

# OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • (805) 385-1501



## BOARD OF TRUSTEES

**Veronica Robles-Solis**, President  
**Monica Madrigal Lopez**, Clerk  
**Rose Gonzales**, Member  
**MaryAnn Rodriguez**, Member

## ADMINISTRATION

**Anabolena DeGenna, Ed.D.**  
Superintendent  
**Valerie Mitchell, MPPA**  
Assistant Superintendent,  
Business & Fiscal Services  
**Natalia Torres, Ed.D.**  
Assistant Superintendent,  
Human Resources  
**Aracely Fox, Ed.D.**  
Assistant Superintendent,  
Educational Services

## AGENDA REGULAR BOARD MEETING Wednesday, February 21, 2024

**5:00 PM - Open Meeting**  
**7:00 PM - Return to Regular Board Meeting**

**\*NOTE:** In accordance with requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Superintendent's office at least two days before the meeting date.

**Persons wishing to address the Board of Trustees on any agenda item may do so by completing a Speaker Request Form and submitting the form to the Associate Superintendent of Educational Services.** The speaker should indicate on the card whether they wish to speak during Public Comment or when a specific agenda item is considered.

Watch the meeting live: [osdtv.oxnardsd.org](https://osdtv.oxnardsd.org)

Broadcasted by Charter Spectrum, Channel 20 &  
Frontier Communications, Channel 37

**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

February 21, 2024

**Section A: PRELIMINARY**

**A.1. Call to Order and Roll Call (5:00 PM)**

The President of the Board will call the meeting to order. A roll call of the Board will be conducted.

ROLL CALL VOTE:

Rodriguez\_\_\_ , Gonzales \_\_\_ , Madrigal Lopez\_\_\_, Robles-Solis \_\_\_

**A.2. Pledge of Allegiance to the Flag**

Javier Tapia, Principal, Driffill School, will introduce Rember Iglesias, 8th grade student at Driffill, who will lead the audience in the Pledge of Allegiance.

**A.3. District’s Vision and Mission Statement**

The District's Mission and Vision Statement will be read in English and Spanish by Ximena Cervantes, 4th grade student in Ms. Cervantes's class at Driffill School.

**A.4. Presentation by Driffill School**

Javier Tapia, Principal, Driffill School, will provide a short presentation to the Board regarding Driffill. Tokens of appreciation will be presented to the students that participated in the Board Meeting.

**A.5. Adoption of Agenda (Superintendent)**

Moved:

Seconded:

Vote:

ROLL CALL VOTE:

Rodriguez\_\_\_ , Gonzales \_\_\_ , Madrigal Lopez\_\_\_, Robles-Solis \_\_\_

**A.6. Closed Session – Public Participation/Comment (Limit three minutes per person per topic)**

Persons wishing to address the Board of Trustees on any agenda item identified in the Closed Session agenda may do so by completing a “Speaker Request Form” and submitting the form to the Assistant Superintendent of Educational Services. Public Comment shall be limited to fifteen (15) minutes per subject with a maximum of three (3) minutes per speaker. The Board will now convene in closed session to consider the items listed under Closed Session.

**A.7. Closed Session**

1. Pursuant to Section 54956.9 of Government Code:

Conference with Legal Counsel

- Existing Litigation:

- Oxnard School District et al. Central District No. CV-04304-JAK-FFM
- Case #2023-CUOE015904

- Anticipated Litigation:

- Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: 2 cases
- Litigation pursuant to Paragraph (4) of Subdivision (d) of Government Code § 54956.9 :

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**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

Consideration of One (1) Potential Case—Social Media Adolescent Addiction/Personal Products Liability Litigation (Social Media Litigation)

2. Pursuant to Sections 54957.6 and 3549.1 of the Government Code:  
Conference with Labor Negotiator:  
Agency Negotiators: OSD Assistant Superintendent, Human Resources, and Garcia Hernandez & Sawhney, LLP  
Association(s): OEA, CSEA, OSSA; and All Unrepresented Personnel-Administrators, Classified Management, Confidential
3. Pursuant to Section 54957 of the Government Code the Board will consider personnel matters, including:
  - Public Employee(s) Discipline/Dismissal/Release
  - Public Employee Appointment
    - Manager, Special Education

**A.8. Reconvene to Open Session (7:00 PM)**

**A.9. Report Out of Closed Session**

The Board will report on any action taken in Closed Session or take action on any item considered in Closed Session, including expulsion of students.

**Section B: PUBLIC COMMENT/HEARINGS**

**B.1. Public Comment (3 minutes per speaker) / Comentarios del Público (3 minutos por cada ponente)**

Members of the public may address the Board on any matter within the Board’s jurisdiction at this time or at the time that a specific agenda item is being considered. Comments should be limited to three (3) minutes. Please know this meeting is being video-recorded and televised.

The Board particularly invites comments from parents of students in the District. If you would like to donate your (3) minutes of public speaking time, you must be present during public comments.

Los miembros del público podrán dirigirse a la Mesa Directiva sobre cualquier asunto que corresponda a la jurisdicción de la Mesa Directiva en este periodo o cuando este punto figure en el orden del día y sea analizado. Los comentarios deben limitarse a tres (3) minutos. Tenga presente que esta reunión está siendo grabada y televisada. La Mesa Directiva invita en particular a los padres y alumnos del distrito a que presenten sus comentarios. Si gusta donar sus tres (3) minutos de comentario, debe estar presente durante la presentación de comentarios.

**Section C: CONSENT AGENDA**

(All matters specified as Consent Agenda are considered by the Board to be routine and will be acted upon in one motion. There will be no discussion of these items prior to the time the Board votes on the motion unless members of the Board request specific items be discussed and/or removed from the Consent Agenda.)

Board Discussion:

Moved:

Seconded:

Vote:

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**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

ROLL CALL VOTE:

Rodriguez \_\_\_\_, Gonzales \_\_\_\_, Madrigal Lopez \_\_\_\_, Robles-Solis \_\_\_\_

It is recommended that the Board approve the following consent agenda items:

**C.1. Request for Approval of Out-of-State Conference Attendance (DeGenna/Hubbard)**

It is the recommendation of the Superintendent and the Chief Information Officer that the Board of Trustees approve out-of-state conference attendance for Argelia Tellez, Technology Services Data Technician, and Sandra Mendoza, Technology Services Technician, to attend the 2024 QUE (Q) Users Experience Conference in Novi, Michigan, April 9-11, 2024, in the approximate amount of \$2,075.00 per employee for registration, travel, and lodging, to be paid from the Information Technology Services Department Travel and Conference Fund.

**C.2. 2023-2024 Quarterly Report on Williams Instructional Materials and Facilities, Quarter 2 (Fox/Thomas)**

It is the recommendation of the Assistant Superintendent, Educational Services, and the Director of School Performance and Student Outcomes that the Board of Trustees receive the 2023-2024 Quarterly Instructional Materials and Facilities, Quarter 2, as presented.

**C.3. Enrollment Report (Mitchell)**

District enrollment as of January 31, 2024 was 13,492. This is 691 less than the same time last year.

**C.4. Setting of Date for Public Hearing-Residential and Commercial/Industrial Development School Fee Justification Studies (Mitchell)**

It is the recommendation of the Assistant Superintendent, Business and Fiscal Services, that the Board of Trustees set the date of Wednesday, March 20, 2024, for a public hearing on the Oxnard School District Residential and Commercial/Industrial Development School Fee Justification Study.

**C.5. Purchase Order/Draft Payment Report #23-07 (Mitchell /Franz)**

It is the recommendation of the Assistant Superintendent, Business and Fiscal Services, and the Director of Purchasing, that the Board of Trustees approve Purchase Order/Draft Payment Report #23-07, as submitted.

**C.6. Establishment of Positions (Torres/Fuentes)**

It is the recommendation of the Assistant Superintendent of Human Resources and the Director of Classified Human Resources that the Board of Trustees approve the establishment of positions, as presented.

**C.7. Personnel Actions (Torres/Fuentes)**

It is the recommendation of the Assistant Superintendent of Human Resources and the Director of Classified Human Resources that the Board of Trustees approve the Personnel Actions, as presented.

**Section C: APPROVAL OF AGREEMENTS**

It is recommended that the Board approve the following agreements:

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**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

**C.8 Approval of Agreement #23-254 – StuntMasters Action Sports (Fox/Ordaz)**

It is the recommendation of the Principal, Curren School, and the Assistant Superintendent, Educational Services, that the Board of Trustees approve Agreement #23-254 with StuntMasters Action Sports, to provide one 45-minute BMX Assembly on Friday, March 15, 2024, for students at Curren School, in the amount of \$1,275.00, to be paid out of PTA funds.

**C.9. Award of Formal Bid #23-05 and Approval of Agreement #23-251 for Marquee Sign Project 2024 (Mitchell/Miller)**

It is the recommendation of the Assistant Superintendent, Business & Fiscal Services, and the Director of Facilities, that the Board of Trustees award Bid #23-05, Marquee Sign Project 2024, Brekke, Harrington, Kamala, Ramona, Ritchen, and San Miguel Schools, and enter into Agreement #23-251 with Tricore Enterprises Inc. DBA Quiel School Signs, in the amount of \$1,117,000.00, to be paid out of Routine Restricted Maintenance Funds.

**Section C: RATIFICATION OF AGREEMENTS**

It is recommended that the Board ratify the following agreements:

**C.10. Ratification of Agreement #23-261 - Ventura County Office of Education, Special Circumstances Paraeducator Services - SCP (DeGenna/Jefferson)**

It is the recommendation of the Director, Special Education and the Superintendent, that the Board of Trustees ratify Agreement #23-261 with the Ventura County Office of Education for Special Circumstances Paraeducator Services (SCP’s) for students #BA072912, #DP010810, #VC120515 during the 2023-24 School Year, including Extended School Year, in the amount of \$110,700.00, to be paid out of Special Education Funds.

**Section D: ACTION ITEMS**

(Votes of Individual Board Members must be publicly reported.)

**D.1. Approval of Process for Provisional Appointment of Trustee (DeGenna)**

It is the recommendation of the Superintendent that the Board of Trustees approve the process for provisional appointment of a Trustee, appoint a committee of less than a quorum of the Board to confirm the eligibility of applicants, and approve the interview questions for applicants, as presented.

Board Discussion:

Moved:

Seconded:

Vote:

ROLL CALL VOTE:

Rodriguez \_\_\_\_, Gonzales \_\_\_\_, Madrigal Lopez \_\_\_\_, Robles-Solis \_\_\_\_

**D.2. Consideration of Votes for 2024 CSBA Delegate Assembly Vacancies (DeGenna)**

It is recommended that the Board of Trustees consider whether it wishes to vote for representatives to fill four (4) vacancies in the CSBA's Delegate Assembly, Subregion 11-B (Ventura).

Board Discussion:

Moved:

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**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

Seconded:

Vote:

ROLL CALL VOTE:

Rodriguez \_\_\_\_, Gonzales \_\_\_\_, Madrigal Lopez \_\_\_\_, Robles-Solis \_\_\_\_

**D.3. Approval of the 2023-2024 Comprehensive School Safety Plans - 21 Sites (Fox/Nocero)**

It is the recommendation of the Assistant Superintendent of Educational Services and the Director of Pupil Services that the Board of Trustees approve the 2023-24 Comprehensive School Safety Plans for all 21 elementary and middle schools.

Board Discussion:

Moved:

Seconded:

Vote:

ROLL CALL VOTE:

Rodriguez \_\_\_\_, Gonzales \_\_\_\_, Madrigal Lopez \_\_\_\_, Robles-Solis \_\_\_\_

**D.4 Approval of Resolution #23-11 to Discontinue Classified Positions (Torres/Fuentes)**

It is recommended that the Board of Trustees adopt Resolution #23-11 to Discontinue Classified Positions, as presented.

Board Discussion:

Moved:

Seconded:

Vote:

ROLL CALL VOTE:

Rodriguez \_\_\_\_, Gonzales \_\_\_\_, Madrigal Lopez \_\_\_\_, Robles-Solis \_\_\_\_

**D.5. Reduction In Force: Reduction or Discontinuance of Particular Kinds of Service and Adoption of Resolution #23-12 (Torres/Carroll)**

It is recommended that the Board of Trustees adopt the Reduction in Force and Resolution #23-12, as presented.

Board Discussion:

Moved:

Seconded:

Vote:

ROLL CALL VOTE:

Rodriguez \_\_\_\_, Gonzales \_\_\_\_, Madrigal Lopez \_\_\_\_, Robles-Solis \_\_\_\_

**D.6. Approval of Memorandum of Understanding – Agreement # 23-250 (MOU) Between the Oxnard School District (District) and the California School Employees Association,**

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**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

**Chapter 272 (CSEA) re: Signing Bonus for Oxnard School District Employees that Accept or are Hired into the Paraeducator, Special Education Classification (Torres/Fuentes)**

It is the recommendation of the Assistant Superintendent, Human Resources and the Director, Classified Human Resources that the Board of Trustees approve MOU Agreement #23-250 for a signing bonus for Oxnard School District employees that accept or are hired into the Paraeducator, Special Education Classification during the 2023-24 school year, in the amount not to exceed \$165,000.00, to be paid from the General Fund.

Board Discussion:  
Moved:  
Seconded:  
Vote:

**ROLL CALL VOTE:**

Rodriguez \_\_\_\_, Gonzales \_\_\_\_, Madrigal Lopez \_\_\_\_, Robles-Solis \_\_\_\_

**Section E: APPROVAL OF MINUTES**

**E.1. Approval of Minutes (DeGenna)**

It is the recommendation of the Superintendent that the Board of Trustees approve the minutes of Board meetings, as presented:

- December 13, 2023 Regular Meeting
- January 17, 2024 Regular Meeting
- February 7, 2024 Regular Meeting

Board Discussion:  
Moved:  
Seconded:  
Vote:

**ROLL CALL VOTE:**

Rodriguez \_\_\_\_, Gonzales \_\_\_\_, Madrigal Lopez \_\_\_\_, Robles-Solis \_\_\_\_

**Section F: BOARD POLICIES**

(These are presented for discussion or study. Action may be taken at the discretion of the Board.)

**F.1. Second Reading and Adoption of BP/AR 4218: Dismissal/Suspension/Disciplinary Action (Torres/Carroll)**

It is the recommendation of the Assistant Superintendent, Human Resources and the Director, Certificated Human Resources that the Board of Trustees approve and adopt the revisions to BP/AR 4218: Dismissal/Suspension/Disciplinary Action at Second Reading, as presented.

Board Discussion:  
Moved:  
Seconded:  
Vote:

**ROLL CALL VOTE:**

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**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

Rodriguez \_\_\_\_, Gonzales \_\_\_\_, Madrigal Lopez \_\_\_\_, Robles-Solis \_\_\_\_

**Section G: CONCLUSION**

**G.1. Superintendent’s Report (3 minutes)**

A brief report will be presented concerning noteworthy activities of district staff, matters of general interest to the Board, and pertinent and timely state and federal legislation.

**G.2. Trustees’ Announcements (3 minutes each speaker)**

The trustees’ report is provided for the purpose of making announcements, providing conference and visitation summaries, coordinating meeting dates, identifying board representation on committees, and providing other information of general interest.

**G.3. ADJOURNMENT**

Moved:

Seconded:

Vote:

ROLL CALL VOTE:

Rodriguez \_\_\_\_, Gonzales \_\_\_\_, Madrigal Lopez \_\_\_\_, Robles-Solis \_\_\_\_

Anabolena DeGenna, Ed. D.

District Superintendent and Secretary to the Board of Trustees

This notice is posted in conformance with the provisions of Chapter 9 of the Government Code, in the front of the Educational Services Center; 1051 South A Street , Oxnard, California by 5:00 p.m. on Thursday, February 15, 2024.

## **OSD BOARD AGENDA ITEM**

**Name of Contributor:** Dr. Anabolena DeGenna

**Date of Meeting:** February 21, 2024

**Agenda Section:** Section A: Preliminary

### **Closed Session – Public Participation/Comment (Limit three minutes per person per topic)**

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Persons wishing to address the Board of Trustees on any agenda item identified in the Closed Session agenda may do so by completing a “Speaker Request Form” and submitting the form to the Assistant Superintendent of Educational Services. Public Comment shall be limited to fifteen (15) minutes per subject with a maximum of three (3) minutes per speaker.

The Board will now convene in Closed Session to consider the items listed under Closed Session.

#### **FISCAL IMPACT:**

N/A

#### **RECOMMENDATION:**

N/A

## **OSD BOARD AGENDA ITEM**

**Name of Contributor:** Dr. Anabolena DeGenna

**Date of Meeting:** February 21, 2024

**Agenda Section:** Section A: Preliminary

### **Closed Session**

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1. Pursuant to Section 54956.9 of Government Code:

Conference with Legal Counsel

- Existing Litigation:

- Oxnard School District et al. Central District No. CV-04304-JAK-FFM
- Case #2023-CUOE015904

- Anticipated Litigation:

- Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: 2 cases
- Litigation pursuant to Paragraph (4) of Subdivision (d) of Government Code § 54956.9 :  
Consideration of One (1) Potential Case—Social Media Adolescent Addiction/Personal Products Liability Litigation (Social Media Litigation)

2. Pursuant to Sections 54957.6 and 3549.1 of the Government Code:

Conference with Labor Negotiator:

Agency Negotiators: OSD Assistant Superintendent, Human Resources, and  
Garcia Hernandez & Sawhney, LLP

Association(s): OEA, CSEA, OSSA; and All Unrepresented Personnel-  
Administrators, Classified Management, Confidential

3. Pursuant to Section 54957 of the Government Code the Board will consider personnel matters, including:

- Public Employee(s) Discipline/Dismissal/Release
- Public Employee Appointment
  - Manager, Special Education

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

N/A

## **OSD BOARD AGENDA ITEM**

**Name of Contributor:** Dr. Anabolena DeGenna

**Date of Meeting:** February 21, 2024

**Agenda Section:** Section A: Preliminary

**Reconvene to Open Session (7:00 PM)**

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Reconvene to Open Session (7:00 PM)

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

N/A

## **OSD BOARD AGENDA ITEM**

**Name of Contributor:** Dr. Anabolena DeGenna

**Date of Meeting:** February 21, 2024

**Agenda Section:** Section A: Preliminary

### **Report Out of Closed Session**

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The Board will report on any action taken in Closed Session or take action on any item considered in Closed Session, including expulsion of students.

#### **FISCAL IMPACT:**

N/A

#### **RECOMMENDATION:**

N/A

## **OSD BOARD AGENDA ITEM**

**Name of Contributor:** Dr. Anabolena DeGenna

**Date of Meeting:** February 21, 2024

**Agenda Section:** Section B: Hearing

### **Public Comment (3 minutes per speaker)/Comentarios del Público (3 minutos por cada ponente)**

Members of the public may address the Board on any matter within the Board's jurisdiction at this time or at the time that a specific agenda item is being considered. Comments should be limited to three (3) minutes. Please know this meeting is being video-recorded and televised. The Board particularly invites comments from parents of students in the District. If you would like to donate your (3) minutes of public speaking time, you must be present during public comments.

Los miembros del público podrán dirigirse a la Mesa Directiva sobre cualquier asunto que corresponda a la jurisdicción de la Mesa Directiva en este periodo o cuando este punto figure en el orden del día y sea analizado. Los comentarios deben limitarse a tres (3) minutos. Tenga presente que esta reunión está siendo grabada y televisada. La Mesa Directiva invita en particular a los padres y alumnos del distrito a que presenten sus comentarios. Si gusta donar sus tres (3) minutos de comentario, debe estar presente durante la presentación de comentarios.

#### **FISCAL IMPACT:**

N/A

#### **RECOMMENDATION:**

N/A

## **OSD BOARD AGENDA ITEM**

**Name of Contributor:** Dr. Anabolena DeGenna

**Date of Meeting:** February 21, 2024

**Agenda Section:** Section C: Consent Agenda

### **Request for Approval of Out-of-State Conference Attendance (DeGenna/Hubbard)**

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The Board's approval is requested for Argelia Tellez, Technology Services Data Technician, and Sandra Mendoza, Technology Services Technician, to attend the 2024 QUE (Q) Users Experience Conference in Novi, Michigan, scheduled from April 9 to April 11, 2024. This conference presents a valuable opportunity to engage with the Aequitas team, comprised of developers and support staff offering K-12 Student Information Systems. Attendees can enhance their Q skills through informative conference sessions conducted by leading experts and trainers from around the country. The knowledge gained will ultimately benefit the end users of the Oxnard School District.

#### **FISCAL IMPACT:**

Approximately \$2,075.00 per employee for registration, travel, and lodging to be paid from the Information Technology Services Department Travel and Conference Fund.

#### **RECOMMENDATION:**

It is the recommendation of the Superintendent and the Chief Information Officer that the Board of Trustees approve out-of-state conference attendance for Argelia Tellez and Sandra Mendoza to attend the 2024 QUE (Q) Users Experience Conference in Novi, Michigan, as outlined above.

#### **ADDITIONAL MATERIALS:**

**Attached:** [QUE Users Experience Conference Flyer \(1 page\)](#)

# SAVE THE DATE Qtonians!

FOUR  
POINTS  
BY SHERATON

April 9, 10 & 11

2024



**QUE** NOVI, MICHIGAN  
User's EXPERIENCE More Details Coming Soon  
<https://qusersexperience.com/>

V2 Updated 09.20.23 JS

## **OSD BOARD AGENDA ITEM**

**Name of Contributor:** Dr. Aracely Fox

**Date of Meeting:** February 21, 2024

**Agenda Section:** Section C: Consent Agenda

### **2023-2024 Quarterly Report on Williams Instructional Materials and Facilities, Quarter 2 (Fox/Thomas)**

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The County Superintendent of Schools is required by California Education Code Section 1240 to Report on a quarterly basis the results of Williams Lawsuit settlement visits to the school district Governing board, pursuant to Assembly Bill (AB) 599 (Chapter 667, Statutes of 2021), effective on January 1, 2022, the most recent criteria for schools eligible for monitoring under the Williams settlement legislation.

This report reflects Quarter 2 findings for the following:

- Instructional Materials - All students, in grades TK-12, have access to standards-aligned textbooks or instructional materials in the four core subject areas of English language arts, mathematics, history/social science, science and additionally in grade 9-12 foreign languages, health and appropriate science laboratory equipment.
- Facilities - All classrooms and amenities are safe, clean and functional.

#### **FISCAL IMPACT:**

N/A

#### **RECOMMENDATION:**

It is the recommendation of the Assistant Superintendent, Educational Services, and the Director of School Performance and Student Outcomes that the Board of Trustees receive the 2023-2024 Quarterly Instructional Materials and Facilities, Quarter 2, as presented.

#### **ADDITIONAL MATERIALS:**

**Attached:** [OSD- VCOE 2023-24 \[Q2\] Williams Visitation Report \(1\).pdf](#)

**Ventura County Office of Education  
Quarter 2 Williams Report  
2023-24 Fiscal Year**

The County Superintendent of Schools is required by California Education Code Section 1240 to report on a quarterly basis the results of Williams Lawsuit settlement visits to the school district governing board. Pursuant to Assembly Bill (AB) 599 (Chapter 667, Statutes of 2021) effective on January 1, 2022, the most recent criteria for schools eligible for monitoring under the Williams settlement legislation. As outlined in AB 599, schools that meet the criteria listed below are eligible for monitoring under the Williams settlement legislation:

- Eligible for Comprehensive Support and Improvement (CSI) and Additional Targeted Support and Improvement (ATSI); and
- Meet the teacher credentialing criteria

This report reflects Quarter 2 findings for the following:

- Instructional Materials - All students, in grades TK-12, have access to standards-aligned textbooks or instructional materials in the four core subject areas of English language arts, mathematics, history/social science, science and additionally in grade 9-12 foreign languages, health and appropriate science laboratory equipment.
- Facilities - All classrooms and amenities are safe, clean and functional.

This report does not include the review of teacher assignments and vacancies, audit findings related to Williams Settlement, and the annual School Accountability Report Cards (SARC). These reviews will be included in the annual report later this school year.

October - December 2023 Visitation Periods		
District/School	Instructional Materials	Facilities
Oxnard School District/ Dr. Manuel M. Lopez Academy	No visits conducted in Quarter 2	No visits conducted in Quarter 2

## **OSD BOARD AGENDA ITEM**

**Name of Contributor:** Valerie Mitchell, MPPA

**Date of Meeting:** February 21, 2024

**Agenda Section:** Section C: Consent Agenda

### **Enrollment Report (Mitchell)**

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District enrollment as of January 31, 2024 was 13,492. This is 691 less than the same time last year.

#### **FISCAL IMPACT:**

N/A

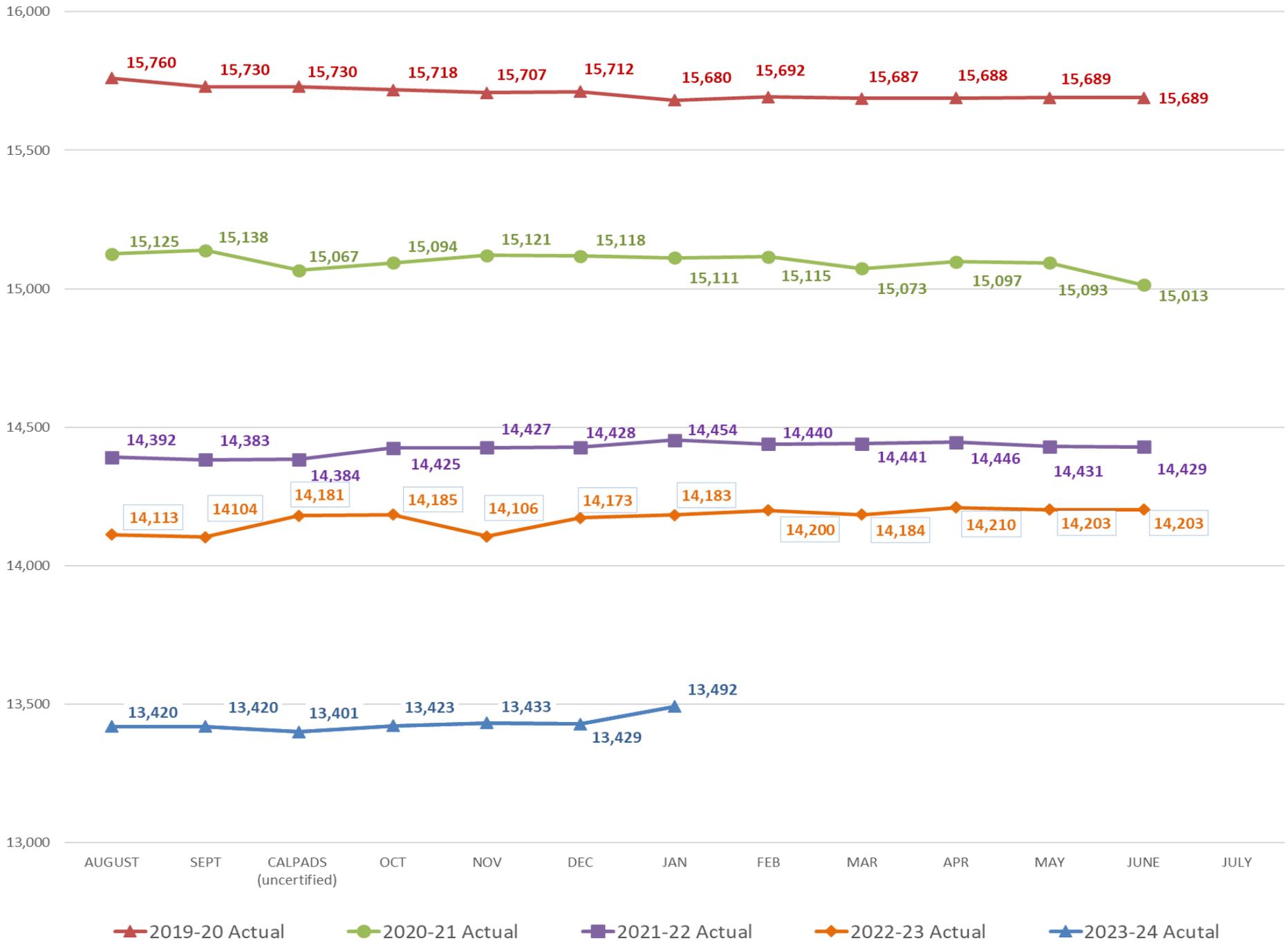
#### **RECOMMENDATION:**

Information only.

#### **ADDITIONAL MATERIALS:**

**Attached:** [Graph-Oxnard School District Enrollment History 2019-20 through 2023-24 Actuals \(1 page\)](#)

Oxnard School District Enrollment History 2019-20 through 2023-24 Actuals



## **OSD BOARD AGENDA ITEM**

**Name of Contributor:** Valerie Mitchell, MPPA

**Date of Meeting:** February 21, 2024

**Agenda Section:** Section C: Consent Agenda

### **Setting of Date for Public Hearing-Residential and Commercial/Industrial Development School Fee Justification Studies (Mitchell)**

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It is appropriate that the Board of Trustees set the date of Wednesday, March 20, 2024, for:

1. A public hearing on the Residential and Commercial/Industrial Development School Fee Justification Study; and
2. Consideration of a resolution concerning development fees on residential projects within the District's boundaries.

The hearing will take place in the Board Room at the Educational Service Center.

#### **FISCAL IMPACT:**

N/A

#### **RECOMMENDATION:**

It is the recommendation of the Assistant Superintendent, Business and Fiscal Services, that the Board of Trustees set the date of Wednesday, March 20, 2024, for a public hearing on the Oxnard School District Residential and Commercial/Industrial Development School Fee Justification Study.

#### **ADDITIONAL MATERIALS:**

**Attached:** [Notice of Public Hearing \(1 page\)](#)



# OXNARD SCHOOL DISTRICT

1051 South "A" Street ♦ Oxnard, California 93030 ♦ 805/385-1501 ♦ [www.oxnardsd.org](http://www.oxnardsd.org)

## PUBLIC HEARING NOTICE

Oxnard School District  
Approving to Update Statutory School Facility Fees Imposed  
on New Residential and Commercial/Industrial Construction  
Pursuant to Education Code Section 17620  
and Government Code Section 65995

PLEASE TAKE NOTICE that that the Board of Trustees ("Board") of the Oxnard School District ("School District") will hold a Public Hearing at its Regular Meeting to be held on March 20, 2024 to allow for public comment prior to consideration of its report titled "Residential and Commercial/Industrial Development School Fee Justification Study for Oxnard School District" ("Fee Study"), and consider adopting a resolution of the Board of the School District to update Statutory School Facility Fees Imposed on New Residential and Commercial/Industrial Construction Pursuant to Education Code Section 17620 and Government Code Section 65995. The Fee Study justifying such increases, which are incorporated herein by this reference, is on file at the School District's offices, located at 1051 South A Street, Oxnard, CA 93030, and is available for public review from March 8, 2024 through March, 20, 2024.

PLEASE TAKE FURTHER NOTICE that the Public Hearing of the Oxnard School District, to be held March 20, 2024 will begin at 7:00pm or as soon thereafter as practicable, at the District Office Board Room of the Educational Services Center located at 1051 South A Street, Oxnard, CA 93030. These matters will be considered at such time as this agenda item is considered by the Board of the School District.

Any questions regarding the Fee Studies or the public hearing should be directed to Valerie Mitchell, Assistant Superintendent of Business and Financial Services at (805) 385-1501, ext. 2401.

## **OSD BOARD AGENDA ITEM**

**Name of Contributor:** Valerie Mitchell, MPPA

**Date of Meeting:** February 21, 2024

**Agenda Section:** Section C: Consent Agenda

### **Purchase Order/Draft Payment Report #23-07 (Mitchell /Franz)**

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The attached report contains the following for the Board's approval/ratification:

1. A listing of Purchase orders issued 1/06/2024 through 2/05/2024 for the 2023-2024 school year, for \$4,848,550.46.
2. There are no Draft Payments issued from 1/06/2024 through 2/05/2024, for the 2023-2024 school year.

#### **FISCAL IMPACT:**

N/A

#### **RECOMMENDATION:**

It is the recommendation of the Assistant Superintendent, Business and Fiscal Services, and the Director of Purchasing, that the Board of Trustees approve Purchase Order/Draft Payment Report #23-07 as submitted.

#### **ADDITIONAL MATERIALS:**

**Attached:** [Purchase Order/Draft Payment Report #23-07 \(17 Pages\)](#)

**Includes Purchase Orders dated 01/06/2024 - 02/05/2024**

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
NP24-00044	Calif Dept Of Educ	640	SUP	130-9320	269.10
NP24-00045	Imperial Bag & Paper Co. LLC P And R Paper Supply Co	640	SUP	130-9320	4,577.17
NP24-00046	Imperial Bag & Paper Co. LLC P And R Paper Supply Co	640	SUP	130-9320	634.20
NP24-00047	Gold Star Foods	640	SUP	130-9320	1,786.85
NP24-00048	Amazon Com	640	MATL/SUP	130-9320	1,950.93
NP24-00049	Imperial Bag & Paper Co. LLC P And R Paper Supply Co	640	MATL/SUP	130-9320	2,644.79
NP24-00050	Sysco Food Services Of Ventura	640	SUP	130-9320	935.90
NP24-00051	Amazon Com	640	MATL/SUP	130-9320	28.90
NP24-00052	Gold Star Foods	640	SUP	130-9320	3,874.10
P24-02206	MARRIOTT HOTEL SERVICES INC AN AHEIM MARRIOTT	300	LCAP_1.19 Hotel Accomadation for CABE	010-5200	10,358.28
P24-02207	MARRIOTT HOTEL SERVICES INC AN AHEIM MARRIOTT	360	LCAP_3.01 Title III-Conf	010-5200	6,042.33
P24-02237	Doubletree Hotel Anaheim	360	LCAP_3.01 Title III-Conf	010-5200	13,813.86
P24-03062	Doubletree Hotel Anaheim	056	LCAP_1.24_ Hotel for CABE Anaheim convention	010-5200	1,625.16
P24-03416	SYDELL PALM SPRINGS LLC/ THE S AGUARO PALM SPRINGS	660	CASBO 2024 EXPO HOTEL RES. 4/7-4/10 - R. Torres	010-5200	661.68
P24-03417	Hilton Anaheim	038	LCAP_1.24/CABECONF/1 Admin/2Tchrs	010-5200	4,113.81
P24-03421	ODP BUSINESS SOLUTIONS, LLC	003	stores supplies	010-9320	5,986.16
P24-03422	Southwest School & Office Sup	003	stores supplies	010-9320	4,117.18
P24-03423	Lakeshore Learning Materials	048	LCAP_1.24 MTLs/SUPL-INSTR	010-4300	259.95
P24-03424	Lakeshore Learning Materials	054	LCAP_1.24- Matl/sup-Instructional	010-4300	129.70
P24-03425	Lakeshore Learning Materials	380	LCAP_1.13 MATL/SUPL (Mod/Sev)	010-4300	784.61
P24-03426	Lakeshore Learning Materials	051	LCAP_1.24 MATERIALS/SUPPLIES (Instruction)	010-4300	681.83
P24-03427	Lakeshore Learning Materials	060	LCAP_1.24 MATL/SUP-Ins. Ms. Ornelas	010-4300	260.38
P24-03428	Lakeshore Learning Materials	059	LCAP_1.13 (Mat/Sup)	010-4300	549.98
P24-03429	Amazon Com	380	LCAP_1.30_Matls/Suppl (Motor Room)	010-4300	182.59
P24-03430	Amazon Com	050	LCAP_2.04 MATL-SUPL (Wellness Ctr. INST)	010-4300	1,018.46
P24-03431	Amazon Com	050	LCAP_2.04 MATL-SUPL (Wellness Ctr. INST)	010-4300	387.30
P24-03432	Amazon Com	050	LCAP_2.04 MATL-SUPL (Wellness Ctr. INST)	010-4300	297.80
P24-03433	Amazon Com	050	LCAP_2.04 MATL-SUPL (Wellness Ctr. INST)	010-4300	765.11
P24-03434	Amazon Com	050	LCAP_2.04 MATL-SUPL (Wellness Ctr. INST)	010-4300	739.63
P24-03435	Amazon Com	050	LCAP_2.04 MATL-SUPL (Wellness Ctr. INST)	010-4300	335.14

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**Includes Purchase Orders dated 01/06/2024 - 02/05/2024**

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P24-03436	Amazon Com	050	LCAP_2.04 MATL-SUPL (Wellness Ctr. INST)	010-4300	555.44
P24-03437	Amazon Com	050	LCAP_2.04 MATL-SUPL (Wellness Ctr. INST)	010-4300	467.69
P24-03438	Amazon Com	050	LCAP_2.04 MATL-SUPL (Wellness Ctr. INST)	010-4300	753.58
P24-03439	Amazon Com	054	LCAP_1.24-books other than textbooks	010-4200	514.70
P24-03440	Amazon Com	054	LCAP_1.24- Books other than Textbooks	010-4200	579.10
P24-03441	Amazon Com	054	LCAP_1.24- Books other than Textbooks	010-4200	213.36
P24-03442	Amazon Com	054	LCAP_1.24-Matl/sup-Instructional	010-4300	309.57
P24-03443	Amazon Com	054	LCAP_1.24- Matl/sup-Instructional	010-4300	74.37
P24-03444	Amazon Com	051	LCAP_1.24 MATERIALS/SUPPLIES (Instruction)	010-4300	53.19
P24-03445	Amazon Com	051	LCAP_1.24 MATERIALS/SUPPLIES (Instructional)	010-4300	36.23
P24-03446	Amazon Com	059	LCAP_1.13 (Mat/Sup)	010-4300	198.48
P24-03447	Amazon Com	059	LCAP_1.13 (Mat/Sup)	010-4300	167.06
P24-03448	Amazon Com	060	LCAP_1.24 MATL/SUP-Ins. Ms. Finney	010-4300	186.77
P24-03449	Amazon Com	051	LCAP_1.24 MATERIALS/SUPPLIES (Instructional)	010-4300	452.91
P24-03450	Amazon Com	059	LCAP_1.13 (Mat/Sup)	010-4300	958.85
P24-03451	Amazon Com	051	LCAP_1.24 MATERIALS/SUPPLIES (Instructional)	010-4300	91.36
P24-03452	Amazon Com	060	LCAP_1.24 MATL/SUP-Ins	010-4318	521.20
P24-03453	Southpaw Enterprises Inc	380	LCAP_1.13 Non Cap Equip & Mat/Supp	010-4300	846.35
				010-4400	7,063.17
P24-03454	Desert Distributing LLC dba. Autism-Products.com	380	LCAP_1.13 MAT/SUPP	010-4300	211.24
P24-03455	Hope Inc	380	LCAP_1.13 MAT/SUPL	010-4300	157.30
P24-03456	Salt Software, LLC	380	LCAP_1.13 SERV	010-5818	1,877.10
P24-03457	CDW G	004	BOND EQUIP/MTLS (ROSE AVE PROJECT)	215-4300	586.37
				215-4400	1,037.88
P24-03458	Snowonder Inc.	059	Mat/Sup	010-4300	479.61
P24-03459	SCHOLASTIC-MAGAZINES	036	LCAP_1.13 MATL-SUPL	010-4300	76.78
P24-03460	CN School & Office Sol, Inc Culler-Newlin	650	MTLS/SUP (CNS/TOSA PANELS)	010-4400	13,535.66
P24-03461	Infant Development Assoc of CA	059	LCAP_1.13 (Trav/Conf)	010-5200	155.00
P24-03462	Petroleum Telcom Inc DBA Telecom	057	LCAP_1.24 Materials and Supplies	010-4300	988.01
P24-03463	Infant Development Assoc of CA	059	LCAP_1.13 (Membership)	010-5300	250.00

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PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P24-03464	SCHOOL SERVICES OF CALIFORNIA, INC.	660	EMPLOYEE LEAVE WEBINAR SERIES - 2.6.24 RT & JM	010-5200	630.00
P24-03465	7 Mindsets Academy, LLC	385	LCAP_2.04 License subscription	010-5800	41,700.00
P24-03466	Ventura Co Office Of Education	200	LCAP_1.20 - DEV HUMAN CAP	010-5800	97,500.00
P24-03467	School Specialty Inc	380	LCAP_1.13 MAT/SUPP & Non-Cap Equip	010-4300	722.12
				010-4400	1,588.06
P24-03468	School Specialty Inc	059	LCAP_1.13 (Mat/Sup)	010-4300	596.06
				010-4400	464.99
P24-03469	Apple Computer Inc	004	BOND MTLs/SUP (ROSE AVE PROJECT)	215-4300	5,697.39
P24-03470	ODP BUSINESS SOLUTIONS, LLC	380	LCAP_1.13 MATL/SUPL (TLC)	010-4300	491.57
P24-03471	Every Special Child LLC	380	LCAP_2.09 SERV(PARA-M.AHUMADA)	010-5100	33,900.00
P24-03472	Every Special Child LLC	380	LCAP_2.09 SERV (PARA-T.MANALASTAS & C. GUZMAN)	010-5100	73,800.00
P24-03473	Every Special Child LLC	380	LCAP_2.09_SERV(PARA-A.GARRIDO -ALVAREZ)	010-5100	36,900.00
P24-03474	Every Special Child LLC	380	LCAP_2.09_SERV(PARA-G.MOTA)	010-5100	38,400.00
P24-03475	FAGEN FRIEDMAN & FULFROST LLP	380	LCAP_1.30 Travel & Conference	010-5200	2,025.00
P24-03476	DocuSign, Inc.	059	LCAP_1.13 (Software/Lic)	010-5818	2,500.00
P24-03477	WINSOR LEARNING INC	057	LCAP_1.24 Materials and Supplies	010-4300	4,912.21
P24-03478	SMART AND FINAL-C.I. BLVD	056	LCAP_1.24 Matl & Supl. refreshments	010-4300	218.50
P24-03479	Ventura Co Office Of Education	380	LCAP 2.09_SERV (PT)	010-5800	19,136.68
P24-03480	Ventura Co Office Of Education	380	LCAP_1.13 SERV (HEARING TEST-EVAL)	010-5800	180.00
P24-03481	Ventura Co Office Of Education	380	LCAP 2.09_SERV (O&M)	010-5800	24,588.71
P24-03482	Ventura Co Office Of Education	380	LCAP_2.09 SERV (H/H)	010-5800	581.35
P24-03484	Lakeshore Learning Materials	066	LCAP_1.24 - MATL/SUP (Instructional-TK)	010-4300	163.85
P24-03485	School Specialty Inc	003	stores supplies	010-9320	9,907.06
P24-03486	Amazon Com	380	LCAP_1.13 MATL/SUPL (TLC)	010-4300	1,030.04
P24-03487	Amazon Com	057	LCAP_1.24 Materials and Supplies	010-4300	1,610.15
P24-03488	Amazon Com	383	LCAP_3.08 EC Materials & Supplies	010-4300	204.86
P24-03489	Amazon Com	066	LCAP_1.24 - Material/Supplies- Instrictional	010-4300	127.59
P24-03490	IMAGE APPAREL FOR BUSINESS	630	SERV (23-24 MAINT/GROUNDS UNIFORMS)	010-5800	472.71
P24-03491	CARNEGIE FOUNDATION FOR THE AD VANCEMENT OF TEACHING	100	CONF/TRAVEL	010-5200	11,025.00
P24-03492	Legal Books Distributing	385	MAT/SUP	010-4200	68.27
P24-03493	Embassy Suites San Diego Bay	100	CONF/TRAVEL	010-5200	9,624.58
P24-03494	SUN HILL REAL ESTATE HILTON LA /UNIVERSAL CITY	100	Hotel Conference	010-5200	323.03

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PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P24-03495	Walmart	059	LCAP_1.13 (Mat/Sup)	010-4300	546.25
P24-03496	Walmart	059	LCAP_1.13 (Mat/Sup)	010-4300	250.00
P24-03497	SOUTHERN CALIFORNIA KINDERGART EN CONFERENCE INC	345	LCAP_1.08 CONF (Katherine)	010-5200	460.00
P24-03498	Ricoh Usa, Inc	650	MAINT (APPXTENDER MAINT/SUPPORT)	010-5631	10,051.11
P24-03499	CN School & Office Sol, Inc Cui-ver-Newlin	058	BOND/SERVICE	215-5800	6,227.25
P24-03500	Natl School Public Relations	100	NSPRA Leadership in School Communication	010-5200	1,500.00
P24-03501	Oxnard Union High Sch Dist	345	LCAP_1.11_ Registrations AP	010-5200	7,584.00
P24-03502	HOTEL CORQUE	100	HOTEL	010-5200	56,495.60
P24-03503	SOUTHERN CALIFORNIA PIZZA CO	640	SUP	130-4700	500.00
P24-03504	Amazon Com	055	LCAP_1.24_ MR. OLIVARES SUPPLIES	010-4300	42.83
P24-03505	Amazon Com	066	LCAP_1.13-MATL/SUP-Instructional (N.Raptodimos)	010-4300	245.48
P24-03506	Amazon Com	059	LCAP_1.13 (Mat/Sup)	010-4300	54.65
P24-03507	Amazon Com	059	LCAP_1.13 (Mat/Sup)	010-4300	273.27
P24-03508	Amazon Com	620	LCAP_4.04 EQUIP-SUPL	010-4300	364.86
P24-03509	Rockwell Printing Inc.	ERC	LCAP_1.29 TXTBK & INST MATLS	010-4200	1,152.40
P24-03510	Rockwell Printing Inc.	ERC	LCAP_1.29 TXTBK & INST MATLS	010-4200	3,439.27
P24-03511	Rockwell Printing Inc.	ERC	LCAP_1.29 TXTBK & INST MATLS	010-4200	2,924.21
P24-03512	Spicers Paper Inc	655	Materials and Supplies	010-4300	4,115.17
P24-03513	Newsela, Inc	036	LCAP_1.24_ SERV (INST)	010-5818	7,768.20
P24-03514	Amazon Com	046	LCAP_1.24 MATL-SUPL (INST)	010-4300	581.84
P24-03515	Amazon Com	036	LCAP_1.24_ MATL-SUPL (INST)	010-4300	303.70
P24-03516	Amazon Com	060	LCAP_1.24 MATL/SUP-Ins. Ms. Laubacher	010-4300	278.68
P24-03517	Foundation for California Community College	315	LCAP_1.06 Conference	010-5200	875.00
P24-03518	SCHOOL SERVICES OF CALIFORNIA, INC.	200	LCAP_1.19 CONF (PROF DEV)	010-4300	315.00
P24-03519	SANTA BARBARA MUSEUM OF NATURAL HISTORY	066	SERV-Instructional	010-5800	100.00
P24-03520	Chef's Toys & Star Rest Equip	640	Equip	010-4400	1,123.59
P24-03521	ACSA/FEA	210	TRAV/CONF (AF - ASCA CEL Inst)	010-5200	425.00
P24-03522	ACSA/FEA	210	TRAV/CONF (AF - ASCA CEL Inst)	010-5200	425.00
P24-03523	Sweet Rose Inc. dba. Oralia's Bakery	100	Blanket Purchase Order	010-4300	2,000.00
P24-03524	Apple Computer Inc	041	LCAP_1.24 (Mat- Sup) Educational Tech supplies	010-4418	500.31
P24-03525	Frontier California Inc	ELOP	COMM	010-5900	2,000.00
P24-03526	Doubletree Hotel Anaheim	060	LCAP_1.24 CABE Conference Hotel	010-5200	1,625.16

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PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P24-03527	WESTIN SOUTH COSTA PLAZA	210	TRAV/CONF (ACSA CEL Inst-NT)	010-5200	531.78
P24-03528	WESTIN SOUTH COSTA PLAZA	210	TRAV/CONF (ACSA CEL Inst-NT)	010-5200	531.78
P24-03529	Apple Computer Inc	315	LCAP_1.06 Tech Equip	010-4418	4,283.21
P24-03530	SMART AND FINAL-C.I. BLVD	056	LCAP_1.24- Mat& Supl. Refreshments	010-4300	218.50
P24-03531	Superior Sanitary Supplies	003	stores supplies	010-9320	403.79
P24-03532	Sinclair Sanitary Supply Inc	003	stores supplies	010-9320	7,279.52
P24-03533	Pioneer Chemical Co	003	stores supplies	010-9320	617.26
P24-03534	BSN Sports	003	stores supplies	010-9320	892.14
P24-03535	Veritiv Operating Company	003	stores supplies	010-9320	4,286.53
P24-03536	United Airlines, Inc	210	TRAV/CONF (CSPCA Airfare - Tanya Ventura)	010-5200	203.60
P24-03537	Auditory Processing Diagnostic Center	380	LCAP_2.09 (SERV)	010-5800	5,000.00
P24-03538	Amazon Com	050	LCAP_1.24 MATL-SUPL (INST)	010-4300	160.46
P24-03539	Amazon Com	032	LCAP_1.24 MATL-SUPL BKS OTHER THAN TXTBKS	010-4200	349.24
P24-03540	Amazon Com	032	LCAP_1.24 MATL-SUPL BKS OTHER THAN TXTBKS	010-4200	201.51
P24-03541	Amazon Com	032	LCAP_1.24 MATL-SUPL BKS OTHER THAN TXTBKS	010-4200	87.96
P24-03542	Amazon Com	050	LCAP_1.24 MATL-SUPL (INST)	010-4300	246.85
P24-03543	Amazon Com	050	LCAP_1.24 MATL-SUPL (INST)	010-4300	48.16
P24-03544	Amazon Com	032	LCAP_1.24 MATL-SUPL (INST)	010-4300	59.47
P24-03545	Amazon Com	042	LCAP_1.24 MATL-SUPL	010-4300	381.60
P24-03546	Amazon Com	059	matl/supplies New Teacher - M. Saltamachio	010-4300	34.30
P24-03547	Amazon Com	053	matl/supplies New Teacher - G. Montes	010-4300	305.96
P24-03548	Amazon Com	032	LCAP_1.24 MATL-SUPL (INST)	010-4300	335.99
P24-03549	Amazon Com	630	Materials and Supplies	010-4300	262.31
P24-03550	Amazon Com	315	LCAP_1.06 MATL/SUPL	010-4300	223.02
P24-03551	Amazon Com	042	LCAP_1.24 MATL-SUPL	010-4300	358.58
P24-03552	Amazon Com	046	LCAP_1.24 MATL-SUPL (INST)	010-4300	356.51
P24-03553	Amazon Com	048	LCAP_1.24 MTL/SUPL-INSTR	010-4300	107.33
P24-03554	Amazon Com	385	MAT/SUP	010-4200	213.58
P24-03555	Amazon Com	630	Materials and Supplies	010-4300	40.72
P24-03556	Amazon Com	300	LCAP_3.01 Supplies	010-4300	47.92
P24-03557	Amazon Com	620	LCAP_4.04 SUPPL	010-4300	129.16
P24-03558	Amazon Com	620	LCAP_4.04 SUPPL	010-4300	177.88
P24-03559	Amazon Com	355	LCAP_1.05 MATERIALS FOR MATH	010-4300	645.92
P24-03560	Amazon Com	355	LCAP_1.05 MATERIALS FOR MATH	010-4300	780.97
P24-03561	Amazon Com	355	LCAP_1.05 MATERIALS FOR MATH	010-4300	944.56
P24-03562	Amazon Com	060	LCAP_1.24 MATL/SUP-Inst. Mr. Arreguin	010-4300	262.89
P24-03563	Amazon Com	060	LCAP_1.24 MATL/SUP-Ins. Ms. Eman	010-4300	231.46

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PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P24-03564	Amazon Com	060	LCAP_1.24 MATL/SUP-Inst. Ms. Bouvet	010-4300	164.54
P24-03565	ODP BUSINESS SOLUTIONS, LLC	003	stores supplies	010-9320	2,505.34
P24-03566	School Specialty Inc	003	stores supplies	010-9320	887.65
P24-03567	CASBO	650	CASBO 2024 ANNUAL CONFERENCE & CA SCH. BUS. EXPO	010-5200	1,800.00
P24-03568	Fun and Function	048	LCAP_1.24 MTL/SUPL-INSTR	010-4300	35.71
P24-03569	Acorn Paper Products Co	003	stores supplies	010-9320	135.86
P24-03570	Apple Computer Inc	041	LCAP_1.24(Mat-Sup) EducationalTechnologies	010-4400	1,500.93
P24-03571	SYDELL PALM SPRINGS LLC/ THE S AGUARO PALM SPRINGS	650	CONF/TRAVEL -CASBO	010-5200	661.68
P24-03572	COSTCO WHOLESALE CORPORATION	042	LCAP_2.04 MATL-SUPL Wellness Ctr. Fremont	010-4300	5,000.00
P24-03573	NIGRO & NIGRO PC	600	SVC-21/22 Audit, Gen	010-5800	4,850.00
P24-03574	NIGRO & NIGRO PC	600	SVC - 20/21 Audit Gen	010-5800	4,850.00
P24-03575	C & S RV Inc	003	REPAIRS	010-5632	1,000.00
P24-03576	EJ Harrison & Sons Inc	630	Grounds Professional Services	010-5800	2,000.00
P24-03577	Walmart	057	LCAP_1.24 Materials and Supplies	010-4300	546.25
P24-03578	Uline	003	stores supplies	010-9320	812.28
P24-03579	CDW G	058	BOND/EQUIP/ ROSE AVE PROJ.	215-4400	92,816.00
P24-03580	EKC ENTERPRISES, INC.	058	BOND/EQUIP/ ROSE AVE PROJ.	215-6400	118,438.45
P24-03581	CABE	050	CONF - LCAP 1.24	010-5200	5,505.00
P24-03582	CABE	060	LCAP_1.24 CABE conference Registration 2/21-2/24	010-5200	1,180.00
P24-03583	Sinclair Sanitary Supply Inc	630	Grounds Materials and Supplies	010-4300	1,644.76
P24-03584	LABSOURCE, INC	003	stores supplies	010-9320	446.29
P24-03585	CN School & Office Sol, Inc Cui-ver-Newlin	003	MTLS/SUPPLIES (WHSE)	010-4300	638.19
P24-03586	T & D Rentals Inc	630	Professional Services / Drifill	010-5800	900.00
P24-03587	BOBCAT OF VENTURA	630	Professional Services	010-5800	430.76
P24-03588	Taft Electric	630	Professional Services / Lemonwood	010-5800	456.00
P24-03589	Astra Backflow Inc.	630	Equipt / Rose Ave	010-4400	4,645.99
P24-03590	Astra Backflow Inc.	630	Grounds Equipment	010-4400	3,919.17
P24-03591	HIVIS SUPPLY	630	Materials and Supplies	010-4300	389.53
P24-03592	Amazon Com	630	Grounds Materials and Supplies	010-4300	887.70
P24-03593	Amazon Com	630	Grounds Materials and Supplies	010-4300	1,907.97
P24-03594	SANTA BARBARA BOTANIC GARDEN	044	ENTRANCE FEES LCAP_1.24 (AT-01730 & AT-01731)	010-5800	412.00
P24-03595	CHARLES M PARRENT DBA/ FALCON ROOFING COMPANY	630	Roof Repair / Ramona	010-5632	6,777.00
P24-03596	NEWSEM AG, INC. dba. GREENE TREE CARE	630	Grounds Prof Service / ESC	010-5800	2,150.00
P24-03597	NEWSEM AG, INC. dba. GREENE TREE CARE	630	Grounds Prof Service / ESC	010-5800	3,850.00
P24-03598	Dial Security	630	Professional Service / Fremont	010-5800	3,296.25

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P24-03599	Durbiano Fire Equipment Co	630	Professional Services / Multiple Sites	010-5800	3,323.79
P24-03600	STEPHANIE ENRIQUEZ	345	LCAP_1.09 (SERV)	010-5800	4,450.00
P24-03601	7 Mindsets Academy, LLC	300	LCAP_2.04 (SUPP CONC/SERV)	010-5800	15,000.00
P24-03602	Inclusive Education & Community Partnership	380	LCAP_2.09 (SERV)	010-5100	75,000.00
				010-5800	25,000.00
P24-03603	Amazon Com	056	LCAP_1.24_ Materials and supplies	010-4300	265.92
P24-03604	Amazon Com	056	LCAP_1.24_materials & suppl.	010-4300	201.77
P24-03605	Amazon Com	046	LCAP_1.24 MATL-SUPL (INST)	010-4300	320.77
P24-03606	Amazon Com	052	LCAP_1.24 - MATL/SUPL	010-4300	316.98
P24-03607	Amazon Com	003	STORES- PPE SUPPLIES (CLOROX WIPES)	010-4300	6,468.14
P24-03608	MARISA MILLER	315	LCAP_1.06 (ELOP/SERV)	010-5800	50,000.00
P24-03609	EDUCATIONAL PROFESSIONALS OF CENTRAL CALIFORNIA LLC	380	SERV	010-5800	9,343.75
P24-03610	Panda Express, Inc.	050	LCAP_1.24 MATL-SUPL	010-4300	416.13
P24-03611	School Life, div of ImageStuff	050	LCAP_1.24 MATL-SUPL (INST)	010-4300	39.88
P24-03612	BARNES AND NOBLE BOOKSELLERS, INC.	100	Book Order	010-4200	1,907.51
P24-03613	Renaissance Learning Inc	320	LCAP_1.16_Services	010-5800	330.00
P24-03614	Printech	046	LCAP_1.24 MATL-SUPL	010-4300	1,384.74
P24-03615	Pitsco Inc	042	LCAP_1.24 MATL-SUPL	010-4300	223.60
P24-03616	WestEd	300	LCAP_1.19 BKS	010-4200	802.55
P24-03617	School Life, div of ImageStuff	052	LCAP_1.24 - MATL/SUPL-Instr	010-4300	176.99
P24-03618	CONSCIOUS TEACHING LLC	046	LCAP_1.24 MATL-SUPL (INST)	010-4300	31.60
P24-03619	Really Good Stuff	052	LCAP_1.24 - MATL/SUPL-Instr	010-4300	125.62
P24-03620	Student Transportation America	036	LCAP_1.24_ SERV (INST)	010-5800	314.00
P24-03621	Total School Solutions	630	Conference / Marco & Salvador Gutierrez	010-5200	8,000.00
P24-03622	Hertzberg New Method Inc	051	LCAP_1.24 BOOKS	010-4200	991.99
P24-03623	National Notary Association	100	CONF	010-5800	1,820.00
P24-03624	VENTURA CO SCHOOL BOARDS ASSOC ATTN: CALVIN PETERSON	100	VCSBA Dinner	010-5200	25.00
				010-5220	25.00
				010-5221	25.00
				010-5223	25.00
				010-5224	25.00
				010-5225	25.00
P24-03625	ROSEN CENTRE, INC.	100	CONF/TRAVEL	010-5200	1,718.08
P24-03626	Tom Rey Garcia dba/ Tomas Cafe & Gallery	355	LCAP_1.05 MATERIALS FOR MATH	010-4300	393.08
P24-03627	DoubleTree by Hilton Modesto	100	LCAP_1.19 Hotel Conference	010-5200	292.00
P24-03628	LORENZO BISLIG dba/ 3RD WORLD UNLTD GRAPHICS	050	LCAP_1.24 MATL-SUPL (INST)	010-4300	1,010.56
P24-03629	Perma Bound Books	050	LCAP_1.24 BOOK/REF MATL	010-4200	53.83

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PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P24-03630	Children's Museum of Santa Barbara, MOXI	032	LCAP_1.24 MATL-SUPL (INST)	010-5800	576.00
P24-03631	CALIFORNIA SCIENCE CENTER RESE RVATIONS OFFICE	042	LCAP_1.24 MATL-SUPL	010-5800	25.00
P24-03632	Chef's Toys & Star Rest Equip	640	MAT/SUP	010-4300	343.91
P24-03633	Chef's Toys & Star Rest Equip	640	MATL/SUP	010-4300	375.39
P24-03634	Amazon Com	032	LCAP_1.24 MATL-SUPL BKS OTHER THAN TXTBKS	010-4200	69.99
P24-03635	Amazon Com	032	LCAP_1.24 MATL-SUPL BKS OTHER THAN TXTBKS	010-4200	283.23
P24-03636	ODP BUSINESS SOLUTIONS, LLC	032	LCAP_1.24 MATL-SUPL	010-4300	55.22
P24-03637	ODP BUSINESS SOLUTIONS, LLC	032	LCAP_1.24 MATL-SUPL (INST)	010-4300	294.02
P24-03638	Amazon Com	032	LCAP_1.24 MATL-SUPL (INST)	010-4300	31.83
P24-03639	Amazon Com	051	LCAP_1.24 MATERIALS/SUPPLIES (Instructional)	010-4300	145.37
P24-03640	Amazon Com	315	LCAP_1.06 ELOP MATL/SUPPL	010-4300	5,007.78
P24-03641	World's Finest Chocolate, Inc	055	LCAP_1.24_ CHOCOLATE FUNDRAISER	010-4300	3,620.00
P24-03642	Amazon Com	032	LCAP_1.24 MATL-SUPL (INST)	010-4300	259.73
P24-03643	Amazon Com	032	LCAP_1.24 MATL-SUPL (INST)	010-4300	162.14
P24-03644	Amazon Com	052	LCAP_1.24 - MATL/SUPL-Inst	010-4300	310.87
P24-03645	Amazon Com	051	LCAP_24 MATERIALS/SUPPLIES (BOOKS)	010-4200	176.37
P24-03646	Amazon Com	042	LCAP_2.04 MAT/SUP Wellness Ctr. Fremont	010-4300	343.08
P24-03647	SCHOOL TECH SUPPLY	046	LCAP_2.04 MAT/SUP Wellness Ctr. (INST)	010-4318	1,891.63
				010-4418	14,883.53
P24-03648	Stix Holdings, LLC	640	SUP	130-4700	227.91
P24-03649	SCHOOL TECH SUPPLY	660	PAYROLL AND AP WRK STAT. EQUIP (STS CREDIT)	010-4418	3,194.46
P24-03650	CDW G	044	MATERIALS & SUPPLIES LCAP_1.24	010-4418	2,036.42
P24-03651	Sinclair Sanitary Supply Inc	003	stores supplies	010-9320	2,093.23
P24-03652	Universal Studios Hollywood Youth Programs	041	LCAP_1.24 (Mat-Sup) Lost Boyz & Bellez Club	010-5800	5,148.00
P24-03653	Lifetouch	055	LCAP_1.24_ LIFETOUCH YEARBOOKS	010-4300	2,649.54
P24-03654	Blackhawk Products	630	Locksmith Materials and Supplies	010-4343	79.00
P24-03655	SMART AND FINAL-C.I. BLVD	057	LCAP_1.24 Materials and Supplies	010-4300	546.25
P24-03656	Ventura Co Office Of Education	355	LCAP_1.19 - TRAVEL & CONF.PD MATH	010-5200	180.00
P24-03657	JL DOWNTOWN CAFE	385	MAT/SUP	010-4300	500.00
P24-03658	ROBERT W. NORRIS VENTURA SIGNS & SCREEN PRINTING	042	LCAP_2.04 MATL-SUPL Wellness Ctr. Fremont	010-4300	16,941.44
P24-03659	Natl School Public Relations	100	NSPRA Membership	010-5300	295.00
P24-03660	LABSOURCE, INC	003	stores supplies	010-9320	724.65
P24-03661	Urbane Cafe Alex Bello-Mgr	640	SUP	130-4300	420.61

