
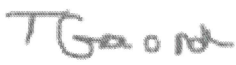


# Comprehensive School Safety Plan SB 187 Compliance Document

**2023-24  
School Year**

**School:** Haven Drive Middle School  
**CDS Code:** 15-63313-6008817  
**District:** Arvin Union School District  
**Address:** 341 Haven Drive  
Arvin CA, 93203  
**Date of Adoption:** February 21, 2023

**Approved by:**

Name	Title	Signature	Date
Magdalena Hernandez	Principal		01-31-24
Thomas Gaona	SSC President		01-31-24

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

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

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

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

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

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

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

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

A copy of the Comprehensive School Safety Plan is available for review at Haven Drive Middle School.

### **Safety Plan Vision**

Haven Drive Middle School inspires students to become compassionate global citizens, equipped to collaborate, think critically and communicate effectively within a society that continues to evolve.

### **Purpose and Scope**

The Arvin Union School District (AUSD) Comprehensive Safe School Plan (CSSP) provides guidance and direction to principals, faculty and staff who have Emergency Management Responsibilities (EMR). The Emergency Response Plan along with the School Comprehensive Safe School Plan shall be used during an emergency incident involving an AUSD school facility.

### **Key Emergency Contact**

After contacting 911, it is imperative during an emergency to contact the office of the Superintendent as quickly as possible. She will respond immediately to the emergency and alert the appropriate members of the District School Safety Team.

### **Safe School Leadership Team (SSLT)**

Each AUSD facility and administrative site will have a Safe School Leadership Team (SSLT) to take charge of the emergency, respond effectively, protect the occupants of the facility and reduce the risk of physical injury, property damage and business interruption.

Standardized Emergency Management System (SEMS) is the system required by Government Code 8607(a) for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels, which are activated as necessary: Field Response, Local Government,

Operational Area, Regional, and State.

The school site Safe School Leadership Team (SSLT) carries out the Field Response level of crisis and emergency management, the District School Safety Team functions at the Local Government level in this system. By organizing our crisis response plans according to SEMS, both school sites and the district are positioned to integrate services when an incident occurs on an area, regional or state level.

By standardizing key elements of the emergency management system, SEMS is intended to:

- Facilitate the flow of information within and between levels of the system.
- Facilitate coordination among all responding agencies.

Use of SEMS will improve the mobilization, deployment, utilization, tracking, and demobilization of needed mutual aid resources. Use of SEMS will reduce the incident of poor coordination and communications, and reduce resource ordering duplication on multi-agency and multi-jurisdiction responses. SEMS is designed to be flexible and adaptable to varied disasters that occur in California, and to the needs of all emergency responders.

**Essential Management Functions:** SEMS has five essential functions adapted from Incident Command System (ICS). The Field Response uses the five primary ICS functions: Command, Operations, Planning/Intelligence, Logistics, and Finance/Administration. The term management is used instead of command at all levels except Field Response. The titles of the other functions remain the same at all levels.

Under the SEMS, tasks are delegated to members of the SSLT to successfully handle critical incidents. The SSLT member is then responsible for the task assigned and serves as the manager of the task. This type of delegation allows each manager to focus on just one or two aspects of the incident. These managers then provide information to the incident commander (principal) and assist them in making informed decisions. Using this organizational system during a critical incident creates clear communication channels that will reduce the amount of confusion and chaos.

Permanently assigning specific areas of responsibility to members of the Safe School Leadership Team provides each member with the opportunity to specialize in the management of his/her area.

The SEMS can also address the uncertainty of exactly who will be in the building during an emergency. When assigning the management of critical roles in the SEMS, assign an alternate for each role to assure coverage at all times. This may require some individuals to be responsible for more than one task if the primary manager were out of the building. While the SEMS identifies roles for the members of the SSLT, all school faculty members should know their specific functions during an emergency. Teachers with students in class will have specific functions, as will teachers not assigned a class when an emergency occurs. It is imperative to emergency operations that SEMS roles and responsibilities are assigned and understood by the Safe School Leadership Team members. The Roles & Responsibilities outlined in this document, will also assist the Incident Commander System if one or more team members/alternates are not available. City emergency responders use the SEMS to manage emergency events. Because of this, a school with assigned roles for administrators and teachers will be able to work more efficiently with city agencies.

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

### **Haven Drive Middle School Safety Committee**

Incident Command/Principal - Magdalena Hernandez  
Planning and Intelligence/School Secretary - Lissett DeLeon  
Operations/Vice Principal - David Adamson  
Logistics/Site Custodian - Erick Gracia  
Administrator Finance/Categorical Clerk - Rosario Mendez  
Administrative Designee - Susie Gonzalez (Dean of SS), Freddy Medina  
Health Clerk - Bertha Vazquez  
Campus Supervisor - Ericka Ramos Samantha Lopez  
MSW - Irma Mejia, Jazmin Firo, Claudia Isarraras (Clinica Sierra Vista)

### **Assessment of School Safety**

The school campus is maintained by a custodial staff of several staff members. Staff and students at Haven Drive take pride in their clean, hazard free campus. Staff members are well trained to report potential safety hazards immediately. In rare cases of vandalism, the custodian follows a procedure for reporting to school personnel and makes every effort to repair the damage prior to the arrival of students.

Haven Drive Middle School faces the normal everyday challenges in maintaining a safe school. This section of the Comprehensive School Safety Plan will describe programs in place at our school as well as strategies and programs for continued improvement in providing a safe, orderly, school environment conducive to learning.

Haven Drive Middle School has an enrollment of 645 general education, seventh through eighth grade students. 94% of students are socioeconomically disadvantaged and 9.8% of our students have a disability. The ethnic makeup of the pupil population is 97% Hispanic, 1.7% White, 0.15% African American, and 0.3% Asian. 49.8% of our students are English Learners, 2.5% homeless, and 0.5% are Foster Youth. Our students have a variety of life experiences. Some have recently arrived from out of the country or state while others have never left their neighborhood.

A Student Success Team (SST) meets on a weekly/monthly basis as needed and teachers are encouraged to bring any student before the team who is experiencing difficulty in the areas of attendance, behavior, or academics. The SST team includes the - Coordinator, classroom teacher, academic coach, the School Psychologist when available, the parents of the child, an administrator.

### **CALIFORNIA HEALTHLY KIDS SURVEY (CHKS) Summary of Key Indicators of School Climate and Well Being**

The following data are the key safety and school connectedness indicators compare the '21-'22 and '22-'23 California Healthy Kids Survey. The percentages represent the school's responses for 7th grade.

#### **OVERALL SUPPORTS AND ENGAGEMENTS - Part I (2021-22/ 2022-23)**

School Connectedness = 52%/41%  
Meaningful Participation = 29% / 18%  
Caring Relationships = 60% / 51%  
Perceived School Safety = 41% / 37%  
High Expectations = 72% / 68%

#### **SCHOOL CLIMATE INDICATORS - Part II (2021-22/ 2022-23)**

Fairness = 54% / 50%  
Rule Clarity = 70% / 70%  
Social Emotional Learning Supports (Conflict Resolution)= 62% / 62%  
Anti-Bulling Messages = 49% / 49%  
Parent Involvement in Education = 56% / 58%

The results of the California Healthy Kids Survey shows a need to develop the meaning participation in school that students feel to the campus and building stronger caring relationships. As 2021-2022 saw the school focus on student safety in relation to the COVID pandemic, many activities that were available to students in the past were temporarily withheld due to their nature of creating crowds in close contact to each other. In 2022-2023, these activities are being made available to students again. To address these concerns, this safety plan will have action steps in the section 'A Safe and Orderly School Environment Conducive to Learning' under the second component "Haven Drive will increase Student Connectedness to Haven Drive as Measured by the California Healthy Kids Survey."

#### ATTENDANCE:

As Haven Drive returned to in-person teaching for the 2022-2023 school year, the impact of the Covid-19 pandemic still has a major negative effect on absences and chronic absenteeism, as students are asked to self-quarantine when displaying signs of Covid or are Covid-positive. This contributed to the 25.3% Chronic Absenteeism in 2022-23, according to KIDS. To support these students in the continuation of their education, as well as preventing of their absences, teachers will provide lessons and work during the students' short-term independent studies via Canvas. Additionally, a site staff team will follow up with teachers and students that the students are actively participating in their short term independent studies.

In the beginning of the 2023-24 school year, absenteeism remains a concern as data from KIDS shows 93.8% attendance rate and 22% Chronic Absenteeism rate at the mid-year mark.

Chronic absenteeism is a major focus for Haven Drive during the 2022-2023 school year. To ensure the success of decreasing chronic absenteeism, Haven Drive will have a Student Success Facilitator that will track student absences and tardies, will be the person making contact with parents and sending out notification, attending SARTs and SARBs, and developing positive behavior interventions related to attendance to motivate students attending school on time. In some greatest needs cases, school staff may even offer transportation. If necessary, home visits will be conducted to support students and their family to get up and to school on-time every day.

#### SUSPENSION RATES

In the 2022-2023 school year, Haven Drive had a suspension rate of 3.1%. The majority of the offenses were due to 'causing physical harm to others.' Haven Drive is committed to messaging to students that adults on campus can help to facilitate conflict mediations, as well as, improving on our SEL lessons and teaching of PBIS expectations to increase students' ability to regulate their emotions and look for better problem-solving solutions.

At the mid-year report, the 2023-2024 suspension rate was 1.18% with a concern of students having a dangerous object on campus.

An action step to continue to improve our lower suspension numbers is to have implementation and refinement of ALA monitoring on campus. Our Dean of Student Success and Student Success Facilitator will continue to work on restorative processes to encourage and maintain positive behavior for our tier 2 and tier 3 students. Tier 2 and tier 3 intervention will be a major focus of support for our 'students with disabilities' subgroup. Visits to our ALA classroom and follow up with our students exiting ALA through a student log that is created by our ALA team to promote school belonging and connectedness with adults. This log is distributed to key members of the team in order to deploy in the classrooms where students have struggled in the past. Ongoing monitoring takes place via chats, speaking with teacher/instructional aides/support staff, providing direct guidance for student success and phone calls home when positive news is available to give to family. These are all action steps that will be implemented and monitored.

#### Annual Drill Schedule:

Once per month at the school site:

8/21, 9/18, 10/17, 11/20, 12/11, 1/15, 2/19, 3/19, 4/16, 5/21 = all drills will be conducted in the am at approximately 8:15 am or in the afternoon at approximately 1:30 PM.

Specific Lockdown & Reverse Lockdown Drills are as follows:

Three per year (once each trimester); 09/18; 1/15; 4/16

Earthquake Drills are as follows:

10/17

12/11



AUSD is in the progress of expanding our district-wide Threat Assessment to include an AUSD Suicide Policy.

**Selected Student-Reported Indicators (California Healthy Kids Survey)**

	<b>2020 (%)</b>	<b>2021 (%)</b>	<b>2022 (%)</b>	<b>2023 (%)</b>	<b>Change</b>
Finish all classroom assignments	N/A	N/A	N/A	N/A	N/A
Absent 2 or more days in the past 30 days	29	31	31	31	0
Feel a part of the school	64	52	29	41	12
Adults at school care about you	68	60	60	51	-9
Safety at school	64	41	41	37	-4
Harassed at school	28	20	20	30	10
Parents ask about school	N/A	N/A	N/A	N/A	N/A

**Selected Staff-Reported Indicators (California School Staff Survey)**

	<b>2020 (%)</b>	<b>2021 (%)</b>	<b>2022 (%)</b>	<b>2023 (%)</b>	<b>Change</b>
Students are motivated to learn	N/A	94	84	76	-8
Truancy is moderate/severe problem	N/A	N/A	45	N/A	N/A
School is a supportive/inviting place for students to learn	N/A	89	92	72	-20
School is a supportive/inviting place for staff to work	N/A	77	84	63	-21
School is a safe place for students	N/A	N/A	75	83	+8
Harassment/bullying is moderate/severe problem	N/A	59	63	N/A	N/A
School is welcoming to/facilitates parent involvement	N/A	84	69	63	-6
School has clean and well-maintained facilities	N/A	N/A	70	45	-25

Suspensions and Expulsions			
School	2020-21	2122-22	2022-23
Suspensions Rate	0.00	3.60	3.13
Expulsions Rate	0.00	0.00	0.00
District	2020-21	2122-22	2022-23
Suspensions Rate	0.10	0.84	0.80
Expulsions Rate	0.00	0.00	0.00
State	2020-21	2122-22	2022-23
Suspensions Rate	0.20	3.17	3.60
Expulsions Rate	0.00	0.07	0.08

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

##### SCHOOL SAFETY STRATEGY #1:

Create a POSITIVE SCHOOL ENVIRONMENT that promotes physical and social-emotional safety, increases connectedness between students and staff/school, increases attendance, and reduces suspension rates by:

- Fostering positive pupil interpersonal relations, teaching and reinforcing expected behaviors, encouraging students to act with empathy toward others, and teaching pupils alternative appropriate replacement responses to violence, including, but not limited to problem solving and anger control skills.
- School wide implementation of the PBIS system which has as objective to reduce the risk of violence by teaching students behavior expectations and appropriate strategies for dealing with expressing feelings in appropriate ways and resolving conflicts. Tier I provides interventions for all students while tier II and III target students who exhibit at risk behaviors.
- Offering opportunities for restorative alternatives such as reflective practices and student mentoring.
- Creating opportunities for student leadership, team sports participation, and extra curricular activities that connect students with school culture.
- Implementation of school wide attendance incentives and monitoring by our attendance advocate.
- Staff members at Haven Drive use a comprehensive approach to school violence prevention. Pupils are identified using measures shown to be highly effective in identifying student with antisocial and aggressive tendencies in order to offer support in a timely manner. These measures include: (a) number of disciplinary referrals to office by suing the 3-Minor Referral System, (b) observed aggressive behavior, and (c) teacher observation.

Components of this strategy:

1. Implementation of a school wide Tier I PBIS system aimed to support all students
2. Implementation of PBIS Tier II/ III systems of support for students who exhibit additional at risk behaviors
3. Restorative Opportunity with Alternative Resources/ ALA. Student alternative placement to provide an opportunity to restore and reflect.
4. Weekly SEL lessons provided through the Physical Education department, with SEL check-ins during Home Room.
5. Inclusion of community agencies such as:
  - Clinica Sierra Vista providing mental health support for students and families outside of the district's capacity

6. Family Resource Center referrals for additional social resources outside of the school's capacity to provide additional support to student family.
7. Attendance advocate works closely with students and families who are truant. Incentives for perfect attendance are used school wide. Excessive absences and tardiness are continually monitored and when needed a SARB intervention meeting will be held.
8. Arvin Police Officers provide additional supports to Haven Drive Middle School only as needed.
9. Mental Health Support provided by school social worker team (one social worker as a part of Sierra Vista Clinica and one from Project 180). Social workers offer individual and group support as referred and needed.

#### Student Leadership and Extra Curricular Activities/Clubs:

1. Student Council
2. Safe School Ambassador Program
3. Advancement Via Individual Determination (AVID) Program
4. Gifted and Talented Education (G.A.T.E.) Program
5. Music Program
6. ASP Programs: ASES, 21st Cent., Coding
7. Red Ribbon Week
8. School Spirit Week
9. Team Sports: Football, volleyball, soccer, basketball, softball, color guard and cheer leading

#### Student Incentives and Supports (some programs are postpone until in-person learning can safely resume)

1. P.B.I.S. rewards
2. Student Lounge
3. Attendance Rewards
4. Classroom Awards
5. Perfect Attendance Awards
6. Student of the Month celebration
7. Academic Student Field-trips
8. AR Program
9. Student Assemblies and Rallies
10. Parenting classes offered through the Haven Drive Parent Center.

#### SCHOOL SAFETY STRATEGY #2:

##### Physical Grounds and Active Supervision:

In addition to the fence that surrounds the school's perimeter, school administrators and school staff enhance physical safety by implementing Active Supervision Procedures that allow for maximum monitoring of the school grounds and of our students while school is in session. Supervisors will wear neon-colored vest to make themselves easily identifiable and will carry radios to increase effective communication. Implementing common strategies to promote school safety by utilizing the PBIS Matrix of Expected Behaviors promotes a common language and objectives that create consistency among students and staff at Haven Drive Middle School. Physically monitoring the school grounds on a daily basis is an expectation for maintenance, yard supervision, and administrative staff. Maintaining safe and clean school grounds provides for environments that are conducive to learning. In addition, creating timely plans for repairs of areas of campus that have eroded due to use is a priority. Providing staff development on best practices of supervision to all staff continues to be a critical component of our plan. At this time, all supervisory staff has been trained in Active Supervision Procedures, and PBIS practices.

Haven Drive Middle School employs a principal, vice principal, dean of student success, campus supervisor, and several yard duty aides whose job is designed to help increase school safety, prevent prohibited offenses, and promote positive student relationships. The principal, vice principal and staff have developed procedures to monitor the school campus, the surrounding areas, and have designated the safe entrance and exit routes to school. Furthermore, recognizing that pupils are often the first to know of dangerous plans or inappropriate actions, the principal and vice-principal at Haven Drive make themselves available for pupils to safely report troubling behaviors that may lead to dangerous situations. Utilizing our Safe School Ambassador (SSA) program pupils are taught that if they hear or see a safety concern, they must report it (hear it, see it, report it). Effective relationships between the school

administration, staff, yard supervisors and pupils help initiate appropriate investigations and help staff learn of suspects in school offenses, and help collect important knowledge about community conflicts that may have an impact on school safety.

#### Campus Disturbances and Area Crimes

Haven Drive recognizes that campus disturbances and crimes may be committed by visitors and outsiders to the campus. The following procedures are in place in order to protect the school, staff, and pupils from safety threats:

##### a) Visitors and Disruptions to Educational Process

- Haven Drive is aware of the laws, policies and procedures, which govern the conduct of visitors to the school campus. All visitors must use of ID as they enter the campus and must enter their ID through the Raptor system that will scan them, log them, and create a sticker as a visitor pass that labels what part of the school the individuals are visiting.
- The school implements the policy of checking for ID before releasing students to authorized individuals.
- Haven Drive implements the policy to protect instructional times so every effort is made to minimize the number of visitors during class time.
- Access points to school grounds is limited and supervised on a regular basis by staff members. Campus traffic, both pedestrian and vehicular, flows through areas that can be easily monitored. Delivery entrances used by vendors are also checked regularly.
- The campus has perimeter fencing.
- Haven Drive's administration and all staff on must wear district identification at all times
- School administration and indicated staff may direct an individual to leave school grounds if he/she has a reasonable basis for concluding that the person is committing an act that is likely to interfere with the peaceful conduct of school activities or that the person has entered the campus with the purpose of committing such an act.
- Law enforcement is immediately contacted for individuals engaging in threatening conduct, including disturbing the peace.

##### b) Physical Safety of Students and Student Supervision

1. The physical site is secured by fences and gates.
2. Staff members are placed at open gates to allow students free passage inside the school one-way in the mornings while monitoring visitors on campus.
3. Signs are displayed indicating required ID for student pick up at the front office. Students are released only to identified contacts on record with an ID.
4. Site ground employees keep the grounds clean and well-groomed.
5. Staff placed at bus gate to ensure correct and safe bus departure.
6. Site buildings are aging but renovation continues to maintain a safe campus structure and the addition of new construction currently taking place.
7. Yearly visits from the William's Act visitors review the grounds. Each year, Haven Drive passes this important visit which demonstrates the school's commitment in keeping our students safe
8. All school site gates and locks are checked frequently throughout the day and ensure that they are maintained.
9. Haven Drive Middle School staff have been trained to be vigilant, proactive, and aware of their surroundings and report anything that is outside of the ordinary.
10. Haven Drive Middle School's Visitors may enter through the front door to be greeted by office personnel. If the visitor has "School Business", the visitor will be allowed to get a "visitor's pass" and proceed onto campus. This includes visiting for lunch.
11. A physical map of Haven Drive Middle School is divided into quadrants is clearly labeled and distributed to local first responders and local law enforcement agencies. This will enable law enforcement to respond immediately to the located "emergency" on campus.
12. Haven Drive Middle School met with first responders, law enforcement agencies, school site council, and parents from Coffee with the Principal and discuss/reviewed the Safety School Plan to take input and informed of current implementation and strategies.
13. All classrooms stay locked during school operating hours to ensure safety while students are in school.

##### Additional measures:

- School personnel are posted in highly visible areas for arrival, student breaks, lunch, and dismissal periods equipped with whistles, radios, and fanny packs with basic first aid supplies and bright vests.
- Face mask recommended and provided to students that want them
- COVID tests provided as available to students before major breaks (Thanksgiving, Winter, Spring)

- Students who test positive for COVID will be offered the opportunities to participate in Short-term independent studies while they are absent due to COVID.

#### Youth Development Strategies

Current Youth Development Strategies that promote meaningful student leadership.

1. Haven Middle School has developed the following strategies that promote meaningful student leadership:

- Safe School Ambassadors Program
- School Site Student Council
- PBIS Team
- School Clubs and sport teams that provide additional student involvement and participation.

2. Haven Drive Middle School Administration follows the “Positive Behavior Incentive System” and this approach creates a substantial learning opportunity for our students:

- Be Prepared
- Act Responsibly
- Respect Others
- Keep Safe

The list above enables Haven Drive students to develop reasonable attributes and facilitate stronger and more resilient students who will have a greater opportunity to become leaders at Haven Drive Middle School and eventually extend their leadership skills to High School.

#### SCHOOL SAFETY STRATEGY #3:

Haven Drive has in place emergency procedures and plans to be enacted following any emergency situation such as:

- Aircraft Crash
- Animal Disturbance
- Armed Assault on Campus
- Biological or Chemical Release
- Bomb Threat/ Threat Of violence
- Bus Disaster
- Disorderly Conduct
- Earthquake
- Explosion or Risk Of Explosion
- Fire in Surrounding Area
- Flooding
- Loss or Failure Of Utilities
- Motor Vehicle Crash
- Psychological Trauma
- Contamination of Food/Water
- Unlawful Demonstration or Walkout

The school continually practices and evaluates emergency drills and has designated teams to activate in the different scenarios. Please see each policy as included on this plan.

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

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

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

(cf. 5145.7 - Sexual Harassment)

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 a student (Education Code 49001)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144 - Discipline)

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

5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by a student (Education Code 49001)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6145.2 - Athletic Competition)

6. Homelessness or classification as an unaccompanied minor (Penal Code 11165.15)

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; athletic coaches, administrators, and directors; administrators and employees of a licensed child day care facility; Head Start teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

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)  
(cf. 1240 - Volunteer Assistance)

#### 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)

Child Protective Services  
100 East California Avenue  
Bakersfield, CA 93307  
661-631-6011

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)

##### 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

Within the first six weeks of each school year, the Superintendent or designee shall provide training on mandated reporting requirements to district employees and persons working on their behalf who are mandated reporters. Any school personnel hired during the school year shall receive such training within the first six weeks of employment. (Education Code 44691; Penal Code 11165.7)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall use the online training module provided by the California Department of Social Services or Certified Safety Training through KCSOS. (Education Code 44691)

The training shall include, but not necessarily be limited to, training in identification and reporting of child abuse and neglect. In addition, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified. (Education Code 44691; Penal Code 11165.7)

The Superintendent or designee shall obtain and retain proof of each mandated reporter's completion of the training. (Education Code 44691)

In addition, at least once every three years, school personnel may receive training in the prevention of child abuse, including sexual abuse, on school grounds, by school personnel, or in school-sponsored programs. (Education Code 44691)

#### Victim Interviews by Social Services

Whenever the Department of Social Services or another government agency is investigating suspected child abuse or neglect that occurred within the child's home or out-of-home care facility, the student may be interviewed by an agency representative during school hours, on school premises. The Superintendent or designee shall give the student the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the student. (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. (Education Code 48906)  
(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)

## Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with 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.  
(cf. 1312.1 - Complaints Concerning District Employees)

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.

(cf. 1312.3 - Uniform Complaint Procedures)

## 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)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

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 timely 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 unless it can be shown 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 11166)

Regulation ARVIN UNION SCHOOL DISTRICT

approved: June 14, 2016 Arvin, California

## BP/AR5141.4 Child Abuse Prevention and Reporting

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

The Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.

### Child Abuse Prevention

The district's instructional program may provide age-appropriate and culturally sensitive child abuse prevention curriculum which explains students' right to live free of abuse, includes instruction in the skills and techniques needed to identify unsafe situations and react appropriately and promptly, informs students of available support resources, and teaches students how to obtain help and disclose incidents of abuse.

The district's program also may include age-appropriate curriculum in sexual abuse and sexual assault awareness and prevention. Upon written request of a student's parent/guardian, the student shall be excused from taking such instruction. (Education Code 51900.6)

The Superintendent or designee may display posters, in areas on campus where students frequently congregate, notifying students of the appropriate telephone number to call to report child abuse or neglect. (Education Code 33133.5)

In addition, student identification cards for students in grades 7-12 shall include the National Domestic Violence Hotline telephone number. (Education Code 215.5)

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

### Child Abuse Reporting

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

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

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

The Superintendent or designee shall provide training regarding the duties of mandated reporters as required by law and as specified in the accompanying administrative regulation. (Education Code 44691; Penal Code 11165.7)

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

### State Description

5 CCR 3200-3205 Special education compliance complaints

CCP. 340.1 Damages suffered as result of childhood sexual abuse

Ed. Code 215.5 Student identification cards; inclusion of safety hotlines

Ed. Code 32280-32289.5 School safety plans

Ed. Code 33133.5 Posters of telephone number for students to report child abuse or neglect

Ed. Code 33195 Heritage schools; mandated reporters

Ed. Code 33308.1 Guidelines on procedure for filing child abuse complaints

Ed. Code 44252 Teacher credentialing

Ed. Code 44691 Staff development in the detection of child abuse and neglect

Ed. Code 44807 Teachers' duty concerning conduct of students

Ed. Code 48906 Notification when student released to peace officer

Ed. Code 48987 Dissemination of reporting guidelines to parents

Ed. Code 49001 Prohibition of corporal punishment

Ed. Code 51220.5 Parenting skills education

Ed. Code 51900.6 Sexual abuse and sexual assault awareness and prevention instruction

Pen. Code 11164-11174.3 Child Abuse and Neglect Reporting Act

Pen. Code 152.3 Duty to report murder, rape, or lewd or lascivious act

Pen. Code 273a Willfully causing unjustifiable pain or mental suffering of child; endangering life or health

Pen. Code 286 Crime of sodomy

Pen. Code 288 Crime of oral copulation  
Pen. Code 288 Definition of lewd or lascivious act requiring reporting  
Pen. Code 289 Crime of sexual penetration  
W&I Code 15630-15637 Dependent adult abuse reporting  
Federal Description  
42 USC 11434a McKinney-Vento Homeless Assistance Act; definitions  
Management Resources Description  
California Department of Education Publication Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve  
California Department of Education Publication Health Framework for California Public Schools, Kindergarten Through Grade Twelve  
Court Decision *Camreta v. Greene* (2011) 131 S.Ct. 2020  
CSBA Publication *Why Schools Hold the Promise for Adolescent Mental Health*, Governance Brief, May 2019  
Website CSBA District and County Office of Education Legal Services  
Website California Department of Social Services, Information Resources Guide  
Website California Department of Education, Child Abuse Prevention Training and Resources  
Website U.S. Department of Health and Human Services, Child Welfare Information Gateway  
Website California Attorney General's Office, Suspected Child Abuse Report Form

Policy ARVIN UNION SCHOOL DISTRICT

adopted: June 23, 2015 Arvin, California

revised: August 17, 2021 Arvin, California

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



## CIVIL DEFENSE AND DISASTER PLAN

THE FOLLOWING PLAN PROVIDES FOR THE DIRECTIONS TO BE TAKEN AT AUSD SCHOOL DURING ANY NATURAL OR MAN-MADE DISASTER. IT IS TO BE PROVIDED FOR EACH STAFF MEMBER THROUGH THE FORM OF INSERVICE, DISCUSSION AND IN WRITING. IT IS TO BE DRILLED AND PRACTICED BY THE STAFF AND STUDENTS UNDER THE DIRECTION OF THE PRINCIPAL.

