Adelanto Elementary School District

2023-2024 Comprehensive School Safety Plan



El Mirage School

Contact Information:

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This report contains information that may or may not have occurred either in person or via online platform in the 2019-2022 school years due to the closure of school sites for the COVID-19 pandemic. If you have any questions about any particular section of this document, please contact your school site administrator.. The revised plan for 2023-2024 has been modified to on-campus safety protocols.

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I. The Comprehensive School Safety Plan Overview

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

Director of Risk Management/ COVID-19 Safety Officer
Melanie Olson-Zevala
(760) 246-8691 X 10208

Prepared by: Dr. Karen A. Ward, Principal

Dr. Karen A Ward, Principal
SSC: Danny Novak, Stefanie Bratton, Jerrie Aimes, Libia Lugo, Marnee Durgin, Kim Verduzco
Safety Committee: Dr. Karen Ward, Marnee Durgin, Khristina Root, Frankie Silva

Reviewed and Approved by:

	Date Approved	Authorized Representative Signature
☐ School Site Council	1-31-23	Danny Novak
☐ City Police Department Officer		
☐ City Fire Department		
☐ AESD Governing Board		

- An evaluation of the 2022-23 School Safety Plan goals took place on 1/23/2023 (EC 32282)
- School staff was advised of the updated school safety plan in 2/7/2023 during a staff meeting. (EC 32282)
- The most current copy of the school plan is available in the school office for public review.

I. General School Information

A. School Profile

El Mirage School is one of 14 schools in the Adelanto Elementary School District. El Mirage School has a 152 pupil body and is served by a dedicated staff. Both staff and parents comment on the positive changes that are ongoing in our school.
El Mirage School faces challenges in maintaining a safe school. This section of the Comprehensive Safe School Plan will describe programs in place at our school as well as strategies and programs of our school site council for continued improvement in providing a safe, orderly, school environment conducive to learning.

B. Safe School Mission

Students, staff and guests will have a safe and secure campus where they are free from physical and psychological harm. The principal and staff are committed to maximizing school safety and to creating a positive learning environment that teaches strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior, and respect for others.

C. Description of School Facilities

The campus is housed on a school campus consisting of permanent and portable structures to create a positive and safe learning environment. Visitors are required to sign in at the office before visiting any of the classrooms.

Campus Description		Auxiliary Buildings	Qty.
Year Built	08/01/2012	Number Restrooms (in sets)	4 sets
Acreage		Administration Offices	1
Square Footage		Student Support Center	1
Number of Permanent Classrooms	4	Career Opportunity Center	0
Number of Portable Classrooms	6	Conference Rooms	1
Teacher Work Rooms	1	Testing Rooms	0
Staff Lounge/Lunch Rooms	1	Ron Halt Community Room	1
Study Room	0	TV Studios	0
Support Offices	1	Community Support Program Room	1

D. School Site Council Membership

Education Code Section 32288 requires that the Comprehensive School Safety Plan be reviewed and updated at least annually by the school site council.

Principal Dr. Karen A. Ward
Teacher Marnee Durgin
Classified Staff Kim Verduzco
Parent Stefanie Bratton
Law Enforcement David Davis
Member Danny Novak
Member Jerri Aimes
Member Libia Lugo

E. Notifications and Communications

Required Notifications of Hearing

The following persons and entities were notified in writing of the public hearing concerning input on this Comprehensive School Safety Plan.

- Local mayor
- A representative of the local school employee organization
- All persons who have indicated that they want to be notified

Notice to Public

The Comprehensive School Safety Plan prepared for the 2021-22 school year was shared with: (EC 32282 and EC 32288)

- School staff at a staff meeting
- Communicated to the general public through the district website
- Communicated to the following entities:
  - Law Enforcement Agencies (by Student Support Services)

Assurances

The school site council may include the following three essential components and/or strategies into this plan;

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

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

Safe School Reports

F. School Crime Status

There are no known safety hazards on campus or nearby at this time.

2021-22 Summary Data	
Total Suspensions	9
Total Expulsions	0

Safe School Assessment Resources

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

- Safe School Needs Assessment

- District input

G. Evaluation of 2023-24 Action Plans/Goals

An evaluation of the school's progress in fulfilling Action Plans/Goals outlined in the 2021-22 Comprehensive School Safety Plan was performed by:

School Safety Committee: Marnee Durgin, Sarah Mireles, Khristina Root, Frankie Silva, Dr. Karen Ward

Component #1 – People and Programs	
Were objectives met? Why? **Goal #1: Provide each student with resiliency skills.** **Goal #2: Assure each student a safe, respectful, accepting, and emotionally nurturing environment.**	Administrator and leadership team monitor curriculum programs and teachers monitor student progress on an on-going basis and adjust as needed to meet students' needs. Teachers and staff provide a safe, respectful, accepting, and emotionally nurturing environment to promote student learning.
Identify deficiencies in meeting objectives.	Student literacy is below standard. Student behavior is a concern at times. Some rooms are propped open and doors are unlocked. Many rooms and offices have security grates over windows - does not allow for emergency egress.
Explain how the objectives/action plans can be strengthened.	Early Literacy School Block Grant has been awarded to implement reading intervention programs. Training will be provided to teaching staff to effectively implement any new learning programs. Provide anti-bullying assemblies and behavior expectations to students. Provide restorative practices for students with repeated behavior concerns. Provide staff training on emergency protocols.
Component #2 – Places	
Were objectives met? Why? **Goal #1: Assure each student a safe physical environment.**	The campus is well maintained and sanitized daily by custodial staff. Gates are locked and manned by personnel during admittance and dismissal. Repairs are taken care of as needed in a timely manner by custodial and maintenance personnel.
Identify deficiencies in meeting objectives.	Parking lot cracks were repaired and resurfaced August, 2022 North gate behind 200 building has panic bar for emergency egress but students could sneak out the gate.
Explain how the objectives/action plans can be strengthened.	Training for staff for emergency protocols. Playground supervision aids will keep students from going behind 200 buildings.

H. 2023-24 Safe School Needs Assessment

What are Needs of School, Staff, and Students?			
Assure a Safe Physical Environment			
X	Improve safety of school grounds	x	Improve ingress/egress routes
	Improve safety of buildings/classrooms Improve internal security		Improve safety of field/equipment
		x	Prepare students and staff for crisis emergencies
			Prevent and reduce vandalism and graffiti
	Improve exterior and/or perimeter security		Prevent weapons on campus
	Improve dropping off/picking up students Other		
Provide each Student with Resiliency Skills (Expectations, Caring and Participation) by enhancing:			
X	Community service opportunities	x	Problem solving skills
X	Parent involvement Alternatives to violence	x	Autonomy (sense of self/identity) Sense of purpose and future
X	Good Communication skills	x	Participation in academic activities
X	Character/value education Social competence (SEL)	x	High academic self-expectations Other: Asset Building
X		x	
Assure a Safe, Respectful Accepting, and Emotionally Nurturing Environment by promoting:			
X	Positive structure in classroom Fair, consistent discipline and consequences	X	Prevention and intervention strategies
X		X	Anti-bullying/hazing
X	Acceptance of diversity Drug-Free school	X	Ongoing staff development Attendance enhancement
X	Character/values education Parent Involvement	X	Gang suppression Effective teacher/student relationships
X	Nurture positive self-esteem	X	Suicide prevention/response plans
X	High behavior expectations	X	Extra-curricular activities

X	Conflict resolution skills	X	Student recognition
X	Anger Management Personal and social responsibility	X	Supervision of students across all settings Student support
X	Collaboration among agencies, law	X	Other
x	enforcement and judicial system Participation in and collaboration of	X	
X	parents/students/community		
X			

I. Conclusions of 2023-24 Safe Schools Assessment

- Areas of Pride and Strength: (Components 1 & 2) SUMMARIZE - El Mirage School is a small rural community school with a family atmosphere. There are several small farming and dairy operations. The community is located approximately 20 miles outside of the city of Adelanto and many of the individuals that live there commute to other areas to work. The school serves the community by providing them with access to quality education close to home. Students are well behaved, follow school rules, and are supportive for each other. The parents are active participants in their students' education and are actively involved on SSC and ELAC. The teachers are well qualified with appropriate credentials and provide the students an excellent learning environment with rigor and engagement.

- Areas to Change: (Components 1 & 2) SUMMARIZE – Students of El Mirage School are recovering from learning loss experienced during the COVID shut-down and distance learning. The school has approximately a 36.7% English Learner population and 97.1% are socioeconomically disadvantaged. The historical ELA and Math scores recorded by the state are well below standard and the school has received special funding through the ELSB and CSI funding sources to develop intervention strategies to improve student learning. Students have not taken State Standardized tests since the 2018-2019 school year and we are anticipating good growth in our upcoming assessments for the 2021-22 school year.

- Analysis of how the data, needs, and perceptions about the school's safety determined the goals: (EC 32282) SUMMARIZE – El Mirage School is a safe, secure campus that is fully fenced with locked gates and one main point of entry for the public. Electronic door locks have been installed to protect the office staff and campus along with classroom doors being kept locked during business hours. Students are monitored by Proctors, Teachers, Office Staff, and Administrator during entry, lunch, recess, and dismissal.

- Generalized statement of goals for 2021-22: (EC 32282) SUMMARIZE – El Mirage School has developed a Professional Learning and Collaboration Plan with two focus areas: Increased English Language Literacy and Multi-Tiered Support Systems and Positive Behavior Intervention Systems (PBIS). We want to increase ELA on the CAASPP by 5% for all students, increase EL redesignation by 5% and increase special needs student scores in all areas by 1%. We want to decrease overall suspension rate by 5%, decrease chronic absenteeism by 5%, decrease the 'Not Met Standards' in ELA by 5%, and decrease special needs students 'Not Met Standards' in all areas by 1%. PBIS committee has been established and goals and procedures are being established to create a positive campus environment.

IV. 2023-24 Safe School Action Plans

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

A. Component 1: People and Programs

Goal #1: Assure each student a safe, respectful, accepting, and emotionally nurturing environment.

B. Component 2: Places

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

Component 1: People and Programs – Create a Caring and Connected School Climate		
Goal #1	**Assure each student a safe, respectful, accepting, and emotionally nurturing environment.**	
Objective 1.1	Grounds, gates, and facilities are maintained and sanitized daily and students have a safe learning environment.	**Person(s) Responsible**: Custodial **Timeline for Implementation:** Ongoing
Objective 1.2	Students are greeted daily by staff and observed entering and leaving the campus, ensuring authorized individuals pick students up at dismissal or throughout the day.	**Person(s) Responsible**: Office staff, teachers, administrator **Timeline for Implementation:** Ongoing
Objective 1.3	Students are observed by staff during recess and in the MPR.	**Person(s) Responsible**: Proctors, administrator, teachers, office staff **Timeline for Implementation:** Ongoing
Objective 1.4	Students are observed in the classroom and provided a safe and engaging learning environment	**Person(s) Responsible**:

		Teachers, Administrator
		Timeline for Implementation: ongoing

Component 2: Places – Create a Physical Environment That Communicates Respect for Learning and for Individuals		
Goal #1	**Assure each student a safe physical environment.**	
Objective 1.1	Related Activities: Students have recess and physical education daily to promote physical fitness	**Person(s) Responsible**:
		Administration, teachers, proctors
		Timeline for Implementation:
		Ongoing
Objective 1.2	Related Activities: Students and staff are treated with respect and engaging activities are provided to promote rigor and deepen students' learning	**Person(s) Responsible**:
		Administration, all staff and students
		Timeline for Implementation:
		Ongoing
Objective 1.3	Related Activities: Campus facilities are maintained and climate controlled to promote a comfortable learning environment.	**Person(s) Responsible**:
		Administration, custodial

		Timeline for Implementation:
		Ongoing

V. School Safety Practices, Policies and Procedures

A. Accident Reporting and Investigation

Injury to staff, student, or guest, contact office immediately. Use your best judgment for degree of injury or sickness. If needed, call 911 for paramedics. Do not transport people yourself or administer medications; do no more than basic emergency first aid. Come to office and, if possible, from witnesses. Please do not discuss liability. The school district does not carry accident insurance on students so that, in event of an injury, it is the financial responsibility of the student to seek and obtain medical treatment. The completed form should be sent to the AESD Risk Management Department.

B. Bully Prevention

District Policy

The Governing Board affirms the right of every student to attend a school that is safe and secure. The District's Policy on Bullying (Board Policy 5131.2) can be accessed on the District's website at www.aesd.net. Copies of the policy are also available at the school office.

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

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

The district will not tolerate bullying or any behavior that infringes on the safety or well-being of students, staff, or any other persons within the district's jurisdiction whether directed at an individual or group. This includes but is not limited to bullying or harassment based on race, color, creed, national origin, ethnicity, gender, gender identity, gender expression, language, perceived or actual sexual orientation, physical or mental disability, political or religious ideology, physical appearance, or economic status, or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all acts while on school grounds, at a school sponsored activity, while traveling to and from school, on a school bus, during any activity related to school attendance.

C. Child Abuse Reporting Procedures

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

Adelanto Elementary School District Board Policy 5141.4

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

Reporting Procedures

- Complete Child Abuse reporting form.
- Contact Student Services
- Forward completed Child Abuse Report form within 36 hours.
- Do not pass on the responsibility to report. However, you can/should consult with your supervisor.
- If you have a reasonable suspicion, you then have a duty to check (reasonable suspicion creates a duty).
- If in doubt, file.
- The burden of proof is not with you. Children and Family Services will do the investigation.
- School staff is not liable for defamation if done in the course and scope of your employment.

D. Discipline and School Rules

The Governing Board desires to provide a safe, supportive, and positive school environment conducive to student learning and to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, and parent involvement can minimize the need for discipline.

The Superintendent or designee shall approve, for each school, a complement of effective, age-appropriate strategies for correcting student behavior. Such strategies may include, but are not limited to, conferences with students and their parents/guardians; use of study, guidance, or other intervention-related teams; enrollment in a program teaching prosocial behavior or anger management; and participation in a restorative justice program. Staff shall use preventative measures and positive conflict resolution techniques whenever possible. Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as suspension and expulsion, shall be imposed only when required by law and when other means of correction have failed. (Education Code 48900.5)

Board policies and administrative regulations shall outline acceptable student conduct and provide the basis for sound disciplinary practices

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

Persistently disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy, and administrative regulation.

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

The Superintendent or designee shall provide professional development as necessary to assist staff in developing consistent classroom management skills, implementing effective disciplinary techniques, and establishing cooperative relationships with parents/guardians.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment means the willful infliction of, or willfully causing the infliction of, physical pain on a student. (Education Code 49001)

However, corporal punishment does not include any pain or discomfort suffered by a student as a result of his/her voluntary participation in an athletic or other recreational competition or activity. In addition, an employee's use of force that is reasonable and necessary to protect himself/herself, students, staff, or other persons, to prevent damage to property, or to obtain possession of weapons or other dangerous objects within the control of the student is not corporal punishment. (Education Code 49001)

E. Dress Code

Education Code 35294.2 (f)

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

Adelanto Elementary S.D. Board Policy 4119.22, 4219.22, 4319.22)

The Governing Board believes that since all staff serve as role models, they should maintain professional standards of dress and grooming. Just as overall attitude and instructional competency contribute to a productive learning environment, so do appropriate dress and grooming.

The Board encourages all staff during school hours to wear clothing that demonstrates their high regard for education and presents an image consistent with their job responsibilities. Clothes that may be appropriate for shop instructors or gym teachers may not be appropriate for classroom teachers.

F. Emergency Drills Schedules

California law requires public schools to conduct minimum emergency drills every school year. On an annual basis, school sites develop a calendar of scheduled emergency drills. Parents/Guardians are provided written notification during the first quarter of each school year about emergency procedures in the district.

1. Earthquake drills shall be practiced at least once each school quarter in elementary schools and at least once a semester in secondary schools (California Education Code 35297).

2. Fire drills shall be practiced not less than once every calendar month at the elementary level, four times every school year at the intermediate level and not less than twice every school year at the secondary level. In addition, each Administrator shall sound the fire alarm in a test monthly (California Education Code 32001).

Although not mandated by local or federal entities, the Adelanto Elementary School District schedules and conducts tactical response drills related to the increasing Active Shooter/Intruder events in schools nationwide.

A copy of the Emergency Drills Schedule is maintained in the school site administration office. A complete district wide calendar is on file at the school district office in the Risk Manager's Office or the Student Services Department.

G. Hate Motivated Behavior

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.

H. Mass Care and Welfare Shelters

The Adelanto Elementary School District has a shelter agreement with the American National Red Cross (Red Cross), a not-for-profit corporation chartered by the United States Congress as part of its disaster relief activities and partnership.

Adelanto Elementary School District has been identified as a disaster relief shelter for the community. Potential emergencies could include natural disaster, i.e., fires, floods, earthquakes, or human made incidents, such as, chemical spills, terrorist attacks, etc., which might necessitate the evacuation and mass care (sheltering and feeding) for a number of people, including district staff, students, and visitors.

By agreement, the City of Adelanto/Victorville works in partnership with Adelanto Elementary School District to assist in the determination for the need for shelters and is the agency that is acknowledged by the Adelanto Elementary School District exclusively for this guidance. Red Cross has been provided with emergency contact names and telephone numbers for district personnel authorized to communicate with Red Cross and local government agencies.

The Facilities Use Agreement between Adelanto Elementary School District and the American Red Cross was executed in 2018. A copy is on file at the Adelanto Elementary School District Risk Management office located at 11824 Air Expressway, Adelanto, CA 92301.

I. 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, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying targeted at any student based by anyone, 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, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school. (Education Code 48900 (r)(1)(2)(s), 48900.2, 48900.3, 48900.4)

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

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

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

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

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

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion 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.

Record-Keeping

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

J. Notification to Teachers of Pupil Suspension or Expulsion

(Pursuant to Education Code 49079)

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

- Education Code 48900 subdivision [except subdivision (h)]
- Education Code 48900.2 (sexual harassment)
- Education Code 48900.3 (hate violence)
- Education Code 48900.4 (harassment of school/district personnel or pupil; threats/intimidation)
- Education Code 48900.7 (terrorist threat)

The principal/teacher shall keep this information in confidence and must not further disseminate.

The Governing Board desires to provide a safe, orderly working environment for all employees. As part of the district's comprehensive school safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for assisting them in the event of an emergency situation.

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

K. Response to Immigration Enforcement

District

Policy Students

The Governing Board is committed to the success of all students and believes that every school site should be a safe and welcoming place for all students and their families irrespective of their citizenship or immigration status.

District staff shall not solicit or collect information or documents regarding the citizenship or immigration status of students or their family members or provide assistance with immigration enforcement at district schools, except as may be required by state and federal law. (Education Code 234.7).

No student shall be denied equal rights and opportunities nor be subjected to unlawful discrimination, harassment, intimidation, or bullying in the district's programs and activities on the basis of his/her immigration status. (Education Code 200, 220, 234.1)

The Superintendent or designee shall notify parents/guardians regarding their children's right to a free public education regardless of immigration status or religious beliefs and their rights related to immigration enforcement. (Education Code 234.7)

Consistent with requirements of the California Office of the Attorney General, the Superintendent or designee shall develop procedures for addressing any requests by a law enforcement officer for access to district records, school sites, or students for the purpose of immigration enforcement.

School site administrators shall receive training regarding immigration issues, including information on responding to a request from an immigration officer to visit a school site or to have access to a student. School site administrator will inform teachers and other school staff.

The Superintendent or designee shall report to the Board in a timely manner any requests for information or access to a school site by an officer or employee of a law enforcement agency for the purpose of enforcing the immigration laws. Such notification shall be provided in a manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)

L. Search and Seizure

Adelanto Elementary S.D. Board Policy 5145.12

Students

The Governing Board is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. Therefore, as necessary to protect the health, safety and welfare of students and staff, school officials may search students, their property and/or district property under their control, and may seize illegal, unsafe and prohibited items. The Governing Board requires that discretion, good judgment and common sense be exercised in all cases of search and seizure.

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

Individual Searches

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

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

school officials are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation.

Employees shall not conduct strip searches or body cavity searches of any student.

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

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

Student Lockers/Desks

The principal or designee may conduct a general inspection of district property that is within the control of students, such as lockers and desks, on a regular, announced or unannounced basis, with students standing by their assigned lockers or desks. Any items contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned. Students should not expect, nor shall they possess, any privacy interest in any district property (i.e. lockers, desks, etc.)

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

Use of Drug/Contraband Detection Dogs

In an effort to keep the school site free of illegal contraband, the district may utilize the services of non-aggressive, trained detection dogs to sniff out and alert to substances prohibited by law or district policy. These inspections will be unannounced and will be made at the discretion of the Superintendent, site principal or administrative designee.

Unless there exists an objectively reasonable suspicion that a student possesses contraband, the dog will not be allowed to sniff the person of a student while on district property or at any district sponsored event, nor shall there be a search of any personal items on that student, absent consent. The dogs will not be used in classrooms or other district facilities when those areas are occupied by students. No student shall be forced to leave personal items behind for search without reasonable suspicion that a person possesses contraband. The dogs will be used to sniff lockers, classrooms, common areas, desks, bags, and other personal items voluntarily left in rooms or other common areas, and containers or vehicles that are on district property or adjacent property.

Parents and guardians of district students shall be annually notified of the district's use of drug/contraband detection dogs in the same manner as other notification required by Education Code section 48980. In addition, a letter will be sent to all affected student's parent/guardian informing them of the use of drug/contraband detection dogs.

Vehicle Searches

All vehicles parked on any district property shall be subject to comprehensive searches to the maximum extent permitted by law. The administration is directed to post appropriate notices and take all other actions necessary to allow authorized searches of vehicles. (cf. 5131.6 - Alcohol and Other Drugs)

M. Suspension & Expulsion Policies

(Pursuant to Education Code §48900 and Adelanto Elementary School District Board Policy 5144.1)

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

Student Due Process

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

Alternative to Suspensions/Options

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

Required Parental Attendance

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 (must be living with student) attend a portion of a school day in that class. 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)

Definitions

Suspension from school means removal of a student from ongoing instruction for adjustment purposes. **Expulsion** means removal of a student from the immediate supervision and control, or the general supervision, of school personnel. (Education Code 48925)

Parent Notification of Regulations

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

VI. Sample Communications Forms and Postings

Post on SAFETY BOARD 2023-24

A. Employee Safety Poster

Adelanto Elementary School District
11824 Air Expressway,
Adelanto, CA 92301

Employee Safety

REASONABLE PRECAUTIONS

1. Use a BUDDY SYSTEM if you arrive at work in the dark
2. PARK YOUR CAR in an area close to the entrance even if you have to move later. Keep your car locked, get your materials together and your office/classroom key out as you prepare to exit.
3. BE AWARE of your surroundings and circumstances ("street smarts") upon entry to your work site and lock the door immediately.
4. HAVE A CELL PHONE HANDY and dial 911 if you need help.
5. REPORT CONCERNS, ASK QUESTIONS, AND MAKE SUGGESTIONS to your supervisor or site administrator.