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PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P24-03662	Samuel O. Ortiz Cross-Battery Assessment LLC	380	LCAP_1.30 Conference for S.Tobey	010-5200	381.28
P24-03663	HAMPTON INN RIVERSIDE DOWNTOWN	380	LCAP_1.30_Travel & Conference	010-5200	3,808.08
P24-03664	SELPA Administrators of CA Att n: Dr. Scott Turner, Treasu	380	LCAP_1.30_Travel & Conference	010-5200	2,760.78
P24-03665	Veritiv Operating Company	003	stores supplies	010-9320	19,962.38
P24-03666	Lakeshore Learning Materials	380	LCAP_1.13 MATL/SUPL Non Cap-Equip (TLC)	010-4400	2,313.42
P24-03667	Teachers Pay Teachers	059	LCAP_1.13 (Software/Lic Apps)	010-5818	2,400.00
P24-03668	SCHOOL TECH SUPPLY	380	LCAP_1.30 Materials & Supplies	010-4418	4,715.23
P24-03669	SCHOOL TECH SUPPLY	380	LCAP_1.30 Tech materials & supplies for staff	010-4318	4,656.98
P24-03670	Lakeshore Learning Materials	041	LCAP_1.13 (Mat- Sup)- SDC; TByrne	010-4300	231.35
P24-03671	Printech	055	LCAP_1.24_ INK & SUPPLIES FOR DUPLO MACHINES	010-4300	3,000.00
P24-03672	Lakeshore Learning Materials	380	LCAP_1.13 MATL/SUPL (RSP)	010-4300	51.88
P24-03673	Petroleum Telcom Inc DBA Telecom	055	LCAP_12.4_ WALKIE SERVICED ON 1/3/23	010-4318	911.84
P24-03674	Amazon Com	066	LCAP_1.13 -MATL/SUP-Instructional (L.Ludy)	010-4300	249.08
P24-03675	Amazon Com	041	LCAP_1.13 (Mat-Sup) Ms. Sargent-class allocation	010-4300	196.06
P24-03676	Amazon Com	041	LCAP_1.13 (Mat-Sup) Ms. Sargent-class allocation	010-4300	71.17
P24-03677	Amazon Com	036	LCAP_1.13_ MATL-SUPL (INST)	010-4300	160.66
P24-03678	Amazon Com	380	LCAP_1.30_Matls/Suppl (Motor Room)	010-4300	422.93
P24-03679	Amazon Com	380	LCAP_1.30_Matls/Suppl (Motor Room)	010-4300	233.61
P24-03680	Amazon Com	055	LCAP_1.24_ OFFICE SUPPLIES	010-4300	433.24
P24-03681	Amazon Com	046	LCAP_1.13 MATL-SUPL (INST)	010-4300	216.38
P24-03682	Amazon Com	042	LCAP_1.13 MATL-SUPL	010-4300	271.14
P24-03683	Amazon Com	046	LCAP_1.06 MATL-SUPL (ELOP)	010-4300	1,823.42
P24-03684	Amazon Com	380	LCAP_1.30 MATLS/SUPPL(G.DENA)	010-4300	249.64
P24-03685	Amazon Com	036	LCAP_1.24 MATL-SUPL (INST)	010-4318	2,265.75
P24-03686	Amazon Com	380	LCAP_1.13 BKS	010-4200	1,382.11
P24-03687	Amazon Com	380	LCAP_1.13 BKS	010-4200	1,382.11
P24-03688	Amazon Com	315	LCAP_1.06 MATL/SUPL	010-5712	359.15
P24-03689	Amazon Com	315	LCAP_1.06 Materials & Supplies	010-4300	371.62
P24-03690	Amazon Com	042	LCAP_2.04 MAT/SUP Wellness Ctr. Fremont	010-4300	1,083.33
P24-03691	Amazon Com	057	LCAP_1.24 Materials and Supplies	010-4300	1,208.67
P24-03692	Amazon Com	042	LCAP_2.04 MAT/SUP Wellness Ctr. Fremont	010-4400	270.35
P24-03693	Lakeshore Learning Materials-V	038	LCAP_1.13 MATL-SUPL (INST) -J.Hurtado	010-4300	243.56

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PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P24-03694	COUNTY OF VENTURA BEHAVIORAL H EALTH DEPT.	380	LCAP_2.09 SERV	010-5100	285,522.60
				010-5800	25,000.00
P24-03695	New Directions Soutlions LLC d ba. ProCare Therapy	380	LCAP_2.09_SERV PARA	010-5100	135,072.00
P24-03696	ATX LEARNING LLC	380	LCAP_2.09_SERV PARA DHH	010-5100	8,300.00
				010-5800	25,000.00
P24-03697	Walmart	380	LCAP_1.13 MATL/SUPL (TLC) WALK-THROUGH	010-4300	1,406.08
P24-03698	Every Special Child LLC	380	LCAP_2.09_SERV(PARA-I. ORTEGA & A. LAZO)	010-5100	67,200.00
P24-03699	VANAMAN GERMAN LLP	380	SERV-Attorney Fees (SH)	010-5899	6,500.00
P24-03700	VANAMAN GERMAN LLP	380	SERV-Attorney Fees (AR)	010-5899	4,500.00
P24-03701	Snyder & Shaw LLP	380	SERV-Attorney Fees (IG)	010-5899	14,750.00
P24-03702	Every Special Child LLC	380	LCAP_2.09_SERV(PARA-D. ROMO)	010-5100	32,100.00
P24-03703	REGENTS OF THE UNIV OF CA/UCSD SAN DIEGO SCHOOL OF MEDICINE	380	LCAP_1.13_SERV _ DR. TARAS	010-5800	5,000.00
P24-03704	COSTCO WHOLESALE CORPORATION	038	LCAP_1.24 matl/supp-PBIS/Awards	010-4300	1,092.50
P24-03705	UC Regents Billing & Payment	200	TRAV/CONF (RECRUITMENT)	010-5200	300.00
P24-03706	Amazon Com	059	LCAP_1.13 Mat'l & Supply	010-4300	256.37
P24-03707	Amazon Com	200	MATL/SUPP	010-4300	143.06
P24-03708	Amazon Com	046	LCAP_1.06 MATL-SUPL (ELOP)	010-4300	1,012.28
P24-03709	Amazon Com	056	LCAP_1.24 MATL/SUPPL INSTRUCTIONAL	010-4300	294.41
P24-03710	Amazon Com	380	LCAP_1.30 Materials & supplies for Ashley A	010-4300	79.33
P24-03711	Amazon Com	380	LCAP_1.30 Materials & supplies for Shelby Fry	010-4300	267.01
P24-03712	Amazon Com	004	MAT/SUP	010-4300	758.04
P24-03713	Amazon Com	060	LCAP_1.24 MATL/Sup-Ins. Ms. Pilgram	010-4300	231.67
P24-03714	Amazon Com	640	MATL/SUP	130-4300	323.84
P24-03715	Amazon Com	060	LCAP-1.24 MATL/Sup-Ins Ms. Pascual(3)	010-4300	62.77
P24-03716	Amazon Com	060	LCAP_1.24 MATL/SUP-Ins Ms. Heaton (3)	010-4300	69.72
P24-03717	Amazon Com	315	LCAP_1.06 MATL/SUPL	010-4300	61.85
P24-03718	EDINBURG DANCE THEATRE BALLET NEPANTLA	315	LCAP_1.06 (SERV/ELOP)	010-5800	18,000.00
P24-03719	Amazon Com	042	LCAP_1.24 MAT/SUPL	010-4300	740.91
P24-03720	Amazon Com	042	LCAP_1.24 MAT/SUPL	010-4300	480.90
P24-03721	Amazon Com	042	LCAP_1.24 MAT/SUPL	010-4300	157.40
P24-03722	Amazon Com	054	LCAP_1.24- Books other than text	010-4200	66.97
P24-03723	Amazon Com	300	LCAP_3.01 Supplies Black History Celebration	010-4300	285.13

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P24-03724	Amazon Com	300	LCAP_3.01 Materials for Black History Celebration	010-4300	168.70
P24-03725	Amazon Com	640	MATL/SUP	130-4300	360.74
P24-03726	Amazon Com	300	LCAP_3.01 Materials for Black History Celebration	010-4300	306.42
P24-03727	Amazon Com	048	LCAP_1.24 MTLs/SUPL-INSTR	010-4300	176.34
P24-03728	EKC ENTERPRISES, INC.	004	BOND EQUIP (ROSE AVE PROJECT)	215-6400	434,201.62
P24-03729	Perma Bound Books	040	LCAP_1.24 BKS-INSTRUCTIONAL	010-4200	5,000.00
P24-03730	Merge Labs, Inc.	041	LCAP_1.06 ELOP (Mat-Sup) Online subscription	010-5818	2,099.00
P24-03731	ORIENTAL TRADING COMPANY	054	LCAP_1.24- matl/sup-instructional	010-4300	509.53
P24-03732	Teachers Pay Teachers	380	LCAP_1.30 Materials & supplies for Sarahl Ramirez	010-4300	248.75
P24-03733	Transcense, Inc.	380	LCAP_1.13_SERV	010-5818	4,190.40
P24-03734	Owl Brand Discovery Kits	044	MATERIALS & SUPPLIES ICAP_1.24	010-4300	414.14
P24-03735	Rockwell Printing Inc.	ERC	LCAP_1.29 TXTBK & INST MATLS	010-4200	2,924.21
P24-03736	DICK BLICK COMPANY BLICK ART MATERIALS	003	stores supplies	010-9320	247.18
P24-03737	Amazon Com	355	LCAP_1.05 MATERIAL FOR MATH	010-4300	65.00
P24-03738	Amazon Com	355	LCAP_1.05 MATERIALS FOR MATH	010-4300	106.36
P24-03739	LANDMARK HOSPITALITY LLC ANAHE IM MARRIOTT SUITES	055	LCAP_1.24_CAHPERD STATE CONFERENCE	010-5200	653.44
P24-03740	AMERICAN AIRLINES INC	100	CONF - Flight arrangements	010-5200	380.30
P24-03741	CAHPERD 1	055	LCAP_1.24_CAHPERD STATE CONFERENCE	010-5200	850.00
P24-03742	SCHOLASTIC INC	055	LCAP_1.24_SCHOLASTIC BOOK FAIR INV.	010-4300	2,226.86
P24-03743	PACIFIC BUILDERS & ROOFING INC dba/WSP ROOFING	630	DEF MAINT/BLDG (ROOF REPAIR @ ESC)	140-6200	909,900.00
P24-03744	Channel Islands Roofing Inc	630	DEF MAINT/BLDG (ROOF REPAIR @ ELOP BLDG)	010-6200	356,983.00
P24-03745	Channel Islands Roofing Inc	630	DEF MAINT/BLDG (ROOF REPAIR @ EC/CHA/DRI)	140-6200	199,109.00
P24-03746	Solution Tree	058	LCAP_1.24 CONFERENCE	010-5200	2,307.00
P24-03747	MAXI AIDS, INC	380	LCAP_1.30 Materials & supplies for VI program	010-4300	255.97
P24-03748	Navitabs	100	NAVI TABS	010-4300	127.90
P24-03749	NETWORK CRAZE TECHNOLOGIES INC	004	MAT/SUP (PHONES)	010-4418	10,138.40
P24-03750	ACSA/FEA	200	LCAP 1.19_TRAV/CONF - (V Whitt)	010-5200	107.48
P24-03751	Newsela, Inc	042	LCAP_1.24 License subscription/instruction	010-5818	4,655.00
P24-03752	Really Good Stuff	032	LCAP_1.24 MATL-SUPL (INST)	010-4300	262.29
P24-03753	Mathletic Performance, Inc.	355	LCAP_1.05 MATL- SUPL (MATH)	010-4300	6,389.97
P24-03754	Affordable Tables And Chairs	360	LCAP_3.01 RNTL	010-5600	725.00

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P24-03755	CARNEGIE FOUNDATION FOR THE AD VANCEMENT OF TEACHING	051	LCAP_1.06 CONFERENCES	010-5200	595.00
P24-03756	Toledo Physical Ed Supply	355	LCAP_1.09 - MAT. & SUPPLIES PE	010-4300	225.33
P24-03757	Hand2mind	355	LCAP_1.05 MATERIALS FOR MATH	010-4300	2,146.33
P24-03758	Presentation Products Inc DBA Spinitar	042	LCAP_1.24 MATL-SUPL	010-4300	988.65
P24-03759	JS Hospitality Group, LLC Cour tyard by Marriott Oxnard	315	LCAP_1.06 CONF PD	010-5800	1,610.10
P24-03760	The Law Office of Matthew H. S torey, APC	380	SERV-Attorney Fees (AS)	010-5899	9,500.00
P24-03761	National Auto Body and Paint	620	LCAP_4.04 REPAIR	010-5632	5,352.19
P24-03762	FAGEN FRIEDMAN & FULFROST LLP	380	LCAP_1.30 Travel & Conference	010-5200	135.00
P24-03763	Maxim Healthcare Services Inc dba/Maxim Staffing Solutions	380	LCAP_2.09 SERV (Y.SANDLER)	010-5100	107,120.00
P24-03764	Maxim Healthcare Services Inc dba/Maxim Staffing Solutions	380	LCAP_2.09 SERV (OT-A. NATOUR)	010-5100	96,600.00
P24-03765	Practi-Cal Inc	380	LCAP_2.9_SERV	010-5800	186,640.00
P24-03766	STERLING VENUE VENTURES LLC	300	RENTAL (DLT Meeting)	010-5600	1,500.00
P24-03767	Ventura Co Community College D	032	LCAP_1.24 SERV INST	010-5800	260.00
P24-03768	Grainger Inc	003	stores supplies	010-9320	924.80
P24-03769	Amazon Com	300	LCAP_3.01 Supplies	010-4300	175.54
P24-03770	Gopher Sport	355	LCAP_1.09 - MAT. & SUPPLIES PE	010-4300	15,019.01
P24-03771	Toppers Pizza Place	042	LCAP_2.04 MATL-SUPL Wellness Ctr. Fremont	010-4300	128.53
P24-03772	Children's Museum of Santa Bar bara, MOXI	053	LCAP_1.24-SERV.-Instructional	010-5800	270.00
P24-03773	Children's Museum of Santa Bar bara, MOXI	032	LCAP_1.24 SERV (INST)	010-5800	644.00
P24-03774	Children's Museum of Santa Bar bara, MOXI	032	LCAP_1.24 SERV (INST)	010-5800	644.00
P24-03775	NETWORK CRAZE TECHNOLOGIES INC	315	LCAP_1.06 MAT/SUP (PHONES)	010-4300	8,448.71
P24-03776	WeVideo, Inc.	041	LCAP_1.06 (Mat-Sup) Frank Robotics STEAM Lab	010-5818	720.00
P24-03777	Best Buy	060	LCAP_1.24 MATL/SUP-Ins	010-4300	1,534.94
P24-03778	Children's Museum of Santa Bar bara, MOXI	048	LCAP_1.24 (SVC/FT)	010-5800	432.00
P24-03779	Borenson and Associates Inc	355	LCAP_1.05 MATERIALS FOR MATH	010-4300	198.23
P24-03780	GREENWOOD PUB GROUP LLC HEINEM ANN	032	LCAP_1.24 MATL-SUPL-BOOKS OTHER THAN TXTBKS	010-4200	836.87
P24-03781	Sinclair Sanitary Supply Inc	003	stores supplies	010-9320	8,379.48
P24-03782	Hillyard Inc	630	Custodial Equipt / SLinda, McK	010-4400	670.19
P24-03783	Ashton Awards Inc Aswell Troph y	315	LCAP_1.06 MATL/SUPL	010-4300	119.08
P24-03784	Urbane Cafe Alex Bello-Mgr	032	LCAP_1.24 MATL/SUP	010-4300	246.23

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P24-03785	PASADENA ROBLES ACQUISITION HI LTON PASADENA	058	LCAP_1.24 TRAVEL AND CONFERENCE	010-5200	1,666.32
P24-03786	TIME WARNER CABLE	315	ELOP_1.06 COMM	010-5800	37,946.52
P24-03787	SANTA BARBARA ZOO	056	LCAP_1.24_ Entrance fees-Santa Barbara Zoo	010-5800	540.00
P24-03788	IMAGE APPAREL FOR BUSINESS	630	SERV (23-24 NIGHT CUST UNIF-A.GRANADOS RAMOS)	010-5800	126.71
P24-03789	CDW G	ELOP	LCAP_1.06 Network for camino de sol	010-5800	219,250.00
P24-03790	CDW G	004	_LCAP_1.07_COMP SUP (EARBUDS FOR TESTING)	010-4318	6,882.75
P24-03791	CDW G	315	LCAP_1.06 Camino Del Sol IT setup	010-4300	8,859.28
				010-4418	69,947.37
				010-5818	6,730.00
				010-6418	8,357.62
P24-03792	CONTRACT PAPER GROUP INC	003	Stores Supplies	010-9320	27,237.34
P24-03793	QUINN COMPANY	004	MAINT/AGREEMENT (QUINN)	010-5631	3,176.99
P24-03794	Hillyard Inc	630	Custodial Equipt / Kamala	010-4400	1,889.37
P24-03795	Hillyard Inc	630	Custodial Equipt / Soria	010-4400	2,024.06
P24-03796	Hillyard Inc	630	Custodial Equipt / Kamala	010-4400	1,373.80
P24-03797	Hillyard Inc	630	Custodial Equipt / Kamala	010-4400	6,474.61
P24-03798	NEWSEM AG, INC. dba. GREENE TR EE CARE	630	Professional Services / Curren,Fremont	010-5800	5,925.00
P24-03799	EQ Landscaping Inc.	630	Grounds Professional Services / Seabridge	010-5800	7,500.00
P24-03800	Hilton San Diego Bayfront	100	Hotel Reservation	010-5200	498.04
P24-03801	EDWARDS CONSTRUCTION GROUP INC	630	BOND/BLDG (ROSE AVE ECDC)	215-6272	17,500.00
P24-03802	Manchester Grand Hyatt	051	LCAP_1.06 CONFERENCE/TRAVEL	010-5200	1,250.70
P24-03803	EDWARDS CONSTRUCTION GROUP INC	630	BOND/BLDG (MARINA WEST ECDC)	350-6272	35,000.00
P24-03804	Manchester Grand Hyatt	051	LCAP_1.24 CONFERENCE/TRAVEL	010-5200	4,504.90
P24-03805	Amazon Com	355	LCAP_1.05 MATERIALS FOR MATH	010-4300	171.96
P24-03806	Gaylord National Resort and Co nvention Center	100	LCAP_1.19 Hotel Conference	010-5200	2,820.20
P24-03807	Amazon Com	004	COMP SUP	010-4318	1,559.03
P24-03808	Amazon Com	056	LCAP_1.24 MATL/SUPPL INSTRUCTIONAL	010-4300	95.41
P24-03809	Amazon Com	055	LCAP_1.24_ FIELD DAY SUPPLIES	010-4300	196.95
P24-03810	Hyatt Regency Bellevue	100	NSPRA Hotel Conference	010-5200	1,193.51
P24-03811	CARNEGIE FOUNDATION FOR THE AD VANCEMENT OF TEACHING	051	LCAP_1.24 CONFERENCES	010-5200	3,800.00
P24-03812	Center for the Collaborative C lassroom	051	LCAP_1.24 BOOKS (Instructional)	010-4200	3,195.06
P24-03813	Unbounded Learning, Inc.	100	UnboundEd Standards Institute Registration	010-5200	5,200.00

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**Includes Purchase Orders dated 01/06/2024 - 02/05/2024**

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P24-03814	SCHOLASTIC-TEACHER STORE	046	LCAP_1.24 MATL-SUPL (INST)	010-4300	79.20
P24-03815	Soundtrap US Inc	041	LCAP_1.06 (Mat-Sup) Soundtrap online subscription	010-5818	1,113.26
P24-03816	Best Buy	004	COMP SUP	010-4418	1,573.17
P24-03817	SCHOOL TECH SUPPLY	320	computer equip_private school_Santa Clara Title IV	010-4418	1,353.23
P24-03818	Lakeshore Learning Materials	ELOP	EQUIP/MTLS (ELOP TK MW)	010-4300	10,347.23
				010-4400	14,357.96
P24-03819	Ashton Awards Inc Aswell Trophy	053	LCAP_1.24-Materials/Supplies	010-4300	72.21
P24-03820	Boxwood Technology Inc	200	Blanket PO for EdCal&online ACSA ads 2023-24 SY	010-5800	2,000.00
P24-03821	AUTISM SOCIETY VENTURA COUNTY	210	Serv	010-5800	100.00
P24-03822	Hyatt Regency Orange Co	345	LCAP_.20 Travel Hotel J. Mosby	010-5200	755.92
P24-03823	Apple Computer Inc	315	LCAP_1.06 MATL/SUPL	010-4300	98.27
P24-03824	Days Inn Palm Springs	345	LCAP_1.20 Conf TOSAs	010-5200	591.73
P24-03825	CALIFORNIA POLYTECHNIC STATE UNIVERSITY	200	TRAV/CONF (RECRUITMENT)	010-5200	250.00
P24-03826	CALIFORNIA COUNCIL FOR THE SOCIAL STUDIES	345	LCAP_1.20 Conf J. Mosby	010-5200	600.00
P24-03827	CUE, INC	345	LCAP_1.20 CONF (TOSA)	010-5200	389.00
P24-03828	Amazon Com	100	BOOK ORDER	010-4200	1,139.54
P24-03829	Amazon Com	051	LCAP_2.04 MAT/SUP Wellness Ctr.	010-4300	604.39
P24-03830	Amazon Com	051	LCAP_2.04 MAT/SUP Wellness Ctr.	010-4300	706.56
P24-03831	Amazon Com	051	LCAP_2.04 MAT/SUP Wellness Ctr.	010-4300	363.71
P24-03832	Amazon Com	041	LCAP_1.24 (Mat-Sup) Aanerud & Urwick	010-4300	397.15
P24-03833	Amazon Com	051	LCAP_2.04 MAT/SUP Wellness Ctr.	010-4300	469.04
P24-03834	Amazon Com	051	LCAP_2.04 MAT/SUP Wellness Ctr.	010-4300	356.09
P24-03835	Amazon Com	051	LCAP_2.04 MAT/SUP Wellness Ctr.	010-4300	692.70
P24-03836	Amazon Com	051	LCA_2.04 MAT/SUP Wellness Ctr.	010-4300	439.32
P24-03837	Amazon Com	051	LCAP_2.04 MAT/SUP Wellness Ctr.	010-4300	829.88
P24-03838	Amazon Com	032	LCAP_1.24 MATL-SUPL	010-4300	235.55
P24-03839	Amazon Com	032	LCAP_1.24 MATL_SUPL	010-4300	143.08
P24-03840	Amazon Com	385	MAT/SUP	010-4300	800.61
P24-03841	Amazon Com	056	LCAP_1.24 MATL/SUPPL INSTRUCTIONAL	010-4300	26.38
P24-03842	Amazon Com	630	Grounds Materials and Supplies	010-4300	715.26
P24-03843	Amazon Com	046	LCAP_1.24 MATL-SUPL (INST)	010-4300	593.05
P24-03844	Amazon Com	300	LCAP_1.20 INSTRUCTIONAL SUPPORTMTLS - TOSAs	010-4200	89.18
P24-03845	Dial Security	630	Professional Services / Alarm Response	010-5800	195.00
P24-03846	Dial Security	630	Professional Services / Ramona	010-5800	605.62
<b>Total Number of POs</b>				<b>440</b>	
				<b>Total</b>	<b>4,848,550.46</b>

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Includes Purchase Orders dated 01/06/2024 - 02/05/2024

**Fund Recap**

<b>Fund</b>	<b>Description</b>	<b>PO Count</b>	<b>Amount</b>
010	GENERAL FUND	416	3,009,501.46
130	CAFETERIA FUND	14	18,535.04
140	DEFERRED MAINTENANCE FUND	2	1,109,009.00
215	BOND FUND MEASURE I 2022	7	676,504.96
350	COUNTY SCHOOL FACILITY FUND	1	35,000.00
		<b>Total</b>	<b>4,848,550.46</b>

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Includes Purchase Orders dated 01/06/2024 - 02/05/2024

PO Changes

	<u>New PO Amount</u>	<u>Fund/ Object</u>	<u>Description</u>	<u>Change Amount</u>
P24-00132	140,000.00	010-4333	GENERAL FUND/FUEL	10,000.00-
P24-00159	62,000.00	010-5800	GENERAL FUND/PROFESSIONAL/CONSULTING SERV	30,000.00
P24-00193	1,000.00	010-5800	GENERAL FUND/PROFESSIONAL/CONSULTING SERV	308.07
P24-00270	7,000.00	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	970.52
P24-00303	10,500.00	010-4351	GENERAL FUND/MISC GARDENING SUPPLIES	500.00
P24-00362	2,000.00	010-4325	GENERAL FUND/PLUMBING SUPPLIES	1,000.00
P24-00387	5,000.00	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	500.00
P24-00429	4,122.39	010-4353	GENERAL FUND/EQUIPMENT PARTS	1,273.70-
P24-00452	21,052.00	010-5800	GENERAL FUND/PROFESSIONAL/CONSULTING SERV	11,698.00-
P24-00475	2,000.00	010-5632	GENERAL FUND/REPAIRS	1,000.00
P24-00476	8,041.89	010-5632	GENERAL FUND/REPAIRS	578.11
P24-00479	2,595.00	010-5800	GENERAL FUND/PROFESSIONAL/CONSULTING SERV	500.00
P24-00495	8,051.77	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	372.21
P24-00646	2,000.00	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	1,000.00
P24-00742	4,000.00	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	1,500.00
P24-00905	4,931.25	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	1,010.98
P24-01008	600.00	010-5600	GENERAL FUND/RENTALS, LEASES AND REPAIRS	150.00
P24-01085	6,700.00	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	1,700.00
P24-01195	80,000.00	130-4700	CAFETERIA FUND/FOOD	70,000.00-
P24-01214	100,000.00	130-4700	CAFETERIA FUND/FOOD	69,016.65
P24-01406	3,823.75	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	1,154.43
P24-01592	43,000.00	010-5800	GENERAL FUND/PROFESSIONAL/CONSULTING SERV	15,300.00-
P24-01788	117.24	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	37.97-
P24-01891	4,587.58	130-4700	CAFETERIA FUND/FOOD	.68-
P24-02058	3,698.62	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	778.74
P24-02108	2,076.15	010-5632	GENERAL FUND/REPAIRS	888.67-
P24-02224	669.12	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	216.62
P24-02248	3,974.25	010-5200	GENERAL FUND/TRAVEL AND CONFERENCE	1,589.70-
P24-02260	141.59	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	138.70-
P24-02285	14,435.00	010-5200	GENERAL FUND/TRAVEL AND CONFERENCE	2.19-
P24-02475	944.06	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	278.98-
P24-02589	3,467,339.78	350-6250	COUNTY SCHOOL FACILITY FUND/OTHER COSTS/PLANN	5,339.78
P24-02610	73,600.00	010-5100	GENERAL FUND/PROFESSIONAL/CONSULTING	48,600.00
		010-5800	GENERAL FUND/PROFESSIONAL/CONSULTING SERV	3,000.00
			Total PO P24-02610	51,600.00
P24-02611	86,600.00	010-5100	GENERAL FUND/PROFESSIONAL/CONSULTING	49,600.00
P24-02623	1,100,000.00	010-5100	GENERAL FUND/PROFESSIONAL/CONSULTING	800,000.00
P24-02653	172.90	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	149.06
P24-02747	58.55	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	12.66
P24-02840	5,015.00	010-5200	GENERAL FUND/TRAVEL AND CONFERENCE	40.00
P24-02860	77.15	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	9.14
P24-02974	514.94	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	70.19-

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Includes Purchase Orders dated 01/06/2024 - 02/05/2024

PO Changes (continued)

	New PO Amount	Fund/ Object	Description	Change Amount
P24-02976	497.18	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	140.71-
P24-02980	4,147.36	010-5200	GENERAL FUND/TRAVEL AND CONFERENCE	631.24
P24-03024	535.79	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	250.39-
P24-03035	1,985.00	010-5200	GENERAL FUND/TRAVEL AND CONFERENCE	75.00
P24-03108	1,006.97	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	23.54-
P24-03109	680.15	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	95.34-
P24-03110	317.05	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	78.46-
P24-03117	158.63	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	82.23-
P24-03121	433.90	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	72.11-
P24-03136	472.86	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	64.38
P24-03137	107.27	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	9.52-
P24-03143	441.00	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	53.63-
P24-03149	932.61	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	465.62
P24-03191	4,228.45	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	969.95
P24-03211	212.82	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	95.46
P24-03259	14,206.39	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	9,507.74
P24-03260	82,090.83	010-4400	GENERAL FUND/NON-CAP EQUIP (\$500-\$4,999)	36,549.75
P24-03277	82.50	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	36.25-
P24-03285	1,762.02	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	11.93
P24-03291	1,144.58	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	90.62-
P24-03298	560.23	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	19.06-
P24-03299	1,806.63	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	38.93
		010-4400	GENERAL FUND/NON-CAP EQUIP (\$500-\$4,999)	110.14
			Total PO P24-03299	149.07
P24-03333	491.02	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	46.96-
P24-03375	596.01	010-4200	GENERAL FUND/BOOKS OTHER THAN TEXTBOOKS	.13
P24-03390	154.25	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	32.18
			<b>Total PO Changes</b>	<b>955,281.82</b>

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## **OSD BOARD AGENDA ITEM**

**Name of Contributor:** Dr. Natalia Torres

**Date of Meeting:** February 21, 2024

**Agenda Section:** Section C: Consent Agenda

### **Establishment of Positions (Torres/Fuentes)**

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#### **Establish**

A four-hour and thirty-minute 180 day Campus Assistant position number 12136 to be established at Kamala School. This position will be established to provide additional support.

A five-hour and forty five-minute 183-day Paraeducator-Special Education position number 12129 to be established at Ritche School. This position will be established to provide additional support in the Autism program.

A five-hour and forty five-minute 183-day Paraeducator-Special Education position number 12127 to be established at Lemonwood School. This position will be established to provide additional support in the Autism program.

A five-hour and forty five-minute 183-day Paraeducator-Special Education position number 12130 to be established at Ritche School. This position will be established to provide additional support in the Autism program.

A three-hour and thirty-minute 183-day Paraeducator-Special Education position number 12131 to be established in the Special Education Department. This position will be established per IEP.

A five-hour and forty five-minute 183-day Health Assistant position number 12126 to be established in the Pupil Services Department. This position will be established to replace the Health Care Technician position 10400.

A five-hour and forty-five minute 183-day Health Assistant position number 12132 to be established in the Pupil Services Department. This position will be established to replace the Health Care Technician position 10401.

#### **FISCAL IMPACT:**

Cost for 1 Campus Assistant position: \$24,266.72 Supplemental Concentration Funds.

Cost for 4 Paraeducator-Special Education position: \$149,420.96 SPED-Idea Basic Local Assistance Funds.

Cost for 2 Health Assistant positions: \$74,710.48 Supplemental Concentration Funds.

#### **RECOMMENDATION:**

It is the recommendation of the Assistant Superintendent of Human Resources and the Director of Classified Human Resources that the Board of Trustees approve the establishment of positions, as presented.

## **OSD BOARD AGENDA ITEM**

**Name of Contributor:** Dr. Natalia Torres

**Date of Meeting:** February 21, 2024

**Agenda Section:** Section C: Consent Agenda

### **Personnel Actions (Torres/Fuentes)**

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The attached are recommended Personnel Actions presented to the Board of Trustees for consideration. The salary placement for the individuals employed will be in accordance with the salary regulations of the District. Personnel Actions include: New hires, transfers, pay changes, layoffs, recall from layoffs, resignations, retirements, authorizations and leaves of absence.

### **FISCAL IMPACT:**

N/A

### **RECOMMENDATION:**

It is the recommendation of the Assistant Superintendent of Human Resources and the Director of Classified Human Resources that the Board of Trustees approve the Personnel Actions as presented.

### **ADDITIONAL MATERIALS:**

**Attached:** [Certificated Personnel Actions 02.21.24 \(1 pg\).pdf](#)  
[Classified Personnel Actions 02.21.24 \(2 pgs\).pdf](#)

**CERTIFICATED PERSONNEL ACTIONS**

Listed below are recommended Certificated Personnel Actions presented to the Board of Trustees for consideration. The salaries for the individuals employed will be determined, in accordance with the salary regulations of the District.

**New Hires**

Awa-Dubose, Quincy	RSP Teacher	January 24, 2024
Castillo, Luz	ISP Teacher	February 2, 2024
Morada, Ella	ISP Teacher	February 6, 2024
Sonar, Deborah	ISP Teacher	February 1, 2024
Aldrete, Paulina	Substitute Teacher	2023/2024 School Year
Brown, Marisol	Substitute Teacher	2023/2024 School Year
Castillo, Luz	Substitute Teacher	2023/2024 School Year
Chevalier, Jordan	Substitute Teacher	2023/2024 School Year
Gambhir, Renu	Substitute Teacher	2023/2024 School Year
Hart, Roxanne	Substitute Teacher	2023/2024 School Year
Moran, Genevieve	Substitute Teacher	2023/2024 School Year
Moreno Salas, Angelica	Substitute Teacher	2023/2024 School Year
Nuno, Silvia	Substitute Teacher	2023/2024 School Year
Pearson, Hulya	Substitute Teacher	2023/2024 School Year
Perez, Jael	Substitute Teacher	2023/2024 School Year
Prado, Victor	Substitute Teacher	2023/2024 School Year
Roberts, Sydney	Substitute Teacher	2023/2024 School Year
Romero, Brihana	Substitute Teacher	2023/2024 School Year
Ruley, Jacob	Substitute Teacher	2023/2024 School Year
Tardiff, Darlene	Substitute Teacher	2023/2024 School Year
Wilson, Paige	Substitute Teacher	2023/2024 School Year
Wordin, Abigail	Substitute Teacher	2023/2024 School Year

**Resignations**

Lever, Jonathan	Assistant Principal	June 30, 2024
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**New Hires**

Andaya, Daniel	Paraeducator-Special Education, Position #9241 Lemonwood 5.75 hrs./183 days	02/05/2024
Duarte, Danah A.	Health Assistant, Position #8435 Pupil Services 5.75 hrs./183 days	02/12/2024
Esparza, Monica M.	Payroll Technician, Position #11731 Budget & Finance 8.0 hrs./246 days	02/12/2024
Hernandez, Elizabeth M.	Campus Assistant, Position #6518 Sierra Linda 4.0 hrs./180 days	02/05/2024
Perez, Gilalanzo A.	Grounds Maintenance Worker, Position #965 Grounds 8.0 hrs./245 days	02/06/2024
Santa Cruz, Randi Lynn	Health Care Technician, Position #10271 Pupil Services 7.0 hrs./183 days	02/05/2024
Vriese, Andre L.	Irrigation Specialist, Position #5842 Grounds 8.0 hrs./246 days	02/05/2024

**Limited Term/Substitutes**

Carrillo, Efrain	Paraeducator (Substitute)	01/08/2024
Cervantes, Jasmine	AVID Tutor	11/01/2023
Flores, Vanessa	Paraeducator (Substitute)	01/25/2024
Franco, Sanjuana	Paraeducator (Substitute)	01/22/2024
Gonzalez, Angel	Paraeducator (Substitute)	01/29/2024
Hernandez, Hayde	Paraeducator (Substitute)	01/30/2024
Landaverde, Zoe	Paraeducator (Substitute)	02/01/2024
Leon, Natalie	Paraeducator (Substitute)	01/26/2024
Penny Jr., Jerome C.	Paraeducator (Substitute)	02/01/2024
Massion, Andrea	AVID Tutor	12/11/2023
Moreno, Marlene	Paraeducator (Substitute)	02/02/2024
Peters, Christopher A.	Paraeducator (Substitute)	01/26/2024
Quezada, Socorro	Paraeducator (Substitute)	02/01/2024
Ramirez, Riley J.	Paraeducator (Substitute)	02/01/2024
Salazar, Melody	AVID Tutor	01/22/2024
Zaragoza, Alan	Paraeducator (Substitute)	02/01/2024

**Restoration**

Ramos, Sonia	Paraeducator-Hearing Impaired, Position #2842 Marshall 5.75 hrs./183 days Paraeducator-Special Education, Position #8615 Ritchen 5.75 hrs./183 days	02/01/2024
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**Resignations**

Camacho-Rodriguez, Ofelia A.	After School Program Site Coordinator, Position #11704 Enrichment & Specialized Programs	01/31/2024
Garibay, Angel V.	Grounds Maintenance Worker I, Position #10407 Grounds Department 8.0 hrs./246 days	01/25/2024
Mendoza Rendon, Rebeca	After School Program Site Coordinator, Position #11700	01/31/2024

**Resignations (cont.)**

Moreno, Marlene A.	Enrichment & Specialized Programs 8.0 hrs./246 days Paraeducator-Special Education, Position #9776 San Miguel 5.75 hrs./183 days	01/29/2024
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## **OSD BOARD AGENDA ITEM**

**Name of Contributor:** Dr. Aracely Fox

**Date of Meeting:** February 21, 2024

**Agenda Section:** Section C: Enrichment Agreement

### **Approval of Agreement #23-254 – StuntMasters Action Sports (Fox/Ordaz)**

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StuntMasters Action Sports will provide one BMX Assembly of 45 minutes on Friday, March 15, 2024, for students at Curren School.

#### **FISCAL IMPACT:**

\$1,275.00 – PTA

#### **RECOMMENDATION:**

It is the recommendation of the Principal, Curren School, and the Assistant Superintendent, Educational Services, that the Board of Trustees approve Agreement #23-254 with StuntMasters Action Sports.

#### **ADDITIONAL MATERIALS:**

**Attached:** [Agreement #23-254, StuntMasters Action Sports \(4 Pages\)](#)  
[Proposal \(1 Page\)](#)



Oxnard School District

Short-Term Services Agreement

Use ONLY for low cost, low risk, short-term services – No Sub-Contractors

Requisition Number

Purchase Order Number

Contract Number

This Services Agreement (the "Agreement") is made and entered into \_\_\_\_\_ by and between the OXNARD SCHOOL DISTRICT (the "Local Educational Agency" or District") and \_\_\_\_\_, (hereinafter referred to as "Provider"). District and Provider may be referred to herein individually as a "Party" and collectively as the "Parties."

Provider

Telephone Number

Street Address

E-mail Address

City, State, Zip code

Tax Identification or Social Security Number

Services

Description of Services (if more space is needed, attach pages labeled as ATTACHMENT A, which is incorporated herein in full)

Date(s) of Service

Hour(s) of Service

Location

Fees

Compensation for Services \$ \_\_\_\_\_

Other Ancillary Cost, as applicable \$ \_\_\_\_\_

Total not to Exceed \$ \_\_\_\_\_

W-9 received

Payment. District will pay Provider within 30 days after receipt of an invoice, in form and content acceptable to District, and reflecting charges for District approved costs and services performed by Provider and not previously invoiced.

Conditions. Provider will have no obligation to provide services until District returns a signed copy of this Agreement.

Nature of Relationship. The parties agree the relationship created by this Agreement is that of independent contractor. Provider understands and agrees that the Provider, officers, agents, or employees of Provider are not entitled to any benefits normally offered or conveyed to District employees, including but not limited to coverage under the California Workers' Compensation Insurance laws.

Binding Effect. This Agreement shall inure to the benefit and shall be binding upon all of the parties to this Agreement, and their respective successors in interest or assigns.

Termination or Amendment. This Agreement may be terminated or amended in writing at any time by mutual written consent of all of the parties to this Agreement, and may be terminated by either party for any reason by giving the other party 30 days advance written notice.

Compliance with Laws. Provider hereby agrees that Provider, and each of its officers, agents, and employees (each a "Provider Party") shall obey all local, state, and federal laws and regulations in the performance of this Agreement, including but not limited to each of the following laws and regulations, as and if applicable:

- Provider shall be responsible for the safety of its employees and shall comply with California Code of Regulations Title 8, section 3205, COVID-19 Prevention.

- Provider shall ensure that each Provider Party who is on-site supporting school functions is compliant with all the following laws, if and as applicable:
  - o Fingerprinting / criminal background investigations (see paragraph titled “Fingerprinting, below);
  - o Public Health Department Orders and Guidance or other related mandates related to COVID-19, so long as such Orders and Guidance are in effect during the Term of this Agreement;
  - o Tuberculosis Clearance (Education Code § 49406)

**Non-Discrimination and Equal Employment Opportunity.** Provider represents and agrees that it does not and shall not discriminate against any employee or applicant for employment, company, individual or group of individuals, because of ancestry, age, color, disability (physical and mental, including HIV and AIDS), genetic information, gender identity, gender expression, marital status, medical condition, military or veteran status, national origin, race, religion, sex/gender, and sexual orientation.

**Confidentiality.** Provider agrees to maintain the confidentiality of all District and District-related data, information, and records including but not limited to student identifiable information and employee personnel information pursuant to all California and Federal statutory laws relating to privacy, confidentiality, and information security including but not limited to California Education Code sections 49060 – 49085 and the Family Educational Rights and Privacy Act (FERPA), that currently exist or exist at any time during the term of this Agreement. All such records and information shall be considered confidential and kept confidential by Provider and Provider’s officers, agents, employees, participants, vendors, or customers.

**Fingerprinting.** Provider shall ensure that Provider and any employee who interacts with students, outside of the immediate supervision and control of the student’s parent or guardian or a school employee, has a current valid criminal records summary as described in California *Education Code* section 44237. If any services will be provided on-site, or through an app or other electronic method that might allow any interaction between any student and Provider shall, prior to commencing any service hereunder, provide the District a Fingerprinting/ Criminal Background Check investigation Certificate, in form and substance satisfactory to the District. While this Agreement is in effect, Provider shall immediately provide any arrest and conviction information it receives concerning any person providing Services hereunder to the District.

**Food Vendors.** Ventura County Environmental Health Facilities Permit: <https://vcrma.org/consumer-food-protection>

Mobile Food Facility permit  Temporary Food Facility permit  Exempt – must show documentation

Date checked by school official: \_\_\_\_\_ initials: \_\_\_\_\_

**Indemnification.** To the fullest extent permitted by law, Provider agrees to defend, indemnify, and hold harmless District, its governing board, officers, administrators, managers, agents, employees, successors, assigns, independent contractors and/or volunteers from and against any and all claims, demands, monetary or other losses, loss of use, damages and expenses, including but not limited to, reasonable legal fees and costs, or other obligations or claims arising out of any liability or damage to person or property resulting from bodily injury, illness, communicable disease, virus, pandemic, or any other loss, sustained or claimed to have been sustained arising out of activities of the Provider or those of any of its officers, agents, employees, participants, vendors, or customers of Provider, whether such act or omission is authorized by this Agreement or not. Provider also agrees to pay for any and all damage to the real and personal property of the District, or loss or theft of such property, or damage to the Property done or caused by such persons. District assumes no responsibility whatsoever for any property placed on District premises by Provider, Provider’s agents, employees, participants, vendors, or customers. The provisions of this Indemnification do not apply to any damage or losses caused solely by the intentional misconduct of the District or any of its governing board, officers, administrators, managers, agents, employees and/or volunteers.

This Indemnification shall survive termination of this Agreement, for any reason whatsoever, and binds each party’s legal representatives, successors, and assigns.

**Insurance.** Provider, at its own cost and expense, shall procure and maintain during the term of this Agreement, policies of insurance for the following types of coverage:

- a. Commercial General Liability Insurance. Provider shall procure and maintain, during the term of this Agreement, not less than the following General Liability Insurance coverage in the amounts of \$1,000,000 per occurrence and \$2,000,000 aggregate.

Commercial General Liability insurance shall include products/completed operations, property damage, and personal and advertising injury coverage.

- b. Automobile Liability. Provider shall procure and maintain, during the full term of this Agreement following Automobile Liability Insurance including non-owned and leased automobiles, as applicable with the following coverage limits:

Personal vehicles:	\$500,000.00 combined single limit or \$100,000.00 per person / \$300,000.00 per accident
Commercial vehicles:	\$1,000,000.00 per accident for bodily injury and property damage

- c. Workers' Compensation Insurance. Provider shall procure and maintain, during the term of this Agreement, Workers' Compensation Insurance, as required by California law, on all of its employees engaged in work related to the performance of this Agreement. Provider shall procure and maintain Employers' Liability insurance coverage of \$1,000,000. Absent proof of Workers' Compensation Insurance, Provider will submit a fully executed Certification of Exemption from Workers' Compensation Insurance, which District in its sole discretion may accept or reject.
- d. Other Coverage as Dictated by the District. If any employee of Provider interacts with students, outside of the immediate supervision and control of the student's parent or guardian or a certificated school employee, Provider shall procure and maintain, during the term of this Agreement, Abuse and Molestation coverage in the amounts of \$2,000,000 per occurrence and \$4,000,000 aggregate.  
  
If professional services are offered, Provider shall procure and maintain, during the term of this Agreement, Professional Liability (Errors and Omissions) insurance coverage in the amounts of \$1,000,000 per occurrence and \$2,000,000 aggregate.
- e. Provider's insurance is primary and will not seek contribution from any other insurance available to the District. Provider further hereby waives any and all rights of subrogation that it may have against the District.
- f. Certificates of Insurance. Provider shall provide certificates of insurance to the District as evidence of the insurance coverage required herein, not less than 15 days prior to commencing the proposed activity, and at any other time upon the request of the District. Certificates of insurance will be deemed invalid if proper endorsements are not attached. Certificates of such insurance shall be filed with the District on or before commencement of the services under this Agreement.
- g. Endorsements. Provider's Commercial General Liability insurance and Commercial Automobile Liability coverage and Abuse and Molestation coverage shall name the District, its governing board, officers, agents, employees, and/or volunteers as additional insureds. All endorsements specifying additional insureds for any of the Insurance Policies shall be as indicated below or an equivalent endorsement reasonably acceptable to the District.
  - 1) General Liability: CG 20 26 10 01
  - 2) Primary, non-contributory: CG 20 01 04 13
  - 3) Waiver of subrogation: CG 24 04 05 09
  - 4) Commercial Automobile Liability: CA 20 48 10 13
- h. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the District.
- i. Insurance written on a "claims made" basis is to be renewed by the Provider for a period of three (3) years following termination of this Agreement. Such insurance must have the same coverage and limits as the policy that was in effect during the term of this agreement and will cover the Provider for all claims made. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of three (3) years after completion of the Services.
- j. Failure to Procure Insurance. Failure on the part of Provider to procure or maintain required insurance shall constitute a material breach of contract under which the District may immediately terminate this Agreement

**Governing Law and Venues.** This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in state or federal court situated in the County of Ventura, State of California.

**Dispute Resolution.** If any dispute arises out of or in connection with the Agreement, representatives of the Parties with authority to settle the dispute shall communicate, in person, electronically, or in writing within 30 days of written notice, in a good faith effort to resolve the dispute.

The parties agree that, in the event of any unresolved dispute under the agreement in which the amount sought is \$5,000.00 or less, any litigation to resolve the dispute shall be brought in the Ventura County Small Claims Court.

If the unresolved amount in dispute exceeds \$5,000.00, the parties agree that they will first submit the matter to a mutually agreed upon mediator. Notwithstanding the following section, Attorneys Fees, the cost of the mediator shall be borne equally by the parties.

**Attorney Fees.** In the event of any action or proceeding to interpret or enforce the terms of this Agreement, the prevailing party, as determined by the court or mediator, shall be entitled to recover its reasonable attorney fees and costs incurred in connection with such actions or proceeding.

**Nature of Agreement.** This Agreement represents the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes any and all other agreements and communications however characterized, written or oral, between or on behalf of the parties hereto with respect to the subject matter hereof. This Agreement may only be modified by a written instrument signed by authorized representatives of each of the parties hereto.

**Counterpart Execution.** This Agreement may be executed in any number of counterparts which, when taken together, shall constitute one and the same instrument. Executed counterparts of this Agreement may be delivered by PDF email or electronic facsimile transmission and shall have the same legal effect as an “ink-signed” original.

**Signature Authority.** Provider represents and warrants that Provider has all requisite power and authority to conduct its business and to execute, deliver, and perform this Agreement.

**Acknowledgement and Agreement**

I have read this Agreement and agree to its terms

Provider Authorized Signer	Signature	Date

**Oxnard School District**

Director, Purchasing	Signature	Date



### BMX Assembly Proposal

StuntMasters proposes to perform 1 BMX School Assembly for Curren School at 1101 North F Street, Oxnard, CA 93030. This proposal is for a 45 minute BMX Assembly with high flying bicycle stunts and incredible tricks on the ground with a focus on making smart choices and the Spokes of Character. This event will take place on the mutually agreed date of:

**March 15, 2024**

**\*\*refer another school that books on the same or consecutive day and both schools receive a 10-15% discount.**

Our BMX Assembly is 45 minutes of action sports stunts on the ground and in the air, with discussion, and trivia. We will focus on: (please indicate)

Spokes of Character Bicycle/Sport Safety Healthy Lifestyle/Red Ribbon Newton's Laws

\*Other/Notes \_\_\_\_\_

The show contractee / event warrants that it has adequate space of 40' x 120' of level pavement or gym floor and at least 18' of vertical clearance accessible by vehicle to deliver the ramp to show area unless otherwise agreed upon. Contractee is responsible for adequate lighting for night shows.

Riding bikes in wet weather is inherently dangerous. In the event of inclement weather StuntMasters will make every effort to delay the show or perform a modified show inside. If circumstances make an assembly impossible the show fee is still due. Consideration will be given for an alternative date.

If a party asserts Force Majeure as an excuse for failure to perform the party's obligation, then the non performing party must prove that the party took reasonable steps to minimize delay or damages caused by foreseeable events, that the party substantially fulfilled all non-excused obligations, and that the other party was timely notified of the likelihood or actual occurrence of an event.

The entire show fee of \$1275 due and payable day of show or before. Please pay online or mail to our office.

\_\_\_\_\_  
John Parker for StuntMasters

\_\_\_\_\_  
Name and Title for Curren

## **OSD BOARD AGENDA ITEM**

**Name of Contributor:** Valerie Mitchell, MPPA

**Date of Meeting:** February 21, 2024

**Agenda Section:** Section C: Facilities Agreement

### **Award of Formal Bid #23-05 and Approval of Agreement #23-251 for Marquee Sign Project 2024 (Mitchell/Miller)**

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Formal bids were solicited for Bid #23-05, Marquee Sign Project 2024, Brekke, Harrington, Kamala, Ramona, Ritchen, and San Miguel Schools, pursuant to Public Contract Code 20110. One bid was received and opened at 2:00 p.m., Tuesday, January 30, 2024. The Bid Summary is attached.

#### **FISCAL IMPACT:**

\$1,117,000.00 – Routine Restricted Maintenance

#### **RECOMMENDATION:**

It is the recommendation of the Assistant Superintendent, Business & Fiscal Services, and the Director of Facilities, that the Board of Trustees award Bid #23-05, Marquee Sign Project 2024, and enter into Agreement #23-251 with Tricore Enterprises Inc. DBA Quiel School Signs, in the amount of \$1,117,000.00.

#### **ADDITIONAL MATERIALS:**

**Attached:** [Bid Summary \(1 Page\)](#)

[Agreement #23-251, Tricore Enterprises Inc. DBA Quiel School Signs \(15 Pages\)](#)

**OXNARD SCHOOL DISTRICT**



**School/Dept:** Brekke, Harrington, Kamala,  
Ramona, Ritchen & San Miguel

**Project Description:** Marquee Project  
OSD BID NO. 23-05

<b>BIDDERS</b>	<b>BASE BID</b>
Quiel School Signs	1,117,000.00



# SERVICES AGREEMENT

\_\_\_\_\_  
Requisition Number

\_\_\_\_\_  
Purchase Order Number

\_\_\_\_\_  
Contract Number

This Services Agreement (the "Agreement") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between Oxnard School District (hereinafter referred to as "District") and \_\_\_\_\_, (hereinafter referred to as "Provider.")

## PROVIDER.

\_\_\_\_\_  
Provider

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
City, State, Zip code

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Tax Identification or Social Security Number

\_\_\_\_\_  
License Number (if applicable)

- A. District desires to engage Provider services as more particularly described on "Statement of Work" which is attached hereto and incorporated herein by this reference ("Services").
- B. Provider has the necessary qualifications by reason of training, experience, preparation and organization, and is agreeable to performing and providing such Services, upon and subject to the terms and conditions as set forth below in this Agreement.

NOW THEREFORE, for valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. **CONDITIONS.** Provider will have no obligation to provide services until District returns a signed copy of this Agreement.
2. **NATURE OF RELATIONSHIP.** The parties agree the relationship created by this Agreement is that of independent contractor. In performing all of the Services, Provider shall be, and at all times is, acting and performing as an independent contractor with District, and not as a partner, coventurer, agent, or employee of District, and nothing contained herein shall be construed to be inconsistent with this relationship or status. Provider is not granted any right or authority to assume or to create any obligation or responsibility, express or implied, on behalf of or in the name of District or to bind the District in any manner. Except for any materials, procedures, or subject matter agreed upon between Provider and District, Provider shall have complete control over the manner and method of performing the Services.

\_\_\_\_\_  
Contract Number

Provider understands and agrees to independent contractor status. Provider understands and agrees that the filing and acceptance of this Agreement creates a rebuttable presumption and that the Provider, officers, agents, employees, or subcontractors of Provider are not entitled to coverage under the California Workers' Compensation Insurance laws, Unemployment Insurance, Health Insurance, Pension Plans, or any other benefits normally offered or conveyed to District employees. Provider will be responsible for payment of all Provider employee wages, payroll taxes, employee benefits, and any amounts due for federal and state income taxes and Social Security taxes. These taxes will not be withheld from payments under this agreement.

**3. NON-EXCLUSIVITY.**

- a. During the term of this agreement Provider may, independent of Provider's relationship with the District, without breaching this Agreement or any duty owed to the District, act in any capacity, and may render services for any other entity.
- b. During the term of this Agreement the District may, independent of its relationship with the Provider, without breaching this Agreement or any duty owed to the Provider contract with other individuals and entities to render the same or similar services to the District.

**4. SERVICES.** Provider shall provide District with the services, which are described on the "Statement of Work" (the "Work" or "Service") attached hereto and incorporated herein by this reference. The Statement of Work shall contain a timetable for completion of the Work or if the Work is an ongoing service, the Statement of Work shall set forth the mutually agreed schedule for providing such services. Provider shall use its best efforts to complete all phases of the Work according to such timetable. In the event that there is any delay in completion of the Work arising as a result of a problem within the control of District, Provider and District shall cooperate with each other to work around such delay. However, District shall not be responsible for any additional cost or expense to Provider as a result of such delay unless specifically agreed to in writing by the District. In addition to the specifications and/or requirements contained in the Statement of Work and any warranty given by Provider hereunder, the Statement of Work may set forth those performance criteria agreed between District and Provider whereby the District can evaluate whether Provider has satisfactorily completed the Work ("Performance Criteria").

Provider, at Provider's sole cost and expense, shall furnish all tools, equipment, apparatus, facilities, transportation, labor, and material necessary to meet its obligations under this Agreement. No substitutions of materials or service from those specified in this section shall be made without the prior written consent of the District.

**5. TIME OF PERFORMANCE.** The term of this Agreement shall commence on \_\_\_\_\_, 20\_\_\_\_, and terminate on \_\_\_\_\_, 20\_\_\_\_. All work and services contracted for under the terms of this Agreement shall be undertaken and completed in such sequence as to assure their full completion in accordance with the terms and conditions set forth in this Agreement.

[Note: California Education Code section 17596 limits continuing contracts; contracts for work or services, or for apparatus or equipment, not to exceed five years; for materials or supplies, not to exceed three years.]

**6. PAYMENT AND EXPENSES.** All payments due to Provider are set forth in the "Schedule of Fees" attached hereto and incorporated herein by this reference.

Provider shall send District periodic statements indicating Provider's fees and costs incurred and their basis and any current balance owed. If no Provider's fees or costs are incurred for a particular time period,

or if they are minimal, the statement may be held by the Provider and combined with that for the following time period unless a statement is requested by the District.

All payments due Provider are set forth in "Schedule of Fees" and shall be paid by the District within 30 days of receipt of a proper, undisputed invoice from Provider, which invoice shall set forth in reasonable detail the services performed. The District reserves the right, in its sole and absolute discretion, to reject any invoice that is not submitted in compliance with the District's standards and procedures. In the event that any portion of an invoice submitted by a Provider to the District is disputed, the District shall only be required to pay the undisputed portion of such invoice at that time, and the parties shall meet to try to resolve any disputed portion of any invoice.

The rates set forth in "Schedule of Fees" are not set by law, but are negotiable between Provider and District.

7. **ASSIGNMENT AND SUBCONTRACTORS.** Provider shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the prior written consent of the District, which may be withheld by the District in its sole and absolute discretion for any reason. Nothing contained herein shall prevent Provider from employing independent associates, subcontractors, and sub-consultants as Provider may deem appropriate to assist in the performance of services herein, subject to the prior written approval of the District. Any attempted assignment, sublease, or transfer in violation of this Agreement shall be null and void, and of no force and effect. Any attempted assignment, sublet, or transfer in violation of this Agreement shall be grounds for the District, in its sole discretion, to terminate the Agreement
8. **TERMINATION OR AMENDMENT.** This Agreement may be terminated or amended in writing at any time by mutual written consent of all of the parties to this Agreement, and may be terminated by either party for any reason by giving the other party 60 days advance written notice. In the event of cancellation prior to completion of the specified services, all finished or unfinished projects, documents, data, studies, and reports prepared by the Provider under this agreement shall, at the option of the District, become District property. The Provider shall be entitled to receive just and equitable compensation for any satisfactory work completed on such items prior to termination of the Agreement.

The parties to this Agreement shall be excused from performance thereunder during the time and to the extent they are prevented from obtaining, delivering, or performing due to act(s) of God. Satisfactory evidence thereof to the other party is required, provided that it is satisfactorily established that the non-performance is not due to the fault or neglect of the party not performing.

9. **NOTICE.** Any notices required or permitted to be given under this Agreement shall be deemed fulfilled by written notice, demand or request personally served on (with proof of service endorsed thereon, or mailed to, or hereinafter provided) the party entitled thereto or on its successors and assigns, and may be given by:
  - a. Personal delivery;
  - b. Overnight commercial courier;
  - c. Certified or registered prepaid U.S. mail, return receipt requested; or
  - d. Electronic mail or electronic facsimile transmission; provided that if given electronically, an additional copy shall also be delivered by a, b, or c, above.

If mailed, such notice, demand, or request shall be mailed certified or registered mail, return receipt requested, and deposited in the United States mail addressed to such party at its address set forth below or to such address as either party hereto shall direct by like written notice and shall be deemed to have been made on the third (3<sup>rd</sup>) day following posting; or if sent by a nationally recognized overnight express carrier, prepaid, such notice shall be deemed to have been made on the next business day following deposit with such carrier. For the purposes herein, notices shall be sent to the District and the Provider as follows:

_____	_____
District	Provider
Attn: _____	Attn: _____
_____	_____
Street	Street
_____	_____
City, State, Zip Code	City, State, Zip Code

10. **WARRANTY.** Provider hereby warrants to District that the Work shall be performed in a professional and workmanlike manner consistent with the highest industry standards. For a period of one (1) year following completion of the Work, Provider shall correct or make arrangements to correct any breach of the warranty for the Work within ten (10) business days of notice from District of same.
11. **ADDITIONAL WORK.** If changes in the work seem merited by the Provider or the District, and informal consultations with the other party indicate that a change is warranted, it shall be processed by the District in the following manner:
  - a. A letter outlining the changes shall be forwarded to the District by the Provider with a statement of estimated changes in fee and/or time schedule.
  - b. A written amendment to this Agreement shall be prepared by the District and executed by all of the parties before any performance of such services or the District shall not be required to pay for the increased cost incurred for the changes in the scope of work.

Any such amendment to the Agreement shall not render ineffective or invalidate unaffected portions of this Agreement.

12. **COMPLIANCE WITH LAWS.** Provider hereby agrees that Provider, officers, agents, employees, and subcontractors of Provider shall obey all local, state, and federal laws and regulations in the performance of this Agreement, including, but not limited to minimum wages laws and/or prohibitions against discrimination. Without limiting the generality of the foregoing, Provider shall complete the conflict of interest certification on **Exhibit C**.

Provider, officers, agents, employees and/or subcontractors of Provider shall secure and maintain in force for the full term of this Agreement, at Provider's sole cost and expense, such licenses and permits as are required by law, in connection with the furnishing of all the Services, materials, or supplies necessary for completion of the Services described.

Provider shall be responsible for all costs of clean up and/or removal of spilled regulated substances as a result of Provider's services or operations performed under this Agreement, including, but not limited to:

- Hazardous and toxic substances,
- Hazardous waste,
- Universal waste,
- Medical waste,
- Biological waste,
- Sharps waste.

13. **NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

Provider represents and agrees that it does not and shall not discriminate against any employee or applicant for employment, company, individual or group of individuals, because of ancestry, age, color, disability (physical and mental, including HIV and AIDS), genetic information, gender identity, gender expression, marital status, medical condition, military or veteran status, national origin, race, religion, sex/gender, and sexual orientation.

14. **INDEMNIFICATION.** To the fullest extent permitted by law, Provider agrees to defend, indemnify, and hold harmless District, its governing board, officers, agents, employees, successors, assigns, independent contractors and/or volunteers from and against any and all claims, demands, monetary or other losses, loss of use, damages and expenses,, including but not limited to, legal fees and costs, or other obligations or claims arising out of any liability or damage to person or property resulting from bodily injury, illness, communicable disease, virus, pandemic, or any other loss, sustained or claimed to have been sustained arising out of activities of the Provider or those of any of its officers, agents, employees, participants, vendors, customers or subcontractors of Provider, whether such act or omission is authorized by this Agreement or not. Provider also agrees to pay for any and all damage to the real and personal property of the District, or loss or theft of such property, or damage to the Property done or caused by such persons. District assumes no responsibility whatsoever for any property placed on District premises by Provider, Provider's agents, employees, participants, vendors, customers or subcontractors. Provider further hereby waives any and all rights of subrogation that it may have against the District. The provisions of this Indemnification do not apply to any damage or losses caused solely by the negligence of the District or any of its governing board, officers, agents, employees and/or volunteers.

15. **INSURANCE.** Provider, at its own cost and expense, shall procure and maintain during the term of this Agreement, policies of insurance for the following types of coverage:

a. Commercial General Liability Insurance. Provider shall procure and maintain, during the term of this Agreement, the following General Liability Insurance coverage:

	Each Occurrence	Aggregate
Individual, Sole Proprietorship, Partnership, Corporation	\$ 1,000,000.00	\$ 2,000,000.00

Commercial General Liability insurance shall include products/completed operations, property damage, and personal and advertising injury coverage.

Any and all subcontractors hired by Provider in connection with the Services described in this Agreement shall maintain such insurance unless the Provider's insurance covers the subcontractor and its employees.

- b. Automobile Liability. Provider shall procure and maintain, during the full term of this Agreement, Automobile Liability Insurance, including non-owned and hired automobiles, as applicable with the following coverage limits: [REDACTED]

Personal vehicles: \$ 500,000.00 combined single limit or  
\$100,000.00 per person / \$300,000.00 per accident

- c. Workers' Compensation Insurance. Provider shall procure and maintain, during the term of this Agreement, Workers' Compensation Insurance, as required by California law, on all of its employees engaged in work related to the performance of this Agreement. Provider shall procure and maintain Employers' Liability insurance coverage of \$1,000,000.

In the case of any such work which is subcontracted, Provider shall require all subcontractors to provide Workers' Compensation Insurance and Employers' Liability insurance for all of the subcontractor's employees to be engaged in such work unless such employees are covered by the protection afforded by the Provider's Workers' Compensation Insurance.

Absent proof of Workers' Compensation Insurance, Provider will submit a statement requesting a waiver from this requirement and indicating the reason Workers' Compensation Insurance is not required.