### I. CHAIN OF COMMAND

PERSON ASSIGNMENT

PRINCIPAL AND VP COMMAND CENTER

SECRETARY MESSENGER CENTER

CLERK

MESSENGER CENTER

SITE CUSTODIANS MAINTENANCE & SAFETY

CAFETERIA FOOD SERVICES

### II. EMERGENCY OPERATIONS ASSIGNMENTS

PERSON ASSIGNMENT REPORT TO

SECRETARY STAND BY TELEPHONE CAFETERIA & RADIO

CLERK STAND BY TELEPHONE CAFETERIA & RADIO

SITE CUSTODIANS TURN OFF NECESSARY GAS & CAFETERIA & RADIO  
WATER VALVES, ELECTRIC PANELS

PRINCIPAL/VP COORDINATION & COMMUNICATION CAFETERIA & RADIO

TEACHERS & AIDES

FOLLOW REGULAR DISASTER DRILL

PROCEDURES. IF STUDENTS ARE

MOVED TO THE CAFETERIA, TEACHERS  
& AIDES MUST ACCOMPANY THEM.

### III. COMMUNICATIONS

DISTRICT OFFICE – 854-6500

SUPERINTENDENT – 854-6511

ASST. SUPERINTENDENT - 854-6512

CBO – 854-6507

DIRECTOR, M.O.T. - 854-6588

SUPERVISOR, TRANSPORTATION & SAFETY – 854-6565

DIRECTOR, FOOD SERVICES - 854-6544

SCHOOL NURSE – 854-6540

DISTRICT PSYCHOLOGIST – 854-6534

TECHNOLOGY COORDINATOR – 854- 6524

#### IV. SPECIFIC CONSIDERATIONS

##### AIR POLLUTION

WHEN THE SCHOOL IS NOTIFIED OF SEVERE AIR POLLUTION, THE CHILDREN WILL BE KEPT IN THE BUILDING. THE SCHOOL WILL BE CLOSED ONLY IF NOTIFICATION IS RECEIVED FROM THE SUPT. OR DESIGNEE.

##### BOMB THREAT

IN THE EVENT OF A BOMB THREAT THE FIRE ALARM WILL BE IMMEDIATELY ACTIVATED AND THE BUILDING EVACUATED. THE POLICE DEPT. WILL BE NOTIFIED. ALL CHILDREN WILL REMAIN WITH THEIR TEACHERS ON THE PLAYGROUND OR OTHER DESIGNATED AREA UNTIL IT IS DECLARED SAFE TO RE-ENTER THE BUILDING BY THE PRINCIPAL.

##### CAMPUS DISORDER

IF A SERIOUS CAMPUS DISORDER OCCURS IMMEDIATELY NOTIFY THE OFFICE STAFF. THE OFFICE STAFF WILL NOTIFY THE ASSISTANT SUPERINTENDENT'S OFFICE AND THE POLICE DEPARTMENT. KEEP ALL STUDENTS IN THEIR CLASSROOMS UNTIL THE DISORDER IS RESOLVED.

##### CHEMICAL ACCIDENT

"SHELTER IN PLACE" UNTIL STAFF AND STUDENTS CAN SAFELY EXIT THE BUILDINGS.

1. PRINCIPAL OR DESIGNEE SHALL NOTIFY THE SUPERINTENDENT AND CALL 911.
2. DETERMINE THE NEED TO IMPLEMENT ACTION.
3. STAFF AND STUDENTS TAKE SHELTER INSIDE BUILDINGS. DO NOT LEAVE THE BUILDING UNLESS INSTRUCTED TO DO SO BY FIRE/POLICE PERSONNEL.
4. TAKE ROLL
5. EVACUATE THE BUILDING ONLY WHEN DECLARED SAFE BY AUTHORITIES.
6. RENDER FIRST AID AS NEEDED.

##### EARTHQUAKE

DURING AN EARTHQUAKE THE STUDENTS WILL TAKE SHELTER UNDER THEIR DESKS. IF THEY ARE IN THE CAFETERIA THEY WILL TAKE SHELTER UNDER THE TABLES. IF THEY ARE ON THE PLAYGROUND, THEY WILL BE INSTRUCTED TO LINE UP IN THEIR REGULAR FIRE DRILL POSITIONS. THEY WILL LEAVE THE BUILDING AFTER THE EARTHQUAKE AND NOT RE-ENTER UNTIL IT IS SAFE.

##### ENEMY ATTACK

IF NOTICE IS RECEIVED OF AN ENEMY ATTACK, FOUR SHORT BUZZES WILL DECLARE A RED ALERT. THE CUSTODIANS WILL SHUT OFF THE GAS AND ELECTRICAL TERMINALS. HAVE THE CHILDREN TAKE COVER

ON THE FLOOR ON THE SOUTH SIDE OF THE CLASSROOMS. IF ON THE YARD AN ANNOUNCEMENT WILL BE MADE OVER THE INTERCOM TO ENTER THE

CLASSROOMS AND THEN TAKE COVER ON THE FLOOR, AWAY FROM THE WINDOWS. THEY WILL REMAIN IN THE CLASSROOMS UNTIL IT IS DECLARED SAFE TO LEAVE. IF/WHEN PARENTS ARRIVE FOLLOW RELEASE PROCEDURES.

#### EXPLOSION

WHEN AN EXPLOSION OCCURS EVACUATE THE BUILDING. OFFICE STAFF WILL CONTACT THE FIRE DEPARTMENT AND NOTIFY THE SUPERINTENDENT. IF CHILDREN ARE INJURED 911 WILL BE UTILIZED AND AN AMBULANCE DISPATCHED.

#### FIRE

EVACUATE THE BUILDING IN FIRE DRILL PROCEDURE. OFFICE STAFF WILL CONTACT THE FIRE DEPARTMENT AND NOTIFY THE SUPERINTENDENT.

#### FLOODING

WHEN FLOODING IS TO OCCUR STUDENTS WILL BE TRANSPORTED TO AN AREA DESIGNATED BY KERN COUNTY EMERGENCY SERVICES. THE DISTRICT FLOODING PLAN WILL BE IN EFFECT.

IV. IF CHILDREN ARE TO REMAIN AT SCHOOL FOR AN EXTENDED TIME THE FOLLOWING PROCEDURE WILL BE USED.

ALL CLASSIFIED AND CERTIFICATED PERSONNEL WILL REMAIN ON DUTY AS LONG AS THE CHILDREN REMAIN IN THE BUILDING. THEY WILL BE DISMISSED BY THE PRINCIPAL WHEN NOTICE IS RECEIVED TO DO SO FROM THE DISTRICT OFFICE AND/OR LAW ENFORCEMENT.

#### CARE OF THE CHILDREN

PLACEMENT OF CHILDREN IF IT BECOMES NECESSARY TO REMAIN OVERNIGHT AT SCHOOL.

GRADES 4-8 WHEN SAFE TO DO SO, TEACHERS WILL PARTNER & SEPARATE STUDENTS BY GENDER AND COORDINATE SLEEPING ARRANGEMENTS.

#### USE OF LAVATORY FACILITIES

TEACHERS WILL ASSIST WITH ESCORTING STUDENTS IN GROUPS OF (4) FOUR WHEN SAFE TO DO SO AS NEEDED. PARTNER WITH ANOTHER TEACHER TO SUPERVISE STUDENTS AT ALL TIMES.

#### WATER

IF WATER IS TO BE CONSERVED, HAVE THE CAFETERIA MANAGER FILL ALL AVAILABLE CONTAINERS WITH WATER.

#### FOOD

THE CAFETERIA MANAGER WILL PROVIDE A LIGHT DINNER IF NECESSARY. FOOD WILL BE SERVED IN THE CAFETERIA OR IN THE CLASSROOMS AS NEEDED.

#### PARENTS

INFORM PARENTS OF PROCEDURES FOR REQUEST AND RELEASE. IN ANY EMERGENCY OR DISASTER SITUATION USE GOOD COMMON SENSE.

\*\*SEE CAMPUS DISORDER FOR SHOOTINGS/SNIPERS, AIRPLANE CRASH, POWER OUTAGES OR SEVERE WEATHER CONDITIONS.

#### VI. EMERGENCY EVACUATION OF SCHOOL SITE

(IT MAY BE NECESSARY TO EVACUATE THE SCHOOL SITE FOR REASONS OTHER THAN A FLOOD, IN WHICH YOU WOULD EVACUATE ONLY TO HIGHER GROUND. THOSE REASONS MIGHT BE A CHEMICAL ACCIDENT, A BOMB THREAT, NEIGHBORHOOD DISORDER OR VIOLENCE, AN EARTHQUAKE, EXPLOSION, FIRE OR A FALLEN AIRCRAFT. ) IF DIRECTED TO EVACUATE BY THE SUPERINTENDENT OR FIRE/POLICE AUTHORITIES AT THE SCENE WE WILL REFER TO OUR PLAN, AND NOTIFY TRANSPORTATION IMMEDIATELY. SCHOOLS WILL EVACUATE TO THEIR DESIGNATED EVACUATION SITES UNLESS NOTIFIED OTHERWISE.

\*In the 2018-2019 school year, Arvin Union School District began transitioning in the Standard Respond Protocol from the I Love You Guys Foundation into the safety plan procedures. Within the SRP are four foundational protocols including lockout, lockdown, evacuate and shelter.

Each school site will introduce a protocol and its procedures to the staff members with the implementation of the videos and handouts that correlate.

## EMERGENCY RESPONSE PROCEDURES

Site specific response procedures should be inserted for the following:

1. Lockdown (SRP- Lockdown)
2. Evacuation (SRP- Evacuate)
3. Drive-By Shooting (SRP- Lockdown)
4. Unarmed Intruder (SRP- Lockdown)
5. Shelter in Place (SRP- Shelter)
6. Student Walk Out (SRP- Shelter)
7. Fire Drills and Fires (SRP- Evacuate)
8. Earthquake Drill and Earthquake (SRP- Evacuate)
9. Bomb Threat (SRP- Evacuate)

Each procedure should contain the following elements:

1. Code designation
  - a. Verbal: Lockdown, Evacuation, Fire, etc.
  - b. Bell signal (If any)
2. Description of incidents that will trigger the code
3. Description of action to be taken by administration, teachers, students and Crisis Response Team
4. Procedure and signal to rescind code

## ARVIN UNION SCHOOL DISTRICT 2-WAY RADIO PROCEDURES

IN CASE OF A BOMB THREAT, DO NOT ACTIVATE THESE RADIOS, AS THE FREQUENCY MAY ACTIVATE THE BOMB.

Our district system is licensed and monitored by the Federal Communications Commission for school business use. In an emergency, effective communication is crucial. Follow these guidelines for radio use:

- Only one signal can be on the frequency at a time. Designate your signal channel to be used in case of emergency only. Be sure to monitor the system before transmitting.
- Minimize transmissions. Keep sentences short.
- Speak slowly, clearly, within two inches of the radio.
- Use clear "sign-off" terms.
- During normal use, use only the channel assigned to your school.



## STUDENT WELLNESS TEAMS

### Objective:

SAFE SCHOOLS/HEALTHY STUDENTS is a Federal initiative of persons whose mission is to develop and maintain programs and intra/inter agency collaborations that promote physical, mental, and social health in our students with the goal of promoting educational success.

The objective of Student Wellness Teams is to coordinate the care of students who have been recently evaluated for and/or held on Welfare and Institutions Code 5150 status.

### Students will:

- Have a Student Wellness Plan (Safety, Mental Health and, when appropriate, Educational Plan) developed after a 5150 assessment
- When appropriate, participate in the Student Wellness Team Meeting

### Parents will:

- Participate in the Student Wellness Team Meeting

### Staff will:

- Follow 5150 Procedure Checklist and Flow Chart (Attachments 1, 2)
- Minimally include Parent, Student, Site Administration representative, and School Psychologist on Student Wellness Team. (May also include: Student Assistance Program therapist, Clinica Sierra Vista, Nurse, Teacher, Counselor, School Social Worker, Mental Health Worker, SRO, private provider and/or others.)
- Develop Student Wellness Plans collaboratively
- Complete Student Wellness Plan (Attachment 3) and distribute to appropriate individuals
- Keep all Student Wellness Team information confidential
- Utilize appropriate release of information forms
- Collaboratively decide when to end the Student Wellness Plan
- Provide feedback to site Psychologist on efficacy of Student Wellness Team

## STUDENT WELLNESS TEAM CONCEPT

Student Wellness Teams are responsible to the Site Principal/Administrative Designee for coordinating safety/wellness/education plans for students who have been or are at risk for WI Code 5150 status designation.

The School Site collaboratively determines how the Student Wellness Team operates, keeping at the forefront adherence to State and Federal confidentiality laws, professional scope of practice, ethics, and best practices guidelines.

Minimally, Student Wellness Teams include Site Administration, the Psychologist, the student, and the student's parent(s)/guardian(s). Others may be School Nurses, School Counselors, School Social Workers, Student Assistance Program therapists, Mental Health Workers (County/ contracted), School Resource Officer and/or other Law Enforcement personnel, and private providers.

The SW Team may schedule meetings as needed after a student has been assessed by the Student Threat Assessment Team (STAT) for 5150. The meetings do not have to be formal, but must be documented on the Student Wellness Plan. The plan is intended to be short-term and for the acute situation only.

Roles and responsibilities will be determined by the Site Administration. The Professional completing the Assessment of High Risk Areas form will be the contact person for the Kern County Mental Health Team until the Student Wellness Team meets and determines who the contact (case manager) will be. Kern County Mental Health and/or School Resource Officer will contact Site Admin when student is released, provided a valid release has been signed.

EMERGENCY RESPONSE PROCEDURES - see attachment = DISASTER PROCEDURES

Site 5150 files will be maintained by Site Administration or designee.

Student Wellness Teams will report concerns about processes and about efficacy of the Team to the Director of Student Services: Rebecca Ruiz

In addition, there is an Emergency Plan for Students with Special Needs and 5150 Threat Assessment Forms (see attachment)

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

Coordination of the use of school buildings for emergency shelters should be coordinated through the office of the Superintendent of the Arvin Union School District per Ed Code, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies.

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

#### **Definitions**

Suspension 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 Board of Trustees 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

Expulsion means removal of a student from the immediate supervision and control or the general supervision of school personnel. (Education Code 48925)

## 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: Grades K-12

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows and in the sections "Additional Grounds for Suspension and Expulsion: Grades 4-12" and "Additional Grounds for Suspension and Expulsion: Grades 9-12" below:

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, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code 48900(b))
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 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. Knowingly received stolen school property or private property (Education Code 48900(l))
12. 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))
13. 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))
14. 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))
15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))
16. 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. (Education Code 48900(q))
17. 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 self or property; cause the student to experience a substantially detrimental effect on physical or mental health; or cause the student to experience substantial interferences with academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

Bullying includes any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 and below in the section "Additional Grounds for Suspension and Expulsion: Grades 4-12," that has any of the effects described above on a reasonable student.

Bullying also includes an act of cyber sexual bullying by a student through the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, semi-nude, or sexually explicit photograph or other visual recording of an identifiable minor, when such dissemination is to another student or to school personnel by means of an electronic act and has or can be reasonably predicted to have one or more of the effects of bullying described above. Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

Electronic act means the creation or transmission originated on or off the school site by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication including, but not limited to: (Education Code 48900(r))

a. A message, text, sound, video, or image

b. A post on a social network Internet web site, including, but not limited to, posting to or creating a burn page or creating 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 the student's age, or for a person of the student's age and disability. (Education Code 48900(r))

18. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31 (Education Code 48900(t))

19. 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)

#### Additional Grounds for Suspension and Expulsion: Grades 4-12

A student in grades 4-12 shall be subject to suspension or recommendation for expulsion when it is determined that the student:

1. 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)

2. 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)

3. 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)

#### Additional Grounds for Suspension and Expulsion: Grades 9-12

Any student in grades 9-12 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying 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))

#### Suspension from Class by a Teacher

A teacher may suspend a student from class for the remainder of the day and the following day for any of the acts specified in Education Code 48900 and listed as items #1-18 under "Grounds for Suspension and Expulsion: Grades K-12" above or for disruption or willful defiance at any grade level, including grades K-8. (Education Code 48910)

When suspending a student from 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, the student shall be appropriately supervised during the class periods from which the student has been suspended. (Education Code 48910)

As soon as possible after the teacher decides to suspend the student, the teacher shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension.

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 suspended from class shall not be returned to class during the period of the suspension without the approval of the teacher of the class and the principal or designee. (Education Code 48910)

A student suspended from class shall not be placed in another regular class during the period of suspension. 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 the student was suspended. (Education Code 48910)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

#### Suspension by Superintendent, Principal or Principal's Designee

To implement disciplinary procedures at a school site, the principal may, in writing, designate as the principal's designee another administrator or, if the principal is the only administrator at the school site, a certificated employee. As necessary, the principal may, in writing, also designate another administrator or certificated employee as the secondary designee to assist with disciplinary procedures when the principal and the principal's primary designee are absent from the school site.

The Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to have committed any of the acts listed in the Board policy under "Authority to Expel" for which a recommendation of expulsion is required. (Education Code 48915(c))

The Superintendent, principal, or designee may impose a suspension for a first offense if it is determined that the student violated any of items #1-5 listed under "Grounds for Suspension and Expulsion: Grades K-12" 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. (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 the documentation 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. (Education Code 48911)

A student may be suspended from school for not more than 20 school days in any school year. However, if a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class for the purpose of adjustment, the student 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)

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, including the other means of correction that were attempted before the suspension as required pursuant to Education Code 48900.5, and the evidence against the student, and shall be given the opportunity to present the student's version and evidence. (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 and the conference shall be held within two school days, unless the student waives the 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 also be notified in writing of the suspension. (Education Code 48911)

This notice shall state the specific offense committed by the student. (Education Code 48900.8)

In addition, the notice may state the date and time when the student may return to school.

4. **Parent/Guardian Conference:** Whenever a student is suspended, school officials may request a meeting 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)

If school officials request to meet with the parent/guardian, the notice may state that the law requires the parent/guardian to respond to such requests without delay. However, 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, provided the following requirements are followed: (Education Code 48911)

a. The extension of the original period of suspension is 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.

b. 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)

c. 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)

d. If the student involved is a homeless child or youth, the Superintendent or designee shall notify the district liaison for homeless students. (Education Code 48918.1)

In lieu of or 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 the behavior and keep the student in school.

#### Suspension by the Board

The Board may suspend a student for any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12," "Additional Grounds for Suspension and Expulsion: Grades 4-12," and "Additional Grounds for Suspension and Expulsion: Grades 9-12" 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. 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 that would violate a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

The Board shall provide the student and 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)

#### On-Campus Suspension

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 on-campus suspension in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

1. The on-campus suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.
3. The on-campus suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.

The student shall be responsible for contacting the student's teacher(s) to receive assignments to be completed in the supervised suspension classroom.

At the time a student is assigned to an on-campus 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 may be made in writing. (Education Code 48911.1)

#### Superintendent or Principal's Authority to Recommend Expulsion

Unless the Superintendent or principal determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, the Superintendent or principal shall recommend a student's expulsion for any of the following acts: (Education Code 48915)

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.

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife 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 or other medication prescribed 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)

#### Student's Right to Expulsion Hearing

Any student recommended for expulsion shall be entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed the act(s) that form the basis for the expulsion recommendation. (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 expellable offense, the Superintendent, principal, or designee shall offer the student and parent/guardian the option to waive a hearing and stipulate to the expulsion or to a suspension of the expulsion under certain conditions. The offer shall be made only after the student or 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 parent/guardian. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of the right to have a full hearing, to appeal the expulsion to the County Board of Education, and to consult legal counsel.

A stipulated expulsion agreed to by the student and parent/guardian 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, the Superintendent or designee shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of the right to: (Education Code 48918.5)

1. Receive five days' notice of the scheduled testimony at the hearing
2. Have up to two adult support persons present at the hearing at the time the witness testifies
3. Have a closed hearing during the time the witness 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 a student is expelled for acts other than those described in Education Code 48915(a) or (c).

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 adviser

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 adviser 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 and Homeless Students

If the student facing expulsion is a foster student, the Superintendent or designee shall also send notice of the hearing to the student's attorney and a representative of an appropriate child welfare agency at least 10 days prior to the hearing. (Education Code 48918.1)

If the student facing expulsion is a homeless student, the Superintendent or designee shall also send notice of the hearing to the district liaison for homeless students at least 10 days prior to the hearing. (Education Code 48918.1)

Any notice for these purposes may 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 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 to the extent that privacy rights of other students are not violated. (Education Code 48918)

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 testify 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, a 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: Grades K-12," "Additional Grounds for Suspension and Expulsion: Grades 4-12," and "Additional Grounds for Suspension and Expulsion: Grades 9-12" 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 the 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 who 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.

i. The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.

ii. 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 the complaining witness may leave the hearing room.

iii. 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 normal school hours, 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 school, 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. The Board may also 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)

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 and permitted to return to the classroom instructional program from which the referral was made, unless another placement is requested in writing by the student's parent/guardian. Before the student's placement decision is made by the student's parent/guardian, the Superintendent or designee shall consult with the parent/guardian and district staff, including the student's teachers, regarding other placement options for the student in addition to the option to return to the classroom instructional program from which the student's expulsion referral was made. 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. If the hearing officer or administrative panel recommends that the Board expel a student but suspend the enforcement of the expulsion, the student shall not be reinstated and permitted to return to the classroom instructional program from which the referral was made until the Board has ruled on the recommendation. (Education Code 48917, 48918)

Final Action by the Board

Whether the expulsion hearing is conducted in closed or open 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 in public. (Education Code 48918(j))

The Board's decision is final. If the decision is to not expel, the student shall be reinstated immediately. If the decision is to suspend the enforcement of the expulsion, the student shall be reinstated under the conditions of the suspended expulsion.

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 "mandatory recommendation and mandatory expulsion" act listed in the section "Authority to Expel" in the accompanying Board policy, 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: Grades K-12," "Additional Grounds for Suspension and Expulsion: Grades 4-12," or "Additional Grounds for Suspension and Expulsion: Grades 9-12" (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and 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 to Suspend 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 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: Grades K-12," "Additional Grounds for Suspension and Expulsion: Grades 4-12," or "Additional Grounds for Suspension and Expulsion: Grades 9-12" 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 the student's 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)

#### 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)

If the student submits 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 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, or of any student acts involving 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 county or district 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)

#### Placement During Expulsion

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 any of these

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 only acts described in Items #6-12 under "Grounds for Suspension and Expulsion: Grades K-12" and items #1-3 under "Additional Grounds for Suspension and Expulsion: Grades 4-12" 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

Prior to the date set by the Board for the student's readmission:

1. 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.

2. The Superintendent or designee shall transmit to the Board a recommendation regarding readmission. The Board shall consider this recommendation in closed session. If a written request for open session is received from the parent/guardian or adult student, it shall be honored to the extent that privacy rights of other students are not violated.

3. 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.

4. 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)

5. 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.

6. 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)

#### Policy ARVIN UNION SCHOOL DISTRICT

adopted: February 20, 2018 Arvin, California Revised July 21, 2020 Arvin CA

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

To notify teachers of suspensions (through email via SIA) as they occur during the school year, the following process is used:

1. Suspensions are reported to each teacher as soon as student has been suspended.
2. Teachers are advised about the confidential nature of the data.
3. Suspension reports are filed in the student's cum and a copy is sent to District Office.
4. Teachers can access suspension history for their student through our Aeries program.
5. Utilizing the School Innovative and Achievement email to staff.

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

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

(d) For the 1994–95 school year, the information provided shall be from the previous two school years. For the 1996–97 school year and each school year thereafter, the information provided shall be from the previous three school years.

(e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

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

Board Policy Manual Arvin Union School District

Regulation 5145.7: Sexual Harassment Status:

ADOPTED Original Adopted Date: 11/15/2016 | Last Revised Date: 12/08/2020 | Last Reviewed Date: 12/08/2020

##### **Definitions**

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 sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

For purposes of applying the complaint procedures specified in Title IX of the Education Amendments of 1972, sexual harassment is defined as any of the following forms of conduct that occurs in an education program or activity in which a district school exercises substantial control over the context and respondent: (34 CFR 106.30, 106.44)

1. A district employee conditioning the provision of a district aid, benefit, or service on the student's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the district's education program or activity
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

##### **Examples of Sexual Harassment**

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment under state and/or federal law, in accordance with the definitions above, include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way



9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

#### Title IX Coordinator/Compliance Officer

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 in accordance with AR 5145.71 - Title IX Sexual Harassment Complaint Procedures, as well as to oversee investigate, and/or resolve sexual harassment complaints processed under AR 1312.3 - Uniform Complaint Procedures. The Title IX Coordinator(s) may be contacted at:

Assistant Superintendent (title or position)

737 Bear Mountain Boulevard, Arvin, CA 93203 (address) 661-854-6500

(telephone number)

epereida-martinez@arvin-do.com (email)

#### Notifications

The Superintendent or designee shall notify students and parents/guardians that the district does not discriminate on the basis of sex as required by Title IX and that inquiries about the application of Title IX to the district may be referred to the district's Title IX Coordinator and/or to the Assistant Secretary for Civil Rights, U.S. Department of Education. (34 CFR 106.8) The district shall notify students and parents/guardians of the name or title, office address, email address, and telephone number of the district's Title IX Coordinator. (34 CFR 106.8)

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)
2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)
3. Be posted, along with the name or title and contact information of the Title IX Coordinator, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6; 34 CFR 106.8)
4. Be provided as part of any orientation program conducted for new and continuing students at the beginning of each quarter, semester, or summer session (Education Code 231.5)
5. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)
6. Be included, along with the name or title and contact information of the Title IX Coordinator, in any handbook provided to students or parents/guardians (34 CFR 106.8)

The Superintendent or designee shall also post the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6)

#### Reporting Complaints

A student or parent/guardian who believes that the student has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to a teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Within one school day of receiving such a report, the principal or other school employee shall forward the report to the district's Title IX Coordinator. Any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report the observation to the principal or Title IX Coordinator. The report shall be made regardless of whether the alleged victim files a formal complaint or requests confidentiality.