INTRUDER/NON-STUDENTS DISRUPTING THE SCHOOL

1. DON'T CONFRONT. Either ask the intruder/non student to leave, hand he/she the notice below, or inform intruder/non student that police are on their way. CALL 911
2. BE A GOOD WITNESS. Note the kind of activity and description of eyes, height, clothes, and mode of transportation, etc.
3. INFORM site supervisor/administrator
4. IF PERSON/PEOPLE CONSITUTE/S AN EMERGENCY,

DEALING WITH OUT OF CONTROL BEHAVIOR

1. GET assistance.
2. IDENTIFY YOURSELF and say "STOP".
3. REMOVE the audience
   AVOID stepping between combatants or into the "LINE OF FIRE"
4. ALWAYS try verbal intervention first
5. Use a DISTRACTION
6. GIVE the person time to blow off steam, ensuring their safety and the safety of others

ASSAULT ON SCHOOL EMPLOYEES

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

1. INFORM site supervisor/administrator
2. NOTIFY law enforcement (if not an emergency, notify SRO)
3. COMPLETE "Assaults on School Employees" form

NOTIFICATION OF DISTURBANCE, INTERFERENCE OR LOITERING ON SCHOOL GROUNDS

(Give to Police Officer)

Name	Date	Time	Location

Address

School Official

✂

Adelanto Elementary School District

"YOU ARE REQUESTED TO LEAVE"

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

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

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

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

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

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

Nombre	Fecha	Hora	Lugar

Domicilio

Funcionario

✂

"SE LE PIDE IRSE"

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

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

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

EC 322210 DISTURBIO INTENCIONAL, ESCUELAS PUBLICAS O REUNIONES

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

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

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

B. Pandemic Influenza

PANDEMIC INFLUENZA

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

Therefore, serious illness or death is more likely to result. The illness rates for both seasonal and pandemic flu are high among children. Because schools are the most densely populated environments in society, they are likely to contribute significantly to the containment or to the spread of flu in the community.

GOAL

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

Stages of Preparation include planning for:

- ❑ **Mitigation and Prevention –** anticipating needs
- ❑ **Preparedness –** planning what to do and how to do it
- ❑ **Response –** Implementing your plan
- ❑ **Recovery –** what to do to return to normal

Principal/Designee

❑ Review instructions for staff and students

❑ Implement prevention policies and procedures including:

- Posting of health education materials more frequently
- Education of staff/students on how to cover coughs and sneezes
- Education of staff/students on frequent hand washing
- Use of waterless hand sanitizers and wipes

❑ Develop platoon system for rotation of staff, and identify a priority list for staff release.

❑ Plan for possible use of facility by Public Health Officials.

All Personnel

Basic elements required for pandemic influenza preparedness:
Any staff member can be designated to serve as Civil Service Worker

❑ Each employee will be assigned priority for serving as a Civil Service Worker depending on the need.

❑ The platoon system for rotation purposes will be implemented and a general plan made for systematic dismissal of staff.

❑ Students will be dismissed according to standard student release procedures as outlined for any emergency.

C. Death or Serious Injury Procedures/Checklist for a School Site

Death or Serious Injury Procedures/Checklist for A School Site

(Reference: *Crisis Response Manual)*

Student Support Services Office (760) 246-8691 Ext 10268

SUPERINTENDENT or SUPT. DESIGNEE'S RESPONSIBILITIES:

❒ 1. Contact Superintendent, Cabinet, PIO, Risk Management, and Student Services Director, as appropriate

❒ 2. Student Support Services Director to assign psychologists and counselors to the site (do you need bilingual assistance?). San Bernardino Behavioral Health may also be contacted for assistance through Student Services

❒ 3. Receive permission from affected family regarding information to be shared.

❒ 4. If appropriate, contact families before school resumes. May invite parents to accompany their child(ren) to school the next day and provide counseling for parents. Assign a Parent Liaison.

❒ 5. If necessary, contact elementary and middle schools

❒ 6. Allow <u>one</u> voice for the press (usually the superintendent or PIO)

Public Information Officer

a. Statements to media should include the following: cause, time, event, current situation, care being given, etc. Convey that everything is going to be OK. Answer questions completely and truthfully. Avoid talking off the record, arguing, or using the phrase "No comment". Repeat what you want the press to hear.
b. Remind staff and volunteers to refer all questions from media or waiting parents to the Public Information Officer.
c. Ensure announcements and other information are translated into other languages as needed.
d. Monitor new broadcasts about incident; correct any misinformation heard.

PRINCIPAL'S RESPONSIBILITIES:

- ❒ 1. Inform staff that all press/news inquiries go to the Superintendent
- ❒ 2. Identify 3 rooms/areas for student counseling with available crayons, paper, pencils, construction paper, etc.; if age appropriate; and 1 room for staff counseling.
- ❒ 3. Update staff.
- ❒ 4. Develop a fact sheet for office manager/secretary/clerk to use when responding to inquiries (see attached example).
- ❒ 5. Update students regarding what happened (offer students journaling, poetry, art, sharing of stories, etc. to express their thoughts).
- ❒ 6. Prepare a letter to go home to parents in English and Spanish (see attached example)
- ❒ 7. Make arrangements for staff to be relieved of duties to participate in counseling.
- ❒ 8. Debrief staff at tend of school day (share stories).
- ❒ 9. Plan support for the next school day (counseling, food, etc.).
- ❒ 10. If any staff were involved in emergency procedures to save a life; have Student Services contact Adelanto/Victorville Police to access their Critical Incidence Stress Teams for debriefing of the school staff members involved.
- ❒ 11. Debrief support staff who helped at the school.
- ❒ 12. Take care of witnesses.

D. Responding to Inquires – Principal's Template

SAMPLE – SCRIPT FOR PRINCIPAL/SECRETARY/CLERK
Responding to Inquires

What has happened?

Share the information honestly;

e.g…*"This morning one of our kindergarten students, (NAME), was hit by a car outside of his home. According to the family (he/she) ran out into the street and was seriously injured. He/she died this afternoon."*

What actions are being taken?

Security measures, emotional issues, correspondence.

e.g…*"The Standardized Emergency Management System was activated. School support staff including school psychologist, counselor, and nurse have been and will continue to be available to students, teachers, and parents.*

A written correspondence will be sent home sharing pertinent and resource information."

When to retrieve students?

Explain that safety and welfare of students is of the foremost concern. Be prepared for an influx of students wanting to go home or parents trying to retrieve.

e.g…*"Your son or daughter is not in immediate danger and therefore will be dismissed as usual."*

What can the parent/community member do to help?

Immediate and long term.

e.g…*"As per the request of the family, monetary donations can be sent to defray the*

cost of the funeral. If you wish for your son/daughter to attend the funeral, parents/guardians are expected to attend with their child.

If victim is hospitalized, respect hospital visitation hours and respect the privacy of the family.

Be observant of your child's feelings and listen to them. If you have concerns about how your child is coping, seek support from family members, clergy, doctor, or contact the school site support staff."

E. Notification of Student Death – Sample Letter to Parents/Guardians - English

Date:

Dear Parents and Guardians:

We are extremely saddened to learn today that *Student, 6th grader* at *School* has died. *He/she* collapsed at school. Emergency care was provided and *he/she* was immediately transported by ambulance to the hospital where *he/she* passed away. *Student* attended *Elementary School and Middle School*.

We are all saddened by *Student's* death and we send condolences to his/her family and friends.

Today we have shared the information of *Student's* death with the student's in each classroom. We have also enlisted the help of *Name* school psychologist, *Name* and *Name*, school counselors and other psychologists, administrators, nurses and counselors throughout the district to help children who need to express their feelings, concerns, and questions.

The death of a student like *Student* is very hard for us to understand or accept. For the children who knew *Student*, it may be especially difficult to deal with, but even those who did not know him/her may still have strong emotional reactions upon receiving this news. It is very important for you to be available to discuss this tragic event if your children want to talk to you. Please be alert to special possible behavior changes in our child because this might indicate a need for support. If you think you child needs to talk to a counselor, please call us at *Phone Number.*

Sincerely,

Name
Principal

F. Notification of Student Death – Sample Letter to Parents/Guardians – Spanish

Fecha:

Estimados padres y tutores:

Es con mucha tristeza que le informamos que hoy falleció el/la estudiante *NOMBRE DEL ALUMNO* que cursaba el a grado en *Escuela.* Se desmayo en la escuela, se le dieron primeros auxilios; inmediatamente se le transporto por ambulancia al hospital a donde *el/ella* dejo de existir. *NOMBRE DEL ALUMNO* asistió las escuelas de_____ *y*_____.

Se que todos estamos muy entristecidos por la defunción de *NOMBRE DEL ALUMNO* y participamos nuestras condolencias a su familia y amistades.

Hoy hemos compartido información del fallecimiento de NOMBRE DEL ALUMNO con los alumnos en sus salones de clases. También hemos solicitado la ayuda del *Nombre*, *el/la* psicólogo(a) la escuela, *Nombre y Nombre*, los consejeros y otros psicólogos, administradores, enfermeras y consejeros de todo el Distrito para asistir a los niños que necesiten ayuda para expresar sus sentimientos, dudas y preguntas.

La muerte de un estudiante como *NOMBRE DEL ALUMNO* no es fácil comprenderla ni aceptarla. Para los niños que conocían a *NOMBRE DEL ALUMNO*, va a ser especialmente difícil encarar esto, pero aun los que no lo conocían podrían tener una reacción emocionalmente difícil al recibir la mala noticia. Es muy importante que este disponible en caso de que su hijo o hija quiera hablar con usted este trágico evento. Por favor este al tanto de cualquier cambio emocional en el comportamiento de su hijo o hija que pueda indicar la necesidad de apoyo emocional. Si siente que hijo o hija necesita hablar con un consejero, por favor llámenos al teléfono _____.

Atentamente,

Nombre
Director(a)

VII. Emergency Response Plan

The Emergency Response Plan provided in this report is in alignment with the Emergency Procedures Guide, a spiral bound publication located in every classroom and District office. These guides may be requested from the Risk Management Office.

Post on "Safe Wall" in Classroom/Office

A. Emergency Contact Datasheet

School/Site: El Mirage School
IC (Incident Commander): Director/Principal
Command Center Location: Front of School **ALTERNATIVE LOCATION:** Inside Gate quad
Release of Students Location: Front Gate **ALTERNATIVE LOCATION:** Side Bus Gate

PHONE NUMBERS	**PUBLIC UTILITIES**	
Emergency – 911	Electricity	(800) 655-4555 (So. CA Edison)
Fire/Paramedic Emergency – 911	Gas	
Non-Emergency [City] Police –	Water	(City of (city))
	IT	(760) 246-8691 X 10279

AESD District Office 760-246-8691

Superintendent	X10269
Student Services	X10268
Risk Management	X10208
Transportation	X10259
Maintenance & Operations	X10239

American Red Cross

Victorville	(760) 245-6511
24-Hour Number	(800) 951-5600

San Bernardino County Office of Emergency Services (909) 387-5974

Hospitals

LOCAL HOSPITAL Medical Center

Emergency Web Site Info
Adelanto Elementary School District www.aesd.net
Natl. Weather Service: www.wrh.noaa.gov

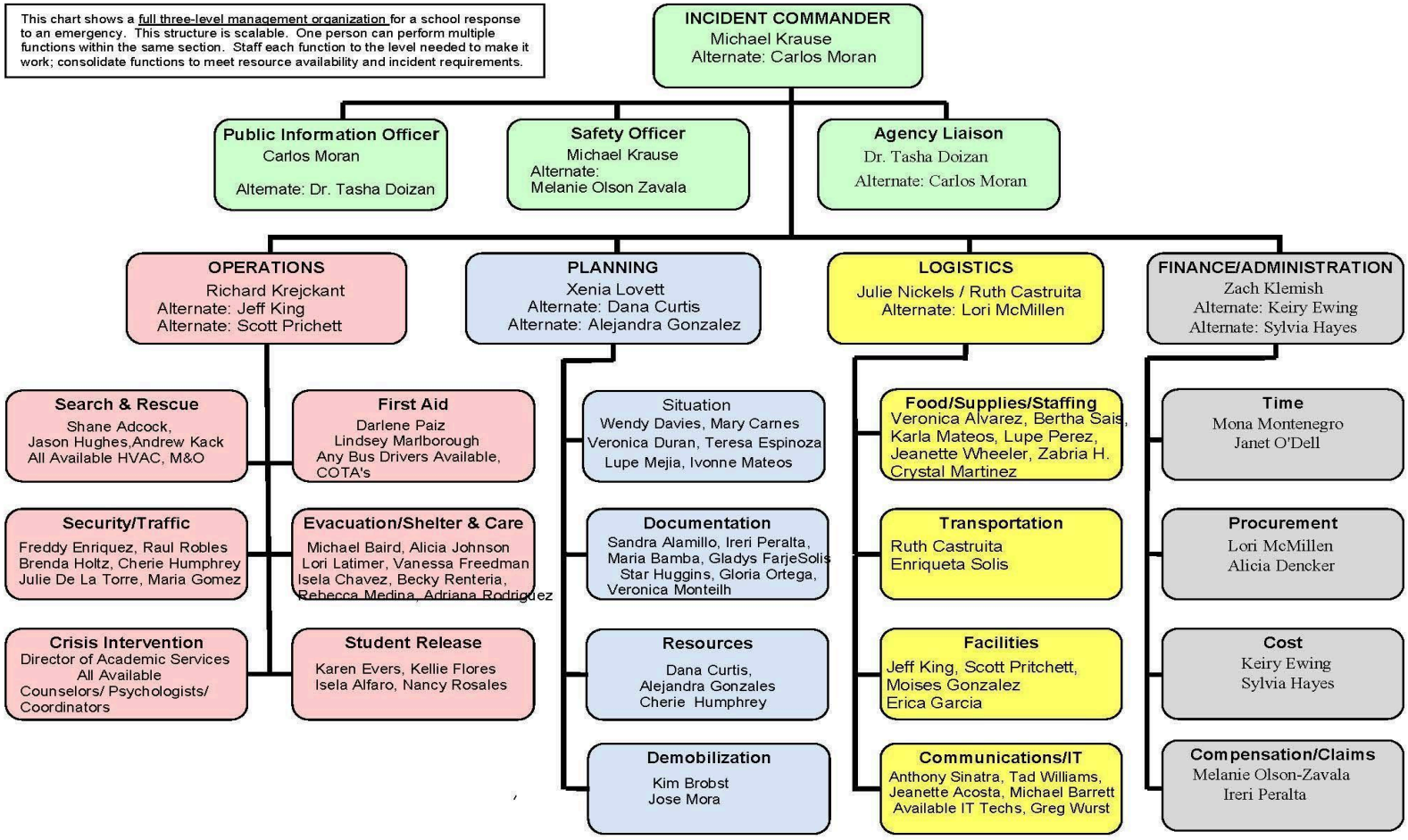
Emergency Supplies
Location/s: Every classroom houses an active shooter kit, and an emergency box.
Every site has a disaster shed with additional supplies.

	Walkie Talkie Codes	**Staff w/Walkie Talkies**
Code 911	Emergency	Custodians
10-4	OK, Acknowledge	Administrators
10-9	Repeat	Office Manager
10-20	Location	

B. Initial Contact to Launch District Emergency Response Phone Tree

AESD DISTRICT OFFICE SCHOOL INCIDENT COMMAND SYSTEM (ICS)

This chart shows a full three-level management organization for a school response to an emergency. This structure is scalable. One person can perform multiple functions within the same section. Staff each function to the level needed to make it work; consolidate functions to meet resource availability and incident requirements.

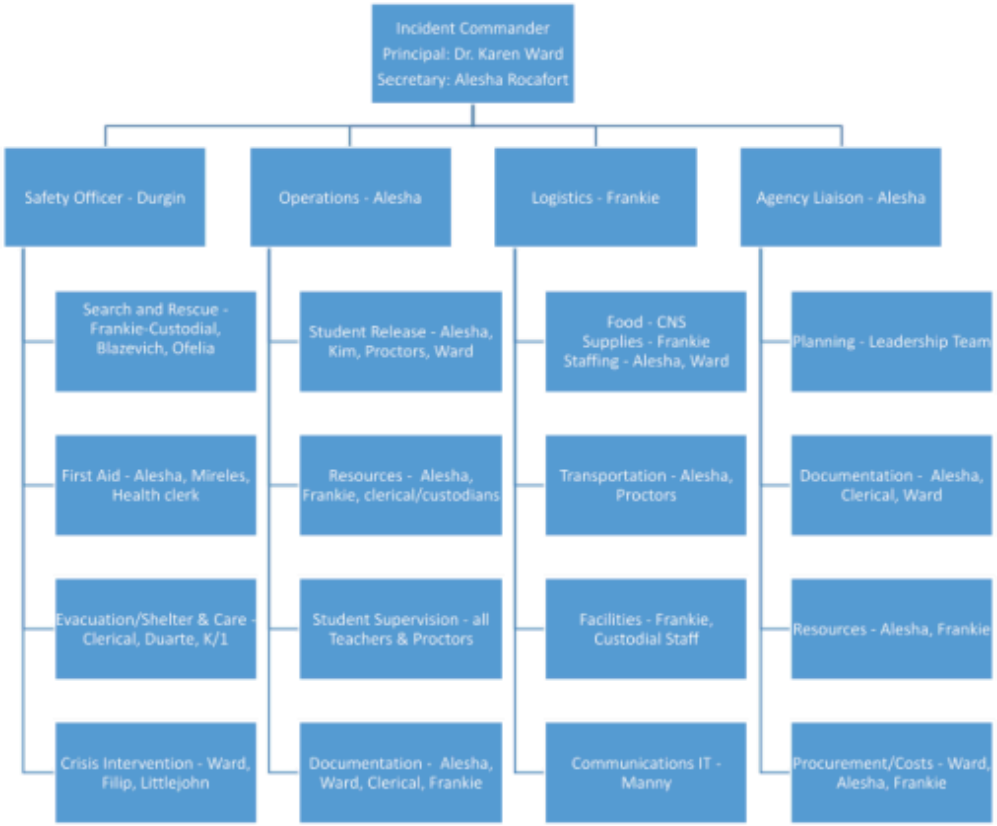


National Incident Management System (NIMS)

Note: These assignments are subject to change due to the extent of the emergency. Rev. 1/18/2023

AESD DISTRICT OFFICE SCHOOL INCIDENT COMMAND SYSTEM (ICS)

El Mirage School Incident Command System



This chart shows a full three-level management organization for a school response to an emergency.

C. Communication Signals

PRIMARY SIGNALS

Evacuate: Short continuous bells or Fire Siren

Lockdown: Announce “lockdown”; then, rapid, erratic, succession of bells with pauses to announce lockdown over telephone/intercom

Duck, Cover, and Hold: teacher signals “Duck, cover, and hold”

All-Clear: One continuous bell (Police Only to signal; if present)

BACK-UP (if bells don’t work)

Inside
Evacuate/Lockdown/All-Clear: verbal signal via:

a. Telephone paging system
   1. Dial Page#00 – internal paging
   2. Dial Page#08 – external paging
   3. Dial Page#07 – both internal and external paging
b. Telephone
   1. e-mail
   2. *Police Only to signal all clear; if present*

Outside
Evacuate/Lockdown/All-Clear: verbal signal via:

- bullhorns
- walkie talkies
- cell phones (not reliable in an emergency)
- outside speaker
- police car speaker
- *Police Only to signal all-clear; if present*

Persons responsible for fields and hallways:

1)	Paren Notification/Safety Center - Secretary/Health Clerk	4)	Field - Principal/Office Staff
2)	Hallways - Custodian	5)	Classrooms - Custodian

D. Action "Lockdown"

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

1. **Call 911 (if feasible, use landline)** if you witness an "Intruder," "Active Assailant," or threatening situation. Specify if "Intruder" or "Active Assailant."

2. Signal **"Lockdown"** - Announce **"Lockdown";** then use bells as appropriate. Move away from danger, help students with disabilities.

3. The person-in-charge in the Command Center will contact the Administrator designated to the school site.

4. Set up and man Command Center.

5. If grounds or maintenance staff is on campus, use the following as a "universal signal" for those who are far away or have earplugs: put wrists together and fists clenched.

6. Contact Superintendent's Office (X 10269) to initiate phone tree and update status as needed.

7. Post sign on door notifying public of lockdown. (i.e., "We are in a lockdown for safety, return to your car and leave our school / Estamos en Encierro por seguridad, regrese a su automóvil y salga de nuestra escuela**".....or....."**We are practicing a lockdown drill, come back in 15 minutes / Estamos realizando una práctica de Encierro, regrese en 15 minutos")

8. Activate **SEMS** (Standardized Emergency Management System) as needed.

9. **If students are in classrooms** (Office staff should lockdown in a safe area of office area with computer):

   a. Quickly scan hallway for students walking by. Close and lock classroom doors, close and lock windows and close window treatments, if applicable.

   b. Once the Lockdown has started, teachers should not, under any circumstance, open their doors until the end of the lockdown.

   c. Teaching activities are to be stopped.

   d. Silence all mobile telephones; keep the classroom computer turned on.

   e. Assemble students in one area on the floor. Keep students quiet and away from doors and windows. Maintain a calm environment.

   f. Continue to check email for updates.

   g. Lights should only be left on if it would help the police search, without compromising the safety of the students.

   h. If gunshot(s) or an explosion is heard, begin action **"Run, Hide, Fight."**

   i. Take roll and prepare a list of missing students.

   j. Email attendance information using the color codes (Green, Yellow, or Red) to the office, after the threat is contained (Color Cards on Emergency Guides).

      a.Green – everything is OK
      b.Yellow – missing students or students from another class
      c.Red – medical assistance or other emergent need present in class

   k. When safe, place the "ALL CLEAR" sign on the front window of the classroom.

l. If there are problems, place the “NEED HELP” sign on the window.

m. If evacuated, bring roll sheets. Office staff takes emergency cards to the designated evacuation area.

10. **If students are <u>not</u> in the classroom:**

    a. Go to the safest and closest area or room. DO NOT try to go to your classroom. Instead enter any available room.

    b. Follow steps “a-m” above.

11. **Action “Soft Lockdown”** consists of:

    a. All procedures above from **“Lockdown”**.

    b. Lights can remain on, teachers may continue teaching, and students may remain in their seats.

    c. Transition from a lockdown to a soft lockdown must be authorized by the police.

    d. During a soft lockdown if students need to leave, only for an urgent need, they must be escorted by staff.

12. If lockdown is due to **Active Assailant**:

    a. Do not use placards until situation is resolved.

    b. If Assailant enters an occupied Room: **Have a Plan of Action (Run, Hide, Fight).**

13. **Follow the direction of law enforcement** and/or other competent authority upon their arrival. Have emergency supplies for law enforcement available.

14. Only law enforcement can authorize an All Clear. The All Clear **will be signaled by Principal**. It may be hours later.