- d. Errors and Omissions Insurance. Provider shall procure and maintain, during the term of this Agreement, Professional Liability/Errors and Omissions Insurance in an amount of the following:

[REDACTED] N/A

- e. Other Coverage as Dictated by the District. Provider shall procure and maintain, during the term of this Agreement, the following other Insurance coverage:

	Each Occurrence	Aggregate
<input type="checkbox"/> Abuse and Molestation	\$ 2,000,000.00	\$4,000,000.00
<input type="checkbox"/> Pollution Liability	\$ 1,000,000.00	\$ 2,000,000.00
<input type="checkbox"/> Cyber Liability	\$ 5,000,000.00	
<input type="checkbox"/> Other: _____	\$ _____	\$ _____

- f. If the Provider or Provider’s subcontractor(s) maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or higher limits maintained by the Provider. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.
- g. Provider’s and any and all subcontractors’ insurance is primary and will not seek contribution from any other insurance available to the district.
- h. Certificates of Insurance. Provider and any and all subcontractors working for Provider shall provide certificates of insurance to the District as evidence of the insurance coverage required herein, not less than Fifteen (15) days prior to commencing work for the District, and at any other time upon the request of the District. Certificates of insurance will be deemed invalid if proper endorsements are not attached. Certificates of such insurance shall be filed with the District on or before commencement of the services under this Agreement.
- i. Endorsements. Provider’s and any and all Provider subcontractor’s Commercial General Liability insurance; Commercial Automobile Insurance; Liability Excess, Umbrella and/or Reinsurance; and Abuse and Molestation coverage shall name the District, its governing board, officers, agents, employees, and/or volunteers as additional insureds. All endorsements specifying additional insureds for any of the Insurance Policies shall be as indicated below or an equivalent endorsement reasonably acceptable to the District.
- 1) General Liability
    - Facilities Rental or Lease: CG 20 11 10 01;
    - Most Other services: CG 20 26 10 01.
  - 2) Primary, Non-Contributory
    - CG 20 01 01 13
  - 3) Waiver of Subrogation
    - CG 24 04 05 09
  - 4) Commercial Automobile Liability
    - CA 20 48 10 13
- j. Provider’s and any and all Provider subcontractor’s Commercial General Liability insurance shall provide a list of endorsements and exclusions.
- k. Deductibles. Any deductible(s) or self-insured retention(s) applicable to the insurance and/or coverage required by the foregoing provisions of this agreement must be declared to and approved by the District. Provider shall be responsible to pay that deductible or self-insured retention and the District shall not be responsible to pay these costs. In the event that Provider’s deductibles or self-insured retentions collectively total more than \$50,000.00, District reserves the right to request proof of Provider’s financial solvency in relation to remittance thereof or require Provider to post a bond guaranteeing payment of the deductible, or both.
- l. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best’s rating of no less than A: VII, unless otherwise acceptable to the District.
- m. Insurance written on a “claims made” basis is to be renewed by the Provider and all Provider subcontractors for a period of five (5) years following termination of this Agreement. Such insurance

must have the same coverage and limits as the policy that was in effect during the term of this agreement, and will cover the provider for all claims made.

- n. Failure to Procure Insurance. Failure on the part of Provider, or any of its subcontractors, to procure or maintain required insurance shall constitute a material breach of contract under which the District may immediately terminate this Agreement.

- 16. **SAFETY AND SECURITY**. Provider shall be responsible for ascertaining from the District all of the rules and regulations pertaining to safety, security, and driving on school grounds, particularly when children are present.

Without limiting the generality of the foregoing, Provider shall comply with any applicable fingerprinting/criminal background investigation and tuberculosis clearance requirements of the California Education Code and shall provide the certifications on **Exhibit C** prior to performance of any Services.

- a. **On Site Services; Student Data Access**. If services require Provider to access any District facility, transport or interact in any manner (including through an app or other electronic means) with District students, or access student data, Provider and any and all subcontractors are required to comply with Education Code section 45125.1, Fingerprint certification requirements. Provider must provide proof that fingerprint certification requirements have been fulfilled prior to commencing any services for the District under this Agreement.

Provider shall certify in writing to the school district that neither the Provider nor any of its employees, agents, representatives or subcontractors who are required to submit or have their fingerprints submitted to the Department of Justice and who may interact with any District student outside the direct supervision and control of a District employee or that student's parent or legal guardian have been convicted of a felony.

- b. **Other Services**. If Provider will not provide any services on site or have access to any student data or interact with any District student in connection with the Services, then, Provider and its subcontractors are not required to comply with Education Code section 45125.1 background check requirements. However, Provider must still complete **Exhibit C** to specify that these requirements are not applicable.
- c. **Tuberculosis Risk Assessment requirements (Education Code section 49406)**. Providers who may have more than limited contact with District students (including any Providers who provide in person tutoring or who provide any transportation services to students) are required to cause to be on file with the District a certificate from an examining physician showing that Provider, employees and/or sub providers of Provider have been examined and found free from active tuberculosis.

- 17. **GOVERNING LAW AND VENUES**. Provider hereby acknowledges and agrees that District is a public entity, which is subject to certain requirements and limitations. This Agreement and the obligations of District hereunder are subject to all applicable federal, state and local laws, rules, and regulations, as currently written or as they may be amended from time to time.

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in state or federal court situated in the County of Ventura, State of California. Provider hereby waives and expressly agrees not to assert, in any way, any claim or allegation that it is not personally subject to the jurisdiction of the courts named above. Provider further agree to waive any claim or allegation that the suit, action, or proceeding is either brought in an inconvenient forum or that the related venue is improper.”

18. **DISPUTE RESOLUTION.**

- a. The parties agree that, in the event of any dispute under the agreement in which the amount sought is \$5,000.00 or less, any litigation to resolve the dispute shall be brought in the Ventura County Small Claims Court.
- b. If the amount in dispute exceeds \$5,000.00, the parties agree that they will first submit the matter to a mutually agreed upon mediator. Notwithstanding section 19, Attorneys Fees, the cost of the mediator shall be borne equally by the parties.
- c. If the mediator is unable to resolve the dispute, then the parties shall submit the matter to binding arbitration in Ventura County or other mutually agreed location pursuant to the rules of the American Arbitration Association (AAA), as amended or as augmented in this Agreement (the "Rules"). The parties acknowledge that one of the purposes of utilizing arbitration is to avoid lengthy and expensive discovery and allow for prompt resolution of the dispute.

Arbitration shall be initiated as provided by the Rules, although the written notice to the other party initiating arbitration shall also include a description of the claim(s) asserted and the facts upon which the claim(s) are based. Arbitration shall be final and binding upon the parties and shall be the exclusive remedy for all claims subject hereto, including any award of attorneys' fees and costs. Either party may bring an action in court to compel arbitration under this Agreement and to enforce an arbitration award.

All disputes shall be decided by a single arbitrator. The arbitrator shall be selected by mutual agreement of the parties within 30 days of the effective date of the notice initiating the arbitration. If the parties cannot agree on an arbitrator, then the complaining party shall notify the AAA and request selection of an arbitrator in accordance with the Rules. The arbitrator shall have only such authority to award equitable relief, damages, costs, and fees as a court would have for the particular claim(s) asserted. In no event shall the arbitrator award punitive damages of any kind.

The arbitrator shall have the power to limit or deny a request for documents or a deposition if the arbitrator determines that the request exceeds those matters, which are directly relevant to the claims in controversy. The document demand and response shall conform to Code of Civil Procedure section 2031. The deposition notice shall conform to Code of Civil Procedure section 2025. The parties may make a motion for protective order or motion to compel before the arbitrator with regard to the discovery, as provided in Code of Civil Procedure sections 2025 and 2031.

19. **ATTORNEYS FEES.** In the event of any action or proceeding to interpret or enforce the terms of this Agreement, the prevailing party, as determined by the court or arbitrator, shall be entitled to recover its reasonable attorney fees and costs incurred in connection with such actions or proceeding

20. **DOCUMENT RETENTION.** After Provider's services to District conclude, Provider shall, upon the District's request, deliver all documents for all matter in which Provider has provided services to the District, along with any property of the District in Provider's possession and/or control. If the District does not request District's document(s) for a particular service, Provider will retain document(s) for a period of two (2) years after the service has ended. If District does not request delivery of the document(s) for the service before the end of the two (2) year period, Provider will have no further obligation to retain the document(s) and may, at Provider's discretion, destroy it without further notice to the District. At any point during the two (2) year period, District may request delivery of the document(s).

Exceptions: Attorney work-product and medical records shall not be destroyed by provider without the prior written consent of the District.

21. **NATURE OF AGREEMENT.** This Agreement constitutes a binding expression of the understanding of the parties with respect to the services to be provided hereunder and is the sole contract between the parties with respect to the subject matter thereof. There are no collateral understandings or representations or agreements other than those contained herein. This Agreement represents the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes any and all other agreements and communications however characterized, written or oral, between or on behalf of the parties hereto with respect to the subject matter hereof. This Agreement may only be modified by a written instrument signed by authorized representatives of each of the parties hereto; provided that the District may not be bound by any term or condition incorporated by reference (including references to any link, website or electronic document) into any document prepared by or provided to District by Provider, including any license, purchase order or other instrument.

For the avoidance of any doubt, Provider is hereby informed that any and all terms or conditions of use of any web-based service or application must be presented in PDF format to the Board of Trustees and may not be unilaterally altered by Provider during the Term of this Agreement.

**THE BODY OF THIS AGREEMENT MAY NOT BE EDITED OR ALTERED BY PROVIDER.**

22. **BINDING EFFECT.** This Agreement shall inure to the benefit and shall be binding upon all of the parties to this Agreement, and their respective successors in interest or assigns.
23. **WAIVER.** No claim or right arising out of a breach of this Agreement can be discharged in whole or in part by a waiver or renunciation of the claim or right unless such waiver is in writing.
24. **SEVERABILITY.** It is intended that each paragraph of this Agreement shall be treated as separate and divisible, and in the event that any paragraphs are deemed unenforceable, the remainder shall continue to be in full force and effect so long as the primary purpose of this Agreement is unaffected.
25. **PARAGRAPH HEADINGS.** The headings of paragraphs hereof are inserted only for the purpose of convenient reference. Such headings shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement or any part or portion thereof, nor shall they otherwise be given any legal effect whatsoever.
26. **AUTHORITY.** Provider represents and warrants that Provider has all requisite power and authority to conduct its business and to execute, deliver, and perform this Agreement. Each party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and to bind each respective party.
27. **COUNTERPART EXECUTION: ELECTRONIC DELIVERY.** This Agreement may be executed in any number of counterparts which, when taken together, shall constitute one and the same instrument. Executed counterparts of this Agreement may be delivered by PDF email or electronic facsimile transmission, and shall have the same legal effect as an “ink-signed” original.

IN WITNESS WHEREOF, the parties have executed this agreement as of the date first written above. By signing below, Provider certifies that it has not altered any provision of the body of this Agreement.

OXNARD SCHOOL DISTRICT  
District

\_\_\_\_\_  
Provider

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

# STATEMENT OF WORK

**DESCRIPTION OF WORK:**

**WORK SCHEDULE:**

## SCHEDULE OF FEES

**FEES:**

Compensation for Services	\$ _____
Actual and Necessary Travel Expenses	\$ _____
Other Expenses	\$ _____
Total Amount not to Exceed	\$ _____
Deposit	\$ _____
Balance Due after Completion of Services	\$ _____

Proper invoicing is required. Receipts for expenses are required. Canceled checks are not accepted as receipts.

**PAYMENT SCHEDULE:**

Pay Applications to be submitted monthly to Dana Miller at [dmiller@oxnardsd.org](mailto:dmiller@oxnardsd.org), and Marcos Lopez at [m6lopez@oxnardsd.org](mailto:m6lopez@oxnardsd.org). Net 30 terms.

**ADDITIONAL COSTS OF EXPENSES:**

N/A

**EXHIBIT C  
REQUIRED CERTIFICATIONS**

Services Agreement Dated: \_\_\_\_\_, 20\_\_

Provider: \_\_\_\_\_

**I. Fingerprinting/Criminal Background Certification (Education Code Section 45125.1)**

Provider and its subconsultant's and their employees, agents and representatives (each, a "Provider Party") are required to submit fingerprints to the California Department of Justice (CDOJ) if they may interact with any student outside of the immediate supervision and control of the student's parent or guardian or a District employee in connection with the Services. Provider certifies to the Superintendent and the Board of Trustees of the District that it is, or prior to providing any Service under this Agreement will be, in compliance with the requirements of Education Code section 45125.1, as follows (Provider to check one box):

- Provider will ensure that any Provider Party who: (a) might access a District facility and/or interact with a District pupil in any manner (including through an educational app or cloud-based system) outside of the immediate supervision and control of the student's parent or guardian or a District employee OR (b) who was identified by District as a person requiring clearance pursuant to §45125.1(c) has, prior to providing any Service, submitted fingerprints to the CDOJ and that Provider has received from the CDOJ a valid criminal records summary as described in §44237 for said Provider Party. Provider will not allow any person who has been convicted of a violent felony listed in Penal Code section 667.5(c) or a serious felony listed in Penal Code §1192(c) to provide any Service. Provider will not allow any such Provider Party to perform any Service until Provider ascertains that the CDOJ has cleared that person and a record compliant with Education Code § 45125.1 is on file with Provider.
- The fingerprinting requirements **do not apply** because the Services are being provided on an emergency or exceptional situation as contemplated under section § 45125.1(b).
- The fingerprinting requirements **do not apply** because Provider Parties will have no opportunity to interact with a District students in any manner because: (i) no school-site Services or Services concerning student records will be provided; and/or (ii) the Services will be provided at a school site while students are not present (vacant, under construction etc.).

**By signing below I certify, under penalty of perjury, that: (i)** I am an authorized representative of Provider qualified to provide this Certification; (ii) the information above concerning compliance with Education Code Section 45125.1 is accurate and complete as of the date hereof; and (iii) during the term, I will immediately inform District if any CDOJ report is changed or updated with respect to Provider Party. Documents provided by the CDOJ will be retained by Provider and available for inspection by District or its representative(s) upon request.

\_\_\_\_\_  
Name/ Title of Authorized Representative

\_\_\_\_\_  
Signature/ Date

**II. Tuberculosis Risk Assessments Certification (Education Code Section 49406).** With respect to Education Code § 49406, I do hereby *certify, represent and warrant* to District's Superintendent and Board of Trustees as follows (Provider to check the applicable statement below):

- Provider Parties, any subconsultants, and any respective employees, representatives or agents will, in connection with the provision of Services under this Agreement, have **only limited or no contact** with any District student(s).
- Provider Parties may, in connection with the provision of Services, have more than limited contact with District students. Therefore, the Provider has for each such Provider Party: (A) obtained and filed proof on completion of the required TB risk assessment(s) and (B) if deemed necessary by a physician/surgeon, obtained and filed copies of their TB examination(s), all in compliance with the provisions of Education Code § 49406. Provider will maintain a current list of all such Provider Parties and will provide a copy to District upon request.

**By signing below I certify, under penalty of perjury, that I am an authorized representative of Provider qualified to provide this Certification, that** the information above concerning compliance with Education Code § 49406 is accurate and complete as of the date hereof, and that, during the Term, I and all Provider Parties will satisfy all applicable tuberculosis clearance requirements before having more than limited contact with District students.

\_\_\_\_\_  
Name/ Title of Authorized Representative

\_\_\_\_\_  
Signature/ Date

**III. Conflict of Interest Certification**

The Provider represents and warrants that he/she/it presently has no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, which conflicts in any manner with District or with the performance of the Services. Provider understands that District will not engage any person having such conflict of interest to perform the Services. Provider agrees that if any facts come to its attention which raises any questions as to the applicability of conflict of interest laws, it shall immediately inform the District's designated representative and provide all information needed for resolution of this question.

Provider Initials: \_\_\_\_\_

## **OSD BOARD AGENDA ITEM**

**Name of Contributor:** Dr. Anabolena DeGenna

**Date of Meeting:** February 21, 2024

**Agenda Section:** Section C: Special Education Agreement

### **Ratification of Agreement #23-261 - Ventura County Office of Education, Special Circumstances Paraeducator Services - SCP (DeGenna/Jefferson)**

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It is recommended that the Board of Trustees ratify the service agreements with Ventura County Office of Education (VCOE) for the 2023-2024 school year, to provide exceptional services to special education students that consist of support from Special Circumstances Paraeducators (SCP's), including Extended School Year.

#### **Students:**

- **BA072912** - \$23,800.00
- **DP010810** - \$49,700.00
- **VC120515** - \$37,200.00

#### **FISCAL IMPACT:**

\$110,700.00 - Special Education Funds

#### **RECOMMENDATION:**

It is the recommendation of the Director, Special Education, and the Superintendent, that the Board of Trustees ratify Agreement #23-261 with the Ventura County Office of Education for Special Circumstances Paraeducator Services (SCP's).

#### **ADDITIONAL MATERIALS:**

**Attached:** [Agreement #23-261, Ventura County Office of Education \(9 Pages\)](#)



INTER-DISTRICT SERVICES AGREEMENT
for Paraeducator Performing Special Circumstance Education Support

This Services Agreement (the "Agreement") is made and entered into 12/13/2023 by and between (Date)

Oxnard School District (District or Charter School) (hereinafter referred to as "Local Educational Agency" or "LEA") and

Ventura County Office of Education (hereinafter referred to as "VCOE"). VCOE and LEA may be referred to herein individually as a "Party" and collectively as the "Parties."

Oxnard School District
LEA
1051 South A Street
Street Address
Oxnard, CA, 93030
City, State, Zip code

Danielle Jefferson
Contact Name
805-385-1501
Contact Telephone Number
djefferson@oxnardsd.org
Contact E-mail Address

Services. Services will be provided as described on the "Statement of Work" (the "Work" or "Service") attached hereto and incorporated herein by this reference. The Statement of Work shall contain a timetable for completion of the Work or if the Work is ongoing service, the Statement of Work shall set forth the mutually agreed schedule for providing such services.

Payment. All payments will be made after receipt of invoice, net 30 days.

Nature of Relationship. The parties agree the relationship created by this Agreement is that of independent contractor. VCOE understands and agrees that the VCOE, agents, employees, or subcontractors of VCOE are not entitled to any benefits normally offered or conveyed to LEA employees, including coverage under the California Workers' Compensation Insurance laws.

Authority. VCOE represents and warrants that VCOE has all requisite power and authority to conduct its business and to execute, deliver, and perform this Agreement.

Binding Effect. This Agreement shall inure to the benefit and shall be binding upon all of the parties to this Agreement, and their respective successors in interest or assigns.

Termination or Amendment. This Agreement may be terminated or amended in writing at any time by mutual written consent of all of the parties to this Agreement, and may be terminated by either party for any reason by giving the other party 30 days advance written notice.

Compliance with Laws. VCOE hereby agrees that VCOE, officers, agents, employees, and subcontractors of VCOE shall obey all local, state, and federal laws and regulations in the performance of this Agreement.

VCOE shall be responsible for the safety of its employees and shall comply with California Code of Regulations Title 8, section 3205, COVID-19 Prevention.

Non-Discrimination and Equal Employment Opportunity. VCOE represents and agrees that it does not and shall not discriminate against any employee or applicant for employment, company, individual or group of individuals, because of ancestry, age, color, disability (physical and mental, including HIV and AIDS), genetic information, gender identity, gender expression, marital status, medical condition, military or veteran status, national origin, race, religion, sex/gender, and sexual orientation.

Fingerprinting. VCOE shall ensure that VCOE and any employee who interacts with students, outside of the immediate supervision and control of the student's parent or guardian or a school employee, has a current valid criminal records summary as described in California Education Code section 44237. When VCOE performs the criminal background check, it shall immediately provide any subsequent arrest and conviction information it receives to any local educational agency that it is contracting with pursuant to the subsequent arrest service.

Tuberculosis. VCOE shall ensure that any employee who interacts with students has submitted to VCOE a tuberculosis risk assessment or has been examined to determine that he or she is free of infectious tuberculosis.

Governing Law and Venues. This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in state or federal court situated in the County of Ventura, State of California.

Inter-District Agreement for Services

**Dispute Resolution.** If any dispute arises out of or in connection with the Agreement, representatives of the Parties with authority to settle the dispute shall communicate, in person, electronically, or in writing within 30 days of written notice, in a good faith effort to resolve the dispute.

If the unresolved dispute is not resolved the parties agree that they will first submit the matter to a mutually agreed upon mediator. Notwithstanding the next section, Attorneys Fees, the cost of the mediator shall be borne equally by the parties.

**Attorney Fees.** In the event of any action or proceeding to interpret or enforce the terms of this Agreement, the prevailing party, as determined by the court or mediator, shall be entitled to recover its reasonable attorney fees and costs incurred in connection with such actions or proceeding.

**Indemnification.**

- a. If VCOE and LEA each participate in the VCSSFA, each party therefore collectively indemnifies and defends the other for general liability coverage under the VCSSFA self-insurance program.
- b. VCOE will indemnify LEAs not participating in the VCSSFA as follows: VCOE shall defend, indemnify and hold LEA and its governing board, officials, administrators, managers, employees and agents, harmless from and against any and all liability, loss, expense, reasonable attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of VCOE, its officials, administrators, managers, employees or agents.
- c. LEA not participating in VCSSFA will indemnify VCOE as follows: LEA shall defend, indemnify and hold VCOE, its governing board, officials, administrators, managers, employees and agents, harmless from and against any and all liability, loss, expense, reasonable attorneys' fees, or claims for injury or damage arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of LEA, its governing board, officials, administrators, managers, employees or agents.

**Insurance.**

- a. If VCOE and LEA participate in the VCSSFA, each party therefore collectively self-insure for general liability and property coverage, or have been afforded coverage as Additional Covered Parties, under the VCSSFA self-insurance programs. VCOE also self-insures for workers' compensation coverage.
- b. LEAs not participating in the VCSSFA must maintain coverages commensurate with its operations and activities.

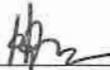
**Nature of Agreement.** This Agreement represents the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes any and all other agreements and communications however characterized, written or oral, between or on behalf of the parties hereto with respect to the subject matter hereof. This Agreement may only be modified by a written instrument signed by authorized representatives of each of the parties hereto.

**Counterpart Execution: Electronic Delivery.** This Agreement may be executed in any number of counterparts which, when taken together, shall constitute one and the same instrument. Executed counterparts of this Agreement may be delivered by PDF email or electronic facsimile transmission and shall have the same legal effect as an "ink-signed" original.

**Acknowledgement and Agreement**

I have read this Agreement and agree to its terms

Holly Minear



1.3.24

VCOE Executive Director, Student Services

VCOE Signature

Date

Lisa Cline

VCOE Executive Director Internal Business Services

VCOE Signature

Date

**Local Educational Agency Approval**

Lisa A. Franz

LEA Business Office Administrator

Signature

Date

STATEMENT OF WORK

Term (required). The term of this Agreement shall commence on 12/13/2023 and terminate on 06/30/2024. This agreement reflects the information in the student's IEP dated 10/13/2023.

Estimated Fees

Table with 2 columns: Description and Amount. Rows include Estimated Cost for Services (\$23,800.00), Other Ancillary Cost or fees, as applicable, and Total not to Exceed.

DESCRIPTION OF WORK (required):

This agreement pertains to providing exceptional service(s) for BA072912 a Special Education pupil who is a resident of LEA and currently attends Triton Academy, a special education program operated by VCOE.

Paraeducator performing special circumstance educational support (SCES) throughout the school day for 900 minutes weekly. ESY will be provided in the classroom for 120 minutes daily.

LEA acknowledges that certain types of expense will continue to accrue during periods of student's absence from school, but not limited to salary and benefits of staff providing the exceptional service(s). LEA further acknowledges that if the exceptional service(s) includes the service(s) of VCOE employee(s), 45 days' notice is required to layoff an employee for lack of work. Therefore, in the event the student unexpectedly leaves VCOE's program, VCOE will make every attempt to re-assign any staff involved in providing the exceptional service(s), however, if that is not possible, LEA will reimburse VCOE for expense incurred through the layoff notice period.

It shall be the responsibility of LEA to notify VCOE of any change in district of residence or change in the IEP that would affect this contract.

WORK SCHEDULE (if applicable):

Please see the Triton Academy School Calendars for the 23-24 School Years on the VCOE website at www.vcoe.org/special-education/calendars.



INTER-DISTRICT SERVICES AGREEMENT
for Paraeducator Performing Special Circumstance Education Support

This Services Agreement (the "Agreement") is made and entered into 12/14/2023 by and between (Date)

Oxnard School District (District or Charter School) (hereinafter referred to as "Local Educational Agency" or "LEA") and

Ventura County Office of Education (hereinafter referred to as "VCOE"). VCOE and LEA may be referred to herein individually as a "Party" and collectively as the "Parties."

Oxnard School District
LEA
1051 South A Street
Street Address
Oxnard, CA, 93030
City, State, Zip code

Danielle Jefferson
Contact Name
805-385-1501
Contact Telephone Number
djefferson@oxnardsd.org
Contact E-mail Address

Services. Services will be provided as described on the "Statement of Work" (the "Work" or "Service") attached hereto and incorporated herein by this reference. The Statement of Work shall contain a timetable for completion of the Work or if the Work is ongoing service, the Statement of Work shall set forth the mutually agreed schedule for providing such services.

Payment. All payments will be made after receipt of invoice, net 30 days.

Nature of Relationship. The parties agree the relationship created by this Agreement is that of independent contractor. VCOE understands and agrees that the VCOE, agents, employees, or subcontractors of VCOE are not entitled to any benefits normally offered or conveyed to LEA employees, including coverage under the California Workers' Compensation Insurance laws.

Authority. VCOE represents and warrants that VCOE has all requisite power and authority to conduct its business and to execute, deliver, and perform this Agreement.

Binding Effect. This Agreement shall inure to the benefit and shall be binding upon all of the parties to this Agreement, and their respective successors in interest or assigns.

Termination or Amendment. This Agreement may be terminated or amended in writing at any time by mutual written consent of all of the parties to this Agreement, and may be terminated by either party for any reason by giving the other party 30 days advance written notice.

Compliance with Laws. VCOE hereby agrees that VCOE, officers, agents, employees, and subcontractors of VCOE shall obey all local, state, and federal laws and regulations in the performance of this Agreement.

VCOE shall be responsible for the safety of its employees and shall comply with California Code of Regulations Title 8, section 3205, COVID-19 Prevention.

Non-Discrimination and Equal Employment Opportunity. VCOE represents and agrees that it does not and shall not discriminate against any employee or applicant for employment, company, individual or group of individuals, because of ancestry, age, color, disability (physical and mental, including HIV and AIDS), genetic information, gender identity, gender expression, marital status, medical condition, military or veteran status, national origin, race, religion, sex/gender, and sexual orientation.

Fingerprinting. VCOE shall ensure that VCOE and any employee who interacts with students, outside of the immediate supervision and control of the student's parent or guardian or a school employee, has a current valid criminal records summary as described in California Education Code section 44237. When VCOE performs the criminal background check, it shall immediately provide any subsequent arrest and conviction information it receives to any local educational agency that it is contracting with pursuant to the subsequent arrest service.

Tuberculosis. VCOE shall ensure that any employee who interacts with students has submitted to VCOE a tuberculosis risk assessment or has been examined to determine that he or she is free of infectious tuberculosis.

Governing Law and Venues. This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in state or federal court situated in the County of Ventura, State of California.

Inter-District Agreement for Services

**Dispute Resolution.** If any dispute arises out of or in connection with the Agreement, representatives of the Parties with authority to settle the dispute shall communicate, in person, electronically, or in writing within 30 days of written notice, in a good faith effort to resolve the dispute.

If the unresolved dispute is not resolved the parties agree that they will first submit the matter to a mutually agreed upon mediator. Notwithstanding the next section, Attorneys Fees, the cost of the mediator shall be borne equally by the parties.

**Attorney Fees.** In the event of any action or proceeding to interpret or enforce the terms of this Agreement, the prevailing party, as determined by the court or mediator, shall be entitled to recover its reasonable attorney fees and costs incurred in connection with such actions or proceeding.

**Indemnification.**

- a. If VCOE and LEA each participate in the VCSSFA, each party therefore collectively indemnifies and defends the other for general liability coverage under the VCSSFA self-insurance program.
- b. VCOE will indemnify LEAs not participating in the VCSSFA as follows: VCOE shall defend, indemnify and hold LEA and its governing board, officials, administrators, managers, employees and agents, harmless from and against any and all liability, loss, expense, reasonable attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of VCOE, its officials, administrators, managers, employees or agents.
- c. LEA not participating in VCSSFA will indemnify VCOE as follows: LEA shall defend, indemnify and hold VCOE, its governing board, officials, administrators, managers, employees and agents, harmless from and against any and all liability, loss, expense, reasonable attorneys' fees, or claims for injury or damage arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of LEA, its governing board, officials, administrators, managers, employees or agents.

**Insurance.**

- a. If VCOE and LEA participate in the VCSSFA, each party therefore collectively self-insure for general liability and property coverage, or have been afforded coverage as Additional Covered Parties, under the VCSSFA self-insurance programs. VCOE also self-insures for workers' compensation coverage.
- b. LEAs not participating in the VCSSFA must maintain coverages commensurate with its operations and activities.

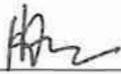
**Nature of Agreement.** This Agreement represents the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes any and all other agreements and communications however characterized, written or oral, between or on behalf of the parties hereto with respect to the subject matter hereof. This Agreement may only be modified by a written instrument signed by authorized representatives of each of the parties hereto.

**Counterpart Execution: Electronic Delivery.** This Agreement may be executed in any number of counterparts which, when taken together, shall constitute one and the same instrument. Executed counterparts of this Agreement may be delivered by PDF email or electronic facsimile transmission and shall have the same legal effect as an "ink-signed" original.

**Acknowledgement and Agreement**

I have read this Agreement and agree to its terms

Holly Minear



1.3.2024

VCOE Executive Director, Student Services

VCOE Signature

Date

Lisa Cline

VCOE Executive Director Internal Business Services

VCOE Signature

Date

**Local Educational Agency Approval**

**Lisa A. Franz**

LEA Business Office Administrator

Signature

Date

STATEMENT OF WORK

Term (required). The term of this Agreement shall commence on 01/05/2024 and terminate on 06/06/2024. This agreement reflects the information in the student's IEP dated 12/14/2023.

Estimated Fees

Table with 2 columns: Description and Amount. Row 1: Estimated Cost for Services, \$ 49,700.00. Row 2: Other Ancillary Cost or fees, as applicable, \$. Row 3: Total not to Exceed, \$.

DESCRIPTION OF WORK (required):

This agreement pertains to providing exceptional service(s) for DP010810, a Special Education pupil who is a resident of LEA and currently attends Triton Academy, a special education program operated by VCOE. Paraeducator performing special circumstance educational support (SCES) in the classroom for 380 minutes daily and during transportation for 60 minutes daily for a total of 440 minutes daily. ESY will be provided in the classroom for 240 minutes daily and during transportation for 60 minutes daily for a total of 300 minutes daily. LEA acknowledges that certain types of expense will continue to accrue during periods of student's absence from school, but not limited to salary and benefits of staff providing the exceptional service(s). LEA further acknowledges that if the exceptional service(s) includes the service(s) of VCOE employee(s), 45 days' notice is required to layoff an employee for lack of work. Therefore, in the event the student unexpectedly leaves VCOE's program, VCOE will make every attempt to re-assign any staff involved in providing the exceptional service(s), however, if that is not possible, LEA will reimburse VCOE for expense incurred through the layoff notice period. It shall be the responsibility of LEA to notify VCOE of any change in district of residence or change in the IEP that would affect this contract.

WORK SCHEDULE (if applicable):

Please see the Triton Academy School Calendar for the 23-24 School Year on the VCOE website at www.vcoe.org/special-education/calendars.



INTER-DISTRICT SERVICES AGREEMENT for Paraeducator Performing Special Circumstance Education Support

This Services Agreement (the "Agreement") is made and entered into 12/18/2023 by and between (Date)

Oxnard School District (District or Charter School) (hereinafter referred to as "Local Educational Agency" or "LEA") and

Ventura County Office of Education (hereinafter referred to as "VCOE"). VCOE and LEA may be referred to herein individually as a "Party" and collectively as the "Parties."

Oxnard School District LEA 1051 South A Street Street Address Oxnard, CA, 93030 City, State, Zip code

Danielle Jefferson Contact Name 805-385-1501 Contact Telephone Number djefferson@oxnardsd.org Contact E-mail Address

Services. Services will be provided as described on the "Statement of Work" (the "Work" or "Service") attached hereto and incorporated herein by this reference. The Statement of Work shall contain a timetable for completion of the Work or if the Work is ongoing service, the Statement of Work shall set forth the mutually agreed schedule for providing such services.

Payment. All payments will be made after receipt of invoice, net 30 days.

Nature of Relationship. The parties agree the relationship created by this Agreement is that of independent contractor. VCOE understands and agrees that the VCOE, agents, employees, or subcontractors of VCOE are not entitled to any benefits normally offered or conveyed to LEA employees, including coverage under the California Workers' Compensation Insurance laws.

Authority. VCOE represents and warrants that VCOE has all requisite power and authority to conduct its business and to execute, deliver, and perform this Agreement.

Binding Effect. This Agreement shall inure to the benefit and shall be binding upon all of the parties to this Agreement, and their respective successors in interest or assigns.

Termination or Amendment. This Agreement may be terminated or amended in writing at any time by mutual written consent of all of the parties to this Agreement, and may be terminated by either party for any reason by giving the other party 30 days advance written notice.

Compliance with Laws. VCOE hereby agrees that VCOE, officers, agents, employees, and subcontractors of VCOE shall obey all local, state, and federal laws and regulations in the performance of this Agreement.

VCOE shall be responsible for the safety of its employees and shall comply with California Code of Regulations Title 8, section 3205, COVID-19 Prevention.

Non-Discrimination and Equal Employment Opportunity. VCOE represents and agrees that it does not and shall not discriminate against any employee or applicant for employment, company, individual or group of individuals, because of ancestry, age, color, disability (physical and mental, including HIV and AIDS), genetic information, gender identity, gender expression, marital status, medical condition, military or veteran status, national origin, race, religion, sex/gender, and sexual orientation.

Fingerprinting. VCOE shall ensure that VCOE and any employee who interacts with students, outside of the immediate supervision and control of the student's parent or guardian or a school employee, has a current valid criminal records summary as described in California Education Code section 44237. When VCOE performs the criminal background check, it shall immediately provide any subsequent arrest and conviction information it receives to any local educational agency that it is contracting with pursuant to the subsequent arrest service.

Tuberculosis. VCOE shall ensure that any employee who interacts with students has submitted to VCOE a tuberculosis risk assessment or has been examined to determine that he or she is free of infectious tuberculosis.

Governing Law and Venues. This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in state or federal court situated in the County of Ventura, State of California.

Inter-District Agreement for Services

**Dispute Resolution.** If any dispute arises out of or in connection with the Agreement, representatives of the Parties with authority to settle the dispute shall communicate, in person, electronically, or in writing within 30 days of written notice, in a good faith effort to resolve the dispute.

If the unresolved dispute is not resolved the parties agree that they will first submit the matter to a mutually agreed upon mediator. Notwithstanding the next section, Attorneys Fees, the cost of the mediator shall be borne equally by the parties.

**Attorney Fees.** In the event of any action or proceeding to interpret or enforce the terms of this Agreement, the prevailing party, as determined by the court or mediator, shall be entitled to recover its reasonable attorney fees and costs incurred in connection with such actions or proceeding.

**Indemnification.**

- a. If VCOE and LEA each participate in the VCSSFA, each party therefore collectively indemnifies and defends the other for general liability coverage under the VCSSFA self-insurance program.
- b. VCOE will indemnify LEAs not participating in the VCSSFA as follows: VCOE shall defend, indemnify and hold LEA and its governing board, officials, administrators, managers, employees and agents, harmless from and against any and all liability, loss, expense, reasonable attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of VCOE, its officials, administrators, managers, employees or agents.
- c. LEA not participating in VCSSFA will indemnify VCOE as follows: LEA shall defend, indemnify and hold VCOE, its governing board, officials, administrators, managers, employees and agents, harmless from and against any and all liability, loss, expense, reasonable attorneys' fees, or claims for injury or damage arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of LEA, its governing board, officials, administrators, managers, employees or agents.

**Insurance.**

- a. If VCOE and LEA participate in the VCSSFA, each party therefore collectively self-insure for general liability and property coverage, or have been afforded coverage as Additional Covered Parties, under the VCSSFA self-insurance programs. VCOE also self-insures for workers' compensation coverage.
- b. LEAs not participating in the VCSSFA must maintain coverages commensurate with its operations and activities.

**Nature of Agreement.** This Agreement represents the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes any and all other agreements and communications however characterized, written or oral, between or on behalf of the parties hereto with respect to the subject matter hereof. This Agreement may only be modified by a written instrument signed by authorized representatives of each of the parties hereto.

**Counterpart Execution: Electronic Delivery.** This Agreement may be executed in any number of counterparts which, when taken together, shall constitute one and the same instrument. Executed counterparts of this Agreement may be delivered by PDF email or electronic facsimile transmission and shall have the same legal effect as an "ink-signed" original.

**Acknowledgement and Agreement**

I have read this Agreement and agree to its terms

Holly Minear

VCOE Executive Director, Student Services



VCOE Signature

1.3.24

Date

Lisa Cline

VCOE Executive Director Internal Business Services

VCOE Signature

Date

**Local Educational Agency Approval**

Lisa A. Franz

LEA Business Office Administrator

Signature

Date

STATEMENT OF WORK

Term (required). The term of this Agreement shall commence on 01/11/2024 and terminate on 06/30/2024. This agreement reflects the information in the student's IEP dated 12/18/2023.

Estimated Fees

Table with 2 columns: Description and Amount. Row 1: Estimated Cost for Services, \$ 37,200.00. Row 2: Other Ancillary Cost or fees, as applicable, \$. Row 3: Total not to Exceed, \$.

DESCRIPTION OF WORK (required):

This agreement pertains to providing exceptional service(s) for VC120515, a Special Education pupil who is a resident of LEA and currently attends Penfield School, a special education program operated by VCOE. Paraeducator performing special circumstance educational support (SCES) throughout the school day for 1,440 minutes weekly. ESY will be provided in the classroom for 240 minutes daily. LEA acknowledges that certain types of expense will continue to accrue during periods of student's absence from school, but not limited to salary and benefits of staff providing the exceptional service(s). LEA further acknowledges that if the exceptional service(s) includes the service(s) of VCOE employee(s), 45 days' notice is required to layoff an employee for lack of work. Therefore, in the event the student unexpectedly leaves VCOE's program, VCOE will make every attempt to re-assign any staff involved in providing the exceptional service(s), however, if that is not possible, LEA will reimburse VCOE for expense incurred through the layoff notice period. It shall be the responsibility of LEA to notify VCOE of any change in district of residence or change in the IEP that would affect this contract.

WORK SCHEDULE (if applicable):

Please see the Penfield School Calendars for the 23-24 School Years on the VCOE website at www.vcoe.org/special-education/calendars.

## **OSD BOARD AGENDA ITEM**

**Name of Contributor:** Dr. Anabolena DeGenna

**Date of Meeting:** February 21, 2024

**Agenda Section:** Section D: Action Items

### **Approval of Process for Provisional Appointment of Trustee (DeGenna)**

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The Oxnard School District Board of Trustees ("Board") currently has a vacancy for a Trustee Area 2 representative. The Board desires to make a provisional appointment to fill the vacancy. The process for said provisional appointment will be presented for the Board's consideration and approval. As part of the process, the Board will need to appoint a committee of less than a quorum of the Board to confirm the eligibility of applicants. The Board will also be asked to approve the interview questions for applicants.

#### **FISCAL IMPACT:**

N/A

#### **RECOMMENDATION:**

It is the recommendation of the Superintendent that the Board of Trustees approve the process for provisional appointment of a Trustee, appoint a committee of less than a quorum of the Board to confirm the eligibility of applicants, and approve the interview questions for applicants, as presented.

#### **ADDITIONAL MATERIALS:**

**Attached:** [Timeline for Filling Vacancy Area 2 \(1 page\)](#)

[Draft Questions for Trustee Area 2 Vacancy \(1 page\)](#)

**Oxnard School District**  
**Trustee Area 2 Vacancy**  
**Actions for Filling Vacancy**

1/16/24	Board Member's resignation letter filed with County Superintendent of Schools
2/7/24	Regular Board Meeting - determine whether to hold special election or make provisional appointment of vacant position
2/15/24	<ul style="list-style-type: none"> <li>• Notice of vacancy published in newspaper</li> <li>• Press Release</li> <li>• Notice of Vacancy posted on district and school websites along with application</li> <li>• Notice of vacancy posted at school sites</li> <li>• Announcement to parents via PeachJar &amp; ParentSquare</li> </ul>
2/15/24 – 2/29/24	Application form available to the public at Oxnard School District Office and on website
2/21/24	Regular Board Meeting <ul style="list-style-type: none"> <li>• Approve process</li> <li>• Approve interview questions</li> <li>• Appoint a committee of less than a quorum of the Board to confirm eligibility of applicants (<i>optional</i>)</li> </ul>
3/1/24	Deadline at 5:00 p.m. for receipt of applications via email, US mail or hand-delivery to District Office
3/4/24- 3/5/24	Board committee review applications to ensure applicants meet Ed Code 35107 eligibility requirements
3/6/24	Regular Board Meeting <ul style="list-style-type: none"> <li>• Applicant interviews</li> <li>• Vote on candidates</li> <li>• Approve Provisional Appointment of Board Member</li> </ul> <p style="text-align: center;"><i>*special Board meeting can be scheduled if needed prior to 3/15/24*</i></p>
Within 10 days of provisional appointment	Post notice of vacancy and provisional appointment in local newspaper and 3 public places within 10 days of appointment
Unless a petition calling for a special election is filed in the office of the County Superintendent within 30 days of the provisional appointment, it shall become an effective appointment. The person appointed shall hold office until the November 2024 regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment.	



## Oxnard School District

# Interview Questions for Board of Trustees Provisional Appointment – Trustee Area 2

1. Please provide a description of your work and/or public service background. Please emphasize your involvement in activities that demonstrate your understanding and support for public education, such as membership on committees/organizations, offices held, volunteer work, and community service.
2. What skills, abilities, and experience would you bring to the Board to assist in carrying out its responsibilities?
3. Please share, in order of importance, the major issues confronting public education and, specifically, the Oxnard School District.
4. What is your understanding of the mission of the Oxnard School District and of the Oxnard School District Student Profile?

## **OSD BOARD AGENDA ITEM**

**Name of Contributor:** Dr. Anabolena DeGenna

**Date of Meeting:** February 21, 2024

**Agenda Section:** Section D: Action Items

### **Consideration of Votes for 2024 CSBA Delegate Assembly Vacancies (DeGenna)**

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An opportunity is presented for the Board of Trustees to consider whether it wishes to vote for candidates to fill vacancies in the CSBA's Delegate Assembly, Subregion 11-B. All ballots must be postmarked no later than Friday, March 15, 2024.

There are currently four (4) vacancies in Subregion 11-B. The Board may vote for up to the number of vacancies in the subregion (4); however, the Board may cast no more than one vote for any one candidate. The candidates listed are Darlene Bruno (Hueneme ESD)\*, Lauren Gill (Conejo Valley USD)\*, MaryAnn Rodriguez (Oxnard SD), and Daniel Sandoval (Santa Paula USD)\* [*\*denotes incumbent*]. The ballot also contains a provision for write-in candidates.

All re-elected and newly elected Delegates will serve two-year terms beginning April 1, 2024 through March 31, 2026.

#### **FISCAL IMPACT:**

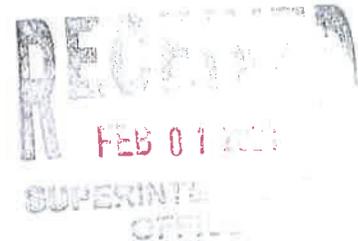
There may be costs incurred by the Delegates to attend meetings; costs would be incurred through the General Fund, Board of Trustees' budget.

#### **RECOMMENDATION:**

It is recommended that the Board of Trustees consider whether it wishes to vote for representatives to fill vacancies in the CSBA's Delegate Assembly, Subregion 11-B (Ventura).

#### **ADDITIONAL MATERIALS:**

**Attached:** [CSBA Delegate Ballot Package 2024 \(22 pages\)](#)



**REQUIRES BOARD ACTION**

January 31, 2024  
**MEMORANDUM**

To: CSBA Member Boards and Even-numbered County Board Presidents and Superintendents  
From: Albert Gonzalez, CSBA President  
Re: 2024 Ballot for CSBA Delegate Assembly — **U.S. Postmark Deadline is Fri. March 15**

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Enclosed is the ballot material for election to CSBA’s Delegate Assembly from your region or subregion. It consists of: 1) the ballot (on red paper) listing the candidates, the reverse side of which contains the names of ALL current members of the Delegate Assembly from your region or subregion; and 2) the required candidate biographical sketch form and, if submitted, a resume. In addition, provided is a copy of the ballot on white paper to include with your board agenda. **Only the ballot on red paper is to be completed and returned to CSBA. It must be postmarked by the U.S. Post Office on or before Friday, March 15, 2024.**

Your Board may vote for up to the number of seats to be filled in the region or subregion as indicated on the ballot. For example, if there are three seats up for election, the Board may vote for up to three candidates. However, your Board may cast no more than one vote for any one candidate. The ballot also contains a provision for write-in candidates; their name and district or county office must be clearly printed in the space provided.

The ballot must be signed by the Board President, Board Clerk, or Superintendent as a designee of the board, and returned in the enclosed envelope; if the envelope is misplaced, you may use your district’s or county office’s stationery. Please write **DELEGATE ELECTION** prominently on the envelope along with the region or subregion number on the bottom left corner of the envelope (this number appears at the top of the ballot). If there is a tie vote, a run-off election will be held, and ballots will need to be postmarked on or before April 30. Results will be published by May 11, 2024.

**For County Boards of Education Only:**

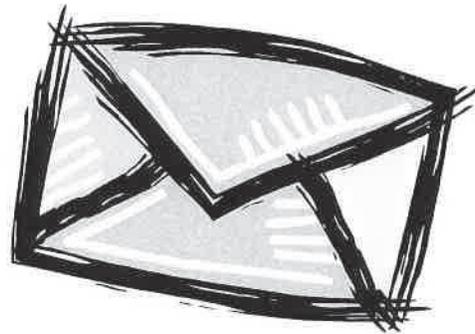
Per Standing Rule 52, in regions with more than one county, each county board of education has one vote to elect the county board member who represents the county board(s) in the region in the Delegate Assembly. One-county regions will appoint the county Delegate. Your county board may vote for only one candidate to fill the Delegate position representing the county boards within your region. Enclosed is the ballot material for election to CSBA’s Delegate Assembly of the county board representative from

your region. It consists of 1) the ballot (on GREEN paper) listing the candidates, the reverse side of which contains the name of the current member of the Delegate Assembly representing the county boards in your region; and 2) the required candidate biographical sketch form and, if submitted, a resume. In addition, also provided is a copy of the ballot on white paper to include with your board agenda. **Only the ballot on GREEN paper is to be completed and returned to CSBA. Like the ballot on red paper for the other Delegate seats in your region, it must be postmarked by the U.S. Post Office on or before Friday, March 15, 2024.**

The ballot on GREEN paper must be signed by the Board President, Board Clerk, or by the County Superintendent, as a designee of the board, and returned in the enclosed envelope. If the envelope is misplaced, you may use your county office's stationery. Please write **DELEGATE ELECTION** prominently on the envelope along with the region number on the bottom left corner of the envelope (this number appears at the top of the ballot). If there is a tie vote, a run-off election will be held, and ballots will need to be postmarked by May 1. The results for the county board seat in each region will also be published by May 11, 2024.

All re-elected and newly elected Delegates will serve two-year terms beginning April 1, 2024 – March 31, 2026. The next meeting of the Delegate Assembly takes place on Saturday, May 19 and Sunday, May 20, 2024. Please do not hesitate to contact the Executive Office at [nominations@csba.org](mailto:nominations@csba.org) should you have any questions.

Encs: Ballot on red paper and watermarked "copy" of ballot on white paper  
Ballot on green paper and watermarked "copy" of ballot on white paper  
List of all current Delegates on reverse side of ballot  
Candidate(s)' required Biographical Sketch Forms and optional resumes  
CSBA-addressed envelope to send back ballots



**BALLOTS SHOULD BE RETURNED IN THE  
ENCLOSED ENVELOPE; HOWEVER, SHOULD  
THE ENVELOPE BECOME MISPLACED; PLEASE  
USE YOUR STATIONERY AND RETURN TO:**

**CSBA  
DELEGATE ASSEMBLY ELECTIONS  
3251 BEACON BLVD.  
WEST SACRAMENTO, CA 95691**

**ON THE BOTTOM LEFT CORNER OF THE  
ENVELOPE, WRITE THE REGION OR  
SUBREGION NUMBER (THIS NUMBER APPEARS  
ON THE BALLOT AT THE TOP).**



**REQUIRES BOARD ACTION**

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office no later than **FRIDAY, MARCH 15, 2024**. Only **ONE** Ballot per Board. Be sure to mark your vote "X" in the box. *A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

**OFFICIAL 2024 DELEGATE ASSEMBLY BALLOT  
SUBREGION 11-B  
(Ventura County)**

Number of seats: 4 (Vote for no more than 4 candidates)

---

*Delegates will serve two-year terms beginning April 1, 2024 - March 31, 2026*

*\*denotes incumbent*

- Darlene Bruno (Hueneme ESD)\*
- Lauren Gill (Conejo Valley USD)\*
- MaryAnn Rodriguez (Oxnard SD)
- Daniel Sandoval (Santa Paula USD)\*

---

*Provision for Write-in Candidate Name*

---

*School District*

---

*Signature of Superintendent or Board Clerk*

---

*Title*

---

*School District Name*

---

*Date of Board Action*

*See reverse side for list of all current Delegates in your Region.*

## **REGION 11 – 9 Delegates (9 elected)**

**Director: Sabrena Rodriguez (Ventura USD)**

**Below is a list of all elected or appointed Delegates from this Region.**

### **Subregion 11-A (Santa Barbara)**

Wendy Sims-Moten (Santa Barbara USD), term expires 2025

Melanie Waffle (Orcutt Union SD), term expires 2025

Peter Wright (College ESD), term expires 2024

### **Subregion 11-B (Ventura)**

Darlene Bruno (Hueneme SD), term expires 2024

William "Franky" Caldeira (Lompoc USD), term expires 2024

Rebecca "Beckie" Cramer (Pleasant Valley SD), term expires 2025

Lauren Gill (Conejo Valley USD), term expires 2024

Daniel Sandoval (Santa Paula USD), term expires 2024

### **County Delegate:**

Arleigh Kidd (Ventura COE), term expires 2025

## **Counties**

Santa Barbara (Subregion A)

Ventura (Subregion B)

**REQUIRES BOARD ACTION**

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office no later than **FRIDAY, MARCH 15, 2024**. Only **ONE** Ballot per Board. Be sure to mark your vote "X" in the box. *A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

**OFFICIAL 2024 DELEGATE ASSEMBLY BALLOT  
SUBREGION 11-B  
(Ventura County)**

Number of seats: 4 (Vote for no more than 4 candidates)

---

*Delegates will serve two-year terms beginning April 1, 2024 - March 31, 2026*

*\*denotes incumbent*

- Darlene Bruno (Hueneme ESD)\*
- Lauren Gill (Conejo Valley USD)\*
- MaryAnn Rodriguez (Oxnard SD)
- Daniel Sandoval (Santa Paula USD)\*

---

*Provision for Write-in Candidate Name*

---

*School District*

---

*Signature of Superintendent or Board Clerk*

---

*Title*

---

*School District Name*

---

*Date of Board Action*

*See reverse side for list of all current Delegates in your Region.*

## **REGION 11 – 9 Delegates (9 elected)**

**Director: Sabrena Rodriguez (Ventura USD)**

**Below is a list of all elected or appointed Delegates from this Region.**

### **Subregion 11-A (Santa Barbara)**

Wendy Sims-Moten (Santa Barbara USD), term expires 2025

Melanie Waffle (Orcutt Union SD), term expires 2025

Peter Wright (College ESD), term expires 2024

### **Subregion 11-B (Ventura)**

Darlene Bruno (Hueneme SD), term expires 2024

William "Franky" Caldeira (Lompoc USD), term expires 2024

Rebecca "Beckie" Cramer (Pleasant Valley SD), term expires 2025

Lauren Gill (Conejo Valley USD), term expires 2024

Daniel Sandoval (Santa Paula USD), term expires 2024

### **County Delegate:**

Arleigh Kidd (Ventura COE), term expires 2025

## **Counties**

Santa Barbara (Subregion A)

Ventura (Subregion B)

# Delegate Assembly Biographical Sketch Form for 2024 Election



**Deadline: Sunday, January 7, 2024 | No late submissions accepted**

This form is required. An optional, one-page, single-sided, résumé may also be submitted. Do not state "see résumé." Do not re-type this form. Please submit completed form via e-mail to [nominations@csba.org](mailto:nominations@csba.org) by no later than 11:59 p.m. on January 7, 2024. Forms may also be submitted via mail, to CSBA's Executive Office, at 3251 Beacon Blvd., West Sacramento, CA 95691, with a postmark of no later than January 7, 2024. **It is the candidate's responsibility to confirm that CSBA has received nomination materials prior to the deadline.**

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Darlene R. Bruno Date: January 3, 2024

Name: Darlene Bruno CSBA Region & subregion #: 11-B

District or COE: Hueneme Elementary School District Years on board: 31

Profession: Retired Contact Number ( Cell  Home  Bus.): (805) 312-4185

Primary E-mail: dbruno@hueneme.org

Are you an incumbent Delegate?  Yes  No If yes, year you became Delegate: 2022

**Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.**

I have 31 years of experience as a Board Member. I bring the experience and knowledge I have gained in these years to help communicate the opportunities and successes we have all had during this time. I have completed the Masters in Boardmanship and Masters in Governance classes offered by CSBA. I have attended and learned from the Annual Education Conferences. I would like to collaborate with other Board members in our area to share what is working for children and what we can improve on. I truly believe "it takes a village" and we need a broad spectrum of individuals and groups within our community to bring all the resources we have to benefit our children.

**Please describe your activities and involvement on your local board, community, and/or CSBA.**

I am currently President of my Board, and have served as President several times in the past. I have also served as Clerk of my Board. Before and during my time on the Hueneme Board, I have been actively involved in PTA at the Elementary, Junior High and High school level. I have served on the PTA 12th District Executive Board for many years. I served on the Hueneme Harbor days Executive Board for over 25 years, organizing an annual Parade and Festival in our community. I have served on the Ventura County School Board Association Executive Board as a delegate and as the news letter editor. I have served as a Golden Bell Evaluator two times and I have served on the Committee for Candidate review one year and as the Chair of the Candidate review Committee the next year.

**What do you see as the biggest challenge facing governing boards and how can CSBA help address it?**

Full and fair funding is always going to be an issue for schools, especially with the huge deficit funding the state is facing and the declining enrollments in California. We will always need a strong and consistent voice with our State legislators, to let them know what is happening at the local level. Social and emotional issues will continue to be important to the well being of our students. I think CSBA can continue to offer local training to Boards to keep us informed of the State and Federal issues. We need to all work together to give our students the best possible education. With a strong voice, all of us together can advocate for the students in our care.





### View results

Respondent

25

Anonymous

14:03

Time to complete

1. I have been... \*

Appointed

Nominated

2. Your signature indicates your consent to be placed on the ballot and serve as a Delegate, if elected \*

I consent.

3. Full name \*

Lauren Gill

4. Region/subregion \*

11B



5. Name of District or COE \*

Conejo Valley Unified School District

6. Years on board \*

3

7. Profession

CA Deputy Director, National Wildlife Federation

8. Contact number \*

617-970-2417

9. Primary email address \*

lgill@conejousd.org

10. Are you an incumbent Delegate? \*

Yes

No

11. Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. \*

I am seeking this opportunity to serve my own district and also to collaborate on shared good governance with colleagues up and down California. I have been a longtime activist on behalf of public education and was instrumental in electing 8 good governance candidates over 3 cycles (2018, 2020, and 2022) including my own election in 2020 when I defeated an incumbent whose anti-public school policies were damaging our school community. During my 35 years in education publishing, I worked with thousands of students and educators. In my current role as CA Deputy Director of the National Wildlife Federation, I conduct significant outreach and education efforts with students and educators in connection with our work building the world's largest wildlife crossing across the 101 freeway in southern California. These skills and experiences, in addition to my present work as a member of a productive, focused board in a diverse and high-performing unified district, prepare me to serve and contribute as a member of Delegate Assembly.

12. Please describe your activities and involvement on your local board, community, and/or CSBA. \*

I just completed a year serving as President of the Conejo Valley Unified board. In the first three years of my first term, we returned our students safely to in-person learning, adopted a new CHYA-compliant comprehensive sexual health ed curriculum, significantly enhanced the diversity of our core lit program, adopted a new, equitable, student-driven dress code, added African-American and LGBTQ+ District Advisory Councils to our existing five DACs, opened Wellness Centers at all of our middle and high schools, expanded co-teaching, adopted a Visual and Performing Arts strategic plan, and inaugurated a new Dual Language Immersion program, among other accomplishments. I am a core volunteer with Adelante Comunidad Conejo and Safe Passage; both provide essential services and wraparound supports to our students and families in close collaboration with CVUSD.

13. What do you see as the biggest challenge facing governing boards and how can CSBA help address it? \*

Our biggest challenge is to restore and protect full and fair funding to our public education system so that we can perform our mission as THE essential infrastructure of our communities. CSBA is uniquely positioned to lift the message that public education, as the foundation of our economy and of our democracy, deserves to be funded first, fully, and fairly.

**Lauren D. Gill**

Newbury Park, CA 91320 617-970-2417

[laurendgill@icloud.com](mailto:laurendgill@icloud.com) [www.linkedin.com/in/laurendgill](http://www.linkedin.com/in/laurendgill) @ldgill @gill4cvusd

**EXPERIENCE**

**National Wildlife Federation**

(Non-profit organization uniting all Americans to ensure wildlife thrive in a rapidly changing world)

**CA Deputy Director, October 2021-present**

- Deputy to Beth Pratt, Regional Executive Director, California and leader of the #SaveLACougars campaign currently building the Annenberg Wildlife Crossing (the world's largest) at Liberty Canyon in Agoura Hills

**Conejo Valley Unified School District**

(K12 district serving 16,000+ students in Newbury Park/Thousand Oaks/Westlake Village, CA)

**Board of Education Trustee, December 2020-present**

- Serve on a 5-member governing board for CVUSD that sets direction and strategic vision, delivers citizen oversight and accountability, and advocates for students and families in the pursuit of equity and excellence within the essential infrastructure of our community: our public schools

**Pearson Education**

(Pearson, a global learning company, provides expertise in courseware and teaching and learning services.)

**Portfolio Manager, Solutions, December 2018-January 2021**

**Senior Results Manager, Readiness, Progression, & Employability, January 2016-December 2018**

**Senior Efficacy Results Manager, College & Career Readiness, January 2014-January 2016**

**Efficacy Manager, Pearson Learning Solutions, September 2013-January 2014**

**Gill Partners**

(Integrated brand strategy and marketing services consultancy) Watertown, MA and Newbury Park, CA

**Principal and Founder, 2000-2013**

**Pyramid Research**

(International telecommunications consulting division of the Economist Group) Cambridge, MA

**Director of Marketing, 1999-2000**

**Inergy Online, Inc.**

(Developer of Internet-based software services) Cambridge, MA

**Director of Marketing, 1997-1998**

**D. C. Heath and Company / Houghton Mifflin**

(Publishers of academic courseware) Lexington, MA

**Director of Marketing Communications, 1992-1996**

**EDUCATION**

**Brown University**

A. B. English and American Literature

A. B. Religious Studies

**ADVOCACY and VOLUNTEER WORK**

Adelante Comunidad Conejo

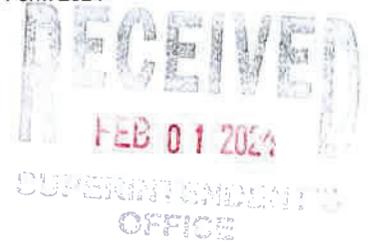
Safe Passage Youth Foundation

Conejo Together

**Lauren D. Gill**

Newbury Park, CA 91320 617-970-2417

[laurendgill@icloud.com](mailto:laurendgill@icloud.com) [www.linkedin.com/in/laurendgill](http://www.linkedin.com/in/laurendgill) @ldgill @gill4cvusd



## View results

Respondent

79

Anonymous

1549:16

Time to complete

1. I have been... \*

Appointed

Nominated

2. Your signature indicates your consent to be placed on the ballot and serve as a Delegate, if elected \*

MaryAnn Rodriguez

3. Full name \*

MaryAnn Rodriguez

4. Region/subregion \*

11B



5. Name of District or COE \*

Oxnard School District

6. Years on board \*

2

7. Profession

School Board Trustee

8. Contact number \*

805-889-2752

9. Primary email address \*

m8rodriguez@oxnardsd.org

10. Are you an incumbent Delegate? \*

Yes

No

11. Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. \*

I would like to make a difference anywhere I can. This is a learning process for me and as I learn I would like to do as much as possible. In my present position as a school board trustee I have grown in ways that have only positively impacted my leadership skills for my school and community. Becoming a delegate would further allow me to advocate for mental health and school safety as well as to ensure that all students receive a high quality education. The qualities I uphold for this position consist of I am dependable, a good listener, reliable, and committed to my community. Above all I am a strong leader.

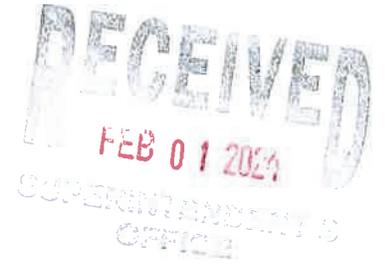
12. Please describe your activities and involvement on your local board, community, and/or CSBA. \*

As an Oxnard district board trustee I'm a strong representative of the community and I have a clear understanding of current education issues and ideas for how I would address them. I am committed to promoting equity and inclusion within our school district. Skills and experiences I have had are PTA president, historian, head of many committees at school events, previous cheer coach for over 10 years, Girl Scout leader, and school site council.

13. What do you see as the biggest challenge facing governing boards and how can CSBA help address it? \*

Student and staff Safety is a big challenge for our board. Classes with tips and information would be helpful and when there is a meeting maybe a discussion of what other districts are doing. Another challenge is mental health. We need to find ways to provide adequate resources. I feel that our district has been working towards providing social emotion learning and mental health services for our student population however we can work on extending that service to the family as a whole. Another challenge I have observed is teacher recruitment and retention. I would like to address challenges related to attracting and retaining talented teachers while also providing professional development opportunities and creating a supportive work environment.





## View results

Respondent

43

Anonymous

02:11

Time to complete

1. I have been... \*

Appointed

Nominated

2. Your signature indicates your consent to be placed on the ballot and serve as a Delegate, if elected \*

Daniel Sandoval

3. Full name \*

Dr Daniel A Sandoval

4. Region/subregion \*

11B



5. Name of District or COE \*

Santa Paula Unified

6. Years on board \*

3

7. Profession

Adjunct Professor/Data Consultant

8. Contact number \*

860-944-6782

9. Primary email address \*

dasandoval@santapaulausd.org

10. Are you an incumbent Delegate? \*

Yes

No

11. Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. \*

I have been on the Delegate Assembly for the past 2 years (with perfect attendance) and have found it a profoundly rewarding experience. The ability to talk about issues that effect our districts with people across the state has been rewarding. Small districts and small counties need to be represented with a strong voice in Sacramento. I bring a unique perspective on education, being both an adjunct professor at CSUCI (and seeing how prepared our students are) and a data scientist/consultant (and having a strong grasp on numbers).