When a report or complaint of sexual harassment involves off-campus conduct, the Title IX Coordinator shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If the Title IX Coordinator determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the Title IX Coordinator shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with applicable district complaint procedures.

#### Complaint Procedures

All complaints and allegations of sexual harassment by and against students shall be investigated and resolved in accordance with law and district procedures. The Title IX Coordinator shall review the allegations to determine the applicable procedure for responding to the complaint. All complaints that meet the definition of sexual harassment under Title IX shall be investigated and resolved in accordance with AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. Other sexual harassment complaints shall be investigated and resolved pursuant to BP/AR 1312.3 - Uniform Complaint Procedures.

If sexual harassment is found following an investigation, the Title IX Coordinator, or designee in consultation with the Coordinator, shall take prompt action to stop the sexual harassment, prevent recurrence, implement remedies, and address any continuing effects.

#### Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
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5 CCR 4600-4670	Uniform complaint procedures
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5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
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Civ. Code 1714.1	Liability of parent or guardian for act of willful misconduct by a minor
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Civ. Code 51.9	Liability for sexual harassment; business, service and professional relationships
Ed. Code 200-262.4	Prohibition of discrimination

Ed. Code 48900	Grounds for suspension or expulsion
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Ed. Code 48900.2	Additional grounds for suspension or expulsion; sexual harassment
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Ed. Code 48904	Liability of parent/guardian for willful student misconduct
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Ed. Code 48980	Parent/Guardian notifications
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Ed. Code 48985	Notices to parents in language other than English
Gov. Code 12950.1	Sexual harassment training

Federal	Description
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20 USC 1092	Definition of sexual assault
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20 USC 1221	Application of laws
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20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
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20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
34 CFR 106.1-106.82	Nondiscrimination on the basis of sex in education programs

34 CFR 99.1-99.67	Family Educational Rights and Privacy
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34 USC 12291	Definition of dating violence, domestic violence, and stalking
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42 USC 1983	Civil action for deprivation of rights
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42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964
42 USC 2000e-2000e-17	Title VII, Civil Rights Act of 1964, as amended

Management Resources	Description
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Court Decision Gebser v. Lago Vista Independent School District, (1998)	524 U.S. 274
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Court Decision Oona by Kate S. v. McCaffrey, (1998, 9th Cir.)	143 F.3d 473
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Court Decision Reese v. Jefferson School District, (2001, 9th Cir.)	208 F.3d 736
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Court Decision Davis v. Monroe County Board of Education, (1999)	526 U.S. 629
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Court Decision Doe v. Petaluma City School District, (1995, 9th Cir.)	54 F.3d 1447
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Court Decision Donovan v. Poway Unified School District, (2008)	167 Cal.App.4th 567
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Court Decision Flores v. Morgan Hill Unified School District, (2003, 9th Cir.)	324 F.3d 1130
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CSBA Publication Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

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

U.S. DOE, Office for Civil Rights Publication Q&A on Campus Sexual Misconduct, September 2017

U.S. DOE, Office for Civil Rights Publication Sexual Harassment: It's Not Academic, September 2008 U.S. DOE, Office for Civil Rights Publication Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001 U.S. DOE, Office for Civil Rights Publication Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

U.S. DOE, Office for Civil Rights Publication Dear Colleague Letter: Title IX Coordinators, April 2015 Website CSBA District and County Office of Education Legal Services Website California Department of Education

Website CSBA Website U.S. Department of Education, Office for Civil Rights

#### Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
1312.1	Complaints Concerning District Employees
1312.1	Complaints Concerning District Employees
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E PDF(1)	Uniform Complaint Procedures
1312.3-E PDF(2)	Uniform Complaint Procedures
1313	Civility 3515.4 Recovery For Property Loss Or Damage
3515.4	Recovery For Property Loss Or Damage
3530	Risk Management/Insurance
3530	Risk Management/Insurance
3580	District Records
3580	District Records
4117.7	Employment Status Reports
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4119.11	Sexual Harassment
4119.11	Sexual Harassment
4131	Staff Development
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4219.11	Sexual Harassment
4219.11	Sexual Harassment
4219.21	Professional Standards
4219.21-E PDF(1)	Professional Standards - Code Of Ethics
4231	Staff Development
4317.7	Employment Status Reports
4319.11	Sexual Harassment
4319.11	Sexual Harassment
4319.21	Professional Standards
4319.21-E PDF(1)	Professional Standards
5125	Student Records
5125	Student Records
5131	Conduct 5131.2 Bullying
5131.2	Bullying
5131.5	Vandalism And Graffiti
5132	Dress And Grooming
5132	Dress And Grooming
5132-E PDF(1)	Dress And Grooming
5137	Positive School Climate
5138	Conflict Resolution/Peer Mediation
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5141.52	Suicide Prevention

5141.52 Suicide Prevention  
 5144 Discipline  
 5144 Discipline  
 5144.1 Suspension And Expulsion/Due Process  
 5144.1 Suspension And Expulsion/Due Process  
 5144.2 Suspension And Expulsion/Due Process (Students With Disabilities)  
 5145.2 Freedom Of Speech/Expression  
 5145.2 Freedom Of Speech/Expression  
 5145.3 Nondiscrimination/Harassment  
 5145.3 Nondiscrimination/Harassment  
 5145.6 Parent/Guardian Notifications  
 5145.6-E PDF(1) Parent/Guardian Notifications  
 5145.71 Title IX Sexual Harassment Complaint Procedures  
 5145.71-E PDF(1) Title IX Sexual Harassment Complaint Procedures  
 5145.9 Hate-Motivated Behavior  
 6142.1 Sexual Health And HIV/AIDS Prevention Instruction  
 6142.1 Sexual Health And HIV/AIDS Prevention Instruction  
 6142.8 Comprehensive Health Education  
 6142.8 Comprehensive Health Education  
 6145 Extracurricular And Cocurricular Activities  
 6145 Extracurricular And Cocurricular Activities  
 6145.2 Athletic Competition  
 6145.2 Athletic Competition  
 6163.4 Student Use Of Technology  
 6163.4-E PDF(1) Student Use Of Technology

Board Policy Manual Arvin Union School District

Policy 5145.7: Sexual Harassment Status:

ADOPTED Original Adopted Date: 11/15/2016 | Last Revised Date: 12/08/2020 | Last Reviewed Date: 12/08/2020

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

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

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

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

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

Instruction/Information

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

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 under any circumstance
3. Encouragement to report observed incidents of sexual harassment even when the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and action shall be taken to respond to harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedures for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation

#### Disciplinary Actions

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

#### Record-Keeping

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

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5 CCR 4600-4670	Uniform complaint procedures
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Ed. Code 48904	Liability of parent/guardian for willful student misconduct
Ed. Code 48980	Parent/Guardian notifications
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Gov. Code 12950.1	Sexual harassment training

Federal	Description
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20 USC 1092 Definition of sexual assault  
 20 USC 1221 Application of laws  
 20 USC 1232g Family Educational Rights and Privacy Act (FERPA) of 1974  
 20 USC 1681-1688 Title IX of the Education Amendments of 1972; discrimination based on sex 34 CFR 106.1-106.82  
 Nondiscrimination on the basis of sex in education programs  
 34 CFR 99.1-99.67 Family Educational Rights and Privacy  
 34 USC 12291 Definition of dating violence, domestic violence, and stalking  
 42 USC 1983 Civil action for deprivation of rights  
 42 USC 2000d-2000d-7 Title VI, Civil Rights Act of 1964 42 USC 2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

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1312.3-E PDF(2)	Uniform Complaint Procedures
1313	Civility
3515.4	Recovery For Property Loss Or Damage
3515.4	Recovery For Property Loss Or Damage
3530	Risk Management/Insurance
3530	Risk Management/Insurance
3580	District Records
3580	District Records
4117.7	Employment Status Reports
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4119.11	Sexual Harassment
4131	Staff Development
4218	Dismissal/Suspension/Disciplinary Action

4218 Dismissal/Suspension/Disciplinary Action  
 4219.11 Sexual Harassment  
 4219.11 Sexual Harassment  
 4219.21 Professional Standards  
 4219.21-E PDF(1) Professional Standards - Code Of Ethics  
 4231 Staff Development  
 4317.7 Employment Status Reports  
 4319.11 Sexual Harassment  
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 4319.21 Professional Standards  
 4319.21-E PDF(1) Professional Standards  
 5125 Student Records  
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 5131 Conduct  
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 5131.5 Vandalism And Graffiti  
 5132 Dress And Grooming  
 5132 Dress And Grooming  
 5132-E PDF(1) Dress And Grooming  
 5137 Positive School Climate  
 5138 Conflict Resolution/Peer Mediation  
 5141.4 Child Abuse Prevention And Reporting  
 5141.4 Child Abuse Prevention And Reporting  
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 5144 Discipline  
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 5144.1 Suspension And Expulsion/Due Process  
 5144.1 Suspension And Expulsion/Due Process  
 5144.2 Suspension And Expulsion/Due Process (Students With Disabilities)  
 5145.2 Freedom Of Speech/Expression  
 5145.2 Freedom Of Speech/Expression  
 5145.3 Nondiscrimination/Harassment  
 5145.3 Nondiscrimination/Harassment  
 5145.6 Parent/Guardian Notifications  
 5145.6-E PDF(1) Parent/Guardian Notifications  
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 6142.1 Sexual Health And HIV/AIDS Prevention Instruction  
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 6145 Extracurricular And Cocurricular Activities  
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 6145.2 Athletic Competition  
 6163.4 Student Use Of Technology  
 6163.4-E PDF(1) Student Use Of Technology

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

Assistant Superintendent

(title or position)

737 Bear Mountain Boulevard Arvin, CA 93203

(address)

661-854-6500

(telephone number)

epereida-martinez@arvin-do.com

(email)

#### Measures to Prevent Discrimination

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, 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. Publicize the district's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public by posting them in prominent locations and providing easy access to them through district-supported communications
2. Post the district's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)
3. Post the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)
4. Post in a prominent location on the district web site in a manner that is easily accessible to parents/guardians and students information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the following: (Education Code 221.6, 221.61, 234.6)
  - a. The name and contact information of the district's Title IX Coordinator, including the phone number and email address
  - b. The rights of students and the public and the responsibilities of the district under Title IX, including a list of rights as specified in Education Code 221.8 and web links to information about those rights and responsibilities located on the web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR)
  - c. A description of how to file a complaint of noncompliance under Title IX, which shall include:
    - i. An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of limitations
    - ii. An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on the OCR's web site
    - iii. A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office
    - d. A link to the Title IX information included on the California Department of Education's (CDE) web site

5. Post a link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families. Such resources shall be posted in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. (Education Code 234.5, 234.6)

6. 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.

7. Annually notify all students and parents/guardians of the district's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students. The notice shall inform students and parents/guardians that they may request to meet with the compliance officer to determine how best to accommodate or resolve concerns that may arise from the district's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the district will address any individual student's interests and concerns in private.

8. Ensure that students and parents/guardians, including those with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand. If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

9. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and/or information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, 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 details of guidelines the district may use to provide a discrimination-free environment for all district students.

10. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)

11. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students from threatened or potentially discriminatory behavior and ensure their privacy rights.

#### Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti
2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination, how to report it or file a complaint, and how to respond
3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination
4. Consistent with laws regarding the confidentiality of student and personnel records, communicating to students, parents/guardians, and the community the school's response plan to unlawful discrimination or harassment
5. Taking appropriate disciplinary action against students, employees, and anyone determined to have engaged in wrongdoing in violation of district policy, including any student who is found to have filed a complaint of discrimination that the student knew was not true

#### Process for Initiating and Responding to Complaints

Students who feel that they have been subjected to unlawful discrimination described above or in district policy are strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, students who observe any such incident are strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.



Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When a report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal or compliance officer, the principal or compliance officer shall notify the student or parent/guardian of the right to file a formal complaint in accordance with AR 1312.3 - Uniform Complaint Procedures or, for complaints of sexual harassment that meet the federal Title IX definition, AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. Once notified verbally or in writing, the compliance officer shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the principal, compliance officer, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Superintendent or designee who shall determine how the complaint will be investigated.

#### Issues Unique to Intersex, Nonbinary, Transgender and Gender-Nonconforming Students

Gender identity of a student means the student's gender-related identity, appearance, or behavior as determined from the student's internal sense, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

Gender transition refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.

Intersex student means a student with natural bodily variations in anatomy, hormones, chromosomes, and other traits that differ from expectations generally associated with female and male bodies.

Nonbinary student means a student whose gender identity falls outside of the traditional conception of strictly either female or male, regardless of whether or not the student identifies as transgender, was born with intersex traits, uses gender-neutral pronouns, or uses agender, genderqueer, pangender, gender nonconforming, gender variant, or such other more specific term to describe their gender. Transgender student means a student whose gender identity is different from the gender assigned at birth.

The district prohibits acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, or that have the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment, regardless of whether the acts are sexual in nature. Examples of the types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with the student's gender identity
2. Disciplining or disparaging a student or excluding the student from participating in activities, for behavior or appearance that is consistent with the student's gender identity or that does not conform to stereotypical notions of masculinity or femininity, as applicable
3. Blocking a student's entry to the restroom that corresponds to the student's gender identity
4. Taunting a student because the student participates in an athletic activity more typically favored by a student of the other sex

5. Revealing a student's gender identity to individuals who do not have a legitimate need for the information, without the student's consent

6. Using gender-specific slurs

7. Physically assaulting a student motivated by hostility toward the student because of the student's gender, gender identity, or gender expression

The district's uniform complaint procedures (AR 1312.3) or Title IX sexual harassment procedures (AR 5145.71), as applicable, shall be used to report and resolve complaints alleging discrimination against intersex, nonbinary, transgender, and gender-nonconforming students.

Examples of bases for complaints include, but are not limited to, the above list, as well as improper rejection by the district of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's gender identity, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that intersex, nonbinary, 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 intersex, nonbinary, transgender, or gender-nonconforming status is the student's private information. The district shall develop strategies to prevent unauthorized disclosure of students' private information. Such strategies may include, but are not limited to, collecting or maintaining information about student gender only when relevant to the educational program or activity, protecting or revealing a student's gender identity as necessary to protect the health or safety of the student, and keeping a student's unofficial record separate from the official record. The district shall only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In any case, the district shall only allow disclosure of a student's personally identifiable information to employees with a legitimate educational interest as determined by the district pursuant to 34 CFR 99.31. Any district employee to whom a student's intersex, nonbinary, transgender, or gender-nonconforming status is disclosed shall keep the student's information confidential. When disclosure of a student's gender identity is made to a district employee by a student, the employee shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless the employee is required to disclose or report the student's information pursuant to this administrative regulation, and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to the student's status as an intersex, nonbinary, transgender, or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days. As appropriate given the student's need for support, the compliance officer may discuss with the student any need to disclose the student's intersex, nonbinary, transgender, or gender-nonconformity status or gender identity or gender expression to the student's parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The district shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.

2. **Determining a Student's Gender Identity:** The compliance officer shall accept the student's assertion of gender identity and begin to treat the student consistent with that gender identity unless district personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose.

3. **Addressing a Student's Transition Needs:** The compliance officer shall arrange a meeting with the student and, if appropriate, the student's parents/guardians to identify and develop strategies for ensuring that the student's access to educational programs and activities is maintained. The meeting shall discuss the intersex, nonbinary, 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 compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to the student's status as an intersex, nonbinary, transgender, or gender nonconforming individual, so that prompt action can be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the arrangements for the student are meeting the student's educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.

4. Accessibility to Sex-Segregated Facilities, Programs, and Activities: When the district maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sexsegregated programs and activities, such as physical education classes, intramural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity. To address any student's privacy concerns in using sex-segregated facilities, the district shall offer available options such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because the student is intersex, nonbinary, transgender, or gender nonconforming. In addition, a student shall be permitted to participate in accordance with the student's gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with the student's gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

5. Student Records: Upon each student's enrollment, the district is required to maintain a mandatory permanent student record (official record) that includes the student's gender and legal name. A student's legal name as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed with proper documentation. A student's gender as entered on the student's official record required pursuant to 5 CCR 432 shall only be changed with written authorization of a parent/guardian having legal custody of the student. (Education Code 49061) However, when proper documentation or authorization, as applicable, is not submitted with a request to change a student's legal name or gender, any change to the student's record shall be limited to the student's unofficial records such as attendance sheets, report cards, and school identification.

6. Names and Pronouns: If a student so chooses, district personnel shall be required to address the student by a name and the pronoun(s) consistent with the student's gender identity, without the necessity of a court order or a change to the student's official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns will, in general, 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 the student's gender identity, subject to any dress code adopted on a school site.

#### Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 432	Student records
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Civ. Code 1714.1	Liability of parent or guardian for act of willful misconduct by a minor
Ed. Code 200-262.4	Prohibition of discrimination
Ed. Code 48900.3	Suspension or expulsion for act of hate violence
Ed. Code 48900.4	Suspension or expulsion for harassment, threats, or intimidation
Ed. Code 48904	Liability of parent/guardian for willful student misconduct
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 49020-49023	Athletic programs
Ed. Code 49060-49079	Student records
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups
Ed. Code 51500	Prohibited instruction or activity
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 60010	Instructional materials; definition
Ed. Code 60040-60052	Requirements for instructional materials
Gov. Code 11135	Prohibition of discrimination
Pen. Code 422.55	Definition of hate crime
Pen. Code 422.6	Crimes; harassment

Federal	Description
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20 USC 1681-1688 Title IX of the Education Amendments of 1972; discrimination based on sex 28 CFR 35.107 Nondiscrimination on basis of disability; complaints

29 USC 794 Rehabilitation Act of 1973; Section 504

34 CFR 100.3 Prohibition of discrimination on basis of race, color or national origin

34 CFR 104.7 Section 504; Designation of responsible employee and adoption of grievances procedures

34 CFR 104.8 Notice of Nondiscrimination on the Basis of Handicap

34 CFR 106.45 Grievance process for formal complaints of sexual harassment

34 CFR 106.8 Designation of coordinator; dissemination of policy, and adoption of grievance procedures

34 CFR 110.25 Prohibition of discrimination based on age

34 CFR 99.31 Disclosure of personally identifiable information

42 USC 12101-12213 Americans with Disabilities Act

42 USC 2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended

42 USC 2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

42 USC 6101-6107 Age Discrimination Act of 1975

Management Resources	Description
34 CFR 106.30	Discrimination on the basis of sex; definitions CA Office of the Attorney General Publication Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist
	California's K-12 Schools in Responding to Immigration Issues, April 2018 California Department of Education Publication California Longitudinal Pupil Achievement Data System (CALPADS) Update FLASH #158: Guidance for Changing a Student's Gender in CALPADS, July 2019
	Court Decision Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567
	Court Decision Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130 CSBA Publication Legal Guidance on Rights of Transgender and Gender Nonconforming Students in Schools, October 2022
	U.S. DOE, Office for Civil Rights Publication Resolution Agreement Between the Arcadia USD, US Dept of Ed, OCR, & the US DOJ, CRD (2013) OCR 09-12-1020, DOJ 169-12C-70
	U.S. Dept. of Health & Human Services Publication Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, August 2013
	U.S. DOE & U.S. DOJ Civil Rights Divisions Pub Dear Colleague Letter: Resource on Confronting Racial Discrimination In Student Discipline, May 2023
	U.S. DOE Publication Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools, May 2023
	U.S. DOE, Office for Civil Rights Publication Enforcement of Title IX of the Education Amendments of 1972 With Respect to Discrimination Based on Sexual Orientation and Gender Identity in Light of Bostock v. Clayton County, June 2021
	U.S. DOE, Office for Civil Rights Publication Dear Colleague Letter: Addressing Discrimination Against Jewish Students, May 2023
	U.S. DOE, Office for Civil Rights Publication
	U.S. Department of Education Toolkit: Creating Inclusive and Nondiscriminatory School Environments for LGBTQI+ Students, June 2023
	U.S. DOE, Office for Civil Rights Publication Questions and Answers on the Title IX Regulations on Sexual Harassment, June 2022
	U.S. DOE, Office for Civil Rights Publication Supporting Students with Disabilities and Avoiding the Discriminatory Use of Student Discipline under Section 504 of the Rehabilitation Act of 1973, July 2022
	U.S. DOE, Office for Civil Rights Publication Dear Colleague Letter: Race and School Programming, August 2023
	U.S. DOE, Office for Civil Rights Publication Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016
	Website CSBA District and County Office of Education Legal Services
	Website First Amendment Center Website California Office of the Attorney General
	Website California Safe Schools Coalition Website CSBA
	Website California Department of Education Website U.S. Department of Education, Office for Civil Rights

## Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
0415	Equity
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0470	COVID-19 Mitigation Plan
1240	Volunteer Assistance

1240 Volunteer Assistance  
 1312.1 Complaints Concerning District Employees  
 1312.1 Complaints Concerning District Employees  
 1312.2 Complaints Concerning Instructional Materials  
 1312.2 Complaints Concerning Instructional Materials  
 1312.2-E PDF(1) Complaints Concerning Instructional Materials  
 1312.3 Uniform Complaint Procedures  
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 1312.3-E PDF(2) Uniform Complaint Procedures  
 1312.4 Williams Uniform Complaint Procedures  
 1312.4-E PDF(1) Williams Uniform Complaint Procedures  
 1312.4-E PDF(2) Williams Uniform Complaint Procedures  
 1313 Civility 1340 Access To District Records  
 1340 Access To District Records  
 3515.4 Recovery For Property Loss Or Damage  
 3515.4 Recovery For Property Loss Or Damage  
 3530 Risk Management/Insurance  
 3530 Risk Management/Insurance  
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6173.1 Education For Foster Youth  
6173.1 Education For Foster Youth  
7110 Facilities Master Plan

Board Policy Manual  
Arvin Union School District  
Policy 5145.3: Nondiscrimination/Harassment Status: ADOPTED  
Original Adopted Date: 11/15/2016 | Last Revised Date: 11/14/2023 | Last Reviewed Date:  
11/14/2023

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, 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, and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district.

The Board desires to provide a welcoming, safe, and supportive school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

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 occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

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

Because unlawful discrimination may occur when disciplining students, including suspension and expulsion, the Superintendent or designee shall ensure that staff enforce discipline rules fairly, consistently and in a non-discriminatory manner, as specified in Board Policy and Administrative Regulation 5144 - Discipline, Board Policy and Administrative Regulation 5144.1 Suspension and Expulsion/Due Process, and Administrative Regulation 5144.2 - Suspension and Expulsion/Due Process (Students With Disabilities).

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. In addition, the Superintendent or designee shall post the

district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's website in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation. (Education Code 234.1, 234.6)

The Superintendent or designee shall provide training and/or 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.

The Superintendent or designee shall report the findings and recommendations to the Board after each review.

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

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4.

Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

All allegations of unlawful discrimination in district programs and activities shall be brought, investigated, and resolved in accordance with Board Policy 1312.3 - Uniform Complaint Procedures.

#### 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.

#### Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

#### State

#### Description

5 CCR 432 Student records

5 CCR 4600-4670 Uniform complaint procedures

5 CCR 4900-4965 Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance

Civ. Code 1714.1 Liability of parent or guardian for act of willful misconduct by

a minor

Ed. Code 200-262.4 Prohibition of discrimination

Ed. Code 48900.3 Suspension or expulsion for act of hate violence

Ed. Code 48900.4 Suspension or expulsion for harassment, threats, or

intimidation

Ed. Code 48904 Liability of parent/guardian for willful student misconduct

Ed. Code 48907 Exercise of free expression; time, place and manner rules and



regulations

Ed. Code 48950 Speech and other communication  
Ed. Code 48985 Notices to parents in language other than English  
Ed. Code 49020-49023 Athletic programs  
Ed. Code 49060-49079 Student records  
Ed. Code 51204.5 Social sciences instruction; contributions of specified groups  
Ed. Code 51500 Prohibited instruction or activity  
Ed. Code 51501 Nondiscriminatory subject matter  
Ed. Code 60010 Instructional materials; definition  
Ed. Code 60040-60052 Requirements for instructional materials  
Gov. Code 11135 Prohibition of discrimination  
Pen. Code 422.55 Definition of hate crime  
Pen. Code 422.6 Crimes; harassment  
Federal Description  
20 USC 1681-1688 Title IX of the Education Amendments of 1972;

discrimination based on sex

28 CFR 35.107 Nondiscrimination on basis of disability; complaints  
29 USC 794 Rehabilitation Act of 1973; Section 504  
34 CFR 100.3 Prohibition of discrimination on basis of race, color or

national origin

34 CFR 104.7 Section 504; Designation of responsible employee and

adoption of grievances procedures

34 CFR 104.8 Notice of Nondiscrimination on the Basis of Handicap  
34 CFR 106.45 Grievance process for formal complaints of sexual harassment

34 CFR 106.8 Designation of coordinator; dissemination of policy, and adoption of grievance procedures  
34 CFR 110.25 Prohibition of discrimination based on age  
34 CFR 99.31 Disclosure of personally identifiable information  
42 USC 12101-12213 Americans with Disabilities Act  
42 USC 2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended  
42 USC 2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964  
42 USC 6101-6107 Age Discrimination Act of 1975

Management Resources	Description
34 CFR 106.30 Discrimination on the basis of sex; definitions	
CA Office of the Attorney General	
Publication	

Promoting a Safe and Secure Learning Environment for All:  
Guidance and Model Policies to Assist California's K-12  
Schools in Responding to Immigration Issues, April 2018

California Department of Education  
Publication

California Longitudinal Pupil Achievement Data System  
(CALPADS) Update FLASH #158: Guidance for Changing a  
Student's Gender in CALPADS, July 2019

Court Decision Donovan v. Poway Unified School District, (2008) 167

Cal.App.4th 567

Court Decision Flores v. Morgan Hill Unified School District, (2003, 9th Cir.)

