more of the following conditions: temporary disruption of regular school functions and routines, significant interference with the ability of students and staff to focus on learning, physical and/or psychological injury to students and staff, and concentrated attention from the community and news media. As a result of such emergencies, students and staff may exhibit a variety of psychological reactions. As soon as the physical safety of those involved has been insured, attention must turn to meeting emotional and psychological needs of others.

**Suspected Contamination of Food or Water**

This procedure applies if there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies or suspicion of possible food/water contamination. Indicators of contamination may include unusual odor, color and/or taste or multiple individuals with unexplained nausea, vomiting or other illnesses.

**PRINCIPAL/SITE ADMINISTRATOR ACTIONS:**

- Call 911.
- Isolate suspected contaminated food/water to prevent consumption. Restrict access to the area.
- Maintain a log of affected students and staff and their systems, the food/water suspected to be contaminated, the quantity and character of products consumed and other pertinent information.
- Provide list of potentially affected students and staff to responding authorities.
- Provide staff with information on possible poisonous materials in the building.
- Notify District Superintendent of situation and number of students and staff affected.

- Confer with Department of Health and Human Services before the resumption of normal school activities.
- District office will prepare communication for families advising them of situation and actions taken.

#### STAFF ACTIONS:

- Notify principal/site administrator.
- Call the Poison Center Hotline 1-800-222-1222.
- Administer first aid as directed by poison information center.
- Seek additional medical attention as needed.

#### PREVENTATIVE MEASURES:

- Keep poisonous materials in a locked and secure location.
- Post the Poison Control Center emergency number in the front office, school clinic and on all phones that can call outside.

Post the names of building personnel who have special paramedic, first aid training or other special lifesaving or life-sustaining training.

### **Tactical Responses to Criminal Incidents**

Criminal acts on campus may vary from theft to rape.

#### PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Notify police (dial 911).
- Identify all parties involved (if possible). Identify witnesses, if any.
- Preserve the crime scene. With the exception of rescue personnel, deny access to the immediate area until police arrive.
- Police officials will coordinate activities within the crime scene and release the area to the school administrator when finished.
- Lockdown or shelter in place is called If an individual is armed with a weapon, USE EXTREME CAUTION. Do not attempt to remove the weapon from his/her possession. Allow police to do so.
- If the incident involves a student, notify the parents or guardians.
- Question the victim with another staff member present. Focus on the information necessary to pursue disciplinary action against the perpetrators.
- Let trained police obtain specific details about the crime, following student interview protocols.

#### STAFF ACTIONS:

- Care for the victim. Provide any medical attention needed.
- Preserve the crime scene. With the exception of rescue personnel, deny access to the immediate area until police arrive

**Unlawful Demonstration or Walkout**

When an advance notice of a planned protest is given, inform the staff of the planned demonstration. An information letter to parents should be developed.

**PRINCIPAL/SITE ADMINISTRATOR ACTIONS:**

- Obtain information on when, why and how many people are expected.
- Identify the spokesperson for the group.
- Contact local police department for the school's jurisdiction and advise them of the situation.
- Notify staff of the planned demonstration.
- Develop an information letter to parents.
- Assign a staff member to act as liaison with police, media and, possibly the demonstrating group.
- Designate a staff member to handle incoming calls during the demonstration.
- Establish areas where demonstrators can set up without affecting the operation of the school.
- Notify transportation of demonstration and any possible impact buses may encounter arriving at or departing from the school.

**STAFF ACTIONS:**

Do not allow students to be interviewed by the media or join in the demonstration