12. Please describe your activities and involvement on your local board, community, and/or CSBA. \*

As a board member, I just served as president and am part of our district's Special Education and Strategic Planning Committees. I have been actively engaging stakeholders and using my relationships to further our educational mission including with our teacher and classified unions, local advocacy groups, labor unions and County of Ventura agencies. I am on the CSBA's Legislative Committee (second of two-year term) and am on the CSBA AI Taskforce (first of two-year term). Around the community, I currently serve on the Santa Paula Art Museum board, serve on the Evaluation Committee at the VC Family Justice Center, am a Community Based Research Fellow at CSUCI and am a member of the VCCF Project Isabella Early Childhood Education initiative.

13. What do you see as the biggest challenge facing governing boards and how can CSBA help address it? \*

Currently our most immediate challenge is enrollment and absenteeism. Many of us are facing higher absentee rates again this year, and with declining enrollment we are facing a one-two punch. Supporting legislation that would smooth out these two effects on funding would go a long way towards keeping district financing on a more predictable footing.

**DANIEL A. SANDOVAL, PH.D.**  
615 E Santa Paula St, Santa Paula, CA 93060

<b>EDUCATION</b>	Ph.D., Development Sociology <b>Cornell University, Ithaca, NY</b> <i>Major Field: Community and Regional Sociology</i>	January, 2004
	M.S., Development Sociology <b>Cornell University, Ithaca, NY</b>	January, 2000
	B.S., Engineering and Applied Science with Honors <b>California Institute of Technology, Pasadena, CA</b> <i>Area of Concentration: Mechanical and Electrical Engineering</i>	June, 1993
<b>CURRENT WORK EXPERIENCE</b>	<b>Adjunct Professor</b> <i>California State University, Channel Islands, Camarillo, CA</i> Teaching Capstone I/II, Social Problems, Statistics, Research Methods, and Popular Culture for classes of up to thirty-five undergraduates. Responsible for creating all lectures, assignments, and exams.	January 2020 to present
	<b>Business Consultant</b> <i>Cordata Partners, Santa Paula, CA</i> Independent contractor for various businesses providing data analytical consulting, business intelligence solutions, and general software support. Performs advanced data analytics and develops complete data solutions in a wide variety of industries.	2015-Present
<b>PROFESSIONAL &amp; COMMUNITY SERVICE</b>	Trustee, Santa Paula Unified School District (SPUSD), Santa Paula, CA	2020-present
	President	2022-2023
	Chair, Strategic Planning Committee	2021-2023
	Vice President	2021-2022
	Board Clerk	2020-2021
	CA School Board Association (CSBA), Delegate Assembly, Sacramento, CA	2022-Present
	CSBA Legislative Committee, Sacramento, CA	2023-Present
	CSBA AI Taskforce, Sacramento, CA	2023-Present
	Data Champion, Cal State Channel Islands, Camarillo, CA	2023-Present
	Board Member, Santa Paula Art Museum, Santa Paula, CA	2023-Present
	Advisory Committee, Santa Paula Art Museum, Santa Paula, CA	2022-Present
	Member, Early Childhood Education Initiative, VCCF	2020-Present
	Evaluation and ROI Committee Chair, Family Justice Center, Ventura County District Attorney's Office, Ventura, CA	2017-Present
	Non-Tenure Track Faculty Taskforce, Cal State Channel Islands, Camarillo, CA	2022-2023
	Charting Our Course Initiative, Cal State Channel Islands, Camarillo, CA	2022
	Fall/Spring COVID Planning Taskforce, Cal State Channel Islands, Camarillo, CA	2020
	Ventura County 2020 Census Complete Count Committee	2019-2020
	Trustee, Blanchard Community Library, Santa Paula, CA	2018-2020
	Local Control and Accountability Plan Committee Member, SPUSD	2019-2020

## **OSD BOARD AGENDA ITEM**

**Name of Contributor:** Dr. Aracely Fox

**Date of Meeting:** February 21, 2024

**Agenda Section:** Section D: Action Items

### **Approval of the 2023-2024 Comprehensive School Safety Plans - 21 Sites (Fox/Nocero)**

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It is the policy of the State Board of Education that every child who attends a public school has the right to attend a safe school. (Constitution of the State of California, Article I, Section 28(c), California Education Code Section 32280 requires all schools to have a Comprehensive School Safety Plan, including crisis response (SB 187 Hughes). The State Board believes that students cannot benefit fully from an educational program unless they attend school regularly in an environment free from physical and psychological harm.

All 21 school sites completed their Comprehensive School Safety Plans in consultation with school staff, parents, law enforcement, and community stakeholders, including the School Site Council. CA Education Code 32286 requires the local Board of Education to approve Comprehensive School Safety Plans for each school site by March 1 yearly.

#### **FISCAL IMPACT:**

Each school site has developed actions and services within its Single Plan for Student Achievement that addresses the financial impact of ensuring that schools have a safe and orderly environment conducive to learning (OSD LCAP Goal #2).

#### **RECOMMENDATION:**

It is the recommendation of the Assistant Superintendent of Educational Services and the Director of Pupil Services that the Board approves the 2023-2024 Comprehensive School Safety Plans for all 21 elementary and middle schools.

#### **ADDITIONAL MATERIALS:**

**Attached:** [23-24 Brekke Safety Plan \(26 pgs\).pdf](#)  
[23-24 Chavez Safety Plan \(29 pgs\).pdf](#)  
[23-24 Curren Safety Plan \(30 pgs\).pdf](#)  
[23-24 Driffill Safety Plan \(32 pgs\).pdf](#)  
[23-24 Elm Safety Plan \(30 pgs\).pdf](#)  
[23-24 Frank Safety Plan \(27 pgs\).pdf](#)  
[23-24 Fremont Safety Plan \(27 pgs\).pdf](#)  
[23-24 Harrington Safety Plan \(26 pgs\).pdf](#)  
[23-24 Kamala Safety Plan \(50 pgs\).pdf](#)  
[23-24 Lemonwood Safety Plan \(29 pgs\).pdf](#)  
[23-24 Lopez Safety Plan \(31 pgs\).pdf](#)  
[23-24 Marina West Safety Plan \(27 pgs\).pdf](#)

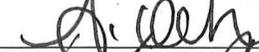
23-24 McAuliffe Safety Plan (30 pgs).pdf  
23-24 McKinna Safety Plan (31 pgs).pdf  
23-24 Ramona Safety Plan (30 pgs).pdf  
23-24 Ritchen Safety Plan (44 pgs).pdf  
23-24 Rose Safety Plan (34 pgs).pdf  
23-24 San Miguel Safety Plan (23 pgs).pdf  
23-24 Sierra Linda Safety Plan (26 pgs).pdf  
23-24 Soria Safety Plan (35 pgs).pdf  
23-24 Marshall Safety Plan (31 pgs).pdf  
Comprehensive Safety Plan Board Presentation (10 pgs).pdf

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2023-2024 School Year

**School:** Norman R. Brekke Elementary School  
**CDS Code:** 56725386114029  
**District:** Oxnard School District  
**Address:** 1400 Martin Luther King Jr. Drive  
 Oxnard, CA 93030  
**Date of Adoption:** February 21, 2024  
**Date of Review:** -with Staff  
 December 5, 2023  
 -with Law Enforcement  
 January 24, 2024  
 -with Fire Authority  
 January 2024

**Reviewed by:**

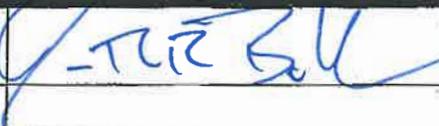
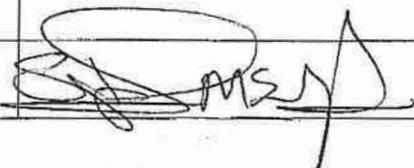
Name	Title	Signature	Date
Officer Jonathan Ballow	Police Department Representative		
Cheri Scripter	Principal		1/24/24
Marcella Flores	Office Manager		
Amanda Ochoa	School Site Council Parent		1/24/24
Stephan Carrier	Teacher		1/24/24
Renee Chandler	School Site Council Chairperson		1/24/24
Natalia Garcia	After-School Program Site Coordinator		1/24/24
Scott Brewer	Fire Department Representative		

# Comprehensive School Safety Plan SB 187 Compliance Document

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**Date of Adoption:** February 21, 2024  
**Date of Review:** -with Staff  
 January 9, 2024  
 -with Law Enforcement  
 January 24, 2024  
 -with Fire Authority

**Reviewed by:**

Name	Title	Signature	Date
Corporal Jonathan Ballow	Police Department Representative		2/2/24
Cheri Scriptor	Principal		
Marcella Flores	Office Manager		
Amanda Ochoa	School Site Council Parent		
Stephan Carrier	Teacher		
Renee Chandler	School Site Council Chairperson		
Natalia Garcia	After-School Program Site Coordinator		
Scott Brewer STEPHEN McNAUGHTEN	Fire Department Representative		1/24/24

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## Senate Bill 187: Comprehensive School Safety Plan Purpose

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

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

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB115. 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 (electronic or paper) of the Comprehensive School Safety Plan is provided yearly to the following:

- School staff
- Parents
- After-school program staff
- Oxnard Police Department
- Oxnard Fire Department
- Early Childhood Education staff
- Volunteer Coaches

A copy of the Comprehensive School Safety Plan is available for review online at [www.oxnardsd.org](http://www.oxnardsd.org) or in the Norman R. Brekke Elementary School's office.

### **COVID-19 PANDEMIC INFORMATION FOR 2023 – 2024 SCHOOL YEAR**

*For the most up-to-date information concerning our COVID-19 protocols, feel free to visit the following websites:*

Oxnard School District @ [www.oxnardsd.org](http://www.oxnardsd.org)

Ventura County Department of Public Health @ [www.vhca.org](http://www.vhca.org)  
Center for Disease Control and Prevention @ [www.cdc.gov](http://www.cdc.gov)

**Safety Plan Vision**

The mission of Brekke School, in conjunction with the Oxnard School District, is to ensure a learning environment that is physically and emotionally safe for the school community.

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

### Norman R. Brekke Elementary School Safety Committee

Cheri Scripter (Principal), Amanda Ochoa (School Site Council Parent), Marcella Flores (Office Manager), Jonathan Ballow (Police Dept. Representative), Stephan Carrier (Teacher), John Avalos (Lead Custodian), Renee Chandler (School Site Council Chair), Ashleigh Arias (School Counselor) and Natalia Garcia (ASP Coordinator)

### Assessment of School Safety

Our school community has the right to a safe and secure campus where all are free from physical and emotional harm. The school administration and staff members are committed to maximizing school safety along with the creation of a positive learning environment that teaches strategies for violence prevention, conflict resolution and restorative justice.

To help support a safe and orderly campus, our school instituted the "Dolphin Pride" program, "The Brekke B's," (Be Safe, Be Responsible, Be Respectful) and the CHAMPS positive behavior support program. Everyone at Brekke follows these norms and staff members reinforce them daily in classrooms and common areas. We also encourage positive behavior plans and award students with Dolphin Dollars when they are "caught" exhibiting one of The Brekke B's. CHAMPS posters are posted throughout the school and outline the expected behaviors in different school locations (classrooms, hallways, cafeteria, etc.) Progressive support systems and disciplinary interventions are used as needed to support safe, responsible and respectful behavior.

Information regarding behavioral expectations and intervention supports is shared with all stakeholders during parent meetings such as ELAC, SSC, PTA, Title I meetings and during parent-teacher conferences.

Our OSD Risk Management Department conducts a safety inspection of each campus each year. A report is submitted and necessary repairs and updates are made by either school or district personnel.

The lead custodian and the principal conduct and document monthly safety inspections. Safety issues are reported by staff and community members to the administration. Minor repairs are made onsite. Major repairs typically require work orders and specialized assistance. Structural recommendations, such as a newly proposed crosswalk, often start with input from multiple stakeholders including staff members and Brekke families.

An inventory of emergency equipment is conducted annually and supplies are replaced as needed, including emergency buckets and emergency classroom backpacks. The Emergency Operations Plan (EOP) is updated and first aid supplies and search and rescue plans are in place. Staff is trained using the Emergency Operations Plan/School Safety Plan.

In addition, the principal leads monthly safety drills (lockdown, shelter-in-place, earthquake and fire) to help prepare staff and students for real life emergencies. The Oxnard Police Department is present when we conduct our annual school-wide evacuation drill.

To ensure student safety during drop off and pick up times, the parking lot is closed to through traffic. Campus supervisors have been trained to cross students at designated crosswalks during these times. Adults who are not employees are not allowed on campus at any time unless they check in, sign in and obtaining a visitor's badge at the main office. All visitors and volunteers are asked to show a picture ID during sign in. Volunteers are screened through the district before receiving approval to volunteer at the school site. Parents/guardians who pick up students early from school are required to show a picture ID when signing out their student(s). This information is communicated to parents at the beginning of the school year in the parent handbook.

Site administration, as well as the PBIS Team, collect and analyze data from office referrals, attendance rates, student suspensions, and our Panorama surveys to help inform the development of the Site Safety Plan and our school-wide safety systems and practices.

The Safety Committee reviews and discusses emergency procedures annually. Staff members also attend professional development events to help boost readiness and preparedness.

The Oxnard Police Department periodically observes traffic patterns during arrival and dismissal to help ensure that drivers are obeying traffic laws. Administrators also regularly communicate safety concerns and reminders on various communication platforms.

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

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

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

At Brekke, all staff is trained on Child Abuse Reporting Procedures each year.

#### GENERAL

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

#### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

#### STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

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

#### GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

#### OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

Dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

- Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.
- In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.
- During an emergency period or condition created by disaster, occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

Emergency Announcements will be provided on the following radio stations:

AM Radio Stations:

KTNQ-AM 1020 "Univision America" Spanish

KNX-AM 1070 "KNX 1070 Newsradio"

KUNX-AM 1400 "La Super X" Spanish

KKZZ-AM 1520 "La Voz" Spanish

KVTA- AM 1590 "Ventura's Talk Authority"

FM Radio Stations:

KCRU-FM 89.1 "Public Radio for Southern California"

KIND-FM 94.1 "Radio Indigena 94.1" Spanish / Mixteco

KXLM-FM 102.9 "Radio Lazer 102.9 FM" Spanish

#### CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

#### CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

#### CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

#### PUBLIC AGENCY USE OF SCHOOL BUILDINGS FOR EMERGENCY SHELTERS

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

#### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

#### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

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

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

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

### **STUDENT DUE PROCESS**

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

### **ALTERNATIVES TO SUSPENSION / OPTIONS**

All schools within the Oxnard School District may establish a suspension program, which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

### **REQUIRED PARENTAL ATTENDANCE**

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

### **DEFINITIONS**

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

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

### **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, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

### **GROUND FORS SUSPENSION AND EXPULSION**

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..

- e) Committed or attempted to commit robbery or extortion.
  - f) Caused or attempted to cause damage to school property or private property.
  - g) Stole or attempted to steal school property or private property.
  - h) Possessed or used tobacco, or tobacco products.
  - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
  - l) Knowingly received stolen school property or private property.
  - m) Possessed an imitation firearm.
  - n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
    - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
      - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
      - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
      - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
      - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
    - (2) (A) "Electronic act" means the transmission, 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.
      - (i) A message, text, sound, or image.
      - (ii) A post on a social network Internet Web site including, but not limited to:
        - (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
        - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
        - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
  - (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
  - (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).

(a)(1)(D) Robbery or extortion.

(a)(1)(E) Assault or battery upon any school employee.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(c). Upon finding that the student committed any of these acts, the Board shall expel the student.

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee with the principal or designee's concurrence. (Education Code 48915 (c) (5))
2. Brandishing a knife as defined in Education Code 48915(g) at another person.
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053 – 11058.
4. Committing or attempting to commit a sexual assault.
5. Possession of an explosive.

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

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

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts, which may involve the possession or sale of narcotics or of a controlled substance, or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

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

#### PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

#### BULLYING

##### CALIFORNIA STATE LAW REGARDING BULLYING

Right to Safe Schools. All students and staff of public primary, elementary, junior high, senior high schools, and community colleges, colleges, and universities have the inalienable right to attend campuses which are safe, secure and peaceful.

##### AB 9 – Seth's Law

Requires schools to establish policies to prevent bullying and to address and be responsive to complaints about bullying.

- Requires school districts to include in its non-discrimination policy a detailed list where discrimination, harassment, intimidation, and bullying are prohibited under existing law—actual or perceived sexual orientation, gender, gender identity expression, race or ethnicity, nationality, religion, disability, or association with a person or group with one or more of these actual or perceived characteristics.
- Requires each school districts non-discrimination policy to describe the district's procedure for addressing discrimination and harassment complaints; and be publicized in places for student and parental access.
- School districts are to strengthen professional development curricula for teachers, school counselors, and administrators with instruction on identifying and stopping discrimination and harassment and creating a school-wide culture of inclusion and respect for differences.

##### AB 746 - Cyber bullying.

Existing law, the Interagency School Safety Demonstration Act of 1985, defines bullying as one or more acts of sexual harassment, hate violence, or intentional harassment, threats, or intimidation, directed against school district personnel or pupils, committed by a pupil or group of pupils. Under existing law, bullying, including bullying committed by means of an electronic act, as defined, is a ground on which suspension or expulsion may be based. This bill would specify that an electronic act for purposes of the act includes a post on a social network Internet Web site.

#### AB 1156 – Bullying In Schools

Redefines California anti-bullying law by expanding the definition of bullying and linking it to academic achievement. It will also strengthen policies and procedures to reduce bullying in schools and keep students safe.

- Requires training of school site personnel in the prevention of bullying
- Links bullying to academic achievement
- Gives victims of bullying priority for school transfer, if requested
- Encourages school districts and county offices of education to include policies and procedures on the prevention of bullying in the school safety plan

#### OXNARD SCHOOL DISTRICT BOARD POLICY 5131.2

##### Bullying

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

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

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

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

##### Bullying Prevention

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

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

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

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

##### Intervention

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

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

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

#### Complaints Procedures

The Board hereby designates the following position to handle complaints regarding bullying and inquiries regarding the district's bullying policies:

Assistant Superintendent, Human Resources and Support Services  
1051 South A Street  
Oxnard, CA 93030  
(805) 385-1501 ext. 2050

Any student who feels that he/she has been subjected to bullying should immediately contact the Coordinator, the principal, or any other staff member. Any student or school employee who observes an incident of bullying should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Upon receiving a complaint of bullying, the Coordinator shall immediately investigate the complaint in accordance with site-level complaint procedures specified in AR 1312.3- Uniform Complaint Procedures.

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

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

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

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

#### Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations. Alternative means of correction will be considered where appropriate, as required by Education Code section 48900.5

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

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

- (a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 or Section 48915 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])**

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

School Suspension & Expulsion/Due Process: Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

Failure to Report: Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

School Reporting Procedure: Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

District Complaint Procedure: If a situation involving sexual harassment is not promptly investigated and remedied by the principal or designee, a complaint of harassment may be filed in accordance with the district's uniform complaint procedures or procedures for complaints concerning district employees. The Superintendent or Assistant Superintendent, Human Resources, shall determine which procedure is appropriate.

Prohibition Against Retaliatory Behavior: The Oxnard School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

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

Dress Code Policy

Primary responsibility for student grooming lies with the student and their parents/guardians. The purpose of our school-wide dress code is to ensure a safe and secure environment for all students.

- Articles of clothing, which display gang symbols, profanity or products, or slogans, which promote tobacco, alcohol, or exhibit offensive remarks are not allowed at school.
- Metal accessories and jewelry that present a hazard to the health and safety of students are prohibited.
- Over-sized clothing is inappropriate if it creates a safety hazard during physical activity.
- Beach wear, halter-tops, tube tops, bare midriffs or chest, and see through outfits are not appropriate.
- Shorts must be at least mid thigh in length.
- Straps must be fastened at all times. Bib overalls must be worn with both straps fastened.
- Tights will be allowed if over garment reaches 4 inches above the knee.

- All students must wear shoes. Thongs or sandals are inappropriate for PE activities for safety reasons.
- A belt with military type buckles oversized buckles or chains may not be worn.
- Exceptions to the dress code can only be made for medical, health reasons, or religious beliefs.

School dress codes are regularly reviewed by the School Site Council and/or School Safety Committee following these board of education policies.

#### Política de Código de Vestimenta

La responsabilidad principal del cuidado de los estudiantes recae en el estudiante y sus padres/tutores. El propósito de nuestro código de vestimenta en toda la escuela es garantizar un ambiente seguro para todos los estudiantes.

- No se permiten en la escuela prendas de vestir que muestren símbolos de pandillas, blasfemias o productos, o lemas que promuevan el tabaco, el alcohol o exhiban comentarios ofensivos.
- Están prohibidos los accesorios y joyas de metal que presenten un peligro para la salud y la seguridad de los estudiantes.
- La ropa de talla grande es inapropiada si crea un peligro para la seguridad durante la actividad física.
- La ropa de playa, blusas sin mangas, blusas de tubo, abdomen o pecho descubiertos y trajes transparentes no son apropiados.
- Los pantalones cortos deben llegar al menos a la mitad del muslo.
- Las correas deben estar abrochadas en todo momento. El mono con pechera debe usarse con ambas correas abrochadas.
- Se permitirán medias si la prenda exterior llega a 4 pulgadas por encima de la rodilla.
- Todos los estudiantes deben usar zapatos. Las tanguas o sandalias no son apropiadas para las actividades de educación física por razones de seguridad.
- No se podrá usar cinturón con hebillas de tipo militar, hebillas de gran tamaño o cadenas.
- Sólo se pueden hacer excepciones al código de vestimenta por razones médicas, de salud o creencias religiosas.

Los códigos de vestimenta escolar son revisados periódicamente por el Consejo Escolar y/o el Comité de Seguridad Escolar siguiendo estas políticas de la junta educativa.

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

Brekke staff continually monitors the safety of all students upon arrival and dismissal from school. Routines and procedures are established for the arrival and dismissal of students. Traffic is monitored in the front of the school both before and after school. In addition, morning supervision is provided in the following areas the asphalt, cafeteria, kindergarten playground, and on the upper and lower blacktops. Supervisors are campus assistants, teachers, paraprofessionals, other support personnel, custodial staff and administrators.

The regular student day (Monday/Tuesday/Thursday/Friday) is from 8:00 AM to 2:20 PM for students from grades TK-5. On Wednesdays, grades 1-5 dismiss at 1:15 PM. The regular school day (Monday/Tuesday/Thursday/Friday) for Transitional kindergarten and kindergarten students is from 8:00 AM to 2:15 PM and on Wednesdays, they dismiss at 12:15 PM. On minimum days, all students dismiss at 11:45 AM.

For morning arrival, the parking lot is closed to parents. Parents are asked to drop off students near one of the school entrances. Crossing guards are posted at the crosswalk near the parking lot entrance. Upon arrival, all students are to go to the play area in the back of the school or to the cafeteria for breakfast. Students are not allowed on campus until after 7:30 AM. Students cannot be in classrooms or hallways unattended. At the first bell, 7:57 AM, students are to immediately go to their "line" and wait for their teacher to escort them to the classroom. Instructional minutes begin at 8:00 AM and any student who is not in their "line" at 8:00 AM shall be counted tardy.

If the students arrive after the tardy bell (at 8:00 AM), they must check into the office prior to going into the classroom. Students receive an excused/unexcused tardy slip and are sent to the classroom. Truant tardies are documented if a student arrives 30 minutes or more after the school's start time, without a valid excuse.

Upon dismissal, the parking lot is closed to parents for pick up. Staff members supervise students at dismissal in the front of the building. All students are to be picked up immediately following dismissal. Students who walk home must leave campus at dismissal time unless arrangements have been made with Brekke staff. Students are not allowed to loiter or wait for pick up without supervision outside the campus gates/doors. Students who are not picked up on time will be escorted to the office to wait for pick up. At this time, the office will release the student to a parent, guardian or adult on the emergency card only with proper identification.

During the school day, students are to be supervised at all times. When one student or a small group of students is in the hallways to run an errand, go to the restroom, library, computer lab, etc, the student's must have a hall pass in their possession.

Brekke is a closed campus and all visitors to the campus are always to sign in at the front office. Parents may not go to classrooms without prior clearance from the office and a visitor's badge. Parents are always welcome to serve as volunteers in classrooms; however, only volunteers cleared through the district are eligible to help out at school during the school day.

Students may leave campus prior to dismissal if parents, guardians or persons designated by parents/guardians (as listed on the emergency card) pick up students from school with proper identification.

**Gates and Door Security:** When all classes have entered the building at the beginning of the day, playground supervisors will lock the gates that lead to the basketball courts and park. All exterior doors will be locked to deter entrance to the building except through the front doors. All campus assistants and teachers have keys to the gates and can unlock them when students are outside for recess and other activities.

Parents/guardians are asked to provide emergency contact information for their children at the beginning of the year, and are asked to make updates as soon as possible when contact information changes.

Parents/guardians are responsible to provide the school with legal/custodial paperwork regarding a student. Legal documents are attached to the student's emergency card and will be followed accordingly.

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

### **Component:**

Positive School Climate

### **Element:**

School-Wide Positive Behavior Support

### **Opportunity for Improvement:**

Provide additional training for CHAMPS and ongoing staff development on positive behavior support strategies.

Objectives	Action Steps	Resources	Lead Person	Evaluation
1) Analyze and review effectiveness of the schoolwide positive behavior support plan.	Implement CHAMPS in the classrooms and different areas of the school and evaluate effectiveness throughout the year. Make recommendations for improvements in implementation of the plan.	Discipline Referrals and Number of Suspensions	Principal and PBIS team	Review Office Referrals and Suspension Rates
2) Keep parents/families informed of positive behavior support plan.	Share positive behavior plan and operations procedures at Back to School Night, ELAC, SSC meetings, and other parent nights throughout the year.	Family Engagement Events	Principal and Brekke safety committee	Record of Communication
3) Development of additional Dolphin Pride rewards and celebrations.	Evaluate the need for additional rewards and expectations throughout the year as needed. Suggestions to be brought back to safety committee.	PBIS Team	Principal, PBIS team and teachers	Meeting Records
4) Train teachers and students on CHAMPS and the 3 B's of Brekke from Dolphin Pride, specifically with an emphasis on restorative justice and anti-bullying tenets.	Conduct behavior assemblies at the beginning of the year and periodically over the course of the year. Conduct training in classes at the beginning of the year on anti-bullying behavior.	CHAMPS: Safe and Civil Schools	Principal and PBIS team	Record of Training

**Component:**

Disaster Preparedness

**Element:**

Safe School Environment

**Opportunity for Improvement:**

More frequent review of incident command system roles and responsibilities.

Objectives	Action Steps	Resources	Lead Person	Evaluation
1) Assign each staff member to a role within the Incident Command System.	Survey staff for any special training with regards to Incident Command roles. Assign staff members to specific ICS role. Provide staff members with information regarding ICS role and related responsibilities.	Online FEMA Courses.	Principal	Record of Training
2) Provide training opportunities for staff on their Incident Command System roles.	Coordinate school wide training with scheduled district disaster trainings.	Review of Safety Plan with Staff Members	Principal	Record of Training
3) Update the Incident Command System roles as staff members change.	Evaluate roles at the end/beginning of each school year.	Renewal of Safety Plan	Principal and Safety Committee	Plan Revisions
4) Keep parents/families informed.	Hold parent information meetings regarding overall school safety. Disseminate information on student release in case of an emergency.	SSC, ELAC and Back to School Night	Principal	Record of Communications

**Component:**

School's Safe Physical Environment

**Element:**

Safe School Environment

**Opportunity for Improvement:**

Offer more parent information meetings on topic of school safety and student safety.

Objectives	Action Steps	Resources	Lead Person	Evaluation
1) Increase staff and student awareness of lockdown procedures and other emergencies.	Disseminate information to staff regarding lockdown procedures. Provide schoolwide training drills to practice procedures in different situations.	Principal, Staff, SRO	Principal	Record of Drills
2) Increase parent/family awareness of procedures in case of a lockdown.	Disseminate information to parents regarding lockdown drills. Hold parent meetings to inform families of student release procedures in case of a lockdown.	Principal, Staff, SRO	Principal	Record of Communication
3) Ensure facilities are well-maintained and do not present any safety issues.	The lead custodian and the principal conduct a monthly safety inspection and submit reports and/or work orders to the district office.	Principal, Custodian, and Office Manager	Principal and Lead Custodian	Record of Inspections

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

**Norman R. Brekke Elementary School Student Conduct Code**

**PURPOSE**

The School's Guidelines for Success and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents/guardians and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety.

The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas. Brekke incorporates the Dolphin Pride program emphasizing The Brekke "B's" of behavior - Be Safe, Be Responsible, Be Respectful - with CHAMPS.

**GOALS**

We want our students to develop a sense of values and to become:

- |               |                     |
|---------------|---------------------|
| Caring        | Honest              |
| Responsible   | Courteous           |
| Respectful    | Happy               |
| Fair          | Positive in outlook |
| Compassionate | Self-disciplined    |

**NORMS**

We believe our Guidelines for Success and procedures will:

- Provide a starting point for behavior and expected conduct.
- Provide a framework of expectations, rewards and consequences so we can be consistent and fair in disciplining students.
- Promote overall school safety and security for each student.
- Demonstrate our agreement and commitment to developing and supporting the hopes and dreams of our students and families.
- Provide opportunities for students and parents to participate with school faculty, staff and administration in ensuring the highest possible instructional climate.

## PHILOSOPHY

A student's education is dependent upon a "team" effort involving the student, parents/guardians and school personnel. Students, parents/guardians and teachers are encouraged to maintain an ongoing dialogue with an emphasis on bringing out the best in each other at school. We want Brekke to be a safe, rigorous and uplifting community for everyone.

### Expectations of Students

- Attend school daily and be on time for each class.
- Know and follow our school rules and norms.
- Be courteous and respectful to school personnel, fellow students and the public in general.
- Behave in such a way that it does not disrupt the learning of others.
- Respect public and private property.

### Expectations for Parents

- Assure that your child is in school and on time each day.
- Communicate as needed with teachers, staff members and administrators.
- Help us bring out the best in each other at Brekke.
- Celebrate your child's successes and help us support challenges as needed.

### Expectation for Teachers

- Provide learning experiences appropriate for each student.
- Consistently and fairly enforce classroom rules and district rules and policies.
- Communicate on a regular basis with parents concerning their child's progress.
- Be available to parents for conference.
- Continually improve professional competencies.
- Develop enthusiasm and student agency through learning experiences that are engaging and relevant to pupils.

### Expectations for Administrators

- Inform students and parents about school district discipline standards.
- Consistently monitor classroom, school and district rules and policies.
- Counsel with students and parents regarding disciplinary matters.
- Provide professional growth experiences which will assist staff in increasing competencies.
- Provide leadership that will establish, encourage and promote high-quality teaching and effective learning.

### Basic School Rules:

- Attend school regularly.
- Be on time.
- Be prepared for class.
- Treat others with respect, care and consideration.
- Conserve and protect school and private property.
- Engage in activities without "body contact."
- Follow all school, playground, etc. rules.
- Use appropriate language.
- Follow district dress/uniform standards.
- Use class time wisely.
- Respect the rights of others.
- Complete all assignments on time when possible and ask for help as needed.

Note: Students may be disciplined for acts related to school activities or attendance which occur at any time including:

- While on school grounds.

- While going to or coming from school.
- During the lunch hour whether on or off campus.
- During, or going to or coming from, a school sponsored activity.

Other causes of disciplinary action:

- Deliberate littering of school premises.
- Inappropriate use of cellular phones or electronic devices.
- Not adhering to the school dress code.
- Making bomb threats or false fire alarms.
- Setting fires or using explosive devices which threaten or cause damage to human life or property on school grounds or at school sponsored events.
- Habitual tardiness/truancy.
- Forging parents' signatures or school documents (CAC 306).

Consequences

Students will be counseled and supported by staff members as needed. Parents may be notified in writing and/or telephone call for repeated infractions, by the student's teacher and/or principal. After counseling, students may lose privileges and/or receive detentions for repeated infractions.

Continued infractions may require a parent conference with the student's teacher and/or principal. Serious infractions may result in immediate suspension and/or recommendation for expulsion for the student.

Positive Reinforcements

Incentives are used to promote exemplary student conduct.

## SCHOOL RULES AND PROCEDURES IMPLEMENTATION RESPONSIBILITIES

Expectations:

- Basic rules are reviewed with students by classroom teachers at the beginning of each year.
- Basic school rules are sent home each year, in written form, for parental review.
- Students will be held responsible for their conduct.
- Parents/guardians will be responsible for providing and supporting an environment that is conducive to learning.
- Teachers will cooperate with other staff members will consistently help students understand the benefits of choosing behavior that shows respect for other people and property.
- The principal will establish and enforce rules that conform to district procedures and foster safety and good citizenship.

## EVALUATION AND FEEDBACK METHODS

Summary

The staff, School Site Council, and the principal will review the school rules and discipline program. These groups will consider the impact of the school-wide recognition programs and their effectiveness. The number of discipline referrals and suspensions will be reviewed. All community members are encouraged to maintain an ongoing dialogue about standards for community-building and school safety.

## GENERAL

*Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.*

## CONDUCT CODE PROCEDURES

The school rules and procedures were developed and adopted in accordance with California education code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety. The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas.

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

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual based on his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

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

A Safety Committee is created every school year. The purpose of the committee is to review the Safety Plan on a continual basis and make any necessary changes and adjustments in order to ensure the safety of students, families and staff members. The committee meets regularly to review and make any necessary recommendations and changes. All changes are brought to the attention of the staff and stakeholders at meetings. The plan is reviewed in December, approved by SSC in January, and updated by February of each year.

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2023-2024 School Year

**School:** Cesar E. Chavez K-8 School  
**CDS Code:** 56725386055321  
**District:** Oxnard School District  
**Address:** 301 North Marquita Street  
 Oxnard, CA 93030-3792  
**Date of Adoption:** February 21, 2024  
**Date of Review:** -with Staff  
 December 5, 2023  
 -with Law Enforcement  
 December 5, 2023  
 -with Fire Authority  
 December 5, 2023

**Reviewed by:**

Name	Title	Signature	Date
Mrs. Bertha Anguiano	Principal		2/5/24
Mr. Steven Everett	Lead custodian/classified staff		2/5/24
Mr. Edward Hermosillo	Teacher		2/5/24
Mrs. Leslie Nateras	Teacher		2/5/24
Mr. Sam Martin	Teacher		2/5/24
Ms. Teresa Silvas	Counselor		2-5-24
Ms. Lupita Canizalez	After School Programs Coordinator		2-05-24
Mrs. Yulianna Robles	Office Manager/classified staff		2-5-24

Name	Title	Signature	Date
Mr. Scott Brewer	Fire Department Representative -Emergency Service Manager		
Mr. Chris Ing	Assistant Principal		2/5/24
Cpl. John Ballow	Oxnard Police Dept.		

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2023-2024 School Year

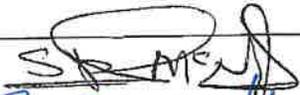
**School:** Cesar E. Chavez K-8 School  
**CDS Code:** 56725386055321  
**District:** Oxnard School District  
**Address:** 301 North Marquita Street  
 Oxnard, CA 93030-3792  
**Date of Adoption:** February 15, 2023  
**Date of Review:** -with Staff  
 October 25, 2022  
 -with Law Enforcement  
 January 2023  
 -with Fire Authority  
 January 2023

**Reviewed by:**

Name	Title	Signature	Date
Mrs. Bertha Anguiano	Principal		
Mr. Steven Everett	Lead custodian/classified staff		
Mr. Edward Hermosillo	Teacher		
Mrs. Leslie Nateras	Teacher		
Mr. Sam Martin	Teacher		
Ms. Teresa Silvas	Counselor		
Ms. Lupita Canizalez	After School Programs Coordinator		
Mrs. Yulianna Robles	Office Manager/classified staff		

STEPHEN M. JANGHEW  
 J. Ballow  
 Comprehensive School Safety Plan

OXNARD FIRE MARSHAL  
 OXPD

  
 Stephen M. Janghew

1/24/24  
 2/2/24  
 1/9/24

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## Senate Bill 187: Comprehensive School Safety Plan Purpose

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

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

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB115. 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 (electronic or paper) of the Comprehensive School Safety Plan is provided yearly to the following:

- School staff
- Parents
- After-school program staff
- Oxnard Police Department
- Oxnard Fire Department
- Early Childhood Education staff
- Volunteer Coaches

A copy of the Comprehensive School Safety Plan is available for review online at [www.oxnardsd.org](http://www.oxnardsd.org) or in the Cesar E. Chavez K-8 School's office.

### **COVID-19 PANDEMIC INFORMATION FOR 2023 – 2024 SCHOOL YEAR**

*For the most up-to-date information concerning our COVID-19 protocols, feel free to visit the following websites:*

Oxnard School District @ [www.oxnardsd.org](http://www.oxnardsd.org)

Ventura County Department of Public Health @ [www.vhca.org](http://www.vhca.org)  
Center for Disease Control and Prevention @ [www.cdc.gov](http://www.cdc.gov)

**Safety Plan Vision**

Provide a nurturing, safe, and secure learning environment for all students, staff, families and community.

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

### Cesar E. Chavez K-8 School Safety Committee

Scott Brewer, Fire Department Representative - Emergency Services Manager  
Leslie Nateras, teacher  
Edward Hermosillo, teacher  
Sam Martin, teacher  
Bertha Anguiano, Principal  
Yulianna Robles, Office Manager  
Rosalinda Rodarte, SSC President/Teacher  
Steven Everett, Lead Custodian  
Chris Ing, Asst. Principal  
Lupita Canizalez, Afterschool Programs Coordinator

### Assessment of School Safety

School Staff reviews data from office referrals, attendance rates/school attendance review, suspension/expulsion data, Panorama Education survey, Local Law Enforcement Juvenile Crime Data, and Property damage data. The findings from all these sources are shared with stakeholders at various meetings such as ELAC, SSC, Safety committee, and staff meetings.

- Our school is currently a closed campus. Parents and visitors must sign at the front office to get a badge or sticker and access to our campus. We have campus supervisions so our students are highly monitored. The school principal, outreach consultant, social worker are always monitoring recesses and lunch times in addition to the seven campus supervisors.

Our school is implementing fire, earthquake and evacuation drills at least once a month. Gates and doors are locked and monitored at all the times.

- Risk Management from District Office (DO) conducts a safety inspection of the campus each year. A report is submitted and necessary changes are made.
- The Lead custodian and the principal conduct a monthly safety inspection and submit a report to the DO.
- Any safety issues are reported by staff to the administration and the issues are handled by the lead custodian or through work orders to the district office.
- The Safety Committee reviewed and discussed procedures to be followed by staff and students during emergencies.

### Traffic/Safety Enforcement and Communication

- Administration regularly talks with the School Resource Officer who serves as a liaison to other sections of the police department.
- Oxnard Traffic Police are called as needed to observe the traffic patterns during arrival and dismissal to ensure drivers are obeying traffic patterns.
- Administration communicates with the community via meetings, letters, and ParentSquare messaging system regarding reminders for safety and traffic regulations.
- The safety committee meets regularly to review all safety and security procedures and make any necessary recommendations and changes.

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

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

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

#### GENERAL

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

#### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.

- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

#### STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

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

#### GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

#### OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.

- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

Dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

- Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.
- In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.
- During an emergency period or condition created by disaster, occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

Emergency Announcements will be provided on the following radio stations:

AM Radio Stations:

KTNQ-AM 1020 "Univision America" Spanish  
 KNX-AM 1070 "KNX 1070 Newsradio"  
 KUNX-AM 1400 "La Super X" Spanish  
 KKZZ-AM 1520 "La Voz" Spanish  
 KVTA- AM 1590 "Ventura's Talk Authority"

FM Radio Stations:

KCRU-FM 89.1 "Public Radio for Southern California"  
 KIND-FM 94.1 "Radio Indigena 94.1" Spanish / Mixteco  
 KXLM-FM 102.9 "Radio Lazer 102.9 FM" Spanish

CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

#### CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

#### PUBLIC AGENCY USE OF SCHOOL BUILDINGS FOR EMERGENCY SHELTERS

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

#### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

#### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

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

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

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

#### STUDENT DUE PROCESS

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

#### ALTERNATIVES TO SUSPENSION / OPTIONS

All schools within the Oxnard School District may establish a suspension program, which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

#### REQUIRED PARENTAL ATTENDANCE

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

#### DEFINITIONS

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

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

#### 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, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

#### GROUND FOR SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco, or tobacco products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm.
- n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
- o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
- r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the transmission, 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.

(i) A message, text, sound, or image.

(ii) A post on a social network Internet Web site including, but not limited to:

- (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
- (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
- (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

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

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs

s) Aided or abetted the infliction or attempted infliction of physical injury.

E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.

E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

(a)(1)(A) Causing serious physical injury to another person, except in self-defense.

(a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.

(a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).

(a)(1)(D) Robbery or extortion.

(a)(1)(E) Assault or battery upon any school employee.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(c). Upon finding that the student committed any of these acts, the Board shall expel the student.

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee with the principal or designee's concurrence. (Education Code 48915 (c) (5))

2. Brandishing a knife as defined in Education Code 48915(g) at another person.

3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053 – 11058.

4. Committing or attempting to commit a sexual assault.
5. Possession of an explosive.

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

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

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts, which may involve the possession or sale of narcotics or of a controlled substance, or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

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

#### PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

#### BULLYING

##### CALIFORNIA STATE LAW REGARDING BULLYING

Right to Safe Schools. All students and staff of public primary, elementary, junior high, senior high schools, and community colleges, colleges, and universities have the inalienable right to attend campuses which are safe, secure and peaceful.

##### AB 9 – Seth's Law

Requires schools to establish policies to prevent bullying and to address and be responsive to complaints about bullying.

- Requires school districts to include in its non-discrimination policy a detailed list where discrimination, harassment, intimidation, and bullying are prohibited under existing law—actual or perceived sexual orientation, gender, gender identity expression, race or ethnicity, nationality, religion, disability, or association with a person or group with one or more of these actual or perceived characteristics.
- Requires each school districts non-discrimination policy to describe the district's procedure for addressing discrimination and harassment complaints; and be publicized in places for student and parental access.
- School districts are to strengthen professional development curricula for teachers, school counselors, and administrators with instruction on identifying and stopping discrimination and harassment and creating a school-wide culture of inclusion and respect for differences.

##### AB 746 - Cyber bullying.

Existing law, the Interagency School Safety Demonstration Act of 1985, defines bullying as one or more acts of sexual harassment, hate violence, or intentional harassment, threats, or intimidation, directed against school district personnel or pupils, committed by a pupil or group of pupils. Under existing law, bullying, including bullying committed by means of an electronic act, as defined, is a ground on which suspension or expulsion may be based. This bill would specify that an electronic act for purposes of the act includes a post on a social network Internet Web site.

##### AB 1156 – Bullying In Schools

Redefines California anti-bullying law by expanding the definition of bullying and linking it to academic achievement. It will also strengthen policies and procedures to reduce bullying in schools and keep students safe.

- Requires training of school site personnel in the prevention of bullying
- Links bullying to academic achievement
- Gives victims of bullying priority for school transfer, if requested

- Encourages school districts and county offices of education to include policies and procedures on the prevention of bullying in the school safety plan

#### OXNARD SCHOOL DISTRICT BOARD POLICY 5131.2

##### Bullying

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

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

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

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

##### Bullying Prevention

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

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

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

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

##### Intervention

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

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

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

##### Complaints Procedures

The Board hereby designates the following position to handle complaints regarding bullying and inquiries regarding the district's bullying policies:

Assistant Superintendent, Human Resources and Support Services  
1051 South A Street  
Oxnard, CA 93030  
(805) 385-1501 ext. 2050

Any student who feels that he/she has been subjected to bullying should immediately contact the Coordinator, the principal, or any other staff member. Any student or school employee who observes an incident of bullying should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Upon receiving a complaint of bullying, the Coordinator shall immediately investigate the complaint in accordance with site-level complaint procedures specified in AR 1312.3- Uniform Complaint Procedures.

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

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

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

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

#### Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations. Alternative means of correction will be considered where appropriate, as required by Education Code section 48900.5

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

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

- (a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 or Section 48915 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])**

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

School Suspension & Expulsion/Due Process: Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

Failure to Report: Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

School Reporting Procedure: Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

District Complaint Procedure: If a situation involving sexual harassment is not promptly investigated and remedied by the principal or designee, a complaint of harassment may be filed in accordance with the district's uniform complaint procedures or procedures for complaints concerning district employees. The Superintendent or Assistant Superintendent, Human Resources, shall determine which procedure is appropriate.

Prohibition Against Retaliatory Behavior: The Oxnard School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

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

**CHAVEZ SCHOOL DRESS POLICY**

All students will be held to the Chavez School Dress Policy. Students who violate the dress policy will be requested to fix inappropriate clothing, change into loaners, or call home to have proper clothing items brought to school. Parents may be called at home or work to bring appropriate clothing to school, to adhere to the school's dress code policy.

The purpose of the dress code policy is to ensure a safe and secure environment in which students can benefit from a quality education.

The school dress codes are regularly reviewed by the School Site Council and/or the School Safety Committee following the board education policies.

The following will be strictly adhered to:

**DRESS CODE**

Gang related apparel is defined as apparel that reasonably can determine to threaten the health and safety of the school environment if it were worn or displayed on a school campus

California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering.

Students may not wear clothing or hairstyles that will be disruptive to the educational process.

The Chavez School Dress Policy is based upon the principle that the standard of dress and grooming is primarily the responsibility of the parents and students. One's dress and appearance should not disrupt the education of others. All clothing, footwear and accessories must help maintain a serious, academically orientated atmosphere. In addition, schools have the authority to restrict the wearing of clothes, which could be considered "gang" attire. (Education Code 35183)

All students will be held to the Chavez School Dress Policy. Students who violate the dress policy will be requested to fix inappropriate clothing, or call home to have proper clothing items, or change into loaners.

All staff will enforce dress code policy and report any violations to office.

The school dress code is regularly reviewed the School Site Council and Safety Committee following the board of education policies.

The following will be strictly adhered to:

Students may not wear clothing, piercings, makeup or hairstyles that will be disruptive to the educational process.

Clothing may not have derogatory writing, symbols or pictures. Items with beer, alcohol, drugs or tobacco slogans are not to be worn. This includes clothes with obscene pictures, drug emblems, violent photos or objectionable language.

Clothes must cover the stomach area, chest area and all undergarments at all times.

Beach wear, low cut tops, spaghetti straps, halter tops, crop tops, tube tops and off the shoulder tops are not permitted.

Tops with holes, tears or that are see-through are not permitted without another shirt underneath.

Dresses, skirts or shorts shorter than mid-thigh are prohibited.

Clothing with professional team logos or names is prohibited. For example: Raiders, Cowboys, Lakers, Dodgers, Patriots, etc.

T-shirts should be no longer than hip length. Students who wear shirts longer than this will be required to tuck them in.

Pants should not be baggy or excessively long. Students will be required to wear a belt if their pants cannot stay up at the waist.

Overall straps may not be worn hanging.

Shorts below the knee may not be worn.

Students may not wear long, pulled up white socks. There must be at least a six-inch space between the top of the socks and the hem of the shorts.

Pants or shorts may not have holes, rips or tears four inches above the knees, unless leggings are worn under them.

Hats, caps, and other head coverings shall not be worn indoors, with the exception of those worn in religious observance

All students at Chavez K-8 School will be held to the Chavez dress code policy. Students who violate the dress code policy will be requested to fix inappropriate clothing by changing into appropriate clothing. Students can call parents or guardians to bring appropriate clothing to school and change, to adhere to the school's dress code policy.

The Chavez School Dress Policy is based upon the principle that the standard of dress and grooming is primarily the responsibility of the parents and students. One's dress and appearance should not disrupt the education of others. Schools have the authority under State law to restrict the wearing of clothes, which could be considered to be "gang" attire. All clothing, footwear and accessories must help maintain a serious, academically-orientated atmosphere (Garments with frayed edges, torn or with holes are not appropriate for the school setting), due to safety, sandals with no back strap may not be worn. Wallets with chains are not permitted.

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

The Safety Committee continuously assesses the needs of the school in regards to safe ingress and egress of students and staff.

Working collaboratively with all stakeholders, parent concerns and ideas are considered when making any changes to improve student/campus safety. The Lead Custodian and the principal conduct monthly safety inspections. Any safety issues reported by staff to administration are handled by the Lead Custodian or through work orders to the district office.

Parents/Guardians are asked to provide emergency contact information for their children at the beginning of the year, and are asked to make updates as soon as possible when contact information changes.

Parents/Guardians are responsible to provide the school with legal/custodial paperwork regarding a student. The legal documents are attached to the student's emergency card and will be followed accordingly.

#### **School Hours**

- The regular student day is from 8 AM to 2:34 PM for students for grades 6-8. The regular school day for students in grades 1-5 is from 8:00 AM to 2:20 PM. The regular school day for TK/kindergarten students is from 8:00 AM to 2:15 PM.

- The student schedule for early release days is 8 AM to 1:34 for grades 6-8, 8:00-1:15 for grades 1-5 and 8:00 to 12:15 for kindergarten.
- Upon arriving at school, students are to immediately come onto campus via Juanita Street or Marquita Street entrance gates used by students. Students Grades 1-8 may enter from either gate. TK/Kindergarten students enter through the kinder gate on Marquita street.
- Students are not allowed to loiter outside campus gates.
- Students not participating in after school activities are to leave campus immediately by walking or riding the bus.
- There is a crossing guard at Cooper Street on Juanita and traffic control signs at Colonia Road ensure the safety of students walking to and from school.
- There is a button-operated crossing warning light for pedestrians on Marquita. All students and staff have been made aware of it and its operation.
- Students enter and exit through Juanita St. if they arrive at school via bus.
- All middle school teachers walk their classes to the exits during dismissal. Middle school students exit through either the Juanita Street Gate or the assigned Double Doors.
- All 1-5 teachers walk their classes to the exits during dismissal. Grade 1 students are dismissed at the PE gate on Juanita Street, Grades 2-5 are dismissed by the Flagpole on Marquita Street. Campus supervisors monitor all exits during dismissal.
- For TK/Kindergarten students, all parents drop off and pick up kindergarten students during Kindergarten schedule from the Kindergarten gated area supervised by a campus supervisor at all times when students are present and Kindergarten gate is open.

#### Closed Campus

- Cesar E. Chavez is a closed campus. All gates which provide access to the classrooms and other rooms, except the main office, remain locked during regular school hours.
- Staff continuously monitors the safety of all students upon arrival and dismissal from school, including at the bus stops, and throughout the school day, following established routines and procedures.
- All visitors to the campus must check in at the office, sign in and obtain a visitor's pass/badge.

#### Leaving Early

- Students may leave campus prior to dismissal if parents, guardians, or persons designated by parents/guardians on the emergency card pick up students from school.
- Persons picking up students during the day must present a valid ID, be 18 years of age, noted on the emergency contact information, and sign the student(s) out in the office.

#### Tardy/Late Policy

School begins at 8:00 AM for all students.

- If the student arrives after the tardy bell, the student must check into the office prior to going into the classroom. The student will receive an excused/unexcused tardy slip, then will be directed to go to the classroom.
- A truant tardy will be marked when the student arrives 30 minutes or more after the school's start time, without a valid excuse.

#### Excused Absences

- When a student is absent, the Parent or Guardian needs to notify the school through a written note or phone call to the office within 72 hours of the absence.

Excused absences include: illness, medical/dental appointments, court appearances (for students), religious observations, or death of an immediate family member.

#### Truancies

The following are considered truancies:

1. Being absent from school without the knowledge and consent of the parent/guardian/school.
2. Leaving the school grounds during the day without permission.
3. Staying out of class without permission.

Cesar Chavez School has in place the following additional measures in place to ensure a safe environment:

- We have hired additional campus supervisors to ensure that our students are highly monitored. The school administration and other support staff monitor recess and lunch times.

- All staff are required to have an identification badge on them and be ready to produce it at all times.
- All classes are equipped with a door stop/magnet to ease lockdown procedures.

Procedure for Releasing Students from School during school hours:

1. Under no circumstance may a kindergarten through 8th grade pupil be released to an adult who is not properly identified or without written consent from the legal guardian. School-based staff must also check the student's record to determine if the child's parent or legal guardian has approved or denied the individual access to the student.
2. Valid identification must include the photograph and signature of the individual picking up the student. A government-issued ID is preferred.
3. The release must take place in the school office and not in any other location in the school.
4. For all students released early, information must be recorded in the school office, in a log.
5. All emergency contact information must be up to date. Parents/Guardians are asked to provide emergency contact information for their children at the beginning of the year, and are asked to make updates as soon as possible when contact information changes.
6. Dismissal of students for medical or dental appointments may be permitted. A note from a physician or a dentist should be submitted to the school office to excuse the student's absence.
7. Parents/Guardians are responsible to provide the school with legal/custodial paperwork regarding a student. The legal documents are attached to the student's emergency card and will be followed accordingly.

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

**Component:**

Positive School Climate

**Element:**

School-wide Positive Behavior Support

**Opportunity for Improvement:**

Site Based Response

Objectives	Action Steps	Resources	Lead Person	Evaluation
1) Continue implementing the techniques learned from Safe and Civil Schools (Guidelines for Success, CHAMPS, STOIC, etc.)	<p>The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas. Chavez school teachers and students shall continue to implement CHAMPS in all grades throughout the school year.</p> <p>Administrators, school counselors, and members from the PBIS team will offer support and training for new teachers and for all teachers.</p>	PBIS, Safe and Civil Schools Foundations	Chavez Staff, Bertha Anguiano. Principal, Chris Ing, Assistant Principal, Gabriela Torres, Assistant Principal Teresa Silvas, School Counselor, Paulina Juarez, Counselor, Erica Magana Mendez, ORC	record of training
2) Cesar Chavez students, parents and staff will work together to ensure that strategies are in place to build a sense of community within the school that all feel pride in their school and feel that they are important members of a team.	At Cesar Chavez, the staff shall create, practice, and enforce a code of ethics that affirms universal human values, such as respect, honesty, and fairness.	Administration	Chavez Staff	records of training
3) At Cesar Chavez, learning and productivity is valued, success is expected of everyone, and class time is used efficiently.	At Chavez school, there are expected performance standards and students who fail to meet the standards are identified and notified of tutoring and other intervention programs available. In grades 6-8, students are expected to check their grades on Student Connect and Canvas consistently, track their AR levels, and monitor their progress on apps.	School's administration, teachers, and support staff	Bertha Anguiano, Principal	review of suspension rates, grades at progress reports and Trimester

<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
4) Reduce the amount of office referrals for violent/bullying behavior and disseminate the Rules and Procedures for School Discipline	Chavez school will identify effective classroom bullying strategies and practices to better handle such behavior. Counselors and administrators will conduct bullying prevention assemblies and classroom visits routinely during the school year in order to communicate a non-violent, zero bullying school culture.	Safe and Civil Schools Foundations, MTSS and PBIS behavior strategies	Chavez Staff, Administrators, School Counselors	review of office discipline referral rates, review of suspensions
5) Disseminate Safe School Plan to all stakeholders, including Hate Crime Reporting Procedures	Chavez school shall submit the approved site safety action plan to the Oxnard School District and Board for final review and approval.	School Safety committee	Bertha Anguiano, Principal, Safety Committee, School Site Council	review of school safety plan
6) Cesar Chavez School will institutionalize a growth mindset and resilience strategies that will have the greatest positive impact on the lives and success of the students.	Chavez school will develop external and internal assets to achieve support, boundaries, routines, high expectations, commitment to learning, positive values, social competencies, and positive identity. The SOAR acronym is a guideline for success established by the PBIS committee at Chavez.	Support staff, administration	Chavez Staff, Administrators, Teachers, Support Staff	record of training
7) Provide T.1 and T.2 SEL interventions and supports to students in a variety of groupings as needed.	Counselors and Administration will analyze the results of the Fall 2023 Panorama Survey to identify trends and needs of students and provide Tier I and T2 supports to students.	Panorama survey	School counselors, PBIS team	Panorama

**Component:**

School's Safe Physical Environment

**Element:**

Safe School Environment

**Opportunity for Improvement:**

Site based response

Objectives	Action Steps	Resources	Lead Person	Evaluation
1) Cesar Chavez shall have visible staff presence.	Chavez administration, working alongside teachers, has created a rotating teacher duty schedule. Additionally, Middle School teachers are visible in the halls during passing periods. Seven campus supervisors have been hired.	Administration, teachers and support staff	Bertha Anguiano, Principal	routine observations and record safety drills
2) Students attending Cesar Chavez school will have strategies in place on how to respond when they feel threatened, bullied, or in need of assistance.	Administration and school staff will provide strategies, resources, and support to all staff members to teach the safety strategies to all students.  This is done by student assemblies and/or classroom presentations.	Safe and Civil School Foundations, Oxnard School District Resources, RTI and PBIS Behavioral strategies, Restorative Justice strategies, SEL strategies	Bertha Anguiano, Principal, Chris Ing, Assistant Principal, Gabriela Torres, Assistant Principal Teresa Silvas, School Counselor, Paulina Juarez, School Counselor	record of training
3) Cesar Chavez School Safety Committee will use the Panaroma survey data to identify student centered issues.	School's Safety Committee will use the data from the Panaroma survey to identify areas of need and provide resources and support.	Panaroma Survey	Safety/Disaster Committee, PBIS team	data from survey
4) Cesar Chavez School will continue working with parents, community members and Oxnard Police Department School Resource Officers to create a crime-free and safe community.	The school's safety committee will work with all stakeholders to take input and establish systems and programs to create a crime-free and safe community.	Community members, Oxnard Police department, Oxnard School District, neighbor schools	Bertha Anguiano, Principal	record of training
5) Staff and students will know how to respond in an emergency	Monthly safety drills Monthly campus safety and walks Inventory disaster materials Train staff annually on disaster prep	School Safety Committee	Bertha Anguiano, Principal and Steven Everett, Lead Custodian	safety drills, record of training

**Component:**

Disaster Preparedness

**Element:**

School Safety

**Opportunity for Improvement:**

Site based response

Objectives	Action Steps	Resources	Lead Person	Evaluation
1) Hold monthly disaster, emergency and lockdown drills, OPD is available on call for support	Cesar Chavez School will hold monthly drills including; fire drills, lock downs, drop and cover drills, and evacuation drills during the school year. One fire drill will be conducted after school with the After School Program staff and students. Principal will review reports and procedures after each drill to all staff. OPD is available on call for support	OSD emergency drill resources, log drills	Bertha Anguiano, Principal, Oxnard Police Dept.	safety drills, record of training
2) Train Staff and Teachers on their responsibilities and stations during a disaster. Review station assignments and responsibilities once a year at minimum.	Cesar Chavez School shall confer and maintain a positive relationship with local law enforcement in the training, and implementation of the safety plan. OPD is available on call for support.	Oxnard Police Department, Oxnard School District	Safety/Disaster Committee	record of training
3) Conduct Quarterly safety walk-throughs with Lead Custodian and support staff.	Cesar Chavez School will conduct quarterly safety walk-throughs that will identify any needs for work orders or safety trainings. This walk-through will allow the team to inventory safety materials and emergency supplies (by classrooms and school-wide).	School Safety Committee	Bertha Anguiano, Principal, Safety Committee, Christopher Ing, Assistant Principal, Steve Everett, Lead Custodian	record of observation, record of training, record of inventory

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

### **Cesar E. Chavez K-8 School Student Conduct Code**

#### **PURPOSE**

The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety. In order to ensure that students engage in safe behavior the school has a PBIS team which has implemented a CHAMPS positive behavior support program. Students are expected to follow the rules and teachers reinforce the rules in their classrooms. Discipline is applied when the expectations are not adhered to.

Rules and Guidelines for Success are integrated in our SOAR Acronym:

- S- Safe
- O- Organized
- A- Accountable
- R- Respectful

As Chavez is a DLI school, there is also Spanish equivalents for the same acronym.

- S- Seguras
- O- Organizadas
- A- Actúan Responsable
- R- Respetuosas

The SOAR Guidelines for Success set the foundation for our goals, beliefs, philosophy, expectations for students, expectations for parents, expectations for teachers, expectations for administrators, evaluation and feedback method, positive reinforcements, and basic school rules. Here is a description of each:

#### **GOALS**

We want our students to develop a sense of values and to become:

- Caring
- Honest
- Responsible
- Well mannered and courteous
- Respectful
- Knowledgeable of right and wrong
- Fair
- Positive in outlook
- Compassionate
- Self-disciplined

#### **BELIEFS**

We believe our rules and procedures will:

- Provide a starting point for behavior and expected conduct.
- Provide a framework of expectations, rewards and consequences so we can be consistent and fair in disciplining students.
- Promote overall school safety and security for each student.
- Demonstrate our commitment to developing self-disciplined and responsible youth.
- Provide opportunities for students and parents to participate with school faculty, staff and administration in ensuring the highest possible instructional climate.
- Promote knowledge and teach behavior which will help each student become self-respecting, successful and contributing adults.

## PHILOSOPHY

A student's education is dependent upon a "team" effort involving the student, parents and school personnel. Each member of the team has specific responsibilities which must be met if the educational experience is to have the greatest positive results. Students, parents and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct in relation to life at school. We want to be an extraordinary place of safety and positive opportunity for everyone.

### Expectations of Students

- Attend school regularly and be on time for each class.
- Know and obey school rules and regulations.
- Be courteous and respectful to school personnel, fellow students and the public in general.
- Behave in such a way that it does not disrupt the learning of others.
- Respect public and private property.

### Expectations for Parents

- Assure that your child is in school and on time each day.
- Assure that your child is appropriately prepared for school (dress, nutrition and sleep.)
- Be responsible for the pupil's behavior.
- Teach the pupil respect for the law and the rights of others.
- Visit your school periodically and participate in conferences as called.
- Know the district, school and classroom rules and regulations and be supportive of your school.
- Teach and support your child in practicing self-discipline.

### Expectation for Teachers

- Provide learning experiences appropriate for each student.
- Consistently enforce classroom rules and district rules and policies.
- Communicate on a regular basis with parents concerning their child's progress.
- Be available to parents for conference.
- Continually improve professional competencies in matters of student control and discipline.
- Develop enthusiasm for learning through experiences that are interesting and relevant to pupils.

### Expectations for Administrators

- Inform students and parents about school district discipline standards.
- Consistently monitor classroom, school and district rules and policies.
- Counsel with students and parents regarding disciplinary matters.
- Provide professional growth experiences which will assist staff in increasing competencies for student control and discipline.
- Provide leadership that will establish, encourage and promote teaching and effective learning.

### Evaluation and Feedback Method

- School Administration and staff will review suspension rates, review office referral rates, record of training, etc. Students are surveyed to find out their motivators for rewards and incentives.

### Positive Reinforcements

- Teachers nominate students monthly to receive an award focusing on a specific aspect of SOAR Guidelines.
- Administration conducts monthly grade 1-3 and 4-5 reward activities with staff and teacher participation.
- Teachers nominate one student per month to receive the "SOARing Eagle Student of the Month"
- "AR Celebrations" are held every trimester for students who meet their AR reading goals.
- Teachers conduct their own rewards and incentives in their individual classrooms based on social-emotional, attendance, and academic performance.
- Chavez will plan and implement "growth parades" for the 2023-2024 school year and beyond.

## Consequences

Chavez staff and administration, whenever possible, use restorative practices as opposed to punishment. We hope to have students learn from their mistakes to become better people.

The following basic school rules are integrated in the SOAR Guidelines for Success:

- Attend school regularly.
- Be on time.
- Be prepared for class.
- Treat others with respect, care and consideration.
- Promptly obey school authorities without argument.
- Conserve and protect school and private property.
- Engage in activities without "body contact."
- Obey all school, playground, etc. rules.
- Use appropriate language.
- Follow district dress/uniform standards.
- Use class time wisely.
- Work quietly without disturbing others.
- Respect the rights of others.
- Complete all assignments on time.
- Follow other rules which may be adopted in individual classrooms.