324 F.3d 1130

CSBA Publication Legal Guidance on Rights of Transgender and Gender  
Nonconforming Students in Schools, October 2022

U.S DOE, Office for Civil Rights  
Publication

Resolution Agreement Between the Arcadia USD, US Dept  
of Ed, OCR, & the US DOJ, CRD (2013) OCR 09-12-1020,  
DOJ 169-12C-70

U.S. Dept. of Health & Human Services  
Publication

Guidance to Federal Financial Assistance Recipients  
Regarding Title VI Prohibition Against National Origin  
Discrimination Affecting Limited English Proficient Persons,  
August 2013

U.S. DOE & U.S. DOJ Civil Rights  
Divisions Pub

Dear Colleague Letter: Resource on Confronting Racial  
Discrimination in Student Discipline, May 2023

U.S. DOE Publication Guidance on Constitutionally Protected Prayer and Religious  
Expression in Public Elementary and Secondary Schools, May  
2023

U.S. DOE, Office for Civil Rights  
Publication

Enforcement of Title IX of the Education Amendments of  
1972 With Respect to Discrimination Based on Sexual  
Orientation and Gender Identity in Light of Bostock v.  
Clayton County, June 2021

U.S. DOE, Office for Civil Rights  
Publication

Dear Colleague Letter: Addressing Discrimination Against  
Jewish Students, May 2023

U.S. DOE, Office for Civil Rights U.S. Department of Education Toolkit: Creating Inclusive and

Publication Nondiscriminatory School Environments for LGBTQI+

Students, June 2023

U.S. DOE, Office for Civil Rights  
Publication

Questions and Answers on the Title IX Regulations on Sexual  
Harassment, June 2022

U.S. DOE, Office for Civil Rights  
Publication

Supporting Students with Disabilities and Avoiding the  
Discriminatory Use of Student Discipline under Section 504  
of the Rehabilitation Act of 1973, July 2022

U.S. DOE, Office for Civil Rights  
Publication

Dear Colleague Letter: Race and School Programming,  
August 2023

U.S. DOE, Office for Civil Rights  
Publication

Examples of Policies and Emerging Practices for Supporting  
Transgender Students, May 2016

Website CSBA District and County Office of Education Legal Services

Website First Amendment Center

Website California Office of the Attorney General

Website California Safe Schools Coalition

Website CSBA

Website California Department of Education

Website U.S. Department of Education, Office for Civil Rights

Cross References

Code Description

0410 Nondiscrimination In District Programs And Activities

0415 Equity

0450 Comprehensive Safety Plan

0450 Comprehensive Safety Plan

0470 COVID-19 Mitigation Plan

1240 Volunteer Assistance

1240 Volunteer Assistance

1312.1 Complaints Concerning District Employees

1312.1 Complaints Concerning District Employees

1312.2 Complaints Concerning Instructional Materials

1312.2 Complaints Concerning Instructional Materials

1312.2-E PDF(1) Complaints Concerning Instructional Materials

1312.3 Uniform Complaint Procedures

1312.3 Uniform Complaint Procedures

1312.3-E PDF(1) Uniform Complaint Procedures

1312.3-E PDF(2) Uniform Complaint Procedures

1312.4 Williams Uniform Complaint Procedures

1312.4-E PDF(1) Williams Uniform Complaint Procedures

1312.4-E PDF(2) Williams Uniform Complaint Procedures

1313 Civility

1340 Access To District Records  
 1340 Access To District Records  
 3515.4 Recovery For Property Loss Or Damage  
 3515.4 Recovery For Property Loss Or Damage  
 3530 Risk Management/Insurance  
 3530 Risk Management/Insurance  
 3553 Free And Reduced Price Meals  
 3553 Free And Reduced Price Meals  
 3580 District Records  
 3580 District Records  
 4112.6 Personnel Files  
 4112.9 Employee Notifications  
 4112.9-E PDF(1) Employee Notifications  
 4118 Dismissal/Suspension/Disciplinary Action  
 4118 Dismissal/Suspension/Disciplinary Action  
 4119.21 Professional Standards  
 4119.21-E PDF(1) Professional Standards  
 4119.23 Unauthorized Release Of Confidential/Privileged Information  
 4131 Staff Development  
 4212.6 Personnel Files  
 4212.9 Employee Notifications  
 4212.9-E PDF(1) Employee Notifications  
 4218 Dismissal/Suspension/Disciplinary Action  
 4218 Dismissal/Suspension/Disciplinary Action  
 4219.21 Professional Standards  
 4219.21-E PDF(1) Professional Standards - Code Of Ethics  
 4219.23 Unauthorized Release Of Confidential/Privileged Information  
  
 4231 Staff Development  
 4312.6 Personnel Files  
 4312.9 Employee Notifications  
 4312.9-E PDF(1) Employee Notifications  
 4319.21 Professional Standards  
 4319.21-E PDF(1) Professional Standards  
 4319.23 Unauthorized Release Of Confidential/Privileged Information  
 4331 Staff Development  
 5000 Concepts And Roles  
 5030 Student Wellness  
 5030 Student Wellness  
 5111 Admission  
 5111 Admission  
 5113.1 Chronic Absence And Truancy  
 5113.1 Chronic Absence And Truancy  
 5113.12 District School Attendance Review Board  
 5113.12 District School Attendance Review Board  
 5116.2 Involuntary Student Transfers  
 5125 Student Records  
 5125 Student Records  
 5125.1 Release Of Directory Information  
 5125.1 Release Of Directory Information  
 5125.3 Challenging Student Records  
 5131 Conduct  
 5131.2 Bullying  
 5131.2 Bullying  
 5131.5 Vandalism And Graffiti  
 5132 Dress And Grooming

5132 Dress And Grooming  
 5132-E PDF(1) Dress And Grooming  
 5137 Positive School Climate  
 5138 Conflict Resolution/Peer Mediation  
 5141.22 Infectious Diseases  
  
 5141.22 Infectious Diseases  
 5141.27 Food Allergies/Special Dietary Needs  
 5141.27 Food Allergies/Special Dietary Needs  
 5141.4 Child Abuse Prevention And Reporting  
 5141.4 Child Abuse Prevention And Reporting  
 5141.52 Suicide Prevention  
 5141.52 Suicide Prevention  
 5144 Discipline  
 5144 Discipline  
 5144.1 Suspension And Expulsion/Due Process  
 5144.1 Suspension And Expulsion/Due Process  
 5144.2 Suspension And Expulsion/Due Process (Students With

Disabilities)  
 5145.12 Search And Seizure  
 5145.12 Search And Seizure  
 5145.2 Freedom Of Speech/Expression  
 5145.2 Freedom Of Speech/Expression  
 5145.6 Parent/Guardian Notifications  
 5145.6-E PDF(1) Parent/Guardian Notifications  
 5145.7 Sexual Harassment  
 5145.7 Sexual Harassment  
 5145.71 Title IX Sexual Harassment Complaint Procedures  
 5145.71-E PDF(1) Title IX Sexual Harassment Complaint Procedures  
 5145.9 Hate-Motivated Behavior  
 5146 Married/Pregnant/Parenting Students  
 6142.1 Sexual Health And HIV/AIDS Prevention Instruction  
 6142.1 Sexual Health And HIV/AIDS Prevention Instruction  
 6142.8 Comprehensive Health Education  
 6142.8 Comprehensive Health Education  
 6143 Courses Of Study  
 6143 Courses Of Study  
 6144 Controversial Issues  
 6144 Controversial Issues

6145 Extracurricular And Cocurricular Activities  
 6145 Extracurricular And Cocurricular Activities  
 6145.2 Athletic Competition  
 6145.2 Athletic Competition  
 6153 School-Sponsored Trips  
 6153 School-Sponsored Trips  
 6153-E PDF(1) School-Sponsored Trips  
 6159.4 Behavioral Interventions For Special Education Students  
 6161.1 Selection And Evaluation Of Instructional Materials  
 6161.1 Selection And Evaluation Of Instructional Materials  
 6161.1-E PDF(1) Selection And Evaluation Of Instructional Materials  
 6161.11 Supplementary Instructional Materials  
 6163.1 Library Media Centers  
 6163.4 Student Use Of Technology  
 6163.4-E PDF(1) Student Use Of Technology

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

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

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

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

In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Education Code 212.1)

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

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

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

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

**Gang-Related Apparel**

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

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

**Uniforms**

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

The Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against, or denied attendance to school if their parents/guardians so decide. (Education Code 35183)

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

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**State Description**

Ed. Code 212.1 Nondiscrimination based on race or ethnicity  
Ed. Code 220 Prohibition of discrimination  
Ed. Code 32280-32289.5 School safety plans  
Ed. Code 35183 School dress code; uniforms  
Ed. Code 35183.5 Sun-protective clothing  
Ed. Code 48907 Exercise of free expression; time, place and manner rules and regulations  
Ed. Code 49066 Grades; effect of physical education class apparel

**Management Resources Description**

Court Decision Arcadia Unified School District v. California Department of Education, (1992) 2 Cal. 4th 251  
Court Decision Harper v. Poway Unified School District, (2006) 445 App. 3d 166  
Court Decision Hazelwood School District v. Kuhlmeier, (1988) 108 S. Ct. 562  
Court Decision Jacobs v. Clark County School District, (2008) 26 F. 3d 419  
Court Decision Marvin H. Jeglin et al v. San Jacinto Unified School District et al, (C.D. Cal. 1993) 827 F.Supp. 1459  
Court Decision Tinker v. Des Moines Independent Community School District, (1969) 393 U.S. 503  
Court Decision Hartzell v. Connell, (1984) 35 Cal. 3d 899  
Website CSBA District and County Office of Education Legal Services

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

Parent Handbook defines the procedures for safe ingress and egress of students as well as details regarding the nature and hours of campus supervision. Parents are informed of procedures for student drop-off and pick-up as well.

In addition, the principals' school newsletters provide frequent reminders about traffic and campus safety. At the beginning of each school year, school personnel take the time to discuss school rules and safety procedures including safe ingress and egress of students. Haven Drive Staff greet students and assist within the school. Several staff members are assigned duty 15 minutes before and after school to provide both before and after school supervision. Staff members are vigilant about visitors on campus, and all school guests are required to sign in at the office and obtain a visitor's badge for purposes of identification. If a person's presence on campus is questioned, the police department is contacted.

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

**Component:**

Goal One: Haven Drive will increase in developing a physically safe campus for students and staff by decreasing the suspension rate to 1.2% or less as measured by KIDS.

**Element:**

School Climate  
Physical Safety

**Opportunity for Improvement:**

Continued teaching and re-enforcement of Site expectations

Objectives	Action Steps	Resources	Lead Person	Evaluation
Supervision of Students outside of the classroom.	During passing periods, teachers will open classroom doors and stand at the door way to increase presence and supervision.	Training Review	Site administration Site teachers	Observation by Admin
	When possible, non-instructional staff should go to different hallways on the campus to monitor and supervise passing periods.	Training Review Assignment of areas	Site administration Site staff	Observation by Admin
	Cafeteria and yard supervision staff will receive training/review on active supervision.	Training Review	Site administration Site staff	Agenda/Minutes
	When students enter and exit the school at end beginning and end of each day, Haven Drive has staff members posted in key locations to ensure they enter and exit safely.	Schedule/Assignment of Areas Review	Site administration Site teachers	Observation by Admin
Monitoring of Visitors onto the Haven Drive Campus	Visitors will use the District adopted Raptor system to present ID, be screened, and approved to enter the parts of campus relevant to their visit.	Raptor Hardware/software Label Stickers Laptop training/ Review	Site Admin Office Manager front desk	Visitor stickers
	District employees must enter campus through the main office with district identification badge. District employees off the clock or without badges should enter campus following the procedures as a visitor/ guest.	Review	Site Admin Office Manager front desk	
Monitoring of Campus	Haven Drive will have cameras that monitor the campus	Video Camera Soft ware	MOT Technology Department	Camera on campus
	3.0 FTE Campus Supervisors to focus on check-ins/ restorative circles, to increase opportunity of full-time campus supervisor's campus monitoring		Site Admin HR	



Objectives	Action Steps	Resources	Lead Person	Evaluation
Haven Drive will increase monitoring of hallways and bathrooms	<ul style="list-style-type: none"> <li>Focus duty area in hallway-bathrooms</li> <li>Monitor regularly</li> </ul>	Duty schedule/Teacher Notification	Administration Safe School Ambassadors Duty staff and teachers	Reduction in trash and litter
Haven Drive will maintain bells and announcement quality as well as upkeep of grounds	<ul style="list-style-type: none"> <li>Review needs</li> <li>Locate problem</li> <li>Fix</li> </ul>	List of rooms /areas not working correctly	Maintenance Director Lead Custodian Site Administration	Observation by Admin
Haven Drive will increase upkeep of yard and bathrooms	<ul style="list-style-type: none"> <li>Identify problems at first notice</li> <li>Assign staff</li> <li>Fix or clean</li> </ul>	Work orders	Maintenance Director Site Administration Staff through work orders Custodians	Observation by Admin

**Component:**

Goal Two: Haven Drive will increase student connectedness at Haven Drive to reach 75% as measured by the California Health Kids Surveys.

**Element:**

School Climate

Other pupil outcomes

**Opportunity for Improvement:**

Haven Drive is continuously to develop a bronze-level Tier 1 PBIS foundation on site.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Haven Drive will use a Positive Behavior Intervention System (PBIS)	<p>HDMS will implement School-wide Tier 1 PBIS:</p> <ul style="list-style-type: none"> <li>• PBIS Rewards Points</li> <li>• Positive Phone Calls</li> <li>• Conferences</li> <li>• Minor/Major Referral system</li> <li>• PBIS facilitator</li> </ul> <p>* PBIS passport day</p> <p>* Bulldog Camp</p> <ul style="list-style-type: none"> <li>• Positive re-enforcement of expectations</li> <li>• Posting of expectations</li> <li>• Month PBIS meetings</li> <li>• Training of staff</li> <li>• Positive Morning announcements</li> <li>• motivational speakers, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom awards &amp; lunches</li> <li>• Trimester Awards</li> <li>• Monthly Attendance</li> <li>• Student Lounge</li> </ul>	<p>PBIS Team</p> <p>Classroom Teacher</p> <p>School Clerk</p> <p>Site classified staff</p>	CHKS
	Alternative-to-suspension through restorative practices for tier 2-3 students in Alternative Learning Academy (ALA) with parent conference exit meeting	Training/ Review Aides	ALA teacher VP	CHKS

Objectives	Action Steps	Resources	Lead Person	Evaluation
	Support of tier 2-3 students that exit ALA: <ul style="list-style-type: none"> <li>possible additionally part-time campus supervisor (or other similar position) to do check-ins of students</li> <li>Adult Mentor check-ins</li> <li>Other staff check-ins</li> <li>Check-in logs</li> <li>ALA weekly meetings</li> </ul>	training/ Review	Site Admin/ VP ALA teacher classroom teacher New Position staff ALA team	CHKS PBIS Rewards Reports
Haven Drive will attend to students' social-emotional health	PE will teach SEL lessons each Monday to address all students' SEL needs	Second Step Program RULERS	PE Teachers Dean	Observation by Admin
	Individual counseling and/or skills-group mentoring by MSW		MSW workers	
	Truancy intervention:	<ul style="list-style-type: none"> <li>Written list of truants</li> <li>Phone Calls</li> <li>Conferences</li> </ul> Truant Letter	Categorical Clerk Student Success Facilitator Site Administration MSW & Campus Supervisors	Chronic Absenteeism data
	Suicide Prevention awareness (SOS) training	Material training	MSW Site Admin classroom teachers	

Objectives	Action Steps	Resources	Lead Person	Evaluation
Haven Drive will provide opportunities for students to connect to school outside the classroom setting.	Extra curricular activities within the instructional School Day: <ul style="list-style-type: none"> <li>• ASB</li> <li>• Safe School Ambassadors</li> <li>• Project Lead the Way</li> <li>• AVID</li> <li>• History Day</li> <li>• Science Fair</li> <li>• Oral Language Festival</li> <li>• Lunch Time intramural sports</li> <li>• Student Lounge</li> <li>• Etc.</li> </ul>	Various Materials Sports balls	Site Admin Classroom Teacher Yard Aides	CHKS
	Extra curricular activities beyond the instructional School Day: After School Program <ul style="list-style-type: none"> <li>• ASES</li> <li>• 21st Century</li> <li>• Coding</li> <li>• eSports</li> </ul> After School Sports <ul style="list-style-type: none"> <li>• football</li> <li>• volleyball</li> <li>• basketball</li> <li>• soccer</li> <li>• softball</li> </ul>	Coding software sports equipment	ASP site Coordinator ASES staff 21st Century staff Athletic Director Coaches	Student Participation

**Component:**

Goal Three: Haven Drive will increase communication between school and parents by increasing 'Parent Involvement in School' to 60% as measured by the California Healthy Kids Survey

**Element:**

Parent Communication

**Opportunity for Improvement:**

Connecting Parents to the PBIS Rewards app, more frequent Progress Reports

Objectives	Action Steps	Resources	Lead Person	Evaluation
Haven Drive will encourage communication and input through community information.	Monthly communication: <ul style="list-style-type: none"> <li>• SSC</li> <li>• ELAC</li> <li>• Coffee with the Principal</li> </ul>	Computer Digital Camera Translator	Site Administration	CHKS Agendas/Minutes
Haven Drive will will reinforce our school behavioral expectations	<ul style="list-style-type: none"> <li>• Positive reinforcement in notes, calls, conferences – Trimester awards, End-of-year awards, Graduation ceremonies</li> </ul> certificates of achievement, PBIS rewards	Translated notes	Classroom teacher	
	<ul style="list-style-type: none"> <li>• Information about students in notes, calls, conferences via notifications</li> </ul>	<ul style="list-style-type: none"> <li>• Information about students in notes, calls, conferences</li> </ul>	Site Admin./Teachers	Schoolwise data
	Teacher/ Parent Conferences: <ul style="list-style-type: none"> <li>• Tri 1 Meetings (3 days)</li> <li>• Parent Night Conference (1 day)</li> <li>• Tri 2 Meetings (3 days)</li> <li>• Parent Night Conference (1 day)</li> </ul>	<ul style="list-style-type: none"> <li>• Information about students in notes, calls, conferences, Translator</li> </ul>	Site Admin./Teachers	Parent Sign-in
	<ul style="list-style-type: none"> <li>• Multiple At-Risk Graduation-check meetings</li> </ul>	translator	Dean of Student Success SSF	Parent Sign-in
	<ul style="list-style-type: none"> <li>• Use of District Parent Square or Parent Portal to communicate high concerns/ emergency situations</li> </ul>	Parent Square Parent Portal Translator	Site Admin	Principal Categorical Clerk

Haven Drive will provide opportunities for parents to learn and become more aware on how to partner with the site to keep their child safe	<ul style="list-style-type: none"> <li>• Parent Center</li> <li>• ESL classes</li> <li>• Parent Partners</li> </ul>	Class facilitator Teacher/Aide	Haven Drive staff FRC/SSF/MSW/CC/CS	CHKS Agendas/Minutes
	<ul style="list-style-type: none"> <li>• Motivational speakers on topics of concern</li> </ul>	Speakers Translators	Site Admin	Agendas/Minutes
	<ul style="list-style-type: none"> <li>* Community Events <ul style="list-style-type: none"> <li>• Movie night</li> <li>• Fall carnival</li> </ul> </li> </ul>	projector Misc.	Site Admin Staff	CHKS

**Component:**

Goal Four: Increase crisis response awareness by maintaining and/or decreasing time during drills to six minutes or less and follow district policy and academic plans under school improvement and safety

**Element:**

School Climate

**Opportunity for Improvement:**

An opportunity is to increase training of AED drills. Policies will continue to be reviewed at the beginning of the year, fire extinguishers will continue to be kept up to compliance.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Haven Drive will provide training and increased awareness of plans	<ul style="list-style-type: none"> <li>• Staff in-services</li> <li>• Develop a crisis team</li> </ul>	Crisis Plan Safety Plan District Disaster Plan	District and site safety committee	Observation and input by staff and Admin based on time and performance of safety drills
Haven Drive will continue to update disaster plans as needs are noticed from drills	<ul style="list-style-type: none"> <li>• Attend upcoming workshops</li> <li>• Observations</li> <li>• Safety committee meeting</li> </ul>	Current plans  Reviews of emergency drills for improvement	Safety Committee  Site Administration	Observation and input by staff and Admin based on time and performance of safety drills
Haven Drive will implement simulation drills – drills will be announced and unannounced	<ul style="list-style-type: none"> <li>• Fire Drills</li> <li>• Earthquake Drills</li> <li>• Lockdown Drills</li> <li>• Crisis Scenes - Active Assailant/Hazardous</li> <li>• AED Drills</li> </ul>	Disaster/Crisis Plan	Principal Vice-Principal Custodians Safety Committee	Observation and Reduction in time during drills

<p>Comply with policies:</p> <ul style="list-style-type: none"> <li>• Child Abuse Reporting Procedures: Board Policy 5141.4</li> <li>• Suspension and Expulsion Policies: Board Policy 5144.1</li> <li>• Procedures to Notify Teachers of Dangerous Students: Ed. Code 4907.9</li> <li>• Discrimination and Harassment Policy: Board Policy 5145.3</li> <li>• Anti-bullying: Board Policy 5131.2</li> <li>• School-wide Dress Code: Board Policy 5132.9</li> <li>• Hate Crime Reporting Procedures: Board Policy 5145.</li> <li>• Williams Act Reporting and Advising</li> <li>• Disaster Procedures (Refer to teacher red bucket in classroom located by front door)</li> <li>• Update and implement academic strategies</li> </ul>	<ul style="list-style-type: none"> <li>• Yearly Required Notices</li> <li>• Refer to Parent/Student Handbook</li> </ul> <p>Review with teachers via meetings/e-mails</p> <ul style="list-style-type: none"> <li>• ensure facility compliance and textbook compliance</li> <li>• Staff Development</li> <li>• Apply Strategies</li> </ul>	<p>Yearly Notices</p> <p>Emergency Kits/Black boxes</p> <p>Yearly Notice posted in Classrooms with Annual Review Completed</p> <p>LEA Plan</p> <p>Site Plan</p>	<p>District Office</p> <p>Site Administration</p> <p>Coaches/ Teachers</p>	<p>Observation by staff and Admin</p>
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(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)

Haven Drive Middle School Student Conduct Code

<b><u>HDMS</u> <u>Bulldogs:</u> <u>School</u> <u>Expectations</u></b>	<b><u>Be</u> <u>Prepared</u></b>	<b><u>Act</u> <u>Responsibly</u></b>	<b><u>Respect</u> <u>Others</u></b>	<b><u>Keep</u> <u>Safe</u></b>
<b><i>Classrooms</i></b>	*Bring all required materials	*Arrive on time *Use inside voice	*Listen actively *Respond to each other with courtesy	*Walk into/out of class *Work in your assigned area
<b><i>Hallways</i></b>	*Allow yourself enough time to get to class *Be mindful of time and place	*Throw away trash in trash can *Walk quietly, directly to your assigned destination	*Keep hands to self *Use appropriate language *Keep voices down	*Keep to the right *Look where you walk *Use the Sidewalk
<b><i>Cafeteria</i></b>	*Keep line moving *Pick up trays, milk, utensils in an orderly manner *Pick up required food items	*Throw unwanted food in the trash	*Clean up after you are done eating *Eat only from your own plate	*Wait calmly in line *Respect space of others
<b><i>Restrooms</i></b>	*Use restroom outside of class time *During an emergency as the teacher and take restroom pass	*Keep the restroom areas clean	*Respect privacy *Use appropriate language	*Only 3 students in a restroom at a time *Form a line and wait after 3 people
<b><i>Bus</i></b>	*Know emergency plan *Locate emergency exits	*Keep food/drink put away *Use your "inside" voice	*Keep hand to yourself *Share your seat	*Fasten seatbelt *Stay Seated *Always keep hands in bus
<b><i>Parking Lot</i></b>	*Be aware of cars *Stay on the walkways	*Wait patiently for the gates to be opened	*Use appropriate language *Follow directions of supervisors	*Use the crosswalk *Stay off bikes/skateboards
<b><i>Yard</i></b>	*Report for team events if you have signed up *Listen for bell & be on time	*Throw away trash *Use appropriate voice	*Use appropriate language *Follow directions of supervisors	*Keep hands/feet to self *Stay off bikes/skateboards
<b><i>Gym</i></b>	*Participate in activities	*Sit in roll call line	*Follow directions	*Keep hands/feet to self
<b><i>Library</i></b>	*Bring materials *Pay fines when they are owed	*Return books when due *Throw away trash *Keep food/drinks out	*Use appropriate language	*Push in chairs *Keep hands/feet to self
<b><i>Office</i></b>	*Have pass in hand *Know reason for being in office	*Wait quietly/patiently *Hand pass to office staff	*Use appropriate voice *Use appropriate language	*Wait in line to use phone
<b><i>All Settings</i></b>	*Follow directions *Leave unnecessary personal items home *Have School ID handy *Bring binder/supplies *Eat in assigned areas at approved times	*Accept responsibility for your actions *Follow dress code *Take care of school materials	*Keep your school clean *Use appropriate language *Speak appropriately to students/ staff *Follow directions from staff *Keep non-district tech in backpack or office *Respect Privacy	*Keep hands/feet to self

B.A.R.K.

Be Prepared

Act Responsibly

Comprehensive School Safety Plan

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2/14/24

See attachment 'HDMS PBIS MATRIX' for the Haven Drive Positive Behavior Intervention System matrix that was revised on January 10, 2023.

The governing board of any school district shall prescribe rules not inconsistent with law or with the rules prescribed by the State Board of Education, for the government and discipline of the schools under its jurisdiction. The governing board of each school district which maintains any of grades 1 through 12, inclusive, may, at the time and in the manner prescribed by Sections 48980 and 48981, notify the parent or guardian of all pupils registered in schools of the district of the availability of rules of the district pertaining to student discipline.

35291.5.

(a) On or before December 1, 1987, and at least every four years thereafter, each public school may, at its discretion, adopt rules and procedures on school discipline applicable to the school. For schools that choose to adopt rules pursuant to this article, the school discipline rules and procedures shall be consistent with any applicable policies adopted by the governing board and state statutes governing school discipline. In developing these rules and procedures, each school shall solicit the participation, views, and advice of one representative selected by each of the following groups:

- (1) Parents.
- (2) Teachers.
- (3) School administrators.
- (4) School security personnel, if any.
- (5) For junior high schools and high schools, pupils enrolled in the school.

Meetings for the development of the rules and procedures should be developed and held within the school's existing resources, during nonclassroom hours, and on normal schooldays.

The final version of the rules and procedures on school discipline with attendant regulations may be adopted by a panel comprised of the principal of the school, or his or her designee, and a representative selected by classroom teachers employed at the school. It shall be the duty of each employee of the school to enforce the rules and procedures on school discipline adopted under this section.

(b) The governing board of each school district may prescribe procedures to provide written notice to continuing pupils at the beginning of each school year and to transfer pupils at the time of their enrollment in the school and to their parents or guardians regarding the school discipline rules and procedures adopted pursuant to subdivision (a).

(c) Each school may file a copy of its school discipline rules and procedures with the district superintendent of schools and governing board on or before January 1, 1988.

(d) The governing board may review, at an open meeting, the approved school discipline rules

### **Conduct Code Procedures**

Teachers will create a classroom structure and discipline system that will communicate classroom expectations as well as student behavior. A student displaying an unsafe or defiant behavior, including any item included on major referral list, will be referred to the office through a referral system. Campus Supervisors and/or Site administrators will conduct an investigation into the incident. Consequences will be assigned using the restorative practice/justice model. In addition, parents will be contacted to notify them of student behavior and consequence. If behavior includes injury or a safety concern, a student may be suspended from class or school. Lastly, if behavior falls under violations of Educations Code 48900, a child may be suspended. At any time, teachers or staff may call a parent conference to discuss student behavior concerns as well as create goals or a behavior monitoring plan.