15. Principal debriefs staff, parents/community and students.

16. Follow **"Student Release Procedures"** (only send students home before end of the day if directed by Superintendent):

17. Debriefing if appropriate: City Police Department, District administrator, Site Administrator and teachers.

Lockdown Procedure

Active Assailant with weapon on campus			
	School Resource Officers	**Administration / Office Staff**	**Teachers/Staff**
Active Assailant	SRO sent to the site to immobilize Assailant	• Announce "Active Assailant Lockdown" • Signal "Lockdown" • If Assailant enters an occupied room: **HAVE A PLAN OF ACTION (RUN, HIDE, FIGHT)** • If gunshot(s) or an explosion is heard, began action **"Run, Hide, Fight"**	• If Assailant enters an occupied Room: **HAVE A PLAN OF ACTION (RUN, HIDE, FIGHT)** • **Lock doors and windows to prevent entry** • If gunshot(s) or an explosion is heard, began action **"Run, Hide, Fight"**
ACTION LOCKDOWN ***Types of Crisis: Dangerous Intruder, Drive-By Shooting, Riot, Unauthorized Weapons on Site, Kidnapping on or near school site, Dangerous Crimes or Emergencies in the neighborhood off site.***			
Lockdown	Declare **"Lockdown"**	• Call 911 (if feasible, use landline) or SRO if you witness any immediate emergency • Specify type of crisis to 911 operator/SRO • May declare "Lockdown" if necessary	
		Announce **"Lockdown"** Signal **"Lockdown"** (If grounds or maintenance staff is on campus, using the following as a "universal signal" for those who are far away or have earplugs; put wrists together and clench fists.)	• Teaching activities are to be stopped • Quickly scan hallway for students who have not made it to their class before closing • Lock doors and windows once all students have entered classroom. • Turn off the lights. Lights should only be left on if it would help the police search without compromising the safety of the students
		• Set up and man Command Center • Person in charge of Command Center will communicate with Law Enforcement on the situation • Contact SRO designated to the school site • Contact the Superintendent's Office to initiate **Emergency Phone Tree** and update status as needed • District will initiate the **Emergency Phone Tree** upon receipt of the phone call	Once the Lockdown has begun, **DO NOT UNDER ANY CIRCUMSTANCE OPEN THE DOOR** until the lockdown has ended Physical Education classes should be taken to the nearest room and remain there until the lockdown ends. Lock doors and other points of entry

Lockdown Procedure

	School Resource Officers	Administrative / Office Staff	Teachers/Staff
			Warn all students and staff to silence all mobile telephones. Keep class room computer turned on
			• Assemble students in a safe area(s) on the floor • Keep students quiet and away from doors and windows • Maintain a calm environment
		Post Sign on office door notifying public of lockdown	• Take roll and prepare a list of missing students (Google Docs) • E-mail room status using the color codes **(Green, Yellow, or Red)** to the office, after the threat is contained *i) Green-everything is OK* *ii) Yellow-missing students or students from another class* *iii) Red-medical assistance or other emergent need present in class* • Continue to check e-mail for updates
		Activate **SEMS** (Standard Emergency Management System) as needed	
		If evacuated, office staff takes emergency cards to designated evacuation site	If evacuated, follow the evacuation procedure
		Transition to Soft Lockdown	
Soft Lockdown	Only Law Enforcement can authorize and declare **Soft Lockdown**	• Announce "Soft Lockdown" • Signal "Soft Lockdown"	Lights can remain on, teachers may resume teaching, and students may return to their seats
			Place the **'ALL CLEAR'** sign on the front window of the classroom
			If there are problems, place the **'NEED HELP'** sign on the window
			If students need to leave, **only for an urgent need**, they must be escorted by staff and must coordinate through the Command Center.
		Transition to Clear	
Clear	Only Law Enforcement can declare **Clear**	• Announce "Clear" • Signal "Clear" Debrief staff, parents/community and students	Back to normal activity

E. Dangerous Person on Campus

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

- Trespasser,
- Thief or vandal,
- Armed suspect,
- Or registered sex offender.

1. **Warning**: The principal or designee will signal for a **"Lockdown"**.

2. **Action.** In the event of a dangerous person on campus, the following actions will be accomplished:

a. Direct all visitors to the office for registration, Report the person to the office, with his or her description,

b. If indoors, implement **Action "Lockdown**",

c. It outdoors, go immediately to the closest safe cover,

d. If gun shots are fired, implement **Action "Drop – Take Cover"**,

e. Account for all students,

f. Stay with students, keeping them together,

g. Wait for an all clear announcement.

Active Assailant on Campus

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

- Active assailant/armed suspect
- Trespasser
- Thief or vandal · Registered sex offender.

3. **Warning**: The principal or designee will signal for a **"Lockdown"**.

4. **Action.** In the event of a dangerous person on campus, the following actions will be accomplished:

Inside school building:

a. Implement lockdown", however do not post red or green placards

b. Construct barriers using furniture, desks, etc., as far from the door and windows as possible

c. Instruct students to lie down behind the barriers

d. Do not open doors until after the lockdown is cancelled or you are absolutely sure of the identity or you are absolutely sure of the identity of the person asking to open the door

1. Ask for identification, it can be slid under the door.

e. If the assailant enters an occupied room be ready with a Plan of Action:

1. If possible, run away from the threat to a safe location

- An open room or behind a block wall or building, or off campus
- It is OK to leave campus if it leads to safety

2. Hide where there is concealment and cover

- A place that hides staff and students and provides protection from bullets

3. Fight when there are no other options

- Try to use surprise and/or anything you can use as a weapon · Chairs, books, fire extinguisher, etc.

Outside:

a. Follow procedure e) under "Inside school building."

1. When law enforcement arrives, be quiet and compliant, do not look like a threat

a. Keep hands empty and hold them up when law enforcement approaches

b. If known, tell where the assailant is located

c. Report status to command center and post placards as instructed

F. Action Evacuation Procedures

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

1. **Signal "Evacuation"** fire bell. Help students with disabilities. Close, but do not lock doors. Office staff takes student emergency cards to evacuation area.

2. **The first person to notify the concern, they are to call 911**. (Use landline phone, as cell phone contacts California Highway Patrol)

3. **Principal notifies** (or assigns designee to notify) assistant principals, campus supervisors, support staff, etc.

4. **Principal activates SEMS Plan** (Standardized Emergency Management System) as needed.

5. If students are in classrooms:

   a. Evacuate (2nd floor classrooms should utilize the stairwells and DO NOT use elevators)

   b. Close, but do not lock doors.

   c. Teacher takes roll sheets and office staff takes student emergency cards to evacuation area.

   d. Teacher takes roll and alerts command center of any student not accounted for (telephone, intercom, walkie-talkie, runner, or e-mail).

6. If students are not in classrooms:

   a. Reunite with students in evacuation area.

   b. Teacher takes roll and alerts command center of any student not accounted for (telephone, walkie-talkie, or runner).

7. **Follow the directions of law enforcement** and/or other competent authority upon their arrival. Have extra school maps available for law enforcement.

8. **All Clear** will be signaled by Principal.

9. **Principal debriefs** staff, parents/community (Connect Ed message, etc.), and students.

10. **"Student Release Procedures"** (only send students home before end of day if directed by Superintendent);

    a. Use signs to designate “Request Student Pick-Up Area (or Gate)” and “Release Students Area (or Gate).”

    b. Use signs to direct parents how to line up (e.g. alpha, grade levels, or room numbers).

    c. Release younger students first. Use “Student Emergency Release” form to document each student release and use “Emergency Cards” to verify authorized adults who can pick up student, if applicable (concurrent students). (RETAIN RECORDS)

    d. Provide escort for parent/guardian to Crisis Response Team, Search/Rescue Team, or Medical area; if necessary.

See evacuation preparation checklist on next page.

Evacuation Preparation

Before an incident check-list:

- ❑ Pre-determined pick-up spots for students

  Store necessary furniture nearby (tables, chairs, etc.)

  Store clipboards

- ❑ Prepare signs in advance (A-D, grade, etc.).
- ❑ Make sure Staff is aware of their assignment/role. Assignment based on Roles and Responsibilities in SEMS plan in the CSSP. Have backups selected. Make sure you have someone assigned to answer phones and make calls.
- ❑ Have script ready, and have a copy(ies) ready for the person (people) answering phones/making calls, including initial call to parents.
- ❑ Emergency Release forms for every student (copy from CSSP).
- ❑ Emergency cards available via mobile set up so they can be moved to the pick-up location.
- ❑ Have communication (walkie talkies, etc.) ready.
- ❑ Clear guidelines (printed out so clear to staff) on what documentation is required for student pick up.
- ❑ Determine order of release (building wings, age, etc.) so an evacuation can be orderly.
- ❑ Have a designated parent waiting location (if different or in addition to the pick-up areas).
- ❑ Have a plan for activity/supervision for remaining students.
- ❑ Recommendations:
  Share this procedure with all site staff
  Train by incorporating this procedure in a drill in conjunction with a fire or EQ drill

G. Action "Student Release"

1. **Warning**: Verbal Communication by the principal or designee. Action "Student Release" will be considered by the principal or designee. Students will be held at school until released to an authorized adult.

2. **Action** "Student Release" consists of:

   a. Dismissal of all classes.

   b. Release of students to their parents or guardian or other authorized adult at principal's or designee's judgment.

3. Action "Student Release" may be appropriate for, but not limited to, the following:

   - Flood,
   - Severe wind storm
   - Fire,
   - Or strategic alert

Action "Directed Transportation"

4. **Warning:** Under certain conditions, Civil Defense officials may attempt to move people from an area of danger to an area of safety. Instructions from the authorities could come to the school via telephone, regular radio broadcast, or on the Emergency Broadcast System. The method of disseminating this warning at the school will, if at all possible, be by telephone message from the district office.

5. Action “Directed Transportation” consists of:

   a. Transporting students to a safe area.

6. Action “Directed Transportation” is considered appropriate only when directed by a competent Civil Defense authority. It may be appropriate for, but not limited to, movement away from:

   - Flood or tsunami,
   - Fire,
   - Fallout area,
   - Or blast area

H. Civil Disturbance

A public or student demonstration or riot on or near school grounds that has the potential to disrupt school activities, cause injury to staff and students, and/or cause property damage.

1. **Warning:** The principal or designee will signal for a "**Lockdown**".

2. **Action:**

   a. Follow principal's or designee's direction for possible "**Lockdown**".

   b. Account for all students and staff.

   c. Remain in classroom or designated areas until contacted.

   d. Remain calm and reassuring.

I. Flood or Tsunami

Flooding on a school site may be caused by heavy rain, failure of a dam, or for coastal sites, a tsunami.

1. **Warning:**

   a. Method: direct communication with principal or designee.

   b. How Received: by telephone or notification from civil agency or district administrator.

2. The extent of the flood or tsunami and the estimated time before it arrives will dictate the course of action to be taken. The principal may initiate the following emergency actions:

   a. Execute **Action "Leave Building"** (fire alarm), or

   b. Execute **Action "Student Release",** or

   c. Execute **Action "Directed Transportation"**, or

   d. Provide care for students at school.

J. Windstorm

Windstorms can be hazardous when wind speeds cause damage to property or when wind combined with cold weather causes wind chill.

1. **Warning:** Telephone call from district office or civil agency such as fire or sheriff's department

2. If high winds develop during school hours, the following emergency actions will be accomplished:

   a. Students and staff should be assembled inside buildings.

   b. Implement **Action "Drop Procedures"** (take cover signal).

   c. Close windows and blinds.

   d. Remain near an inside wall if possible.

   e. Evacuate classrooms bearing full force of wind.

   f. Keep tuned to one of the suggested radio stations for latest advisory information.

   g. Take roll.

   h. School office will notify utility companies of an actual or suspected break in the utility service.

   i. If necessary/possible, school office will contact the fire department, district office and/or district maintenance/operations office.

   j.

K. Hazardous Material Spill

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

- Natural gas leak,
- Science lab spill,
- Chemical release from a nearby facility,
- A collision or accident involving a tank truck or railroad car, or
- An unknown powder or substance received in a letter or package.

1. **Warning:** Location, quantity, concentration, and other factors affect how a spill will be handled. Unless you are familiar with the material, risks and specific clean-up procedures, do not try to clean up the spill.

   a. First priority is students and staff safety, then the environment, and then property.

2. **Actions:**

   a. Notify office immediately.

   b. Office will notify fire/law enforcement agency and district office.

   c. Determine the need to implement **Action "Leave Building**" (fire alarm).

   d. Check for adverse medical symptoms (loss of breath, fainting, etc.) and request immediate medical attention.

   e. **Isolate, identify and get names** of students and staff that could have been exposed or contaminated. f.

   Account all students and staff.

   g. Principal will direct other action as required.

h. Remain in designated area until contacted.

L. Fire

Fires can occur at school sites due to the following:

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

1. **Warning:** fire alarm

2. **Action: Fire at School:**

a. Sound the fire alarm. This will automatically implement Action “Leave Building”,

b. Maintain control of students at the designated area,

c. Maintain a safe distance from the fire and the firefighting equipment,

d. Account for all students,

e. Stay with students, keeping them together.

f. Wait for an all clear announcement.

Fire near School

a. Determine the need to implement **Action “Leave Building”**,

b. Determine the need to implement **Action “Directed Transportation”**,

c. Maintain control of students at the designated area,

d. Maintain a safe distance from the fire and the firefighting equipment,

e. Account for all students,

f. Stay with students, keeping them together,

g. Wait for an all clear announcement.

M. Fallen Aircraft

Aircraft can fall on schools near airports or in flight paths.

1. **Warning:**

a. The engine of an aircraft may sputter or explode prior to the aircraft falling.

b. The aircraft will give no warning before falling.

2. **Action:** if an aircraft falls on a portion of the school, the following will be accomplished:

a. Staff will evacuate students from buildings as per fire drill to safe area.

b. All students and staff will be kept at a safe distance, up wind, allowing for possible explosion. (Note: in case of a jet aircraft, minimum safe distance is 400 yards.)

c. School office will immediate notify:

- Fire Department 911
- Law Enforcement Agency 911
- District office (760) 246-8691

3. **Action:** if an aircraft falls near the school, the following will be accomplished:

a. All students and staff will be kept at a safe distance, up wind, allowing for possible explosion. (Note: in case of jet aircraft, minimum safe distance is 400 yards)

b. School office will immediately notify:

- Fire Department 911
- Law Enforcement Agency 911
- District office (760) 246-8691

N. Medical Emergencies

1. Medical emergencies include the following:

a. Heart attack,

b. Stopped breathing,

c. Severe bleeding,

d. Poisoning,

e. Diabetic emergencies,

f. Or heat Stroke.

2. **Warning:** Medical emergencies usually occur without warning.

3. If a medical emergency occurs during school hours, the following emergency actions will be accomplished:

a. Evaluate the scene of the injury or illness. isolate and secure the area.

b. Notify the school office.

c. Call (Access Code) 9-1-1, as appropriate.

d. If indoors, determine the need to implement **Action "Leave Building"** (affected classroom only) so that students are not unnecessarily exposed to trauma or danger.

e. Stabilize the victim, and administer first aid.

f. Use standard precautions as outlined in the district "Blood-borne Pathogens Exposure Control Plan."

g. Rejoin students as soon as possible.

h. Account for all students and remain with them.

i. Remain calm and reassure students that all possible actions are being taken to care for the injured or ill person and to protect others.

O. Earthquake Procedures

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

1. **Warning:** Earthquakes usually strike without warning.

The following actions, as time permits, will be accomplished:

Inside school building:

a. The teacher, or staff member in authority, will implement **Action "Drop Procedure"**.

b. Try to avoid glass and falling objects, areas where there are large panels of glass and/or heavy suspended light fixtures.

c. Implement **Action "Leave Building"** when, in the judgment of the staff member, the earthquake is over and tremors have subsided. Implement **Action "Leave Building"** (fire alarm). Special consideration should be given to exit routes as some exits have heavy roof structures over the doorways. Go to an open area away from trees, power poles, etc.

d. Maintain control of students. **Do not run!**

e. Avoid touching electrical wires and metal objects such as chain link fences.

f. Render first aide if necessary.

g. Take roll and issue student name tags.

h. If possible, school office will immediately notify appropriate agencies/offices as per fire drill.

i. Do not return to building for any reason until they have been declared safe by authorized official(s).

2. The principal will determine the advisability or necessity of **Action "Student Release"**. Prior approval must be obtained by the superintendent.

In school grounds:

a. The staff member in authority implements **Action "Drop – Take Cover"**.

b. The safest place is in the open. Stay there until the earthquake is over.

c. Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed wires, and wet areas.

d. Do not run!

e. Follow procedures c) through i) under "Inside school building."

P. Duck, Cover and Hold Procedures

Types of Crisis: *Earthquake, Windstorm, Tornado, or Explosion*

1. Teacher signals **"Duck, Cover and Hold"**. Help students with disabilities.

2. **Call 911** (use landline phone, as cell phone contacts California Highway Patrol).

3. **Signal "Evacuation"** fire bell**,** if necessary. Office staff takes emergency cards to evacuation site.

4. **Principal notifies** (or assigns designee to notify) assistant principals, campus supervisors, support staff, on campus childcare, and initiate district phone tree by calling **DO X10200.**

5. **Principal activates SEMS Plan** (Standardized Emergency Management System), as needed.

If students are in classrooms:

a. Duck under a desk, cover head w/arms and hold leg of furniture. Turn face away from windows.

b. Take roll and alert command center of any student not accounted for (telephone, walkie-talkie, runner or email).

If students are not in classrooms:

a. Move away from buildings, equipment, utility poles, signs, trees, etc.

b. Reunite with students in evacuation area.

6. Take roll and alert command center of any student not accounted for (telephone, walkie-talkie, runner or e-mail).

7. **Follow the direction of law enforcement** and/or other competent authority upon their arrival. Have extra school maps available for law enforcement.

8. **All Clear will be signaled by Principal**. Only law enforcement can authorize an all clear. It may be hours later.

9. **Principal debriefs** staff, parents/community (Parent Square, Class Dojo, Peachjar message, etc), and students.

10. **"Student Release Procedures"** (only send students home before end of day if directed by Superintendent);

a. Use signs to designate “Request Student Pick-Up Area (or Gate)” and “Release Students Area (or Gate)”.

b. Use signs to direct parents how to line up (e.g. alpha, grade levels, or room numbers). c. Release younger students first.

d. Use “Student Emergency Release” form to document each student release and use “Emergency Cards” print-out to verify authorized adults who can pick up student. (RETAIN RECORDS)

e. Provide escort for parent/guardian to Crisis Response Team, Search/Rescue Team, or Medical area; if necessary.

Q. Bomb Threat or “Suspicious Object/Device” Procedures

OFF THE AIR!
Do NOT text message Do NOT use walkie-talkies Do NOT use cell phones

1. **If phone call,** attempt to keep the caller on the line and complete form entitled “Bomb Threat Report” (see attached).

2. Call 911 - OFF THE AIR - DO NOT USE CELL PHONES, TEXT MESSAGE, OR USE WALK-TALKIES

3. **Principal notifies (**or assigns a designee to notify) assistant principals, campus supervisors, support staff, on campus childcare, and initiate district phone tree on a **land-line** by calling **DO X10200.**

4. **Intercom announcement,** “Please do a quick visual 1-minute scan of your classroom or office for anything unusual.” (A professional/law enforcement officer will decide if it is a bomb device or not) **OR Written message** for staff (see attached sample) to be sent to staff to search for anything unusual.

5. **Follow the direction of law enforcement**. They will search perimeter, public areas, roof, etc. and assist with crowd control. Have extra school maps available for law enforcement.

6. **Principal activates SEMS Plan** (Standardized Emergency Management System), as needed.

7. Secure campus perimeter.

8. **Evacuate, if deemed necessary.** Help students with disabilities. Teachers take roll sheets and office staff takes emergency cards to evacuation area.

9. **Take roll** and alert command center of any student not accounted for (telephone, intercom, walkie-talkie, and/or e-mail).

10. **All clear will be signaled by Principal.** Only law enforcement can authorize an all clear.

11. **Principal debriefs** staff, parents/community (Connect Ed message, etc), and students.

12. **"Student Release Procedures"** (only send students home before end of day if directed by Superintendent);

    a. Use signs to designate “Request Student Pick-Up Area (or Gate)” and “Release Students Area (or Gate)”.

    b. Use signs to direct parents how to line up (e.g. alpha, grade levels, or room numbers). c. Release younger students first.

    d. Use “Student Emergency Release” form to document each student release and use “Emergency Cards” print-out to verify authorized adults who can pick up student. (RETAIN RECORDS)

    e. Provide escort for parent/guardian to Crisis Response Team, Search/Rescue Team, or Medical area; if necessary.

R. Bus Incident Site Protocol

1. Bus Driver’s initial communication with Transportation verify:

    a. Transportation is aware of the incident
    b. Transportation has contacted the appropriate law enforcement agency as/if necessary
    c. Transportation has contacted the Assistant Superintendent of Business Services/Risk Management
    d. Assist with any student medical issues if on-site
    e. Assist any law enforcement agency, if on-site, with safety check, seating chart, etc.
    f. Confirm with Transportation that mechanics or second bus to transport students is on the way

2. Assistant Superintendent of Business Services notifies the principal(s) of the involved school(s)

3. If students are injured, Assistant Superintendent of Business Services notifies Superintendent office. Superintendent’s offices activates phone tree.

4. PIO sends Bus Incident Scripts to school Principal(s), Transportation and district front desk. Principal shares with front desk staff to answer questions.

5. Principal of school(s) use Initial Notification Script and send email and voicemail to parents/guardians of all general education students on the bus as soon as accurate information is available. Transportation notifies parents/guardians for special education students on buses designated for special education students only.

    If Principal or Transportation are not available, PIO/Risk Management can send.

6. Transportation notifies after-school programs (if happened after school) Provide them with a script or information.

7. The Principal sends Update on Incident 30 minutes after initial call if details were unknown initial contact.

Transportation (special education)

8. The principal (general education) and Transportation (special education) should send all safe email if the incident happened on the way to school, if there were no injuries, and the children have now arrived safely to the school site(s).

9. District PIO will prepare a press release or social media post if appropriate.

10. Bus Driver follows up with Transportation to follow up with any lists of students that includes names, DOB, phone and address (profile can be printed from Aeries) as requested.

S. Bomb Threat Report

💣 BOMB THREAT REPORT 💣

Try to keep the caller on the phone. Stall by saying: *I'm sorry, I didn't hear you.*

Questions to ask

1. Where is the bomb located? _____
2. What does it look like? _____
3. When is the bomb going to explode? _____
4. What kind of bomb is it? _____
5. What will cause the bomb to explode? _____
6. Why did you place the bomb? _____
7. What is your address? Where are you? _____

8. What is your name? _____

Exact wording of threat: _____

_____

_____

_____

_____

Time: _____ Date: _____

Sex of Caller? ☐ M ☐ F Mature? ☐ Yes ☐ No

Youthful Voice? ☐ Yes ☐ No Accent? ☐ Yes ☐ No

Caller's Voice

☐ Calm ☐ Stutter ☐ Loud ☐ Familiar

☐ Nasal ☐ Excited ☐ Disguised ☐ Slurred ☐ Angry ☐ Deep ☐ Normal

Other_____

_____

If the voice is familiar, who did it sound like?_____

Background Sounds

☐ Street Noise ☐ Voices ☐ Traffic ☐ Music ☐ Animals

Person receiving call:

_____

Reported to:

_____

Bomb Threat Notices for Staff

WRITTEN MESSAGE FOR STAFF MEMBERS ONLY: ***Do NOT*** *Read to Students*

As you read this, try not to cause concern on the part of your students.

A bomb threat has been received or a suspicious object has been found. We DO NOT believe there is a bomb in your room or we would have sounded the fire alarm to evacuate the building. However, as a precaution, casually check your cabinets and any other obvious place where a bomb/suspicious object could be hidden.

OFF THE AIR! DO NOT USE CELL PHONE, TEXT MESSAGE, or USE WALKIE TALKIE

If you discover nothing suspicious, destroy this notice and continue with your lessons.

REPORT ANYTHING OF A SUSPICIOUS NATURE TO THE OFFICE IMMEDIATELY - DO NOT TOUCH IT!

(A professional/law enforcement officer will decide if it is a bomb device or not)

WRITTEN MESSAGE FOR STAFF MEMBERS ONLY: *Do **NOT** Read to Students*

As you read this, try not to cause concern on the part of your students.

A bomb threat has been received or a suspicious object has been found. We DO NOT believe there is a bomb in your room or we would have sounded the fire alarm to evacuate the building. However, as a precaution, casually check your cabinets and any other obvious place where a bomb/suspicious object could be hidden.

OFF THE AIR! DO NOT USE CELL PHONE, TEXT MESSAGE, or USE WALKIE TALKIE

If you discover nothing suspicious, destroy this notice and continue with your lessons.

REPORT ANYTHING OF A SUSPICIOUS NATURE TO THE OFFICE IMMEDIATELY – DO NOT TOUCH IT!