## GENERAL

*Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.*

## CONDUCT CODE PROCEDURES

The school rules and procedures were developed and adopted in accordance with California education code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety. The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas.

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

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual based on his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

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

A Safety Committee is created every school year. The purpose of the committee is to review the Safety Plan on a continual basis and make any necessary changes and adjustments in order to ensure the safety of students and staff members. The committee meets on a monthly basis and more as needed to review and make any necessary recommendations and changes. All changes are brought to the attention of the entire staff and stakeholders at meetings. Review plan with safety committee at each regularly scheduled meeting. November/December review plan with Leadership Team, Safety Committee and School Site Council. Communicate, review, and report to all staff after every safety drill. The plan is reviewed in February of each year, approved by SSC, and updated on March 1st.

# Comprehensive School Safety Plan SB 187 Compliance Document

**2023-2024 School Year**

**School:** Curren School K-8  
**CDS Code:** 56725386055263  
**District:** Oxnard School District  
**Address:** 1101 North F St.  
 Oxnard, CA 93030-4003  
**Date of Adoption:** February 21, 2024  
**Date of Review:** -with Staff  
 December 12, 2023  
 -with Law Enforcement  
 January 2024  
 -with Fire Authority  
 January 2024

Reviewed by:

Name	Title	Signature	Date
Pablo Ordaz	Principal	<i>Pablo Ordaz</i>	02-02-24
Mireya Rosales	Office Manager	<i>Mireya D Rosales</i>	2/2/24
Anne Marie Newman	School Site Council Chair	<i>Anne Marie Newman</i>	2/2/24
Anthony Mendoza	Lead Custodian	<i>Anthony Mendoza</i>	2/12/24
Scott Brewer	Fire Department Representative-Emerge		
Jessica Glass	Assistant Principal	<i>Jessica Glass</i>	2-2-24
Kristin Deas-Chacon	Assistant Principal	<i>Kristin Deas-Chacon</i>	2/2/24
Gaby Mata Lopez	Outreach Specialist	<i>Gaby Mata Lopez</i>	2/2/24
Geoffrey Odell	Teacher	<i>Geoffrey Odell</i>	2/2/24
Yenesis Murillo	School Counselor	<i>Yenesis Murillo</i>	2/2/24
Kate Sandoval	After-School Program Site Coordinator	<i>Kate Sandoval</i>	2/2/24
Sara Lopez	Parent	<i>Sara Lopez</i>	2/2/24

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Reviewed by:

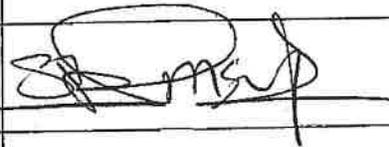
Name	Title	Signature	Date
Pablo Ordaz	Principal		
Mireya Rosales	Office Manager	<i>Mireya J Rosales</i>	2/2/24
Anne Marie Newman	School Site Council Chair	<i>Anne Marie Newman</i>	2/2/24
Anthony Mendoza	Lead Custodian	<i>Anthony Mendoza</i>	2/2/24
Scott Brewer	Fire Department Representative-Emerge		
Jessica Glass	Assistant Principal	<i>Jessica Glass</i>	2-2-24
Kristin Deas-Chacon	Assistant Principal	<i>Kristin Deas-Chacon</i>	2/2/24
Gaby Mata Lopez	Outreach Specialist	<i>Gaby Mata Lopez</i>	2/2/24
Geoffrey Odell	Teacher	<i>Geoffrey Odell</i>	2/2/24
Yenesis Murillo	School Counselor	<i>Yenesis Murillo</i>	2/2/24
Kate Sandoval	After-School Program Site Coordinator	<i>Kate Sandoval</i>	2/2/24
Sara Lopez	Parent	<i>Sara Lopez</i>	2/2/24

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 January 2024

**Reviewed by:**

Name	Title	Signature	Date
Mr. Pablo Ordaz	Principal		
Mireya Rosales	Office Manager		
AnnMarie Newman	School Site Council Chair		
Anthony Mendoza	Lead Custodian		
Scott Brewer STEPHEN MCNAUGHTEN	Fire Department Representative-Emergency Service Manager		1/24/24
Jessica Glass	Assistant Principal		
Kristin Deas-Chacon	Assistant Principal		
Gaby Mata Lopez	Outreach Specialist		
Geoffrey Odell	Teacher		
Yenesi Murillo	School Counselor		

J. Ballow  
Comprehensive School Safety Plan

GXP0

1 of 46

 2/2/24 1/9/24

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## Senate Bill 187: Comprehensive School Safety Plan Purpose

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

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

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB115. 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 (electronic or paper) of the Comprehensive School Safety Plan is provided yearly to the following:

- School staff
- Parents
- After-school program staff
- Oxnard Police Department
- Oxnard Fire Department
- Early Childhood Education staff
- Volunteer Coaches

A copy of the Comprehensive School Safety Plan is available for review online at [www.oxnardsd.org](http://www.oxnardsd.org) or in the Curren School K-8's office.

### **COVID-19 PANDEMIC INFORMATION FOR 2023 – 2024 SCHOOL YEAR**

*For the most up-to-date information concerning our COVID-19 protocols, feel free to visit the following websites:*

Oxnard School District @ [www.oxnardsd.org](http://www.oxnardsd.org)

Ventura County Department of Public Health @ [www.vhca.org](http://www.vhca.org)  
Center for Disease Control and Prevention @ [www.cdc.gov](http://www.cdc.gov)

**Safety Plan Vision**

At Curren School, we will empower all students to not just know, but to become. We believe all students deserve a nurturing, safe, and secure learning environment. Students are to be safe, responsible, and respectful.

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

### **Curren School K-8 Safety Committee**

Curren School Safety Committee. The members are: Mr. Pablo Ordaz (Principal); Jessica Glass (Assistant Principal); Mireya Rosales (Office Manager and Parent), Geoffrey Odell (Teacher); Raluca Razus (Teacher); Jose S. (After-School Program Coordinator), Yenesis Murillo (School Counselor) and Scott Brewer (Fire Department Representative-Emergency Service Manager).

### **Assessment of School Safety**

Office referrals are entered in Q, reviewed by admin and staff, and shared with parents and stakeholders at meetings.

Admin, ORC, and Attendance tech review site attendance rates and communicate to parents and stakeholders at meetings.

The Pupil Services Department shares monthly suspension / expulsion data with the site. The information is shared with staff and stakeholders at meetings.

The Risk Management Department from the District conducts a Safety Inspection of each campus each year; a report is submitted and necessary changes are made by either school personnel or district personnel.

The Lead Custodian and principal conduct regular safety inspections. Any safety issues reported by staff to administration are handled by the lead custodian or through work orders to the District Office.

Oxnard Police Department conducted a security inspection of the campus with the principal at the beginning of the school year and made recommendations as necessary.

Emergency drills are conducted on a regular basis.

Oxnard Police Department (OPD) attend lock down drills scheduled by school staff to ensure that procedures are followed properly providing feedback to Principal which will debrief with staff and do necessary changes.

Earthquake and fire drills are conducted on a regular basis.

School administration and staff from the safety committee conduct an annual inventory of emergency equipment and replace supplies as needed, including emergency buckets and emergency classroom backpacks. The Safety Committee reviews and discusses procedures and makes any necessary recommendations and changes.

Regular meetings with Campus Assistants are conducted to review student behavior expectations and safety.

The Safety Committee reviewed and discussed procedures to be followed by staff and students during emergencies.

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

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

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

##### GENERAL

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law

enforcement agency. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

### STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

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

## GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

## OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

Dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

- Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.
- In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.
- During an emergency period or condition created by disaster, occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

Emergency Announcements will be provided on the following radio stations:

AM Radio Stations:

KTNQ-AM 1020 "Univision America" Spanish

KNX-AM 1070 "KNX 1070 Newsradio"

KUNX-AM 1400 "La Super X" Spanish

KKZZ-AM 1520 "La Voz" Spanish

KVTA- AM 1590 "Ventura's Talk Authority"

FM Radio Stations:

KCRU-FM 89.1 "Public Radio for Southern California"

KIND-FM 94.1 "Radio Indigena 94.1" Spanish / Mixteco

KXLM-FM 102.9 "Radio Lazer 102.9 FM" Spanish

#### CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

#### CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

#### CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

### PUBLIC AGENCY USE OF SCHOOL BUILDINGS FOR EMERGENCY SHELTERS

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

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

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

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

### STUDENT DUE PROCESS

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

### ALTERNATIVES TO SUSPENSION / OPTIONS

All schools within the Oxnard School District may establish a suspension program, which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

#### REQUIRED PARENTAL ATTENDANCE

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

#### DEFINITIONS

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

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

#### 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, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

#### GROUND FORS SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco, or tobacco products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm.
- n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
- o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
- r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
  - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
    - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
    - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
    - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
  - (2) (A) "Electronic act" means the transmission, 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.
    - (i) A message, text, sound, or image.
    - (ii) A post on a social network Internet Web site including, but not limited to:

- (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
- (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
- (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

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

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs

s) Aided or abetted the infliction or attempted infliction of physical injury.

E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.

E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

(a)(1)(A) Causing serious physical injury to another person, except in self-defense.

(a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.

(a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).

(a)(1)(D) Robbery or extortion.

(a)(1)(E) Assault or battery upon any school employee.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(c). Upon finding that the student committed any of these acts, the Board shall expel the student.

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee with the principal or designee's concurrence. (Education Code 48915 (c) (5))

2. Brandishing a knife as defined in Education Code 48915(g) at another person.

3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053 – 11058.

4. Committing or attempting to commit a sexual assault.

5. Possession of an explosive.

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

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

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts, which may involve the possession or sale of narcotics or of a controlled substance, or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c)

or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

#### PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

#### BULLYING

##### CALIFORNIA STATE LAW REGARDING BULLYING

Right to Safe Schools. All students and staff of public primary, elementary, junior high, senior high schools, and community colleges, colleges, and universities have the inalienable right to attend campuses which are safe, secure and peaceful.

##### AB 9 – Seth's Law

Requires schools to establish policies to prevent bullying and to address and be responsive to complaints about bullying.

- Requires school districts to include in its non-discrimination policy a detailed list where discrimination, harassment, intimidation, and bullying are prohibited under existing law—actual or perceived sexual orientation, gender, gender identity expression, race or ethnicity, nationality, religion, disability, or association with a person or group with one or more of these actual or perceived characteristics.
- Requires each school districts non-discrimination policy to describe the district's procedure for addressing discrimination and harassment complaints; and be publicized in places for student and parental access.
- School districts are to strengthen professional development curricula for teachers, school counselors, and administrators with instruction on identifying and stopping discrimination and harassment and creating a school-wide culture of inclusion and respect for differences.

##### AB 746 - Cyber bullying.

Existing law, the Interagency School Safety Demonstration Act of 1985, defines bullying as one or more acts of sexual harassment, hate violence, or intentional harassment, threats, or intimidation, directed against school district personnel or pupils, committed by a pupil or group of pupils. Under existing law, bullying, including bullying committed by means of an electronic act, as defined, is a ground on which suspension or expulsion may be based. This bill would specify that an electronic act for purposes of the act includes a post on a social network Internet Web site.

##### AB 1156 – Bullying In Schools

Redefines California anti-bullying law by expanding the definition of bullying and linking it to academic achievement. It will also strengthen policies and procedures to reduce bullying in schools and keep students safe.

- Requires training of school site personnel in the prevention of bullying
- Links bullying to academic achievement
- Gives victims of bullying priority for school transfer, if requested
- Encourages school districts and county offices of education to include policies and procedures on the prevention of bullying in the school safety plan

##### OXNARD SCHOOL DISTRICT BOARD POLICY 5131.2

###### Bullying

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

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

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

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

#### Bullying Prevention

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

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

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

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

#### Intervention

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

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

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

#### Complaints Procedures

The Board hereby designates the following position to handle complaints regarding bullying and inquiries regarding the district's bullying policies:

Assistant Superintendent, Human Resources and Support Services  
1051 South A Street  
Oxnard, CA 93030  
(805) 385-1501 ext. 2050

Any student who feels that he/she has been subjected to bullying should immediately contact the Coordinator, the principal, or any other staff member. Any student or school employee who observes an incident of bullying should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Upon receiving a complaint of bullying, the Coordinator shall immediately investigate the complaint in accordance with site-level complaint procedures specified in AR 1312.3- Uniform Complaint Procedures.

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

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

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

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

#### Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations. Alternative means of correction will be considered where appropriate, as required by Education Code section 48900.5

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

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

- (a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 or Section 48915 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])**

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

School Suspension & Expulsion/Due Process: Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

Failure to Report: Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

School Reporting Procedure: Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

District Complaint Procedure: If a situation involving sexual harassment is not promptly investigated and remedied by the principal or designee, a complaint of harassment may be filed in accordance with the district's uniform complaint procedures or procedures for complaints concerning district employees. The Superintendent or Assistant Superintendent, Human Resources, shall determine which procedure is appropriate.

Prohibition Against Retaliatory Behavior: The Oxnard School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

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

#### **CURREN SCHOOL DRESS POLICY**

All students at Curren will be held to the Curren School Dress Policy. Clothing should not disrupt the natural flow of the classroom and/or school activities. Students who violate the dress policy will be requested to fix inappropriate clothing, by changing into appropriate clothing. Students can change into loaners, or call a parent or guardian to have appropriate clothing items brought to school and change, to adhere to the dress code policy. Repetitive dress code violations will result in disciplinary action. In accordance with Oxnard School District Policy 8145 AP, the purpose of dress standards shall be to ensure a safe and secure environment in which to offer a quality education.

Curren students should dress in clothing, footwear and accessories that promote and maintain an academically-oriented school atmosphere.

Curren dress policy is based upon the principle that the standard of dress and grooming is primarily the responsibility of the parents and students. Dress or appearance should not disrupt the education of others.

Clothes should be neat, clean, and be of good taste. Apparel which draws undue attention to the wearer is inappropriate and disrupts learning.

The following will be strictly adhered to:

#### **DRESS CODE**

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

California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering.

Students may not wear clothing or hairstyles that will be disruptive to the educational process."

The Curren School Dress Policy is based upon the principle that the standard of dress and grooming is primarily the responsibility of the parents and students. One's dress and appearance should not disrupt the education of others. Schools have the authority under State law to restrict the wearing of clothes, which could be considered to be "gang" attire.

Curren School Dress Policy DOES NOT ALLOW THE FOLLOWING:

1. Backless footwear, flip-flops, slippers or sandals.
2. Exposed undergarments.
3. Clothing or jewelry deemed provocative, disruptive, or hazardous to the health or safety of the wearer.
4. Baggy pants.

5. Over-sized clothing is inappropriate and must not create a safety hazard during physical activity.
6. Skirts and shorts above the mid thigh.
7. Torn pants with tear(s) above the mid thigh.
8. Clothing, jewelry, and personal items with obscene or offensive drawings, and writing or pictures depicting alcohol, drugs, sex, racism, or violence.
9. Gang-related apparel of any kind.
10. Halter tops, crop tops, or spaghetti straps.
11. Hats or head coverings with logos and/or writing. No hats or head coverings worn indoors (with the exception of those worn in religious observance).
12. Professional team attire (Cowboys, White Sox, Raiders, etc.)

Exceptions to dress code can only be made for medical, health reasons, and/religious beliefs.

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

Curren School is a closed campus facility. All gates which provide access to the classrooms and other rooms, except the main office, remain locked during regular hours. All visitors must check in and sign in at the front office to enter the school property, this includes after school hours.

Students enter school from one of two gates on F Street or G Street. These gates are only open before school (7:30 am-8:10 am) and at dismissal (2:20-2:45 pm). Dismissal for students in grades 1-5 is at 2:30 pm Monday, Tuesday, Thursday, Friday. Dismissal for students in grades 6-8 is at 2:34 pm. On Wednesdays, Kindergarten dismisses at 12:25, 1st-5th dismisses at 1:25 and 6-8 students dismisses at 1:34. For minimum days, dismissal for students in K-5 is at 11:55 am and 6-8 at 11:45 am. Campus supervisors and administrators leave the gates open at dismissal until 12:15 pm for minimum days. The regular school day for kindergarten is from 8:10-2:25 pm.

Campus supervisors and school administrators are located at all gates during arrival and dismissal for all grade levels. Parents are aware that there is no supervision before 7:30 am and after the gates close at the end of the day. School office hours are from 7:30 AM to 4:00 PM Monday through Friday. Students not participating in after school activities are to leave campus immediately. There are crossing guards at both F Street and G Street in the morning and at dismissal. School staff frequently communicates with the Oxnard Police Department regarding concerns with traffic, safety, and parking.

There is one area for bus drop-off and pick-up. This location is on F street.

Upon arriving at school, students are to immediately come onto campus. Students are only allowed to enter and exit through the gates at arrival and dismissal times. The tardy bell for students in grades 6-8 is at 8 am. The tardy bell for students in K-5 is at 8:10 am. If the student arrives after the tardy bell, the student must check into the office prior to going to the classroom. The student will receive an excused/unexcused tardy slip, then will be directed to the classroom. A truant tardy will be marked when the student arrives 30 minutes or more after the school's start time without a valid excuse. Adults who are not employees are not allowed on campus at any time without first checking in at the office, signing in and obtaining a visitor's badge. All adults picking up students before regular dismissal are required to be on the student's emergency card, be of 18 years of age, and produce a valid ID. Students may leave campus, prior to dismissal; if parents, guardians, or persons designated parents/guardians (and are on the emergency card) pick up students from school.

Parents/Guardians are asked to provide emergency contact information for their children at the beginning of the year, and are asked to make updates as soon as possible when contact information changes.

Parents/Guardians are responsible to provide the school with legal/custodial paperwork regarding a student. The legal documents are attached to the student's emergency card and will be followed accordingly.

When a student is absent, the parent or guardian needs to notify the school through a written note or phone call to the office within 72 hours of the absence. Excused absences include illness, medical/dental appointments, court appearances (for students), religious observations, or death of an immediate family member. The following are considered trancies:

1. Being absent from school without the knowledge and consent of the parent/guardian/school.
2. Leaving the school grounds during the day without permission.

### 3. Staying out of class without permission.

The safety committee meet and assess the needs of the school in regards to safe ingress and egress of students and staff. The School Safety Committee works collaboratively with all stakeholders; parents, teachers and students, and concerns and recommendations are considered when making changes to improve student/campus safety. Parents/Guardians are asked to provide emergency contact information for their children at the beginning of the year and are asked to make updates as soon as possible when contact information changes. Parents/guardians are responsible to provide the school with legal/custodial paperwork regarding a student. The legal documents are attached to the student's emergency card and will be followed accordingly.

Staff continuously monitors the safety of all students upon arrival and dismissal from school, including the bus stops, and throughout the school day, following established routines and procedures.

Curren School will adjust ingress and egress procedures and protocols for emergency circumstances, such as the COVID-19 pandemic, as outlined in the District's Emergency Operations Plan (EOP) and in accordance with Ventura County Health Guidelines.

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

### **Component:**

Positive School Climate (PBIS)

### **Element:**

Schoolwide Positive Behavior Support System

### **Opportunity for Improvement:**

The expectations for students and staff are reinforced on a daily basis. Admin and Staff review the implementation of CHAMPS in classrooms and on school premises to monitor procedures and to address areas that need improvement. The components of the Schoolwide Positive Behavior Support System will be adjusted to meet the procedures and protocols for emergency circumstances, such as the COVID-19 pandemic, as outlined in the District's Emergency Operations Plan (EOP) and in accordance with Ventura County Health Guidelines.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Continue the implementation of a comprehensive Schoolwide Positive Behavior Support System that is founded in CHAMPS to reduce the behaviors resulting in office referrals for violent/bullying behaviors.	<ol style="list-style-type: none"> <li>1. Continue to develop and implement the CHAMPS program at Curren School.</li> <li>2. Conduct school wide training on the plan.</li> <li>3. Implement the behavior support plan.</li> <li>4. Create a progressive and fair discipline policy.</li> <li>5. Communicate rules and specific behavioral expectations to students.</li> <li>6. Discipline assemblies at the start of the school year and throughout the year, as needed.</li> <li>7. Continue use of Restorative Practices/Community Circles.</li> <li>8. Supporting teachers who need additional guidance with classroom management through mentoring and through the PBIS team.</li> </ol>	CHAMPS books, handouts and posters, workshops facilitated by Ventura County Office of Education and Oxnard School District, PBIS (PAWS) Committee	Principal Assistant Principal ORC School Counselor Leadership Team PBIS Team Mentor Teachers	Office Referrals will be reduced Teacher / Staff survey Classroom walkthroughs
Train Campus Assistants, and After School program staff in School-wide Positive Behavior Support System that is founded in CHAMPS.	<ol style="list-style-type: none"> <li>1. Hold regular meetings/training with Campus Assistants.</li> <li>2. Hold regular meetings with after school program staff (ASP).</li> </ol>	CHAMPS books, handouts and posters.	Principal Assistant Principal	Observations Meeting Agendas Office Referrals Campus Assistant surveys
Disseminate safe school plan to all stakeholders.	<ol style="list-style-type: none"> <li>1. Parent meetings to discuss safe school plan and school-wide positive behavior system (School Site Council, ELAC &amp; Coffee with The Principal)</li> <li>2. School rules and procedures are also documented in the school handbook. This is also published online at Curren school's website.</li> </ol>	CHAMPS handouts and posters. Presentations will be done at meetings: School Site Council, ELAC, PTA, and/or Coffee with the Principal.	Principal Assistant Principal ORC	Meeting agendas

<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
School Counselor provides students with social-emotional support in areas of conflict resolution	<ol style="list-style-type: none"> <li>1. Counselor sets up small groups to support students in developing social-emotional and conflict resolution skills.</li> <li>2. Counselor will facilitate in restorative justice/community circles.</li> </ol>	Counselor	Counselor Teachers Principal Assistant Principal	Counselor keeps documentation of students social skills development.
Strengthen Home-School Connections through Family Nights/Events in order to help students feel connected to the school and feel an ownership of the school.	<ol style="list-style-type: none"> <li>1. Create Welcome Back events at beginning of school year such as a Back to School Night and throughout the year.</li> <li>2. Increase family nights such as the Dia de los Muertos Event and Reading Night.</li> <li>3. All call reminders and flyers for ELAC, PTA, SSC and Coffee with the Principal.</li> </ol>	Principal Assistant Principal Counselor Staff PTA Flyers	Administration Teachers	Family attendance sign in sheets Parent Feedback
After school clubs (Art, At-Risk Tutoring, Robotics, Intramural Sports Teams, After School Program, Hip Hop Mindset)	<ol style="list-style-type: none"> <li>1. Create list of clubs that align with school vision and school goals - both for enrichment and intervention.</li> <li>2. Recruit staff to lead clubs.</li> <li>3. Provide necessary resources so clubs can operate effectively (i.e. - equipment for Intramural Sports).</li> <li>4. Club promotion, notification and selection process</li> </ol>	Administration Teachers	Staff	Attendance Sheets Student Feedback/Survey
Support students with more intense social-emotional needs	Provide NCPI Training for teachers, admin, and support staff in the Special Education Department.	District Behavior Specialist Special Education Teachers	District Behavior Specialist	Completion of the NCPI Training

Objectives	Action Steps	Resources	Lead Person	Evaluation
School Wide Community Circles	1. Counselors will continue providing training to all staff on Community Circles 2. First two weeks of school year, counselor provide lessons in all classrooms 3. Teachers will continue to implement Community Circles 1 to 2 times a week.	School Counselors Admin Teachers	School Counselors Administrators Teachers	Implementations schedules and teacher reports

**Component:**

School's Safe Physical Environment

**Element:**

Safe School Environment

**Opportunity for Improvement:**

Ensure the facility is a safe environment and in safe working order. Note and report any problems or items that need to be fixed/changed. Communicate regularly with Oxnard Police Department and discuss areas that need improvement. Receive Input from stakeholders during monthly meetings.

The components of the Safe School Environment will be adjusted to meet the procedures and protocols for emergency circumstances, such as the COVID-19 pandemic, as outlined in the District's Emergency Operations Plan (EOP) and in accordance with Ventura County Health Guidelines.

<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
Ensure the facility is in safe working order.	<ol style="list-style-type: none"> <li>1) Conduct regular walkthroughs for facility conditions.</li> <li>2) Submit and monitor facility work orders.</li> </ol>	Safety Forms Work Orders	Administration Lead Custodian	Walkthrough reports Work orders
Communicate Safety Plan to the community.	<ol style="list-style-type: none"> <li>1) Disseminate safe school plan to all stakeholders via parent meetings (School Site Council, Coffee with the Principal, ELAC).</li> </ol>	Safe School Plan Emergency Operations Plan	Administration	Agendas Feedback from stakeholders Attendance sheets
Ensure a closed campus, safe from intruders.	<ol style="list-style-type: none"> <li>1) Active shooter and threat assessment training for all staff.</li> <li>2) Lock-down drills.</li> <li>3) Ensure gate locks are working properly and locked daily.</li> <li>4) Ensure all visitors sign in and out properly in Main Office.</li> </ol>	Oxnard Police Department is available for support and training.	Administration Lead Custodian Office Staff	Feedback from OPD Lock-down drill forms
Ensure a safe and orderly environment throughout campus	<ol style="list-style-type: none"> <li>1) Supervision at arrival, during recess, lunch breaks and dismissal.</li> <li>2) Maintain a safe and clean environment for staff, students and visitors.</li> <li>3) Provide safe playground equipment, buildings, and walkways.</li> </ol>	Administration Staff OSD Facilities Department Custodians Campus Assistants	Administration Staff Custodian	Decrease the number of accidental injuries
Ensure traffic safety at drop off and dismissal	<ol style="list-style-type: none"> <li>1) Send out reminders to parents to follow all traffic laws</li> <li>2) Work with SRO to monitor traffic and suggest any ideas for improvement.</li> <li>3) Work with Risk Management to improve what procedures we have in place.</li> <li>4) Have all Campus Assistants be trained in cross walking</li> </ol>	Administration Risk Management Campus Assistants	Administration	Newsletters ParentSquare Messages Signage throughout the school perimeter Feedback from stakeholders

**Component:**

Disaster Preparedness

**Element:**

School Safety

**Opportunity for Improvement:**

Ensure all staff and students are prepared in case of an emergency. Conduct safety drills with debriefing opportunities. Receive Feedback from the Oxnard Police Department to make any necessary changes. The components of the Disaster Preparedness Plan will be adjusted to meet the procedures and protocols for emergency circumstances, such as the COVID-19 pandemic, as outlined in the District's Emergency Operations Plan (EOP) and in accordance with Ventura County Health Guidelines.

<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
Students know what to do in case of emergency such as fire, earthquake, or lockdown.	1) Monthly drills	Disaster drill handouts, fully equipped emergency backpacks and emergency buckets.	Principal Assistant Principal	Teacher reports Lockdown/ Fire drill reports Feedback from staff when debriefing
Communicate Safety Plans to the community.	1) Disseminate safe school plan to all stakeholders via parent meetings (ELAC, School Site Council, Coffee with The Principal)	Presentations will be done at meetings: school site council, ELAC, and/or Coffee with the Principal.	Principal Assistant Principal	Agendas Feedback from Stakeholders
Ensure emergency operations plan is updated and communicated to staff.	1. Hold monthly drills: disaster, fire, and lockdown drills. 2. Train staff and teachers on their responsibilities and stations during a disaster. 3. Hold an active shooter training with all staff.	Emergency Operations Plan	Principal Assistant Principal Safety /Disaster Committee	OPD Feedback Teacher Reports
Keep inventory of emergency supplies ready for use in the classroom (emergency backpacks and lock down buckets).	1) Assistant Principals check all staff backpacks for emergency supplies and materials inventory and replenish any expired supplies and materials.	Assistant Principals Safety Committee	Principal Assistant Principal Safety Committee	Inventory of supplies ordered for emergency backpacks
Keep inventory of emergency supplies ready for use in emergency storage bins.	Assistant Principals check the emergency supplies and materials inventory in the emergency bins and replenish any expired supplies and materials.	Assistant Principals Safety Committee	Principal Assistant Principal Safety Committee	Inventory of supplies ordered for emergency backpacks
Keep door magnets in use throughout the school year to give classrooms the ability to quickly lock down in an emergency.	Assistant Principals check and make sure that door magnets are consistently used in every classroom.	Assistant Principals Safety Committee Staff	Principal Assistant Principals Safety Committee Teachers Support Staff	Inventory of door magnets
Improve communication throughout the school in case of an emergency	1. Provide every building with a walkie talkie 2. Provide staff with code to do all call	Admin	Admin	Inventory of walkie talkies

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

### **Curren School K-8 Student Conduct Code**

#### **PURPOSE:**

Curren School's rules and procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety. The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas.

#### **GUIDELINES FOR SUCCESS:**

Be Safe  
Be Responsible  
Be Respectful

All students at Curren School will conduct themselves in a manner that is Safe, Responsible, and Respectful. We want our students to develop a sense of our school's core values:

Perseverance  
Accountability  
Integrity  
Respect

#### **BELIEFS**

We believe our rules and procedures will:

- Provide a starting point for behavior and conduct expected.
- Provide a framework of expectations, rewards and consequences so we can be consistent and fair in disciplining students.
- Promote overall school safety and security for each student.
- Demonstrate our agreement and commitment to developing self-discipline and responsible youth.
- Provide opportunities for students and parents to participate with school faculty, staff and administration in ensuring the highest possible instructional climate.
- Promote knowledge and teach behavior which will help students become self-respecting, successful and contributing adults.

#### **PHILOSOPHY**

A student's education is dependent upon a "team" effort involving the student, parents and school personnel. Each member of the team has specific responsibilities which must be met if the educational experience is to have the greatest positive results. Students, parents and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct in relation to life at school. We want to be an extraordinary place of safety and positive opportunity for everyone. These expectations apply whether attending in person or via Distance Learning.

#### **Expectations of Students**

- Attend school on time, everyday.
- Come to school ready to learn.
- Know and follow school rules and regulations.
- Be courteous and respectful to school personnel, fellow students and the public in general.
- Behave in such a way that it does not disrupt the learning of others.
- Respect public and private property.

- Communicate regularly with teachers and parents about school experiences, to receive the necessary support and assistance.

#### Expectations for Parents

- Assure that your child is in school and on time each day.
- Assure that your child is appropriately prepared for school (dress, nutrition and sleep).
- Be responsible for the pupil's behavior.
- Be respectful to all school staff.
- Teach the pupil respect for the law and the rights of others.
- Visit your school periodically and participate in conferences as called and attend informational meetings.
- Know the district, school and classroom rules and regulations and be supportive of your school.
- Help your child to learn self-control and responsibility.

#### Expectation for Teachers

- Provide learning experiences appropriate for each student.
- Consistently enforce classroom rules and district rules and policies.
- Communicate on a regular basis with parents concerning their child's progress.
- Be available to parents for conference.
- Continually improve professional competencies in matters of student control and discipline.
- Develop enthusiasm for learning through experiences that are interesting and relevant to pupils.

#### Expectations for Administrators

- Inform students and parents about school district discipline standards.
- Consistently monitor classroom, school and district rules and policies.
- Counsel with students and parents regarding disciplinary matters.
- Provide professional growth experiences which will assist staff in increasing competencies for student control and discipline.
- Provide leadership that will establish, encourage and promote teaching and effective learning.

#### Basic School Rules: We Are Safe, We Are Responsible, We Are Respectful

- Attend school regularly.
- Be on time.
- Be prepared for class.
- Treat others with respect, care and consideration.
- Promptly obey school authorities without argument.
- Conserve and protect school and private property.
- Engage in activities without "body contact."
- Follow all school and playground rules and expectations.
- Use appropriate language.
- Follow district dress/uniform standards.
- Use class time wisely.
- Work quietly without disturbing others.
- Respect the rights of others.
- Complete all assignments on time.
- Follow other rules which may be adopted in individual classrooms.

#### Consequences:

- Student may be counseled by their teacher, administrator, counselor, or staff member.
- Parents can be notified in writing, phone call, or other classroom communication system by the teacher or administrator.
- After counseling, students can lose privileges and may receive consequences for repeated infractions.
- Continued infractions may require a parent conference with the student's teacher and/or principal.
- Serious infractions may result in immediate suspension and/or recommendation for expulsion.

#### Positive Reinforcements:

- Incentives are used to promote positive and exemplary student conduct. Students can earn Cougar PAWS tickets when they are being safe, responsible, and respectful. Students collect and cash in Cougar PAWS tickets for prizes at the student store.
- Students also participate in a raffle to earn prizes.

**Evaluation and Feedback:**

- Referral forms are turned in to report incidents and student discipline. Administration / or staff complete and return referrals with notes indicating what actions were taken.
- Monthly PAWS meetings are conducted to review procedures, discuss focus areas, and review teacher feedback forms they have received in regards to student behavior and / or concerns.

**GENERAL**

*Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.*

**CONDUCT CODE PROCEDURES**

The school rules and procedures were developed and adopted in accordance with California education code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety. The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas.

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

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual based on his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

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

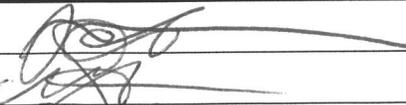
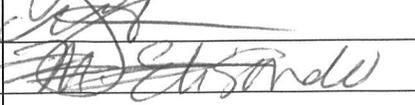
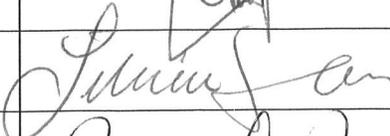
A Safety Committee is created every school year. The purpose of the committee is to review the Safety Plan and make any necessary changes and adjustments in order to ensure the safety of students and staff members. The Safety Plan is shared with stakeholders, and feedback is gathered to make any necessary changes. All changes are brought to the attention of the entire staff and stakeholders at meetings. The plan is reviewed in February, approved by the School Site Council, and updated on November 27, 2023.

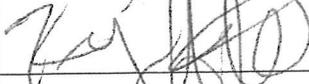
# Comprehensive School Safety Plan SB 187 Compliance Document

## 2023-2024 School Year

**School:** James Driffill Elementary School  
**CDS Code:** 5672538605271  
**District:** Oxnard School District  
**Address:** 910 South E Street  
 Oxnard, CA 93030  
**Date of Adoption:** February 15, 2023  
**Date of Review:** -with Staff  
 December 15, 2023  
 -with Law Enforcement  
 January 2024  
 -with Fire Authority  
 January 2024

**Reviewed by:**

Name	Title	Signature	Date
Javier Tapia	Principal		12.15.23
Michelle Styring	Assistant Principal		12-15-2023
Mary Elisondo	Assistant Principal		12/15/23
	Oxnard Police Department Representative		
	Fire Department Representative		
Miriam Cervantes	School Site Council Representative		12-15-2023
Liliana Soria	After School Program Coordinator		12.15.2023
Rosie Rabago	Classified Staff Representative		12/15/23

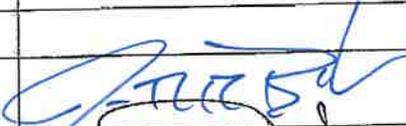
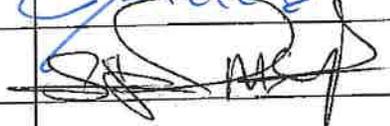
Name	Title	Signature	Date
Kim Soto	Primary Grades Teacher Representative		12-15-2023
Esteban Perez	Middle Grades Teacher Representative		12-15-23
Tim Fox	Lead Custodian		12-15-23

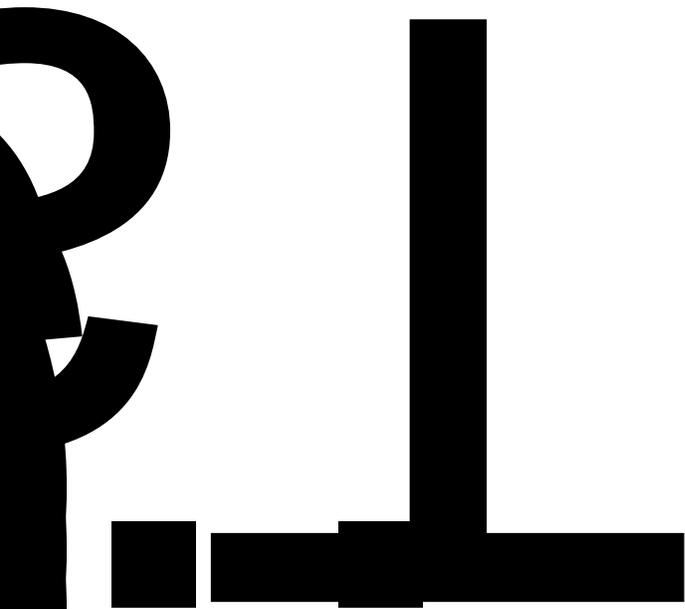
# Comprehensive School Safety Plan SB 187 Compliance Document

## 2023-2024 School Year

**School:** James Drifill Elementary School  
**CDS Code:** 56725386055271  
**District:** Oxnard School District  
**Address:** 910 South E Street  
 Oxnard, CA 93030  
**Date of Adoption:** February 21, 2024  
**Date of Review:** -with Staff  
 December 15, 2023  
 -with Law Enforcement  
 January 2024  
 -with Fire Authority  
 January 2024

**Reviewed by:**

Name	Title	Signature	Date
Javier Tapia	Principal		
Michelle Styring	Assistant Principal		
Mary Elisondo	Assistant Principal		
JTSALL GW	Oxnard Police Department Representative		2/2/24
STEPHEN McNAUGHAN	Fire Department Representative		1/24/24
Miriam Cervantes	School Site Council Representative		
Liliana Soria	After School Program Coordinator		
Rosie Rabago	Classified Staff Representative		



BOMB THREAT/ THREAT OF VIOLENCE

DISASTER

SENIORLY CON

EARTHQUAKE

EXPLOSION OR RISK OF EXPLOSION

IN SURROUNDING AREA

FIRE ON SCHOOL GROUNDS

FLOODING

LOSS OF FAILURE OF UTILITIES

MAJOR VEHICLE CRASH

PANDEMIC

PSYCHOLOGICAL TRAUMA

SUSPECTED CONTAMINATION OF FOOD OR WATER

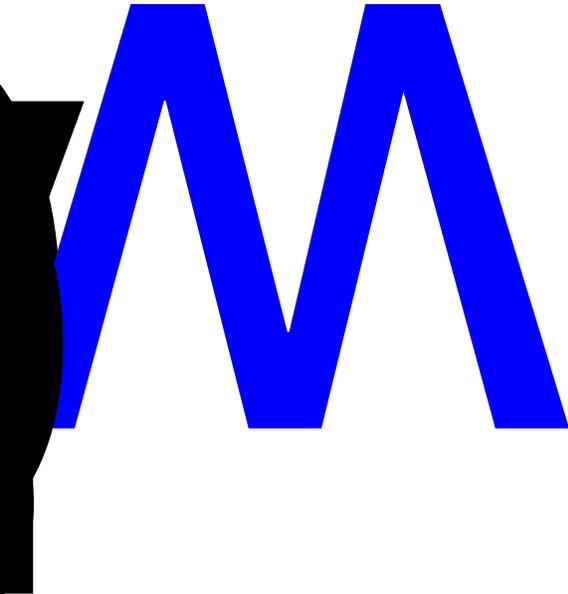
UNLAWFUL DISSEMINATION OF INFORMATION

Emergency

Emergency Evacuation Map



**WANO**







\_\_\_\_\_

\_\_\_\_\_

- a.
- b.
- c.

Reportable Sexual Activity if the Child is under 18 years:

- a.

Reportable Sexual Activity:

- b.
- c.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

MANDATED TRAINING

Knard School District staff who work with students are trained annually in regard to child abuse. New employees are trained before being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

an Emergency Building Evacuation, teachers will also:

Emergency Campus Evacuation:

necessary to evacuate the entire campus to another school or relief center, the Principal will:

Dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by the administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

Emergency Announcements will be provided on the following radio stations:

Radio Stations:

- 26-AM 1020 "Univision America" Spanish
- 26-AM 1070 "KNX 1070 Newsradio"
- 26-AM 1400 "La Super X" Spanish
- 26-AM 1520 "La Voz" Spanish
- 26-AM 1590 "Ventura s Talk Authority"

FM Radio Stations:

- 26-FM 89.1 "Public Radio for Southern California"
- 26-FM 94.1 "Radio Indigena 94.1" Spanish / Mixteco
- 26-FM 102.9 "Radio Lazer 102.9 FM" Spanish

CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of the Act.

CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, county, state agency or public district, excluding aliens legally employed.



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



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\_\_\_\_\_

\_\_\_\_\_

h) Possessed or used tobacco, or tobacco products.



MANDATORY RECOMMENDATION AND MANDATORY EXPULSION



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may be based. This bill would specify that an electronic act for purposes of the act includes a post on a social network site.



The Board hereby designates the following position to handle complaints regarding bullying and inquiries regarding the bullying policies:





(d)

(e)

The school dress codes are regularly reviewed by the School Site Council and the School Safety Committee, following education policies.





ent/student conference with school officials will be held to sign an attendance contract to foster improved attendance.



<b>Objectives</b>	<b>ActionSteps</b>	<b>Resources</b>	<b>LeadPerson</b>	<b>Evaluation</b>
1) Continue implementation of schoolwide implementation of PBIS systems	Assemblies (virtual or person) Daily Implementation Team Leads meet and share information PBIS Committee Needs Assessments	Handouts Posters Teacher Trainings Needs Assessments Student Incentives	Principal, Assistant Principals, PBIS Team and Staff	Classroom Visits Staff meeting feedback Data collected from office referrals
2) Improve classroom management	Survey Teacher Needs Provide teacher training at staff meetings Teach, clarify and support school-wide positive behavior expectations for students Classroom peer observations Admin conduct classroom observations	Expectations presentations Expectations info graphics Driffill 3R posters (digital and printed) Teacher surveys PBIS funding for release time	Principal, Assistant Principal, and PBIS Team	Staff meeting agenda Feedback and Survey Data from observations Expectation presentations and graphics Feedback from Parents Feedback from Students
3) Increase student engagement	Define engagement expectations for students, parents Revise School-wide Attendance Incentive Program to support return to in-person learning Identify and outreach disengaged students Provide parent workshops	Updated Incentive Program ORC School Funding for incentives Recognition Certificates	ORC PBIS Team Attendance clerk	Engagement Data Attendance Data Staff Feedback Weekly Bulletins Student and Parent Feedback Home visit log Communication logs

<b>Objectives</b>	<b>ActionSteps</b>	<b>Resources</b>	<b>LeadPerson</b>	<b>Evaluation</b>
4) Ongoing Staff training and implementation of PBIS evidence-based classroom practices	<p>Provide training at certificated and classified staff meetings</p> <p>Identify monthly "focus practice" as a staff</p> <p>Admin provide focus practice-specific feedback from observations</p> <p>Admin conduct classroom observations</p>	<p>PBIS evidence-based practice documents</p> <p>Feedback form</p>	<p>Principal, Assistant Principal, PBIS Team</p>	<p>Staff Meeting Agenda</p> <p>Observation Feedback Forms and Data</p>
5) Improve School culture/climate	<p>Survey student needs</p> <p>Provide students with appropriate supports in response to Panorama Surveys.</p> <p>Conduct observations in the areas students have desired a need.</p> <p>Identify and outreach students based on student survey.</p> <p>Provide workshops for students, staff, parents based on survey findings.</p>	<p>ORC</p> <p>School Counselors</p> <p>SEL Lessons</p> <p>Check-in/Check out systems</p>	<p>School Counselors</p> <p>Site Administration</p> <p>PBIS Team</p> <p>ORC</p>	<p>Data collection</p> <p>Panorama Surveys conducted throughout the year.</p> <p>Student surveys</p> <p>Teacher/Staff Surveys</p> <p>Observations</p>

<b>Objectives</b>	<b>ActionSteps</b>	<b>Resources</b>	<b>LeadPerson</b>	<b>Evaluation</b>
1) Maintain cleanliness and safe learning and working environments	<p>Model healthy practices and procedures</p> <p>Communicate procedures and protocols in a variety of ways.</p> <p>Model healthy practices and procedures</p> <p>Review site-based procedures regularly and communicate updates</p>	<p>Updated information from Risk Management Department, signage, Risk management guidelines for sites, Health and safety presentations</p>	<p>Principal, Assistant Principals, Custodians, Risk Management</p>	<p>Classroom and workspace walk throughs</p> <p>Assess effectiveness of procedures</p> <p>Meeting agendas</p> <p>Staff Feedback</p> <p>Parent Feedback</p> <p>District staff review of site procedures</p>
2) Ongoing review of safety protocol, procedures and practices to adapt to changing environment	<p>Monitor district and local information</p> <p>Communicate changes to families, staff, and stakeholders</p>	<p>Blackboard / Connect messages</p> <p>Weekly bulletins</p>	<p>Principal, Assistant Principals, Office Staff</p>	<p>Site communications including bulletins, agendas</p> <p>Staff Feedback</p> <p>Parent Feedback</p>
3) Reinforce/Reintroduce PBIS expectations and playground rules.	<p>Reintroduce Playground procedures and expectations.</p> <p>Reteach school sections and expectations for each area.</p>	<p>PBIS Team</p> <p>A-frames with rules</p> <p>PBIS resources</p>	<p>Principal, Assistant Principals, PBIS Team, Campus Supervisors, Teachers</p>	<p>PBIS team evaluations</p>
4) Campus Assistance will be prepared and equip to deal with student behaviors.	<p>Bimonthly meetings with campus assistance will be conducted to review student behaviors, behavior referral process, and reporting</p> <p>PD will be scheduled and offered to campus assistants to address various areas of student support, behaviors, and discipline.</p>	<p>Outside presenters, such as SALUS</p> <p>District Training</p> <p>CHAMPS and PBIS</p> <p>WALKIE- Talkie codes and etiquette</p> <p>Weekly Campus Supervisor meetings with Admin</p>	<p>Principal, Assistant Principal, Campus Supervisors</p>	<p>Weekly check-ins</p> <p>Bi-weekly meeting</p> <p>Evaluations</p>

<b>Objectives</b>	<b>ActionSteps</b>	<b>Resources</b>	<b>LeadPerson</b>	<b>Evaluation</b>
5) Ensure a safe and closed campus	<p>Continue to provide a secure closed campus. Gates are locked and supervised through the school day.</p> <p>Communication procedures and expectations are reviewed and practiced with staff.</p> <p>Protocol for Lockdown and threats are communicated and reviewed with staff.</p> <p>Mandatory Threat Assessment/Active Assailant trainings are given yearly to all campus staff members.</p> <p>Work orders placed and followed up on when needed.</p>	<p>Walkie -talkie codes and etiquette</p> <p>Weekly meetings</p> <p>Campus supervisor representative on the Safety Committee</p> <p>Video's/training by Oxnard Police Department</p>	Principal, Assistant Principal, Campus Supervisors	Daily perimeter check through campus walk throughs Safety-checklists and documentation.

<b>Objectives</b>	<b>ActionSteps</b>	<b>Resources</b>	<b>LeadPerson</b>	<b>Evaluation</b>
1) Review and update safety plan and emergency maps year	Meet yearly to update the school safety plan Update emergency maps with new staff names and update changed room assignments	Meet with leadership and safety committee Maps	Principal, Assistant Principals, and staff	Submit Safety Plan for Board Approval. Updated copy of map and plan
2) Review with all stakeholders - students, parents, and staff.	Establish meetings and timelines with the different stakeholders review and get input the updated plan.	Meeting agendas. Draft copies of plan	Principal and Assistant Principals	All agendas are online for review.
3) Train new staff on emergency and disaster preparedness procedures and provide for the need to update certifications.	Enroll staff in training that is needed. Schedule meeting time to train new staff	Emergency trainings and certificate programs	Principal, Assistant Principals, and staff	List of those who are trained and certified. Meeting agenda from new staff training
4) Work with the District to get on-going and new directives to link the District to the Site Plans.	Attend all meetings as scheduled.	Review all notes and emails from the District	District Office, HR, Principal, Assistant Principals, and staff	Completed Safety Plan aligned to the District plan.
5) Conduct regular safety drills	Schedule several dates for drills Communicate drill dates to Oxnard PD and Oxnard Fire	School calendar	Principal, office manager	Safety drill documentation submitted to OSD leadership
6) Review classroom emergency supplies	Inventory supplies in classroom emergency buckets and backpacks Add updated documents to each emergency binder Order supplies as needed	inventory list, emergency supplies for replenishment, updated copies of emergency documents	Assistant Principals, Office manager	Teacher Feedback

**DRIFFILL**



**RAMS**

**R** *espectful.  
esponsible.  
emain in the  
rowth mindset.*





GENERAL

Education Code 44877 Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, maintain proper and appropriate conditions conducive to learning.

CONDUCT CODE PROCEDURES

The school rules and procedures were developed and adopted in accordance with California education code 35291.5. represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and p intended as guidelines for enhancing the instructional climate and personal safety. The school uses a proactive and po approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classroom areas.

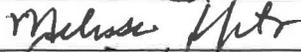
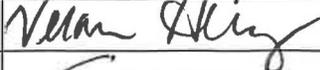


# Comprehensive School Safety Plan SB 187 Compliance Document

## 2023-2024 School Year

**School:** Elm Street School  
**CDS Code:** 56725386055289  
**District:** Oxnard School District  
**Address:** 450 East Elm Street  
 Oxnard, CA 93033  
**Date of Adoption:** February 21, 2024  
**Date of Review:** -with Staff  
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**Reviewed by:**

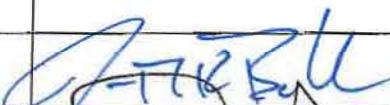
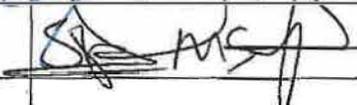
Name	Title	Signature	Date
Maria Christina Fernandez	Principal		2/5/24
	Police Department Representative		
	Fire Department Representative		
Mirna Rojas	School Site Council Chair		2/5/24
Cindee Hernandez	Teacher		2/5/2024
Ivette Zendejas	Teacher		2/6/2024
Melissa Yeto	Teacher		2/5/24
Veronica Hernandez	Office Manager		2/5/24
Cinthia Rivera	After-School Program Site Coordinator		2.5.24

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2023-2024 School Year

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**Address:** 450 East Elm Street  
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**Reviewed by:**

Name	Title	Signature	Date
Maria Christina Fernandez	Principal		
J. Ballou	Police Department Representative		2/2/24
STEPHEN MCNAUGHTEN	Fire Department Representative		1/24/24
Mirna Rojas	School Site Council Chair		
Cindee Hernandez	Teacher		
Ivette Zendejas	Teacher		
Melissa Yeto	Teacher		
Veronica Hernandez	Office Manager		
Cinthia Rivera	After-School Program Site Coordinator		

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## Senate Bill 187: Comprehensive School Safety Plan Purpose

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

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

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB115. 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 (electronic or paper) of the Comprehensive School Safety Plan is provided yearly to the following:

- School staff
- Parents
- After-school program staff
- Oxnard Police Department
- Oxnard Fire Department
- Early Childhood Education staff
- Volunteer Coaches

A copy of the Comprehensive School Safety Plan is available for review online at [www.oxnardsd.org](http://www.oxnardsd.org) or in the Elm Street School's office.

### **COVID-19 PANDEMIC INFORMATION FOR 2023 – 2024 SCHOOL YEAR**

*For the most up-to-date information concerning our COVID-19 protocols, feel free to visit the following websites:*

Oxnard School District @ [www.oxnardsd.org](http://www.oxnardsd.org)

### **Safety Plan Vision**

Elm Street School Mission -

Empower students' passion for learning

Linguistic, cultural, and academic excellence development

Maintain our classroom and school expectations, relationships, and practices to align with our values

Elm Street School Vision - Our vision is to create a safe and professional biliterate learning community. In this community, educators use data-driven instruction and collaborate to achieve common goals. Together with families, students, and community members, we work towards nurturing successful and contributing members of society while addressing the holistic needs of each child.

Staff members at Elm Street School commit to the following:

- Educate with intensity, a positive attitude, and enthusiasm with respect for students, parents, each other, and self
- Set data informed goals with high expectations for all
- Communicate and collaborate as a member of a team, being open to new ideas and reflecting on our practices
- Ensure all students have access to the curriculum
- Ensure that all students achieve grade level standards
- Maintain a safe and environmentally responsible campus

We also realize that to provide students with a successful and safe learning environment, we must implement a comprehensive, safe school plan. This plan focuses on implementing a safe school curriculum emphasizing good moral character development, social skills, and good-fellowship. We are actively continuing the implementation of our comprehensive school-wide discipline system and CHAMPS each school year.

It is the goal of all staff at Elm Street School to provide a nurturing, safe, and secure learning environment for all students, staff, families, and community.

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

### Elm Street School Safety Committee

Maria Christina Fernandez, Principal  
Police Department Representative  
Fire Department Representative  
Mirna Rojas, School Site Council Chair  
Cindee Hernandez, Teacher  
Melissa Yeto, Teacher  
Veronica Hernandez, Office Manager  
Perla Macias, Outreach Specialist  
Veronica Garcia, Counselor  
Cinthia Rivera, After-School Program Site Coordinator  
Alex Romero, Lead Custodian

### Assessment of School Safety

The Risk Management Department provided Active Assailant training for Elm Street Staff to prepare for priority 1 and 2 lockdowns.

The Risk Management Department from the District conducts a Safety Inspection of each campus each year. A report is submitted and necessary changes are made by either school personnel or district personnel.

The Lead Custodian and the Principal conduct a monthly safety inspection and submit reports to the District Office.

Any safety issues are reported by staff to Lead Custodian and Administration as they are noticed to be handled by the Lead Custodian or through work orders to the District Office.

Office Referrals can be forwarded to site PBIS Committee for review and assessment. The PBIS team will meet as needed to ensure consistent communication. The administrator, along with the Attendance Technician and Outreach Coordinator, review site attendance rates.

The Safety Committee reviewed and discussed procedures to be followed by staff and students during emergencies.

The principal and counselor engage in collaborative efforts to assess and analyze the outcomes of the Panorama Survey. Following a thorough review, a strategic plan is formulated, taking into consideration the survey results and addressing the specific needs of students. Subsequently, this information is disseminated to teachers, staff, and parents for comprehensive understanding and alignment with the established plan.

The following strategies were discussed to address the needs of the School Safety Assessment:

- Drills

The Lead Custodian and the principal conduct monthly safety inspections. Any safety issues reported by staff to Lead Custodian and informing administration. The safety issues can then be handled by the Lead Custodian or through work orders to the district office. Monthly fire drills, quarterly earthquake drills, and quarterly lockdown drills are conducted.

- Traffic/ Safety Enforcement and Communication:

Oxnard Traffic Police are called periodically to observe the traffic patterns during arrival and dismissal to ensure drivers obey traffic patterns. The principal communicates with the community via meetings, letters, and a Parent Square phone messaging system regarding reminders for safety and traffic regulations. The site safety committee meets regularly to review all safety and security procedures and make any necessary recommendations and changes.

- Repairs

Minor repairs are made immediately through the lead custodian or work orders placed through the District Office. Major changes may need to go through a process involving input from stakeholders which include the school's leadership team, safety committee, staff, and parent groups.

- Behavioral Expectations/Discipline and Consequences:

In order to ensure that students engage in safe behavior the school implements CHAMPS positive behavior support program. We are in full implementation of the CHAMPS Behavior Management System each school year at Elm Street School. We are confident that this system will continue to provide school-wide behavioral expectations, as well as discipline and consequences for all students in grades TK through 5th. We have developed school-wide rules for the cafeteria, office, restrooms, hallways, library, and assemblies. CHAMPS also has a classroom component that allows teachers the flexibility to use the spirit of CHAMPS in their classrooms, while customizing the specific rules of each teacher/class. Students are expected to follow the rules and teachers reinforce the rules in their classrooms. Consequences are applied when the expectations are not adhered to.

- Emergency Supplies:

We conduct an annual inventory of emergency equipment and replace supplies as needed, including emergency buckets and emergency classroom backpacks. The Emergency Operations Plan is updated annually and we have first aid supplies and a search and rescue plan in place.

- Information/Awareness

Through the district, staff are trained in the Emergency Operations Plan. The safety committee meets regularly to review all safety and security procedures and makes any necessary recommendations and changes.

- Internal Security Procedures/Student Security-Closed Campus:

We have dedicated many hours of preparation and training to developing a response to emergency situations. We have worked with our the local police department to review and practice current lockdown procedures. We have decided that practicing these lockdown procedures at minimum of three times a year will prepare students and staff for this emergency situation. We also discuss fire drills and continue to evaluate, update and implement evacuation route/gathering area where the entire student body can be monitored at the same time. It was also decided that monthly drills will keep us aware of any situations that may arise. As a staff we have also reviewed procedures for earthquakes and other natural disasters that may or may not require evacuation. We have also reviewed procedures for sign-in and identification of both district and non-district personnel sighted on campus before, during, and after school. They are asked what their needs are and given a visitor's pass so they may access the area of campus they need. Elm St. School is a closed campus. All individuals, parents, guests, and visitors are to sign-in at the school office upon arrival on site. All adults picking up students before regular dismissal are required to be on the student's emergency card, be of 18 years of age and produce a valid ID.

- Ingress/Egress Routes:

Security measures are implemented by having a closed campus. It was decided by staff that designated ingress and egress routes continue and a closed campus also continue to be implemented. The school site opens Fir St. gate from 7:30-8:00 a.m. to allow students access at the beginning of the school day; ingress. Buses will drop off students at the Fir St. gate during this time. Buses will pick up Kindergarten students on Fir St., but first through fifth grade students will be picked up on Montrose. The same access points will be available for first through third during egress, from 2:15-2:25 pm. Fourth and Fifth grade students egress on Elm St. at Blacktop area. At Elm, we have five campus supervisors assigned to supervising and monitoring students before school, during recesses, lunches, and after school for the safety of all students.

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

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

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

## GENERAL

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

## SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

#### STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

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

#### GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

#### OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.

- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

Dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

- Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.
- In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.
- During an emergency period or condition created by disaster, occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

Emergency Announcements will be provided on the following radio stations:

AM Radio Stations:

KTNQ-AM 1020 "Univision America" Spanish  
 KNX-AM 1070 "KNX 1070 Newsradio"  
 KUNX-AM 1400 "La Super X" Spanish  
 KKZZ-AM 1520 "La Voz" Spanish  
 KVTA- AM 1590 "Ventura's Talk Authority"

FM Radio Stations:

KCRU-FM 89.1 "Public Radio for Southern California"  
 KIND-FM 94.1 "Radio Indigena 94.1" Spanish / Mixteco  
 KXLM-FM 102.9 "Radio Lazer 102.9 FM" Spanish

CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

#### CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

#### PUBLIC AGENCY USE OF SCHOOL BUILDINGS FOR EMERGENCY SHELTERS

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

#### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

#### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

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

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

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

#### STUDENT DUE PROCESS

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

#### ALTERNATIVES TO SUSPENSION / OPTIONS

All schools within the Oxnard School District may establish a suspension program, which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

#### REQUIRED PARENTAL ATTENDANCE

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

#### DEFINITIONS

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

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

#### 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, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

#### GROUNDINGS FOR SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco, or tobacco products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm.
- n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
- o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.

- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
- r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
- (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
- (2) (A) "Electronic act" means the transmission, 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.
- (i) A message, text, sound, or image.
- (ii) A post on a social network Internet Web site including, but not limited to:
- (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
- (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
- (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs
- s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(E) Assault or battery upon any school employee.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(c). Upon finding that the student committed any of these acts, the Board shall expel the student.

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee with the principal or designee's concurrence. (Education Code 48915 (c) (5))
2. Brandishing a knife as defined in Education Code 48915(g) at another person.
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053 – 11058.
4. Committing or attempting to commit a sexual assault.
5. Possession of an explosive.

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

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

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts, which may involve the possession or sale of narcotics or of a controlled substance, or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

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

#### PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

#### **BULLYING**

##### CALIFORNIA STATE LAW REGARDING BULLYING

Right to Safe Schools. All students and staff of public primary, elementary, junior high, senior high schools, and community colleges, colleges, and universities have the inalienable right to attend campuses which are safe, secure and peaceful.

##### AB 9 – Seth's Law

Requires schools to establish policies to prevent bullying and to address and be responsive to complaints about bullying.

- Requires school districts to include in its non-discrimination policy a detailed list where discrimination, harassment, intimidation, and bullying are prohibited under existing law—actual or perceived sexual orientation, gender, gender identity expression, race or ethnicity, nationality, religion, disability, or association with a person or group with one or more of these actual or perceived characteristics.
- Requires each school districts non-discrimination policy to describe the district's procedure for addressing discrimination and harassment complaints; and be publicized in places for student and parental access.
- School districts are to strengthen professional development curricula for teachers, school counselors, and administrators with instruction on identifying and stopping discrimination and harassment and creating a school-wide culture of inclusion and respect for differences.

##### AB 746 - Cyber bullying.

Existing law, the Interagency School Safety Demonstration Act of 1985, defines bullying as one or more acts of sexual harassment, hate violence, or intentional harassment, threats, or intimidation, directed against school district personnel or pupils, committed by a pupil or group of pupils. Under existing law, bullying, including bullying committed by means of an electronic act, as defined, is a ground on which suspension or expulsion may be based. This bill would specify that an electronic act for purposes of the act includes a post on a social network Internet Web site.

##### AB 1156 – Bullying In Schools

Redefines California anti-bullying law by expanding the definition of bullying and linking it to academic achievement. It will also strengthen policies and procedures to reduce bullying in schools and keep students safe.

- Requires training of school site personnel in the prevention of bullying
- Links bullying to academic achievement
- Gives victims of bullying priority for school transfer, if requested
- Encourages school districts and county offices of education to include policies and procedures on the prevention of bullying in the school safety plan

#### OXNARD SCHOOL DISTRICT BOARD POLICY 5131.2

##### Bullying

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

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

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

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

##### Bullying Prevention

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

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

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

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

##### Intervention

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

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

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

##### Complaints Procedures

The Board hereby designates the following position to handle complaints regarding bullying and inquiries regarding the district's bullying policies:

Assistant Superintendent, Human Resources and Support Services

1051 South A Street  
Oxnard, CA 93030  
(805) 385-1501 ext. 2050

Any student who feels that he/she has been subjected to bullying should immediately contact the Coordinator, the principal, or any other staff member. Any student or school employee who observes an incident of bullying should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Upon receiving a complaint of bullying, the Coordinator shall immediately investigate the complaint in accordance with site-level complaint procedures specified in AR 1312.3- Uniform Complaint Procedures.

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

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

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

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

#### Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations. Alternative means of correction will be considered where appropriate, as required by Education Code section 48900.5

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

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

- (a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 or Section 48915 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])**

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

School Suspension & Expulsion/Due Process: Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

Failure to Report: Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

School Reporting Procedure: Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

District Complaint Procedure: If a situation involving sexual harassment is not promptly investigated and remedied by the principal or designee, a complaint of harassment may be filed in accordance with the district's uniform complaint procedures or procedures for complaints concerning district employees. The Superintendent or Assistant Superintendent, Human Resources, shall determine which procedure is appropriate.

Prohibition Against Retaliatory Behavior: The Oxnard School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.”

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

California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering.

Students may not wear clothing or hairstyles that will be disruptive to the educational process.

Elm Street School Dress Policy:

All students at Elm Street School will be held to Elm Street School's dress code policy. Students who violate the dress policy will be requested to fix inappropriate clothing, call home to have proper clothing items brought to school, or change into loaners. Parents can be called at home or work to bring appropriate clothing to school and have student change, to adhere to the school's dress code policy. The purpose of the dress code policy is to ensure a safe and secure environment in which students can benefit from a quality education. The school dress codes are regularly reviewed by the School Site Council and/or the School Safety Committee following the board education policies.