### **CONSEQUENCES: Level One Offenses: Documentation Required**

#### **0. Student Redirect**

1. Minor Referral 1: Reteach Matrix expectations, Reflection, Tier 1 caring support
2. Minor Referral 2: Reteach Matrix expectations, Written Reflection, Tier 1 caring support
3. Minor Referral 3: Reteach Matrix expectations, Call Home, Tier 1 caring support
4. Minor Referral 4: Reteach Matrix expectations, Tier 1 caring support, Extended support, document progress, record as Major Referral

### **LEVEL TWO and THREE OFFENSES: (Office Referral)**

Administrative Response: Explores incident, Determines corrective action, Implements restorative plan, Major incident recorded in SIS

Restorative Plan: Student conference, Contact Home, Written reflection, Restoration, Other appropriate action, Tier 1 Major tracking form completed

Tier 1 MTSS team data Review: Tier 1 fidelity check, screening, identify special considerations.

Tier 2 Intervention

Tier 2 nomination

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

The Governing Board is committed to providing a respectful, inclusive, and safe learning environment that protects students from discrimination, harassment, intimidation, bullying, or any other type of behavior that is motivated by hate.

Hate-motivated behavior is any behavior intended to cause emotional suffering, physical injury, or property damage through intimidation, harassment, bigoted slurs or epithets, force or threat of force, or vandalism motivated in part or in whole by bias or hostility toward the victim's real or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55.

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 in a timely manner when they occur.

The Superintendent or designee shall collaborate with regional programs and community organizations to promote an environment where diversity is celebrated and hate-motivated behavior is not tolerated. Such collaborative efforts shall focus on the development of effective prevention strategies and response plans, provision of assistance to students affected by hate-motivated behavior, and/or education of students who have perpetrated hate-motivated acts.

The district shall provide students with age-appropriate instruction that:

1. Includes the development of social-emotional learning
2. Promotes an understanding, awareness, appreciation, and respect for human rights, human relations, diversity, and acceptance in a multicultural society
3. Explains the harm and dangers of explicit and implicit biases
4. Discourages discriminatory attitudes and practices
5. Provides strategies to manage conflicts constructively

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

When appropriate, students who engage in hate-motivated behavior shall be disciplined.

The Superintendent or designee shall provide staff with training that:

1. Promotes an understanding of diversity, equity, and inclusion
2. Discourages the development of discriminatory attitudes and practices
3. Includes social-emotional learning and nondiscriminatory instructional and counseling methods
4. Supports the prevention, recognition, and response to hate-motivated behavior
5. Raises the awareness and sensitivity of staff to potentially prejudicial and discriminatory behavior
6. Includes effective enforcement of rules for appropriate student conduct

Employees who engage in hate-motivated behavior shall be subject to disciplinary action, up to and including dismissal. Rules prohibiting hate-motivated behavior and procedures for reporting a hate-motivated incident shall be provided to students, staff, and parents/guardians.

This policy shall be posted in a prominent location on the district's web site in a manner that is readily and easily accessible to parents/guardians and students. (Education Code 234.6)

## Complaints

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 compliance officer responsible for coordinating the district's response to complaints and complying with state and federal civil rights laws. As appropriate, the staff member shall also contact law enforcement.

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

Any complaint of hate-motivated behavior shall be investigated and, if determined to be discriminatory, shall be resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures or other applicable procedure. 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.

### BP 5145.9: Hate-Motivated Behavior

Original Adopted Date: 04/17/2007 | Last Revised Date: 08/17/2021 | Last Reviewed Date: 08/17/2021

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

#### State Description

5 CCR 4600-4670 Uniform complaint procedures

5 CCR 4900-4965 Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance

Ed. Code 200-262.4 Prohibition of discrimination

Ed. Code 32280-32289.5 School safety plans

Ed. Code 48900.3 Suspension for hate violence

Ed. Code 48900.4 Suspension or expulsion for harassment, threats, or intimidation

Gov. Code 11.135 Prohibition of discrimination

Pen. Code 422.55 Definition of hate crime

Pen. Code 422.6 Crimes; harassment

#### Federal Description

28 CFR 35.107 Nondiscrimination on basis of disability; complaints

34 CFR 100.3 Prohibition of discrimination on basis of race, color or national origin

34 CFR 104.7 Designation of responsible employee for Section 504

34 CFR 106.30 Discrimination on the basis of sex in education programs and activities; definitions

34 CFR 106.44 Recipient's response to sexual harassment

34 CFR 106.45 Grievance process for formal complaints of sexual harassment

34 CFR 106.8 Designation of responsible employee for Title IX

34 CFR 110.25 Prohibition of discrimination based on age

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

The plan is revised annually to include up-to-date demographic data, current status and goals. The plan is reviewed by the Haven Drive School Safety Committee and presented to the parents at Coffee with the Principal, local first responders, ELAC committee, and School Site Council. Then, it is presented to the School Site Council for site approval. The plan is submitted to the Arvin Union School District Board of Education for district level approval and publication prior to March 1st yearly.

Haven Drive Middle School and the Arvin Union School District have a tactical Response. The ALICE program is used for this tactical response.

**Safety Plan Appendices**

## Emergency Contact Numbers

### Utilities, Responders and Communication Resources

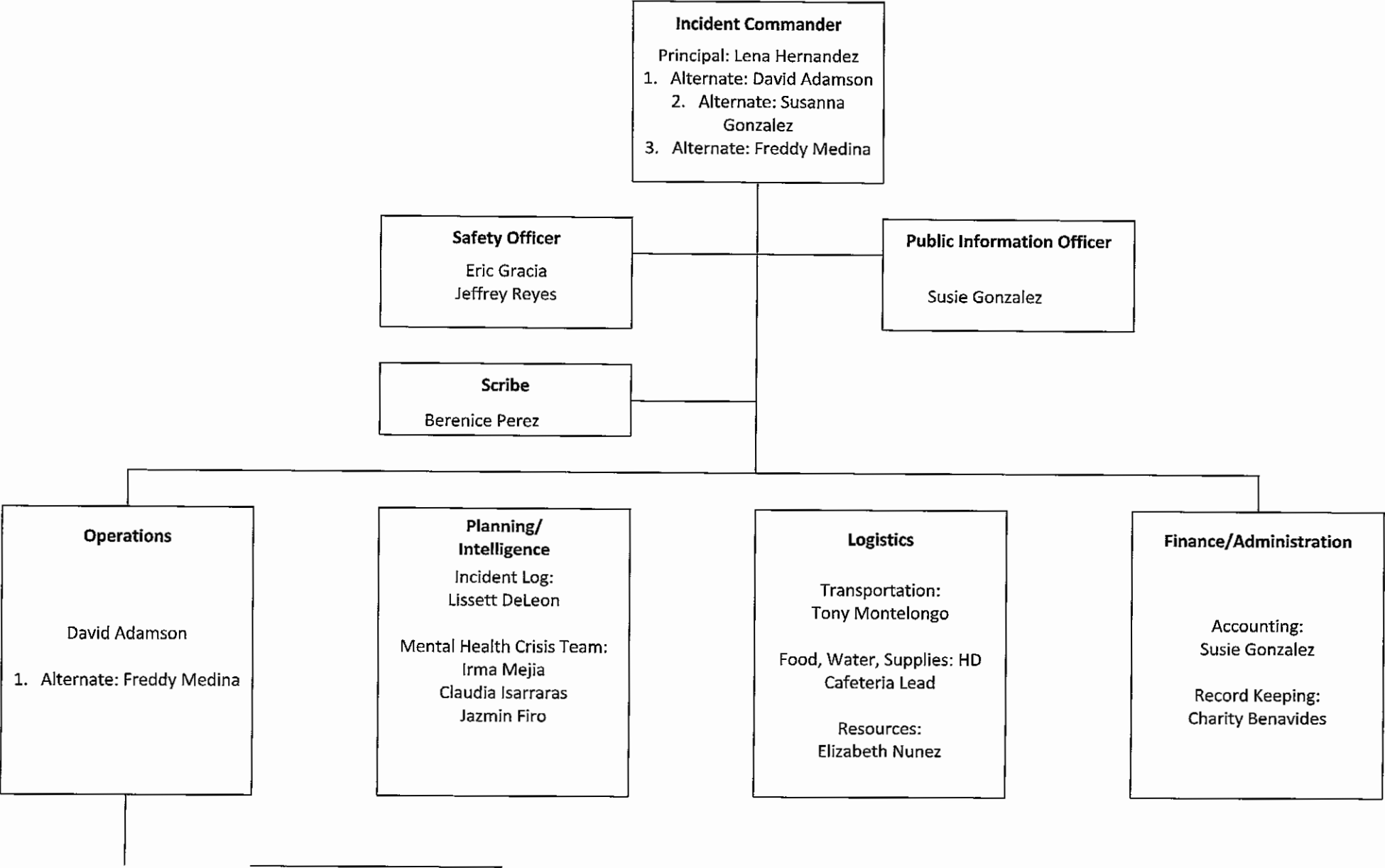
Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Arvin Police Department	661-854-5583	
Law Enforcement/Fire/Paramedic	California Highway Patrol	661-396-6600	
Law Enforcement/Fire/Paramedic	Kern County Sheriffs Office	661-391-7500	
Law Enforcement/Fire/Paramedic	Arvin Fire Department	661-854-5517	
Public Utilities	PG&E Electric & Gas	800-743-5000	
Public Utilities	Arvin Water	661-854-2127	
Emergency Services	911 - Emergency	911	
Local Hospitals	Kern Medical	661-326-2000	
Local Hospitals	Memorial Hospital	661-846-2972	
Local Hospitals	Mercy Downtown	661-632-5000	

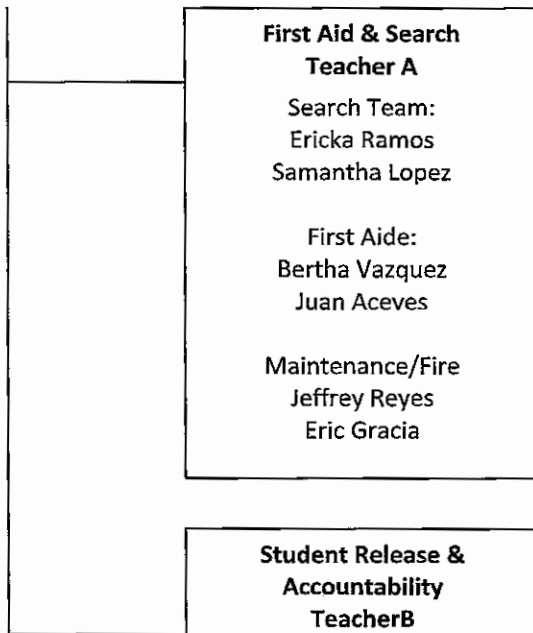
## Safety Plan Review, Evaluation and Amendment Procedures

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
Staff review of Emergency Procedures with Staff - annual notification of policies	08/01/2023	Agenda and staff sign-in sheet @ District Office records
Comprehensive Safety Plan Presentation for School Site Council (SSC)	10/18/2023 @ 3:00 pm 11/29/2023 @ 3:00 pm	Agenda and minutes located @ HDMS in SSC 23-24 binder
Comprehensive Safety Plan Presentation for All General Parents at Coffee with the Principal	10/29/22 @ 8:00 am 11/19/22 @ 8:00 am	Agenda and minutes located @ HDMS in Coffee with the Principal 23-24 binder
Comprehensive Safety Plan Presentation for English Language Advisory Committee (ELAC)	10/18/2023 @ 8:00 am 11/29/2023 @ 8:00 am	Agenda and minutes located @ HDMS in ELAC 23-24 binder
Staff Meeting	11/28/23	
Buyback PD Meeting- PBIS, Safety Plan: Staff input	1/04-05/2024	Agenda and Minutes at District Office
Student Safety Plan input meeting with PBIS Tier 1 team Meeting	01/22/24 @ 1:30	PBIS Team Minutes
Comprehensive Safety Plan Presentation for School Site Council (SSC)	01/31/2024 @ 3:00 pm	Agenda and minutes located @ HDMS in SSC 23-24 binder



Haven Drive Middle School Incident Command System





**Accountability:**  
Fernando Guzman

**Student Release:**  
Lissett De Leon  
Rosario Mendez  
Berenice Perez

**Assembly Shelter:**  
Edwin Juarez  
Theodiseus Rodriguez

**Security:**  
Ericka Ramos  
Alyssa Benavides  
Samantha Lopez

**Alternate:**  
Todd Rowatt  
Robert Shields  
David Adamson

## **Incident Command Team Responsibilities**

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

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

#### **SCHOOL SITE PERSONNEL DUTIES AND RESPONSIBILITIES**

In the event of a major disaster, there is no guarantee that emergency medical or fire personnel will be able to immediately respond to school sites. Therefore, the school staff must be prepared to ensure the care and safety of students during the first several hours after a major disaster without outside assistance.

It is critical to determine who does what, where, and how—before such a disaster occurs.

Staff members will use the Standard Response Protocols from the I Love You Guys Foundation including the District safety procedures that all sites follow.

\*Please see attached responsibilities from the Standard Response Protocol and the Arvin Union School District Safety Procedures.

#### **Principal/Safe School Leadership Team**

1. Acts as the liaison between the school site and central office and maintains communication with appropriate central office staff and/or local law enforcement agencies, fire department, and medical assistance agencies as appropriate.
2. Posts and regularly updates Safe School Leadership Team information and the emergency phone numbers, emergency first aid responders, and chemical inventory lists.
3. Ensures Safe School Leadership Team members are knowledgeable of the location of shut-off valves and how to turn them off. Do not attempt to turn utilities back on yourself.
4. Ensures that teachers are trained to carry out responsibilities during disaster and drill procedures; encourages teachers to work in teams through a buddy system.
5. Establishes a communications system consisting of the following elements:
  - a. System of specific disaster warning signals that are well known to staff and students, and includes, both bell and voice signals.
    - Fire/Earthquake drill bells/PA system
  - b. Alternate system for written communication with staff in the event voice-to-voice communication is not available.
    - District email; text
  - c. Designate and enforce exclusive use of a telephone line and number to be used only by the Principal (or authorized person) and the Superintendent (or designee).
    - 661 – 854 – 6540
  - d. A Communication Center in a location accessible to parents, interested community members, and media to handle inquiries, rumor control, and information in an orderly fashion.
    - EAST OFFICE GATE – Haven Drive Middle School
  - e. Mass communication system

The following guidelines should be adhered to:

- Include a sign-in sheet for all media to complete. (PC 627.2)
  - Notify the Assistant Superintendent from an outside line of the emergency and media response. Follow the directions of the Assistant Superintendent. Only the Superintendent or Assistant Superintendent is authorized to release information. All other personnel should cordially refer the media to the District Office (854-6500).
  - Designate a person to record incidents for documentation purposes including debriefing.
6. Establishes a student release system that will facilitate an organized method to release individual students to authorized adults only.
    - Café dismissal with Secretary and Clerk
    - Picture Identification
    - Multiple stations

7. Assigns the following duties to school staff:

- a. Patrol entrances to direct emergency personnel, parents, district staff, and media to appropriate areas, and prohibit unauthorized persons from entering campus. CUSTODIANS: Eric Gracia, Tony Montelongo
- b. Monitor/supervise halls and corridors to maintain a safe and secure environment. Emergency Crisis Team
- c. Conduct search-and-rescue operations to systematically search every room in order to locate trapped/injured persons and to recover critical supplies and equipment. Emergency Crisis Team
- d. Establish/coordinate Communication Center. Haven Drive Office
- e. Administer first aid. Melinda Mendoza, School Nurse
- f. Work with emergency medical triage teams to identify injured students and staff and to record ambulance destinations. Bertha Vazquez; Sonia Olivo
- g. Activate the Mass Notification System with appropriate message and directions for Student Release; Lissett Deleon
- h. Supervise Student Release Procedures: Calletano Gutierrez and David Adamson
- i. Check building utility systems and appliances for damage: Eric Gracia

8. Schedules regular emergency drills and reviews the emergency plan with staff, students, and parents and to schedule regular site inspections for safety hazards. Calletano Gutierrez and David Adamson

9. Plans alternate classroom evacuation routes, if standard routes are obstructed. Calletano Gutierrez and David Adamson

10. Ensures that other personnel who provide services to students and staff are aware of emergency procedures. Calletano Gutierrez and David Adamson

11. Reviews and updates the site-level plan annually, with particular attention to the unique characteristics of the site. Calletano Gutierrez and David Adamson

#### SITE THREAT ASSESSMENT TEAM

The school Site Threat Assessment Team (STAT) is comprised of at least 3 individuals from the school site crisis team:

- Administrator (Principal, Assistant Principal, or Designee)
- Mental Health Professional (School Psychologist or Student Assistance Program (SAP) Counselor trained in threat assessment)
- School Resource Officer/Law Enforcement or
- Campus Supervisor/Security staff
- School Nurse, School Psychologist, School Social Worker or other staff designated by the school Principal

Utilizing your school crisis team chart and designate from among existing school staff the (minimum) three (3) members of the threat assessment team. One of the STAT members serves as a case manager of all actions taken, organizing and recording the steps to be taken for interviews, district and community referrals, information gathering, follow-up, etc.

#### THREAT ASSESSMENT PROCEDURE

1. The SITE THREAT ASSESSMENT MANAGEMENT TEAM (STAMT) consisting of administrators, SRO/Police, appropriate staff/others, psychologist, Clinical Sierra Vista, or other mental health worker(s) will utilize the THREAT ASSESSMENT GUIDELINES, PROTOCOL, and WORKSHEET to help determine the significance of a threat: Low, Medium, and High. (See Threat Assessment Guidelines)

2. If the threat is deemed to be a credible HIGH LEVEL THREAT, the STAT will recommend:

- A school discipline/law enforcement response
- Student Wellness Team Process (W&I Code 5150) (See 5150 Procedure Checklist)

3. When appropriate, the Site Administrator will notify the student's parents, victims and their parents, appropriate staff/others and communicate with the Assistant Superintendent. The Site Administrator should obtain a parent signature on an "Interagency Authorization for Release of Information" form. The Site Administrator will designate a team member to maintain a case folder on the incident.

4. The DISTRICT THREAT ASSESSMENT TEAM (DTAT) will address as necessary:

- Liability issues
- School safety issues
- Student Services disciplinary issues
- Legal issues
- Special Education issues

5. The Assistant Superintendent will convene the DTAT and communicate with the Site Administrator to develop a course of action.

The DTAT will consist of:

- Assistant Superintendent
- Coordinator, Family Resource Center/SARB Hearing Officer
- School Psychologist
- School Nurse

And when appropriate:

- Special Education Personnel
- Other Site or District Administration
- CBO
- District Legal Counsel
- AUSD SEMS incident commander – Superintendent or Designee

6. When it is determined that the student will return to campus, a meeting will be held with the team and parent/guardian to discuss.

- A Student Wellness Plan
- Mental Health Plan, if appropriate
- Programs and Services

7. The appropriate School Site Administrator will follow up to evaluate the adequacy of the Student Wellness Plan/Mental Health Plan.

### **Management**

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

### **Planning & Intelligence**

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

### **Operations**

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

**Logistics**

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

**Finance & Administration**

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

## **Emergency Response Guidelines**

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

It is important to note that school administrators are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures and should consider modifications as necessary to ensure the health and safety of all personnel during an emergency.

These might include: Earthquake, Hazardous materials, Flooding, Fire, Dam Failure, Transportation Incident (Air, Train, Truck), School Violence, Terrorism, Tsunami, and Public Health Emergency.

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

Arvin Union emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster.

\*Level 1 is a minor incident that is quickly resolved and internal resources or limited help. The District will maintain normal staffing and reporting protocols. At this operational level, the environment is monitored for changes.

\*Level 2 is a more significant emergency that impacts district buildings and or school sites. For level 2 the Emergency Operations Plan (EOP) is activated. The Emergency Operations Center (EOC) will be activated but only those functions that are needed to coordinate and support emergency operations will be activated. The EOC Director will determine the magnitude of the emergency and coordinate its resolution or, if the emergency continues to develop, a Level 3 response will be activated. Other key staff may be alerted, depending on the nature of the emergency.

\*Level 3 is a disaster that involves the entire District, school sites and the surrounding community. At Level 3, the EOP is activated, and the entire District Emergency management organization is activated.

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

The staff and students response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response services and knowledge of what individuals and groups should do to increase their chances of survival and recovery. Immediate action responses may include: Drop cover and hold, Shelter in place, Lock down, Campus Evacuation, Off Campus Evacuation, and/or All Clear

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

The staff and students response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response services and knowledge of what individuals and groups should do to increase their chances of survival and recovery. Immediate action responses may include: Drop cover and hold, Shelter in place, Lock down, Campus Evacuation, Off Campus Evacuation, and/or All Clear.



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

### **Aircraft Crash**

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

#### **AIRPLANE CRASHED INTO SCHOOL PROPERTY**

##### **STAFF ACTIONS:**

Call 911 and/or alert Site Administrator

Move students away from immediate vicinity of the crash

Follow immediate response action as directed by the Fire Department or Site Incident Command (Evacuation or Shelter in place)

Locate emergency folder including class roster, "Buddy" class roster, and other emergency supplies as appropriate.

Remove staff ID placard from emergency folder and put it on

If evacuating, use primary and/or alternate fire routes to a safe assembly area away from the crash scene

If safe to do so, Operations Chief initiates Site Safety Teams to ensure that all students have evacuated all building Once at the

Evacuation Assembly Area, implement Student/Staff Accountability procedures according to site protocol

Report missing students to the Site Incident Command and emergency response personnel

Maintain control of the students a safe distance from the crash site

Care for the injured, if any

Wait for further directives or if ALL CLEAR is issued, return to the building

#### **AIRPLANE CRASHES NEAR SCHOOL**

##### **STAFF ACTIONS:**

Call 911 and/or alert Site Administrator

Move students away from immediate vicinity of the crash

Follow immediate actions as directed by Fire Department or Site Administrator

If immediate action is necessary, anticipate EVACUATION or SHELTER IN PLACE

### **Animal Disturbance**

Implement this procedure when any animal or bee swarm threatens the safety of the students and staff.

#### **IN THE EVENT OF AN ANIMAL DISTURBANCE**

##### **STAFF ACTIONS:**

Alert Site Administrator

If the animal is outside, proceed with SHELTER IN PLACE protocol. Keep students inside.

If the animal is inside, EVACUATE students to a sheltered area away from the animal.

#### **IN THE EVENT OF A BEE SWARM**

##### **STAFF ACTIONS:**

If a bee swarm is identified, but bees are NOT aggressive, initiate procedures for SHELTER IN PLACE until the swarm has passed.

If a bee swarm is identified and bees are aggressive, call 911.

Initiate procedures for SHELTER IN PLACE. All students and staff should get inside a building immediately. A few bees may follow indoors, but in a well-lit room, bees will become confused and fly to windows.

If bee attack is widespread, direct students into a large, well-lit room with high ceilings such as a cafeteria or gymnasium.

Have a designated staff person available with a vacuum cleaner hose to remove any bees clinging to clothing or hair.

If no vacuum with hose is available, bees may be controlled with a spray bottle filled with soap and water solution (3%-6% soap).

Have nurse or health clerk available to assist stinging victims or if there are large numbers of stinging victims or if there are large

numbers of stinging victims, instruct Operations Chief to engage Medical Team.

### **Armed Assault on Campus**

#### **Imminent Danger/Lockdown Procedure**

An extreme emergency exists when one or more of the following situations occur on or near campus: (1) drive-by shooting/show-by, (2) armed intruder, (3) mass protest, or (4) helicopter searches or SWAT team operations.

1. Imminent Danger Signal – Continuous series of short bells for an extended period of time will be the signal that an extreme emergency exists. One long bell will indicate "All Clear." Call 911.
2. The school/district nurse will be in charge of emergency first aid; the library or other designated area will be utilized as a first aid station – library.  
In the nurse's absence Sonia Olivio will be in charge.
3. The Office Manager/Secretary will maintain phone communication with the district office and telecommunication center for internal communications and will activate the Mass Notification System if directed to do so by Site Administrator.
4. Lisset De Leon will serve as emergency locator to notify parents, guardians, and/or doctors of injured persons.
5. The Principal or designee will identify a person to serve as public information contact under the direction of the District Information Office
6. The MOT Lead and Site Custodians will be responsible for locking all lavatory doors, cafeteria doors, office doors, and gates as directed.
7. Teachers who are unassigned should assemble in the staff lunchroom or other designated meeting room for instructions.
8. When the imminent danger signal is given, teachers should take the following actions:
  - Proceed immediately to homerooms
  - Direct as many students as possible into rooms
  - Supervise the area outside room until students are in rooms
  - Lock doors and close curtains
  - Students in rooms are to be seated and sign-up sheets provided so that each student accounts for his/her presence in the room
  - Notify the front office of any additional situations
  - Students to remain in classroom until the all-clear signal is given
9. In the event that gunfire is heard, everyone should be instructed to lie flat on the ground/floor
10. School staff must stay at the site until the crisis is declared over

State of California Government Code,  
Chapter 8, Division IV, Title I

The State of California Government Code states that all public employees become emergency service workers in the event of a declared emergency. This means that all school district employees will be required to work in this capacity in case a disaster occurs and a state of emergency is declared.

### **Biological or Chemical Release**

#### **GAS LEAK**

All school personnel, including cafeteria managers and custodians, shall immediately report any gas odor or suspected gas leak to the Principal/Site Administrator.

#### **STAFF ACTIONS**

If a gas odor is detected, notify Site Administrator or security personnel immediately  
Move students from immediate vicinity of danger  
Do not turn on any electrical devices such as lights, computers, fans, etc.

If EVACUATION is ordered, follow all appropriate procedures

## **TOXIC AGENT**

This is incident involving the discharge of a biological/chemical substance in a solid, liquid or gaseous state. Such incidents may include the release of radioactive materials. A toxic agent can be introduced through:

Postal mail

Ventilation system

Small explosive device

Parcel left unattended

Food supply

Aerosol release

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Multiple victims suffering from the following symptoms might be an indicator of the release of a biological or chemical substance contaminating the environment:

Watery eyes

Choking

Breathing difficulty

Twitching

Loss of coordination

Distressed animals

Chemical accidents could result from a transportation accident or an industrial spill involving large quantities of toxic material. The nature of the material and the proximity of the incident to the school site will determine which emergency action should be implemented.

## **STAFF ACTIONS**

**Alert Site Administrator**

If contamination is inside a specific classroom/area, EVACUATE students away from affected area immediately

Otherwise, follow immediate response action as directed by Site Administrator or Emergency Services personnel

Follow standard student assembly, accounting and reporting procedures

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

Wash affected areas with soap and water

Immediately remove and contain contaminated clothing

Do not use bleach on potentially exposed skins

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

**THOSE WHO DISCOVER A CHEMICAL SPILL:**

Alert others in immediate area to leave the area

Close doors and restrict access to affected area

Notify Site Administrator

**DO NOT** eat or drink anything or apply cosmetics

## **Bomb Threat/ Threat Of violence**

**Receiving Threats**

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

Staff members who customarily receive telephone calls or handle packages shall receive training related to bomb threats.