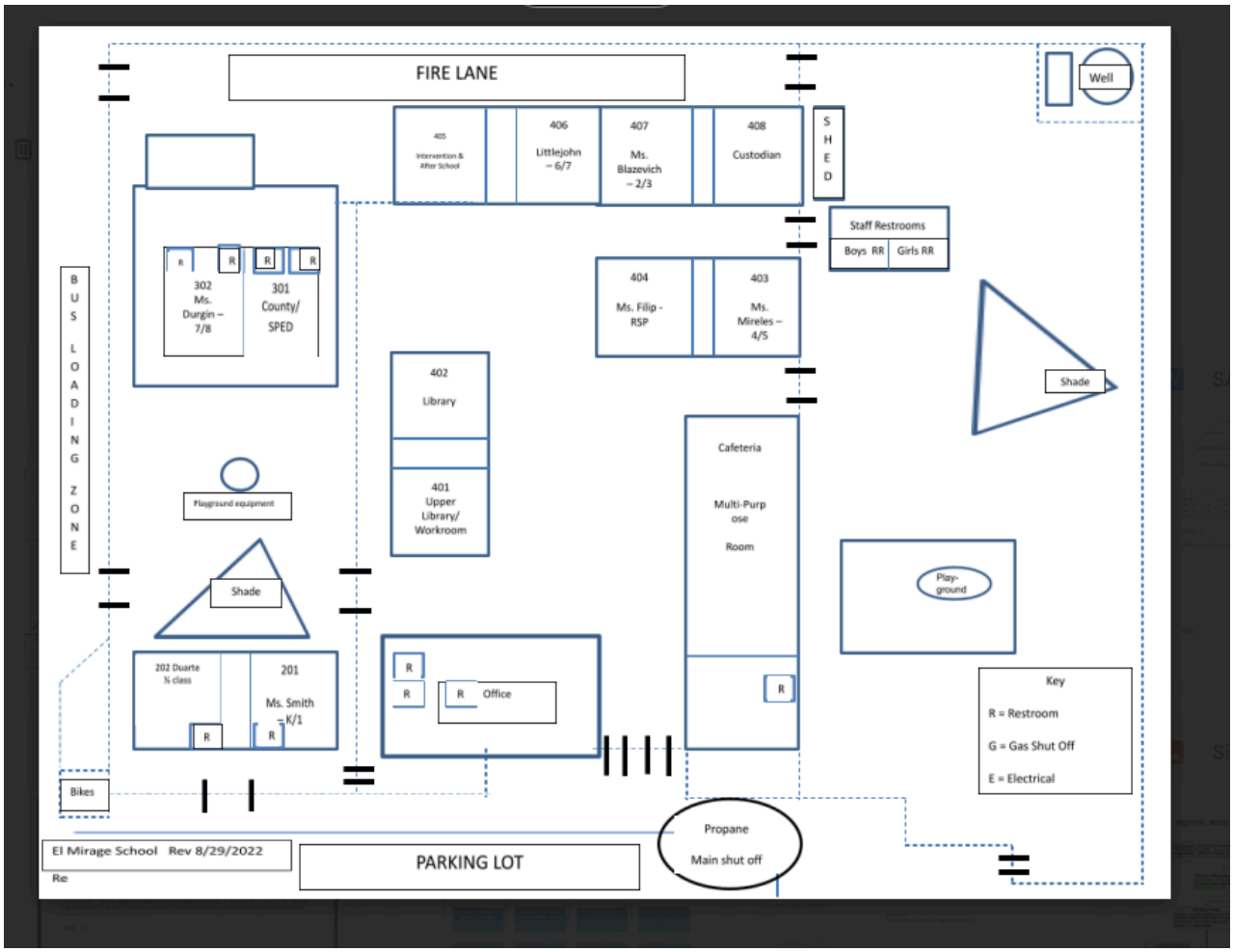
(a professional/law enforcement officer will decide if it is a bomb device or not)

T. Staff "Buddy" List

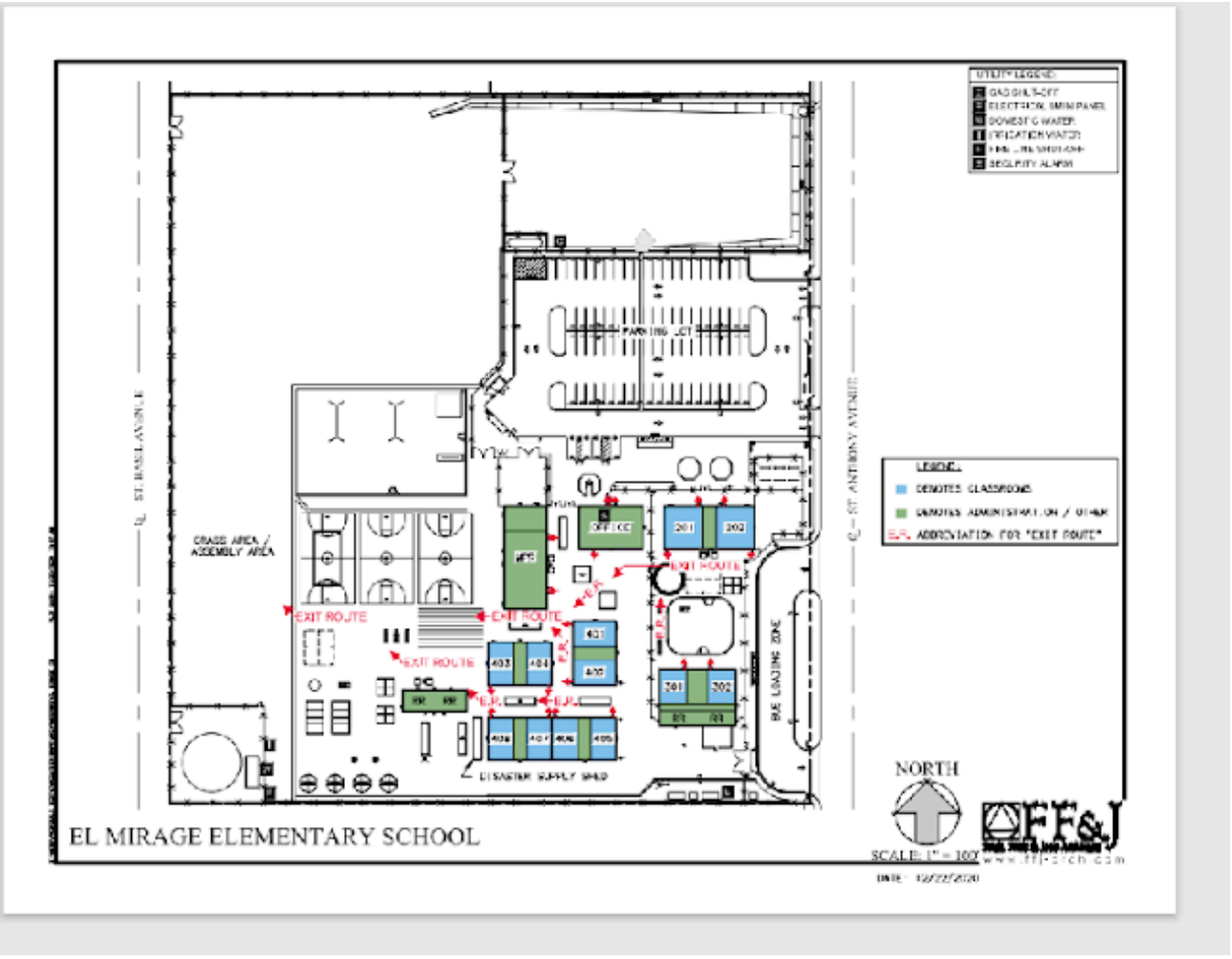
When necessary, a "buddy" or buddy group will take charge of the students of other classes.

200/300 Building
Smith/Duarte (200)
Durgin/County (300)
400 Building
Verduzco
MIreles/Filip
Littlejohn/Blazevich
Evening Staff
Office/Custodial/CNS

School Map – El Mirage School



School Map –Safe Routes to the Campus



VIII. SEMS (Standardized Emergency Management System) Plan

A. Organization Chart

Incident Commander:	Interim Superintendent Mr. Michael Krause
Deputy Incident Commander	Assistant Superintendents
Location of Command Center	AESD Board Room
Alternative Location	PD Center

COMMAND STAFF	
Emergency Operations Coordinator (*Coordinates with Command Staff*):	Melanie Olson-Zavala
Liaison to outside agencies:	Dr. Tasha Doizan
Safety	Michael Krause
Training	Principal/Student Support Services
Crisis Response Leader	Carlos Moran

Plans Chief	Operations Chief	Logistics Chief	Finance Chief
Documentation	**Search/Rescue**	**Command Team Supplies**	**Claims:** FEMA/State
Messages	**Facilities/Haz. Mat**	**Search/Rescue Supplies**	**Procuring** Stater Brothers
Communication	**Security**	**Medical Supplies**	**Community Helpers**
Damage Assessment AESD Maintenance	**Patient Transport & Morgue**	**Student/Staff Supplies**	**Shelter Set-up & Memos of Understanding w/Red Cross** Risk Management
Demobilization	**Medical First Aid**	**Transport & Morgue Supplies**	
Disaster Plan Updates Risk Management/ AP's	**Student Release** Teachers	**Builders/Sanitation**	
Web Page Updates PIO	**Teachers/Staff Wing Leaders**		

B. Student Emergency Release Form for Concurrent K-8 Students

Student Emergency Release Form

Entrega de Información del Estudiante en Caso de Emergencia

(one form for each student / *una forma por estudiante*)

I/We Request Release of Student (name) / *Yo/nosotros solicitamos la entrega de información del estudiante (nombre*)

_____

Name of Person Making Request / *Nombre de solicitante* :

_____

Relationship to Student / *Relación al estudiante*:

_____

California Drivers License Number or Other ID / *Nú. de Licencia de manejo de California u otra forma de identificación*:

_____

Signature of Requesting Person / *Firma de solicitante*:

_____

Date / *Fecha*:

_____

Telephone Number / *Nú de Teléfono*:

_____

* * * *

Commander (Principal) shall remain at the Command Center to observe and direct all operations. Below is a checklist of responsibilities (can be delegated).

___1. Assume command

___2. Communicate a "signal" to the students and staff identifying the type of emergency

___3. Call 911

___4. Notify Assistant Principals, Campus Supervisors, Support Staff, and any one else on campus.

___5. Call District Office Secretary will initiate the phone tree and contact Superintendent

___6. Activate the SEMS Plan components as needed (Command Staff, Plans, Operations, Logistics, and/or Finance) and establish a Command Center

___7. Conduct initial briefing with the Command Staff

___8. Monitor local emergency radio stations for local news

___9. Utilize your Deputy Incident Commander to cover the Command Center, take regular breaks (5 minutes each hour, away from the Command Center)

___10. Create an action plan with specific objectives including strategies to review and evaluate

___11. Make provisions for language translators

___12. Release teachers, as appropriate

___13. PIO will review all incident information before release to the news media, parents or general public

___14. Signal all-clear (Police Only will signal; if present)

___15. Begin “Student Release Procedures” when appropriate. Only Superintendent can direct that students be sent home before the end of the regular school day.

___16. Create an action plan with specific objectives for returning to normal operations

___17. Debrief staff, parents/community, and students

2. Deputy IC (Deputy Incident Commander)

The *Deputy Incident Commander* assists the IC (Principal) and takes over the duties of the IC (Principal) if the IC (Principal) is absent, has to leave or is unable to do his/her job. Below is a checklist of responsibilities.

___1. Report to, attend briefings, and assist the IC (Principal)

___2. Keep unauthorized people away from the IC (Principal)

___3. Responsible for “Plans” in SEMS

3. Command Staff - Emergency Operations Coordinator

The *Emergency Operations Coordinator* facilitates the overall functioning of the Command Staff. Below is a checklist of responsibilities.

___1. With the assistance of the Liaison Officer, coordinate outside agencies and define roles/responsibilities

___2. Report to IC (Principal) and attend briefings

___3. Assist unit coordinators (Plans, Operations, Logistics and Finance), as needed

___4. Indicate the process for emergency declarations

___5. Develop status boards

___6. Maintain a "position" log of staff

___7. Monitor Command Staff for signs of stress or under-performance

___8. Fill any unstaffed positions

4. Command Staff - Liaison Officer

The role of the *Liaison Officer* is to serve as the point of contact for Agency Representatives from assisting organizations and agencies outside the school district (Fire, Police, County, etc.). Below is a checklist of responsibilities.

___1. Assist the Emergency Operations Coordinator and attend briefings

___2. Ensure proper flow of communication between assisting organizations and agencies outside the school district (Fire, Police, County, etc.)

___3. Keep records of assisting organizations, agencies and departments

5. Command Staff - Safety Officer

The *Safety Officer* ensures that all activities are conducted in as safe a manner as possible under the circumstances. The *Safety Officer* is the only person other than the IC (Principal) who has the authority to stop an authorized plan from being put into action. Below is a checklist of responsibilities.

___1. Attend briefings with IC (Principal)

___2. Monitor, assess, and correct operational activities for dangerous and unsafe conditions

___3. Monitor stress levels of personnel involved in the response

___4. If directed by IC (Principal), turn off gas supply, water supply and/or electricity

___5. Oversee "Logistics" for equipment and supplies

6. Command Staff - Training Coordinator – Principal/Student Support Services

The *Training Coordinator* is responsible for all training prior to the incident. Below is a checklist of responsibilities.

___1. Attend briefings with IC (Principal)

___2. Train staff prior to an emergency

7. Command Staff - Crisis Response Leader - Psychologist

The *Crisis Response Leader* addresses the psychosocial needs of students/staff prior to, during and after an incident. Below is a checklist of responsibilities.

___1. Attend briefings with IC (Principal)

___2. Act as referral resource for students, staff and volunteers

___3. Obtain Adelanto Elementary School District's Crisis Response Manual for resources, materials, etc.

___4. Develop support systems as needed

___5. Conduct group meetings with parents or staff as needed

8. Command Staff - PIO (Public Information Officer – SUPERINTENDENT)

The *Public Information Officer* acts as the official spokesperson for the school/district site in an emergency situation. A school site-based PIO should only be used if the media is on campus and the district PIO is not available or forthcoming. Below is a checklist of responsibilities.

___1. Contact School Board, Risk Manager, Asst. Supts., Director of Student Services, and other stakeholders.

___2. Contact Director of Student Services to assign psychologists and counselors to the site (do you need bilingual assistance?). San Bernardino Behavioral Health may also be contacted for assistance through Pupil Services.

___3. Attend briefings with IC (Principal)

___4. Identify yourself as the "PIO" with a vest, visor, sign, etc.

___5. Establish a media information center away from the command post and students. Advise arriving media that the site is preparing a press release and approximate time of its issue.

___6. Statements to media should include the following: cause, time, event, current situation, care being given, injuries, evacuation plans, student release location, resources in use, best routes to school, and any other information school wishes to be released to the public.

___7. Convey that everything is going to be O.K., Answer questions completely and truthfully. Avoid speculation, bluffing, lying, talking off the record, arguing and using the phrase "No comment." Repeat what you want the press to hear.

___8. Ensure announcements and other information are translated into other languages as needed.

___9. Assist with rumor control

___10. Keep all documentation to support the history of the event

___11. Remind staff and volunteers to refer all questions from media or waiting parents to the PIO – SUPERINTENDENT.

___12. Monitor new broadcasts about incident; correct any misinformation heard.

9. Plans Chief

The *Plans Chief* oversees the function of the action plan by documenting, disseminating information, assessing the seriousness of the incident, demobilization, etc. Staff is assigned to assist with these jobs. Below is a checklist of responsibilities.

___1. Attend briefings with IC (Principal)

___2. Documentation Team

- Develop, distribute, and document all actions and site maps
- Receive and record student/staff attendance rosters

- Collect completed student release forms from the Parent Emergency pick-up location
- Complete a list of students/staff missing, absent, and medical for Emergency pick-up location

___3. Message Team

- Maintain a message board

___4. Communication Team

- Record, collect, and evaluate information (keep all original notes – they are legal documents)
- Monitor radio for local news
- Maintain display boards for shelter status, transportation status, telephone numbers, school status, etc.

___5. Damage Assessment Team

- Report damage to Plans Chief who will report to IC (Principal)
- Use site and area maps to record site and surrounding area damages (i.e. road closures, utility outages, etc.)

___6. Demobilization Team

- Deploy and supervise personnel as needed to gather and assess intelligence information

___7. Disaster Plan Update Team

- Provide ongoing analysis of situation to Plans Chief who will report it to IC (Principal)
- Report status of resources
- Prepare estimates of incident escalation or de-escalation
- Report missing, absent, and medical students/staff to IC (Principal)

___8. Web Page Update Team

- Using the school's or district's web page, communicate disaster updates to the community

10. Operations Chief

The *Operations Chief* exercises the functions of the operation by carrying out the plan, developing tactical objectives and directing all resources. Staff is assigned to assist with the jobs. Below is a checklist of responsibilities.

___1. Attend briefings with IC (Principal)

___2. Search and Rescue Team

- Remain in contact with Operations Chief by radio
- Search rooms both visually and vocally. Use chalk, grease pencil, etc. to mark slash (*/*) on door when entering room, and when leaving room complete search by closing slash in (**X**) on door.
- As rooms are reported clear, radio to Operations Chief to mark "C" on site map
- Utilize other teams as needed (Patient Transport, Morgue and First Aid). Do not use names of students/staff on radio/map
- Record Triage on site map (I – Immediate; D – Delay; and DEAD – Dead)

___3. Facilities/Hazardous Materials Team

- Report gas/water leaks, fires or structural damage, to Operations Chief (gas, water and electricity shut-off needs approval of IC (Principal). Use yellow caution tape where necessary
- Record assessment of facilities and hazardous materials on site map
- Photograph damage if possible before repair

___4. Security Team

- Lock gates and secure major external doors
- Verify that campus is locked down to Operations Chief, who will report it to IC (Principal)
- Report non-staff and non-students to Operations Chief, who will report it to IC (Principal) ▪

Route all parents to "Parent Pick-up Area"

___5. Patient Transport and Morgue Team

- Transport patients to First Aid; do not transport to morgue unless directed by Operations Chief
- Mark DEAD on tag listing date/time found, exact location found, name of DEAD, person who identified, and name of person filling out tag; attach one tag to DEAD and one tag to plastic bag if body is in bag

___6. Medical-First Aid Team

- Keep accurate records
- Report deaths immediately to Operations Chief who will report it immediately to IC (Principal)
- Establish what I-Immediate and D-Delayed treatments will be
- Consult with Wing Leaders regarding health care, medications, and meals for students and staff with known medical conditions (asthma, diabetes, etc.)
- Establish scope of disaster with Operations Chief and determine probability of outside emergency medical support and transport needs. Emergency card must accompany student removed from campus to receive advanced medical treatment

___7. Parent Pick-up Team for Concurrent K8 Students

- Designate “Request Area/Gate” and “Release Area/Gate” for parents to pick-up; mark with signs
- Verify that adult completing student release form is on student’s emergency card; retain form for record
- If student is in class, use communication to get student to pick-up area. If there is no communication, have runner go to class and bring student to pick-up area
- Release younger students first
- Escort parent to Crisis Response Team if student is missing or with Search and Rescue Team
- Escort parent to medical area if student is receiving treatment

___8. Teachers/Staff Wing Leaders

- Liaison between teams and students/staff for communication, assistance, etc.
- Assist teachers with attendance; buddy system and supervisor, if needed

___9. Shelter Set-up Team

- Sleeping/living areas should be 40 square feet per person and good ventilation
- Designate storage area for food and supplies that can be accessed by truck
- Improvise toilets, if necessary using 5 gallon buckets/trash cans and trash liners ▪ Keep medication locked up, if possible

11. Logistics Chief

The *Logistics Chief* is responsible for providing facilities, personnel, services and resources to meet the needs of the incident. Below is a checklist of responsibilities.

___1. Attend briefings with IC (Principal)

- Supply Teams (Command, Search and Rescue, Medical, Student/Staff, Transport, Morgue, and Builders/Sanitation)
- Maintain a visible chart of resources
- Determine water supply needs (1/2 gallon/day/person and 5 gallons/day for other uses)
- Determine food supply needs (2500 calories/day/person/; approximately 3 ½ pounds unprepared food)
- Obtain supplies other than food and water
- Provide ability to transport staff/students if necessary throughout city (i.e. medical, etc.)

___2. Builders/Sanitation Team

- Set up food preparation facilities, command post shelter area, parent pick-up area, supply check-out area, medical area, assembly area, morgue, etc.
- Obtain sanitary supplies (1 toilet/40 persons; 6 toilets/200 persons; 14 toilets/500 persons) ▪ Maintain computer support

12. Finance Chief (Office Manager/Secretary)

The *Finance Chief* is responsible for monitoring costs related to incident, procurements, claims and community helpers. Below is a checklist of responsibilities.

___1. Attend briefings with IC (Principal)

___2. Claims/Procurements /Community Helpers Team

- Track financial records, staff hours, purchasing, etc.
- Complete state and federal claim forms for IC (Principal)
- Make prior agreements with close stores (i.e. Stater Brothers, etc.) for supplies
- Make prior arrangements with community helpers (i.e. retired doctors, etc.)
- Do a cost analysis of incident/disaster

IX. Policies and Regulations Related to Student Safety

Adelanto Elementary School District has adopted the following board policies and administrative regulations to provide guidance and procedures for students, staff, and parents in an effort to provide a safe and orderly environment during regular school hours and during the event of an emergency. Legal citations and references may be found by viewing the original board policies. Please visit the district's website at aesd.net to access full versions of board policies and administrative regulations referred to herein.

1. Bomb Threats – AR 3516.2

To maintain a safe and secure environment for district students and staff, the Superintendent or designee shall ensure that the district's emergency and disaster preparedness plan and/or each school's comprehensive safety plan includes procedures for dealing with bomb threats. He/she also shall provide training regarding the procedures to site administrators, safety personnel, and staff members who customarily handle mail, telephone calls, or email.

Receiving Threats

Any staff member receiving a telephoned bomb threat shall try to keep the caller on the line in order to gather information about the location and timing of the bomb and the person(s) responsible. To the extent possible, the staff member should also take note of the caller's gender, age, any distinctive features of voice or speech, and any background noises such as music, traffic, machinery, or voices.

If the bomb threat is received through the mail system or in writing, the staff member who receives it should handle the letter, note, or package as minimally as possible. If the threat is received through electronic means, such as email or text messaging, the staff member should not delete the message.

Response Procedure

The following procedure shall be followed when a bomb threat is received:

1. Any employee who receives a bomb threat shall immediately call 911 and also report the threat to the Superintendent or designee. If the threat is in writing, the employee shall place the message in an envelope and take note of where and by whom it was found.
2. Any student or employee who sees a suspicious package shall promptly notify the Superintendent or designee.
3. The Superintendent or designee shall immediately use fire drill signals and initiate standard evacuation procedures as specified in the emergency plan.

Regulation ADELANTO ELEMENTARY SCHOOL DISTRICT

Approved: November 1, 2016 Adelanto, California

2. Bullying – BP 5131.2

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

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

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

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

Bullying Prevention

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish 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 perpetrators of bullying.