The following will be strictly adhered to:

1. Students may not wear clothing or hairstyles that will be disruptive to the educational process.
2. Close toed shoes must be worn at all times. No sandals or thongs allowed for safety. Parents will be notified of exceptions ie. special school events such as promotion event.
3. Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bare drug, alcohol or tobacco company advertising, promotions and likeness, or which advocate racial, ethnic or religious prejudice.
4. Hats, caps, and other head coverings shall not be worn indoors.
5. Attire should ensure the adequate coverage of undergarments at all times.
6. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet. Parents will be notified of exceptions ie. special school events.
7. Shirts should be tucked in and the seat of pants cannot sag. Oversized clothing is inappropriate and must not create a safety hazard during physical activity.
8. Metal accessories and jewelry that present a hazard to health and safety are prohibited.

Exceptions to the dress code can only be made for medical, health reasons, and/or religious beliefs of which require a medical and/or parental note.

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

Elm Street School is a closed campus. All gates that provide access to the classrooms and other rooms, except the school office, remain locked during regular school hours. Staff continuously monitors the safety of students upon arrival, dismissal, at the bus stops, and throughout the day, following established routines and procedures. All visitors to the campus must check in at the office, sign in, and obtain a visitor's badge.

Safe Ingress - All students will arrive at school before the first bell (8:00 a.m.) and be dropped off at Fir gate or Fir gate bus drop area if students receive bus transportation. If a student arrives tardy to school, the student must enter through the school office, check in with office personnel, and obtain an excused/unexcused tardy slip before going to their assigned classroom. A truant tardy will be marked when the student arrives 30 minutes or more after the school's start time without a valid excuse. When a student is absent, the Parent/Guardian needs to notify the school through a written note or phone call to the school office within 72 hours of the absence. Excused absences include illness, medical/dental appointments, court appearances (for students), religious observations, or death of an immediate family member. Truancies include being absent from school without the knowledge and consent of the parent/guardian/school leaving the school grounds during the day, and/or staying out of class without permission.

Elm School is a closed campus; thus, all visitors must sign in at the school office and receive a visitor's pass before entering the school campus. If school personnel notice an unidentified person on campus without proper identification or visitor's pass, they must report it immediately to the school office. Parents dropping off students at school should know that no supervision is available before 7:30 a.m. The school office hours are from 7:30 a.m. to 4:00 p.m.

Safe Egress- Transitional Kindergarten(TK) and kindergarten students will be dismissed by the classroom teacher using the front of the school gate connected to their playground. Students in TK to fifth grade who take the bus will be escorted by school staff to the bus stop on Montrose Street. First through third-grade students will be dismissed at the Fir St. gate by teachers at designated dismissal time, with teacher/staff supervision. Fourth and Fifth-grade students will be dismissed at the Elm St. gate at Blacktop Area. Students receiving bus transportation are picked up on Fir St. with staff supervision upon arrival. Parents/Guardians must stop at the office to sign-out their child if leaving early. Adults signing students out must be on the emergency card, 18 years of age, and have a valid photo identification. Students are not to loiter outside campus gates. In case of emergencies, all staff will follow the appropriate evacuation procedures as listed in the Safe School Handbook. Teachers must be aware of all students who take school transportation and follow the schedule.

In order to ensure the safety and well-being of students, Parents/Guardians are asked to provide emergency contact information for their children at the beginning of the year, and are asked to make updates as soon as possible when contact information changes. Additionally, Parents/Guardians are responsible to provide the school with legal and/or custodial documents regarding a student. The legal documents will be filed with the student's Emergency Card, and will be followed accordingly.

The School Site Safety Committee continuously assesses the needs of the school in regards to the safe ingress and egress of students, staff, and parents, and makes recommendations to make any changes to improve campus safety.

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

**Component:**

Positive School Climate

**Element:**

School-wide Positive Behavior Support

**Opportunity for Improvement:**

In order to provide students with a successful learning environment, we must implement a safe school plan emphasizing good moral character development, social skills, and good fellowship. The CHAMPS program is traditionally used in our school. The PBIS team meets twice a month to discuss any areas of concern, problems solve, and implement any new systems needed. Pupil Services is offering training for the PBIS team with the Safe and Civil School program.

Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>1)The continued implementation of CHAMPS to provide a safe and positive school environment.</p>	<p>Elm School staff and students will continue implementation of CHAMPS throughout the school year. Provide opportunities to spread the message of being kind. Student leaders will focus on spreading messages of kindness and acceptance.</p>	<ul style="list-style-type: none"> <li>• CHAMPS behavior system</li> <li>• Posters to support CHAMPS</li> <li>• Behavior assemblies for student</li> <li>• Safe and Civil Schools training</li> </ul>	<p>PBIS Committee: Principal Counselor ORC Teachers School Psychologist</p>	<p>PBIS Committee</p> <ul style="list-style-type: none"> <li>• Review of discipline referrals</li> <li>• Classroom visits and observation of student behavior</li> </ul> <p>Safety Committee</p> <p>Staff Meetings</p> <p>Teacher Behavior Logs</p> <p>Panorama Survey</p>
<p>2) Reduce the amount of office referrals/self referrals to Counselor regarding misbehavior, bullying, and inappropriate verbal and physical behavior.</p>	<p>Elm School will identify and share effective classroom anti- bullying strategies and practices.</p> <ul style="list-style-type: none"> <li>• Develop an anti-bullying campaign via Student 5th Grade Leaders</li> <li>• Student leaders will be selected to develop a "Kindness Club" to focus on accepting differences.</li> <li>• Pictures/Selfie with Leo &amp; Lea the Leopard when students are caught being positive leaders.</li> </ul>	<ul style="list-style-type: none"> <li>• Anti-Bullying Campaign</li> <li>• CHAMPS</li> </ul>	<p>PBIS Committee Counselor ORC Principal</p>	<ul style="list-style-type: none"> <li>• Review of discipline referrals</li> <li>• Meetings with safety committee</li> <li>• Meetings with PBIS Committee</li> <li>• Staff meetings</li> <li>• Anti-Bullying assemblies (NED Assemblies)</li> </ul>
<p>3) Staff, in partnership with the school counselor, school psychologist, and ORC will develop resiliency strategies to use with students in order to make a positive impact in the lives of students.</p>	<p>Strategies in regards to learning positive values, social competencies, and positive self-identity will be developed and implemented by staff.</p>	<p>Positive Behavior Support through CHAMPS and Cultural Proficiency ORC Counselor Local Agencies (New Dawn, VCBH: Logrando Bienestar)</p>	<p>PBIS Committee Principal Counselor ORC School Psychologist</p>	<ul style="list-style-type: none"> <li>• Review of discipline referrals</li> <li>• Review of SST referrals</li> <li>• Staff feedback</li> <li>• Panorama Survey</li> </ul>

**Component:**

School's Safe Physical Environment

**Element:**

Safe School Environment

**Opportunity for Improvement:**

We are committed to reaching the needs of all our students. By meeting the diverse needs of our students we will educate, challenge, and empower our students to behave as productive members of our community and help maintain a safe environment for all.

Objectives	Action Steps	Resources	Lead Person	Evaluation
1) Staff, students, and families will work together to build a sense of community within the school and community at large.	Staff shall practice a code of ethics that embraces cultural proficiency. Staff will work with families and students in a way that affirms universal human values, such as respect, honesty, and equity.	Continue Cultural Proficiency practices Safe and Civil/PBIS Training	PBIS Committee Principal Counselor ORC Teachers School Psychologist	<ul style="list-style-type: none"> <li>• Staff feedback</li> <li>• Family feedback</li> <li>• Monitoring of behavior referrals</li> <li>• Classroom visits and observations</li> <li>• Panorama Survey</li> <li>• Coffee with the Principal</li> <li>• ELAC</li> <li>• SSC</li> <li>• PTA</li> </ul>
2) Elm School shall have visible staff and family presence.	Elm administration will ensure staff are visible during ingress and egress of the school.	Staff Campus Assistants Visitor Sign-in Logs and Visitor Tags Safety Plan	Principal Safety Committee PBIS Committee	<ul style="list-style-type: none"> <li>• Monitoring by Staff</li> <li>• Staff feedback</li> <li>• Family Feedback</li> <li>• Record of Safety Committee Meetings</li> </ul>
3) Elm School will survey all students through Panorama: Social Emotional Survey and use results to identify safety issues.	Elm School will participate in the Panorama Survey three times a year.	Panorama and Data Results	Principal Counselor ORC Teachers: Transitional Kindergarten through second grade teachers answer questions regarding students on the Panorama Survey. Third through fifth grade students complete Survey on their own with support from Classroom teacher, School Counselor and ORC.	<ul style="list-style-type: none"> <li>• Review of Panorama Data</li> <li>• Staff Feedback</li> </ul>

Objectives	Action Steps	Resources	Lead Person	Evaluation
4) Elm School will continue to work with staff, families, community members and with Oxnard Police Department personnel to create a crime-free and safe school community.	Elm School will continue safety committee meetings. On behalf of the Safety Committee, the Principal will report out to all staff, and community members.	Oxnard Police Department CHAMPS Professional Development Lockdown Information Guides Evacuation Maps Connect Ed Messages to Families (Telephone Messaging System) Safety Plan	Principal Counselor ORC Safety Committee	<ul style="list-style-type: none"> <li>• Family Feedback</li> <li>• Staff Feedback</li> <li>• Monitoring of Behavior Referrals</li> <li>• Record of Meetings</li> <li>• Record of Communication</li> </ul>

**Component:**

Disaster Preparedness

**Element:**

School Safety

**Opportunity for Improvement:**

Ongoing review of safety plan and professional development. We will continue to conduct practice drills and debrief with staff to review and reflect on procedures.

Objectives	Action Steps	Resources	Lead Person	Evaluation
1) Develop a school-wide procedure for locking of school entrances on a daily basis to ensure proper lockdown procedures.	Hold meetings to discuss current procedures and possible new procedures. Hold meetings to train all staff on new protocols.	Safety Plan and Safety Handouts	Principal Oxnard Police Department Office Staff Custodial Staff Safety Committee Campus Supervisors	<ul style="list-style-type: none"> <li>• Debriefing of drills with staff</li> <li>• Staff Feedback</li> <li>• ELAC suggestions/input to SSC</li> <li>• SSC</li> <li>• Oxnard Police Department</li> <li>• Custodial Staff</li> <li>• Principal</li> <li>• Monitoring and Observation of Drills</li> </ul>
2) Develop a school-wide procedure for identifying non-school personnel sighted on campus before, during, and after school.	Hold meetings to discuss current procedures and possible new procedures. Hold meetings to train all staff on new protocols.	Staff Meetings Visitor Sign-In Log and Visitor Tags	Principal Oxnard Police Department Office Staff Custodial Staff Safety Committee Campus Supervisors	<ul style="list-style-type: none"> <li>• Daily Campus Monitoring</li> <li>• Record of Meetings with Safety Committee</li> </ul>
3) Work with Oxnard Police Department (OPD) and community to create a safe and crime-free community.	On behalf of Safety Committee, Principal will meet with OPD and community members to discuss school and community issues to decide how to work together to provide solutions for any issues as they arise.	OPD Safety Plan Safety Committee	Principal Safety Committee	<ul style="list-style-type: none"> <li>• Record of safety meetings</li> <li>• Safety Committee and Staff feedback</li> <li>• Daily Campus Monitoring by Staff</li> <li>• Coffee with Principal</li> </ul>



## PHILOSOPHY:

A student's education is dependent upon a "team" effort involving the student, parents and school personnel. Each member of the team has specific responsibilities which must be met if the educational experience is to have the greatest positive results. Students, parents and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct in relation to life at school. We want to be an extraordinary place of safety and positive opportunity for everyone.

### Expectations of Students:

- Be regularly in school attendance and be on time for each class.
- Know and obey school rules and regulations.
- Be courteous and respectful to school personnel, fellow students and the public in general.
- Behave in such a way that it does not disrupt the learning of others.
- Respect public and private property.

### Expectations for Parents:

- Assure that your child is in school and on time each day.
- Assure that your child is appropriately prepared for school (dress, nutrition and sleep.)
- Be responsible for the pupil's behavior.
- Teach the pupil respect for the law and the rights of others.
- Visit your school periodically and participate in conferences as called.
- Know the district, school and classroom rules and regulations and be supportive of your school.
- Help your child to learn self-discipline.

### Expectation for Teachers:

- Provide learning experiences appropriate for each student.
- Consistently enforce classroom rules and district rules and policies.
- Communicate on a regular basis with parents concerning their child's progress.
- Be available to parents for conference.
- Continually improve professional competencies in matters of student control and discipline.
- Develop enthusiasm for learning through experiences that are interesting and relevant to pupils.

### Expectations for Administrators:

- Inform students and parents about school district discipline standards.
- Consistently monitor classroom, school and district rules and policies.
- Counsel with students and parents regarding disciplinary matters.
- Provide professional growth experiences which will assist staff in increasing competencies for student control and discipline.
- Provide leadership that will establish, encourage and promote teaching and effective learning.

### Basic School Rules:

- Attend school regularly.
- Be on time.
- Be prepared for class.
- Treat others with respect, care and consideration.
- Promptly obey school authorities without argument.
- Conserve and protect school and private property.
- Engage in activities without "body contact."
- Obey all school, playground, etc. rules.
- Use appropriate language.
- Follow district dress/uniform standards.
- Use class time wisely.
- Work quietly without disturbing others.
- Respect the rights of others.
- Complete all assignments on time.

- Follow other rules which may be adopted in individual classrooms.

#### Student Conduct, Concerns and Consequences:

Student conduct which prevents students from learning or teachers from teaching, will not be tolerated. We have established clear consequences for behavior that interferes with and rewards for positive behavior, to help all students maintain acceptable personal conduct. We provide classroom instruction in personal and social skills, incorporating the teaching of school rules and making wise choices in prevention of discipline incidents. Students learn that when they violate a school or classroom standard, a consequence will result. Disruptive, disrespectful behavior or harassment will not be tolerated. Students are not to endanger others, continually disregard rules or repeatedly interfere with others' right to learn.

Note: Students may be disciplined for acts related to school activities or attendance which occur at any time including:

- While on school grounds;
- While going to or coming from school;
- During the lunch hour whether on or off campus;
- During, or going to or coming from, a school sponsored activity.

#### Other causes of disciplinary action:

- Deliberate littering of school premises;
- Chewing gum while at school;
- Possessing -cellular telephones or electronic paging devices;
- Not adhering to the school dress code;
- Making bomb threats or false fire alarms;
- Setting fires or using explosive devices which threaten or cause damage to human life or property on school grounds or at school sponsored events;
- Habitual tardiness/truancy;
- Forging parents' signatures or school documents (CAC 306).

#### Consequences:

After rules are taught, student may be counseled by their teacher, aide or principal for a first and second infraction. Parents may be notified in writing and/or telephone call for repeated infractions, by the student's teacher and/or principal. After counseling, students will lose privileges and may receive detentions for repeated infractions.

Continued infractions may require a parent conference with the student's teacher and/or principal. Serious infractions may result in immediate suspension and/or recommendation for expulsion for the student.

#### Positive Recognition:

- Incentives are used to promote exemplary student conduct.
- Trimester Awards are held to recognize positive student behavior as well as academic gains.

#### GENERAL

*Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.*

#### CONDUCT CODE PROCEDURES

The school rules and procedures were developed and adopted in accordance with California education code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety. The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas.

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

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual based on his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

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

A Safety Committee is created every school year. The purpose of the committee is to review the Safety Plan on a continual basis and make any necessary changes and adjustments in order to ensure the safety of students and staff members. The plan is reviewed in November & December and approved by the School Site Council, and then reviewed and approved by School Board in February each year.

The Staff, School Site Council, English Language Advisory Committee, Safety Committee, PBIS Committee, Oxnard Police Department, Fire Department and the Principal will review the three components annually. These groups will consider the impact of the components and their effectiveness in student safety and behavior. All community members are encouraged to maintain an ongoing dialogue about standards for personal conduct and school safety. If at any time a staff member, community member, or Safety Committee member feels that the plan needs to be amended, the following process will be followed:

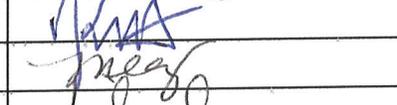
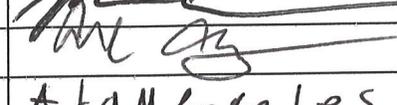
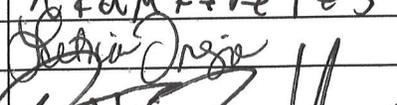
1. Safety Committee will be convened to discuss issues
2. Changes will be proposed
3. Proposed changes will need to be reviewed and approved by School Site Council
4. Amendments will be made

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2023-2024 School Year

**School:** Robert J. Frank Academy of Marine Science and Engineering  
**CDS Code:** 56725386111850  
**District:** Oxnard School District  
**Address:** 701 North Juanita Avenue  
 Oxnard, CA 93030  
**Date of Adoption:** February 15, 2024  
**Date of Review:** -with Staff  
 12/1/2023  
 -with Law Enforcement  
 January 2024  
 -with Fire Authority  
 January 2024

**Reviewed by:**

Name	Title	Signature	Date
Tyler Higa	Principal		12/13/23
Eli Kashman	Assistant Principal		12.13.23
Jennifer Smith	Assistant Principal		12/13/23
Mariana Garcia	Assistant Principal		12/13/23
Angelica Pantoja	Counselor		12/13/23
Amber Pergeson	Counselor		12/13/23
Mark Urwick	Teacher		12/13/23
Alex Cortez	Lead Custodian		12/13/23
Adam Reveles	SSC President		12/13/23
Leticia Trejo	Parent Member		12/13/23
John Ballow	Police Department Representative		12/15/23

# Comprehensive School Safety Plan SB 187 Compliance Document

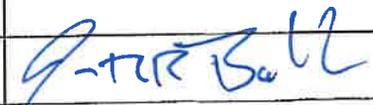
## 2023-2024 School Year

**School:** Robert J. Frank Academy of Marine Science and Engineering  
**CDS Code:** 56725386111850  
**District:** Oxnard School District  
**Address:** 701 North Juanita Avenue  
 Oxnard, CA 93030  
**Date of Adoption:** February 21, 2024  
**Date of Review:** -with Staff  
 12/1/2023  
 -with Law Enforcement  
 January 2024  
 -with Fire Authority  
 January 2024

Reviewed by: **STEPHEN McNAUGHTEN OXNARD FIRE MARSHAL**



1/24/24

Name	Title	Signature	Date
Tyler Higa	Principal		
Eli Kashman	Assistant Principal		
Jennifer Smith	Assistant Principal		
Mariana Garcia	Assistant Principal		
Angelica Pantoja	Counselor		
Amber Pergeson	Counselor		
Mark Urwick	Teacher		
Alex Cortez	Lead Custodian		
Adam Reveles	SSC President		
Leticia Trejo	Parent Member		
John Ballow	Police Department Representative		2/2/24

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## Senate Bill 187: Comprehensive School Safety Plan Purpose

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

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

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB115. 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 (electronic or paper) of the Comprehensive School Safety Plan is provided yearly to the following:

- School staff
- Parents
- After-school program staff
- Oxnard Police Department
- Oxnard Fire Department
- Early Childhood Education staff
- Volunteer Coaches

A copy of the Comprehensive School Safety Plan is available for review online at [www.oxnardsd.org](http://www.oxnardsd.org) or in the Robert J. Frank Academy of Marine Science and Engineering's office.

### **COVID-19 PANDEMIC INFORMATION FOR 2023 – 2024 SCHOOL YEAR**

*For the most up-to-date information concerning our COVID-19 protocols, feel free to visit the following websites:*

Oxnard School District @ [www.oxnardsd.org](http://www.oxnardsd.org)

Ventura County Department of Public Health @ [www.vhca.org](http://www.vhca.org)  
Center for Disease Control and Prevention @ [www.cdc.gov](http://www.cdc.gov)

### **Safety Plan Vision**

At R. J. Frank Academy of Marine Science and Engineering, we embrace the Oxnard School District vision, “Educate, Inspire, and Empower,” and recognize that a safe school is paramount to our students’ educational success. Our students’ many talents and skills must be continually nurtured in a safe and supportive school environment.

We believe all stakeholders deserve to feel safe and secure while at R. J. Frank Academy of Marine Science and Engineering and we will work to create and maintain a positive learning environment that ensures the physical, emotional, and mental well-being of our entire academic community.

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

### Robert J. Frank Academy of Marine Science and Engineering Safety Committee

Tyler Higa, Principal  
Eli Kashman, Assistant Principal  
Jennifer Smith, Assistant Principal  
Mariana Garcia, Assistant Principal  
Mark Urwick, Teacher  
Amber Pergeson, Counselor  
Angelica Pantoja, Counselor  
Alex Cortez, Lead Custodian  
Leticia Trejo, Parent  
Scott Brewer, Emergency Service Manager City Oxnard

### Assessment of School Safety

The School principal, assistant principals, and plant manager conducted a security / safety inspection of the campus, and made recommendations which were addressed by school personnel. The Oxnard Police Department has already made improvements best practices for school safety which are now the new standard in the Oxnard area. The Risk Management Department from the District conducts a Safety Inspection of each campus every year. A report is submitted and necessary changes are made by either school personnel or district personnel.

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

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

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

(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

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)

#### GENERAL

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

#### STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

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

#### GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

#### OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.

- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

Dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

- Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.
- In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.
- During an emergency period or condition created by disaster, occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

Emergency Announcements will be provided on the following radio stations:

AM Radio Stations:

KTNQ-AM 1020 "Univision America" Spanish

KNX-AM 1070 "KNX 1070 Newsradio"

KUNX-AM 1400 "La Super X" Spanish

KKZZ-AM 1520 "La Voz" Spanish

KVTA- AM 1590 "Ventura's Talk Authority"

FM Radio Stations:

KCRU-FM 89.1 "Public Radio for Southern California"

KIND-FM 94.1 "Radio Indigena 94.1" Spanish / Mixteco

KXLM-FM 102.9 "Radio Lazer 102.9 FM" Spanish

CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.

2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

#### CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

#### PUBLIC AGENCY USE OF SCHOOL BUILDINGS FOR EMERGENCY SHELTERS

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

#### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

#### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

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

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

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

Robert J Frank will abide by all Oxnard School Board policy and California Education Codes in relation to school suspensions, expulsions and mandatory expulsions.

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

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

#### STUDENT DUE PROCESS

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

#### ALTERNATIVES TO SUSPENSION / OPTIONS

All schools within the Oxnard School District may establish a suspension program, which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

#### REQUIRED PARENTAL ATTENDANCE

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

#### DEFINITIONS

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

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

#### 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, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

#### GROUNDINGS FOR SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco, or tobacco products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
- l) Knowingly received stolen school property or private property.

- m) Possessed an imitation firearm.
  - n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
    - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one of more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
      - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
      - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
      - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
      - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
    - (2) (A) "Electronic act" means the transmission, 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.
      - (i) A message, text, sound, or image.
      - (ii) A post on a social network Internet Web site including, but not limited to:
        - (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
        - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
        - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
  - (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
  - (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(E) Assault or battery upon any school employee.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(c). Upon finding that the student committed any of these acts, the Board shall expel the student.

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee with the principal or designee's concurrence. (Education Code 48915 (c) (5))
2. Brandishing a knife as defined in Education Code 48915(g) at another person.
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053 – 11058.
4. Committing or attempting to commit a sexual assault.
5. Possession of an explosive.

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

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

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts, which may involve the possession or sale of narcotics or of a controlled substance, or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

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

#### PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

#### **BULLYING**

##### **CALIFORNIA STATE LAW REGARDING BULLYING**

Right to Safe Schools. All students and staff of public primary, elementary, junior high, senior high schools, and community colleges, colleges, and universities have the inalienable right to attend campuses which are safe, secure and peaceful.

##### **AB 9 – Seth's Law**

Requires schools to establish policies to prevent bullying and to address and be responsive to complaints about bullying.

- Requires school districts to include in its non-discrimination policy a detailed list where discrimination, harassment, intimidation, and bullying are prohibited under existing law—actual or perceived sexual orientation, gender, gender identity expression, race or ethnicity, nationality, religion, disability, or association with a person or group with one or more of these actual or perceived characteristics.
- Requires each school districts non-discrimination policy to describe the district's procedure for addressing discrimination and harassment complaints; and be publicized in places for student and parental access.
- School districts are to strengthen professional development curricula for teachers, school counselors, and administrators with instruction on identifying and stopping discrimination and harassment and creating a school-wide culture of inclusion and respect for differences.

##### **AB 746 - Cyber bullying.**

Existing law, the Interagency School Safety Demonstration Act of 1985, defines bullying as one or more acts of sexual harassment, hate violence, or intentional harassment, threats, or intimidation, directed against school district personnel or pupils, committed by a pupil or group of pupils. Under existing law, bullying, including bullying committed by means of an electronic act, as defined, is a ground on which suspension or expulsion may be based. This bill would specify that an electronic act for purposes of the act includes a post on a social network Internet Web site.

##### **AB 1156 – Bullying In Schools**

Redefines California anti-bullying law by expanding the definition of bullying and linking it to academic achievement. It will also strengthen policies and procedures to reduce bullying in schools and keep students safe.

- Requires training of school site personnel in the prevention of bullying
- Links bullying to academic achievement
- Gives victims of bullying priority for school transfer, if requested
- Encourages school districts and county offices of education to include policies and procedures on the prevention of bullying in the school safety plan

#### OXNARD SCHOOL DISTRICT BOARD POLICY 5131.2

##### Bullying

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

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

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

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

##### Bullying Prevention

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

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

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

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

##### Intervention

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

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

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

##### Complaints Procedures

The Board hereby designates the following position to handle complaints regarding bullying and inquiries regarding the district's bullying policies:

Assistant Superintendent, Human Resources and Support Services

1051 South A Street  
Oxnard, CA 93030  
(805) 385-1501 ext. 2050

Any student who feels that he/she has been subjected to bullying should immediately contact the Coordinator, the principal, or any other staff member. Any student or school employee who observes an incident of bullying should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Upon receiving a complaint of bullying, the Coordinator shall immediately investigate the complaint in accordance with site-level complaint procedures specified in AR 1312.3- Uniform Complaint Procedures.

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

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

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

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

#### Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations. Alternative means of correction will be considered where appropriate, as required by Education Code section 48900.5

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

Robert J Frank will follow all adopted Oxnard School Board measures and EC 49079 as they relate to the Notification of teachers of students who are identified as dangerous.

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

- (a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 or Section 48915 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])**

“Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

School Suspension & Expulsion/Due Process: Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

Failure to Report: Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

School Reporting Procedure: Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

District Complaint Procedure: If a situation involving sexual harassment is not promptly investigated and remedied by the principal or designee, a complaint of harassment may be filed in accordance with the district's uniform complaint procedures or procedures for complaints concerning district employees. The Superintendent or Assistant Superintendent, Human Resources, shall determine which procedure is appropriate.

Prohibition Against Retaliatory Behavior: The Oxnard School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.”

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

All students at R.J.Frank Academy of Marine Science and Engineering will be held to the R.J.Frank School dress code policy. Students who violate the dress code policy will be requested to fix inappropriate clothing by changing into appropriate clothing. Students can call parents or guardians to bring appropriate clothing to school and change, to adhere to the school's dress code policy.

The purpose of the dress code policy is to ensure a safe and secure environment in which students can benefit from a quality education. The school dress codes are regularly reviewed by the School Site Council and/or the School Safety Committee following the board education policies.

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

California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering.

Students may not wear clothing or hairstyles that will be disruptive to the educational process.

School dress codes are regularly reviewed by the School Site Council and/or School Safety Committee following these board of education policies.

1. Clothes should be neat, clean, and in good taste. Clothing which draws undue attention to the student is inappropriate and disrupts learning.
2. Shoes must be worn at all times. Slippers, flip flops, high heels, or open toe shoes are prohibited.
3. Bare midriffs, half shirts, tube tops, cut-offs, low-cut blouses, muscle T-shirts, too short skirts/shorts are prohibited. Clothing may not reveal undergarments (bra straps, underpants, boxers, etc.).
4. Clothing items with references to, or images of, alcohol, drugs, tobacco, guns, or weapons are prohibited. This includes shirts and sweatshirts with obscene or suggestive pictures and/or objectionable language.
5. Stars are prohibited on any students apparel or personal items.
6. Chains, rubber bands, and rubber bracelets are prohibited.
7. Piercings with sharp points or hollow centers are prohibited due to safety concerns and will need to be removed.
8. Gang-like attire is prohibited. This includes long shorts with high socks, baggy pants, professional sportswear (i.e. Cowboys, Raiders, Lions, etc.), and any other items that are used to signify a particular neighborhood or gang-affiliation. Additional information is available under the prohibited dress policy.
9. Hats, beanies, hoods, or other head coverings are prohibited except as defined under the hat policy. Any clothing or personal items deemed disruptive to the educational process are prohibited.

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

The Safety Committee continuously assesses the needs of the school in regards to safe ingress and egress of students and staff. Working collaboratively with all stakeholders, parent concerns and ideas are considered when making any changes to improve student/campus safety.

Parents/Guardians are asked to provide emergency contact information for their children at the beginning of the year, and are asked to make updates as soon as possible when contact information changes.

Parents/Guardians are responsible to provide the school with legal/custodial paperwork regarding a student. The legal documents are attached to the student's emergency card and will be followed accordingly.

### **SCHOOL HOURS**

The student day is from 8:00 am to 2:34pm (1:34pm on Wednesdays). Parents dropping students off at school should be aware that supervision is NOT available before 7:40 am. School office hours are 7:30 am to 4:00 pm.

- Once arriving at school, students are to immediately come onto the campus and move to the cafeteria, library or other supervised location if there is time to spare until the first bell at 7:55 am. From 7:40 am until 7:55am, students may also congregate in the quad areas. At 7:55 am all students are to proceed to their first period class. Under no circumstances are students to leave to pick up friends, go to locations other than the school campus, or loiter outside campus gates.
- Students not participating in after-school activities are to leave campus immediately upon dismissal by walking or via school bus. Students waiting for rides home via automobile need to wait in the designated pickup area located in front of the school. Loitering is prohibited. Students who fail to adhere to this rule will be subject to disciplinary action.

### **CLOSED CAMPUS – LEAVING EARLY**

R. J. Frank Academy of Marine Science and Engineering is a closed campus. Students must stay on campus from the time of arrival in the morning until dismissal at 2:34pm (1:34pm on Wednesdays).

Under no circumstances should a student leave campus without permission.

Parent must check in at the office in order to pick up students who are leaving campus for appointments. Only parents and guardians listed on the Emergency card and in possession of a valid ID can sign out for a student leaving campus.

### **TARDY / LATE POLICY**

- Be on time to all your classes.
- Be at your first class before 8:00 am.
- If a student is late to class without an approved reason it is a behavior infraction which can result in progressive discipline.
- If a student is late in the morning, he/she must report to the Student Services Center for a late slip, and then quickly go to class.
- An "excused late" will be assigned when parents have called the school with a valid excuse such as a doctor or dentist's appointment.
- Oversleeping, missing the bus, etc., are not valid reasons for an "excused late."
- When a student is habitually late to school (more than 3 times), the Student Services office will assign an Office Detention or other consequence as necessary.
- Truant Tardy is when students arrive to school 30 minutes late. When a student is determined to have a truant tardy, he/she will be assigned an office detention, be placed on an attendance contract, and possibly receive a citation.

## EXCUSED ABSENCES

These can only result from illness, medical/dental appointments, court appearances, or death in the immediate family. All other absences are considered unexcused. State law does not provide any financial assistance to schools when students are absent for any reason, including excused absences.

When a student is absent, parents are expected to call the school (805-385-1536) the same day of the absence.

## RETURNING AFTER AN ABSENCE

1. Bring a dated note from parent(s) stating the reason for the absence, with your name, grade, date of absence, and parent signature.
2. Take the note to the Attendance Clerk prior to 7:55 am to avoid being late for class.

## TRUANCIES (UNEXCUSED ABSENCES)

The following are considered trancies:

1. Being absent from school without the knowledge and consent of the parent/school.
2. Leaving the school grounds during the day without permission.
3. Staying out of class without permission.
4. Having excessive tardies.

If a student is habitually late or absent from school, various measures may be taken including regular assignment to Saturday School, an alternate school placement, and referral to SARB (School Attendance Review Board). Truancy is a violation of the California Education Code and includes consequences ranging from requiring parents to attend parenting classes to fines levied to parents. In all cases of truancy, students will be assigned an office consequence.

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

### **Component:**

Positive School Climate (PBIS)

### **Element:**

School-wide Positive Behavior Support

### **Opportunity for Improvement:**

Increase student achievement by reducing student office referrals and suspensions. The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas.

<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
1) Maintain increased supervision before and after school	Strategically assign teachers and administrative staff, as well as campus assistants to various areas on campus.	Funding should be maintained for current campus assistants	Administration	Duty Schedule
2) Cultivate additional community resources to help support our students who have issues with alcohol and drugs	Identify at-risk students, connect them to the designated agency and follow through with family to ensure that all of the steps are being completed	Partnership with Community Agencies	Administration and Counselors/ORC	SSTs held on students identified as being in need of assistance
3) Cultivate additional community resources to help support our students who have become involved in gang activity	Connect with various partnerships in the community, including SRO.	Funding for extra-curricular activities	Administration and Counselors/ORC	Completion of counseling sessions or participation in designated activity
4) Discourage the use of electronic devices for non academic purposes while on campus through school policies	New cell phone policy prohibits use of phones and other personal electronic devices on campus during the school day. Phones are confiscated and locked away when the phone policy is violated.	Office staff maintains a list of student violations and informs parents of repeat offenses.	Administration	Monitoring frequency of Student Cell Phone confiscation due to violation of school use policy
5) Maintain/Expand the After School Program	Maintain/increase participation in the After School Program (ASP). Host clubs, led by teachers, after school.	Recruit regular faculty to facilitate after school program sports and enrichment clubs and provide academic interventions	OSD After School Program and City of Oxnard	Attendance records
6) Continue implementation of Restorative Justice Program	Coordinate campaign to train students, staff and parents	Professional Development Days, Class Meetings and Parent Workshops	Counselors and PBIS Committee	Decrease in the number of bullying incidents and create a more positive and accepting school culture.
7) Continue implementation of PBIS	Maintain and update training of whole staff and visit other school sites where approach is already in place	Professional Development Resources and Collaboration time	Administration, Counselors, Faculty and Staff	Reduction in the number of Office Referrals, Suspensions and Expulsions
8) Support Opportunity Class	Recruit highly qualified staff and provide the necessary support	District Funding for Certificated and Classified positions needed for the class	Administration	Successful transition back into the general population after the students have met their goals

Objectives	Action Steps	Resources	Lead Person	Evaluation
9) Maintain a safe campus	Administrators, campus supervisors, and teachers maintain school discipline through enforcing agreed upon school rules.	Funding should be maintained for current campus assistants. Duty Schedule is created and monitored.	Administration	Duty Schedule, number of referrals, and log of calls to Oxnard PD

**Component:**

School's Safe Physical Environment

**Element:**

Safe School Environment

**Opportunity for Improvement:**

Ensure that the campus is safe and secure for all staff and students

Objectives	Action Steps	Resources	Lead Person	Evaluation
1) Work with Facilities Department to ensure that the physical campus is meeting the needs of our site	Conduct an Annual Williams Inspection Facilities Review	Risk Management Staff, Facilities Staff and Ventura County Office of Education Staff	Site Administrators	Successful completion of Yearly Inspection as reflected in Student Accountability Report Card
2) Address minor work orders or repairs	Identify the problem, communicate need to custodial staff and ensure completion. If repairs are beyond the site staff capacity, ensure that Facilities Department is notified.	Custodial Staff and Facilities Staff	Assistant Principals	Repair completed or deferred to Facilities Department
3) Provide a secure perimeter	Ensure protocols are reviewed with staff regarding gate closures, badge identification and routine safety procedures. Utilize closed circuit surveillance cameras.	Agendas and Written Communications	Principal	Gate closures at all times and effective use of surveillance cameras
4) Monthly safety inspections	Identify potential safety hazards or needs and submit needed work orders.	Custodial staff and facilities Staff	Administrators	Monthly inspection checklist
5) Oxnard School District/OPD partnership	Continue relationship with OPD	Site Administrator and Oxnard Police Department	Administrator	Log of interactions between site and OPD as necessary.

**Component:**

Disaster Preparedness

**Element:**

School safety.

**Opportunity for Improvement:**

Ensure all staff and students are prepared in case of emergency.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Students know what to do in case of emergency such as fire, earthquake, or lockdown	Scheduled drills	Emergency equipment	Administrators and teachers	Keep a log of monthly drills
Ensure adequate emergency equipment available.	Check emergency equipment annually	Emergency equipment	Custodian/Administrator	Checklist of supplies on site/needed supplies.
Teachers and staff are knowledgeable about their roles in case of emergency.	Discuss safety plan at staff meetings. Have staff trained in emergency procedures.	Staff Meetings	Administrators	Staff Meeting agendas/ PD logs

**(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)****Robert J. Frank Academy of Marine Science and Engineering Student Conduct Code****PURPOSE**

The school Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety. The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas.

**GOALS**

We want our students to develop a sense of values and to become:

Caring, Honest, Responsible, Well-mannered, Courteous, Respectful, Knowledgeable of right and wrong, Fair, Positive in outlook, Compassionate and Self-disciplined

**GOALS FOR SUCCESS:**

At Robert J. Frank we believe our students are setting habits that will last a lifetime. We are helping them to follow guidelines that lead to their academic and social success. We call these guidelines Goals For Success.

L- Leaders

O- On Time

B- Brilliant

O- Organized

S- Successful

**BELIEFS**

We believe our rules and procedures will:

- Provide a framework for behavior and conduct expected on campus and provide guidelines that lead to our student's academic and social success.
- Provide a framework of expectations, rewards and consequences so we can be consistent and fair in disciplining students.
- Promote overall school safety and security for each student.
- Demonstrate our agreement and commitment to developing self-disciplined and responsible youth.
- Provide opportunities for students and parents to participate with school faculty, staff and administration in ensuring the best possible instructional climate.
- Promote knowledge and teach behavior which will help each student become responsible and successful adults.

**Expectations of Students**

- Be regularly in school attendance and be on time for each class.

- Know and obey school rules and regulations.
- Be courteous and respectful to school personnel, fellow students and the public in general.
- Behave in such a way that it does not disrupt the learning of others.
- Respect public and private property.

#### Expectations for Parents

- Assure that your child is in school and on time each day.
- Assure that your child is appropriately prepared for school (dress, nutrition and sleep).
- Be responsible for the pupil's behavior.
- Teach the pupil respect for the law and the rights of others.
- Visit your school periodically and participate in conferences as called.
- Know the district, school and classroom rules and regulations and be supportive of your school.
- Help your child to learn self-discipline.

#### Expectation for Teachers

- Provide learning experiences appropriate for each student.
- Consistently enforce classroom rules and district rules and policies.
- Communicate on a regular basis with parents concerning their child's progress.
- Be available to parents for conferences.
- Continually improve professional competencies in matters of student control and discipline.
- Develop enthusiasm for learning through experiences that are interesting and relevant to pupils.

#### Expectations for Administrators

- Inform students and parents about school district discipline standards.
- Consistently monitor classroom, school and district rules and policies.
- Counsel with students and parents regarding disciplinary matters.
- Provide professional growth experiences which will assist staff in increasing competencies for student control and discipline.
- Provide leadership that will establish, encourage and promote teaching and effective learning.

#### Basic School Rules:

- Attend school regularly.
- Be on time.
- Be prepared for class.
- Treat others with respect, care and consideration.
- Promptly obey school authorities without argument.
- Conserve and protect school and private property.
- Engage in activities without "body contact."
- Obey all school, playground, etc. rules.
- Use appropriate language.
- Follow district dress/uniform standards.
- Use class time wisely.
- Work without disturbing others.
- Respect the rights of others.
- Complete all assignments on time.
- Follow other rules which may be adopted in individual classrooms.

## Student Conduct, Concerns and Consequences:

Student conduct which prevents students from learning or teachers from teaching will not be tolerated. We have established clear consequences for behavior that interferes with learning and rewards for positive behavior, to help all students maintain acceptable personal conduct. We provide classroom instruction in personal and social skills, incorporating the teaching of school rules and making wise choices in prevention of discipline incidents. Students learn that when they violate a school or classroom standard, a consequence will result. Disruptive, disrespectful behavior or harassment will not be tolerated. Students are not to endanger others, continually disregard rules or repeatedly interfere with others' right to learn.

### Other causes of disciplinary action:

- Deliberate littering of school premises;
- Chewing gum while at school;
- Using electronic devices during times when use is not allowed or to cause a disturbance
- Not adhering to the school dress code;
- Making bomb threats or false fire alarms;
- Setting fires or using explosive devices which threaten or cause damage to human life or property on school grounds or at school sponsored events;
- Habitual tardiness/truancy;
- Forging parents' signatures or school documents (CAC 306).

### Consequences

After rules are taught, student may be counseled by their teacher, aide or principal for a first and second infraction. Parents may be notified in writing and/or telephone call for repeated infractions, by the student's teacher and/or principal. After counseling, students will lose privileges and may receive detentions for repeated infractions.

Continued infractions may require a parent conference with the student's teacher and/or principal. Serious infractions may result in immediate suspension and/or recommendation for expulsion for the student.

### Positive Reinforcements

Incentives are used to promote exemplary student conduct. Students earn positive rewards such as Reward Activities and monthly student awards based on positive behavior.

## SCHOOL RULES AND PROCEDURES: IMPLEMENTATION RESPONSIBILITIES

### Expectations:

- Basic rules are reviewed with students by classroom teachers at the beginning of each year.
- Basic school rules are sent home each year, in written form, for parental review.
- Students will be held responsible for their conduct.
- Parents will be responsible for providing and supporting an environment that is conducive to their child's/children's success.
- Teachers will cooperate with other staff in enforcing school rules and helping students understand the benefits of choosing behavior that shows respect for other people and property.
- The principal will establish and enforce rules that conform to district procedures and foster safety and good citizenship.

## EVALUATION AND FEEDBACK METHODS

Students receive feedback from all adults on campus regarding their behavior. Administrators, teachers, campus assistants, and staff all assume the responsibility of helping students maintain positive behavior

### Summary

The staff, School Site Council, and the principal will review the school rules and discipline program. These groups will consider the impact of the school-wide recognition programs and their effectiveness. The number of discipline referrals and suspensions will be reviewed. All community members are encouraged to maintain an ongoing dialogue about standards for personal conduct and school safety.

### GENERAL

*Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.*

### CONDUCT CODE PROCEDURES

The school rules and procedures were developed and adopted in accordance with California education code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety. The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas.

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

Robert J Frank follows the Oxnard School Board policy as it pertains to hate-crime reporting.

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual based on his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

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

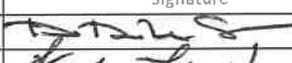
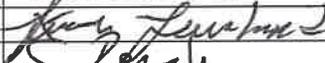
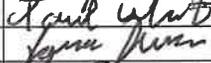
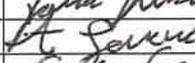
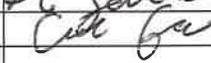
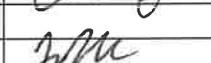
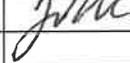
At R.J. Frank Academy of Marine Science and Engineering, the Leadership Team, ELAC, School Site Council, School Safety, and PBIS Committee will convene throughout the school year to update the School Safety Plan. The purpose of the School Safety Committee is to review the Safety Plan on a continual basis and make any necessary changes and adjustments in order to ensure the safety of students and staff members. The committee meets regularly to review and make any necessary recommendations and changes. All changes are brought to the attention of the entire staff and stakeholders at meetings. The plan is reviewed in December, approved by the SSC, and updated on March 1st.

# Comprehensive School Safety Plan SB 187 Compliance Document

**2023-2024 School Year**

**School:** Fremont Academy of Environmental Science and Innovative D  
**CDS Code:** 56725386055313  
**District:** Oxnard School District  
**Address:** 1130 North M Street  
 Oxnard, CA 93030  
**Date of Adoption:** February 21, 2024  
**Date of Review:** -with Staff  
 December 13, 2023  
 -with Law Enforcement  
 January 2024  
 -with Fire Authority  
 January 2024

**Reviewed by:**

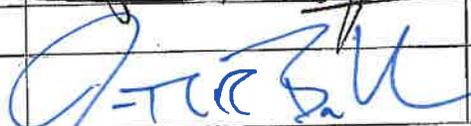
Name	Title	Signature	Date
Dave De Los Santos	Principal		12/15/23
Kori Lauchland	Coordinator of Safety Plan (A.P.)		1-8-24
Sam Reveles	Teacher		1/8/24
Paul White	Teacher		1-8-24
Jasmine Duron	SSC parent representative		1/9/24
Alejandro Garcia	Teacher		1-8-24
Angelica Garibay	Classified staff member		1/8/24
Scott Brewer	Emergency Manager for Oxnard		1-8-24
John Miller	Teacher		1-8-24
	Oxnard Police Department Representati		

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Sam Reveles	Teacher		
Paul White	Teacher		
Jasmine Duron	SSC parent representative		
Alejandro Garcia	Teacher		
Angelica Garibay	Classified staff member		
Scott Brewer STEPHEN MCNAUGHTEN	Emergency Manager for Oxnard FIRE MARSHAL		1/24/24
John Miller	Teacher		
J. Ballou	Oxnard Police Department Representative		2/2/24

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## Senate Bill 187: Comprehensive School Safety Plan Purpose

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

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

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB115. 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 (electronic or paper) of the Comprehensive School Safety Plan is provided yearly to the following:

- School staff
- Parents
- After-school program staff
- Oxnard Police Department
- Oxnard Fire Department
- Early Childhood Education staff
- Volunteer Coaches

A copy of the Comprehensive School Safety Plan is available for review online at [www.oxnardsd.org](http://www.oxnardsd.org) or in the Fremont Academy of Environmental Science and Innovative Design's office.

### **COVID-19 PANDEMIC INFORMATION FOR 2023-2024 SCHOOL YEAR**

For the most up-to-date information concerning our COVID-19 protocols, feel free to visit the following websites:

Oxnard School District @ [www.oxnardsd.org](http://www.oxnardsd.org)

### **Safety Plan Vision**

At Fremont Academy, we support our district's motto, "Equity, Integrity, Accountability, and Service," and seek to find avenues within our students' learning journeys that lead them to become life-long learners, who have talents, skills, knowledge, and compassion to enrich our world. We commit to working together in partnership to provide a school climate and environment that is safe and secure for our students to thrive and succeed.

We believe all school partners deserve a physically, emotionally, mentally safe, secure, and positive learning environment through a caring and supportive staff, engaging curriculum, procedures, and training in order to accomplish the goals of high academic achievement and civic responsibilities. Safety of our students and staff is of utmost importance and Fremont will continue to provide safety education and practice for our students.

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

### Fremont Academy of Environmental Science and Innovative Design Safety Committee

Dave De Los Santos (Principal), Kori Lauchland (Assistant Principal & Safety Committee Coordinator), Paul White (Teacher), Sam Reveles (Teacher), John Miller (teacher), Angelica Garibay (classified member), Scott Brewer (Emergency Manager for Oxnard), and Jasmin Duron (Parent & SSC Representative).

### Assessment of School Safety

Emergency drills are conducted on a monthly basis. The Oxnard PD participates in our Priority 1 lockdown drills and provides feedback to staff and administration. Risk management conducts an annual safety inspection. Custodians and the assistant principal conduct monthly inspections and follow-up with appropriate work orders as needed. Administration and teachers monitor the morning drop-off areas and afternoon dismissal to ensure safety rules are followed. In addition, the office referral process, attendance rates, suspensions/expulsion data, and Panorama survey results, Local Law Enforcement Juvenile Crime Data, and property damage data are discussed with the PBIS team and staff members at staff meetings. The Safety Committee reviewed and discussed procedures to be followed by staff and students during emergencies as well. The Fremont Safety Committee meets once per trimester to monitor and review the safety plan and its recommendations will be followed by staff and students during emergencies. The School Safety Plan is updated annually. The ongoing implementation of the CHAMPS program will provide positive behavior support and continuous implementation of the WEB program will ensure a safe and supportive school climate. Risk Management from the District Office conducts a safety inspection of the campus on a yearly basis. A report is submitted and necessary changes are made. The lead custodian and the principal conduct monthly safety inspections. Any safety issues reported by staff to administration are handled by the lead custodian and assistant principal. The lead custodian will submit work orders to the Facilities Department as needed.

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

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

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

Fremont staff follows all education code and board policies for reporting child abuse. Staff members annually train, using the online training module provided by the Oxnard School District. Employees are to provide proof of completing this training. Certificates are verified by by site supervisors and the District Human Resource Department.

#### GENERAL

As stated in the Board Policy (BP 5141.4), District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse.

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

## SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

## STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

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

## GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).

Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.

Describes and details procedural steps necessary to protect lives and property.

Outlines coordination requirements.

Provides a basis for unified training and response exercises to ensure compliance.

## OBJECTIVES

Protect the safety and welfare of students, employees and staff.

Provide for a safe and coordinated response to emergencies.

Protect the District's facilities and properties.

Enable the District to restore normal conditions with minimal confusion in the shortest time possible.

Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).

Provide for interface and coordination between sites and the County or city EOC in which they reside.

Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

Upon emergency alert, secure work area and depart/report to assigned area.

Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.

DO NOT re-enter the building without permission or request of emergency service authorities.

Remain in the general assembly areas and calm students if not assigned another duty.

When signaled to re-enter safe areas of the school, quickly do so.

Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

Upon alert, assemble students for evacuation using designated routes and account for all students.

Secure room.

If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.

Upon arrival at the assembly area, account for all students.

Secure medical treatment for injured students.

Report any students missing or left behind because of serious injuries.

Stay with and calm students.

If signaled to re-enter school, assure students do so quickly and calmly.

Account for all students.

Check room and report anything amiss to the Team Leader and/or Operations Chief.

Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

Notify the Superintendent of the Campus Evacuation.

Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.

Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

Dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.

In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters. During an emergency period or condition created by disaster, occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

Emergency Announcements will be provided on the following radio stations:

AM Radio Stations:

KTNO-AM 1020 "Univision America" Spanish  
KNX-AM 1070 "KNX 1070 Newsradio"  
KUNX-AM 1400 "La Super X" Spanish  
KKZZ-AM 1520 "La Voz" Spanish  
KVTA- AM 1590 "Ventura s Talk Authority"

FM Radio Stations:

KCRU-FM 89.1 "Public Radio for Southern California"  
KIND-FM 94.1 "Radio Indigena 94.1" Spanish / Mixteco  
KXLM-FM 102.9 "Radio Lazer 102.9 FM" Spanish

CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

PUBLIC AGENCY USE OF SCHOOL BUILDINGS FOR EMERGENCY SHELTERS

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).

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

School policies follow district policies and state laws regarding suspension and expulsion. The suspension and expulsion policy is printed in the student handbook given to the student at the beginning of the year.

A pupil may not be suspended from school or recommended for expulsion unless the Superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more of subdivisions of the Education Code.

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

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

### STUDENT DUE PROCESS

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

### ALTERNATIVES TO SUSPENSION / OPTIONS

All schools within the Oxnard School District may establish a suspension program, which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

## REQUIRED PARENTAL ATTENDANCE

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

## DEFINITIONS

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

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

## 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, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

## GROUND FORS SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco, or tobacco products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm.
- n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
- o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
- r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
  - (1) Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil s or those pupils person or property.
    - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
    - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
    - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
  - (2) (A) Electronic act means the transmission, 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.
    - (i) A message, text, sound, or image.
    - (ii) A post on a social network Internet Web site including, but not limited to:
      - (I) Posting to or creating a burn page. Burn page means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
      - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). Credible impersonation means to

knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

- (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). False profile means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

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

(3) Reasonable pupil means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs

s) Aided or abetted the infliction or attempted infliction of physical injury.

E.C. 48900.5 Pupil s presence causes a danger to persons or property or threatens to disrupt the instructional process.

E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.

E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

(a)(1)(A) Causing serious physical injury to another person, except in self-defense.

(a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.

(a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).

(a)(1)(D) Robbery or extortion.

(a)(1)(E) Assault or battery upon any school employee.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(c). Upon finding that the student committed any of these acts, the Board shall expel the student.

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee with the principal or designee s concurrence. (Education Code 48915 (c) (5))

2. Brandishing a knife as defined in Education Code 48915(g) at another person.

3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053 11058.

4. Committing or attempting to commit a sexual assault.

5. Possession of an explosive.

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

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

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts, which may involve the possession or sale of narcotics or of a controlled substance, or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

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

#### PRINCIPAL S DISCRETION IN RECOMMENDING EXPULSION

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has latitude of choice within certain legal bounds. When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

## **BULLYING**

### **CALIFORNIA STATE LAW REGARDING BULLYING**

Right to Safe Schools. All students and staff of public primary, elementary, junior high, senior high schools, and community colleges, colleges, and universities have the inalienable right to attend campuses which are safe, secure and peaceful.

#### **AB 9 Seth's Law**

Requires schools to establish policies to prevent bullying and to address and be responsive to complaints about bullying.

Requires school districts to include in its non-discrimination policy a detailed list where discrimination, harassment, intimidation, and bullying are prohibited under existing law actual or perceived sexual orientation, gender, gender identity expression, race or ethnicity, nationality, religion, disability, or association with a person or group with one or more of these actual or perceived characteristics.

Requires each school districts non-discrimination policy to describe the district's procedure for addressing discrimination and harassment complaints; and be publicized in places for student and parental access.

School districts are to strengthen professional development curricula for teachers, school counselors, and administrators with instruction on identifying and stopping discrimination and harassment and creating a school-wide culture of inclusion and respect for differences.

#### **AB 746 - Cyber bullying.**

Existing law, the Interagency School Safety Demonstration Act of 1985, defines bullying as one or more acts of sexual harassment, hate violence, or intentional harassment, threats, or intimidation, directed against school district personnel or pupils, committed by a pupil or group of pupils. Under existing law, bullying, including bullying committed by means of an electronic act, as defined, is a ground on which suspension or expulsion may be based. This bill would specify that an electronic act for purposes of the act includes a post on a social network Internet Web site.

#### **AB 1156 Bullying In Schools**

Redefines California anti-bullying law by expanding the definition of bullying and linking it to academic achievement. It will also strengthen policies and procedures to reduce bullying in schools and keep students safe.

Requires training of school site personnel in the prevention of bullying

Links bullying to academic achievement

Gives victims of bullying priority for school transfer, if requested

Encourages school districts and county offices of education to include policies and procedures on the prevention of bullying in the school safety plan

### **OXNARD SCHOOL DISTRICT BOARD POLICY 5131.2**

#### **Bullying**

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

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

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

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

#### Bullying Prevention

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

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

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

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

#### Intervention

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

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

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

#### Complaints Procedures

The Board hereby designates the following position to handle complaints regarding bullying and inquiries regarding the district's bullying policies:

Assistant Superintendent, Human Resources and Support Services  
1051 South A Street  
Oxnard, CA 93030  
(805) 385-1501 ext. 2050

Any student who feels that he/she has been subjected to bullying should immediately contact the Coordinator, the principal, or any other staff member. Any student or school employee who observes an incident of bullying should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Upon receiving a complaint of bullying, the Coordinator shall immediately investigate the complaint in accordance with site-level complaint procedures specified in AR 1312.3- Uniform Complaint Procedures.

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

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

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

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

#### Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations. Alternative means of correction will be considered where appropriate, as required by Education Code section 48900.5

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

In order to fulfill the requirements made by Education Code 49079 that states teachers must be notified of the reason(s) a student has been suspended. Fremont has incorporated this notification into the existing

Attendance Reporting screen . On the daily attendance report, when a student is suspended, will show an S next to the student's name. To notify teachers of suspensions as they occur during the school year, the teacher is notified on the same day. The teacher can access the suspension by looking at the student s discipline screen. The information provided is for the student s current teachers only. All information regarding suspension and expulsion is CONFIDENTIAL, and is not to be shared with any student(s) or parent(s). Teachers are asked to secure any list with this information so students and others may not view it.

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

- (a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 or Section 48915 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])

Fremont is committed to maintaining a school environment that is free from harassment and or discrimination. The Oxnard School Board prohibits harassment and or discrimination of any student by another student, an employee or other person, at school or at a school-sponsored activity. The Board also prohibits retaliatory behavior or action against any person who complains, testifies, assists or otherwise participates in the complaint process established in accordance with this policy. Employees go through mandated training to make sure they are aware of the various ways in which sexual sexual harassment can occur.

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual

orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

**School Suspension & Expulsion/Due Process:** Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

**Failure to Report:** Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

**School Reporting Procedure:** Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

**District Complaint Procedure:** If a situation involving sexual harassment is not promptly investigated and remedied by the principal or designee, a complaint of harassment may be filed in accordance with the district's uniform complaint procedures or procedures for complaints concerning district employees. The Superintendent or Assistant Superintendent, Human Resources, shall determine which procedure is appropriate.

**Prohibition Against Retaliatory Behavior:** The Oxnard School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

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

In accordance with Oxnard School District Policy 8145 AP, the purpose of dress standards shall be to ensure a safe and secure environment in which to offer a quality education.

Fremont Academy's dress policy is based upon the principle that the standard of dress and grooming is primarily the responsibility of the parents and students. Clothing should not disrupt the natural flow of the classroom or school activities. Clothes should be neat, clean, and of good taste. Apparel which draws undue attention to the wearer is inappropriate and disrupts learning.

The Provisions of a School-Wide Dress Code Related to Gang Apparel:

#### **DRESS CODE**

Gang related apparel is defined as apparel that reasonably can determine to threaten the health and safety of the school environment if it were worn or displayed on a school campus

California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering.

Students may not wear clothing or hairstyles that will be disruptive to the educational process.

Students who violate dress code will be directed to change. Repeated dress code violations will lead to disciplinary action.

**Fremont Academy Dress DOES NOT ALLOW THE FOLLOWING:**

1. Backless footwear, flip-flops, slippers or sandals.
2. Baggy pants/shorts/sweatpants that are larger than the student's actual waist size measurement or that fall below the waist band of their undergarments.
3. Pajamas or pajama bottoms.
4. Shorts and pants that have holes, rips and tears above mid-thigh, unless leggings are worn under them.
5. Shirts with holes, rips or tears or sheer tops without another shirt underneath.
6. Halter tops, tube tops, crop tops, spaghetti straps or any top that reveals undergarments. Shirts and tops must cover the stomach and chest area. Shirt shoulder straps must be at least 2" wide.

7. Blankets as a form of covering.
8. Chains that hang down to the waist.
9. Clothing or jewelry deemed provocative, disruptive, or hazardous to the health or safety of the wearer.
10. Clothing that is considered offensive.
11. Clothing with slogans or pictures that depict or suggest alcohol, drugs, sex, racism, weapons, violence or obscenities.
12. Excessively long pants that fall below the heel of the shoe.
13. Exposed undergarments.
14. Gang-related apparel of any kind.
15. Gloves, unless weather permits.
16. Hats are to be worn outside only, with the exception of those worn in religious observance. Hoods may not be worn in the classroom environment.
17. Professional team attire of the following (Cowboys, White Sox, Raiders, and Mariners) per recommendation of Oxnard PD. This includes hats, jerseys, t-shirts and any other clothing items.

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

Upon arrival to school, students are to immediately come onto the campus through the designated entrances, and proceed to designated supervised areas. Under no circumstances are students to leave the campus to pick up friends, go to locations other than the school campus, or to loiter outside campus gates which includes the park.

Students who do not participate in after-school activities are to leave campus immediately. Students waiting for rides home need to wait in the designated pickup area located in front of the school office. Walkers are encouraged to walk home with friends or other students when possible and to not loiter outside of the campus which includes the park. Fremont staff briefly monitors before and after school at the park to ensure the safety of our students on their way to school and at dismissal. Students who fail to adhere to these rules may be subject to disciplinary consequences.

\*Parents are not allowed to enter the staff parking lot to drop off or pick up students.

Fremont Academy is a closed campus. Students must stay on campus from the time of arrival in the morning, during lunch, and after school while waiting for the bus/parent. Students may leave campus during school hours if a written request from a parent or guardian has been approved. The request must state time, date and the reason for leaving campus. A Fremont Front Office staff member will issue an OFF-CAMPUS PASS once a request is approved by the principal or principal designee. Off-campus absences which are not approved in advance are UNEXCUSED, and students will be subject to disciplinary consequences. Under no circumstances should a student leave campus without written permission from the principal or principal designee.

Parents and guardians must check in at the office in order to pick up students who are leaving campus. Only parents and guardians and those persons listed on the emergency card with a valid ID can sign for a student leaving campus. Siblings under 18 years of age or may not sign a student out.

The Principal/Assistant Principal greets students at the front of the school every morning. The lead custodian opens gates for buses at 8:00 a.m. on a daily basis. Fremont administrators open the front gate and monitor students exiting the front of the school at the end of the school day, and campus supervisors open gates for school buses. All campus supervisors and teachers are stationed at their assigned duty station. Visitors are required to sign in at the front office, provide proper identification, and wear a visitor's badge while on campus grounds during normal school visiting procedures. Monthly drills are conducted for earthquakes, lockdowns, evacuation and fire drills on a rotating basis.

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

**Component:**

Positive School Climate

**Element:**

School-wide Positive Behavior Support

**Opportunity for Improvement:**  
Implement CHAMPS , WEB Programs, and PBIS Guidelines for Success (GFS)

Objectives	Action Steps	Resources	Lead Person	Evaluation
Continue to train staff in Foundations a Safe and Civil Schools program via summer institute and through VCOE trainings.	Coordinate with Pupil Services Director regarding training schedule Advertise training to staff	CHAMPS books CHAMPS Trainer from Safe and Civil Schools Funding to support training	Pupil Services Director & Assistant Principal	Goal: 100% of teaching staff trained by June 2024.
Train campus assistants in STOIC principles.	Counselors to provide training to staff	Training to Counselors	Counselors	Goal: Initial training in Fall, follow-up training in Spring.
Develop CHAMPS guidelines in common areas.	Develop guidelines via CHAMPS Committee and staff feedback Order posters and arrange for posting in visible areas	Posters reflecting CHAMPS practices Funding to support school posters/banners	PBIS Committee	Goal: CHAMPS guidelines are posted, visible and referred to in common areas.
Utilize CHAMPS/STOIC practices in classrooms across campus.	Get staff trained Conduct walk-throughs of classrooms utilizing CHAMPS practices Discuss CHAMPS implementation during staff meetings Provide coaching for CHAMPS classroom implementation	Posters reflecting CHAMPS practices	All Teachers	Goal: 100% of classrooms will be using CHAMPS/STOIC practices by June 2024
Increase WEB coordinator training.	4th WEB coordinator to attend Advanced WEB training.	General and/or LCFF funding	Site WEB Coordinator	Goal: 100% of WEB coordinators have attended Advanced training by June 2024.
utilize the PBIS team to increase a positive schoolwide climate and increase positive student behaviors.	PBIS team will meet regularly and report the team's work at staff meetings.	School site funding	Principal Director of Pupil Services	Goal: 10% decrease in office referrals and a 15% decrease in out of school suspensions.
Continue implementation of WEB program.	Select 8th grade students to participate Train 8th grade students prior to school starting Provide collaboration time for WEB coordinators Schedule regular WEB activities	Additional WEB t-shirts Funding to support collaboration time	Student WEB Leaders WEB Coordinators	Goal: 8th grade WEB leaders represent 10% of 8th grade students. Goal: WEB activities take place at least once per month. Goal: WEB leaders provide academic support to 6th grade students.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Continue to implement the Fremont PBIS Guidelines for Success (WINGS) schoolwide	Display Guidelines for Success (WINGS) in all prominent locations campus wide including in all classrooms, front office, cafeteria, and display cases.	WINGS posters	PBIS Team lead and members	Goal: 100% of all students will be able to recite the Fremont Guidelines for Success (WINGS) by June 2024.