**Procedures:**

1. Any employee who receives a bomb threat shall immediately call 911 and also report the threat to the principal or designee. If the threat is in writing, he/she shall place the message in an envelope and take note of where and by whom it was found.
2. Any student or employee seeing a suspicious package shall promptly notify the principal or designee.
3. The principal or designee shall immediately use fire drill signals and institute standard evacuation procedures as specified in the emergency plan.  
(cf. 3516 - Emergency and Disaster Preparedness Plan)  
(cf. 3516.1 - Fire Drills and Fires)
4. The principal or designee shall turn off any two-way radio equipment which is located in a threatened building.  
Law enforcement and/or fire department staff shall conduct the bomb search. School police officers may assist in this search. No other school staff shall search for or handle any explosive or incendiary device.

Except for school police officers, no staff or students shall reenter the threatened building(s) until the law enforcement and/or fire department staff advises the principal or designee that reentry is safe.

Any student who makes a bomb threat shall be subject to disciplinary procedures.

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

Legal Reference:

EDUCATION CODE

44810 Willful interference with classroom conduct

48900 Grounds for suspension or expulsion

51202 Instruction in personal and public health and safety

PENAL CODE

17 Felony, misdemeanor, classification of offenses

148.1 False report of explosive or facsimile bomb

245 Assault with deadly weapon or force likely to produce great bodily injury; punishment

594 Vandalism; penalty

Regulation ARVIN UNION SCHOOL DISTRICT

approved: October 18, 2005 Arvin, California

#### **Bus Disaster**

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 2016 (SB 826, Ch. 23, Statutes of 2016) extends the suspension of these requirements through the 2016-17 fiscal year. As a result, certain provisions of the following administrative regulation related to transportation safety plans and safety instruction for students 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 specified in 13 CCR 1215. The report shall indicate any defect or deficiency discovered by or reported to the driver which would affect safe operation or result in mechanical breakdown of the bus or, if no defect or deficiency was discovered or reported, shall so indicate. Any defect or deficiency that would affect safe operation shall be repaired prior to operating the bus. (13 CCR 1215)

(cf. 3540 - Transportation)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 3542 - School Bus Drivers)

#### **Bus Accidents**

In the event of a school bus accident, the driver shall immediately notify the CHP and the Superintendent or designee. The driver shall not leave the immediate vicinity of the bus to seek aid unless necessary. (13 CCR 1219)

The Superintendent or designee shall maintain a report of each accident that occurred on public or private property involving a school bus with students aboard. The report shall contain pertinent details of the accident and shall be retained for 12 months from the date of the accident. If the accident was not investigated by the CHP, the Superintendent or designee shall forward a copy of the report to the local CHP within five work days of the date of the accident. (13 CCR 1234)

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.

### **Disorderly Conduct**

#### **DISORDER/PUBLIC DEMONSTRATION/STUDENT RIOT**

When an advance notice of a planned protest is given, inform staff, local law enforcement, and parent community. When the conduct of an assembly of students threatens the safety and security of the school community and/or school property, follow the protocol for "Student Riot." Students who participate in a riot on campus should be informed that they will be suspended or possibly arrested if they do not comply with directives.

#### **STAFF ACTIONS:**

- Maintain school and classroom expectations for academic engagement and behavior.
- Clearly explain to students that they are to remain on campus as usual and remind them of key aspects of discipline and attendance policy.
- Do not attempt to physically stop a student who chooses to leave campus. Simply note student's name and report to Site Administrator for disciplinary follow up

#### **STUDENT ACTIONS:**

In a violent situation, immediately notify the first available adult  
Do not retaliate or take unnecessary chances  
Move away from the area of agitation  
Hold on to belongings to the extent that it is safe to do so  
Do not pick up anything and do not go back for anything until receiving clearance to do so.  
Stay calm and reassure fellow students.  
Share all relevant information with law enforcement, teachers, and school staff.  
Follow directions from site administrator or law enforcement, teachers, and school staff.  
Do not perpetuate rumors or repeat unsubstantiated information.

**Earthquake**

## 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)  
(cf. 0450 - Comprehensive Safety Plan)

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)  
(cf. 3116 - Emergencies and Disaster Preparedness Plan)

The Superintendent or designee may work with the California Governor's Office of Emergency Services 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 system  
(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)

Staff 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.  
(cf. 3543 - Transportation Safety and Emergencies)

#### 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.



(cf. 1112 - Media Relations)

Legal Reference:

EDUCATION CODE

32280-32289 School safety plans

GOVERNMENT CODE

3100 Public employees as disaster service workers

8607 Standardized Emergency Management System

CODE OF REGULATIONS, TITLE 19

2400-2450 Standardized Emergency Management System

Management Resources:

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES PUBLICATIONS

The ABCs of Post-Earthquake Evacuation: A Checklist for School Administrators and Faculty

Guide and Checklist for Nonstructural Earthquake Hazards in California Schools, January 2003

School Emergency Response: Using SEMS at Districts and Sites, June 1998

FEDERAL EMERGENCY MANAGEMENT AGENCY PUBLICATIONS

Guidebook for Developing a School Earthquake Safety Program, 1990

WEB SITES

American Red Cross: <http://www.redcross.org>

California Governor's Office of Emergency Services: <http://www.caloes.ca.gov>

California Seismic Safety Commission: <http://www.seismic.ca.gov>

Federal Emergency Management Agency: <http://www.fema.gov/hazards/earthquakes>

National Incident Management System: <http://www.fema.gov/emergency/nims>

deregulation ARVIN UNION SCHOOL DISTRICT

approved: October 18, 2016 Arvin, California

**Explosion or Risk Of Explosion**

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

STAFF ACTIONS:

At the sound of an explosion, immediately direct students to turn away from the windows and DROP, DUCK, COVER AND HOLD ON

Check for injuries and render first aid

If explosion occurs inside the classroom or classroom block, EVACUATE to outdoor assembly area immediately

Do not move injured students, unless to do so would place students in further danger

Use buddy system to remain with injured students

If directive is to EVACUATE follow all EVACUATION procedures

Do not stop to collect belongings. Leave the door unlocked

Keep students and staff at the safe distance from the building(s) and away from fire-fighting equipment

Do not return to the building until it is safe to do so

If explosion occurs in the surrounding area, initiate procedures for SHELTER IN PLACE and wait for further instructions

Keep students at a safe distance from site of the explosion

**Fire in Surrounding Area**

A fire in the surrounding community can threaten school buildings and endanger students and staff. Response actions are determined by location and size of the fire, its proximity to the school, and the likelihood that it may endanger the school community.

FIRE OFF-SITE:

STAFF ACTIONS:

If students are to be evacuated, implement Student/Staff Accountability procedures before leaving the building site

Follow all procedures for EVACUATION

Do not stop to collect belongings. Leave the door unlocked

Stay calm. Maintain control of the students at a safe distance from the fire and fire fighting equipment

Remain with students until the building has been inspected and it has been determined safe to return

If directive is to implement SHELTER IN PLACE, gather students inside and close windows and doors. Wait for further instructions

## **Fire on School Grounds**

### **Fire**

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.

## **Flooding**

Flooding may occur if a water pipe breaks or prolonged rainfall causes urban streams to rise. Flooding may also occur as a result of the failure of a dam or levee. IF the school site lies within the hazard zone of a dam or levee, contact local water or dam authorities for further emergency preparedness strategies.

### **STAFF ACTIONS:**

- Follow Site Administrator's directive to EVACUATE or SHELTER IN PLACE
- Remain with and supervise students throughout the duration of the incident
- Do not walk-through moving water. Six inches of moving water can cause a fall
- If walking in water is unavoidable, walk where the water is not moving. Use a stick to check the firmness of the ground.
- Upon arrival at the safe site, implement Student/Staff Accountability procedures
- Report missing students to Incident Command Staff
- Do not return to site until it has been inspected and determined safe by authorities

## **Loss or Failure Of Utilities**

This procedure addresses situations involving a loss of water, power or other utility on school grounds. This procedure should also be used in the event of the discovery of a gas leak, an exposed electrical line, or a break in sewer lines.

### **Procedure**

1. If water or an electrical line is broken, an effort should be made to turn off water or power to the affected area and to notify the School Administrator immediately.

2. Upon notice of loss of utilities, the School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, or EVACUATE BUILDING.

3. The School Administrator will notify CE Customer Service and will provide the location and nature of emergency. Appropriate personnel will also be notified at the discretion of the School Administrator.

4. The School Administrator will notify the Local District Superintendent of the loss of utility service.

5. As needed, school emergency supplies will be utilized to compensate for the loss of a utility.

6. If the loss of utilities may generate a risk of explosion, such as a gas leak.

7. In addition to the procedures listed above, the Incident Commander will implement the following plans in the event utilities are disrupted.

### **Motor Vehicle Crash**

#### **STAFF ACTIONS:**

Notify Site Administrator.

Move students away from immediate vicinity of the crash.

If necessary, EVACUATE students to a safe assembly area away from the crash scene.

If possible take classroom emergency materials including class roster and staff ID to safe assembly area.

According to site protocol, implement Student/Staff Accountability procedures.

Report missing students to the principal/designee and emergency response personnel.

Care for the injured, if any.

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

### **Psychological Trauma**

#### **STUDENT WELLNESS TEAMS**

##### **Objective:**

SAFE SCHOOLS/HEALTHY STUDENTS is a Federal initiative of persons whose mission is to develop and maintain programs and intra/inter agency collaborations that promote physical, mental, and social health in our students with the goal of promoting educational success.

The objective of Student Wellness Teams is to coordinate the care of students who have been recently evaluated for and/or held on Welfare and Institutions Code 5150 status.

##### **Students will:**

Have a Student Wellness Plan (Safety, Mental Health and, when appropriate, Educational Plan) developed after a 5150 assessment  
When appropriate, participate in the Student Wellness Team Meeting

Parents will: Participate in the Student Wellness Team Meeting

Staff will: Follow 5150 Procedure Checklist and Flow Chart (Attachments 1, 2)

Minimally include Parent, Student, Site Administration representative, and School Psychologist on Student Wellness Team. (May also include: Student Assistance Program therapist, Clinica Sierra Vista, Nurse, Teacher, Counselor, School Social Worker, Mental Health Worker, SRO, private provider and/or others.)

Develop Student Wellness Plans collaboratively

Complete Student Wellness Plan (Attachment 3) and distribute to appropriate individuals

Keep all Student Wellness Team information confidential  
Utilize appropriate release of information forms  
Collaboratively decide when to end the Student Wellness Plan  
Provide feedback to site Psychologist on efficacy of Student Wellness Team

## STUDENT WELLNESS TEAM CONCEPT

Student Wellness Teams are responsible to the Site Principal/Administrative Designee for coordinating safety/wellness/education plans for students who have been or are at risk for WI Code 5150 status designation.

The School Site collaboratively determines how the Student Wellness Team operates, keeping at the forefront adherence to State and Federal confidentiality laws, professional scope of practice, ethics, and best practices guidelines.

Minimally, Student Wellness Teams include Site Administration, the Psychologist, the student, and the student's parent(s)/guardian(s). Others may be School Nurses, School Counselors, School Social Workers, Student Assistance Program therapists, Mental Health Workers (County/ contracted), School Resource Officer and/or other Law Enforcement personnel, and private providers.

The SW Team may schedule meetings as needed after a student has been assessed by the Student Threat Assessment Team (STAT) for 5150. The meetings do not have to be formal, but must be documented on the Student Wellness Plan. The plan is intended to be short-term and for the acute situation only.

Roles and responsibilities will be determined by the Site Administration. The Professional completing the Assessment of High Risk Areas form will be the contact person for the Kern County Mental Health Team until the Student Wellness Team meets and determines who the contact (case manager) will be. Kern County Mental Health and/or School Resource Officer will contact Site Admin when student is released, provided a valid release has been signed.

Site 5150 files will be maintained by Site Administration or designee.

Student Wellness Teams will report concerns about processes and about efficacy of the Team to the site psychologist, who will then report to the Assistant Superintendent.

### **Suspected Contamination of Food or Water**

This procedure should be followed if site personnel report suspected contamination of food or water. This procedure applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or if notified of possible food/water contamination by central District staff or local agencies. Indicators of contamination may include unusual odor, color, taste, or multiple employees with unexplained nausea, vomiting, or other illnesses.

Procedure:

1. The School Administrator will isolate the suspected contaminated food/water to prevent consumption, and will restrict access to the area.
2. The School Administrator will notify "911", County Department of Health Services, Local District Office, and the Office of Environmental Health and Safety if any contaminated food or water has been ingested.
3. The School Administrator will make a list of all potentially affected students and staff, and will provide the list to responding authorities.
4. The First Aid/Medical Team will assess the need for medical attention and provide first aid as appropriate.
5. The School Administrator will maintain a log of affected students and staff and their symptoms, the food/water suspected to be contaminated, the quantity and character of products consumed, and other pertinent information.

6. The School Administrator will confer with the County Department of Health Services before the resumption of normal operations.
7. The School Administrator will notify parents of the incident, as appropriate.

#### **Unlawful Demonstration or Walkout**

An Unlawful Demonstration/Walkout is any unauthorized assemblage on or off campus by staff or students for the purpose of protest or demonstration.

#### **Procedure:**

1. Upon indication that an unlawful demonstration or walkout is about to begin, personnel should immediately notify the School Administrator.
  2. The School Administrator will initiate appropriate Immediate Response Actions, which may include shutting blinds in rooms so equipped.
  3. The School Administrator will notify 911, the Local District Office to request assistance and will provide the exact location and nature of emergency.
  4. The Request Gate Team will immediately proceed to the Main Gate to control student ingress and egress. Each person entering or leaving the campus shall be required to sign his/her name, and record address, telephone number and time entered or departed. The Main Gate should not be locked, as a locked gate may create a serious hazard for students leaving or attempting to re-enter the campus.
  5. If students leave the campus, the Request Gate Team, in consultation with the School Administrator, will designate appropriate staff members to accompany them. These staff members will attempt to guide and control the actions of students while offsite.
  6. Students not participating in the demonstration or walkout should be kept within their classrooms until further notice by the School Administrator. Teachers will close and lock classroom doors. Students and staff should be protected from flying glass in the event windows are broken, by closing drapes.
  7. The Documentation staff member should keep accurate record of events, conversations and actions.
  8. The School Administrator should proceed in good judgment on basis of police or other legal advice, in taking action to control and resolve the situation.
  9. The School Administrator will notify parents of the incident, as appropriate.
- SHELTER-IN-PLACE**

**Emergency Evacuation Map**

# **Arvin Union ESD**

## **Board Policy**

### **Employees With Infectious Disease**

BP 4319.41

Personnel

The Board of Trustees encourages each employee to inform the district as soon as possible if he/she contracts an infectious disease which creates a physical or mental disability. The Board will reasonably accommodate the needs of such individuals.

The Board may reassign or grant disability leave to an employee who is unable to perform his/her job responsibilities because of illness or because the employee's illness significantly endangers his/her health or safety or the health or safety of others.

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4261.1 - Personal Illness/Injury Leave)

No employee will be discriminated against because of his/her disability. Legal protections established for disabled persons extend to individuals significantly impaired by infectious diseases.

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

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

When informed that an employee has a disabling infectious disease, the Superintendent or designee may request that the employee sign a release form to provide confidential medical information and records.

In determining a reasonable accommodation of the employee's condition, the Superintendent or designee may consult with public health officials or physicians with expertise in the diagnosis and treatment of infectious disease. The Superintendent or designee may also communicate with the employee's physician regarding the employee's ability to perform the essential requirements of the job with reasonable accommodation and without posing significant health or safety risks to the employee or others.

The Superintendent or designee shall prepare a confidential report which includes his/her recommendation and the medical information upon which it is based. These recommendations shall take into consideration:

1. The nature of the disease and the probability of its being transmitted, including the duration and severity of the risk

2. The physical condition of the employee, including diagnosis, treatment, and prognosis of the condition
3. The actual requirements of the employee's job and the expected type of interaction with others in the school setting

This report shall be forwarded to the Board for confidential review and action.

The job assignment of an employee with a disabling infectious disease shall be reevaluated whenever there is a change in medical knowledge or in the employee's medical regimen or health which might affect his/her assignment.

#### Confidentiality

The Board and the Superintendent or designee shall ensure that employee rights to confidentiality are strictly observed. The district shall disclose medical record information only to the extent required or permitted by law. The medical records of any employee with a disabling infectious disease shall be held in strict confidence.

#### Legal Reference:

##### CIVIL CODE

56-56.37 Confidentiality of medical information

##### GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act

##### HEALTH AND SAFETY CODE

120975-121020 Mandated blood testing and confidentiality to protect public health

##### CODE OF REGULATIONS, TITLE 2

7293.5 et seq.

##### UNITED STATES CODE, TITLE 29

701 et seq. Rehabilitation Act

##### UNITED STATES CODE, TITLE 42

12101-12213 Americans With Disabilities Act

##### COURT DECISIONS

School Board of Nassau County, Fla. v. Arline, 408 U.S. 273 (1987)

Policy ARVIN UNION SCHOOL DISTRICT

adopted: January 17, 2006 Arvin, California



**Policy 5141.22: Infectious Diseases**

Status: ADOPTED

Original Adopted Date: 02/20/2007 | Last Revised Date: 08/18/2020 | Last Reviewed Date: 08/18/2020

The Board of Trustees desires to protect students from risks posed by exposure to infectious diseases while providing a high-quality education for all students. The Superintendent or designee shall collaborate with local and state health officials to develop and regularly update a comprehensive plan for disease prevention that promotes preventative measures, mitigation, education, communication, and training of students and staff. All measures to limit the spread of infectious diseases shall be nondiscriminatory and ensure that equity is promoted.

The Superintendent or designee shall regularly review resources available from health experts to ensure that district programs and operations are based on the most up-to-date information.

The district's comprehensive health education program shall provide age-appropriate information about the nature and symptoms of communicable diseases, their transmission, and how to help prevent the spread of contagious diseases.

If the local health officer notifies the district of an outbreak of a communicable disease, or the imminent and proximate threat of a communicable disease outbreak or epidemic that threatens the public's health, the district shall take any action that the health officer deems necessary to control the spread of the disease. The district shall comply with all applicable state and federal privacy laws in regard to any such information received from the local health officer. (Health and Safety Code 120175.5)

Students and staff shall observe universal precautions in order to prevent exposure to bloodborne pathogens and to prevent the spread of infectious diseases.

The Superintendent or designee shall inform students of the precautions to be used in cases of exposure to blood or other body fluids through injury, accident, or classroom instruction.

**Students with Infectious Diseases**

The Superintendent or designee shall exclude students from on-campus instruction only in accordance with law, Board policy, and administrative regulation. Because bloodborne pathogens such as hepatitis B virus, hepatitis C virus, and human immunodeficiency virus (HIV) are not casually transmitted, the presence of infectious conditions of this type is not, by itself, sufficient reason to exclude students from attending school.

Parents/guardians are encouraged to inform the Superintendent or designee if their child has an infectious disease so that school staff may work cooperatively with the student's parents/guardians to minimize exposure to other diseases in the school setting. If necessary, the Superintendent or designee shall inform the local health official of any potential outbreak. The Superintendent or designee shall ensure that student confidentiality and privacy rights are strictly observed in accordance with law.

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# **Arvin Union ESD**

## **Administrative Regulation**

### **Exclusions From Attendance**

AR 5112.2  
**Students**

The Superintendent or designee shall ensure that each child entering a district school at any grade level adheres to district admission requirements and enrollment procedures.

(cf. 5111 - Admission)  
(cf. 5111.1 - District Residency)  
(cf. 5116 - Intradistrict Open Enrollment)  
(cf. 5117 - Interdistrict Attendance)  
(cf. 5125 - Student Records)  
(cf. 5141.3 - Health Examinations)

#### **Mandatory Exclusions**

The Superintendent or designee shall not unconditionally admit any student to an elementary or secondary school, preschool, or child care and development program for the first time, nor, after July 1, 2016, admit or advance any student to grade 7 unless the student has been fully immunized in accordance with Health and Safety Code 120335 and BP/AR 5141.31 - Immunizations or is exempted by law.

If a conditionally admitted student has not received required immunizations within 10 days after his/her parent/guardian has been notified of the need to do so, the student shall be excluded until he/she provides written evidence that he/she has received the vaccines due at that time.  
(Education Code 48216; Health and Safety Code 120335, 120370; 17 CCR 6055)

(cf. 5141.31 - Immunizations)  
(cf. 5141.22 - Infectious Diseases)

The Superintendent or designee shall not admit a student who is reasonably suspected of having active tuberculosis. He/she shall be denied admission until the local health officer or licensed medical practitioner informs the district, in writing, that the student is no longer at risk of developing or transmitting the disease. (Health and Safety Code 121485, 121495, 121505)

(cf. 5141.26 - Tuberculosis Testing)

The Superintendent or designee shall exclude a student who is infected with any contagious or infectious disease. The student shall be permitted to return to school when a medical provider informs the Superintendent or designee in writing that he/she is satisfied that the contagious or infectious disease no longer exists. (Education Code 49451; 5 CCR 202)

The Superintendent or designee shall exclude a student who resides where any contagious, infectious, or communicable disease subject to quarantine exists or has recently existed and who is subject to strict isolation or quarantine of contacts, unless written permission of the health officer is provided. (Health and Safety Code 120230)

#### Permissive Exclusions

A student may be excluded from attendance at a district school under either of the following circumstances:

1. If there is good cause to believe that the student has been exposed to any disease stated in Health and Safety Code 120335 and his/her documentation of immunization does not show proof of immunization against that disease, the student may be temporarily excluded from the school until the local health officer is satisfied that the student is no longer at risk of developing or transmitting the disease. (Health and Safety Code 120335, 120370)
2. If the student has not had the health screening specified in Health and Safety Code 124040 before or within the first 90 days of attending first grade, he/she may be excluded for up to five days unless the parent/guardian has presented a waiver or the district has exempted the student from this requirement in accordance with law. (Health and Safety Code 124105)

(cf. 5141.32 - Health Screening for School Entry)

#### Notifications to Parents/Guardians

The Superintendent or designee may exclude a student without prior notice to the parent/guardian if the student is excluded for any of the following reasons: (Education Code 48213)

1. He/she resides in an area subject to quarantine pursuant to Health and Safety Code 120230.
2. He/she is exempt from a medical examination but suffers from a contagious or infectious disease pursuant to Education Code 49451.
3. The Superintendent or designee determines that the presence of the student would constitute a clear and present danger to the safety or health of other students or school personnel.

However, in such cases, the Superintendent or designee shall send a notice as soon as reasonably possible after the exclusion. (Education Code 48213)

(cf. 5145.6 - Parental Notifications)

In all other cases, the Superintendent or designee shall send a notice to the student's parent/guardian stating the facts leading to the exclusion, prior to excluding the student from

attendance.

### Appeals from Exclusion

Upon exclusion of his/her child, a parent/guardian may meet with the Superintendent or designee to discuss the exclusion. If the parent/guardian disagrees with the decision of the Superintendent or designee to exclude his/her child, he/she may appeal the decision to the Board of Trustees.

The parent/guardian shall have an opportunity to inspect all documents upon which the district is basing its decision, to challenge any evidence and question any witness presented by the district, to present oral and documentary evidence on the student's behalf, and to have one or more representatives present at the meeting.

### Legal Reference:

#### EDUCATION CODE

48210-48216 Persons excluded

49076 Access to records by persons without written consent or under judicial order

49408 Information of use in emergencies

49451 Parent's refusal to consent

#### HEALTH AND SAFETY CODE

120230 Exclusion of persons from school

120325-120380 Educational and child care facility immunization requirements

121475-121520 Tuberculosis tests for students

124025-124110 Child Health and Disability Prevention Program

#### CODE OF REGULATIONS, TITLE 5

202 Exclusion of students with a contagious disease

#### CODE OF REGULATIONS, TITLE 17

6055 Exclusion for failure to obtain required immunizations

### Management Resources:

#### CSBA PUBLICATIONS

Recent Legislation on Vaccines: SB 277, Fact Sheet, August 2015

#### WEB SITES

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

California Department of Public Health, Immunization Branch:

<http://www.cdph.ca.gov/programs/immunize>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Regulation ARVIN UNION SCHOOL DISTRICT  
approved: June 14, 2016 Arvin, California

2. The Agency agrees to appoint an SRP Liaison who will act as the primary contact regarding communication with The Agency and other department, district or agency SRP Liaisons.
3. The Agency agrees to implement the SRP using the terms of art and the associated directives as defined in the Program Description.
4. The Agency agrees to provide Fire Departments having jurisdiction within the School District with notice of compliance with SRP terms of art and directives.
5. The Agency agrees to provide Emergency Medical Services having jurisdiction within the School District with notice of compliance with SRP terms of art and directives.
6. The Agency agrees to provide County and/or City Emergency Managers having jurisdiction within the School District with notice of compliance with SRP terms of art and directives.
7. The Agency agrees to train dispatch personnel in The Standard Response Protocol.
8. The Agency agrees to train School Resource Officers in The Standard Response Protocol.
9. The Agency agrees to train other appropriate personnel in The Standard Response Protocol.

#### **MEMORANDUM TERM**

This Memorandum is effective until terminated, for all schools in the School District.

#### **TERMINATION**

School District or Agency may terminate this Memorandum of Understanding via Written or Electronic notification at any time.

#### **Name of School District**

Address  
City/State/Zip

Superintendent

Date

#### **Name of Law/Fire/Medical**

Address  
City/State/Zip

Resource

Date

# **Cardiac Emergency Response Plan**

## **Arvin Union School District**

This Cardiac Emergency Response Plan is adopted by the **Arvin Union School District**.

A cardiac emergency requires immediate action. Cardiac emergencies may arise as a result of a Sudden Cardiac Arrest (SCA) or a heart attack but can have other causes. SCA occurs when the electrical impulses of the heart malfunction resulting in sudden death.

Signs of Sudden Cardiac Arrest can include one or more of the following:

- Not moving, unresponsive or unconscious, *or*
- Not breathing normally (i.e., may have irregular breathing, gasping or gurgling or may not be breathing at all), *or*
- Seizure or convulsion-like activity.

The Cardiac Emergency Response Plan of the Arvin Union School District shall be as follows:

### **1. Developing a Cardiac Emergency Response Team**

- (a) The Cardiac Emergency Response Team shall be comprised of those individuals who have current CPR/AED certification. It will include the school nurse, coaches, and others within the school. It should also include an administrator and office staff who can call 9-1-1 and direct EMS to the location of the SCA.
- (b) Members of the Cardiac Emergency Response Team will be designated annually and updated as needed to remain current. One of the members shall be designated as the Cardiac Emergency Response Team Coordinator.
- (c) All members of the Cardiac Emergency Response Team shall receive and maintain nationally recognized training, which includes a certification card with an expiration date of not more than 2 years.
- (d) As many other staff members as reasonably practicable shall receive training.

### **2. Activation of Cardiac Emergency Response Team during an identified cardiac emergency**

- (a) The members of the Cardiac Emergency Response Team shall be notified immediately when a cardiac emergency is suspected.
- (b) The Protocol for responding to a cardiac emergency is described in the Cardiac Emergency Response Team "Protocol for Posting" and will be used by both the District and site teams.