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

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

Intervention

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

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

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

Complaints and Investigation

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

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

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.
When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee shall file a request with the networking site or service to suspend the privileges of the student and to have the material removed.
Discipline
Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.
Policy ADELANTO ELEMENTARY SCHOOL DISTRICT
Adopted: May 20, 2014 Adelanto, California

3. Bullying – Best Practices

School behavior standards shall be coordinated district wide, with particular attention to applying the standards for bullying behavior fairly and consistently among schools at the same grade levels. Schools will follow district guidelines, policies and procedures according to the Education Code as well as school rules pertaining to related matters such as bullying suspension and expulsion, student expression, and the rights and responsibilities of students. (Education Code 35291.5)

Indicators of Bullying Behavior

Bullying generally includes a combination of several of the following characteristics:

1. A desire to hurt; a hurtful action; a power imbalance; repetition (typically); an unjust use of power; evident enjoyment by the aggressor; a sense of being oppressed on the part of the target
2. Bullying behaviors may also include, but are not necessarily limited to, the following:

a. Verbal: Hurtful name-calling, teasing, gossiping, making threats, making slurs or epithets, making rude noises, or spreading hurtful rumors.
b. Nonverbal: Posturing, making gang signs, leering, staring, stalking, destroying property, insulting or threatening notes, using graffiti or graphic images, or exhibiting inappropriate and/or threatening gestures or actions.
c. Physical: Hitting, punching, pushing, shoving, poking, kicking, tripping, strangling, hair pulling, fighting, beating, pinching, slapping, "pantsing", biting, spitting, or destroying property.
d. Emotional (Psychological): Rejecting, terrorizing, extorting, defaming, intimidating, humiliating, blackmailing, manipulating friendships, isolating, shunning, ostracizing, using peer pressure, or rating or ranking personal characteristics.
e. Cyberbullying: Sending insulting or threatening messages by phone, e-mail, Web sites, or any other electronic or written communication. This policy pertains to cyberbullying that is related to school activity or attendance that occurs at any time, including, but not limited to, while on school grounds, while going to or coming from school, during the lunch period whether on or off campus, during, or while going to or coming from, a school sponsored activity, that is directed specifically toward a pupil or school personnel.

Administrative Responsibilities

1. Communicate and ensure staff, students, and parents/guardians are informed annually of the district policy and school procedures regarding bullying, and all other related policies.
2. Adhere to anti-bullying procedures in behavior or discipline codes. Review and revise these annually, as appropriate.
3. Create and maintain positive school culture and climate in which the school community understands that bullying is inappropriate and will not be tolerated.
4. Develop interventions to address bullying at all levels: schoolwide, classroom, and individual.
5. Provide training to all school personnel and volunteers to ensure that staff is able to identify the indicators of bullying and understand their individual responsibilities to appropriately respond to and report bullying behavior. The training will also include the use of district adopted materials.
6. Provide training for new staff, as needed, on identification of and response to bullying as well as on the use of district adopted materials related to bullying and violence prevention.
7. Maintain documentation of complaints and their resolution for a minimum of one review cycle.
8. Post the district policy in all schools and offices, including staff lounges and pupil government meeting rooms.
9. Designate a site coordinator for oversight of the anti-bullying program including student instruction, implementation of prevention and intervention strategies, and dissemination of bullying and harassment information to students, staff, and parents. The site coordinator shall act as a contact for reporting incidents of bullying and serve as a liaison for district wide efforts to promote respect and a positive school climate in our schools.
10. Enforce bullying/harassment procedures for disciplinary action fairly and consistently per the district/school behavior expectations/guidelines.
11. Assess or collect information from students and staff regarding the extent of bullying they witness or experience at school (e.g., anonymous survey, focus group input, or incident report analysis).

Staff Responsibilities

1. Create an environment where students understand that bullying is unacceptable and will not be tolerated.
2. Discuss with student body all aspects of the bullying/harassment policy and teach strategies to prevent bullying.
3. Encourage students to report bullying incidents.
4. Learn to recognize the indicators of actual or perceived bullying behavior.
5. Report immediately, when bullying is witnessed. Oral reports made by or to a staff member shall be recorded on the designated form by the staff member receiving or making the oral report.
6. Intervene immediately and take corrective action when bullying is observed.
7. Understand individual responsibility not only to intervene when bullying is observed, but also, to report incidents and actions to appropriate administrators, district offices, or outside agencies, as required.

Student Responsibilities

1. Take responsibility for helping create a safe school environment.
2. Do not engage in or contribute to bullying behaviors, actions, or words.
3. Treat everyone with respect. Be sensitive to how others might perceive your actions or words.
4. Students are expected to report all incidents, actual or perceived, of teasing, bullying, harassment, intimidation, or other verbal or physical abuse to a trusted adult.
5. Understand the bullying policy and guidelines about bullying and model it for others.
6. Never engage in retaliatory behavior or ask of, encourage, or consent to anyone's taking retaliatory actions on your behalf.
7. Learn strategies to protect oneself from bullying and how to help others who have been bullied.

Parent/Guardian Responsibilities

1. Understand and discuss this policy and school rules with your child.
2. Report incidents of bullying or harassment to your student's teacher, counselor, principal, or principal's designee.
3. Be aware of the warning signs that your child might be a victim of teasing, bullying, harassment, intimidation, or other verbal or physical abuse or demonstrating signs of bullying behavior.

Responding to Bullying Complaints

2. The district's response to bullying shall be comprehensive and involve staff, students, parents/guardians, and the community, as appropriate, in order to address bullying at all school levels. Such a program shall: a. Take reports of bullying seriously.
b. Provide all parties involved with assurances regarding district policies on confidentiality and nonretaliation in the complaint investigation.
c. Encourage individuals who witness bullying to report such incidents per the district reporting procedures.
3. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in Administrative Regulation 5145.7-Sexual Harassment.

Other Considerations

1. If the student who was bullied (or parent/guardian on behalf of the student) believes the situation has not been remedied, she/he may file a complaint in accordance with district Uniform Complaint policy and procedures. Students and parents/guardians are to be informed annually of the process by which they may make a report of bullying or harassment or file a subsequent complaint.
2. It is important to note that bullying may, at times, be part of a continuum of violence and that some bullying actions can and do constitute other categories of misconduct such as sexual harassment, hate-motivated behavior, assault, or child abuse, and as such, they would violate other district policies. When bullying behavior does escalate to the level of violating other district policies, district personnel are obligated to adhere to appropriate district reporting guidelines and protocols and may be required to report to one or more offices or outside agencies, as appropriate.

4. Bus Conduct – BP 5131.1

In order to help ensure the safety and well-being of students, bus drivers, and others, the Governing Board expects students to exhibit appropriate and orderly conduct at all times when using school transportation, including while preparing to ride, riding, or leaving the bus.
The Superintendent or designee shall establish regulations related to student conduct on buses, bus driver authority, and the suspension of riding privileges. He/she shall make these rules available to parents/guardians, students, and other interested parties. (5 CCR 14103)
Students found to be in violation of the district's bus conduct rules shall be subject to discipline in accordance with Board policy and administrative regulation.
The Superintendent or designee may deny a student the privilege of using school transportation upon the student's continued disorderly conduct or his/her persistent refusal to submit to the authority of the driver. (5 CCR 14103)
Bus Surveillance Systems
The Board believes that the use of surveillance systems on school buses will help to deter misconduct and improve discipline, ensure the safety of students and bus drivers, and prevent vandalism. Therefore, surveillance systems may be installed and used on school buses to monitor student behavior while traveling to and from school and school activities.
The Superintendent or designee shall notify students, parents/guardians, and staff that surveillance may occur on any school bus and that the contents of a recording may be a student record and, as such, may be used in student disciplinary proceedings or referred to local law enforcement, as appropriate. In addition, a prominent notice shall be placed in each bus stating that the bus is equipped with a surveillance monitoring system.
Policy ADELANTO ELEMENTARY SCHOOL DISTRICT
Adopted: May 20, 2014 Adelanto, California

5. Bus Conduct – Risk Management Best Practices

Because school bus passengers' behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are riding a school bus, including school activity trips.

1. Riders shall follow the instructions and directions of the bus driver at all times.
2. Riders should arrive at the bus stop on time and stand in a safe place to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet, or other objects. When reaching their destination, riders shall remain seated until the bus stops and only then enter the aisle and go directly to the exit.
5. Riders should be courteous to the driver and to fellow passengers.
6. Because serious safety hazards can result from noise or behavior that distracts the driver, loud talking, laughing, yelling, singing, whistling, scuffling, throwing objects, smoking, eating, drinking, standing and changing seats are prohibited actions which may lead to suspension of riding privileges.
7. No part of the body, hands, arms or head should be put out of the window. Nothing should be thrown from the bus.
8. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.

9. No animals shall be allowed on the bus without express permission from the principal or designee.
10. Riders should be alert for traffic when leaving the bus.

Riders who fail to comply with the above rules shall be reported to the school principal, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice and warning. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year.

Bus drivers shall not deny transportation except as directed by the principal.

Video Camera Surveillance
The Superintendent or designee shall supervise the use and maintenance of video cameras.

Students and staff shall not tamper or interfere with video camera equipment on school buses.

Camera supports shall be installed in all buses, and cameras shall be rotated among the buses and activated at the discretion of the Superintendent or designee.

The Superintendent or designee shall notify students, parents/guardians and staff that video surveillance may occur on any school bus and that video recordings may be used in student disciplinary proceedings. This notification shall include a copy of the district's policy and regulation on bus conduct. In addition, a prominent notice shall be placed in each bus, stating that the bus is equipped with a video monitoring system.
The Superintendent or designee shall routinely review videotapes taken on school buses and shall document any evidence of student misconduct. Two weeks after this review, the Superintendent or designee may erase any tapes that do not show incidents of misconduct.

Tapes retained as part of an individual student's disciplinary record shall be maintained in accordance with law and Board policy governing the access, review and release of student records.
Videotapes may be viewed by persons other than the Superintendent or designee under the following conditions:

1. When student misconduct is revealed as a result of a school bus videotape or reported to the Superintendent or designee by a student, staff member or parent/guardian, students involved in the incident and their parents/guardians may ask the Superintendent or designee for an opportunity to view the videotape.
a. Requests for viewing must be made within five school days of receiving notification that misconduct occurred.
b. A viewing shall be provided or denied within five days of the request.
c. Viewing will be limited to those frames containing the incident of misconduct.
2. Bus drivers and school administrators may ask to view a videotape in order to observe a specific problem and work toward its solution.
3. Viewing shall occur only at a school-related site and in the presence of the Superintendent or designee.
4. All persons who view a tape shall be identified in a written log.

7. Child Abuse Reporting Procedures – BP 5141.4
Child Abuse Prevention
The Governing Board recognizes the district's responsibility to educate students about the dangers of child abuse so that they will acquire the skills and techniques needed to identify unsafe situations and to react appropriately and promptly.
The district's instructional program shall include age-appropriate and culturally sensitive child abuse prevention curriculum. This curriculum shall explain students' right to live free of abuse, inform them of available support resources, and teach them how to obtain help and disclose incidents of abuse. The curriculum also shall include training in self-protection techniques.
The Superintendent or designee shall seek to incorporate community resources into the district's child abuse prevention programs. To the extent feasible, the Superintendent or designee shall use these community resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.
Child Abuse Reporting
The Board recognizes that child abuse has severe consequences and that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.
Employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.
The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters.
In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)
Policy ADELANTO ELEMENTARY SCHOOL DISTRICT
Adopted: May 20, 2014 Adelanto, California

8. Child Abuse Prevention and Reporting – AR 5141.4
Definitions
Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)
1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1

3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4
Child abuse or neglect does not include:
1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)
(cf. 3515.3 - District Police/Security Department)
3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)
4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student (Education Code 49001)
5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student (Education Code 49001)
Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)
Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)
Reportable Offenses
A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)
Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05, 11167)
Any district employee who reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury against a victim who is a child under age 14 shall notify a peace officer. (Penal Code 152.3, 288)
Responsibility for Reporting
The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)
When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)
No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)
Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)
Reporting Procedures
1. Initial Telephone Report
Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)
Children and Family Services
1-800-827-8724
When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.
2. Written Report
Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)
The Department of Justice form may be obtained from the district office or other appropriate agencies, such as the county probation or welfare department or the police or sheriff's department.
Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)
a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
b. The child's name and address, present location, and, where applicable, school, grade, and class
c. The names, addresses, and telephone numbers of the child's parents/guardians
d. The name, address, telephone number, and other relevant personal information about the person who might have abused or neglected the child
e. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information
The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)
3. Internal Reporting
The mandated reporter shall not be required to disclose his/her identity to his/her supervisor, the principal, or the Superintendent or designee. (Penal Code 11166)
However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.
The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.
Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)
Training
Training of mandated reporters shall include identification and mandated reporting of child abuse and neglect. (Penal Code 11165.7)
Training shall also include guidance in the appropriate discipline of students, physical contact with students, and maintenance of ethical relationships with students to avoid actions that may be misinterpreted as child abuse.
Victim Interviews by Social Services
Whenever a representative from the Department of Social Services or another government agency investigating suspected child abuse or neglect deems it necessary, a suspected victim may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Penal Code 11174.3)
A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements: (Penal Code 11174.3)
1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.
If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)
Release of Child to Peace Officer
When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code 48906)
Parent/Guardian Complaints
Upon request, the Superintendent or designee shall provide parents/guardians with a copy of this administrative regulation which contains procedures for reporting suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is not English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.
To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.
In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650.
Notifications
The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, their reporting obligations under Penal Code 11166, and their confidentiality rights under Penal Code 11167. The district also shall provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)
Before beginning employment, any person who will be a mandated reporter by virtue of his/her position shall sign a statement indicating that he/she has knowledge of the reporting obligations under Penal Code 11166 and will comply with those provisions. The signed statement shall be retained by the Superintendent or designee. (Penal Code 11166.5)
Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.
The Superintendent or designee also shall notify all employees that:
1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)
2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the district for making a report. (Penal Code 11166)
Regulation ADELANTO ELEMENTARY SCHOOL DISTRICT
Approved: May 20, 2014 Adelanto, California

9. Comprehensive Safety Plan – BP 0450

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

The school site council at each district school shall develop a comprehensive school safety plan relevant to the needs and resources of that particular school. New school campuses shall develop a safety plan within one year of initiating operations. (Education Code 32281, 32286)

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

Each school shall forward its comprehensive safety plan to the Board for approval. (Education Code 32288)

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year. (Education Code 32286)

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

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

Tactical Response Plan

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

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

Public Access to Safety Plan(s)

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

However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed.

Policy ADELANTO ELEMENTARY SCHOOL DISTRICT

Adopted: October 4, 2016 Adelanto, California

9. Comprehensive Safety Plan – AR 0450

Development and Review of Comprehensive School Safety Plan

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

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

Content of the Safety Plan

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

The assessment may include, but not be limited to, data on reports of school crime, suspension and expulsion rates, and surveys of students, parents/guardians, and staff regarding their perceptions of school safety.

The plan also shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including all of the following: (Education Code 32282)

1. Child abuse reporting procedures consistent with Penal Code 11164
2. Routine and emergency disaster procedures including, but not limited to:

a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act

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

c. A procedure to allow public agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

3. Policies pursuant to Education Code 48915(d) for students who commit an act listed in Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations
4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079
5. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4
6. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel" pursuant to Education Code 35183, the provisions of that dress code and the definition of "gang-related apparel"
7. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school
8. A safe and orderly school environment conducive to learning
9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5
10. Hate crime reporting procedures

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

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution
2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, hazing, and cyberbullying, as well as behavioral expectations and consequences for violations
3. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education, character/values education, media analysis skills, conflict resolution, community service learning, and education related to the prevention of dating violence

4. Parent involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus
5. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students
6. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction
7. Procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of the school
8. Procedures for receiving verification from law enforcement that a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime
9. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for the closing campuses to outsiders, installing surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus
(cf. 1250 - Visitors/Outsiders)
10. Crisis prevention and intervention strategies, which may include the following:
a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate
b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)
c. Assignment of staff members responsible for each identified task and procedure
d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan
e. Coordination of communication to schools, Board of Trustees members, parents/guardians, and the media
f. Development of a method for the reporting of violent incidents
g. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling
11. Staff development in violence prevention and intervention techniques, including preparation to implement the elements of the safety plan
Regulation ADELANTO ELEMENTARY SCHOOL DISTRICT
Approved: October 4, 2016 Adelanto, California

10. Conduct – BP 5131

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation.
The Superintendent or designee shall ensure that each school develops standards of conduct and discipline consistent with Board policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.
Prohibited student conduct includes, but is not limited to:
1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats
2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption
3. Conduct that disrupts the orderly classroom or school environment
4. Willful defiance of staff's authority
5. Damage to or theft of property belonging to students, staff, or the district
The district shall not be responsible for students' personal belongings which are brought on campus or to a school activity and are lost, stolen, or damaged.
6. Obscene acts or use of profane, vulgar, or abusive language
7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs
8. Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose (Penal Code 417.27)
Prior to bringing a laser pointer on school premises for a valid instructional or school-related purpose, a student shall obtain permission from the principal or designee.
9. Use of a cellular/digital telephone, pager, or other mobile communications device during instructional time
Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.
No student shall be prohibited from possessing or using an electronic signaling device
that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. (Education Code 48901.5)
10. Plagiarism or dishonesty on school work or tests
13. Failure to remain on school premises in accordance with school rules
Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or an administrator for further investigation.
When a school official suspects that a search of a student or his/her belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.
When a student uses any prohibited device, or uses a permitted device in any unethical or illegal activity, a district employee may confiscate the device. The employee shall store the item in a secure manner until an appropriate time.
Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or

cocurricular activities or other privileges in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.
Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during nonschool hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.
Policy ADELANTO ELEMENTARY SCHOOL DISTRICT
Adopted: May 20, 2014 Adelanto, California

11. Discipline – BP 5144

The Governing Board is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and to preparing students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.
The Superintendent or designee shall design a complement of effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.
In addition, the Superintendent or designee's strategies shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures as a means for correcting student misbehavior. To help meet this need the district shall provide an Opportunity (Education Code 46180, 48640 et. seq.) type program that will provide students with appropriate interventions and supports as a means for preventing and addressing student misbehavior.
Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required by law or when other means of correction have been documented to have failed. (Education Code 48900.5)
The Superintendent or designee shall create a model discipline matrix that lists violations and the consequences for each as allowed by law.
The administrative staff at each school may develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and district regulations. The Board, at an open meeting, shall review the approved school discipline rules for consistency with Board policy and state law. Site-level disciplinary rules shall be included in the district's comprehensive safety plan. (Education Code 35291.5, 32282)
At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.
Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.
The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively implement the disciplinary strategies adopted for district schools, including, but not limited to, consistent school and classroom management skills, effective accountability and positive intervention techniques, and development of strong, cooperative relationships with parents/guardians.
District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety, and other local measures, shall be included in the district's local control and accountability plan, as required by law.
At the beginning of each school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in district schools in the immediately preceding school year and their effect on student learning.
Policy ADELANTO ELEMENTARY SCHOOL DISTRICT
Adopted: August 20 2014 Adelanto, California

11. Discipline – AR 5144

Site-Level Rules
Site-level rules shall be consistent with district policies and administrative regulations. In developing site-level disciplinary rules, the principal or designee shall solicit the participation, views, and advice of one representative selected by each of the following groups: (Education Code 35291.5)
1. Parents/guardians
2. Teachers
3. School administrators
4. School security personnel, if any
(cf. 3515.3 - District Police/Security Department)
5. For junior high and high schools, students enrolled in the school
Annually, site-level discipline rules shall be reviewed and, if necessary, updated to align with any changes in district discipline policies or goals for school safety and climate as specified in the district's local control and accountability plan. A copy of the rules shall be filed with the Superintendent or designee for inclusion in the comprehensive safety plan.
School rules shall be communicated to students clearly and in an age-appropriate manner.
It shall be the duty of each employee of the school to enforce the school rules on student discipline. (Education Code 35291)
Disciplinary Strategies
To the extent possible, staff shall use disciplinary strategies that keep students in school and participating in the instructional program. Except when a student's presence causes a danger to himself/herself or others or he/she commits a single act of a grave nature or an offense for which suspension or expulsion is required by law, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct. Disciplinary strategies may include, but are not limited to:
1. Discussion or conference between school staff and the student and his/her parents/guardians
2. Referral of the student to the school counselor or other school support service personnel for case management and counseling

3. Convening of a study team, guidance team, resource panel, or other intervention-related team to assess the behavior and develop and implement an individual plan to address the behavior in partnership with the student and his/her parents/guardians
(cf. 6164.5 - Student Success Teams)
4. When applicable, referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program or a Section 504 plan
5. Enrollment in a program for teaching prosocial behavior or anger management
6. Participation in a restorative justice program
7. A positive behavior support approach with tiered interventions that occur during the school day on campus
8. Participation in a social and emotional learning program that teaches students the ability to understand and manage emotions, develop caring and concern for others, make responsible decisions, establish positive relationships, and handle challenging situations capably
9. Participation in a program that is sensitive to the traumas experienced by students, focuses on students' behavioral health needs, and addresses those needs in a proactive manner
10. After-school programs that address specific behavioral issues or expose students to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups
11. Recess restriction as provided in the section below entitled "Recess Restriction"
12. Detention after school hours as provided in the section below entitled "Detention After School"
13. Community service as provided in the section below entitled "Community Service"
14. In accordance with Board policy and administrative regulation, restriction or disqualification from participation in extracurricular activities
15. Reassignment to an alternative educational environment. To help meet this need the district shall provide an Opportunity (Education Code 46180, 48640 et. seq.) type program that will provide students with appropriate interventions and supports as a means for preventing and addressing student misbehavior
16. Suspension and expulsion in accordance with law, Board policy, and administrative regulation
When, by law or district policy, other means of correction are required to be implemented before a student could be suspended or expelled, any other means of correction implemented shall be documented and retained in the student's records. (Education Code 48900.5)
Recess Restriction
A teacher may restrict a student's recess time only when he/she believes that this action is the most effective way to bring about improved behavior. When recess restriction may involve the withholding of physical activity from a student, the teacher shall try other disciplinary measures before imposing the restriction. Recess restriction shall be subject to the following conditions:
1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under a certificated employee's supervision during the period of restriction.
3. Teachers shall inform the principal of any recess restrictions they impose.
Detention After School
Students may be detained for disciplinary reasons up to one hour after the close of the maximum school day. (5 CCR 353)
If a student will miss his/her school bus on account of being detained after school, or if the student is not transported by school bus, the principal or designee shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. The student shall not be detained unless the principal or designee notifies the parent/guardian.
In cases where the school bus departs more than one hour after the end of the school day, students may be detained until the bus departs. (5 CCR 307, 353)
Students shall remain under the supervision of a certificated employee during the period of detention.
Students may be offered the choice of serving their detention on Saturday rather than after school.
Community Service
As part of or instead of disciplinary action, the Board, Superintendent, principal, or principal's designee may, at his/her discretion, require a student to perform community service during nonschool hours on school grounds or, with written permission of the student's parent/guardian, off school grounds. Such service may include, but is not limited to, community or school outdoor beautification, campus betterment, and teacher, peer, or youth assistance programs. (Education Code 48900.6)
This community service option is not available for a student who has been suspended, pending expulsion, pursuant to Education Code 48915. However, if the recommended expulsion is not implemented or the expulsion itself is suspended, then the student may be required to perform community service for the resulting suspension. (Education Code 48900.6)
Notice to Parents/Guardians and Students
At the beginning of the school year, the Superintendent or designee shall notify parents/guardians, in writing, about the availability of district rules related to discipline. (Education Code 35291, 48980)
The Superintendent or designee shall also provide written notice of disciplinary rules to transfer students at the time of their enrollment in the district.
Regulation ADELANTO ELEMENTARY SCHOOL DISTRICT
Approved: August 20 2014 Adelanto, California

12. Dress and Grooming – BP 5132

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.
Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.
Gang-Related Apparel
The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.
Uniforms

In order to promote student safety and discourage theft, peer rivalry and/or gang activity, the principal, staff and parents/guardians at a school may establish a reasonable dress code requiring students to wear uniforms. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.
If a school's plan to require uniforms is adopted, the Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against or denied attendance to school if their parents/guardians so decide. (Education Code 35183)
The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms.
Policy ADELANTO ELEMENTARY SCHOOL DISTRICT
Adopted: May 20, 2014 Adelanto, California