**Component:**

Disaster Preparedness

**Element:**

School Safety

**Opportunity for Improvement:**

Emergency bags & supplies, as well as establishing procedures for Reunification.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Safety Committee meets regularly to review safety issues.	Select Safety Committee members. Schedule meetings on a regular basis.	N/A	Assistant Principal & Safety Committee members	Goal: Safety Committee meet once per trimester
Conduct monthly disaster drills (including lockdown, earthquake and fire) and review and adjust procedures as needed.	Schedule and conduct disaster drills Provide feedback to staff following disaster drills Review drills at Safety Committee meetings. Review lockdown procedures with staff.	Support from Oxnard PD and Risk Management	Assistant Principal & Safety Committee members	Goal: Conduct emergency drills yearly, including fire, earthquake and lockdown.
Maintain the use of the walkie-talkies with matching ear piece.	Check batteries and functionality of equipment.	Procure from school or District funds.	Assistant Principal- Kori Lauchland	Goal: All campus supervisors and staff members using walkie-talkies will participate in daily communication monitoring.
The Safety Committee will create Reunification Procedures for safety disasters.	Fremont staff will participate in the next Reunification Drill.	Risk Management will provide Fremont with Reunification materials such as signs for parent check in and parent waiting area.	Assistant Principal- Kori Lauchland	Goal: Establish Reunification procedures by Spring 2024
Provide feedback to staff on disaster drills to improve performance.	AP to email feedback to staff following each drill.	N/A	Assistant Principal- Kori Lauchland	Goal: Improve disaster drill performance throughout the year. by tracking the amount of time it takes to complete the evacuations.
Review procedures for safe ingress and egress of pupils.	Contact City of Oxnard traffic engineer to review M street and Glenwood street traffic and install flashing crosswalk.	Support from the City of Oxnard.	Assistant Principal - Kori Lauchland	Goal: Arrange meeting with City of Oxnard traffic engineering by Fall 2024
Provide better safety/security for students	Maintain a sign out protocol for family members when checking students out from the campus.	Emergency Card information and sign out books.	Front office secretary - Lydia Sanchez	Goal: ensure the safety of students by not allowing any students to leave campus without following the check out procedures.
Provide NCPI training to campus assistants.	Invite all Fremont campus assistants to register and participate in the District wide NCPI training by Spring 2024.	District will provide NCPI Training.	Assistant Principal Kori Lauchland	Goal: Request campus assistants to provide NCPI certificate.

Component:  
School's Safe Physical Environment

Element:  
Safe School Environment

Opportunity for Improvement:  
Regular safety inspections

Objectives	Action Steps	Resources	Lead Person	Evaluation
Identify and remedy uneven pavement and concrete.	Contact the Facilities Department to arrange for uneven areas to be painted or sanded down.	N/A	Assistant Principal & Grounds staff	Goal: All identified areas are sanded down or painted. This is an on going process.
Conduct annual inspection with Fire Department.	Conduct inspection with OFD Make suggested corrections Submit necessary work orders	Funding to address OFD recommendations	Assistant Principal & OFD	Goal: School is deemed fully compliant.
Conduct Risk Management safety inspection and make all necessary corrections.	Conduct inspection with Risk Management Make suggested corrections Submit necessary work orders.	Funding to address RM recommendations	Assistant Principal, Risk Management staff & Facilities staff	Goal: School is deemed fully compliant.
Doors on campus that are difficult to lock will be evaluated and repaired.	Submit work orders to the Facilities department for any classroom or cafeteria doors that are difficult to lock. Facilities to complete work orders.	School funds	Kori Lauchland (Assistant Principal) & Facilities staff.	Goal: 100% of classroom and cafeteria doors repaired as needed.
Equip the campus with surveillance cameras	Discuss the need with the Facilities department. Discuss the need with staff.	Site funding resources	Facilities manager Principal	Placement of cameras on campus

# FALCONS



SPREAD YOUR

**W**ORK HARD\* **I**MPROVE\* **N**O DRAMA\* **G**ET GOOD GRADES\* **S**HARE KINDNESS

The school discipline policy is summarized in the student/parent handbook which goes home with every student at the beginning of the year. Parents and students sign a form stating they read and discussed the handbook. Responsibility and school procedures are covered as part of an assembly with the students during the first week of school. The following pages are from the student handbook.

**TARDY/LATE POLICY** A student is considered tardy to class if he/she is not in his/her seat when the bell rings. \*If a student is late in the morning (after 8:30 a.m.), he/she must report to the office for a late slip, and then go quickly to class. \*A student is considered truant tardy at 9:00 a.m. \*An excused tardy will be assigned when parents have called the school with a valid excuse, such as a doctor's or dentist's appointment. Please bring copies of doctor/dental notes. \*Oversleeping, missing the bus, car trouble, etc., are not valid reasons for an excused tardy. \*When a student is habitually late to school or class (5 or more times), the Student Services Center will assign an office detention or other consequence and the student will be placed on an Attendance Contract if the tardy policy continues to be violated. The policy is as follows: First tardy = Warning by teacher Second tardy = Warning by teacher Third tardy = Detention from the teacher & phone call to parent by teacher Fourth tardy = Referral to Assistant Principal Fifth tardy = Referral to Assistant Principal & phone call to parent by Assistant Principal \*Subsequent tardies will result in an office detention. Student will be placed on an Attendance Contract if the tardy policy continues to be violated.

Oxnard School District recognizes the importance of technology, communication and collaboration for our students and provides individual devices for all students to be productive in the classroom. In recent years, personal cell phones and mobile devices have become an increasing distraction on all campuses. In an effort to keep the focus on academics and to reduce unnecessary distractions, the district enforces the following:

Students may possess cell phones, but they must be turned off or silenced when entering a school campus.

Cell phones and all mobile devices shall be kept in a student's backpack not in clothing pockets.

Cell phones are not allowed to be used anywhere on a school campus during the school day, including in classrooms, the library, or common areas and during lunch, recess, or transition times.

If a student needs to contact their parents/guardians during the school day, they are to come up to the office to use the phone. They should not contact parents/guardians via cell phone during the school day unless it is an emergency (student is not able to contact an adult on campus for assistance).

Students shall not use a cell phone or other device with camera, video, or voice recording function in a way or under circumstances which infringe the privacy rights of other students or school staff.

Students shall not wear personal earbuds/Airpods at any time during the school day unless in testing or with the expressed authorization of the teacher for a specific academic activity. Violations of this policy shall be subject to progressive discipline. If a student's use of an electronic signaling device causes a disruption, the following steps will be taken:

- First offense: The student may pick up the device from the office after the final bell.
- Second offence: The student may pick up the device from the office after the final bell and parent/ guardian will be notified.
- Third offence: The parent/guardian must come to pick up the device from the office.
- All subsequent offenses: The confiscated device will be held by the school until a parent/guardian can pick it up and an office detention will be assigned. NO SHARING of cell phones is permitted. Cell phones and electronics will be collected and held during state testing. iPads are for school use only. Games are not to be accessed during school hours. Social Network Apps (i.e. Facebook, Snapchat, KIK, Instagram, etc.) are not to be downloaded on any iPad.

#### GENERAL

Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

#### CONDUCT CODE PROCEDURES

The school rules and procedures were developed and adopted in accordance with California education code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety. The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas.

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

Procedures are followed according to the Education Code and Oxnard School Board Policies.

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual based on his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

## Safety Plan Review, Evaluation and Amendment Procedures

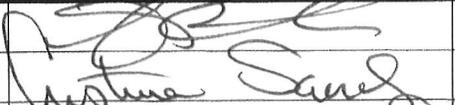
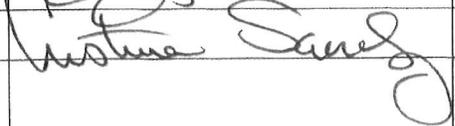
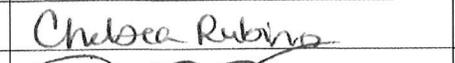
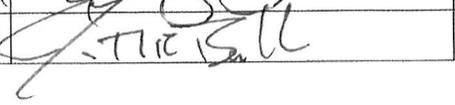
Procedures to ensure a safe school environment include . Review plan with staff in Fall. Review and update plan through regularly scheduled Safety Committee meetings. Review plan with School Site Council and ELAC in December-January. Complete annual Safe School Plan in December-January.

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2023-2024 School Year

**School:** Norma Harrington Elementary School  
**CDS Code:** 56725386055297  
**District:** Oxnard School District  
**Address:** 451 E. Olive St.  
 Oxnard, CA 93033  
**Date of Adoption:** February 15, 2023  
**Date of Review:** -with Staff  
 November 28, 2023  
 -with Law Enforcement  
 January 2024  
 -with Fire Authority  
 January 2024

**Reviewed by:**

Name	Title	Signature	Date
Rosaura Castellanos	Principal		12-1-23
Cristina Sanchez	Office Manager		12-1-23
Scott Brewer	Emergency Services Manager		
Chelsea Rubino	PBIS Team Member/Parent		12-1-23
Daniel Chavez	School Site Council President		12/1/23
JONATHAN BALLOW	Police Department		12-8-23

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2023-2024 School Year

**School:** Norma Harrington Elementary School  
**CDS Code:** 56725386055297  
**District:** Oxnard School District  
**Address:** 451 E. Olive St.  
 Oxnard, CA 93033  
**Date of Adoption:** February 21, 2024  
**Date of Review:** -with Staff  
 November 28, 2023  
 -with Law Enforcement  
 January 2024  
 -with Fire Authority  
 January 2024

**Reviewed by:**

Name	Title	Signature	Date
Rosaura Castellanos	Principal		
Cristina Sanchez	Office Manager		
Scott Brewer	Emergency Services Manager		
Chelsea Rubino	PBIS Team Member/Parent		
Daniel Chavez	School Site Council President		
J. ISALOW	Police Department		2/2/24
STEPHEN McLAUGHLIN	OXNARD FIRE MARSHAL		1/24/24

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## Senate Bill 187: Comprehensive School Safety Plan Purpose

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

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

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB115. 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 (electronic or paper) of the Comprehensive School Safety Plan is provided yearly to the following:

- School staff
- Parents
- After-school program staff
- Oxnard Police Department
- Oxnard Fire Department
- Early Childhood Education staff
- Volunteer Coaches

A copy of the Comprehensive School Safety Plan is available for review online at [www.oxnardsd.org](http://www.oxnardsd.org) or in the Norma Harrington Elementary School's office.

### **COVID-19 PANDEMIC INFORMATION FOR 2023 – 2024 SCHOOL YEAR**

*For the most up-to-date information concerning our COVID-19 protocols, feel free to visit the following websites:*

Oxnard School District @ [www.oxnardsd.org](http://www.oxnardsd.org)

Ventura County Department of Public Health @ [www.vhca.org](http://www.vhca.org)  
Center for Disease Control and Prevention @ [www.cdc.gov](http://www.cdc.gov)

### **Safety Plan Vision**

Harrington School is a Professional Learning Community committed to the teaching of the California Content Standards to ensure the achievement of all students. We commit to providing a safe learning environment that is open to diversity and respectful of the differences in culture and socioeconomics that our students bring to our school; these differences enrich the environment of Harrington Elementary. As a staff, we commit to work together in partnership to bring about the ultimate physical and emotional well-being of all of our students. At Norma Harrington we strive to create a safe and positive environment that supports learning by practicing Restorative Discipline both in the classroom and during unstructured time.

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

### Norma Harrington Elementary School Safety Committee

Rosaura Castellanos, Principal  
Cristina Sanchez, Office Manager  
Chelsea Rubino, Teacher  
Dusti Mechling, Teacher  
Fernando Hernandez, Teacher  
Hugo Alcala, ORC  
Irene Zavala, Counselor  
Scott Brewer, Oxnard Fire Department

### Assessment of School Safety

- The school administration shares suspension reports, and school behavior data with Positive Behavior Intervention and Supports team, School Site Council, English Learner Advisory Committee, and Parent Teacher Association in order to receive feedback and maintain transparency with our school community.
- The OPD will conduct an annual safety assessment of school including the traffic in the morning and after school and report findings to the school administration.
- The Lead Custodian, and the principal will make monthly safety inspections. Any safety issues reported, or observed will be communicated to administration will be handled by the lead custodian through completed appropriate paperwork to correct problems as needed.
- Risk Management from District Office conducts a safety inspection of the campus each year. A report is submitted and necessary changes are made.
- Safety committee will meet on a regular basis to review components of the plan.

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

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

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

##### GENERAL

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail

the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

### STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

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

### GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

### OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

Dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

- Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.
- In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.
- During an emergency period or condition created by disaster, occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

Emergency Announcements will be provided on the following radio stations:

AM Radio Stations:

KTNQ-AM 1020 "Univision America" Spanish  
KNX-AM 1070 "KNX 1070 Newsradio"  
KUNX-AM 1400 "La Super X" Spanish  
KKZZ-AM 1520 "La Voz" Spanish  
KVTA- AM 1590 "Ventura's Talk Authority"

FM Radio Stations:

KCRU-FM 89.1 "Public Radio for Southern California"  
KIND-FM 94.1 "Radio Indigena 94.1" Spanish / Mixteco  
KXLM-FM 102.9 "Radio Lazer 102.9 FM" Spanish

CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

#### CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

#### PUBLIC AGENCY USE OF SCHOOL BUILDINGS FOR EMERGENCY SHELTERS

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

#### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

#### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

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

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

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

#### STUDENT DUE PROCESS

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

#### ALTERNATIVES TO SUSPENSION / OPTIONS

All schools within the Oxnard School District may establish a suspension program, which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

#### REQUIRED PARENTAL ATTENDANCE

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

#### DEFINITIONS

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

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

#### 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, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

#### GROUNDINGS FOR SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco, or tobacco products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm.
- n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
- o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
- r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
  - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
    - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
    - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
    - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the transmission, 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.

(i) A message, text, sound, or image.

(ii) A post on a social network Internet Web site including, but not limited to:

- (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
- (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
- (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

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

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs

s) Aided or abetted the infliction or attempted infliction of physical injury.

E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.

E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

(a)(1)(A) Causing serious physical injury to another person, except in self-defense.

(a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.

(a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).

(a)(1)(D) Robbery or extortion.

(a)(1)(E) Assault or battery upon any school employee.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(c). Upon finding that the student committed any of these acts, the Board shall expel the student.

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee with the principal or designee's concurrence. (Education Code 48915 (c) (5))

2. Brandishing a knife as defined in Education Code 48915(g) at another person.

3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053 – 11058.

4. Committing or attempting to commit a sexual assault.

5. Possession of an explosive.

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

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

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts, which may involve the possession or sale of narcotics or of a controlled substance, or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

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

#### **PRINCIPAL’S DISCRETION IN RECOMMENDING EXPULSION**

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has “latitude of choice within certain legal bounds.” When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

#### **BULLYING**

##### **CALIFORNIA STATE LAW REGARDING BULLYING**

Right to Safe Schools. All students and staff of public primary, elementary, junior high, senior high schools, and community colleges, colleges, and universities have the inalienable right to attend campuses which are safe, secure and peaceful.

##### **AB 9 – Seth’s Law**

Requires schools to establish policies to prevent bullying and to address and be responsive to complaints about bullying.

- Requires school districts to include in its non-discrimination policy a detailed list where discrimination, harassment, intimidation, and bullying are prohibited under existing law—actual or perceived sexual orientation, gender, gender identity expression, race or ethnicity, nationality, religion, disability, or association with a person or group with one or more of these actual or perceived characteristics.
- Requires each school districts non-discrimination policy to describe the district’s procedure for addressing discrimination and harassment complaints; and be publicized in places for student and parental access.
- School districts are to strengthen professional development curricula for teachers, school counselors, and administrators with instruction on identifying and stopping discrimination and harassment and creating a school-wide culture of inclusion and respect for differences.

##### **AB 746 - Cyber bullying.**

Existing law, the Interagency School Safety Demonstration Act of 1985, defines bullying as one or more acts of sexual harassment, hate violence, or intentional harassment, threats, or intimidation, directed against school district personnel or pupils, committed by a pupil or group of pupils. Under existing law, bullying, including bullying committed by means of an electronic act, as defined, is a ground on which suspension or expulsion may be based. This bill would specify that an electronic act for purposes of the act includes a post on a social network Internet Web site.

##### **AB 1156 – Bullying In Schools**

Redefines California anti-bullying law by expanding the definition of bullying and linking it to academic achievement. It will also strengthen policies and procedures to reduce bullying in schools and keep students safe.

- Requires training of school site personnel in the prevention of bullying
- Links bullying to academic achievement
- Gives victims of bullying priority for school transfer, if requested
- Encourages school districts and county offices of education to include policies and procedures on the prevention of bullying in the school safety plan

##### **OXNARD SCHOOL DISTRICT BOARD POLICY 5131.2**

##### **Bullying**

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

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

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

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

#### Bullying Prevention

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

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

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

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

#### Intervention

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

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

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

#### Complaints Procedures

The Board hereby designates the following position to handle complaints regarding bullying and inquiries regarding the district's bullying policies:

Assistant Superintendent, Human Resources and Support Services

1051 South A Street

Oxnard, CA 93030

(805) 385-1501 ext. 2050

Any student who feels that he/she has been subjected to bullying should immediately contact the Coordinator, the principal, or any other staff member. Any student or school employee who observes an incident of bullying should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Upon receiving a complaint of bullying, the Coordinator shall immediately investigate the complaint in accordance with site-level complaint procedures specified in AR 1312.3- Uniform Complaint Procedures.

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

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

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

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

#### Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations. Alternative means of correction will be considered where appropriate, as required by Education Code section 48900.5

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

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

- (a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 or Section 48915 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])**

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational

environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

**School Suspension & Expulsion/Due Process:** Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

**Failure to Report:** Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

**School Reporting Procedure:** Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

**District Complaint Procedure:** If a situation involving sexual harassment is not promptly investigated and remedied by the principal or designee, a complaint of harassment may be filed in accordance with the district's uniform complaint procedures or procedures for complaints concerning district employees. The Superintendent or Assistant Superintendent, Human Resources, shall determine which procedure is appropriate.

**Prohibition Against Retaliatory Behavior:** The Oxnard School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

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

All students will be held to the Harrington School Dress Policy. Students who violate the dress policy will be requested to fix inappropriate clothing, or call home to have proper clothing items brought to school. Parents may be called at home or work to bring appropriate clothing to school. The following will be strictly adhered to:

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

California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering.

Students may not wear clothing or hairstyles that will be disruptive to the educational process. Jewelry that is considered dangerous should not be worn.

School dress codes are regularly reviewed by the School Site Council and/or School Safety Committee following these board of education policies.

1. Clothes should be neat, clean, and reflect good taste and decency.
2. Apparel, which draws undue attention to the wearer, is inappropriate.
3. Shoes must be worn at all times. Sandals (unless for medical reasons), thongs, high-heels or platform shoes are not permitted for safety reasons.
4. Bare midriffs, beach wear, halter tops, see-through outfits, and tube tops are not permitted. Spaghetti strap tops or dresses are also not permitted.
5. For the sake of modesty dresses, skirts and shorts should be at least 14 inches long from the waist to the hem. Cut-offs, short shorts and skin tight work-out or bicycle-athletic shorts are not permitted.
6. Pants with holes, bib straps hanging, cut or ragged cuffs or pants with belt straps hanging are not appropriate school attire.
7. Shirts with beer, alcohol, drugs or tobacco slogans are not to be worn. This includes shirts with obscene pictures, drug emblems or objectionable language.
8. Oversized clothing or shorts below the knee worn with long white socks are inappropriate. Clothing considered gang attire may not be worn.
9. Hats may not be worn except for special activity days or sports activities.
10. Shorts that stop between mid-calf and knees worn with long socks are considered gang attire and may not be worn.

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

Student drop off and pick up has been identified as a concern the school's physical environment. The front parking lot is for staff parking and should not be used as a drive through to drop off students. Additionally parents should not drive in the exit at the end of the school day to pick up their child. Students should walk on the sidewalk and within the crosswalk area. This information is also shared in assemblies and with the parents at parent meetings. Safety issues are also shared through Parent Square. as well as the monthly via any parent meetings. Our school site PBIS team meets officially once a month and as needed to address any concerns. School and district administration continue to meet with the Oxnard Police Department traffic division and implemented various changes to the ingress and egress procedures. We added a gate on Millie Lane in order to provide a safer place for students to load an unload from the bus. The Safety Committee continuously assesses the needs of the school in regards to safe ingress and egress of students and staff. Working collaboratively with all stakeholders, parent concerns and ideas are considered when making any changes to improve student/campus safety.

Parents/Guardians are asked to provide emergency contact information for their children at the beginning of the year, and are asked to make updates as soon as possible when contact information changes.

Parents/Guardians are responsible to provide the school with legal/custodial paperwork regarding a student. The legal documents are attached to the student's emergency card and will be followed accordingly.

Specific procedures include:

Morning Procedures:

- No students are allowed on campus before 7:30 AM
- All students report to the multipurpose room if they are on campus before 7:30 AM
- Students enter either through the gate on (Millie Lane) or back gate (Gisler).
- Breakfast is served from 7:30AM-8:00 AM
- Students can go out to the playground at 7:45 AM
- School begins at 8:00, there is a two minute warning bell at 7:58
- Harrington campus supervisors and teachers assist students at arrival and departure for safety

Arrival and Dismissal Procedures:

- Use caution during arrival and departure times, especially on Gisler St. Be patient and safe. Do not play in, on or around stairs, and stairwells.
- Cross streets at designated cross walks
- School personnel cross students and families at the Gisler intersection
- Parents dropping off students must use the safe drop off area located through the Gisler entrance.
- Dismissal time is 2:20 pm, (Wednesdays 1:15 pm) park outside of the school when waiting for children or in the drop off area (Gisler Entrance).
- Teachers supervise classes as they are dismissed for a safe and orderly dismissal.
- At dismissal, parents may enter through the back gate(Gisler)or (Olive) . On Wednesdays, parents may enter only through the back gate and the gate on Gisler/Olive.
- Parking lots are for Harrington Staff Only
- All visitors to the campus must check in at the office, sign in and obtain a visitor's pass/badge.

Closed Campus

- Harrington is a closed campus. All gates which provide access to the classrooms and other rooms, except the main office, remain locked during regular school hours.

Bus Riders Access:

- Students whom ride the bus to and from school enter and exit via the Millie gate. Campus assistants, Special Education Teacher, and para educators monitor and supervise students as they get on and off their buses.

Kindergarten Dismissal:

- Kinder students are dismissed from the front gates located on Olive. On rainy days or any day with inclement weather, students are dismissed from their classrooms.
- On Early Release Days (Wed) parents of 1st through 5th grade students must enter through the back gate or the Gisler gate in order to avoid high traffic during kinder dismissal.

Early Childhood Development Center:

- Parents sign students in and out upon arrival and dismissal

Leaving Early

- Students may leave campus, prior to dismissal; if parents, guardians, or persons designated by parents/guardians (and are on the emergency card) pick up students from school.
- Persons picking up students during the day must present a valid ID, be 18 years of age, noted on the emergency contact information, and sign the student(s) out in the office.

Tardy/Late Policy

School begins at 8am.

- If the student arrives after the tardy bell, the student must check into the office prior to going into the classroom. The student will receive an excused/unexcused tardy slip, then will be directed to go to the classroom.
- A truant tardy will be marked when the student arrives 30 minutes or more after the school's start time, without a valid excuse.

Excused Absences

- When a student is absent, the Parent or Guardian needs to notify the school through a written note or phone call to the office within 72 hours of the absence.

Excused absences include: illness, medical/dental appointments, court appearances (for students), religious observations, or death of an immediate family member.

Truancy Policy

The following are considered truant:

1. Being absent from school without the knowledge and consent of the parent/guardian/school.
2. Leaving the school grounds during the day without permission.
3. Staying out of class without permission.

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

**Component:**

Positive School Climate

**Element:**

School wide positive behavior support

**Opportunity for Improvement:**

Structure during unstructured times(i.e. Recess, rainy day schedule)

<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
Staff will continue regularly scheduled, SSC, ELAC, PTA and other parent meeting to encourage parent involvement	Schedule regular meetings	N/A	Principal	Agenda & Minutes
PBIS team will work on school-wide Positive Behavior Accountability Program	Develop positive postcards, align student recognition to Guidelines for Success	Program materials exist at school	Principal, Computer Tech	PBIS Meeting
Students will be encouraged to participate in community events.(speech, art, athletics etc.)	Will distribute information to teachers and students	N/A	Principal and Leadership Team as well as corresponding school committee members	Representatives
CHAMPS protocols will continue to be developed for student safety.	CHAMPS trained staff members will develop school-wide protocols and instruct students on behavior expectations	District training	CHAMPS Trained Staff Members	Development of CHAMPS protocols
Attendance Incentive Program	System developed and implemented	Program materials exist at school	Attendance Tech and ORC	Monthly Attendance Data

**Component:**

School's Physical Environment

**Element:**

Safe School Environment

**Opportunity for Improvement:**

Site based Response (see examples below)

Objectives	Action Steps	Resources	Lead Person	Evaluation
Will assure that the campus is secure on a daily basis. Open campus has key points that need constant supervision.	Campus assistants will be assigned to gates during arrival and dismissal. Counsel/Train staff to use proactive supervision and visibility as a deterrent.	Alignment of budget to add more supervision and training.	Principal, Office Manager	Observation/Incident Reports
Will have the custodian walk the campus every morning to notice and report hazardous conditions.	Submit work orders to clerk as needed	D.O Support	Custodian	Observation/Work Orders
Will continue to ensure that visitors on campus sign-in in the front office and receive a decal signifying they have checked in.	Have sign and decals available in front office.		Office Manager	Sign in sheets
Follow District Volunteer Procedures	Ensure parent volunteers follow clearance procedure	District office	Principal, office personnel	Sign in sheets
Pedestrian and motor traffic concerns	Contact Oxnard Police Department Traffic Safety	City of Oxnard, Oxnard School District	Principal, Risk Management, Director of Facilities, Director of Transportation, City of Oxnard Traffic Engineer, Oxnard Police Department Traffic Sergeant	On-going
Review dismissal gate procedures	Created an improved and safer flow of traffic at dismissal and drop off	School based	Principal, PBIS team, Campus Assistants	On-going
Increase curbside drop off area	Contact Oxnard Police Department Traffic Safety	City of Oxnard, Oxnard School District	Principal, Risk Management, Director of Facilities, Director of Transportation, City of Oxnard Traffic Engineer, Oxnard Police Department Traffic Sergeant	On-going
Additional Crossing Guard	Contact Oxnard Police Department Traffic Safety	City of Oxnard, Oxnard School District	Principal, Risk Management, Director of Facilities, Director of Transportation, City of Oxnard Traffic Engineer, Oxnard Police Department Traffic Sergeant	On-going

**Component:**

Disaster Preparedness

**Element:**

School Safety

**Opportunity for Improvement:**

Site based responses (see examples below)

Objectives	Action Steps	Resources	Lead Person	Evaluation
Will have monthly drills to build staff and students resiliency.(fire, earthquake, lock down)	Schedule drills. Train teachers in-charge on fire drills, lock down and incident command protocols.	Site, OPD, D.O	Principal, Office Manager Designee	Calendar, bulletin/debrief, Teacher feedback
Ensure plan is reviewed and adjusted as needed	Provide opportunities to have plan reviewed by stake holders	School Site	Principal, SSC	Minutes from meetings, feedback from teachers and parent groups such as ELAC, PTA, OPD

**(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)****Norma Harrington Elementary School Student Conduct Code****PURPOSE**

The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety. The Guidelines for Success for Harrington School are as follows and serve as our student behavior expectations:

Great Attitude  
Respectful  
Ownership  
Work Hard  
Leadership

**GOALS**

We want our students to develop a sense of values and to become responsible productive members of society.

**BELIEFS**

We believe our rules and procedures will:

- Provide a starting point for behavior and conduct expected.
- Provide a framework of expectations, rewards and consequences so we can be consistent and fair in disciplining students.
- Promote overall school safety and security for each student.
- Demonstrate our agreement and commitment to developing self-discipline and responsible youth.
- Provide opportunities for students and parents to participate with school faculty, staff and administration in ensuring the highest possible instructional climate.
- Promote knowledge and teach behavior which will help each student become self-respecting, successful and contributing adults.

## PHILOSOPHY

A student's education is dependent upon a "team" effort involving the student, parents and school personnel. Each member of the team has specific responsibilities which must be met if the educational experience is to have the greatest positive results. Students, parents and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct in relation to life at school. We want to be an extraordinary place of safety and positive opportunity for everyone.

### Expectations of Students

- I will eat breakfast, arrive at school on time, be prepared to work, complete all assignments to the best of my ability, be respectful of others and their opportunity to learn.
- I will be responsible for my own behavior; that means following the classroom, school, and playground rules.
- I will follow the schools uniform/dress code policy.
- I will take care of all school materials, property and facilities.
- I will participate in extra learning opportunities as requested.

### Expectations for Parents

- I will support the school and district homework, discipline, attendance, and uniform/dress code policies.
- I will spend at least 30 minutes daily in reading or study activities with my child & encourage him/her to complete their homework by providing a quiet place/time for study.
- I will make sure my child arrives to school on time, gets adequate sleep and has a healthy diet.
- I will attend at least one school evening function and parent conferences as requested.
- I will ensure that my child participates in academic interventions and support programs if my child is below grade level in reading, writing and/or math.

### Expectation for Teachers

- I will teach a standards based instructional program and assign appropriate homework.
- I will provide instruction and assistance to address the individual needs of your child.
- I will communicate with you regularly regarding your child's progress and coordinate needed intervention.
- I will participate in providing a safe, positive and healthy learning environment for your child.
- I will participate in professional development to increase my teaching expertise.

### Expectations for Administrators

- I will assure that all students will have equal access to a standards based curriculum.
- I will utilize all available resources to provide a safe, clean and healthy school environment.
- I will foster a climate of open and frequent communication between the home and school.
- I will promote the appreciation and value of language and cultural diversity.
- I will monitor program implementation and student results of the standards based curriculum.

### Student Conduct, Concerns and Consequences:

Student conduct which prevents students from learning or teachers from teaching, will not be tolerated. We have established clear consequences for behavior that interferes with learning and rewards for positive behavior, to help all students maintain acceptable personal conduct. We provide classroom instruction in personal and social skills, incorporating the teaching of school rules and making wise choices in prevention of discipline incidents. Students learn that when they violate a school or classroom standard, a consequence will result. Disruptive, disrespectful behavior or harassment will not be tolerated. Students are not to endanger others, continually disregard rules or repeatedly interfere with others' right to learn.

### NOTIFICATIONS 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)

Note: Students may be disciplined for acts related to school activities or attendance which occur at any time including:

- While on school grounds;
- While going to or coming from school;
- During the lunch hour whether on or off campus;

- During, or going to or coming from, a school sponsored activity.

Other causes of disciplinary action:

- Deliberate littering of school premises;
- Chewing gum while at school;
- Using electronic devices during times when use is not allowed or to cause a disturbance
- Not adhering to the school dress code;
- Making bomb threats or false fire alarms;
- Setting fires or using explosive devices which threaten or cause damage to human life or property on school grounds or at school sponsored events;
- Habitual tardiness/truancy;
- Forging parents' signatures or school documents (CAC 306).

Consequences

After rules are taught, student may be counseled by their teacher, aide or principal for a first and second infraction. Parents may be notified in writing and/or telephone call for repeated infractions, by the student's teacher and/or principal. After counseling, students will lose privileges and may receive detentions for repeated infractions.

Continued infractions may require a parent conference with the student's teacher and/or principal. Serious infractions may result in immediate suspension and/or recommendation for expulsion for the student.

Positive Reinforcements

Incentives are used to promote exemplary student conduct.

#### SCHOOL RULES AND PROCEDURES IMPLEMENTATION RESPONSIBILITIES

Expectations:

- Basic rules are reviewed with students by classroom teachers at the beginning of each year.
- Basic school rules are sent home each year, in written form, for parental review.
- Students will be held responsible for their conduct.
- Parents will be responsible for providing and supporting an environment that is conducive to their child's/children's success.
- Teachers will cooperate with other staff in enforcing school rules and helping students understand the benefits of choosing behavior that shows respect for other people and property.
- The principal will establish and enforce rules that conform to district procedures and foster safety and good citizenship.

#### GENERAL

*Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.*

#### CONDUCT CODE PROCEDURES

The school rules and procedures were developed and adopted in accordance with California education code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety. The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas.

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

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual based on his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

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

A Safety Committee is created every school year. The purpose of the committee is to review the Safety Plan on a continual basis and make any necessary changes and adjustments in order to ensure the safety of students and staff members. The committee meets on a monthly basis to review and make any necessary recommendations and changes. All changes are brought to the attention of the entire staff and stakeholders at meetings. The plan is reviewed in February, approved by the SSC, and updated on March 1st.

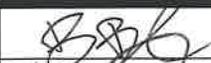
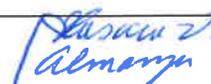
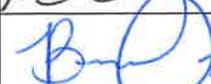
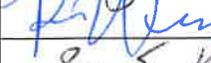
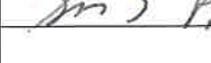
# Comprehensive School Safety Plan SB 187 Compliance Document

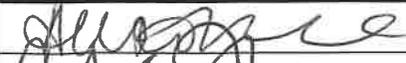
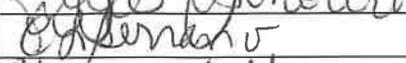
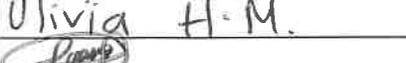
## 2023-2024 School Year

**School:** Kamala School  
**CDS Code:** 56725386055339  
**District:** Oxnard School District  
**Address:** 634 West Kamala Street  
 Oxnard, CA 93033

**Date of Adoption:**  
**Date of Review:** -with Staff  
 -with Law Enforcement  
 -with Fire Authority

**Reviewed by:**

Name	Title	Signature	Date
Brian Blevins	Principal		12/7/23
Rosario Almanza/ Gilbert Elizarraraz	Assistant Principals	 	12/7/23
Bianca Ordaz	ORC/Afterschool Program Coordinator		12/7/23
Naomi Aguilera	Office Manager		12/8/23
Elizabeth Moreno	Attendance Technician		12.8.23
Dr. Wendy Martinez	School Counselor		12/7/23
Sean Phrang	Lead Custodian		12/8/23
	Fire Department Representative		
	Police Department Representative		

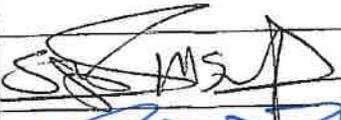
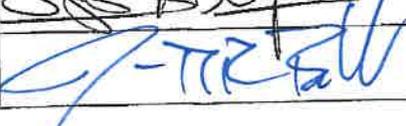
Name	Title	Signature	Date
Alison Newton	Teacher		12/7/23
Cheryl Johnson	Teacher		12/7/23
Julie Scholbrock	Teacher		12/7/23
Carmen Serrano-Almanza	Teacher		12/07/23
Olivia Mendoza	ELAC Representative	Olivia H.M.	12/07/23
Juana Nuno	SSC Representative		12-07-23

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Elizabeth Moreno	Attendance Technician		
Dr. Wendy Martinez	School Counselor		
Sean Phrang	Lead Custodian		
STEPHEN M. AUGHEN	Fire Department Representative		1/24/24
J. Ballou	Police Department Representative		2/2/24

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## Senate Bill 187: Comprehensive School Safety Plan Purpose

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

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

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB115. 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 (electronic or paper) of the Comprehensive School Safety Plan is provided yearly to the following:

- School staff
- Parents
- After-school program staff
- Oxnard Police Department
- Oxnard Fire Department
- Early Childhood Education staff
- Volunteer Coaches

A copy of the Comprehensive School Safety Plan is available for review online at [www.oxnardsd.org](http://www.oxnardsd.org) or in the Kamala School's office.

### **COVID-19 PANDEMIC INFORMATION FOR 2023 – 2024 SCHOOL YEAR**

*For the most up-to-date information concerning our COVID-19 protocols, feel free to visit the following websites:*

Oxnard School District @ [www.oxnardsd.org](http://www.oxnardsd.org)

Ventura County Department of Public Health @ [www.vhca.org](http://www.vhca.org)

**Safety Plan Vision**

Vision...Ensure every student achieves his or her full potential.

Visión.... Asegúrese de que cada alumno alcance su máximo potencial.

We realize that to provide students with a successful learning environment, we must implement a Safe School Plan, wherein students are provided strategies for their safety on and off campus. Students cannot be expected to achieve their full potential unless they feel physically and emotionally safe. To this end, the School Safety Plan plays a key role in helping us reach our school's vision.

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

### **Kamala School Safety Committee**

Brian Blevins, Principal  
Rosario Almanza/ Gilbert Elizarraraz, Assistant Principals  
Wendy Marinez, School Counselor  
Bianca Ordaz, ORC  
Liz Moreno, Attendance Technician  
Sean Pfrang, Lead Custodian  
Juana Nuno, Parent/ SSC Representative (co-president)  
Olivia Mendoza, ELAC representative  
Alison Newton, Julie Scholbrock, Cheryl Johnson, Carmen Serrano-Almanza===Teachers

### **Assessment of School Safety**

The school administration meets routinely throughout the school year with Kamala staff to review school safety. The safety committee meets and discusses procedures to follow by staff and students during emergencies. Risk Management from Oxnard District Office conducted a safety inspection of the campus. Risk Management conducts a safety inspection of the campus each year. A report is submitted and necessary changes are made. Any safety issues are reported by staff to the administration and the issues are handled by the lead custodian or through work orders to the district office. The school administration meets monthly with the custodial services manager to discuss custodial concerns, including safety issues. Any necessary findings are reported to the Oxnard District Office through the work order process or by contacting district personnel directly, as appropriate. Data from office referrals, attendance rates, suspensions, and the Panorama Education Survey are reviewed with staff and parents during meetings throughout the year.

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

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

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

School administration provides support to staff members reporting child abuse as needed. While staff members, as mandated reporters, are not required to disclose their identity to district administrators, all staff members are encouraged to work as a team with administrators, counselors, and other support staff when reporting issues of child abuse. Kamala has two social workers on site that work closely with school staff to immediately address student's safety needs.

#### GENERAL

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

### STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

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

### GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

### OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.

- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

Dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

- Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.
- In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.
- During an emergency period or condition created by disaster, occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

Emergency Announcements will be provided on the following radio stations:

AM Radio Stations:

KTNQ-AM 1020 "Univision America" Spanish  
 KNX-AM 1070 "KNX 1070 Newsradio"  
 KUNX-AM 1400 "La Super X" Spanish  
 KKZZ-AM 1520 "La Voz" Spanish  
 KVTA- AM 1590 "Ventura's Talk Authority"

FM Radio Stations:

KCRU-FM 89.1 "Public Radio for Southern California"  
 KIND-FM 94.1 "Radio Indigena 94.1" Spanish / Mixteco  
 KXLM-FM 102.9 "Radio Lazer 102.9 FM" Spanish

CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages

resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

#### PUBLIC AGENCY USE OF SCHOOL BUILDINGS FOR EMERGENCY SHELTERS

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

#### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

#### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

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

Administrators are familiar with, and comply with, all aspects of the education code pertaining to suspension, expulsion, and mandatory expulsion.

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

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

#### STUDENT DUE PROCESS

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

### ALTERNATIVES TO SUSPENSION / OPTIONS

All schools within the Oxnard School District may establish a suspension program, which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

### REQUIRED PARENTAL ATTENDANCE

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

### DEFINITIONS

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

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

### 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, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

### GROUNDINGS FOR SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco, or tobacco products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm.
- n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
- o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
- r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
  - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
    - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
    - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
    - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
  - (2) (A) "Electronic act" means the transmission, 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.
    - (i) A message, text, sound, or image.
    - (ii) A post on a social network Internet Web site including, but not limited to:

- (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
- (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
- (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

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

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs

s) Aided or abetted the infliction or attempted infliction of physical injury.

E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.

E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

(a)(1)(A) Causing serious physical injury to another person, except in self-defense.

(a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.

(a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).

(a)(1)(D) Robbery or extortion.

(a)(1)(E) Assault or battery upon any school employee.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(c). Upon finding that the student committed any of these acts, the Board shall expel the student.

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee with the principal or designee's concurrence. (Education Code 48915 (c) (5))

2. Brandishing a knife as defined in Education Code 48915(g) at another person.

3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053 – 11058.

4. Committing or attempting to commit a sexual assault.

5. Possession of an explosive.

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

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

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts, which may involve the possession or sale of narcotics or of a controlled substance, or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c)

or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

#### PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

#### BULLYING

##### CALIFORNIA STATE LAW REGARDING BULLYING

Right to Safe Schools. All students and staff of public primary, elementary, junior high, senior high schools, and community colleges, colleges, and universities have the inalienable right to attend campuses which are safe, secure and peaceful.

##### AB 9 – Seth's Law

Requires schools to establish policies to prevent bullying and to address and be responsive to complaints about bullying.

- Requires school districts to include in its non-discrimination policy a detailed list where discrimination, harassment, intimidation, and bullying are prohibited under existing law—actual or perceived sexual orientation, gender, gender identity expression, race or ethnicity, nationality, religion, disability, or association with a person or group with one or more of these actual or perceived characteristics.
- Requires each school districts non-discrimination policy to describe the district's procedure for addressing discrimination and harassment complaints; and be publicized in places for student and parental access.
- School districts are to strengthen professional development curricula for teachers, school counselors, and administrators with instruction on identifying and stopping discrimination and harassment and creating a school-wide culture of inclusion and respect for differences.

##### AB 746 - Cyber bullying.

Existing law, the Interagency School Safety Demonstration Act of 1985, defines bullying as one or more acts of sexual harassment, hate violence, or intentional harassment, threats, or intimidation, directed against school district personnel or pupils, committed by a pupil or group of pupils. Under existing law, bullying, including bullying committed by means of an electronic act, as defined, is a ground on which suspension or expulsion may be based. This bill would specify that an electronic act for purposes of the act includes a post on a social network Internet Web site.

##### AB 1156 – Bullying In Schools

Redefines California anti-bullying law by expanding the definition of bullying and linking it to academic achievement. It will also strengthen policies and procedures to reduce bullying in schools and keep students safe.

- Requires training of school site personnel in the prevention of bullying
- Links bullying to academic achievement
- Gives victims of bullying priority for school transfer, if requested
- Encourages school districts and county offices of education to include policies and procedures on the prevention of bullying in the school safety plan

##### OXNARD SCHOOL DISTRICT BOARD POLICY 5131.2

###### Bullying

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

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

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

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

#### Bullying Prevention

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

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

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

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

#### Intervention

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

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

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

#### Complaints Procedures

The Board hereby designates the following position to handle complaints regarding bullying and inquiries regarding the district's bullying policies:

Assistant Superintendent, Human Resources and Support Services  
1051 South A Street  
Oxnard, CA 93030  
(805) 385-1501 ext. 2050

Any student who feels that he/she has been subjected to bullying should immediately contact the Coordinator, the principal, or any other staff member. Any student or school employee who observes an incident of bullying should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Upon receiving a complaint of bullying, the Coordinator shall immediately investigate the complaint in accordance with site-level complaint procedures specified in AR 1312.3- Uniform Complaint Procedures.

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

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

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

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

#### Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations. Alternative means of correction will be considered where appropriate, as required by Education Code section 48900.5

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

The administration will notify teachers as needed. Additionally, teachers are notified annually of their right to review student cum file records.

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

- (a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 or Section 48915 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])**

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The school administration and school staff will ensure that students receive age-appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

School Suspension & Expulsion/Due Process: Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

Failure to Report: Any employee who engages in, permits, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

**School Reporting Procedure:** Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

**District Complaint Procedure:** If a situation involving sexual harassment is not promptly investigated and remedied by the principal or designee, a complaint of harassment may be filed in accordance with the district's uniform complaint procedures or procedures for complaints concerning district employees. The Superintendent or Assistant Superintendent, Human Resources, shall determine which procedure is appropriate.

**Prohibition Against Retaliatory Behavior:** The Oxnard School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

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

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

California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering.

Students may not wear clothing or hairstyles that will be disruptive to the educational process.

Kamala Dress Code Policy:

Primary responsibility for student grooming lies with the student and his or her parents; while working closely with school administration. The purpose of the dress standards shall be to ensure a safe and secure environment in which to offer a quality education.

All clothing shall be neat, clean, and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for school. Garments shall be sufficient to appropriately conceal undergarments at all times.

- Articles of clothing that display gang symbols, profanity or products, or slogans, that promote tobacco, alcohol, or drugs; logos that interfere with schoolwork; create disorder, or disrupt the educational process are not allowed. Professional sports team jackets, T-shirts, and hats are also not permitted at school.
- Metal accessories and jewelry that present a hazard to the health and safety of students are prohibited.
- Tank tops with spaghetti straps may not be visible.
- Oversized clothing is inappropriate and must not create a safety hazard during physical activity. Clothing may be no more than one size larger than the appropriate size. Pants must stay up on hips without the use of a belt and should not cover shoes.
- Beach wear, halter-tops, tube tops, bare midriffs, see-through outfits, or off-the-shoulder blouses or blouses with thin straps are not appropriate or acceptable.
- Shorts are permissible and must be at least mid-thigh in length. All shorts and jeans should be appropriate for school.
- Shorts that stop between mid-calf and knees worn with long white socks are considered gang attire and may not be worn. There must be at least four inches between the top of the socks and the bottom of the shorts. Thigh-high is not acceptable attire for school.
- Straps must be fastened at all times. Bib overalls must be worn with both straps fastened.
- Tights will be allowed if over garment reaches 4 inches above the knee.
- All students must wear shoes. Strap-on tennis shoes need to be strapped across the foot for safety. Flip-flops or sandals are inappropriate for safety reasons. Closed-toe shoes only.
- Hats and hoods may be worn only outside. Gang-related symbols of any kind on the hats and professional sports team names/logos are not acceptable. Official school hats, inclement weather hats, or hats that are part of an accessorized outfit are acceptable.
- A belt with military type buckles oversized buckles or chains may not be worn. Belts must be appropriately fitted.
- Exceptions to the dress code can only be made for medical necessity, health reasons, or religious beliefs.

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

The Safety Committee continuously assesses the needs of the school regarding safe ingress and egress of students and staff. Working collaboratively with all stakeholders, parent concerns and ideas are considered when making any changes to improve student/campus safety.

Parents/Guardians are asked to provide emergency contact information for their children at the beginning of the year and are asked to make updates as soon as possible when contact information changes.

Parents/Guardians are responsible for providing the school with legal/custodial paperwork regarding a student. The legal documents are attached to the student's emergency card and will be followed accordingly.

### School Hours

- The regular student day is from 8:00 a.m. to 2:15 p.m. for kindergarten, 8:00 a.m. to 2:20 p.m. for students from grades 1 to 5, and 8:00 a.m. to 2:34 p.m. for students from grades 6 to 8. Wednesdays are "banking" days, and the school day ends 60 minutes earlier for all grades. Exceptions include students attending after-school intervention classes, after-school detention, the after-school program, or minimum days, the dates of which are on the school calendar.
- Upon arriving at school, students are to immediately come onto campus through the main office gate, the 300 gate, or the 600 "kinder" gate.
- Students are not allowed to loiter outside campus gates.
- Students not participating in after-school activities are to leave campus immediately by walking or riding in a vehicle or school bus.
- There are crossing guards at Kamala and J Street to ensure the safety of students walking to and from school.
- Parents dropping off students at school should be aware that there is no supervision available before 7:30 a.m. School office hours are 7:30 a.m. to 4:00 p.m.
- Students exit through the main office gate, 300 gates, or 600 "kinder" gate during dismissal times.

#### Closed Campus

- Kamala is a closed campus. All gates that provide access to the classrooms and other rooms, except the main office, remain locked during regular school hours.
- Staff continuously monitor the safety of all students upon arrival and dismissal from school, including at the bus stops, and throughout the school day, following established routines and procedures.
- All visitors to the campus must check in at the office, sign in, and obtain a visitor's pass/badge.

#### Leaving Early

- Students may leave campus, prior to dismissal if parents, guardians, or persons designated by parents/guardians (and who are on the emergency card) pick up students from school.
- Persons picking up students during the day must present a valid ID, be 18 years of age, be noted on the emergency contact information, and sign the student(s) out in the office.

#### Tardy/Late Policy

School begins at 8:00 a.m.

- If the student arrives after 8:00 a.m., the student must check in at the office before going into the classroom. The student will receive an excused/unexcused tardy slip and be directed to go to the classroom.
- A truant tardy will be marked when the student arrives 30 minutes or more after the school's start time without a valid excuse.

#### Excused Absences

- When a student is absent, the Parent or Guardian needs to notify the school through a written note or phone call to the office within 72 hours of the absence.

Excused absences include: illness, medical/dental appointments, court appearances (for students), religious observations, or death of an immediate family member.

#### Truancies

The following are considered truancies:

1. Being absent from school without the knowledge and consent of the parent/guardian/school.
2. Leaving the school grounds during the day without permission.
3. Staying out of class without permission.

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

#### **Component:**

School's Safe Physical Environment

**Element:**

Safe School Environment

**Opportunity for Improvement:**

Site-based response (see examples below)

Objectives	Action Steps	Resources	Lead Person	Evaluation
Regular safety drills for Kamala staff scheduled	Calendar of safety drills. Provide debriefing to staff following the drill.	Staff calendar	Principal and assistant principals	Submit District Safety Forms
Safety meetings to review procedures	Committee updated at least yearly	Principal Safety Plan	Principal	Safe School Plan Update
Continue to review facilities annual inspection to ensure safe egress and ingress	Hold inspection	Notes from inspections	Norma Magana, Risk Management Principal	Report from inspection.
OPD collaborates fluidly with Kamala administration and staff	OPD is available for support	Kamala administration	Principal	meetings with Principal and AP's
Campus Supervisor meetings to review safety procedures, concerns, and best practices	Regular meetings	Meeting agendas Campus Supervisor playground reports	Principal Assistant Principals	Notes from meetings
Office Staff meetings to review protocols for student release	Regular meetings	Agendas for meetings	Principal Assistant Principals	Notes from meetings
Ensure students are safe on campus during school.	School campus is locked. Adults entering campus must be listed on student emergency card and must show I.D. to pick up students from school.	Review office procedures with staff and substitutes.	Principal Assistant Principals Office Staff	Office Sign in sheet Office staff meetings
Monitor facilities to ensure environment is safe.	Lead Custodian to conduct monthly safety inspections of site and put in appropriate paperwork to fix problems as they occur.	Notes from inspections	Lead Custodian and Principal	Notes from meetings and work orders

**Component:**

Disaster Preparedness

**Element:**

School Safety

**Opportunity for Improvement:**

Site-based response (see examples below)

Objectives	Action Steps	Resources	Lead Person	Evaluation
Kamala has all updated emergency materials needed for disasters.	Inventory and procure needed materials for disasters including storage containers and emergency backpacks.	A storage bin on each site Emergency supplies including first aide, search and rescue, food and water and medical supplies for special needs	Principal, assistant principals, office manager, and Lead custodian	Inventory of materials
Students will have access to medications at all times as possible.	Ensure health office has all medications and in a locked cabinet	Medical cabinet	Health office technician	Inventory of materials
Updated class rosters in each classroom emergency backpacks	Attendance technician will print monthly class rosters or update rosters as students enroll and give to teacher. Teacher will place in backpack	Class lists	Principal Attendance technician Teachers	List is in backpack
Improve safety preparedness procedures	Use feedback data from disaster drills to reflect upon and improve emergency response procedures with Safety Committee.	Class rosters collected from disaster drills. Notes from safety meetings.	Principal, Assistant Principal	Feedback from disaster drills.

**Component:**

Positive School Climate

**Element:**

School-wide Positive Behavior Support

**Opportunity for Improvement:**

Site-based response (see examples below)

<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
Anti-Bullying awareness for all students and staff.	School counselor to give anti-bullying presentations to classes as needed or requested.	School Counselor Anti-Bullying Program Materials	School Counselor Assistant Principal	Ongoing. (Behavior reports) Feedback from teachers, parents and students.
Social Emotional Learning will be embedded in all our work	School counselor/s will present on SEL topics in classes SEL will be a regular discussion point at staff meetings Teachers will integrate SEL in their lessons	School Counselor Lessons from Panorama Education	Principal Assistant Principal School Counselor Classroom Teachers	Panorama Survey results
Positive Behavior Support	Meet regularly with committee members to address behavior concerns or needs, and support CHAMPS implementation.	Committee members (teachers) Assistant Principals Principal	Assistant Principal Committee members	Ongoing. Behavior reports.
CHAMPS positive discipline curriculum: Review implementation at Leadership meetings, with grade-level teacher representatives.	Review grade-level and school-wide implementation at Leadership, grade-level, and staff meetings.	Notes from Leadership, grade-level, and staff meetings. Behavior reports.	Principal Assistant Principal Grade-Level teacher representatives School Counselor	Ongoing. Behavior reports. Feedback from staff. Notes from leadership, grade-level, and staff meetings.
Positive School Climate	Implement CHAMPS behavior program. Assure all teachers are trained in CHAMPS. Cover CHAMPS at meetings with campus supervisors and other staff.	Notes from campus supervisor meetings. CHAMPS materials/handbook.	Principal Assistant Principal	Notes from meetings Behavior reports

Kamala School Student Conduct Code



**PURPOSE**

The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety.

These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety. The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas.

## GOALS

We want our students to develop a sense of values and to become:

Caring  
Honest  
Responsible  
Well-mannered and courteous  
Respectful  
Knowledgeable of right and wrong  
Fair  
Positive in outlook  
Compassionate  
Self-disciplined

## BELIEFS

We believe our rules and procedures will:

Provide a starting point for behavior and conduct expected.  
Provide a framework of expectations, rewards, and consequences so we can be consistent and fair in disciplining students.  
Promote overall school safety and security for each student.  
Demonstrate our agreement and commitment to developing self-discipline and responsible youth.  
Provide opportunities for students and parents to participate with school faculty, staff, and administration in ensuring the highest possible instructional climate.  
Promote knowledge and teach behavior, which will help each student become self-respecting, successful, and contributing adults.  
Provide a framework that helps students begin a course for career and college readiness.

## PHILOSOPHY

A student's education is dependent upon a "team" effort involving the student, parents, and school personnel. Each member of the team has specific responsibilities, which must be met if the educational experience is to have the greatest positive results. Students, parents, and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct in relation to life at school. We want to be an extraordinary place of safety and a positive opportunity for everyone.

### Expectations of Students

Attend school daily and be on time and prepared for each class.  
Complete and submit assigned work.  
Be responsible for actions.  
Know and obey school rules and regulations.  
Be courteous and respectful to school personnel, fellow students, and the public in general.  
Behave in such a way that it does not disrupt the learning of others.  
Respect public and private property.  
Put forth best effort at all times.

### Expectations for Parents

Assure that your child is in school and on time each day.  
Assure that your child is appropriately prepared for school (dress, nutrition, and sleep.)  
Teach the pupil respect for the law and the rights of others.  
Visit your school periodically and participate in conferences as called.  
Know the district, school, and classroom rules and regulations, and be supportive of your school.  
Help your child to learn self-discipline.  
Utilize opportunities for tutoring and extra help for your child.  
Utilize resources and support offered to promote student achievement.

### Expectation for Teachers

Provide learning experiences appropriate for each student.  
Consistently enforce classroom rules and district rules and policies.  
Communicate on a regular basis with parents concerning their child's progress.  
Be available to parents for the conference.

Continually improve professional competencies in matters of student control and discipline.  
Develop enthusiasm for learning through experiences that are interesting and relevant to pupils.

#### Expectations for Administrators

Inform students and parents about school district discipline standards.  
Consistently monitor classroom, school, and district rules and policies.  
Counsel with students and parents regarding disciplinary matters.  
Provide professional growth experiences that will assist staff in increasing competencies for student control and discipline.  
Provide leadership that will establish, encourage, and promote teaching and effective learning.

#### Basic School Rules:

Respect self, others, and the school  
Own your words and actions  
React responsibly  
Be on time and prepared for class

#### Consequences:

Referral to office  
Follow the Office Discipline referral process  
Recess, lunch, or after-school detention  
Time in office  
Parent Meeting  
Teacher-parent meeting  
Community Service  
Suspension  
Expulsion- Recommendation

#### Positive Reinforcements:

Awards assemblies  
Celebrations  
Student artwork in classrooms and hallways  
Tiger cards  
AR awards  
Daily School-wide announcements, including announcements of student awards

Note: Students may be disciplined for acts related to school activities or attendance which occur at any time including:

While on school grounds;  
While going to or coming from school;  
During the lunch hour whether on or off campus;  
During, or going to, or coming from, a school-sponsored activity.

#### Other causes of disciplinary action:

Deliberate littering of school premises;  
Chewing gum while at school;  
Use of cell phones on campus;  
Not adhering to the school dress code;  
Making bomb threats or false fire alarms;  
Making threats of physical or psychological harm to students or staff.  
Setting fires or using explosive devices, which threaten or cause damage to human life or property on school grounds or at school-sponsored events;  
Habitual tardiness/truancy;  
Forging parents' signatures or school documents (CAC 306).

#### GENERAL

*Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.*

#### CONDUCT CODE PROCEDURES

The school rules and procedures were developed and adopted in accordance with California education code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety. The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas.

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

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual based on his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

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

A Safety Committee is created every school year. The purpose of the committee is to review the Safety Plan on a continual basis and make any necessary changes and adjustments in order to ensure the safety of students and staff members. The committee meets on a regular basis to review and make any necessary recommendations and changes. All changes are brought to the attention of the entire staff and stakeholders at meetings.

## Safety Plan Appendices

**NOTE: Tactical information is excluded from the public inspection document. A “Public Inspection Log” will be used to record the name, address, phone number and method used for verifying the identity of all individuals requesting to inspect the District’s Tactical Information Plan. The Tactical Information Plan document is not available for inspection on the internet.**

Oxnard School District maintains an Emergency Operations Plan (EOP) that functions as part of the school Comprehensive School Safety Plan. The EOP addresses the Oxnard School District’s planned response to extraordinary emergency situations associated with natural disasters, technological incidents, and security emergencies.

This plan does not address normal day-to-day emergencies or the established routines and procedures used in such emergencies. Instead, the operational concepts reflected in this plan focus on potential large-scale disasters that can generate unique situations requiring unusual emergency responses.

This plan is designed to prepare the District prior to an emergency, include OSD as part of the Ventura County Operational Area, the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

### EMERGENCY CONTACT NUMBERS

- Emergency: 9-1-1
- Ventura County EOC Disaster Information Hotline: 805-465-6650
- Disaster Information website (activated only for emergencies): [www.vcemergency.com](http://www.vcemergency.com)
- Ventura County Fire Dept. Emergency Fire Information Line (during major fires):  
805-388-4276
- Ventura County Sheriff's Department: 805-654-2380
- Ventura County Fire Department: 805-389-9710
- City of Oxnard Fire Dept. 805-385-7717
- Ventura County Public Health Emergency Preparedness Office: 805-981-5331
- Ventura County Sheriff's Office of Emergency Services: 805-654-2551
- Department of Homeland Security Disaster Response: 202-282-8000
- California Office of Emergency Services: 916-845-8510
- American Red Cross of Central California: 805-987-1514
- FEMA: 800-621-3362
- Ventura County Health Care Agency: 805-677-5110
- Oxnard Police Department: Non-Emergency: 805-385-7740 Main: 805-385-7600

### PRIMARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Rudolph Beck Memorial Park
Address	600 W Kamala St, Oxnard, CA 93033
Contact	City of Oxnard
Phone Number	805-385-7995
Date of Agreement	

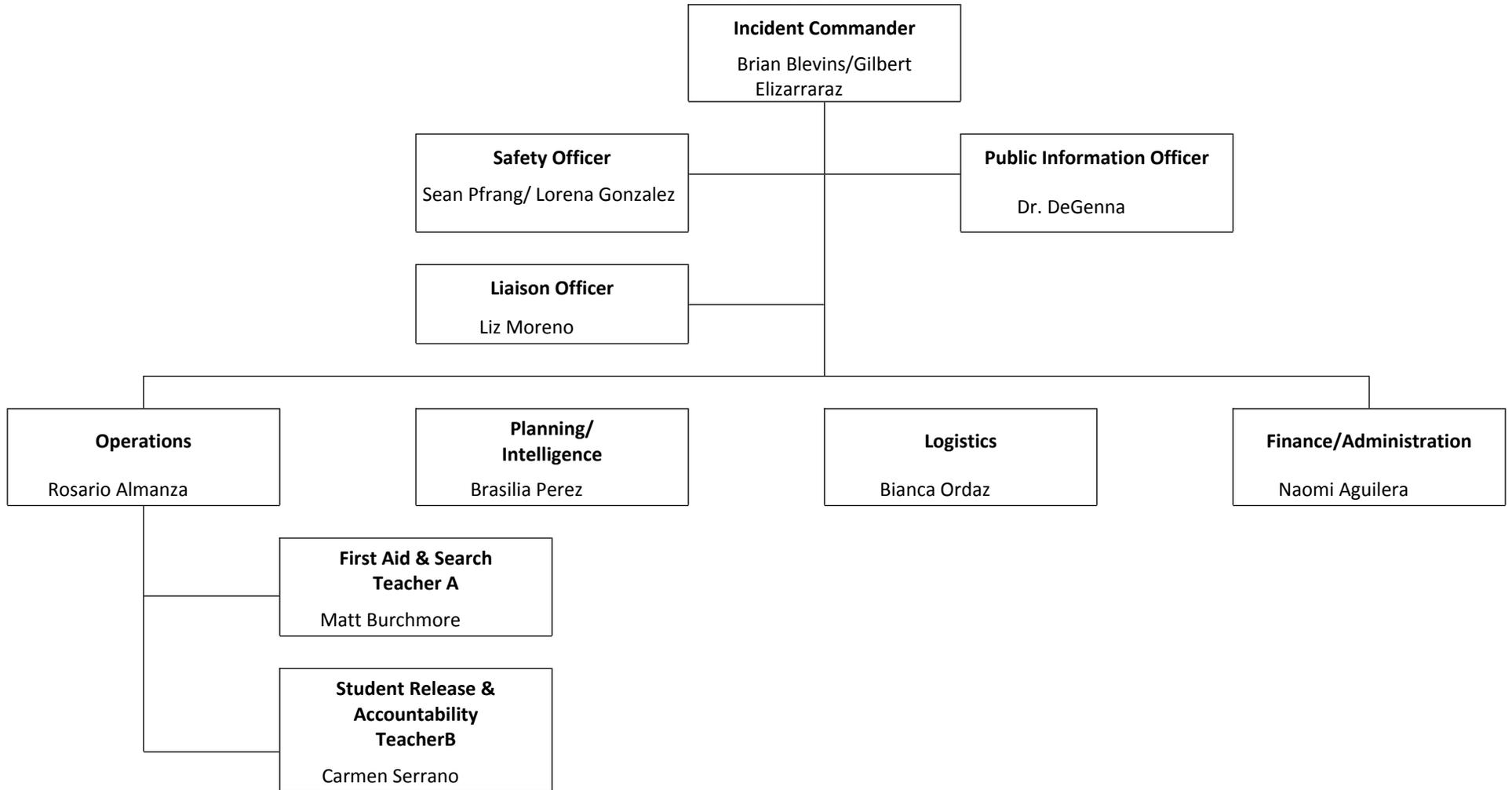
### SECONDARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	McKinna School
Address	1600 South N St, Oxnard, CA 93033
Contact	Oxnard School District
Phone Number	805-385-1545

Phone Number	
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**Incident Command System (ICS)**

Kamala School School



## **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 with 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:

#### MANAGEMENT

During an emergency, the Incident Commander directs response actions from a designated Command Post. 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. The school principal typically fills this function. A Public Information & Liaison Officer and Safety Officer assist the principal in carrying out this function.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

#### **WORKING WITH THE NEWS MEDIA**

Only pre-assigned personnel will meet with the media in a designated area so as not to disrupt the educational process. News media personnel are not to be on school grounds, except in designated areas. Staff are to report any news media personnel that appear elsewhere on campus.