3. **Automated external defibrillators (AEDs) – placement and maintenance**

- (a) Arvin Union School District has 5 AED units. Three inside the nurse's offices at the elementary sites, one in the Haven Drive Gym, and one right inside the staff back door into the office at the junior high. The nurse's offices shall remain unlocked at all times. Athletic coaches will have district radios to call trained office personnel to bring the AED in case of emergency. Athletic coaches and after school personnel shall have an office key.
- (b) Arvin Union School District will regularly check and maintain each school-owned AED in accordance with the AED's operating manual and maintain a log of the maintenance activity. The school shall designate a person who will be responsible for verifying equipment readiness and for maintaining maintenance activity. This shall be done by the maintenance lead at each site under the MOT Director's supervision.
- (c) Additional Resuscitation Equipment: A resuscitation kit shall be connected to the AED carry case. The kit shall contain latex-free gloves, razor, scissors, towel antiseptic wipes and a CPR barrier mask.
- (d) AEDs shall not be locked in an office or stored in a location that is not easily and quickly accessible at all times.
- (e) AEDs shall be readily accessible for use in responding to a cardiac emergency, during both school-day activities and after-school activities, in accordance with this Plan. Each AED shall have one set of defibrillator electrodes connected to the device and one spare set. All AEDs should have clear AED signage so as to be easily identified.

4. **Communication of this Plan throughout the school campus**

- (a) The Cardiac Emergency Response Protocol shall be *posted* as follows:
  - (1) In each classroom, cafeteria, restroom, health room, faculty break room and in all school offices.
  - (2) Adjacent to each AED.
  - (3) Adjacent to each school telephone.
  - (4) In the gym, and in all other indoor locations where athletic activities take place.
  - (5) At other strategic school campus locations, including outdoor physical education and athletic areas.
  - (6) Attached to all portable AEDs.
- (b) The Cardiac Emergency Response Protocol shall be *distributed* to:
  - (1) All staff and administrators at the start of each school year, with updates distributed as made.
  - (2) All Health Services staff including the school nurse, health room assistants and self-care assistants.
  - (3) All athletic directors, coaches, and applicable advisors at the start of each school year and as applicable at the start of the season for each activity, with updates distributed as made.
- (c) Results and recommendations from Cardiac Emergency Response Drills performed during the school year shall be communicated to all staff and administrative personnel.

- (d) A copy of this Cardiac Emergency Response Plan shall be provided to any organization using the school. A signed acknowledgment of the receipt of this Plan and the Protocol by any outside organization using the school shall be kept in the school office. School administration and any outside organization using the school shall agree upon a modified Cardiac Emergency Response Plan. The modified Plan shall take into consideration the nature and extent of the use and shall meet the spirit and intent of this Plan which is to ensure that preparations are made to enable a quick and effective response to a cardiac emergency on school property.

## **5. Training in Cardiopulmonary Resuscitation (CPR) and AED Use**

### **(a) Staff Training:**

- (1) In addition to the school nurse, a sufficient number of staff shall be trained in cardiopulmonary resuscitation (CPR) and in the use of an AED to enable the Arvin Union School District to carry out this Plan. Training shall be renewed at least every two years. The school shall designate the person responsible for coordinating staff training as well as the medical contact for school based AEDs.
- (2) Training shall be provided by an instructor, who may be a school staff member, currently certified by a nationally-recognized organization to conform to current American Heart Association guidelines for teaching CPR and/or Emergency Cardiac Care (ECC).
- (3) Training may be traditional classroom, on-line or blended instruction but should include cognitive learning, hands-on practice and testing.

### **(b) Cardiac Emergency Response Drills:**

Cardiac Emergency Response Drills are an essential component of this Plan. Arvin Union School District shall perform a minimum of 1 successful Cardiac Emergency Response Drills each school year with the participation of athletic trainers, school nurses, coaches, campus safety officials and other targeted responders. A successful Cardiac Emergency Response Drill is defined as full and successful completion of the Drill in 5 minutes or less. Arvin Union School District shall prepare and maintain a Cardiac Emergency Response Drill Report for each Drill.

These reports shall be maintained for a minimum of 5 years with other safety documents. The reports shall include an evaluation of the Drill and shall include recommendations for the modification of the site emergency response plan if needed. (It is suggested that the school / school district consider incorporating the use of students in the Drills.)



**6. Local Emergency Medical Services (EMS) integration with the school/school district's plan**

- (a) Arvin Union School District will provide a copy of this Plan to local emergency response and dispatch agencies (e.g., the 9-1-1 response system), which may include local police and fire departments and local Emergency Medical Services (EMS).
- (b) The development and implementation of the Cardiac Emergency Response Plan shall be coordinated with the local EMS Agency, campus safety officials, on-site first responders, administrators, athletic trainers, school nurses and other members of the school and/or community medical team.
- (c) Arvin Union School District shall work with local emergency response agencies to 1) coordinate this Plan with the local emergency response system and 2) to inform local emergency response system of the number and location of on-site AEDs.

**7. Annual review and evaluation of the Plan**

Arvin Union School District shall conduct an annual internal review of the schools and district's Plan. The annual review should focus on ways to improve the response process, to include:

- (a) *A post-event review* following an event. This includes review of existing school-based documentation for any identified cardiac emergency that occurred on the school campus or at any off-campus school-sanctioned function. The school shall designate the person who will be responsible for establishing the documentation process.  
Post-event documentation and action shall include the following:
  - (1) A contact list of individuals to be notified in case of a cardiac emergency.
  - (2) Determine the procedures for the release of information regarding the cardiac emergency.
  - (3) Date, time and location of the cardiac emergency and the steps taken to respond to the cardiac emergency.
  - (4) The identification of the person(s) who responded to the emergency.
  - (5) The outcome of the cardiac emergency. This shall include but not be limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available. Personal identifiers should not be collected unless the information is publicly available.
  - (6) An evaluation of whether the Plan was sufficient to enable an appropriate response to the specific cardiac emergency. The review shall include recommendations for improvements in the Plan and in its implementation if the Plan was not optimally suited for the specific incident. The post-event review may include discussions with medical personnel to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.

- (7) An evaluation of the debriefing process for responders and post-event support. This shall include the identification of aftercare services including aftercare services and crisis counselors.
- (b) A review of the documentation for all Cardiac Emergency Response Drills performed during the school year. Consider pre-established Drill report forms to be completed by all responders.
- (c) A determination, at least annually, as to whether or not additions, changes or modifications to the Plan are needed. Reasons for a change in the Plan may result from a change in established guidelines, an internal review following an actual cardiac emergency, or from changes in school facilities, equipment, processes, technology, administration, or personnel.

**Protocol for School Cardiac Emergency Responders**

**Bear Mountain Elementary  
Sierra Vista Elementary  
El Camino Real Elementary  
Haven Drive Junior High  
Cardiac Emergency Response Team Protocol  
For All Schools**

Sudden cardiac arrest events can vary greatly. Faculty, staff and Cardiac Emergency Response Team (CERT) members must be prepared to perform the duties outlined below. Immediate action is crucial in order to successfully respond to a cardiac emergency. The school should identify the closest appropriate medical facility that is equipped in advanced cardiac care.

Follow these steps in responding to a suspected cardiac emergency:

**(a) Recognize the following signs of sudden cardiac arrest and take action in the event of one or more of the following:**

- The person is not moving, or is unresponsive, or appears to be unconscious.
- The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
- The person appears to be having a seizure or is experiencing convulsion-like activity. (Cardiac arrest victims commonly appear to be having convulsions).
- *Note:* If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.

**(b) Facilitate immediate access to professional medical help:**

- Call 9-1-1 as soon as you suspect a sudden cardiac arrest. Provide the school address, cross streets, and patient condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit. Facilitate access to the victim for arriving Emergency Medical Service (EMS) personnel.
- Immediately contact the members of the Cardiac Emergency Response Team.
  - Give the exact location of the emergency. ("Mr. /Mrs. \_\_\_\_ Classroom, Room # \_\_\_\_, gym, football field, cafeteria, etc."). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.

- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
  - The closest team member should retrieve the automated external defibrillator (AED) en route to the scene and leave the AED cabinet door open; the alarm typically signals the AED was taken for use.
  - Acquire AED supplies such as scissors, a razor and a towel and consider an extra set of AED pads.

**(c) Start CPR:**

- Begin continuous chest compressions and have someone retrieve the AED.
- Here's how:
  - Press hard and fast in center of chest. Goal is 100 compressions per minute. (Faster than once per second, but slower than twice per second.)
  - Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth of 2 inches (or 1/3<sup>rd</sup> the depth of the chest for children under 8 years old.
  - Follow the 9-1-1 dispatcher's instructions, if provided.

**(d) Use the nearest AED:**

- When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks.
  - *Note:* The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
- Continue CPR until the patient is responsive or a professional responder arrives and takes over.

**(e) Transition care to EMS:**

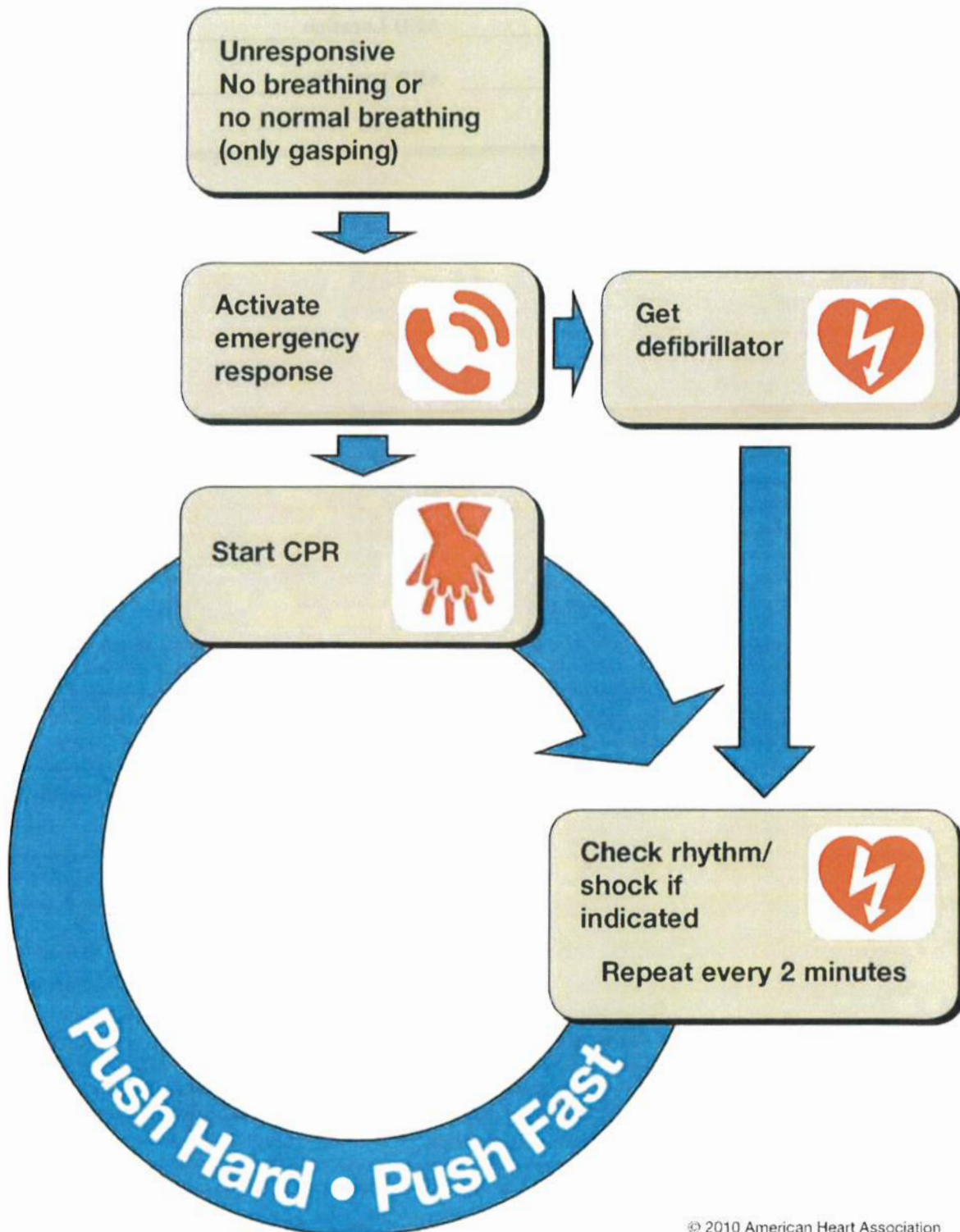
- Transition care to EMS upon arrival so that they can provide advanced life support.

**(f) Action to be taken by Office / Administrative Staff:**

- Confirm the exact location and the condition of the patient.
- Activate the Cardiac Emergency Response Team and give the exact location if not already done.
- Confirm that the Cardiac Emergency Response Team has responded.
- Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.
- Assign a staff member to direct EMS to the scene.
- Perform "Crowd Control" – directing others away from the scene.
- Notify other staff: school nurse, athletic trainer, athletic director, etc.
- Ensure that medical coverage continues to be provided at the athletic event if on-site medical staff accompanies the victim to the hospital.

- Consider delaying class dismissal, recess, or other changes to facilitate CPR and EMS functions.
- Designate people to cover the duties of the CPR responders.
- Copy the patient's emergency information for EMS.
- Notify the patient's emergency contact (parent/guardian, spouse, etc.).
- Notify staff and students when to return to the normal schedule.
- Contact school district administration.

Arvin Union School District  
CARDIAC EMERGENCY RESPONSE TEAM PROTOCOL  
Simplified Adult BLS



**Building Location Information**

**School Name & Address**    **Bear Mountain Elementary**

**School Emergency Phone**    661-854-6590

**AED Location**    **Nurse's office in main school building**

**AED Location** \_\_\_\_\_ **AED Location** \_\_\_\_\_

**AED Location** \_\_\_\_\_ **AED Location** \_\_\_\_\_

**Building Location Information**

**School Name & Address** El Camino Real Elementary 911 El Camino Real

**School Emergency Phone** 661-854-6661

**AED Location** Nurse's office in main school building

**AED Location** \_\_\_\_\_ **AED Location** \_\_\_\_\_

**AED Location** \_\_\_\_\_ **AED Location** \_\_\_\_\_



**Building Location Information**

**School Name & Address**    Sierra Vista Elementary    300 Franklin Street

**School Emergency Phone**    661-854-6560

**AED Location**    Nurse's office in main school building

**AED Location** \_\_\_\_\_ **AED Location** \_\_\_\_\_

**AED Location** \_\_\_\_\_ **AED Location** \_\_\_\_\_

**Building Location Information**

**School Name & Address** Haven Drive Junior High

**School Emergency Phone:** 661-854-6661

**AED Location** Haven Drive Gym

**AED Location** \_\_\_\_\_

**AED Location** Inside the back staff entrance door to school office

**AED Location** \_\_\_\_\_

**AED Location** \_\_\_\_\_

## PROCEDURE FOR USE OF AED

- |   |
|---|
| ➤ If someone collapses – tap the victim and shout “Are you OK?”   |
| ➤ If no response & the victim is not breathing or not breathing normally  |
| ➤ Call 9-1-1 and get the AED  |
| ➤ If someone else is present, send them to call 9-1-1 and get the AED   |
| ➤ Begin Hands Only CPR – Push hard and fast in the center of the chest  |
| ➤ Use the AED as soon as it arrives <ul style="list-style-type: none"><li>○ Open the lid and turn on the AED</li><li>○ Follow the voice prompts<ul style="list-style-type: none"><li>➤ Expose the patient’s chest –if wet, wipe dry</li><li>➤ Apply the electrode pads to the patient’s exposed chest, as shown in the pictures</li><li>➤ Listen to the voice prompts –Clear (do not touch) the patient when instructed to do so</li><li>➤ Press the SHOCK button, if instructed to do so</li></ul></li></ul> |
| ➤ Restart compressions on chest   |
| ➤ Continue to follow the voice prompts  |
| ➤ If the patient starts moving or breathing normally, stop compressions and place the patient in the recovery position (on left side)   |

**KEEP AED ATTACHED UNTIL EMS ARRIVES**

# COVID-19 Prevention Program (CPP)

## Arvin Union Elementary School District

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

**Date:** January 18, 2022

### Authority and Responsibility

The District Superintendent has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

### Identification and Evaluation of COVID-19 Hazards

We implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Document the vaccination status of our employees by using **Appendix E: Documentation of Employee COVID-19 Vaccination Status**, which is maintained as a confidential medical record.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace.

All district staff have been and will continue to be trained to identify and report hazards in Appendix A to prompt immediate remedy of identified hazards.

School site nurses are responsible for updating Appendix E and providing this information to the District Human Resources Department.

Self-assessments are to be conducted prior to any individual entering district premises.

Quarantine rooms have been identified at each school site to isolate COVID-19 cases to reduce the risk of transmission. Contact tracing and verification of PPE/mitigation protocols are to be conducted immediately upon knowledge of an identified case of COVID-19 and notifications to be sent accordingly. Stable groups are to be utilized as much as possible to reduce the risk of transmission.

- Review applicable orders and general and industry-specific guidance from the State of California, Cal/ OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.

- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections** form as needed to identify and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

### **Employee Participation**

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

Reporting to their immediate supervisor or union representative who are expected to immediately contact the District Superintendent or designee. In addition, Appendix A and B of this plan will be utilized by site safety teams to identify any possible hazards for remedy.

### **Employee Screening**

We screen our employees and respond to those with COVID-19 symptoms by:

Utilization of STOPit SafeScreen, a self screening application which reports responses to supervisors and the District Office. This online app follows CDPH guidelines and provides a pass/no pass entry pass upon completion. Staff are expected to self-screen for all symptoms including temperature and ensure the entry pass or their supervisor clears their symptoms prior to entering the workplace. Employees responding with COVID-19 symptoms are contacted for further information and evaluated to determine whether access to district premises will be granted. When precautions must be taken, staff are required to take a sick day to see if symptoms clear or to seek testing or medical clearance. If symptoms present while at work, district nurses or site administrators may screen ensuring utilization of face masks by both the screener and the employee.

### **Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices or procedures are documented on the Appendix B: COVID-19 Inspections form, and corrected in a timely manner based on the severity of the hazards, as follows:

Thorough completion of Appendix B: COVID -19 Inspections form includes identification of a status and severity of a hazard, the name of an individual or names of individuals assigned to correct the hazard, and a timeline for correction. The assessing individual or team will review any hazard identified and correct immediately if possible. Severity of a hazard and timeline for correction are based on exposure risk, scheduled occupancy of the location, and most urgent...a positive case identification. Items beyond the scope of the individual or site team are to be referred to the District Superintendent or designee who will assign remediation to the appropriate department and/or work with the site to acquire necessary items or make modifications to physical locations or personnel assigned to rectify the hazard. All COVID-19 hazard inspections are to be scanned and sent immediately to the District Superintendent and the Director of MOT. Safety meeting updates may cause modification to the initial template if additional hazard areas or items suggested for review are identified. Inspections are reviewed for follow-up per correction date assigned.

### **Controls of COVID-19 Hazards**

## Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees that are not fully vaccinated when they are indoors or in vehicles, and where required by orders from the California Department of Public Health (CDPH).

Disposable surgical face masks are provided to each employee (a minimum of 2 per day) each week or, more regularly as needed. In addition, plastic shields were purchased and have been distributed to those staff to wear over their face masks as they are working directly with the public or with students (secretaries/office staff) or without the ability to social distance (i.e. special education/nurses). Sufficient quantities of face coverings are kept in storage at our warehouse to replace masks or shields as needed. Staff are expected to wash their own masks if utilizing an additional layer of protection brought from home to prevent cross-contamination and support the security of having a set of personal masks. Employees encountering non-employees not wearing face coverings are expected to state the requirement for entering with a face covering and to offer one if the non-employees do not have a face covering available.

Employees required to wear face coverings in our workplace may remove them under the following conditions:

- When an employee is alone in a room or a vehicle.
- While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
- Employees are required to wear respirators in accordance with our respirator program that meets section 5144 requirements.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it.
- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

Any employee not wearing a required face covering or allowed non-restrictive alternative, will be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19.

We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Face coverings will also be provided to any employee that requests one, regardless of their vaccination status.

## Engineering controls

For indoor locations, using Appendix B, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission by:

Installation of plastic partitions which have been made available to provide an additional level of protection between the public and office/assessment staff and are set up in all offices. Large plastic dividers on rollers are available to separate office staff sitting in close proximity and cubicles are being purchased to create dividers in small office areas including Preschool, Family Resource Center, ELD department, and the Tech Department. Filtration units are in place at each

school and department office where the general public may be present on a regular basis. Ionization units have been installed on district air-conditioners and air conditioners continue to be replaced for more upgraded units.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

Utilization of computer-based ventilation software to adjust temperature and air flow supported by a district employed HVAC technician.

Maintenance of ventilation systems supported by a district employed HVAC technician.

Utilizing separate classroom heating/cooling units with individual filters throughout the majority of campuses to circulate outside air through rooms.

Replacing and/or updating HVAC units to support ionization and ventilation capacity.

Ensuring fans are not to be used in classrooms or shared work spaces which directs air in specific directions through the room.

### **Cleaning and disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels:

#### **Cleaning and disinfecting**

In order to reduce the risk of exposure to SARS-CoV-2, Arvin Union School District has implemented the following cleaning and disinfection measures (Per CDC recommendations) for frequently touched surfaces and objects such as doorknobs, desks, chairs, tables, light switches, equipment, tools, handrails, handled controls, phones, headsets and bathroom surfaces.

#### **Routine cleaning**

High touch areas as listed above are cleaned on a daily basis. Restrooms are cleaned/disinfected at a minimum twice daily and checked as needed during the day. Classrooms are cleaned daily and offices are spot checked and cleaned daily. AUSD MOT staff are trained on how to safely and effectively use approved cleaners and disinfectants. PPE such as gloves and masks are made readily available.

#### **Cleaning and Disinfecting when Someone is sick**

If and when there is a positive Covid case at one of our facilities, the area will be closed off for cleaning and disinfecting. When possible, students and staff will be relocated and staff will wait a couple hours before cleaning and disinfection of area begins. When possible, air flow to the affected area will be increased via either HVAC, fans or opened windows. An EPA approved disinfectant will then be used to clean and disinfect the areas where the sick person has been. Proper PPE will be used by MOT staff when cleaning of the affected areas.

We utilize the following supplies in our cleaning procedures. We have an inventory control system to keep our supplies at a desired level utilizing minimum and maximum quantities for each item. We use the following cleaning supplies at all sites. All custodial employees are given 15 minutes per classroom for cleaning. In the event of a positive case the cleaning for an affected area is extended to 2 – 3 hours, depending on size of affected area.

1. Diversy J-Fill (EPA# 70627-62)
2. Waxie Hospital Surface Disinfectant spray (EPA# 33176-5)
3. Quat-Tabs Guatenary Sanitizing Tables used in the café (By MOT Staff)
4. Caresour Alcohol Wipes – 75% Alcohol Solution
5. Facilipro Concentrated 34 - Floor Cleaner (for restroom caddy)
6. Facilipro Concentratwed 93 – Bathroom Cleaner (for restroom caddy)

All hard surface contact areas are to be disinfected with Diversy J-fill or Waxie Hospital Surface Disinfectant Spray. This would include desktops (when students are in class), countertops, door handles, cabinet handles, pencil sharpeners and teachers desk and phone. The spray must be allowed to stay on the surface for the indicated product to be effective.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

We ensure staff assigned to deep clean have Personal Protection in place including N95 masks and gloves and follow the cleaning protocol listed below: We utilize in-house staff for all cleaning and disinfecting. They have all been trained on proper cleaning techniques and utilize the cleaning supplies and procedures that were outlined earlier. Staff will have refresher training as needed. District employees equipped with materials and products listed here will clean and disinfect areas, materials, and equipment used by a COVID-19 case and in areas where a COVID-19 case may have traveled to or through. Rooms are to be marked as "do not enter" prior to cleaning. Staff will be assigned by the MOT Director and areas for deep cleaning identified and cleaned/sanitized by the cleaning crew or individual. Each member of the cleaning crew is to wear protective garments, gloves, and face protection. For protection, they are to wash hands and utilize sanitizer prior to beginning and throughout the cleaning process. Gloves are to be changed between each specific cleaning area.

Materials to be used include :

1. Diversy J-Fill (EPA# 70627-62)
2. Waxie Hospital Surface Disinfectant spray (EPA# 33176-5)
3. Quat-Tabs Guatenary Sanitizing Tables used in the café (By MOT Staff)
4. Caresour Alcohol Wipes – 75% Alcohol Solution
5. Facilipro Concentrated 34 - Floor Cleaner (for restroom caddy)
6. Facilipro Concentratwed 93 – Bathroom Cleaner (for restroom caddy)

### **Hand sanitizing**

To implement effective hand sanitizing procedures, we:

Have evaluated handwashing facilities at each campus and office with assigned areas and groups for use. Additional measures include:

- Encourage and allow time for employee handwashing.
- Providing employees with an effective hand sanitizer in all rooms and offices and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encouraging employees to wash their hands for at least 20 seconds every time they wash.
- Have evaluated handwashing facilities and purchased mobile hand-washing stations for use at each site in portables without running water and/or outside areas as needed.



- Hands free hand sanitizing stations have been constructed by district maintenance staff for various office areas.

### **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by section 3380, and provide and ensure use of such PPE as needed.

Upon request, we provide respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person.

N95 masks are available from the district warehouse and are to be utilized especially for staff assigned to work directly with a presumed infected person as well as for deep cleaning.

We provide and ensure use of respirators in compliance with section 5144 when deemed necessary by Cal/OSHA.

We also provide and ensure use of eye and respiratory protection when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

### **Testing of symptomatic employees**

We make COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated, during employees' paid time.

### **Investigating and Responding to COVID-19 Cases**

We have developed effective procedure to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

We also ensure the following is implemented:

The district offers COVID-19 testing at no cost to all employees and especially employees who had a close contact during their working hours through Valencia lab test kits available at work sites including each school site as well as the district office on all days except Friday. Employees may choose to utilize a service covered by insurance outside of district services. Employees who were fully vaccinated before the close contact and do not have symptoms as well as COVID-19 cases who were allowed to return to work per return-to-work criteria. The definition of fully vaccinated as well as timelines for return-to-work have been modified multiple times and employees are to check with their direct supervisor or the Human Resources Department for current criteria.

Staff identified as having an "exposure" by definition are recommended to be tested 3-5 days following a known exposure to someone with suspected or confirmed as COVID-19 positive and are required to continue to wear a mask on

school property. Non-vaccinated employees are required to be tested twice per week and after a confirmed exposure at work. The information on benefits described in Training and Instruction and Exclusion of COVID-19 Cases will be provided to staff through district orientation and by the Human Resources Department at the time of an exposure or close contact.