13. Dress and Grooming – AR 5132

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Governing Board policy and administrative regulations. These school dress codes shall be regularly reviewed.
Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)
In addition, the following guidelines shall apply to all regular school activities:
1. Shoes must be worn at all times. Sandals must have heel straps. Thongs or backless shoes or sandals are not acceptable.
2. 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.
3. Hats, caps and other head coverings shall not be worn indoors.
4. 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 shorter than mid-thigh are prohibited.
5. Gym shorts may not be worn in classes other than physical education.
6. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.
No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)
The principal, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.
Gang-Related Apparel
At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)
Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.
Uniforms
In schools where a schoolwide uniform is required, the principal, staff and parents/guardians of the individual school shall jointly select the specific uniform to be worn. (Education Code 35183)
At least six months before a school uniform policy is implemented, the principal or designee shall notify parents/guardians of this policy. (Education Code 35183)
Parents/guardians shall also be informed of their right to have their child exempted.
The principal or designee shall also repeat this notification at the end of the school year so that parents/guardians are reminded before school clothes are likely to be purchased.
The Superintendent or designee shall establish criteria for determining student eligibility for financial assistance when purchasing uniforms.
The Superintendent or designee shall establish a method for recycling or exchanging uniforms as students grow out of them.
Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting. (Education Code 35183)
Regulation ADELANTO ELEMENTARY SCHOOL DISTRICT
Approved: May 20, 2014 Adelanto, California

14. Earthquake Emergency Procedure System – BP 3516.3

Earthquake Preparedness
Earthquake emergency procedures shall be established in every school building having an occupant capacity of 50 or more students, or more than one classroom, and shall be incorporated into the comprehensive safety plan. (Education Code 32282)
Earthquake emergency procedures shall be aligned with the Standardized Emergency Management System and the National Incident Management System. (Government Code 8607; 19 CCR 2400-2450)
The Superintendent or designee may work with the California Emergency Management Agency and the Seismic Safety Commission to develop and establish the earthquake emergency procedures. (Education Code 32282)
Earthquake emergency procedures shall outline the roles and responsibilities of students and staff during and after an earthquake.
Earthquake emergency procedures shall include, but not be limited to, all of the following: (Education Code 32282)
1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff
2. A drop procedure whereby each student and staff member takes cover under a table or desk, dropping to his/her knees, with the head protected by the arms and the back to the windows

Drop procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools.
3. Protective measures to be taken before, during, and following an earthquake
4. A program to ensure that students and staff are aware of and properly trained in the earthquake emergency procedure systemStaff and students shall be informed of the dangers to expect in an earthquake and procedures to be followed. Students shall be instructed to remain silent and follow directions given by staff in such an emergency. Staff and students also shall be taught safety precautions to take if they are in the open or on the way to or from school when an earthquake occurs.
Earthquake emergency procedures shall designate primary and alternative locations outside of buildings, which may include areas off campus if necessary, where individuals on a school site will assemble following evacuation. In designating such areas, the Superintendent or designee shall consider potential post-earthquake hazards outside school buildings including, but not limited to, power lines, trees, covered walkways, chain link fences that may be an electric shock hazard, and areas near buildings that may have debris.
Earthquake emergency procedures also shall outline primary and alternative evacuation routes that avoid areas with potential hazards to the extent possible. The needs of students with disabilities shall be considered when planning evacuation routes.
The Superintendent or designee shall identify potential earthquake hazards in classrooms and other district facilities, including, but not limited to, areas where the main gas supply or electric current enters the building, suspended ceilings, pendant light fixtures, large windows, stairwells, science laboratories, storage areas for hazardous materials, shop areas, and unsecured furniture and equipment. To the extent possible, dangers presented by such potential hazards shall be minimized by securing equipment and furnishings and removing heavy objects from high shelves.
Earthquake While Indoors at School
When an earthquake occurs, the following actions shall be taken inside buildings and classrooms:
1. Staff shall have students perform the drop procedure. Students should stay in the drop position until the emergency is over or until further instructions are given.
2. In laboratories, burners should be extinguished, if possible, before taking cover.
3. As soon as possible, staff shall move students away from windows, shelves, and heavy objects or furniture that may fall.
4. After the earthquake, the principal or designee shall determine whether planned evacuation routes and assembly locations are safe and shall communicate with teachers and other staff.
5. When directed by the principal or designee to evacuate, or if classrooms or other facilities present dangerous hazards that require immediate evacuation, staff shall account for all students under their supervision and shall evacuate the building in an orderly manner.
Earthquake While Outdoors on School Grounds
When an earthquake occurs, the following actions shall be taken by staff or other persons in authority who are outdoors on school grounds:
1. Staff shall direct students to walk away from buildings, trees, overhead power lines, power poles, or exposed wires.
2. Staff shall have students perform the drop procedure.
3. Staff shall have students stay in the open until the earthquake is over or until further directions are given.
Earthquake While on the Bus
If students are on the school bus when an earthquake occurs, the bus driver shall take proper precautions to ensure student safety, which may include pulling over to the side of the road or driving to a location away from outside hazards, if possible. Following the earthquake, the driver shall contact the Superintendent or designee for instructions before proceeding on the route or, if such contact is not possible, drive to an evacuation or assembly location.
Subsequent Emergency Procedures
After an earthquake episode has subsided, the following actions shall be taken:
1. Staff shall extinguish small fires if safe.
2. Staff shall provide first aid to any injured students, take roll, and report missing students to the principal or designee.
3. Staff and students shall refrain from lighting any stoves or burners or operating any electrical switches until the area is declared safe.
4. All buildings shall be inspected for water and gas leaks, electrical breakages, and large cracks or earth slippage affecting buildings.
5. The principal or designee shall post staff at safe distances from all building entrances and instruct staff and students to remain outside the buildings until they are declared safe.
6. The principal or designee shall request assistance as needed from the county or city civil defense office, fire and police departments, city and county building inspectors, and utility companies and shall confer with them regarding the advisability of closing the school.
7. The principal or designee shall contact the Superintendent or designee and request further instructions after assessing the earthquake damage.
8. The Superintendent or designee shall provide updates to parents/guardians of district students and members of the community about the incident, any safety issues, and follow-up directions.
Regulation ADELANTO ELEMENTARY SCHOOL DISTRICT
Approved: November 1, 2016 Adelanto, California

15. Emergencies and Disaster Preparedness Plan – BP 3516
The Board of Trustees recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster.
The Superintendent or designee shall develop and maintain a disaster preparedness plan which details provisions for handling emergencies and disasters and which shall be included in the district's comprehensive school safety plan. (Education Code 32282)
The Superintendent or designee shall also develop and maintain emergency plans for each school site.
In developing the district and school emergency plans, the Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators.
The Superintendent or designee shall use state-approved Standardized Emergency Management System guidelines and the National Incident Command System when updating district and site-level emergency and disaster preparedness plans.
The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs. (Education Code 32282)

School employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)
Policy ADELANTO ELEMENTARY SCHOOL DISTRICT
Adopted: November 1, 2016 Adelanto, California

17. Emergencies and Disaster Preparedness Plan – AR 3516

Components of the Plan
The Superintendent or designee shall ensure that district and school site plans address, at a minimum, the following types of emergencies and disasters:
1. Fire on or off school grounds which endangers students and staff
2. Earthquake or other natural disasters
3. Environmental hazards
4. Attack or disturbance, or threat of attack or disturbance, by an individual or group
6. Biological, radiological, chemical, and other activities, or heightened warning of such activities
7. Medical emergencies and quarantines, such as a pandemic influenza outbreak
The Superintendent or designee shall ensure that the district's procedures include strategies and actions for prevention/mitigation, preparedness, response, and recovery, including, but not limited to, the following:
1. Regular inspection of school facilities and equipment and identification of risks
2. Instruction and practice for students and employees regarding emergency plans, including:
a. Training of staff in first aid and cardiopulmonary resuscitation
b. Regular practice of emergency procedures by students and staff
3. Specific determination of roles and responsibilities of staff during a disaster or other emergency, including determination of:
a. The appropriate chain of command at the district and, if communication between the district and site is not possible, at each site
b. Individuals responsible for specific duties
c. Designation of the principal for the overall control and supervision of activities at each school during the emergency, including authorization to use his/her discretion in situations which do not permit execution of prearranged plans
d. Identification of at least one person at each site who holds a valid certificate in first aid and cardiopulmonary resuscitation
e. Assignment of responsibility for identification of injured persons and administration of first aid
4. Personal safety and security, including:
a. Identification of areas of responsibility for supervision of students
b. Procedures for evacuation of students and staff, including posting of evacuation routes
c. Procedures for release of students, including a procedure to release students when reference to the emergency card is not feasible
d. Identification of transportation needs, including a plan which allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety
e. Provision of a first aid kit to each classroom
f. Arrangements for students and staff with special needs
g. Upon notification that a pandemic situation exists, adjustment of attendance policies for students and sick leave policies for staff with known or suspected pandemic influenza or other infectious disease
5. Closure of schools, including an analysis of:
a. The impact on student learning and methods to ensure continuity of instruction
b. How to provide for continuity of operations for essential central office functions, such as payroll and ongoing communication with students and parents/guardians
6. Communication among staff, parents/guardians, the Board of Trustees, other governmental agencies, and the media during an emergency, including:
a. Identification of spokesperson(s)
b. Development and testing of communication platforms, such as hotlines, telephone trees, and web sites
c. Development of methods to ensure that communications are, to the extent practicable, in a language and format that is easy for parents/guardians to understand
d. Distribution of information about district and school site emergency procedures to staff, students, and parents/guardians
7. Cooperation with other state and local agencies, including:
a. Development of guidelines for law enforcement involvement and intervention
b. Collaboration with the local health department, including development of a tracking system to alert the local health department to a substantial increase of student or staff absenteeism as indicative of a potential outbreak of an infectious disease
8. Steps to be taken after the disaster or emergency, including:
a. Inspection of school facilities
b. Provision of mental health services for students and staff, as needed
(cf. 6164.2 - Guidance/Counseling Services)
Regulation ADELANTO ELEMENTARY SCHOOL DISTRICT
Approved: November 1, 2016 Adelanto, California

18. Fire Drills and Fires – AR 3516.1

Fire Drills
The principal shall cause the fire alarm signal to be sounded at least once every month. (Education Code 32001)
The principal shall also hold fire drills at least once a month at the elementary level, four times every school year at the intermediate level, and not less than twice every school year at the secondary level. (Education Code 32001)
1. The principal shall notify staff as to the schedule for fire drills.
2. Whenever a fire drill is held, all students, teachers and other employees shall be directed to leave the building. (5 CCR 550)
3. Teachers shall ascertain that no student remains in the building.

4. Teachers shall be prepared to select alternate exits and shall direct their classes to these exits whenever the designated escape route is blocked.
5. The principal or designee shall keep a record of each fire drill conducted and file a copy of this record with the office of the Superintendent or designee.
Fires
When a fire is discovered in any part of the school, the following actions shall be taken:
1. The principal or designee shall sound fire signals, unless the school and/or building is equipped with an automatic fire detection and alarm system. (Education Code 32001)
2. The principal or designee shall call 911.
3. All persons shall be directed to leave the building and shall proceed outside to designated assembly areas.
4. Staff shall give students clear direction and supervision and help maintain a calm and orderly response.
5. In outside assembly areas, teachers shall take roll, report missing students, and provide assistance to any injured students.
6. In outside assembly areas, the principal, designee and/or each department head shall account for their staff, report missing staff, and provide assistance to any injured staff.
7. If the fire is extensive, students shall be taken to an alternate location for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes.
Regulation ADELANTO ELEMENTARY SCHOOL DISTRICT
Approved: November 1, 2016 Adelanto, California

19. Gangs – BP 5136

The Governing Board desires to keep district schools free from the threats or harmful influence of any groups or gangs which exhibit drug use, violence or disruptive behavior. The Superintendent or designee shall take steps to deter gang intimidation of students and staff and confrontations between members of different gangs. He/she shall exchange information and establish mutually supportive efforts with local law enforcement authorities.
The Superintendent or designee shall provide inservice training which helps staff to identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior. Staff shall be informed about conflict management techniques and alerted to intervention measures and community resources.
The Board realizes that students become involved in gangs for many reasons, such as peer pressure, the need for a sense of belonging, and lack of refusal skills. Age-appropriate gang violence prevention education shall start with students in the early elementary grades and may start in kindergarten.
To further discourage the influence of gangs, the Superintendent or designee shall ensure that school rules of conduct and any school dress code prohibiting gang-related apparel are enforced consistently. If a student exhibits signs of gang affiliation, staff shall so inform the parent/guardian.
Policy ADELANTO ELEMENTARY SCHOOL DISTRICT
Adopted: May 20, 2014 Adelanto, California

20. Gangs – AR 5136

Cautionary Notice: AB 97 (Ch. 47, Statutes of 2013) repealed Education Code 42605, which provided temporary flexibility for specified "Tier 3" categorical programs, and instead redirects the funding for those categorical programs into the Local Control Funding Formula (LCFF) (Education Code 42238.01-42251). The supplemental and concentration grant portions of the LCFF may be used for any schoolwide or districtwide educational purpose in accordance with state regulations to be adopted by January 31, 2014, with a goal of increasing or improving services for English learners, foster youth, and students eligible for free and reduced-price meals. Certain requirements related to Tier 3 categorical program(s) in the following policy or regulation are no longer applicable.
Prevention and Intervention Measures
In order to discourage the influence of gangs, school staff shall take the following measures:
1. Any student displaying behavior, gestures, apparel or paraphernalia indicative of gang affiliation shall be referred to the principal or designee.
a. The student's parent/guardian shall be contacted and may be asked to meet with school staff.
b. The student may be sent home to change clothes if necessary.
2. Staff members shall be provided with the names of known gang members.
3. Students who seek help in rejecting gang associations may be referred to community-based gang suppression and prevention organizations.
4. Any gang graffiti on school premises shall be removed, washed down or painted over as soon as discovered.
a. Daily checks for graffiti shall be made throughout the campus.
b. Graffiti shall be photographed before it is removed. These photographs shall be shared with local law enforcement authorities and used in future disciplinary or criminal action against the offenders.
5. Classroom and after-school programs at each school shall be designed to enhance individual self-esteem, provide positive reinforcement for acceptable behavior, and foster interest in a variety of constructive activities. These programs shall also:
a. Explain the dangers of gang membership
b. Provide counseling for targeted at-risk students
c. Include lessons or role-playing workshops in gang avoidance skills and nonviolent conflict resolution, including communication skills, anger management, ethnic/cultural tolerance, and mediation skills
d. Assign individual gang members to cooperative learning groups in which they may work toward common goals with students who are not members of their gang
e. Provide school-to-career instruction
f. Provide positive interaction with local law enforcement staff
Gang prevention lessons may be taught jointly by teachers and law enforcement staff.
6. Staff shall actively promote membership in authorized student organizations which can provide students companionship, safety, and a sense of purpose and belonging, including:
a. Positive sports and cultural activities and affiliations with the local community

b. Structured, goal-oriented community service projects
(cf. 6142.4 - Service Learning/Community Service Classes)
Community Outreach
Gang prevention classes or counseling offered for parents/guardians shall address the following topics:
1. The dangers of gang membership
2. Warning signs which may indicate that children are at risk of becoming involved with gangs
3. The nature of local gang apparel and graffiti
4. Effective parenting techniques
5. Conflict resolution techniques
Community programs shall address:
1. The scope and nature of local gang problems
2. Strategies by which each segment of the community may alleviate gang problems
Regulation ADELANTO ELEMENTARY SCHOOL DISTRICT
Approved: May 20, 2014 Adelanto, California

21. Hate Motivated Behavior – Best Practices

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

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

As necessary, the district shall provide counseling, guidance, and support to students who are victims of hatemotivated behavior and to students who exhibit such behavior.

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

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

Complaint Process

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

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

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

22. Nondiscrimination/Harassment – BP 5145.3

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, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.
This policy shall apply to all acts related to school activity or to school attendance occurring within a district school. (Education Code 234.1)
Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.
The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.
The Superintendent or designee shall 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.

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.
Policy ADELANTO ELEMENTARY SCHOOL DISTRICT
Adopted: May 20, 2014 Adelanto, California

23. Nondiscrimination/Harassment – AR 5145.3

The following position is designated Coordinator for Nondiscrimination to handle complaints regarding discrimination, harassment, intimidation, or bullying and to answer inquiries regarding the district's nondiscrimination policies: (Education Code 234.1; 5 CCR 4621)
Director of Student Services
11824 Air Expressway
Adelanto, CA 92301
(760)-246-8691
To prevent discrimination, harassment, intimidation, and bullying of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:
1. Provide to employees, volunteers, and parents/guardians training and information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, harassment, intimidation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include guidelines for addressing issues related to transgender and gender-nonconforming students.
2. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior. (Education Code 234.1)
3. Annually notify all students and parents/guardians of the district's nondiscrimination policy and of the opportunity to inform the Coordinator whenever a student's participation in a sex-segregated school program or activity together with another student of the opposite biological sex would be against the student's religious beliefs and/or practices or a violation of his/her right to privacy. In such a case, the Coordinator shall meet with the student and/or parent/guardian to determine how best to accommodate the student.
4. Publicize the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, employees, volunteers, and the general public and post them on the district's web site and other locations that are easily accessible to students. (Education Code 234.1)
5. When 15 percent or more of a school's students speak a single primary language other than English, translate the nondiscrimination policy, related complaint procedures, and all forms for use in the complaint process into that other language. (Education Code 234.1, 48985)
6. At the beginning of each school year, inform school employees that any employee who witnesses any act of discrimination, harassment, intimidation, or bullying against a student is required to intervene if it is safe to do so. (Education Code 234.1)
7. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate accommodation(s) to protect students' privacy rights and ensure their safety from threatened or potentially harassing, intimidating, or discriminatory behavior.
Process for Initiating and Responding to Complaints
Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator, the principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the Coordinator or principal, whether or not the victim files a complaint.
Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying or to whom such an incident is reported shall immediately report the incident to the Coordinator or principal, whether or not the victim files a complaint.
Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the Coordinator shall immediately investigate the complaint in accordance with the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.
Transgender and Gender-Nonconforming Students
Gender identity means a person's gender-related identity, appearance, or behavior, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth.
Gender expression means a person's gender-related appearance and behavior, whether or not stereotypically associated with the person's assigned sex at birth. (Education Code 210.7)
Transgender student means a student whose gender identity or gender expression is different from that traditionally associated with the assigned sex at birth.
Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.
To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:
1. Right to privacy: A student's transgender or gender-nonconforming status is his/her private information and the district will only disclose the information to others with the student's prior consent, except when the disclosure is otherwise required by law or is necessary to preserve the student's physical or mental well-being. Any district employee to whom a student discloses his/her transgender or gender-nonconforming status shall seek the student's permission to notify the Coordinator for Nondiscrimination. If the student refuses to give permission, the employee shall keep the student's information confidential, unless he/she is required to disclose or report the student's information pursuant to law or district policy, and shall inform the student that it may be impossible to accommodate the student's needs related to his/her status as a transgender or gender-nonconforming student. If the student permits the employee to notify the Coordinator, the employee shall do so within three school days.
As appropriate, the Coordinator shall discuss with the student any need to disclose the student's transgender or gender-nonconformity status to his/her parents/guardians and/or others, including other students, teacher(s), or other adults on campus. Any decision to disclose the student's status to others shall be based on the student's best interest.
2. Determining a Student's Gender Identity: The Coordinator shall accept the student's assertion unless district personnel present a credible basis for believing that the student's assertion is for an improper purpose. In such a case, the Coordinator shall document the improper purpose and, within seven school days of receiving notification of the student's assertion, shall provide a written response to the student and, if appropriate, to his/her parents/guardians.

3. Addressing a Student's Transition Needs: The Coordinator shall arrange a meeting with the student and, if appropriate, his/her parents/guardians to identify potential issues, including transition-related issues, and to develop strategies for addressing them. The meeting shall discuss the transgender or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the Coordinator shall identify specific school site employee(s) to whom the student may report any problem related to his/her status as a transgender or gender-nonconforming individual, so that prompt action could be taken to address it.
4. Accessibility to Sex-segregated Facilities, Programs, and Activities: The district may maintain sex-segregated facilities, such as restrooms and locker rooms, and sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs. A student shall be entitled to access facilities and participate in programs and activities consistent with his/her gender identity. In addition, a student shall be permitted to participate in accordance with his/her gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. However, a student's right to participate in a sex-segregated activity in accordance with his/her gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.
5. Student Records: A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed pursuant to a court order. However, at the written request of a student or, if appropriate, his/her parents/guardians, the district shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district-related documents.
6. Names and Pronouns: If a student so chooses, district personnel shall be required to address the student by a name and the pronouns consistent with his/her gender identity, without the necessity of a court order or a change to his/her official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns shall not constitute a violation of this administrative regulation or the accompanying district policy.
7. Uniforms/Dress Code: A student has the right to dress in a manner consistent with his/her gender identity, subject to any dress code adopted on a school site.
Regulation ADELANTO ELEMENTARY SCHOOL DISTRICT
Approved: May 20, 2014 Adelanto, California

24. Notification of Dangerous Pupils (Employee Security) – BP 4158, 4258, 4358

The Board of Trustees desires to provide a safe and orderly work environment for all employees. As part of the district's comprehensive safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for providing them with necessary assistance and support when emergency situations occur.
Any employee against whom violence or any threat of violence has been directed in the workplace shall notify the Superintendent or designee immediately. The Superintendent or designee shall initiate legal and security measures to protect the employee and others in the workplace. In addition, the Superintendent or designee may initiate legal proceedings against any individual to recover damages for injury caused by the willful misconduct of that individual to the person or property of an employee or another person on district premises.
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 techniques, and crisis resolution.
The Superintendent or designee also shall ensure that employees are informed, in accordance with law, of crimes and offenses committed by students who may pose a danger in the classroom. (Education Code 48201, 49079; Welfare and Institutions Code 827)
The Superintendent or designee may make available at appropriate locations, including, but not limited to, district and school offices, gyms, and classrooms, communication devices that would enable two-way communication with law enforcement and others when emergencies occur.
Use of Pepper Spray
Employees may not carry or possess pepper spray on school property or at school activities. On a case-by-case basis, however, the Superintendent or designee may allow an employee to possess pepper spray that meets the requirements of Penal Code 12403.7 when justified by unusual dangerous circumstances. Any employee who is negligent or careless in the possession or handling of pepper spray shall be subject to appropriate disciplinary measures.
Reporting of Injurious Objects
The Board of Trustees requires employees to take immediate action upon being made aware that any person is in possession of an unauthorized injurious object on school grounds or at a school-related or school-sponsored activity. The employee shall use his/her own judgment as to the potential danger involved and, based upon this analysis, shall do one of the following:
1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately call 911 and the principal
When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

Policy ADELANTO ELEMENTARY SCHOOL DISTRICT
Adopted: June 21, 2011 Adelanto, California
Revised: August 27, 2019

25. Notification of Dangerous Pupils (Employee Security) – AR 4158, 4258, 4358

An employee may use reasonable and necessary force for his/her self-defense, defense of another person, or protection of property; to quell a disturbance threatening physical injury to others; or to obtain possession of weapons or other dangerous objects within the control of a student. (Education Code 44807, 49001)
An employee shall promptly report to the principal or other immediate supervisor any attack, assault, or physical threat made against him/her by a student or by any other individual in relation to the employee's performance of his/her duties, and any action the employee took in response. When appropriate, the employee and the principal or other immediate supervisor shall report the incident to law enforcement.