Personal phone calls or texts will be followed with formal written notice within 24 hours of the district's knowledge of a COVID-19 case indicating that people at the worksite may have been exposed to COVID-19. This notice will be provided to all employees and their authorized representative, independent contractors, and other employees at the worksite during the high-exposure period. These notifications will meet the requirements of T8CCR section 3205(c)(3)(B) and Labor Code section 6409.6 (a)(4); (a)(2) and will be in a form readily understandable by employees. This written notice should be anticipated to be received by an employee pending a close contact. The district utilizes written notices provided by Schools Legal Service to meet this requirement.

## **System for Communicating**

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms, possible close contacts and hazards to, and how.

Employees should contact their Direct Supervisor to report COVID-19 symptoms, possible close contacts, and hazards through phone, text, email, or TEAMS so long as the message is confirmed as having been received immediately. Continued efforts should be made to ensure the supervisor or the Human Resources Department is notified for safety purposes and to ensure substitutes may be identified to fill staff positions. Close contacts and symptoms are also to be reported in the STOPit SafeScreen app each morning prior to arrival at work. Any symptoms marked will indicate a Red – No Pass and staff may only be cleared to enter by their supervisor upon verification of the situation.

Possible hazards are also to be directed to immediate supervisors who are to relay this information immediately to the Human Resource Manager and/or the District Superintendent. Hazards may be reported in person or in any of the means listed above as long as the message is confirmed to have been received immediately. Form A is to be used as soon as a hazard is noted.

- That employees can report symptoms, possible close contacts and hazards without fear of reprisal.
- How employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations.

The district is focused on the health and safety of all. It is an expectation that reporting symptoms, close contacts, and hazards occur. Employees shall have no fear of reprisal. Retaliation or intimidation is not acceptable in the Arvin Union School District. Employees with medical or other conditions that put them at risk of severe COVID-19 illness are to contact their direct supervisor to inform them of this need as well as the Human Resources Director to request accommodations.

- Access to COVID-19 testing when testing is required.

In the event a situation requires testing due to an employee exposure, staff will be released during working hours to be tested and provided a Valencia Lab Kit. In addition as directed, staff may be released during work hours to utilize insurance plans for testing in a physicians office or medical center. During a scenario with multiple COVID-19 cases or a major outbreak, the district office staff will contact Public Health and/or OSHA providing required documentation of testing and results for individual cases, contact tracing, and when the testing is in response to CCR Title 8 section 3205.1, Multiple COVID-19 Infections and COVID-19 Outbreaks, as well as section 3205.2, Major COVID-19 Outbreaks.

- The COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

All personal identifying information of COVID-19 cases or symptoms will be kept confidential unless disclosure is required or permitted by law. Un-redacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request and when required by law.

District reopening plans as well as updated safety plans are components within COVID-19 related communication. These will be shared at back to school orientations, reviewed regularly in program and department meetings, as well as shared with new hires prior to reporting to work.

The Human Resources Department will continue to communicate methods and schedules for surveillance testing, locations of test sites, and suggestions for rapid/home testing support.

Emails and updates are periodically sent to all district personnel sharing guidelines and procedures to mitigate hazards and to reinforce COVID-19 policies and procedures.

Letters and /or emails are sent to staff indicating exposures and relating how to provide protection to themselves and others to control hazards.

Implementation of the COVID-19 Inspections and Appendix A; Identification of COVID-19 Hazards will provide information which will be openly shared with staff.

Union representatives are apprised of safety updates immediately.

## **Training and Instruction**

- We provide effective employee training and instruction that includes:
- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
- An infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.

- The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
  - How to properly wear them.
  - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
  - The conditions where face coverings must be worn at the workplace.
  - That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
  - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

- Utilization of Personal Protective Equipment including sanitizer, masks, and spray.
- Following assigned site routines and assigned areas by site maps

\*\* Quarantine timelines for staff and students

\*\*\*\* Procedures for independent study.

Documentation of training through zoom and/or signatures indicating attendance are required.

**Appendix D: COVID-19 Training Roster** will be used to document this training.

## **Exclusion of COVID-19 Cases and Employees who had a Close Contact**

Where we have a COVID-19 case or close contact in our workplace, we limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees that had a close contact from the workplace until our return-to-work criteria have been met, with the following exceptions:
  - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms.
  - COVID-19 cases who returned to work per our return-to-work criteria and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms, or for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.
- For employees excluded from work, continuing, and maintaining employees' earnings, wages, seniority, and all other employees' rights and benefits. This will be accomplished by

Identifying leaves available to the employee. When possible, excluded cases will be provided the opportunity for work-at-home remote status. Next steps as necessary begin with utilization of CFRA (California Family Right Act) leave if available, possible workman's compensation benefits, utilization of employer-provided sick leave, or other leaves as they may become available.

- Providing employees at the time of exclusion with information on available benefits.

## Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases.

Prior to this guidance and Appendices, the district has utilized, and will continue to utilize, forms provided by Kern County Public Health in addition to provided OSHA compliant forms provided by Schools Legal Service for required reporting. The district attends to updates to forms and shares these updates at District Cabinet to promote use of updated forms.

## Return-to-Work Criteria

- **COVID-19 cases with symptoms** will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 °F. or higher has resolved without the use of fever-reducing medications, and
  - COVID-19 symptoms have improved, and
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- **COVID-19 cases who tested positive but never developed symptoms** will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work once the requirements for "cases with symptoms" or "cases who tested positive but never developed symptoms" (above) have been met.
- Persons who had a close contact may return to work as follows:
  - Close contact but never developed symptoms: when 10 days have passed since the last known close contact.
  - Close contact with symptoms: when the "cases with symptoms" criteria (above) have been met, unless the following are true:
    - The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
    - At least 10 days have passed since the last known close contact, and
    - The person has been symptom-free for at least 24 hours, without using fever-reducing medications.
- If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.

Georgia Rhett

January 10, 2022

Title of Owner or Top Management Representative

Signature

Date



## Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, trainings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing stationary work.

**Person Conducting the Evaluation:**

**Date:**

**Name(s) of Employees and Authorized Employee Representative that Participated:**

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls

## Appendix B: COVID-19 Inspections

Date:

Name of Person Conducting the Inspection:

Work Location Evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Ventilation* (amount of fresh air and filtration maximized)			
Additional room air filtration			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Administrative</b>			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>PPE</b> (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Face shields/goggles			
Respiratory protection			

\*Identify and evaluate how to maximize ventilation with outdoor air; the highest level of filtration efficiency compatible with the existing ventilation system; and whether the use of portable or mounted HEPA filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission. Review applicable orders and guidance from the State of California and local health departments related to COVID-19 hazards and prevention have been reviewed, including the CDPH Interim Guidance for Ventilation, Filtrations, and Air Quality in Indoor Environments and information specific to your industry, location, and operations. We maximize the quantity of outside air provided to the extent



feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

## **Appendix C: Investigating COVID-19 Cases**

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Un-redacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

**Date:**

**Name of Person Conducting the Investigation:**

**Name of COVID-19 case (employee or non-employee\*) and contact information:**

**Occupation (if non-employee\*, why they were in the workplace):**

\*If we are made aware of a non-employee COVID-19 case in our workplace

**Names of employees/representatives involved in the investigation:**

**Date investigation was initiated:**

**Locations where the COVID-19 case was present in the workplace during the high-risk exposure period, and activities being performed:**

**Date and time the COVID-19 case was last present and excluded from the workplace:**

**Date of the positive or negative test and/or diagnosis:**

**Date the case first had one or more COVID-19 symptoms, if any:**

**Information received regarding COVID-19 test results and onset of symptoms (attach documentation):**

**Summary determination of who may have had a close contact with the COVID-19 case during the high-risk exposure period. Attach additional information, including:**

- The names of those found to be in close contact.
- Their vaccination status.
- When testing was offered, including the results and the names of those that were exempt from testing because.
  - They were fully vaccinated before the close contact and do not have symptoms.
  - They returned to work per our return-to-work criteria and have remained symptom free for 90 days or, for those that never developed symptoms, for 90 days after the initial positive test.
- The names of those that were excluded per our Exclusion of COVID-19 Cases and Employees who had a Close Contact requirements.
- The names of those exempt from exclusion requirements because:
  - They were fully vaccinated before the close contact and did not develop COVID-19 symptoms.
  - They returned to work per our return-to-work criteria and have remained symptom free for 90 days or, for those that never developed symptoms, for 90 days after the initial positive test.

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:

Names of employees that were notified:	Names of their authorized representatives:	Date

Independent contractors and other employers present at the workplace during the high-risk exposure period.

Names of individuals that were notified:	Date

What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?

What could be done to reduce exposure to COVID-19?

Was local health department notified? Date?

## Appendix D: COVID-19 Training Roster

Date:

Person that conducted the training:

Employee Name	Signature

Appendix E: Documentation of Employee COVID-19 Vaccination Status – **CONFIDENTIAL**

Employee Name	Fully or Partially Vaccinated <sup>1</sup>	Method of Documentation <sup>2</sup>

<sup>1</sup>Update, accordingly and maintain as confidential medical record

<sup>2</sup>Acceptable options include:

- Employees provide proof of vaccination (vaccine card, image of vaccine card or health care document showing vaccination status) and employer maintains a copy.
- Employees provide proof of vaccination. The employer maintains a record of the employees who presented proof, but not the vaccine record itself.
- Employees self-attest to vaccination status and employer maintains a record of who self-attests.

## **Additional Consideration #1**

### **Multiple COVID-19 Infections and COVID-19 Outbreaks**

This addendum will stay in effect until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

#### **COVID-19 testing**

- We provide COVID-19 testing at no cost to all employees, during paid time, in our exposed group except for:
  - Employees who were not present during the relevant 14-day period.
  - Employees who were fully vaccinated before the multiple infections or outbreak and who do not have symptoms.
  - COVID-19 cases who did not develop symptoms after returning to work pursuant to our return-to-work criteria, no testing is required for 90 days after the initial onset of symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.
- COVID-19 testing consists of the following:
  - All employees in our exposed group are immediately tested and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we continue to provide COVID-19 testing once a week of employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We provide additional testing when deemed necessary by Cal/OSHA.

We continue to comply with the applicable elements of our CPP, as well as the following:

1. Employees in the exposed group wear face coverings when indoors, or when outdoors and less than six feet apart (unless one of the face-covering exceptions indicated in our CPP apply).
2. We give notice to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.
3. We evaluate whether to implement physical distancing of at least six feet between persons, or where six feet of physical distancing is not feasible, the need for use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

#### **COVID-19 investigation, review and hazard correction**

We immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review is documented and includes:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.

- In response to new information or to new or previously unrecognized COVID-19 hazards.
- When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as feasible.
  - Requiring respiratory protection in compliance with section 5144.

**Buildings or structures with mechanical ventilation**

We will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters, if compatible with the ventilation system. If MERV-13 or higher filters are not compatible, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, implement their use to the degree feasible.

## **Additional Consideration #2**

### **Major COVID-19 Outbreaks**

This addendum will stay in effect until there are fewer than three COVID-19 cases detected in our exposed group for a 14-day period.

We continue to comply with the Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, except that the COVID-19 testing, regardless of vaccination status, is made available to all employees in the exposed group twice a week, or more frequently if recommended by the local health department.

In addition to complying with our CPP and Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, we also:

- Provide employees in the exposed group with respirators for voluntary use in compliance with section 5144(c)(2) and determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
- Separate by six feet (except where we can demonstrate that six feet of separation is not feasible and there is momentary exposure while persons are in movement) any employees in the exposed group who are not wearing respirators required by us and used in compliance with section 5144. When it is not feasible to maintain a distance of at least six feet, individuals are as far apart as feasible.

In the event of a major COVID-19 outbreak, the district will reconsider reimplementing of very high precautionary measures as was conducted during the 2020-2021 school year as allowable by law. This may include working from home or other remote work arrangements, reducing the number of persons in particular areas including A/B team rotations, reinstatement of signage and expectations for very restrictive movement around campus, staggered arrival or assigned gates, modification to break times, adjusted work processes, and increased physical distancing.

- Install cleanable solid partitions that effectively reduce transmission between the employee and other persons at workstations where an employee in the exposed group is assigned to work for an extended period, such as cash registers, desks, and production line stations, and where the physical distancing requirement (described above) is not always maintained.
- Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.



## **Additional Consideration #4**

### **COVID-19 Prevention in Employer-Provided Transportation to and from Work**

#### **Assignment of transportation**

To the extent feasible, we reduce exposure to COVID-19 hazards by assigning employees sharing vehicles to distinct groups and ensuring that each group remains separate from other such groups during transportation, during work activities, and in employer-provided housing. We prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit are transported in the same vehicle.
- Employees working in the same crew or workplace are transported in the same vehicle.
- Employees who do not share the same household, work crew or workplace are transported in the same vehicle only when no other transportation alternatives are feasible.

#### **Face coverings and respirators**

We ensure that the:

- Face covering requirements of our CPP Face Coverings are followed for employees waiting for transportation, if applicable.
- All employees who are not fully vaccinated are provided with a face covering, which must be worn unless an exception under our CPP Face Coverings applies.
- Upon request, we provide respirators for voluntary use in compliance with subsection 5144(c)(2) to all employees in the vehicle who are not fully vaccinated.

#### **Screening**

We develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Will Hernandez, Director of MOTSW or Ello Benavides, Transportation Lead

#### **Cleaning and disinfecting**

We ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned to prevent the spread of COVID-19 and are cleaned and disinfected if used by a COVID-19 case during the high-risk exposure period, when the surface will be used by another employee within 24 hours of the COVID-19 case.

The Transportation Department will be notified of positive cases with a focus on confidentiality yet to promote safety for the next users or co-users of vehicles.

- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned to prevent the spread of COVID-19 between different drivers and are disinfected after use by a COVID-19 case during the high-risk exposure period, if the surface will be used by another employee within 24 hours of the COVID-19 case.

The Transportation Department has developed protocols for assigned busses and vehicles as well as provided training and disinfecting wipes and spray to all personnel utilizing district vehicles prior to checking out the vehicle.

- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

### **Ventilation**

We ensure that vehicle windows are kept open, and the ventilation system is set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and excessive outdoor heat would create a hazard to employees.
- The vehicle has functioning heating in use and excessive outdoor cold would create a hazard to employees.
- Protection is needed from weather conditions; such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

### **Hand hygiene**

We provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

## Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: [enter name(s)]

Date: [enter date]

Name(s) of employee and authorized employee representative that participated: [enter name(s)]

[illegible]

## Appendix B: COVID-19 Inspections

[This form is only intended to get you started. Review the information available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/) for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify form accordingly.]

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
[add any additional controls your workplace is using]			



## Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Date:**

**Name of person conducting the investigation:** [enter name(s)]

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	

**Results of the  
evaluation of the  
COVID-19 case and all  
locations at the  
workplace that may  
have been visited by  
the COVID-19 case  
during the high-risk  
exposure period, and  
who may have been  
exposed (attach  
additional  
information):**

<b>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

\*Should an employer be made aware of a non-employee infection source COVID-19 status.

## Appendix D: COVID-19 Training Roster

Date: 1/11/21

**Person that conducted the training:**

[illegible]



January 19, 2024

Sonia Olivo, CSEA Representative  
Family Resource Center  
341 Haven Dr.  
Arvin, CA 93203

Dear Ms. Olivo:

I am writing to invite you to a meeting about my school's safety plan. Haven Drive is committed to maximizing school safety, reducing safety risks, enhancing factors that help protect students, and promoting healthy school environments. Our School Safety Plan is updated annually.

We will be holding a public meeting to review and update our School Safety Plan, to include gathering comments and suggestions to strengthen our plan. The public meeting addressing this year's School Safety Plan update is scheduled as follows:

**Haven Drive Middle School room W-08**

**Date: Wednesday, January 31, 2024**

**Time: 3:15- 4:15 pm**

If you would like me to email you the link, please send me a request from the email below. If you are unable to attend and would like to send a representative, please do so. If neither you nor a representative is able to attend, we understand. If you would like to discuss these matters, you may also call me at my provided telephone number

Thank you in advance for any assistance you may be able to provide in the upcoming school safety meeting.

Sincerely,

David Adamson, Vice Principal  
Telephone Number: (661) 854-6540  
dadamson@arvin-do.com  
Cc: School Safety plan binder

January 19, 2024

Arvin Fire Department Chief  
County Fire Department – Station 54  
301 Campus Drive  
Arvin, CA 93203

Dear Fire Chief:

I am writing to invite you to a meeting about my school's safety plan. Haven Drive is committed to maximizing school safety, reducing safety risks, enhancing factors that help protect students, and promoting healthy school environments. Our School Safety Plan is updated annually.

We will be holding a public meeting to review and update our School Safety Plan, to include gathering comments and suggestions to strengthen our plan. The public meeting addressing this year's School Safety Plan update is scheduled as follows:

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Thank you in advance for any assistance you may be able to provide in the upcoming school safety meeting.

Sincerely,

David Adamson, Vice Principal  
Telephone Number: (661) 854-6540  
dadamson@arvin-do.com  
Cc: School Safety plan binder

January 19, 2024

Arvin Police Chief  
City Hall  
200 Campus Drive  
Arvin, CA 93203

Dear APD Chief:

I am writing to invite you to a meeting about my school's safety plan. Haven Drive is committed to maximizing school safety, reducing safety risks, enhancing factors that help protect students, and promoting healthy school environments. Our School Safety Plan is updated annually.

We will be holding a public meeting to review and update our School Safety Plan, to include gathering comments and suggestions to strengthen our plan. The public meeting addressing this year's School Safety Plan update is scheduled as follows:

**Haven Drive Middle School room W-08**

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Thank you in advance for any assistance you may be able to provide in the upcoming school safety meeting.

Sincerely,

David Adamson, Vice Principal  
Telephone Number: (661) 854-6540  
dadamson@arvin-do.com  
Cc: School Safety plan binder

January 19, 2024

Olivia Trujillo, Mayor  
City Hall  
200 Campus Drive  
Arvin, CA 93203

Dear Mayor Trujillo:

I am writing to invite you to a meeting about my school's safety plan. Haven Drive is committed to maximizing school safety, reducing safety risks, enhancing factors that help protect students, and promoting healthy school environments. Our School Safety Plan is updated annually.

We will be holding a public meeting to review and update our School Safety Plan, to include gathering comments and suggestions to strengthen our plan. The public meeting addressing this year's School Safety Plan update is scheduled as follows:

**Haven Drive Middle School room W-08**

**Date: Wednesday, January 31, 2024**

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If you would like me to email you the link, please send me a request from the email below. If you are unable to attend and would like to send a representative, please do so. If neither you nor a representative is able to attend, we understand. If you would like to discuss these matters, you may also call me at my provided telephone number

Thank you in advance for any assistance you may be able to provide in the upcoming school safety meeting.

Sincerely,

David Adamson, Vice Principal  
Telephone Number: (661) 854-6540  
dadamson@arvin-do.com  
Cc: School Safety plan binder

January 19, 2024

Amalia Ojeda, ATA President  
Haven Drive Middle School  
341 Haven Dr.  
Arvin, CA 93203

Dear Mrs. Ojeda:

I am writing to invite you to a meeting about my school's safety plan. Haven Drive is committed to maximizing school safety, reducing safety risks, enhancing factors that help protect students, and promoting healthy school environments. Our School Safety Plan is updated annually.

We will be holding a public meeting to review and update our School Safety Plan, to include gathering comments and suggestions to strengthen our plan. The public meeting addressing this year's School Safety Plan update is scheduled as follows:

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**Date: Wednesday, January 31, 2024**

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Thank you in advance for any assistance you may be able to provide in the upcoming school safety meeting.

Sincerely,

David Adamson, Vice Principal  
Telephone Number: (661) 854-6540  
dadamson@arvin-do.com  
Cc: School Safety plan binder



# **Threat Assessment and 5150 Procedures**

**5150 Procedure Checklist**

THIS INFORMATION IS STRICTLY CONFIDENTIAL AND WILL NOT BE PLACED IN STUDENT CUME RECORDS

Student Name: \_\_\_\_\_ School: \_\_\_\_\_ Date: \_\_\_\_\_  
 Assessor Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

1. ☐ **ASSESSMENT OF HIGH RISK AREAS FORM**

Completed by: \_\_\_ Psych \_\_\_ SRO/Law Enforcement (LE) \_\_\_ Social Services Worker (SSW) \_\_\_ Counselor \_\_\_ Other \_\_\_\_\_

\_\_\_ If you find 5150 Potential, contact:  
 \_\_\_ Parent/Guardian, and \_\_\_ SRO/Law Enforcement (LE)  
 \_\_\_ AUSD Release of Info.  
 \_\_\_ KDCDFS Release of information, if applicable

\_\_\_ If you find NO 5150 Potential,  
 \_\_\_ Contact parent \_\_\_ Referrer for Counseling Services  
**End of formal assessment**  
 \_\_\_ Information shared with Administration

2. ☐ **ASSESSMENT OF HIGH RISK AREAS FORM to LAW ENFORCEMENT IF 5150 POTENTIAL**

\_\_\_ LE **CONSULTS** with Psych/SRO/SSW/COUNSELOR OR/OTHER

\_\_\_ LE assesses for 5150

\_\_\_ LE **ATTEMPTS INTERVENTION**

Name(s)/Title: \_\_\_\_\_

\_\_\_ 5150 DETERMINED,

\_\_\_ Psych/SRO/SSW/Counselor/Other

\_\_\_ Psych/SRO/SSW/Counselor/Other notifies Site Administrator who will complete **Removal of Student Form** and make **Incident Report** and copy: Assistant Superintendent & Psych Services

\_\_\_ NO 5150 DETERMINATION

\_\_\_ LE **CONSULTS** with Psych/SSW/ Counselor/Other regarding Student Wellness Plan

\_\_\_ A Student Wellness Team\* meets and develops a Student Wellness Plan to be placed in the 5150 Folder with the Site Administrator



In DISPUTED 5150 CASES, AUSD Assistant Superintendent, or Designee will be called in to **MEDIATE**, 854-6512, and/or Jennifer Bowling, AUSD Psychologist/Crisis Coordinator may be called in to **CONSULT**, 854-6534

3. ☐ **FOLLOW-UP**

\_\_\_ LE notifies Site Administrator and Referring Professional of 5150 discharge (whenever possible)

\_\_\_ Student Wellness Team\* meeting is called by \_\_\_ Psych \_\_\_ SAP \_\_\_ SSW \_\_\_ Counselor \_\_\_ Other

\_\_\_ Before and/or \_\_\_ After an AUSD student returns from 5150 Date of SWT: \_\_\_\_\_

\_\_\_ Student Wellness Plan Developed:

\_\_\_ (1) Safety/Educational Plan

\_\_\_ (2) Mental Health Plan

\_\_\_ (Special Education Only) IEP Scheduled Date: \_\_\_\_\_

\_\_\_ Completed \_\_\_ Shared with appropriate parties

\_\_\_ Student Wellness Plan/Release of information form placed in 5150 folder with Site Administrator

\_\_\_ Psych/SAP/SSW/Counselor/Other keeps copy of: Student Wellness Plan, Checklist, High Risk Assessment Form, and Release of Information

\*A Student Wellness Team minimally includes: Referring Professional, site administrator, parent/guardian, student, and may include Teacher, SRO/LE, Psychologist, Counselor, Vice Principal, SAP, SSW, Nurse, Mental Health Workers, Clinica Sierra Vista, Kern County Mental Health, private providers and/or others.

[illegible]



Related Factors (Reported by Student \_\_\_\_\_ Parent \_\_\_\_\_ Teacher \_\_\_\_\_ Other \_\_\_\_\_)

\_\_\_ Sad/Irritable/Angry/Withdrawn  
\_\_\_ Diminished Interest  
\_\_\_ Weight Loss/Gain

\_\_\_ Insomnia/Hypersomnia  
\_\_\_ Psychomotor Agitation/Retardation  
\_\_\_ Inability to Concentrate

\_\_\_ Fatigue/Loss of Energy  
\_\_\_ Feelings of Worthlessness/Guilt  
\_\_\_ Recurrent Thoughts of Death/Suicide

Dr/Therapist \_\_\_\_\_ Dx \_\_\_\_\_ Meds \_\_\_\_\_ Duration \_\_\_\_\_

Impulsivity \_\_\_\_\_ Coping Skills \_\_\_\_\_ Support System/Resources \_\_\_\_\_

Family Mental Health History: \_\_\_\_\_ Unknown \_\_\_\_\_ Denied \_\_\_\_\_  
Relation \_\_\_\_\_ Diagnosis \_\_\_\_\_

Outcome

Wellness/Safety Plan Required \_\_\_\_\_ Referred to Dr. \_\_\_\_\_ Ref'd Psych Eval \_\_\_\_\_ Ref'd Med Eval \_\_\_\_\_ Other \_\_\_\_\_  
Phoned/Met Parent \_\_\_\_\_ Crisis Mgt Info \_\_\_\_\_ Student Wellness Team \_\_\_\_\_ Law Enforcement \_\_\_\_\_ Clinica Sierra Vista \_\_\_\_\_ KCMental Health \_\_\_\_\_ Sp. Ed/504 \_\_\_\_\_  
Add'l Info: \_\_\_\_\_

CONFIDENTIAL

**REMOVAL OF STUDENT FROM SCHOOL  
DURING SCHOOL HOURS**

The student was removed from \_\_\_\_\_ School during school hours by \_\_\_\_\_  
(School) (Department) (Title)

When making an arrest or taking a child into custody in accordance with the laws of this State and the rules and regulations of this district. (BP/AR 5145.11)

\_\_\_\_\_  
(Student's Name) (Birthdate) (Age)

\_\_\_\_\_  
(Parent/Guardian's Name) (Address) (Phone)

1. \_\_\_\_\_  
(Facility and address where child was taken)

2. Name of Peace Officer \_\_\_\_\_ Badge No. \_\_\_\_\_

3. Mental Health/Law Enforcement Agency \_\_\_\_\_

4. **Basis for action (check one)**

- ☐ Section 836 – Penal Code (Arrest without warrant)
- ☐ Warrant for arrest
- ☐ Section 5150 – Welfare and Institutions Code – Danger to self/other, gravely disturbed
- ☐ Section 305 – Welfare and Institutions Code – Without warrant (protective custody)
- ☐ Section 625 – Welfare and Institutions Code – Without warrant (minor is suspected of a crime)
- ☐ With express permission of parent
- ☐ In case of emergency when parent cannot be reached
- ☐ In case of emergency when rights of one of the persons involved might otherwise be seriously impaired (such as child abuse investigation)

5. Parent notified by \_\_\_\_\_ of the removal and place where student taken. **\*Except in child abuse investigation**  
Date \_\_\_\_\_ Time \_\_\_\_\_ Means \_\_\_\_\_

Superintendent/Designee Notified and written report submitted by \_\_\_\_\_ Time \_\_\_\_\_

\_\_\_\_\_  
Signature of Principal/Designee

\_\_\_\_\_  
Date/Time

**\*E.C. 48906. When a principal or other school official releases a minor student of such school to a peace officer for the purpose of removing the minor from school premises, such school official shall take immediate steps to notify the parent/guardian, or responsible relative of the minor regarding the release of the minor to such officer, and regarding the place to which the minor is reportedly being taken.**