Whenever an incident is reported to Law Enforcement, the Principal or immediate supervisor shall inform the Superintendent and Cabinet. Reports of attack, assault, or threat shall be forwarded immediately to the Superintendent or designee.
Notice Regarding Student Offenses Committed While Under School Jurisdiction
The Superintendent or designee shall inform the teacher(s) of each student who has engaged in, or is reasonably suspected of, any act during the previous three school 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 maintained in the ordinary course of business or records received from a law enforcement agency. (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 the student's teacher(s) that the student was suspended or expelled 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 Institutions Code 827)
The principal shall disseminate this information to any counselor who directly supervises or reports 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 the district. 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, and 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 that one of his/her students has committed an offense that requires his/her review of a student's file in the school office. This notice 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.
Use of Pepper Spray
Employees who possess pepper spray on school property shall be notified of the following conditions:
1. The pepper spray shall be used only in self-defense.
2. An employee who uses pepper spray other than in self-defense shall be subject to disciplinary action by the district and, in accordance with law, a fine and/or imprisonment.
3. Employees shall ensure that the pepper spray is stored in a secure place and not accessible to students or other individuals. An employee who is negligent in the storage of pepper spray may be subject to disciplinary action.
Regulation ADELANTO ELEMENTARY SCHOOL DISTRICT
Approved: June 21, 2011 Adelanto, California
Revised: August 27, 2019

26. School Safety - BP 5142
The Governing Board recognizes the importance of providing a safe school environment that is conducive to learning and helps ensure student safety and the prevention of student injury. The Superintendent or designee shall implement appropriate practices to minimize the risk of harm to students, including, but not limited to, practices relative to school facilities and equipment, the outdoor environment, educational programs, and school-sponsored activities.
Staff shall be responsible for the proper supervision of students during school hours, during school-sponsored activities, and while students are using district transportation to and from school.
The Superintendent or designee shall ensure that students receive appropriate instruction on topics related to safety, as well as injury and disease prevention.
Crossing Guards/Safety Patrol
To assist students in safely crossing streets adjacent to or near school sites, the Board may employ crossing guards and/or establish a safety patrol at any district school. The Superintendent or designee shall periodically examine traffic patterns within school attendance areas in order to identify locations where crossing assistance may be needed.

Policy ADELANTO ELEMENTARY SCHOOL DISTRICT
Adopted: May 20, 2014 Adelanto, California

27. School Safety – AR 5131.4

Each principal or designee shall establish school rules for the safe and appropriate use of school equipment and materials and for student conduct consistent with law, Board policy, and administrative regulation. Copies of the rules shall be distributed to parents/guardians and shall be readily available at the school at all times.

Release of Students

Students shall be released during the school day only to the custody of an adult if:

1. The adult is the student's custodial parent/guardian.
2. The adult has been authorized on the student's emergency card as someone to whom the student may be released when the custodial parent/guardian cannot be reached, and the principal or designee verifies the adult's identity.
3. The adult is an authorized law enforcement officer acting in accordance with law.
4. The adult is taking the student to emergency medical care at the request of the principal or designee.

Supervision of Students

Teachers shall be present at their respective rooms and shall open them to admit students not less than 30 minutes before the time when school starts. (5 CCR 5570)

Every teacher shall hold students accountable for their conduct on the way to and from school, on the playgrounds, and during recess. (Education Code 44807)

The principal or designee shall require all individuals supervising students to remain alert in spotting dangerous conditions, promptly report any such conditions to the principal or designee, and file a written report on such conditions as appropriate.

In arranging for appropriate supervision on playgrounds, the principal or designee shall:

1. Where playground supervision is not otherwise provided, provide for certificated employees to supervise the conduct and safety, and direct the play, of students who are on school grounds before and after school and during recess and other intermissions (5 CCR 5552)
2. Clearly identify supervision zones on the playground and require all playground supervisors to remain outside at a location from which they can observe their entire zone of supervision
3. Consider the size of the playground area, the number of areas that are not immediately visible, and the age of the students to determine the ratio of playground supervisors to students

The Superintendent or designee shall ensure that teachers, teacher aides, playground supervisors, yard aides, and volunteers who supervise students receive training in safety practices and in supervisory techniques that will help them to forestall problems and resolve conflicts. Such training shall be documented and kept on file.

Student Safety Patrols

School safety patrols shall be used only at those locations where the nature of traffic will permit their safe operation. The locations where school safety patrols are used should be determined jointly with the local law enforcement agency. (5 CCR 572)

A school safety patrol shall be composed of students of the school who are selected by the principal and shall serve only with written consent from their parent/guardian. Patrol members shall be at least 10 years old and at least in the fifth grade. (Education Code 49302; 5 CCR 571)

Patrol members shall be under the supervision and control of the principal or designee and shall receive training in proper procedures, including, but not limited to, the operations specified in 5 CCR 573-574. Whenever on duty, patrol members shall wear the standard uniform required by 5 CCR 576.

Playground Safety

Any new playground or any replacement of equipment or modification of components inside an existing playground shall conform to standards set forth by the American Society for Testing and Materials and the guidelines set forth by the U.S. Consumer Product Safety Commission. (Health and Safety Code 115725)

Any playground installed between January 1, 1994, and December 31, 1999, shall conform to these standards not later than 15 years after the date of installation. (Health and Safety Code 115725)

Activities with Safety Risks

Because of concerns about the risk to student safety, the principal or designee shall not permit the following activities on campus or during school-sponsored events unless the activity is properly supervised, students wear protective gear as appropriate, and each participant has insurance coverage:

11. Other activities determined by the principal to have a high risk to student safety

Students who operate or ride as a passenger on a bicycle, nonmotorized scooter, or skateboard upon a street, bikeway, or any other public bicycle path or trail shall wear a properly fitted and fastened bicycle helmet that meets the standards of law. Students also shall be required to wear such helmets while wearing in-line or roller skates. (Vehicle Code 21212)

Laboratory Safety

The principal of each school offering laboratory work shall develop procedures for laboratory safety and designate a trained certificated employee to implement and regularly review these procedures.

Hearing Protection

The Superintendent or designee shall monitor students' exposure to excessive noise in classrooms and provide protection as necessary. The Superintendent or designee also may provide hearing conservation education to teach students ways to protect their hearing.

Eye Safety Devices

The Superintendent or designee shall provide schools with eye safety devices for use whenever students, teachers, or visitors are engaged in or observing an activity or using hazardous substances likely to cause injury to the eyes. Eye safety devices may be sold to students for an amount not to exceed their actual cost to the district. (Education Code 32030, 32031, 32033)

Protection Against Insect Bites

To help protect students against insect bites or stings that may spread disease or cause allergic reactions, students shall be allowed to apply insect repellent provided by their parents/guardians, under the supervision of school personnel, and in accordance with the manufacturer's directions, when engaging in outdoor activities.

Regulation ADELANTO ELEMENTARY SCHOOL DISTRICT
approved: May 20, 2014 Adelanto, California

28. Campus Security – BP 3515

The Board of Trustees is committed to providing a school environment that promotes the safety of students, employees, and visitors to school grounds. The Board also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft.

The Superintendent or designee shall develop campus security procedures which are consistent with the goals and objectives of the district's comprehensive safety plan and site-level safety plans. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.
Surveillance Systems
The Board believes that reasonable use of surveillance cameras will help the district achieve its goals for campus security. In consultation with the safety planning committee and relevant staff, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Any audio capability on the district's surveillance equipment shall be disabled so that sounds are not recorded.
Prior to the operation of the surveillance system, the Superintendent or designee shall ensure that signs are posted at conspicuous locations at affected school buildings and grounds. These signs shall inform students, staff, and visitors that surveillance may occur and shall state whether the district's system is actively monitored by school personnel. The Superintendent or designee shall also provide prior written notice to students and parents/guardians about the district's surveillance system, including the locations where surveillance may occur, explaining that the recordings may be used in disciplinary proceedings, and that matters captured by the camera may be referred to local law enforcement, as appropriate.
To the extent that any images from the district's surveillance system create a student or personnel record, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining agreements.
Policy ADELANTO ELEMENTARY SCHOOL DISTRICT
adopted: November 1, 2016 Adelanto, California

29. Search and Seizure – BP 5145.12
The Governing Board is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the health and welfare of students and staff, school officials may search students, their property, and/or district property under their control and may seize illegal, unsafe, or otherwise prohibited items.
The Board urges that employees exercise discretion and good judgment. When conducting a search or seizure, employees shall act in accordance with law, Board policy, and administrative regulation.
The Superintendent or designee shall ensure that staff who conduct student searches receive training regarding the requirements of the district's policy and administrative regulation and other legal issues, as appropriate.
Individual Searches
School officials may search any individual student, his/her property, or district property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices.
Any search of a student, his/her property, or district property under his/her control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search shall include the danger to the health or safety of students or staff, such as the possession of weapons, drugs, or other dangerous instruments, and whether the item(s) to be searched by school officials are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation.
Employees shall not conduct strip searches or body cavity searches of any student. (Education Code 49050)
Searches of individual students shall be conducted in the presence of at least two district employees.
The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.
Searches of Multiple Student Lockers/Desks
All student lockers and desks are the property of the district. The principal or designee may conduct a general inspection of school properties that are within the control of students, such as lockers and desks, on a regular, announced basis, with students standing by their assigned lockers or desks. Any items contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned.
Use of Contraband Detection Dogs
In an effort to keep the schools free of dangerous contraband, the district may use specially trained, nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy.
The dogs may sniff the air around lockers, desks, or vehicles on district property or at district-sponsored events. Dogs shall not sniff within the close proximity of students or other persons and may not sniff any personal items on those persons without their consent.
Policy ADELANTO ELEMENTARY SCHOOL DISTRICT
Adopted: May 20, 2014 Adelanto, California

30. Sexual Harassment – BP 5145.7
The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in district complaint processes.
Instruction/Information
The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:
1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made

5. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable
Complaint Process
Any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity (e.g., by a visiting athlete or coach) shall immediately contact his/her teacher or any other employee. An employee who receives such a complaint shall report it in accordance with administrative regulation.
The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.
Disciplinary Actions
Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.
Confidentiality and Record-Keeping
All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)
The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in the schools.
Policy ADELANTO ELEMENTARY SCHOOL DISTRICT
adopted: May 20, 2014 Adelanto, California

31. Sexual Harassment – AR 5145.7
Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the work or educational setting, when (Education Code 212.5):
1. Submission to the conduct is made either expressly or by implication, a term or condition of the other's employment
2. Submission to or rejection of such conduct by the other individual is used as the basis for an employment decision affecting him/her
3. The conduct has the purpose or effect of unreasonably interfering with the other individual's work performance; creating an intimidating, hostile or offensive work environment; or of adversely affecting the other individual's evaluation, advancement, assigned duties, or any other condition of employment or career development
4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs or activities available at or through the district
Other examples of actions that might constitute sexual harassment, whether committed by a supervisor, a co-worker, or a non- employee, include but are not limited to:
1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit e-mails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements
Prohibited sexual harassment may also include any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.
Training
By January 1, 2006, and every two years thereafter, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All newly hired or promoted supervisory employees shall receive training within six months of their assumption of the supervisory position. (Government Code 12950.1)
The district's training and education program for supervisory employees shall include information and practical guidance regarding the federal and state statutory law on the prohibition against and the prevention and correction of sexual harassment and the remedies available to the victims of sexual harassment in employment. The training shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation. (Government Code 12950.1)
In addition, the Superintendent or designee shall ensure that all employees receive periodic training regarding the district's sexual harassment policy, particularly the procedures for filing complaints and employees' duty to use the district's complaint procedures.
Notifications
A copy of this policy and this administrative regulation shall: (Education Code 231.5)
1. Be displayed in a prominent location in the main administrative building or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted
2. Be provided to each faculty member, all members of the administrative staff, and all members of the support staff at the beginning of the first quarter or semester of the school year, or whenever a new employee is hired
3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures and standards of conduct
All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing (DFEH) or a copy of district information sheets that contain, at a minimum, components on: (Government Code 12950)
1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples
4. The district's complaint process available to the employee
5. The legal remedies and complaint process available through the Fair Employment and Housing Department and Commission EEOC)
6. Directions on how to contact the DFEH and the EEOC
Regulation ADELANTO SCHOOL DISTRICT
Approved: April 17, 2006 Adelanto, California

32. Suicide Prevention – Best Practices

The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. To attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

In developing measures and strategies for use by the district, the Superintendent or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, local health agencies, mental health professionals, and community organizations.

Such measures and strategies shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees (as determined by district administration) who interact with students in the secondary grades
2. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and responding appropriately to warning signs of suicidal intent in others
3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students
4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the youth suicide problem, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis
5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
6. Crisis intervention procedures for addressing suicide threats or attempts
7. Assessing the need for counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-ofhome settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth. (Education Code 215)

33. Suicide Prevention – Best Practices

Staff Development

Suicide awareness and prevention training shall be provided to teachers, counselors, and other district employees (as determined by district administration) who interact with students at the secondary level. The training shall be offered under the direction of a district counselor/psychologist and/or in cooperation with one or more community mental health agencies.

Materials for training shall include how to identify appropriate mental health services at the school site and within the community, and when and how to refer youth and their families to those services. Materials also shall include programs that can be completed through self-review of suitable suicide prevention materials. (Education Code 215)

Staff development shall include research and information related to the following topics:

8. The higher risk of suicide among certain student populations. including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian. gay, bisexual, transgender, or questioning youth
9. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe \
stressor or loss, family instability, impulsivity, intense unstable relationships, substance abuse, and other factors
10. Warning signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent
11. Protective factors that may help to decrease a person's suicide risk, such as resiliency, problem-solving ability, access to mental health care, and positive connections to family, peers, school, and community
12. Instructional strategies for teaching the suicide awareness and prevention curriculum and promoting mental and emotional health
13. School and community resources and services, including resources and services that meet the specific needs of high-risk groups
14. Screening and intervening when a student attempts, threatens, or discloses the desire to die by suicide

Instruction

The district's comprehensive secondary health education program shall promote the healthy mental, emotional, and social development of students and shall be aligned with the state content standards and curriculum framework. Suicide awareness and prevention instruction shall be incorporated into the health education curriculum at appropriate secondary grades and shall be designed to help students:

1. Identify and analyze signs of depression and self-destructive behaviors and understand how feelings of depression. loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide
2. Develop coping and resiliency skills and self-esteem
3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent
4. Identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking services for mental health, substance abuse, and/or suicide prevention

Intervention
Students shall be encouraged to notify a teacher, school administrator, counselor, psychologist or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, he/she shall promptly notify the school administrator, school counselor or school psychologist.

Any personal information that a student discloses to a school employee that who is licensed or credentialed, shall generally not be revealed, released, referenced, or discussed with third parties, unless he/she has reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or others. In this case, the counselor, therapist, or licensed school employee may report this information to the school administrator or the student's parents/guardians. In addition, the school counselor or psychologist may disclose information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for mental health services and/or treatment. (Education Code 49602)

A school employee shall act only within the authorization and scope of his/her credential or license. An employee is not authorized to diagnose or treat mental illness unless he/she is specifically licensed and employed to do so. (Education Code 215)

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall receive training that includes identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults.

When a suicide attempt or threat is reported, the principal or designee shall ensure student safety by taking the following actions:

1. Immediately securing medical treatment and/or mental health services as necessary
2. Notifying law enforcement and/or other providers of emergency assistance if a suicidal act is being actively threatened
3. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
4. Removing other students from the immediate area as soon as possible

The principal or designee shall document the incident in writing, including the steps that the school took in response to the suicide attempt or threat.

The Superintendent or designee shall follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. If the parent/guardian does not access treatment for the student, the Superintendent or designee shall meet with the parent/guardian to identify barriers to treatment and assist the family in providing follow-up care for the student. If follow-up care is still not provided, the
Superintendent or designee shall consider whether he/she is required, pursuant to laws for mandated reporters of child neglect, to refer the matter to the local child protective services agency.

For any student returning to school after a mental health crisis, the principal or designee and/or school counselor or psychologist may meet with the parents/guardian and, if appropriate, with the student to discuss re-entry and appropriate next steps to safely ensure the student's readiness for return to school.

Postvention
In the event that a student dies by suicide, the Superintendent or designee shall communicate with the student's parents/guardians to offer condolences, assistance, and resources. In accordance with the laws governing confidentiality of student record information, the Superintendent or designee shall consult with the parents/guardians regarding facts that may be divulged to notify other students, parents/guardians, and staff.

The Superintendent or designee shall implement procedures interventions to address students' and staffs grief and to minimize the risk of imitative suicide or suicide contagion. He/she shall provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. School staff may receive assistance from school counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

Any response to media inquiries shall be handled by the district-designated spokesperson who shall not divulge confidential information. The district's response shall not sensationalize suicide and shall focus on the district's postvention plan and available resources.

After any suicide or attempted suicide by a student, the Superintendent or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

34. Suspensions and Expulsion/Due Process – BP 5144.1
The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law and the accompanying administrative regulation.
Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or other school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))
1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus
4. During, going to, or coming from a school-sponsored activity
District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.
Appropriate Use of Suspension and Expulsion
Except when a student commits an act that violates Education Code 48900(a)-(e) or his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct.
Except when a student commits an act listed in Education Code 48915(c), the Superintendent or designee shall have the discretion to determine whether to recommend to the Board that the student be expelled.
To correct the behavior of any student who is subject to discipline, the Superintendent or designee shall, to the extent allowed by law, first use alternative disciplinary strategies specified in AR 5144 - Discipline. (Education Code 48900.5, 48900.6)
Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.
District staff shall not suspend any student for disruption or willful defiance, unless the suspension is warranted by documented repetitive behavior of the student or the disruption or willful defiance occurred in conjunction with another violation for which the student may be suspended.
A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to classroom or school removal.
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, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)
Removal from Class by a Teacher and Parental Attendance
When suspending a student from class for committing an obscene act, engaging in habitual profanity or vulgarity, disrupting school activities, or otherwise willfully defying valid staff authority, the teacher of the class may require any parent/guardian who lives with the student to attend a portion of the school day in the class from which the student is being suspended, to assist in resolving the classroom behavior problems. (Education Code 48900.1)
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 teacher and the student and his/her parents/guardians and to improve the student's behavior.
Any teacher requiring parental attendance pursuant to this policy shall apply the policy uniformly to all students within the classroom. (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 required pursuant to law and that, if there are reasonable factors that may prevent the parent/guardian from complying with the requirement, he/she should contact the school. (Education Code 48900.1)
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)
At the meeting with the student's parent/guardian, the principal or designee shall explain the district's and school's discipline policies, including the disciplinary strategies that may be used to achieve proper student conduct.
When a parent/guardian does not respond to the request to attend school, the principal or designee shall contact him/her by any method that maintains the confidentiality of the student's records.
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)
Supervised Suspension Classroom
To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.
Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)
Decision Not to Enforce Expulsion Order
Upon voting to expel a student, the Board may suspend enforcement of the expulsion order pursuant to the requirements of law and administrative regulation. (Education Code 48917)
Maintenance and Monitoring of Outcome Data
The Superintendent or designee shall annually present to the Board a report of the outcome data which the district is required to collect pursuant to Education Code 48900.8 and 48916.1, including the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period.
The report shall be disaggregated by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, foster youth, and students with disabilities. The report also shall include information about whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.
Policy ADELANTO ELEMENTARY SCHOOL DISTRICT
Adopted: August 20, 2014 Adelanto, California

35. Suspensions and Expulsion/Due Process – AR 5144.1

Definitions
Suspension from school means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)
1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level
2. Referral to a certificated employee designated by the principal to advise students
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910. Removal from a particular class shall not occur more than once every five school days
Expulsion means removal of a student from the immediate supervision and control or the general supervision of school personnel. (Education Code 48925)
Day means a calendar day unless otherwise specifically provided. (Education Code 48925)
School day means a day upon which the schools of the district are in session or weekdays during the summer recess. (Education Code 48925)
Principal's designee means one or more administrators or, if there is not a second administrator at one school site, a certificated person specifically designated by the principal, in writing, to assist with disciplinary procedures. Only one such person may be designated at any time as the principal's primary designee and only one such person may be designated as secondary designee for the school year. The names of such persons shall be on file in the principal's office. (Education Code 48911)
School property, for the purposes described in Education Code 48900, includes, but is not limited to, electronic files and databases. (Education Code 48900(u))
Notice of Regulations
At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, including suspension and expulsion. (Education Code 35291, 48900.1, 48980)
Grounds for Suspension and Expulsion
Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows:
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object
3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))
5. Committed or attempted to commit robbery or extortion (Education Code 48900(e))
6. Caused or attempted to cause damage to school property or private property (Education Code 48900(f))
7. Stole or attempted to steal school property or private property (Education Code 48900(g))
8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products (Education Code 48900(h))
9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))
10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties (Education Code 48900(k))
12. Knowingly received stolen school property or private property (Education Code 48900(l))
13. Possessed an imitation firearm (Education Code 48900(m))
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. (Education Code 48900(m))
14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))
17. Engaged in, or attempted to engage in, hazing (Education Code 48900(q))
Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events.
18. Engaged in an act of bullying (Education Code 48900(r))
Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school.
Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 (items #21-23 below), that has any of the effects described above on a reasonable student.
Electronic act means the creation or transmission of a communication originated on or off school site, including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet web site shall include, but

is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.
Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. (Education Code 48900(r))
19. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31 (Education Code 48900(t))
20. Made terrorist threats against school officials and/or school property. (Education Code 48900.7)
A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of $1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)
A student in grades 4-12 is also subject to suspension or recommendation for expulsion when it is determined that he/she:
21. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)
Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)
22. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)
Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)
23. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)
Removal from Class by a Teacher and Parental Attendance
A teacher may remove a student from his/her class for the remainder of the day and the following day only for acts specified in Education Code 48900 and listed under "Grounds for Suspension and Expulsion" above. (Education Code 48910)
When removing a student from his/her class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, he/she shall be appropriately supervised during the class periods from which he/she has been removed. (Education Code 48910)
As soon as possible after the teacher decides to remove the student, he/she shall ask the student's parent/guardian to attend a parent-teacher conference regarding the removal. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (Education Code 48910)
A student removed from class shall not be returned to class during the period of removal without the approval of the teacher of the class and the principal or designee. (Education Code 48910)
A student removed from class shall not be placed in another regular class during the period of removal. However, a student assigned to more than one class per day may continue to attend other regular classes except those held at the same time as the class from which he/she was removed. (Education Code 48910)
The teacher of any class from which a student is removed may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)
Pursuant to Board policy, a teacher may require the parent/guardian of a student whom the teacher has removed to attend a portion of a school day in his/her child's classroom. When a teacher makes this request, the principal shall send the parent/guardian a written notice that the parent/guardian's attendance is requested pursuant to law. (Education Code 48900.1)
The notice shall:
1. Inform the parent/guardian when his/her presence is expected and by what means he/she may arrange an alternate date
2. State that if the parent/guardian does not have a means of transportation to school, he/she may ride the school bus with the student
3. Direct the parent/guardian to meet with the principal after the visit and before leaving school
4. Direct the parent/guardian to contact the school if there are reasonable factors that would prevent him/her from complying with the attendance requirement
Suspension by Superintendent, Principal, or Designee
The Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to be: (Education Code 48915(c))
1. Possessing, as verified by a district employee, selling, or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Brandishing a knife as defined in Education Code 48915(g)
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
4. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
5. Possessing an explosive as defined in 18 USC 921
In addition, the Superintendent, principal, or designee may impose a suspension upon a first offense if he/she determines that the student violated any of items #1-5 listed under "Grounds for Suspension and Expulsion" above or if the student's presence causes a danger to persons. (Education Code 48900.5)
For all other offenses, a student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct in the student. (Education Code 48900.5)
When other means of correction are implemented prior to imposing suspension or supervised suspension upon a student, the Superintendent, principal, or designee shall document the other means of correction used and retain them in the student's record. (Education Code 48900.5)
Length of Suspension

The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days unless the suspension is extended pending expulsion. (Education Code 48911)
A student may be suspended from school for not more than 20 school days in any school year. However, when a student enrolls in or is transferred to another regular school, an opportunity school (Education Code 46180, 48640 et. seq.), or continuation school or class for the purpose of adjustment, he/she may be suspended for not more than 30 school days in a school year. The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903, 48911, 48912)
(cf. 6184 - Continuation Education)
These restrictions on the number of days of suspension shall not apply when the suspension is extended pending an expulsion. (Education Code 48911)
Due Process Procedures for Suspension
Suspensions shall be imposed in accordance with the following procedures:
1. Informal Conference: Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, presented with the evidence against him/her, and given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911)
This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of the conference. The conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)
2. Administrative Actions: All requests for student suspension are to be processed by the principal or designee. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (Education Code 48911)
3. Notice to Parents/Guardians: At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension. (Education Code 48911)
This notice shall state the specific offense committed by the student. (Education
In addition, the notice may state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may add that state law requires the parent/guardian to respond to such requests without delay.
4. Parent/Guardian Conference: Whenever a student is suspended, school officials may meet with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved, and any other pertinent matter. (Education Code 48914)
Although the parent/guardian is required to respond without delay to a request for a conference about his/her child's behavior, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied reinstatement solely because the parent/guardian failed to attend the conference. (Education Code 48911)
5. Extension of Suspension: If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision. (Education Code 48911)
Any extension of the original period of suspension shall be preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension. Extension of the suspension may be made only if the Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)
If the student involved is a foster youth, the Superintendent or designee shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (Education Code 48853.5, 48911, 48918.1)
(cf. 6173.1 - Education for Foster Youth)
In addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct his/her behavior and keep him/her in school.
Suspension by the Board
The Board may suspend a student for any of the acts listed under "Grounds for Suspension and Expulsion" above and within the limits specified under "Suspension by Superintendent, Principal, or Designee" above. (Education Code 48912)
The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester if any of the acts listed under "Grounds for Suspension and Expulsion" occurred. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)
When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold a closed session if a public hearing would lead to disclosure of information violating a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)
(cf. 9321 - Closed Session Purposes and Agendas)
The Board shall provide the student and his/her parent/guardian with written notice of the closed session by registered or certified mail or personal service. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)
Supervised Suspension Classroom
A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff may be assigned to a supervised suspension classroom in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)
1. The supervised suspension classroom shall be staffed in accordance with law.

2. The student shall have access to appropriate counseling services.
3. The supervised suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.
4. The student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.
At the time a student is assigned to a supervised suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification shall be made in writing. (Education Code 48911.1)
Authority to Expel
A student may be expelled only by the Board. (Education Code 48918(j))
The Board shall expel, as required by law, any student found to have committed any offense listed below under "Mandatory Recommendation and Mandatory Expulsion." (Education Code 48915)
For all other grounds listed above under "Grounds for Suspension and Expulsion," the Board shall order a student expelled, upon the recommendation of the Superintendent, principal, or designee, only if the Board makes a finding of either or both of the following: (Education Code 48915(b) and (e))
1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others
Superintendent, Principal, or Designee's Authority to Recommend Expulsion
Unless the Superintendent, principal, or designee determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, he/she shall recommend a student's expulsion for any of the following acts: (Education Code 48915(a))
1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife as defined in Education Code 48915(g) or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee
In determining whether or not to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 48915)
Mandatory Recommendation and Mandatory Expulsion
The Superintendent, principal, or designee shall recommend that the Board expel any student found at school or at a school activity to be: (Education Code 48915(c))
1. Possessing, as verified by a district employee, selling, or otherwise furnishing a firearm.
However, possession of an imitation firearm, as defined in Education Code 48900(m), shall not be regarded as an offense requiring a mandatory recommendation for expulsion and mandatory expulsion.
2. Brandishing a knife as defined in Education Code 48915(g) at another person
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
4. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
5. Possessing an explosive as defined in 18 USC 921
Upon finding that the student committed any of the above acts, the Board shall expel the student. (Education Code 48915)
Student's Right to Expulsion Hearing
Any student recommended for expulsion shall be entitled to a hearing to determine whether he/she should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed one of the acts listed above under "Grounds for Suspension and Expulsion." (Education Code 48918(a))
The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code 48918(a))
If the Board finds it impractical during the regular school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))
If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))
Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))
Stipulated Expulsion
After a determination that a student has committed an offense listed above under "Grounds for Suspension and Expulsion" for which expulsion is permitted or mandatory, the Superintendent, principal, or designee shall offer the student and his/her parent/guardian the option to waive a hearing and stipulate to the expulsion. The offer shall be made only after the student or his/her parent/guardian has been given written notice of the expulsion hearing pursuant to Education Code 48918.
The stipulation agreement shall be in writing and shall be signed by the student and his/her parent/guardian. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of his/her right to have a full hearing, to appeal the expulsion to the County Board of Education, and to consult legal counsel.
A stipulated expulsion shall be effective upon approval by the Board.
Rights of Complaining Witness
An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental, or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of his/her right to: (Education Code 48918.5)
1. Receive five days' notice of his/her scheduled testimony at the hearing
2. Have up to two adult support persons of his/her choosing present at the hearing at the time he/she testifies
3. Have a closed hearing during the time he/she testifies
Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)
Written Notice of the Expulsion Hearing
Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))
1. The date and place of the hearing
2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based
3. A copy of district disciplinary rules which relate to the alleged violation
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment. This obligation applies when astudent is expelled for acts other than those described in Education Code 48915(a) or (c)
(cf. 5119 - Students Expelled from Other Districts)
5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney advisor
Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.
Nonattorney advisor means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case and has been selected by the student or student's parent/guardian to provide assistance at the hearing.
6. The right to inspect and obtain copies of all documents to be used at the hearing
7. The opportunity to confront and question all witnesses who testify at the hearing
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses
Additional Notice of Expulsion Hearing for Foster Youth
At least 10 days prior to a hearing to determine if a student who is a foster youth as defined under Education Code 48853.5 should be expelled for an offense not requiring a mandatory recommendation for expulsion, the Superintendent or designee shall notify the student's attorney and a representative of an appropriate county child welfare agency. If the hearing is pursuant to an offense requiring a mandatory expulsion recommendation, the Superintendent or designee may provide the same notification. The notice shall be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)
Conduct of Expulsion Hearing
1. Closed Session: Notwithstanding the provisions of Government Code 54953 and Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public unless another student's privacy rights would be violated. (Education Code 48918(c))
Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code 48918(c))
If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))
2. Record of Hearing: A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))
3. Subpoenas: Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20. (Education Code 48918(i))
Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))
If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))
4. Presentation of Evidence: Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion" above. (Education Code 48918(h))
Findings of fact shall be based solely on the evidence at the hearing. Although no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))
In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

5. Testimony by Complaining Witnesses: The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)
a. Any complaining witness shall be given five days' notice before being called to testify.
b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during his/her testimony.
c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.
f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.
g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.
(1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.
(2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.
(3) The person conducting the hearing may:
(a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness
(b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours
(c) Permit one of the support persons to accompany the complaining witness to the witness stand
6. Decision: The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))
Alternative Expulsion Hearing: Hearing Officer or Administrative Panel
Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. Alternatively, the Board may appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918(d))
A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue a decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918(a) and (d))
The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated. The Superintendent or designee shall place the student in a classroom instructional program, any other instructional program, a rehabilitation program, or any combination of these programs after consulting with district staff, including the student's teachers, and with the student's parent/guardian. The decision to not recommend expulsion shall be final. (Education Code 48918(e))
If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code 48918(f))
In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion for a period of one year. (Education Code 48917, 48918)
Final Action by the Board
Whether the expulsion hearing is conducted in closed or public session by the Board, a hearing officer, or an administrative panel or is waived through the signing of a stipulated expulsion agreement, the final action to expel shall be taken by the Board at a public meeting. (Education Code 48918(j))
(cf. 9321.1 - Closed Session Actions and Reports)
If the Board conducts the hearing and reaches a decision not to expel, this decision shall be final and the student shall be reinstated immediately.
Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for any act listed under "Mandatory Recommendation and Mandatory Expulsion" above, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)
At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)
1. Periodic review, as well as assessment at the time of review, for readmission
2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or other rehabilitative programs
With parent/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)
Written Notice to Expel
The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion" (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

Decision Not to Enforce Expulsion Order

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion order, the Board shall take into account the following criteria:
1. The student's pattern of behavior
2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program

The suspension of the enforcement of an expulsion shall be governed by the following:
1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)
2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)
3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion" above or violates any of the district's rules and regulations governing student conduct. (Education Code 48917)
4. When the suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code 48917)
5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)
6. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of his/her status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(j))
7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code 48917)

Right to Appeal

The student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion order is suspended and the student is placed on probation. (Education Code 48919)

The student shall submit a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board. The district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

Notification to Law Enforcement Authorities

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance. In addition, law enforcement authorities shall be notified regarding any acts by students regarding the possession, sale, or furnishing of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code 48902)

Post-Expulsion Placements

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)
1. Appropriately prepared to accommodate students who exhibit discipline problems
2. Not provided at a comprehensive middle, junior, or senior high school or at any elementary school, unless the program is offered at a community day school established at such a site
3. Not housed at the school site attended by the student at the time of suspension

When the placement described above is not available and when the County Superintendent so certifies, students expelled for acts described in items #6-13 and #21-23 under "Grounds for Suspension and Expulsion" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school or at an elementary school. (Education Code 48915)

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code 48916.1)

Readmission After Expulsion

Readmission procedures shall be as follows:
1. On the date set by the Board when it ordered the expulsion, the district shall consider readmission of the student. (Education Code 48916)
2. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference, the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.

3. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session if information would be disclosed in violation of Education Code 49073- 49079. If a written request for open session is received from the parent/guardian or adult student, it shall be honored.
4. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.
5. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)
6. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school. (Education Code 48916)
7. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)
No student shall be denied readmission into the district based solely on the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other such contact with the juvenile justice system. (Education Code 48645.5)
Maintenance of Records
The district shall maintain a record of each suspension and expulsion, including its specific cause(s). (Education Code 48900.8)
Expulsion records of any student shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon written request by that school. (Education Code 48918(k))
The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)
Regulation ADELANTO ELEMENTARY SCHOOL DISTRICT
Approved: August 20, 2014 Adelanto, California

36. Transportation Safety and Emergencies – AR 3543
Cautionary Notice: Government Code 17581.5 relieves districts from the obligation to perform specified mandated activities when the Budget Act does not provide reimbursement during that fiscal year. The Budget Act of 2015 (AB 93, Ch. 10, Statutes of 2015) extends the suspension of these requirements through the 2015-16 fiscal year. As a result, certain provisions of the following administrative regulation related to the removal of chemicals may be suspended.
Each day, prior to driving a school bus, each school bus driver shall inspect the bus to ensure that it is in safe operating condition and equipped as required by law and that all equipment is in good working order. At the completion of each day's work, the driver shall prepare and sign a written report of the condition of the equipment listed in 13 CCR 1215, including any defect or deficiency discovered by or reported to him/her which would affect safe operation or result in mechanical breakdown of the bus, or indicating that no defect or deficiency was discovered or reported. Any defect or deficiency that would affect safe operation shall be repaired prior to operating the bus. (13 CCR 1215)
In the event of a school bus accident, the driver shall immediately notify the California Highway Patrol, the Superintendent or designee, and, if the bus is operated under contract, the driver's employer. The driver shall not leave the immediate vicinity of the bus to seek aid unless necessary. (13 CCR 1219)
The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.
Passenger Restraint Systems
The Superintendent or designee shall ensure that any school bus or student activity bus which is purchased or leased by the district is equipped with a combination pelvic and upper torso passenger restraint system at all designated seating positions if that bus: (Vehicle Code 27316, 27316.5; 13 CCR 1201)
1. Is a Type 1 school bus manufactured on or after July 1, 2005 which is designed for carrying more than 16 passengers and the driver
2. Is a Type 2 school bus or student activity bus manufactured on or after July 1, 2004 which meets one of the following criteria:
a. Is designed for carrying 16 or fewer passengers and the driver
b. Has a manufacturer's vehicle weight rating of 10,000 pounds or less and is designed for carrying not more than 20 passengers and the driver
When a school bus or student activity bus is equipped with a passenger restraint system, all passengers shall use the passenger restraint system. (5 CCR 14105)
Bus drivers shall be instructed regarding procedures to enforce the proper use of the passenger restraint system. Students who fail to follow instructions of the bus driver may be subject to discipline, including suspension of riding privileges, in accordance with Board policy and administrative regulations.
Fire Extinguishers
Each school bus shall be equipped with at least one fire extinguisher located in the driver's compartment which meets the standards specified in law. In addition, a wheelchair school bus shall have another fire extinguisher placed at the wheelchair loading door or emergency exit. All fire extinguishers shall be regularly inspected and serviced in accordance with regulations adopted by the State Fire Marshal. (Education Code 39838; 13 CCR 1242; 19 CCR 574-575.3)
Electronic Communications Devices
A bus driver shall not drive a school bus or student activity bus while using a wireless telephone, except under the following conditions: (Vehicle Code 23123, 23125)
1. When he/she uses a wireless telephone that is specifically designed and configured to allow hands-free listening and talking, provided it is used in that manner while driving
2. For emergency purposes, including, but not limited to, a call to a law enforcement agency, health care provider, fire department, or other emergency service agency or entity
3. For work-related purposes
A bus driver shall not drive while using an electronic wireless communications device to write, send, or read a text-based communication, including, but not limited to, text messages, instant messages, and email, unless the device is specifically designed and configured to allow voice-operated and hands-free operation and is used in that manner. This prohibition does not include reading, selecting, or entering a

telephone number or name in an electronic wireless communications device for the purpose of making or receiving a telephone call. (Vehicle Code 23123.5)
Safe Bus Operations
School buses and student activity buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that individuals be transported immediately to ensure their safety. (Education Code 39834)
School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips may discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)
Unauthorized Entry
The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization. (Education Code 39842; 13 CCR 1256.5)
Transportation Safety Plan for Boarding and Exiting Buses
The Superintendent or designee shall develop a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of students. The plan shall include all of the following: (Education Code 39831.3)
1. Procedures for determining if students in grades prekindergarten through 8 require an escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112
2. Procedures for all students in grades prekindergarten through 8 to follow as they board and exit the bus at their bus stops
3. Procedures for boarding and exiting a school bus at a school or other trip destination
A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol. (Education Code 39831.3)
Parental Notifications
The Superintendent or designee shall provide written safety information to the parents/guardians of all students in grades prekindergarten through 6 who have not previously been transported in a school bus or student activity bus. This information shall be provided upon registration and shall contain: (Education Code 39831.5)
1. A list of school bus stops near each student's home
2. General rules of conduct at school bus loading zones
3. Red light crossing instructions
4. A description of the school bus danger zone
5. Instructions for safety while walking to and from school bus stops
Student Instruction
Students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety as follows: (Education Code 39831.5; 5 CCR 14102)
1. Each year, all students who receive home-to-school transportation in a school bus shall be provided appropriate instruction in safe riding practices and emergency evacuation drills.
2. At least once each school year, all students in grades prekindergarten through 8 who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to:
a. Proper loading and unloading procedures, including escorting by the driver
b. How to safely cross the street, highway, or private road
c. In school buses with passenger restraint systems, instruction in the use of such systems as specified in 5 CCR 14105, including, but not limited to, the proper fastening and release of the passenger restraint system, acceptable placement of passenger restraint systems on students, times at which the passenger restraint systems should be fastened and released, and acceptable placement of the passenger restraint systems when not in use
d. Proper passenger conduct
e. Bus evacuation procedures
f. Location of emergency equipment
As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction also may include responsibilities of passengers seated next to an emergency exit.
Each time the above instruction is given, the following information shall be documented:
a. District name
b. School name and location
c. Date of instruction
d. Names of supervising adults
e. Number of students participating
f. Grade levels of students
g. Subjects covered in instruction
h. Amount of time taken for instruction
i. Bus driver's name
j. Bus number
k. Additional remarks
This documentation shall be kept on file at the district office or the school for one year and shall be available for inspection by the California Highway Patrol.
3. Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to, the location of emergency exits and the location and use of emergency equipment. This instruction also may include responsibilities of passengers seated next to an emergency exit.
Regulation ADELANTO ELEMENTARY SCHOOL DISTRICT
approved: November 1, 2016 Adelanto, California

37. Visitors/Outsiders – AR 1250

The Superintendent or designee shall post at every entrance to each school and school grounds a notice describing registration requirements, school hours or hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements. (Education Code 32211; Penal Code 627.6)
Unless otherwise directed by the principal or designee, a staff member shall accompany visitors/outsiders while they are on school grounds.
Outsider Registration
Outsiders shall register upon entering school premises during school hours. Any person other than the following is considered an outsider: (Evidence Code 1070; Penal Code 627.1, 627.2)
1. A student of the school, unless currently under suspension
2. A parent/guardian of a student of the school
3. A Board of Trustees member or district employee
4. A public employee whose employment requires being on school grounds, or any person who is on school grounds at the school's request
5. A representative of a school employee organization who is engaged in activities related to the representation of school employees
6. An elected public official
7. A publisher, editor, reporter, or other person connected with or employed by a newspaper, magazine, other periodical publication, press association or wire service, radio station, or television station
Registration Procedure
In order to register, an outsider shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3)
1. His/her name, address, and occupation
2. His/her age, if less than 21
3. His/her purpose for entering school grounds
4. Proof of identity
5. Other information consistent with the provisions of law
Principal's Registration Authority
The principal or designee may refuse to register any outsider if he/she reasonably concludes that the individual's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee or school security officer may revoke any outsider's registration if he/she has a reasonable basis for concluding that the individual's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students, or staff. (Penal Code 627.4)
When an outsider fails to register, or when the principal or designee denies or revokes an outsider's registration privileges, the principal or designee may request that the individual promptly leave school grounds. When an outsider is directed to leave, the principal or designee shall inform him/her that if he/she reenters the school within seven days he/she may be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code 627.7)
Appeal Procedure
Any person who is denied registration or whose registration is revoked may appeal to the Superintendent or principal by submitting, within five days after the person's departure from school, a written request for a hearing. This request must state why he/she believes the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent or principal shall promptly mail a notice of the hearing to the person requesting it. A hearing before the Superintendent or principal shall be held within seven days after receipt of the request. (Penal Code 627.5)
Regulation ADELANTO ELEMENTARY SCHOOL DISTRICT
Approved: October 4, 2016 Adelanto, California

38. Weapons and Dangerous Instruments – BP 5131.7
The Governing Board recognizes that students and staff have the right to a safe and secure campus free from physical and psychological harm and desires to protect them from the dangers presented by firearms and other weapons.
Possession of Weapons
The Board prohibits any student from possessing weapons, imitation firearms, or other dangerous instruments, as defined in law and administrative regulation, in school buildings, on school grounds or buses, at school-related or school-sponsored activities away from school, or while going to or coming from school.
Under the power granted to the Board to protect the safety of students, staff, and others on district property and to maintain order and discipline in the schools, any school employee is authorized to confiscate any prohibited weapon, imitation firearm, or dangerous instrument from any student on school grounds.
Unless he/she has obtained prior written permission as specified below, a student possessing or threatening others with any weapon, dangerous instrument, or imitation firearm shall be subject to suspension and/or expulsion in accordance with law, Board policy, and administrative regulations.
The principal or designee shall notify law enforcement authorities when any student possesses a firearm, explosive, or other prohibited weapon or dangerous instrument without permission, sells or furnishes a firearm, or commits any act of assault with a firearm or other weapon. (Education Code 48902; Penal Code 245, 626.9, 626.10; 20 USC 7151)
Advance Permission for Possession of a Weapon for Educational Purposes
The parent/guardian of a student who desires to possess a firearm, imitation firearm, or other prohibited weapon on school grounds for an educational purpose shall, at least five school
days in advance of the planned possession, submit a written request to the principal which explains the planned use of the weapon and the duration. The student shall also submit a written explanation from the staff person responsible for the school-sponsored activity or class.
The principal may grant permission for such possession when he/she determines that it is necessary for a school-sponsored activity or class or as part of the educational program. Factors that shall be considered include, but are not limited to, the planned use of the weapon, the duration and location of the planned use, whether an audience is expected, and any perceived adverse effects to the safety and well-being of students or staff. If the principal grants such permission, he/she shall provide the student and staff person with a written explanation regarding any limitations and the permissible duration of the student's possession.
When the principal or designee grants permission, he/she shall take all necessary precautions to ensure the safety of all persons on school grounds, including, but not limited to, inspecting a firearm to verify that no live ammunition is present. Any weapon allowed shall be stored in a locked vehicle or in an appropriate, locked container before and after its authorized use.

A student granted permission to possess a weapon may be suspended and/or expelled if he/she possesses or uses the weapon inappropriately.
Reporting of Dangerous Objects
The Board encourages students to promptly report the presence of weapons, injurious objects, or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.
The Superintendent or designee shall develop strategies designed to facilitate student reporting of the presence of injurious objects on school grounds, such as tip hotlines, electronic transmissions, or other methods that preserve the student's anonymity. Incident reports and records shall not identify the student who reported the possession. The Superintendent or designee also shall inform staff, students, and parents/guardians that students who report the presence of injurious objects on school campuses are to be protected and their identity shielded.
Policy ADELANTO ELEMENTARY SCHOOL DISTRICT
Adopted: May 20, 2014 Adelanto, California

39. Weapons and Dangerous Instruments – AR 5131.7
Prohibited weapons and dangerous instruments include, but are not limited to: (Education Code 48915, 49330; Penal Code 626.10, 16100-17350, 30310)
1. Firearms: pistols, revolvers, shotguns, rifles, "zip guns," "stun guns," tasers, and any other device capable of propelling a projectile by the force of an explosion or other form of combustion
2. Ammunition or reloaded ammunition
3. Knives, razor blades, and box cutters: any dirks, daggers, ice picks, or other weapons with a fixed, sharpened blade fitted primarily for stabbing, weapons with a blade fitted primarily for stabbing, weapons with a blade longer than 2-1/2 inches, folding knives with a blade that locks into place, and razors with an unguarded blade
4. Explosive and/or incendiary devices: pipe bombs, time bombs, cap guns, containers of inflammable fluids, and other hazardous devices
5. Any instrument that expels a metallic projectile, such as a BB or a pellet, through the force of air pressure, carbon dioxide pressure, or spring action, or any spot marker gun
6. Any other dangerous device, instrument, or weapon, including those defined in Penal Code 12020, including a blackjack, slingshot, billy, nunchaku, sandclub, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon
7. Any imitation firearm, defined as a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm
Any employee may take any weapon or dangerous instrument from the personal possession of a student while the student is on school premises or under the authority of the district. (Education Code 49331, 49332)
In determining whether to take possession of the weapon or dangerous instrument, the employee shall use his/her own judgment as to the dangerousness of the situation and, based upon this analysis, shall take one of the following actions:
1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately notify the local law enforcement agency and the principal
When informing the principal about the possession of a weapon or dangerous instrument, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of the possession.
The principal shall report any possession of a weapon or dangerous instrument to the student's parents/guardians by telephone or in person, and shall follow this notification with a letter.
The employee shall retain possession of the instrument until the risk of its use as a weapon has dissipated or, upon the request of the student's parent/guardian, until the parent/guardian appears and personally takes possession. (Education Code 49331, 49332)
Regulation ADELANTO ELEMENTARY SCHOOL DISTRICT
Approved: May 20, 2014 Adelanto, California