## 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, and Truck), School Violence, Terrorism, Tsunami, and Public Health Emergency.**

### Step Two: Identify the Level of Emergency

OSD 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 affects district buildings and or school sites. For level 2 the Emergency Operations Plan is activated. The 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
- All Clear

### Step Four: Communicate the Appropriate Response Action

Based on the Emergency, we would activate members of the Emergency Incident Command System. Pending level of Emergency communication locally is reported to parents by the Connect Ed telephone system. The District then reports significant Emergencies. OSD reports and notifications are to be made to the Ventura County Operational Area via the City of Oxnard and those directives that are currently in place through the SIMS and NIMS plan.

## Types of Emergencies & Specific Procedures

### AIRCRAFT CRASH

1. Determine if any staff or students are in immediate danger. If necessary, evacuate to a safe area. All others are to remain at their assigned locations.
2. Render first aid as necessary.
3. Take roll, complete Disaster Report, and report results to the incident commander.

### ANIMAL DISTURBANCE

The children, staff and community members will be moved to a safe area when an animal is present, near, or on campus. If possible, the campus custodian may assist in securing the animal from harm or harming others. The animal may be confined to a secured area until it is removed from the campus by animal control.

### ARMED ASSAULT ON CAMPUS

1. Call 911
2. Institute Lockdown - Priority 1 procedures

### BIOLOGICAL OR CHEMICAL RELEASE

1. If you become aware of potentially hazardous release or accident, notify the office immediately. Render first aid as necessary.
2. If an evacuation order is imminent, move students and staff to a designated evacuation/shelter area. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
3. Until ordered to evacuate, assume that a "shelter-in-place strategy" will be employed and do the following:  
All students and staff are to remain indoors.  
Turn off all heating and ventilation systems.  
All windows should be closed.

### PESTICIDE EXPOSURE (Pesticide Drift)

1. Notify the office immediately.
2. Render First Aid if necessary.
3. Until ordered to evacuate, assume that a "shelter-in-place" strategy will be employed and do the following:
  - Direct all students and staff to remain indoors until it is safe or directed otherwise.
  - Direct all heating and ventilation systems (HVAC) to be shut down.
  - Direct all windows to be closed.

If an evacuation order is imminent, move students and staff to a designated area. If evacuation is not imminent, students and staff should remain in classrooms.

### BOMB THREAT/ THREAT OF VIOLENCE

The person receiving the threat should attempt to keep the caller on the phone, stall by saying "Sorry, I can't hear you", etc. Try not to cause concern on the part of your students. Pay close attention to the caller's words, voice, and any background noises. Ask the caller where the bomb is located, what it looks like, and when it going to explode.

1. Contact the office.
2. DO NOT use radios or cellular telephones.
3. If deemed necessary, incident commander will call for evacuation.
4. An organized search for the campus may be conducted under the direction of the principal or law enforcement agencies.
5. In the event that a suspicious object is located, all personnel should be kept clear of the area until law enforcement agencies have evaluated the conditions.
6. Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.
7. Shut down all heating and ventilation system.
8. Keep students in classrooms with their backs to the interior walls.
9. Take roll, complete Disaster Report, and report all missing students to the Incident Commander.
10. All personnel are to remain indoors unless performing duties as assigned.

## BUS DISASTER

The following procedures are for use by bus drivers and appropriate school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip or being transported to or from school.

This section addresses two possible scenarios involving a bus disaster: (1) an earthquake and (2) a serious accident or bus fire. It is important to note that drivers may need to make spontaneous, independent decisions based on the nature of the emergency, age of the children, location of the bus, and other unique circumstances to ensure children's safety.

### Procedure

#### Scenario 1 – Earthquake

1. Upon first indication of an earthquake, the bus driver should issue Drop, Cover, and Hold procedures to all students on the bus.
2. The bus should be moved away from all power lines, bridges, overpasses, possible landslide conditions, overhanging trees, or other dangerous situations.
3. The bus driver should set the emergency brake, turn off the ignition, and wait for the shaking to stop.
4. The bus driver should check students for any injuries and provide first aid, as appropriate.
5. In the event the bus is disabled, the driver and students should stay in place until help arrives.
6. The bus driver should contact the School Administrator and the District Transportation Director to report the location and condition of students on the bus.
7. The School Administrator will determine what additional appropriate notifications should be made and will brief the District Superintendent on the situation.
8. If the bus driver is instructed to resume the bus route, the driver should continue to pick students up. Students should only be dropped off if a responsible adult is at the bus stop.
9. If it is impossible to return to school, the bus driver should contact the School Administrator and remain with the children until further instructions are received.
10. The bus driver is responsible for all students who board the bus throughout the emergency.

#### Scenario 2 – Serious Accident or Bus Fire

1. The bus driver will park the bus in a safe location with the emergency brake set and the ignition off.
2. In the event of a fire, students and the driver should evacuate the bus immediately and move to a safe location away from the bus and traffic using available barricades (e.g., trees, cars) when available.
3. The bus driver will immediately call 9-1-1 and provide the exact location of the bus and wait for the arrival of emergency response personnel.
4. The bus driver should check students for injuries and provide appropriate first aid.

## DISORDERLY CONDUCT

1. Inform the office of the emergency.
2. Do not release students without authorization.
3. All students and staff are to remain in their respective classrooms and work areas.
4. Lock all doors and windows and close all window blinds or curtains. Avoid window areas.
5. When the emergency is over, all clear will be signaled.

## EARTHQUAKE

### A. INSIDE SCHOOL BUILDING:

1. The teacher, or staff member in authority, will implement action, "DUCK, COVER AND HOLD." Stay inside building until the shaking stops.
2. Try to avoid glass and falling objects, areas where there are large panels of glass and/or heavy suspended light fixtures.
3. Do not use telephones.
4. Implement action, "EVACUATE BUILDING" over intercom, when instructed to do so, after the earthquake is over and tremors have subsided. Special consideration should be given to exit routes as some exits have heavy roof structures over the doorways. Go to an open area away from trees, power poles, etc.
5. Avoid touching electrical wires and metal objects such as chain link fences.
6. Render first aid if necessary.
7. Take roll and submit Disaster Report to incident commander.
8. The principal/designee is to establish a command post, assess damage, activate search team and activates the incident command system.
9. Activate a buddy system: determine needs of neighboring classrooms. Listen for directions when to report to stations.

10. Principal to request assistance through school district channels.
11. Notify the District Emergency Operations Center of any breaks in utility lines.
12. The superintendent/designee will determine the feasibility of closing the school, based on the report of the principal.

#### B. IF OUTSIDE THE BUILDING:

1. Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed wires and wet areas.
2. The safest place is in the open. Stay there until the earthquake is over.
3. DO NOT RUN! Do "DROP -TAKE COVER."
4. Follow procedures 5 through 12 under "Inside School Building."

#### C. STUDENTS WITH DISABILITIES:

Students with handicap conditions may need special assistance and instruction regarding falling debris. Additional drills may be needed to make certain the procedures are mastered. Each handicapped student's needs should be assessed in relation to the possibility of a disaster and his/her preparedness.

#### HOW TO ASSIST THOSE WITH DISABILITIES DURING AN EVACUATION

The needs and preferences of non-ambulatory individuals will vary. Those at ground floor locations may be able to exit without help. Others may have minimal ability to move, and lifting may be dangerous. Some non-ambulatory people also have respiratory complications. Remove them from smoke and vapors immediately

##### To alert visually-impaired individuals

- Announce the type of emergency.
- Offer your arm for guidance.
- Tell person where you are going, obstacles you encounter.
- When you reach safety, ask if further help is needed.

##### To alert individuals with hearing limitations

- Turn lights on/off to gain person's attention -OR-
- Indicate directions with gestures -OR-
- Write a note with evacuation directions.

##### To evacuate individuals using crutches, canes or walkers

- Evacuate these individuals as injured persons.
- Assist and accompany to evacuation site, if possible -OR-
- Use a sturdy chair (or one with wheels) to move person -OR-
- Help carry individual to safety.

##### To evacuate individuals using wheelchairs

- Give priority assistance to wheelchair users with electrical respirators
- Most wheelchairs are too heavy to take downstairs; consult with the person to determine the best carry options.
- Reunite person with the wheelchair as soon as it is safe to do so.

#### EXPLOSION OR RISK OF EXPLOSION

1. DUCK, COVER, AND HOLD command is to be given immediately. Do not approach windows or doors.
2. If the explosion is not in the building, students and staff are to remain at their assigned locations until directed by competent authority.
3. When directed, evacuate.
4. If necessary, move to safe assembly areas outside the building and away from the location of the explosion.
5. Render first aid as necessary.
6. Teachers are to take roll, complete Disaster Report, and report missing students to the office.
7. If possible to fight small fires without endangering life, do so.

#### FIRE IN SURROUNDING AREA

1. Sound the school alarm and evacuate building.
2. Notify the office.
3. Assemble at the pre-designated area (refer to evacuation map).

4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and ancillary rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so by using the fire extinguisher.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Teachers should take roll, complete Disaster Report, and report of missing students to the incident commander. No one should leave the area until instructed to do so.
10. In the event of a fire near the school, the principal shall determine what action is appropriate.

#### FIRE ON SCHOOL GROUNDS

##### INITIAL RESPONSE:

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

#### FLOODING

1. Warning of an impending flood would normally be received at the endangered location by telephone from the District Office or from a civil agency (police or fire). If access to the Internet is available, the national weather service supplies current weather information, including severe weather warnings at <http://www.nwsla.noaa.gov>.
2. Establish a Command Post and communicate with the District Office. The predicted extent of the flood and the amount of time before it arrives will determine the course of action.
3. Keep students indoors until it is determined to be safe
4. Move students to pre-designated assembly areas if an evacuation is ordered.
5. Teachers are to take roll, complete Disaster Report, and report all missing students to the office.
6. The principal may initiate the following emergency actions:
  - Dismiss school.
  - Leave campus and move to a safe place.

#### LOSS OR FAILURE OF UTILITIES

1. Notify the appropriate utility company and the District Office.
2. Determine if any power, sewer, gas or water lines are down or ruptured on or adjacent to the campus. If so, activate the Incident Command System.
3. Determine if an evacuation is necessary.
4. Use emergency lighting (flashlights) and open window shades to provide as much light as possible.
5. Should the utility failure be for an extended period, make recommendations to and coordinate activities with the District Office.

#### MOTOR VEHICLE CRASH

1. Call 911 to report the crash.
2. Evaluate situation start first aid where possible
3. Notify the District Office

4. Establish a command post as needed
5. Determine if any staff or students are in immediate danger. If necessary, evacuate location to move away from crash.
6. Consult with District Office and Emergency personnel for further direction and coordinate activity as needed.

## PANDEMIC

### What is a Pandemic?

Pandemic: a worldwide outbreak of a specific disease or illness that suddenly occurs in human beings within a community, region or country in a number of cases that clearly exceeds that of 'normal.' Pandemic outbreaks are expected to occur simultaneously throughout the nation in inevitably and unpredictable intervals. When the influenza flu pandemic occurs, an outbreak is expected to last about six to eight weeks in each affected community.

### What is Influenza?

Influenza: also known as "the flu." A respiratory illness caused by an infecting viral organism. Influenza is most usually a seasonal illness that often occurs each winter. It is spread from person to person when drops of moisture (saliva, sputum), from and infected person, travels through the air when they talk, sneeze or cough. These droplets of moisture contain the influenza virus. When they are inhaled the other becomes infected with influenza. The Center for Disease Control (CDC) defines influenza-like illnesses as having the following symptoms:

- Fever of 101.5° Fahrenheit or higher AND ONE OF THE FOLLOWING:
- Cough
- Sore Throat
- Headache
- Muscle Ache

When a pandemic emergency is declared by state and/or local authorities, Oxnard School District (OSD) will follow directives and protocols from these agencies in making decisions about school closure and school reopening, as well as decisions of student and staff safety. OSD will also follow procedures and protocols for emergency circumstances as outlined in the District's Emergency Operations Plan (EOP).

The Superintendent or designee shall collaborate with parents/guardians and local health agencies and organizations to develop a comprehensive approach to disease prevention that promotes preventative measures and education of students and staff.

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

The Superintendent or designee shall ensure that the district's comprehensive health education program provides information about the prevention of infectious diseases, including the nature of blood borne pathogens and their transmission, as well as information to help prevent the spread of contagious diseases, such as a pandemic influenza. He/she shall also ensure that each school has sufficient infection prevention supplies that are easily accessible to staff. The following resources and guidance contain best current best practices for schools in planning and responding to pandemic emergencies.

## PSYCHOLOGICAL TRAUMA

Many emergencies may result in psychological trauma for students and school staff. These emergencies may include an act of violence, the death of a student or staff member, an earthquake or other natural disaster, a serious environmental problem, or ethnic and racial tensions. Emergencies may result in the following conditions:

- Temporary disruption of regular school functions and routines
- Significant interference with the ability of students and staff to focus on learning
- Physical and/or psychological injury to students and staff
- Concentrated attention from the community and news media

As a result, students and staff may exhibit a variety of psychological reactions. Once the physical safety of those involved has been ensured, attention must focus on meeting the emotional and psychological needs of students and staff. Specific procedures relating to crisis management can be found in the Oxnard School District – School Crisis Intervention Team Manual.

### Procedure

1. The School Administrator will contact the District Superintendent to establish a Crisis Intervention Team, which has primary responsibility for providing necessary assistance after all types of crises.
2. The District Superintendent will determine whether a District EOC activation is necessary to support school site Crisis Intervention Team operations.

3. The Crisis Intervention Team will assess the range of crisis intervention services needed during and following an emergency.
4. The Crisis Intervention Team will provide direct intervention services for students and staff.
5. The School Administrator, District Superintendent and Crisis Intervention Team will work together to determine when and how school functions should be restored.
6. The Crisis Intervention Team should provide ongoing assessment, if needed, as well as follow-up services, as required.

#### SUSPECTED CONTAMINATION OF FOOD OR WATER

The following procedure should be followed if any school staff member reports suspected contamination of food or water. This procedure applies where there is evidence of tampering with food or packaging, observation of suspicious individuals in proximity to food or water supplies, or if the school is notified of possible food/water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, or taste, and/or multiple persons with unexplained nausea, vomiting, or other illnesses.

##### Procedure

1. Upon indication of suspected contamination, the School Administrator will work with appropriate school staff to isolate the suspected food/water. Access should be restricted to the contaminated area to prevent consumption of food/water.
2. The School Administrator should call 9-1-1, District Superintendent, Child Nutrition Services and Ventura County Public Health.
3. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
4. School medical personnel should assess the need for medical attention and provide first aid, as appropriate.
5. The School Administrator and school staff will make a list of all potentially affected students and staff along with their symptoms, the food/water suspected to be contaminated, and the quantity and description of products consumed. The list should be provided to responding authorities.
6. The School Administrator should work with local authorities and District Superintendent to determine necessary follow-up actions, including the need to notify other potentially affected schools in the District.
7. The School Administrator and District Superintendent will work with Ventura County Public Health to determine when normal school operations can resume.
8. The School Administrator will ensure that parents are notified of the incident, as appropriate.

#### UNLAWFUL DEMONSTRATION OR WALKOUT

School administrators will be proactive in working with student groups to best plan and organize opportunities for lawful expression of free speech. While students maintain their First Amendment rights (freedom of speech and peaceable assembly) while on school grounds, students also may not pose a disruption to the school environment while on school grounds. When students wish to express their First Amendment rights, school administrators will work with student leaders to provide opportunities for students to assemble and to express their opinions peacefully on school grounds. Working with students to create an organized plan of assembly or an alternative to a walkout will allow school staff to maintain order and supervision of the students and consequently better ensure their safety.

##### Procedure

In cases where there is an unlawful assembly (an assembly with intention of disrupting the school environment), school administrators will take the following actions:

Make multiple attempts to redirect students away from the disruption and into a calm and safe environment.

1. Contact the School Resource Officer (SRO) for support with supervision and safety.
2. Direct students not to leave the campus and warn students of consequences.
3. Identify any student who leaves the campus.
4. Follow and maintain supervision of any student who leave the campus.
5. Maintain contact with police regarding the incident.
6. Contact parents of any student disrupting or leaving the campus.
7. Make multiple attempts to have students return to the campus.
8. Remain with students until a return to campus or home.

AB 1747 requires schools to involve the fire department and first responders in the development of the Comprehensive School Safety Plan. As a function of this requirement, all schools within Oxnard School District will collaborate annually to address the following areas of campus safety:

- **Hazardous Materials:** The locations of hazardous materials including toxic, flammable, corrosive, chemically, or reactive materials should be identified. This should include, on and off campus locations, and the proximity off the campus to fixed sites and transportation corridors that may contain or transport hazardous materials (roadways, highways, pipelines and rail lines)
- **Powerlines:** The proximity of high voltage power lines should be considered in establishing the site evacuation plan (overhead and below ground lines and vaults)
- **Flooding and Landslides:** The likelihood and possible effects of flooding or landslides should be consider both for the campus location and planned evacuation sites and routes.
- **Tsunami Zones:** The location of tsunami inundation zones and evacuation routes should be examined for the campus and evacuation areas.
- **Evacuation Zones:** Evacuation zones and routes should be evaluated for hazards that may result following earthquakes and other disasters. The location of power, gas, water, and sewer lines, as well as hazardous materials sites, bridges, large buildings sprinklers and other hazards should be evaluated.
- **Access and Egress:** Access and egress routes such as walkways and hallways should be identified and kept free of objects and obstacles that can restrict movement (tables, boxes, equipment, carts, desks, chairs, etc.)
- **Utility Shutoffs:** The location of utility shutoffs including water, gas and electrical services should be identified and included on diagrams and site maps. All water heaters on the site should be identified and properly strapped.
- **Electrical Panels:** Areas surrounding electrical panels should be kept clear (Minimum of 3 foot clearance in front of all electrical panels)
- **Janitorial Areas:** Chemicals and tools should be stored in proper, locked and approved closets, rooms, containers and cabinets.
- **Storerooms:** Shelving should be secured to walls or braced. Heavy items stored on lower shelves. Fragile or hazardous item secured.
- **Computers and Peripherals:** All items including CPUs, displays, scanners and printers should be secured or situated so that they do not block walkways or access and egress routes following an earthquake.
- **Large and Heavy Equipment and Machines:** All heavy machines and objects should be secured and located away from access and egress routes
- **Sound System Speakers, Spotlights and Displays:** Items need to be properly secured with earthquake straps or braces. Consideration should be given to areas directly around and below these objects.
- **Compressed Gas Cylinders:** All cylinders should be properly secured at the top and bottom with safety straps or chains. Care should be given to the use, storage and movement of high pressure cylinders.
- **Weight Rooms, Motor Development Room and Equipment:** Weights and equipment should be stored on racks that are secured and/or anchored to the floor or walls. Equipment should be located away from doorways and access and egress points.

#### CAMPUS ACCESS

- Controlled Access
- Traffic review, parking, fire lanes
- Adequate surfacing, lighting
- Safety Plan
- Required Postings
- Stairs, ramps, walkways
- Gateways and fences

#### ASSEMBLY ROOMS

- Exits clear, exit & emergency lights
- Floors, seating maintained
- Stage: clean, clear exits, wiring
- Kitchen: clean, safe food storage

#### SCIENCE ROOMS

- Hazardous material storage
- Adequate ventilation, fume hoods
- Eyewash, gas shut-off
- Safety training
- Safety signs posted, enforced

#### **EMERGENCY PREPAREDNESS**

- Fire extinguishers checked monthly
- Fire and Earthquake drills conducted
- First Aid Equipment in place
- Evacuation routes posted
- Health care plans / 504s – In binder for evacuation
- Medications – Access and evacuation
- Emergency card – Access and evacuation
- Staff Training on Emergency Procedures

#### **NONSTRUCTURAL HAZARDS**

The furnishings and nonstructural elements of a building cause nonstructural hazards. Anything that does not actually hold the building up is nonstructural, including floors, ceilings, windows, and all furnishings. In California schools, nonstructural hazards represent the greatest threat to the safety of students and staff. Eliminating these hazards can reduce injuries significantly. The following items will be inspected annually in all rooms within the campus:

- Free standing shelves over 4 feet tall secured to floor or wall
- File cabinets bolted to wall
- File cabinet drawers have latches
- Paints and chemicals restrained on shelves
- Wall-mounted objects are secured
- Sound system speakers are secured to building
- TV securely fastened to platform or cart
- Heavy objects removed from high shelves
- Aquariums located on low counter or restrained
- Computers fastened to work station
- Desks and tables cannot block exits
- Cabinets or equipment on wheels cannot block doorway

## Medical Emergencies

Calmly and carefully, assess the medical emergency. Take only those measures you are qualified to perform. You should always wear latex or rubber gloves to prevent contact with bodily fluids.

### Rescue Breathing

- Gently tilt the head back and lift the chin to open the airway.
- Pinch the nose closed.
- Give two slow breaths into the mouth.
- Breathe into an adult once every five seconds, and for children or infants breathe gently once every three seconds.
- If you are doing the procedure correctly, you should see the chest rise and fall.

### To Stop Bleeding

- Apply direct pressure to the wound.
- Maintain the pressure until the bleeding stops.
- If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level of the heart.
- If limb appears to be broken, minimize any movement, but take what measures are necessary to stop the bleeding.

### Treatment for Shock

- Do whatever is necessary to keep the person's body temperature as close to normal as possible.
- Attempt to rule out a broken neck or back.
- If no back or neck injury is present, slightly elevate the person's legs.

### Choking

- Stand behind the person.
- Place the thumb side of one of your fists against the person's abdomen, just above the navel and well below the end of the breastbone.
- Grasp your fist with your other hand and give an abdominal thrust.
- Repeat until the object comes out.
- If required, begin rescue breathing.

### Triage Guidelines

Triage is defined as *the sorting of patients into categories of priority for care based on injuries and medical emergencies*. This process is used at the scene of multiple-victim disasters and emergencies when there are more victims than there are rescuers trained in emergency care.

Incidents that involve large numbers of casualties, and have a delay in the response time of emergency medical services, require a special form of triage. The modified triage system that is in most common use is the S.T.A.R.T. (**S**imple **T**riage **A**nd **R**apid **T**reatment) Plan. In this plan, patients are triaged into very broad categories that are based on the need for treatment and the chances of survival under the circumstances of the disaster. These categories are listed below:

### TRIAGE Priorities

#### Highest Priority - RED TAG

1. Airway and breathing difficulties

2. Cardiac arrest
3. Uncontrolled or suspected severe bleeding
4. Severe head injuries
5. Severe medical problems
6. Open chest or abdominal wounds
7. Severe shock
<b>Second Priority - YELLOW TAG</b>
1. Burns
2. Major multiple fractures
3. Back injuries with or without spinal cord damage
<b>Third Priority - GREEN TAG</b>
1. Fractures or other injuries of a minor nature
<b>Lowest Priority - BLACK</b>
2. Obviously mortal wounds where death appears reasonably certain
3. Obviously deceased

### S.T.A.R.T. Plan Triage Checklist

*This method allows rapid identification of those patients who are at greatest risk for early death and the provision for basic life-saving stabilization techniques.*

#### Initial contact

- Identify self, and direct all patients who can walk to gather and remain in a safe place. Tag these people **GREEN**
- Begin evaluating the non-ambulatory patients where they are lying.

#### Assess respiration (normal, rapid, absent)

- If absent, open airway to see if breathing begins
- If not breathing, tag **BLACK** (dead) DO NOT PERFORM CPR
- If patient needs assistance to maintain open airway, or respiratory rate is greater than 30 per minute, tag **RED** (attempt to use a bystander to hold airway open)
- If respiration is normal, go to next step

#### Assess perfusion (pulse, bleeding)

- Use the capillary refill test to check radial (wrist) pulse
- If capillary refill test is greater than 2 seconds, or radial pulse is absent, tag **RED**
- If capillary refill is less than 2 seconds, or radial pulse is present, go to next step.
- Any life threatening bleeding should be controlled at this time, and if possible, raise patient's legs to treat for shock (attempt to use a bystander to hold pressure/bleeding control)

#### Assess Mental Status (commands, movement)

- Use simple commands/tasks to assess

- If patient cannot follow simple commands, tag **RED**
- If patient can follow simple commands, they will be tagged **YELLOW** or **GREEN**
- This will depend on other conditions, where their injuries will determine the priority of **YELLOW** versus **GREEN** (i.e. multiple fractures would require a higher level of treatment than superficial lacerations)

### **Lockdown Materials**

All classrooms are equipped with the following items for health and welfare use in the event of a lockdown:

- Toilet Seat
- 5 Gal Bucket
- Toilet Paper – 500 Sheets
- Wet Wipes Towelettes 100 pk
- Infectious Waste Bags 10 gal ea
- Utility Tape 10 yard
- Blue Poly Tarp 8' x 10'
- Nitrile Gloves – Large pair
- Cat Litter 4.5 lb

### **Emergency / Disaster Materials**

- Water: Aqua Box, 8.45 oz
- First Aid Kit:
  - Ice Packs
  - Adhesive Bandages ¾" x 3"
  - Ex-Large Bandages
  - Gauze Pads, 3" x 3" Sterile
  - Gauze Roll, 2" x 5 yd
  - Adhesive Tape ½" x 2.5 yd
- Lighting/Safety/Tools
- Flashlight w/Batteries
- Lightsticks, 12 hour
- Lumber Marking Crayon
- Safety Vest
- Leather Palmed Glove
- Whistle
- Duct Tape
- Dust Mask

# Emergency Evacuation Map

The numbers in the boxes (Signs on the Fences) are building numbers NOT Grade levels

New SM Portable

1003 Portable

PE Storage

Bins

3 (1st Grade)

(PE Classes)

PE

4 (2nd Grade)

(8th Grade)

(7th Grade)

7

(6th Grade) 2nd floor

5 (3rd Grade)

(Kinder) (Kinder) (Kinder) (4th Grade) (5th Grade)

6

8

7

1st floor

W Laurel St

W Laurel St

Google W Laurel St

W Laurel St

SE St

SE St

SE St

Map

K- DLI Cortez 602	K-DLI Ayala 601
-------------------------	-----------------------

601 GATE



305 GATE

GRR-306  
ST-308  
BRR-307

1st DLI E Reyes 305	1st DLI S Ponce 304	1st DLI S Calderon 303	1st DLI E Wickenden 302	2nd DLI Aguilera 301
---------------------------	---------------------------	------------------------------	-------------------------------	----------------------------

MAIN GATE

Office/  
Health  
101

SR

SR

AP Office  
Mrs.  
Almanza/  
Mr. E

Kinder Playground



4th SEI Fernandez 405	4TH S Alfaro 404	2nd SEI Paolini 403	2nd DLI Davila 402	2nd DLI S Gaspar 401	GRR-406 ST-408 BRR-407
-----------------------------	------------------------	---------------------------	--------------------------	----------------------------	------------------------------

2nd Floor

1st Floor

ELA 7 Piszczek 212
SS 7 Burchmore 211
Math 7 Kallik 210
Math 8 Torres 209
ELA 8 Godinez 208
SS 8 Beck 207

Kingston 202
Leitch 201
RR

Science Labs

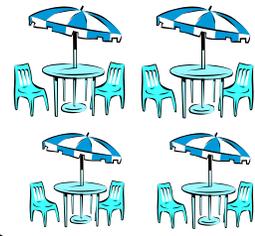
Storage
6th Fitz 112
6th Guzman 111
6 Scholbrock 110
6 Ceja 109

K DLI Grajeda 101
Common Room
Wellness center 102
RR

Lopez-508
BRR-506 GRR-507

3rd DLI S Galvan 505	3rd DLI E Mead 504	3rd DLI E Aguirre 503	4th DLI E/S Serrano 502	3rd DLI S Manzo 501
----------------------------	--------------------------	-----------------------------	-------------------------------	---------------------------

GRR-807	BRR-806	LIT Perez DLI TOSA Beers-Cabrera 805	Library Ms. Yoli 804
SR-808			



Cafeteria  
201

203 Kitchen
LOUNGE 209
WORKROOM 210



Emergency  
Vehicle  
Entrance

stairs	Brown 203	Johnson 204
--------	--------------	----------------

5th Taylor 108
----------------------

stairs
--------

RR	Speech Newton Rivera 103	RSP Arceo 104	125
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5th Gerber 107
----------------------

1 2 9 Elev	K-5 Rm 131 Abbey RSP
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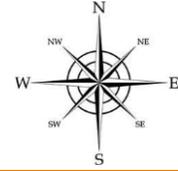
4/5th DLI Serrano C 106
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5th Inglehart 105
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San Miguel

		Playroom	

SM
SM
MS



KAMALA  
2023-2024



Girls P.E. 1001
Williams BOYS P.E. 1002
903

# Disaster Area Map

K- DLI Cortez 602	K-DLI Ayala 601	601 GATE
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Kinder Playground



305  
GATE

GRR-306	1st DLI E Reyes 305	1st DLI S Ponce 304	1st DLI S Calderon 303	1st DLI E Wickenden 302	2nd DLI Aguilera 301
ST-308					
BRR-307					

MAIN GATE  
Student  
Request  
Release  
Gate

Office/  
Health  
101

SR  
AP Office  
Mrs.  
Almanza/  
Mr. E

4th SEI Fernandez 405	4TH S Alfaro 404	2nd SEI Paolini 403	2nd DLI Davila 402	2nd DLI S Gaspar 401	GRR-406 ST-408 BRR-407
-----------------------------	------------------------	---------------------------	--------------------------	----------------------------	------------------------------

Lopez-508	BRR-506 GRR-507	3rd DLI S Galvan 505	3rd DLI E Mead 504	3rd DLI E Aguirre 503	4th DLI E/S Serrano 502	3rd DLI S Manzo 501
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Incident Command Post	GRR-807	BRR-806	LIT Perez DLI TOSA Beers-Cabrera	Library Ms. Yoli
	SR-808		805	804

First Aid  
Services/Medical  
Treatment Area

Cafeteria  
201

203  
Kitchen  
LOUNGE  
209  
Workroom  
210



Emergency  
Vehicle  
Entrance

Emergency  
Supplies  
Girls P.E.  
1001  
Williams  
BOYS P.E.  
1002  
903

Morgue  
FIELD  
Assembly  
Area

## 1st Floor

Storage

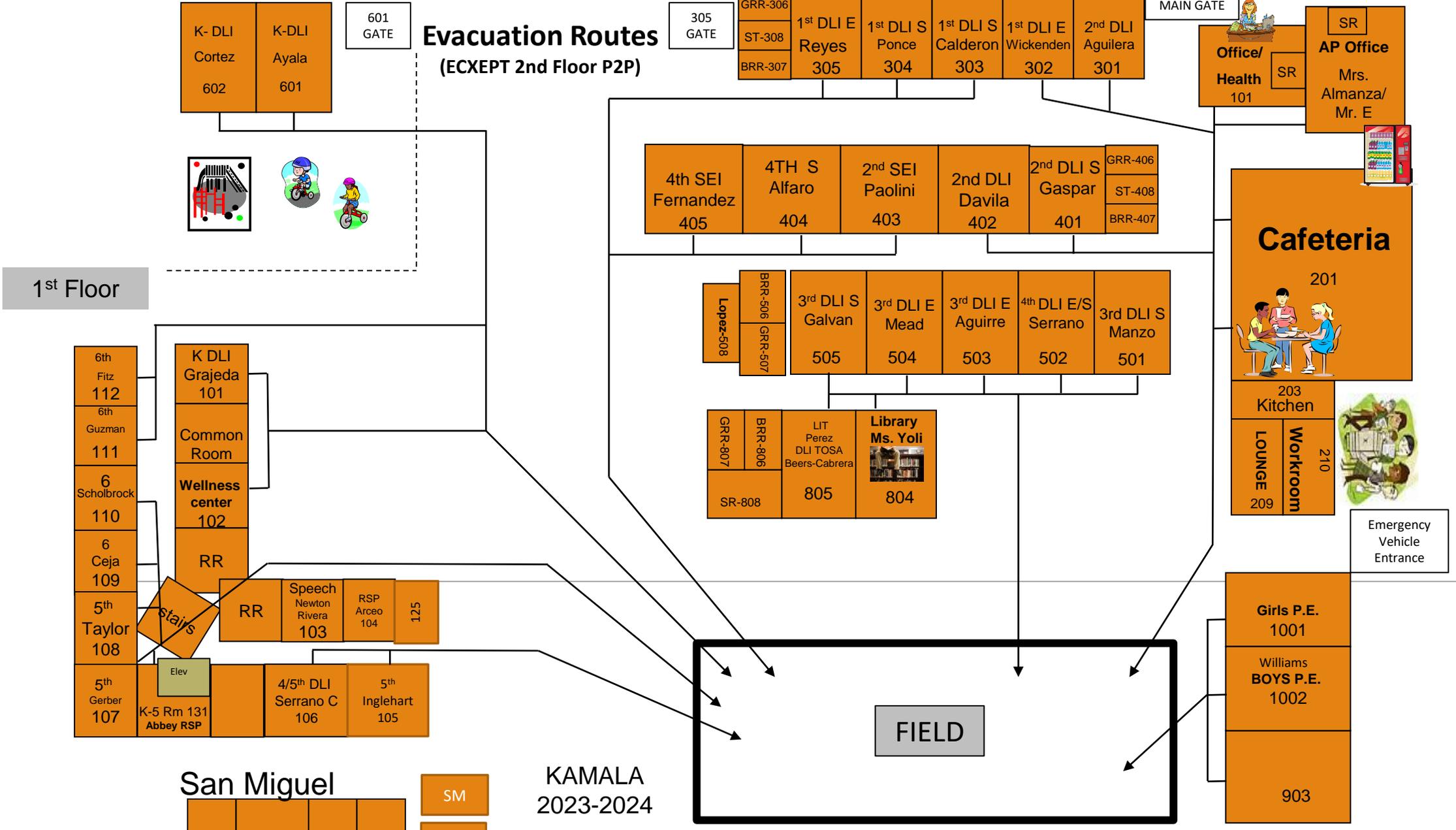
6th Fitz 112	K DLI Grajeda 101
6th Guzman 111	Common Room
6 Scholbrock 110	Wellness center 102
6 Ceja 109	RR
5th Taylor 108	stairs
5th Gerber 107	RR
	Speech Newton Rivera 103
	RSP Arceo 104
	125
	Elev
	4/5th DLI Serrano C 106
	5th Inglehart 105
	K-5 Rm 131 Abbey RSP

## San Miguel

				SM
				SM
		Playroom		MS

KAMALA  
2023-2024

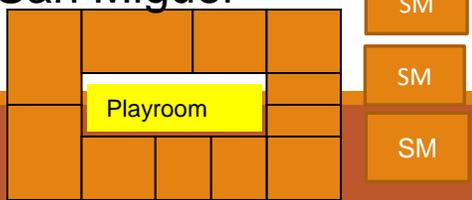
# Evacuation Routes (EXCEPT 2nd Floor P2P)



1st Floor

San Miguel

KAMALA  
2023-2024



K- DLI Cortez 602	K-DLI Ayala 601
-------------------------	-----------------------

601  
GATE

# Evacuation Routes (for 2nd Floor P2P)

305  
GATE

GRR-306	1st DLI E Reyes 305	1st DLI S Ponce 304	1st DLI S Calderon 303	1st DLI E Wickenden 302	2nd DLI Aguilera 301
ST-308					
BRR-307					

MAIN GATE

Office/  
Health  
101

SR

SR

AP Office  
Mrs.  
Almanza/  
Mr. E

Kinder Playground



4th SEI Fernandez 405	4TH S Alfaro 404	2nd SEI Paolini 403	2nd DLI Davila 402	2nd DLI S Gaspar 401	GRR-406 ST-408 BRR-407
-----------------------------	------------------------	---------------------------	--------------------------	----------------------------	------------------------------

2nd Floor

Lopez-508	BRR-506 GRR-507	3rd DLI S Galvan 505	3rd DLI E Mead 504	3rd DLI E Aguirre 503	4th DLI E/S Serrano 502	3rd DLI S Manzo 501
-----------	--------------------	----------------------------	--------------------------	-----------------------------	-------------------------------	---------------------------

Cafeteria  
201

GRR-807	BRR-806	LIT Perez DLI TOSA Beers-Cabrera 805	Library Ms. Yoli 804
SR-808			

203  
Kitchen

210  
Lounge  
Workroom



Emergency  
Vehicle  
Entrance

ELA 7  
Piszczek  
212

SS 7  
Burchmore  
211

Math 7  
Kallik  
210

Math 8  
Torres  
209

ELA 8  
Godinez  
208

SS 8  
Beck  
207

Kingston  
202

Leitch  
201

RR

Brown  
203

Johnson  
204

Mares  
Spanish  
206

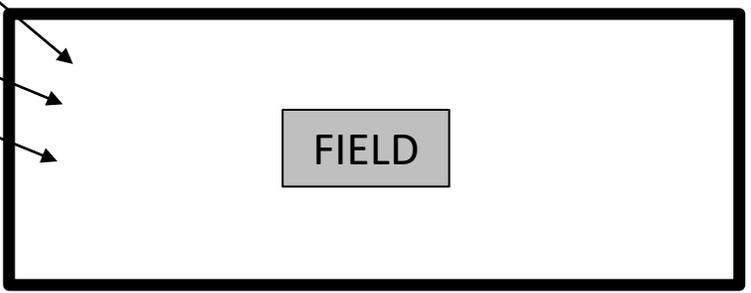
Lara  
205

Custodian

Mr. E  
224

Elev  
223  
Mendez

stairs



Girls P.E.  
1001

Williams  
BOYS P.E.  
1002

903

San Miguel

		Playroom	

SM

SM

MS

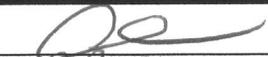
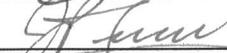
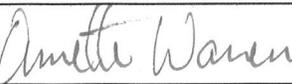
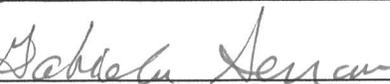
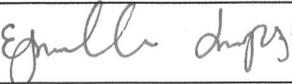
KAMALA  
2023-2024

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2023-2024 School Year

**School:** Lemonwood TK-8 School  
**CDS Code:** 56725386100333  
**District:** Oxnard School District  
**Address:** 2001 San Mateo Place  
 Oxnard, CA 93033  
**Date of Adoption:** February 21, 2024  
**Date of Review:** -with Staff  
 January 17, 2024  
 -with Law Enforcement  
 January 2024  
 -with Fire Authority  
 January 2024

**Reviewed by:**

Name	Title	Signature	Date
Allison Cordes	Principal		1/17/24
Jon Lever	Assistant Principal		1/17/2024
Angie Lara	Counselor, Safe & Civil Committee		1/17/2024
Annette Warren	Teacher, President, School Site Council		1/17/24
Gabby Serrano	Outreach Resource Coordinator		1/17/24
Laura Barragan	Parent, President, English Learner Advisory Committee		
Esmerelda Lopez	Parent, Lemonwood School Safety Council		1/17/2024
	Fire Department Representative		

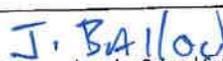
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Annette Warren	Teacher, President, School Site Council		
Gabby Serrano	Outreach Resource Coordinator		
Laura Barragan	Parent, President, English Learner Advisory Committee		
Kevin Glass	Parent, School Site Council		
STEPHEN MCNAUGHTAN	Fire Department Representative		1/24/24

  
 J. Bailod  
 Comprehensive School Safety Plan

OXPD

1 of 46



2/2/24  
1/9/24

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## Senate Bill 187: Comprehensive School Safety Plan Purpose

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

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

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB115. 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 (electronic or paper) of the Comprehensive School Safety Plan is provided yearly to the following:

- School staff
- Parents
- After-school program staff
- Oxnard Police Department
- Oxnard Fire Department
- Early Childhood Education staff
- Volunteer Coaches

A copy of the Comprehensive School Safety Plan is available for review online at [www.oxnardsd.org](http://www.oxnardsd.org) or in the Lemonwood TK-8 School's office.

### **COVID-19 PANDEMIC INFORMATION FOR 2023 – 2024 SCHOOL YEAR**

*For the most up-to-date information concerning our COVID-19 protocols, feel free to visit the following websites:*

Oxnard School District @ [www.oxnardsd.org](http://www.oxnardsd.org)

Ventura County Department of Public Health @ [www.vhca.org](http://www.vhca.org)  
Center for Disease Control and Prevention @ [www.cdc.gov](http://www.cdc.gov)

**Safety Plan Vision**

At Lemonwood K-8 School, our vision and mission are intertwined to create future leaders by focusing on “Learners Today, Leaders Tomorrow.” We strive to educate, inspire, and empower each student to become a successful and productive citizen in a culturally diverse 21st century. We firmly believe that all children will learn and achieve their full potential when they are in a clean, safe, and secure environment.

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

### Lemonwood TK-8 School Safety Committee

Allison Cordes, Principal  
Jon Lever, Assistant Principal  
Melanie Flores, Teacher  
Angie Lara, Counselor  
Gabby Serrano, Classified Staff

### Assessment of School Safety

Safety is assessed in a variety of ways at Lemonwood. The Panorama survey is administered to the students to gather feedback on school climate and safety, student wellness, and youth resiliency. Different types of emergency drills are conducted on a monthly basis to ensure the school community knows the steps to follow in case of an emergency. The Lead Custodian and a school administrator conduct monthly inspections and follow-up with appropriate measures as needed. Administration, teachers, and campus supervisors monitor the morning drop-off and afternoon dismissal. Risk management from the district office conducts a safety inspection of the campus each year. A report is submitted and necessary changes are made. Any safety issues are reported to administration and the issues are handled by the lead custodian or through work orders to the district office. The school safety team regularly reviews data related to the following: office referrals, attendance rates, suspension/expulsion, Panorama survey, local law enforcement juvenile crime, and property damage in order to adjust programs and procedures to better meet school needs.

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

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

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

##### GENERAL

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

##### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

#### STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

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

#### GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

#### OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

Dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

- Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.

- In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.
- During an emergency period or condition created by disaster, occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

Emergency Announcements will be provided on the following radio stations:

AM Radio Stations:

KTNQ-AM 1020 "Univision America" Spanish  
 KNX-AM 1070 "KNX 1070 Newsradio"  
 KUNX-AM 1400 "La Super X" Spanish  
 KKZZ-AM 1520 "La Voz" Spanish  
 KVTA- AM 1590 "Ventura's Talk Authority"

FM Radio Stations:

KCRU-FM 89.1 "Public Radio for Southern California"  
 KIND-FM 94.1 "Radio Indigena 94.1" Spanish / Mixteco  
 KXLM-FM 102.9 "Radio Lazer 102.9 FM" Spanish

CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

PUBLIC AGENCY USE OF SCHOOL BUILDINGS FOR EMERGENCY SHELTERS

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

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

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

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

### STUDENT DUE PROCESS

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

### ALTERNATIVES TO SUSPENSION / OPTIONS

All schools within the Oxnard School District may establish a suspension program, which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

### REQUIRED PARENTAL ATTENDANCE

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

## DEFINITIONS

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

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

## 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, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

## GROUND FORS SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco, or tobacco products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm.
- n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
- o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
- r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
  - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
    - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
    - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
    - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
  - (2) (A) "Electronic act" means the transmission, 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.
    - (i) A message, text, sound, or image.
    - (ii) A post on a social network Internet Web site including, but not limited to:
      - (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
      - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
      - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the

likeness or attributes of an actual pupil other than the pupil who created the false profile.

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

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs

s) Aided or abetted the infliction or attempted infliction of physical injury.

E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.

E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

(a)(1)(A) Causing serious physical injury to another person, except in self-defense.

(a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.

(a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).

(a)(1)(D) Robbery or extortion.

(a)(1)(E) Assault or battery upon any school employee.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(c). Upon finding that the student committed any of these acts, the Board shall expel the student.

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee with the principal or designee's concurrence. (Education Code 48915 (c) (5))
2. Brandishing a knife as defined in Education Code 48915(g) at another person.
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053 – 11058.
4. Committing or attempting to commit a sexual assault.
5. Possession of an explosive.

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

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

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts, which may involve the possession or sale of narcotics or of a controlled substance, or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

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

#### PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

## **BULLYING**

### **CALIFORNIA STATE LAW REGARDING BULLYING**

Right to Safe Schools. All students and staff of public primary, elementary, junior high, senior high schools, and community colleges, colleges, and universities have the inalienable right to attend campuses which are safe, secure and peaceful.

#### **AB 9 – Seth’s Law**

Requires schools to establish policies to prevent bullying and to address and be responsive to complaints about bullying.

- Requires school districts to include in its non-discrimination policy a detailed list where discrimination, harassment, intimidation, and bullying are prohibited under existing law—actual or perceived sexual orientation, gender, gender identity expression, race or ethnicity, nationality, religion, disability, or association with a person or group with one or more of these actual or perceived characteristics.
- Requires each school districts non-discrimination policy to describe the district’s procedure for addressing discrimination and harassment complaints; and be publicized in places for student and parental access.
- School districts are to strengthen professional development curricula for teachers, school counselors, and administrators with instruction on identifying and stopping discrimination and harassment and creating a school-wide culture of inclusion and respect for differences.

#### **AB 746 - Cyber bullying.**

Existing law, the Interagency School Safety Demonstration Act of 1985, defines bullying as one or more acts of sexual harassment, hate violence, or intentional harassment, threats, or intimidation, directed against school district personnel or pupils, committed by a pupil or group of pupils. Under existing law, bullying, including bullying committed by means of an electronic act, as defined, is a ground on which suspension or expulsion may be based. This bill would specify that an electronic act for purposes of the act includes a post on a social network Internet Web site.

#### **AB 1156 – Bullying In Schools**

Redefines California anti-bullying law by expanding the definition of bullying and linking it to academic achievement. It will also strengthen policies and procedures to reduce bullying in schools and keep students safe.

- Requires training of school site personnel in the prevention of bullying
- Links bullying to academic achievement
- Gives victims of bullying priority for school transfer, if requested
- Encourages school districts and county offices of education to include policies and procedures on the prevention of bullying in the school safety plan

### **OXNARD SCHOOL DISTRICT BOARD POLICY 5131.2**

#### **Bullying**

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

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

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

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

#### **Bullying Prevention**

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

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

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

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

#### Intervention

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

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

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

#### Complaints Procedures

The Board hereby designates the following position to handle complaints regarding bullying and inquiries regarding the district's bullying policies:

Assistant Superintendent, Human Resources and Support Services  
1051 South A Street  
Oxnard, CA 93030  
(805) 385-1501 ext. 2050

Any student who feels that he/she has been subjected to bullying should immediately contact the Coordinator, the principal, or any other staff member. Any student or school employee who observes an incident of bullying should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Upon receiving a complaint of bullying, the Coordinator shall immediately investigate the complaint in accordance with site-level complaint procedures specified in AR 1312.3- Uniform Complaint Procedures.

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

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

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

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

#### Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations. Alternative means of correction will be considered where appropriate, as required by Education Code section 48900.5

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

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

- (a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 or Section 48915 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])**

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

School Suspension & Expulsion/Due Process: Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

Failure to Report: Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

School Reporting Procedure: Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

District Complaint Procedure: If a situation involving sexual harassment is not promptly investigated and remedied by the principal or designee, a complaint of harassment may be filed in accordance with the district's uniform complaint procedures or procedures for complaints concerning district employees. The Superintendent or Assistant Superintendent, Human Resources, shall determine which procedure is appropriate.

Prohibition Against Retaliatory Behavior: The Oxnard School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.”

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

At Lemonwood TK-8 School, we encourage all students to dress for success. Therefore, gang-related apparel is not allowed. Gang-related apparel is defined as apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus.

California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering.

Students may not wear clothing or hairstyles that will be disruptive to the educational process

All students at Lemonwood K-8 School will be held to the Lemonwood K-8 School dress code policy. Students who violate the dress code policy will be requested to fix inappropriate clothing by changing into appropriate clothing. Students can call parents or guardians to bring appropriate clothing to school and change, to adhere to the school's dress code policy.

The purpose of the dress code policy is to ensure a safe and secure environment in which students can benefit from a quality education. The school dress codes are regularly reviewed by the School Site Council and/or School Safety Committee following these board of education policies.

Students must observe a dress code that is in good taste of grooming, hygiene, and wearing clothing that meets acceptable standards of safety.

1. Shoes must be worn at all times. Thongs or backless shoes or sandals are not acceptable. Shoes with heels are not allowed on campus.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likeness, or which advocate racial, ethnic or religious prejudice.
3. Hats, caps and other head coverings shall not be worn indoors.
4. Students must not wear clothing or accessories (baseball caps) that refer to drugs, alcohol, tobacco, gang affiliations, sex, violence or profanity (Dallas Cowboys, Oakland Raiders, San Diego Chargers, White Sox, Dodgers, Detroit Lions etc.).
5. Clothes shall be sufficient to conceal undergarments at all times. In addition, undergarments should be appropriate to support physical development. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
6. Gym shorts may not be worn in classes other than during physical education.
7. Pants need to sit at the waist and the seat of pants cannot sag.
8. Shorts that stop between mid-calf and knees worn with long socks are considered gang attire and may not be worn.
9. Metal accessories and jewelry that present a hazard to health and safety are prohibited.
10. Over-sized clothing is inappropriate and must not create a safety hazard during physical activity.
11. Exceptions to dress code can only be made for medical, health reasons, and/or religious beliefs.

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

The Safety Committee continuously assesses the needs of the school in regard to the safe ingress and egress of students and staff. Working collaboratively with all stakeholders, parent concerns and ideas are considered when making any changes to improve student/campus safety.

Parents/Guardians are asked to provide emergency contact information for their children at the beginning of the year. They are asked to update as soon as possible when contact information changes.

Parents/Guardians are responsible for providing the school with legal/custodial paperwork regarding a student. The legal documents are attached to the student's emergency card and will be followed accordingly.

**SCHOOL HOURS**

For students in grades 1st -5th regular day is from 8:00 am. to 2:20 pm. Transitional Kindergarten and Kindergarten students begin class at 8:00 am to 2:15 pm. For middle school students, grades 6-8th regular day is from 8:00 am. to 2:34 pm. Students having breakfast at school may arrive by 7:40 am. Parents dropping students off at school should be aware that supervision is available at 7:40 am. The main gate and the Kindergarten gate to enter the campus are open at 7:45 am for students in k-5, and middle school students enter campus at 7:55 am and report directly to their 1st-period class.

School office hours are 7:30 am. to 4:00 pm.

- Once the gates are open, students are to enter the campus, and grades 1-5 will report to their line-up area immediately. Students in grades 6-8 are to remain in the quad area in front of the Multipurpose Room. Under no circumstance is a student to leave the campus to pick up friends, go to locations other than the school campus, or loiter outside the campus gates.

- Parents may drive into the front parking lot to drop off their students. Parents are encouraged and advised to move in this area and around the school with caution.
- Cars must not be parked or left unattended in the red zone areas in front of the school's office while parents are in the office.
- Parents with school business throughout the day may use the San Mateo Place front parking lot to enter and exit the school.
- Dismissal of students in all grades will be from the front of the school on San Mateo Place.
- Students not picked up by 2:25 pm are walked by their teacher or campus assistant to the front office, and the student will wait until picked up by an adult if needed. An adult must show picture identification to the office staff before the student is allowed to leave campus. Parents are required to sign students out in the front office.
- Students participating in after-school activities must report to their teacher, coach, or adviser. Students that are not in an after-school club, tutoring, or sport must leave the campus immediately after dismissal.

#### LEAVING EARLY

- Any adult picking up a student early from school before dismissal for a medical appointment, legal matter, or any other valid reason will be required to show picture identification, and the name must match the name on the emergency contact card for the student. If another person is picking up a student and the name of the adult does not appear on the emergency card, the office staff or school administration will need to make contact with the student's parents/legal guardian for verification. The person will be required to show a picture identification with their name and must be over 18 years of age.

#### CLOSED CAMPUS

- Lemonwood TK-8 School is a closed campus. All gates which provide access to the classrooms and other rooms, except the main office, remain locked during regular school hours.
- Staff continuously monitors the safety of all students upon arrival and dismissal from school, including at the bus stops and throughout the school day, following established routines and procedures.
- All visitors to the campus must check in at the office, sign in and obtain a visitor's pass/badge.
- The San Mateo Place entrance leading to the office is open during the day for school business.

#### TARDY/LATE POLICY

School begins at 8:00 am for grades 6-8, and at 8:00 am for grades K-5.

- If the student arrives after the tardy bell, the student must check into the office prior to going into the classroom. The student will receive an excused/unexcused tardy slip, then will be directed to go to the classroom.
- A truant tardy will be marked when the student arrives 30 minutes or more after the school's start time without a valid excuse.

#### EXCUSED ABSENCES

- When a student is absent, the Parent or Guardian needs to notify the school through a written note or phone call to the office within 72 hours of the absence.
- Excused absences include illness, medical/dental appointments, court appearances (for students), religious observations, or death of an immediate family member.

## TRUANCIES

The following are considered truancies:

1. Being absent from school without the knowledge and consent of the parent/guardian/school.
2. Leaving the school grounds during the day without permission.
3. Staying out of class without permission.

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

**Component:**

Positive School Climate

**Element:**

School-wide Positive Behavior Support

**Opportunity for Improvement:**

Provide regular updates through meetings, PowerPoint presentations to staff, students, and parents regarding safety procedures and expectations on campus to improve maintain a safe and positive school climate.

Continue to receive, relate and address all stakeholders' concerns.

<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
Increase school and home connection with Student Growth Parade.	Each Trimester, students with help from teachers, determine an area of growth. Students with then take poster home. Student and their family will decorate the poster. School decorates the parade path for the parade. Posters will display the area of growth for each student.	Counselor, Outreach Consultant	School Administrators	Feedback from students, teachers, and parents will be gathered.
Establish clear student expectations	Implement Positive Behavior Plan: ROAR (Lessons) and CHAMPS Management Program	Counselor, Outreach Consultant	School Administrators, PBIS Committee	Decrease the number of behavioral referrals and suspensions.
Discipline and consequences will support student learning, the teaching of self-regulation skills, and the development of students who can become thoughtful, caring, and responsible citizens.	Utilize Positive Behavior Plans/Behavior Contracts, Academic and Behavior Expectation Assemblies	Counselor, Outreach Consultant	School Administrators, Staff, Outreach Consultant	Decrease the number of behavioral referrals, suspensions and expulsions.
Student Social Emotional Awareness	Daily Social Emotional Activity in all grades .	Teachers, Counselor, School Admin	Counselor, School Admin	Review Panorama Data
Counselor provides students with social-emotional support and social skills to assist with dealing with situations and conflict	Counselor sets up small groups to support students in developing socialization skills	Counselor	Counselor, Teachers, School Administrators	Counselor keeps documentation of students social skills development. Referrals decrease for some of these students. Other students may develop the skills to make and keep friendships.
Provide students an opportunity to develop leadership by organizing and carrying out school activities and service projects through Student Council	Student leaders plan, and implement school wide spirit activities	Advisor, School Administrators, Counselor, ORC	Advisor , School Administrators, Counselor, ORC	Students encourage other students and staff to show more school spirit by participating in school wide events. Student Council members will assist administration in developing school pride and a positive school culture through more student and parent participation.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Strengthen home-school connections through School Community Events	Parents and their student(s) are invited to participate in a School Community Event, each Trimester.	Teachers, School Administrators	Teachers	Provide parents and staff with an opportunity to evaluate events via Google Form.

**Component:**

School Physical Environment

**Element:**

Safe School Environment

**Opportunity for Improvement:**

Maintain updated procedures and relevant elements through ongoing communication and regular check ins. Provide regular updates to staff, students, and parents regarding safety procedures and expectations on campus.

Continue to receive, relate and address all stakeholders' concerns.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Ensure a safe and orderly environment through out campus, especially near areas of concerns	Provide more supervision during recess and lunch breaks	Staff, Campus Assistants, School Administrators	School Administrators	Decrease the number of student injuries
Safeguard for a safe drop off and pick up of students	<p>Measures will be taken to make certain:</p> <p>Parking signs visible to drivers in the parking lot near drop-off and pick-up areas</p> <p>Established a drop-off lane and a drive-thru lane. Installation of traffic dividers.</p> <p>Open the parking lot for car access to drop off and pick up students directly in front of the school (morning only)</p> <p>The front parking lot will be closed for cars after school due to the increase in pedestrian foot traffic</p> <p>Monitor crosswalks next to the school</p>	School Admin, Campus Assistants	School Administrators	Decreased risk for accidental injuries after school in parking lot due to increased vehicle traffic
To ensure safe of ingress and egress routes	<p>Create a path for students to enter and exit the campus safely and orderly</p> <p>Open parking lot for car access to drop off students directly in front of the school.</p>	Administration, Staff, Campus Assistants	School Administrators	Parents wait for their student at designated areas

Objectives	Action Steps	Resources	Lead Person	Evaluation
Provide safe playground, buildings/classrooms, walkways	<p>Maintain a safe and clean environment for staff, students and visitors</p> <p>Primary evacuation point will be to the blacktop area/grass area</p> <p>Lemonwood Park to serve as a secondary evacuation point in case it is not possible to safely evacuate on campus</p>	OSD Facilities Department, Custodian/s (on site), Campus Assistants, Staff	School Administrators	Decrease the number of accidental injuries

**Component:**

Disaster Preparedness

**Element:**

School Safety

**Opportunity for Improvement:**

Continued practice and drill for students, monitoring of supplies and procedures in case of any emergency.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Implement Comprehensive School Safety Plan (CSSP) to ensure the safety of all students, staff and visitors at Lemonwood TK-8 School	Safety Committee will share with staff the expectations of the CSSP. Administration will implement drills for fire, earthquake, and lockdown, and evacuation.	Safety Committee, Staff	School Administrators, Teachers, Staff, Custodians	Logs for when drills are held
Keep inventory of emergency supplies ready for use in the classrooms (backpacks and lock down buckets)	Classroom emergency backpacks will be checked and supplies/materials will be replenished  Collect emergency supply donations to keep in classrooms (ie water, healthy snacks)	Assistant Principal, Safety Committee, ORC	School Administrators, Safety Committee	Inventory of supplies ordered for emergency backpacks
Keep inventory of emergency supplies ready for use in emergency storage bins	School Administrators will check the emergency supplies and materials inventory in the emergency bins and replenish any expired supplies and materials.	School Administrators, Safety Committee, ORC	School Administrators, Safety Committee	Inventory of supplies ordered for the emergency storage bins
Keep door magnets in use throughout the school year to give classrooms the ability to quickly lock down in an emergency	School Administrators will check and make sure that door magnets are consistently used in every classroom.	School Administrators, Safety Committee, Staff	School Administrators, Safety Committee, Teachers and Staff	Inventory of door magnets
Regularly schedule safety drills	Calendar evacuation, earthquake, and lock down safety drills.	Safety Plan, Handouts on safety procedures	School Administrators, Staff	Yearly Comprehensive School Safety Plan update, drill record log forms.

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

**Lemonwood TK-8 School Student Conduct Code**

**PURPOSE**

The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety.

**GOALS**

We want our students to develop a sense of values and to become:  
Responsible, Outstanding Citizens, Always Safe, and Respectful

**BELIEFS**

We believe our rules and procedures will:  
Provide a starting point for behavior and conduct expected.  
Provide a framework of expectations, rewards and consequences so we can be consistent and fair in disciplining students.  
Promote overall school safety and security for each student.

Demonstrate our agreement and commitment to developing self-discipline and responsible youth.  
Provide opportunities for students and parents to participate with school faculty, staff and administration in ensuring the highest possible instructional climate.  
Promote knowledge and teach behavior which will help each student become self-respecting, successful and contributing adults.

#### PHILOSOPHY

A student's education is dependent upon a "team" effort involving the student, parents and school personnel. Each member of the team has specific responsibilities which must be met if the educational experience is to have the greatest positive results. Students, parents and teachers are encouraged to maintain ongoing dialogue about the standards for personal conduct in relation to life at school. We want to be an extraordinary place of safety and positive opportunity for everyone.

#### Expectations of Students

Be regularly in school attendance and be on time for each class.  
Know and obey school rules and regulations.  
Be courteous and respectful to school personnel, fellow students and the public in general.  
Behave in such a way that it does not disrupt the learning of others.  
Respect public and private property.

#### Expectations for Parents

Assure that your child is in school and on time each day.  
Assure that your child is appropriately prepared for school (dress, nutrition, hygiene, sleep, and charged iPad.)  
Be responsible for the pupil's behavior.  
Teach the pupil respect for the law and the rights of others.  
Visit your school periodically and participate in conferences as called.  
Know the district, school and classroom rules and regulations and be supportive of your school.  
Help your child to learn self-discipline.

#### Expectation for Teachers

Provide learning experiences appropriate for each student.  
Consistently enforce classroom rules and district rules and policies.  
Communicate on a regular basis with parents concerning their child's progress.  
Be available to parents for conference.  
Continually improve professional competencies in matters of student control and discipline.  
Develop enthusiasm for learning through experiences that are interesting and relevant to pupils.  
Maintain positive rapport and professionalism with all students, parents, and staff.

#### Expectations for Administrators

Inform students and parents about school district discipline standards.  
Consistently monitor classroom, school and district rules and policies.  
Counsel with students and parents regarding disciplinary matters.  
Provide professional growth experiences which will assist staff in increasing competencies for student control and discipline.  
Provide leadership that will establish, encourage and promote teaching and effective learning.

#### Basic School Rules: Live by ROAR - Responsible, Outstanding Citizen, Always Safe, Respectful

Attend school regularly.  
Be on time.  
Be prepared for class.  
Treat others with respect, care and consideration.  
Promptly obey school authorities without argument.  
Conserve and protect school and private property.  
Engage in activities without "body contact."  
Obey all school, playground, etc. rules.  
Use appropriate language.  
Follow district dress/uniform standards.  
Use class time wisely.  
Work quietly without disturbing others.  
Respect the rights of others, including their personal space.

Complete all assignments on time.  
Follow other rules which may be adopted in individual classrooms.

#### Students May Be Disciplined for the Following Reasons:

Student conduct which prevents students from learning or teachers from teaching, will not be tolerated. We have established clear consequences for behavior that interferes with learning and rewards for positive behavior, to help all students maintain acceptable personal conduct. We provide classroom instruction in personal and social skills, incorporating the teaching of school rules and making wise choices in prevention of discipline incidents. Students learn that when they violate a school or classroom standard, a consequence will result. Disruptive, disrespectful behavior or harassment will not be tolerated. Students are not to endanger others, continually disregard rules or repeatedly interfere with others' right to learn.

Note: Students may be disciplined for acts related to school activities or attendance which occur at any time including:

While on school grounds;  
While going to or coming from school;  
During the lunch hour whether on or off campus;  
During, or going to or coming from, a school sponsored activity.

Other causes of disciplinary action:

Deliberate littering of school premises;  
Chewing gum while at school;  
Bringing or in possession of permanent markers at school.  
Using electronic devices during times when use is not allowed or to cause a disturbance  
Not adhering to the school dress code;  
Making bomb threats or false fire alarms;  
Setting fires or using explosive devices which threaten or cause damage to human life or property on school grounds or at school sponsored events;  
Habitual tardiness/truancy;  
Forging parents' signatures or school documents (CAC 306).

#### Consequences

After rules are taught, student may be counseled by their teacher, aide or principal for a first and second infraction. Parents may be notified in writing and/or telephone call for repeated infractions, by the student's teacher and/or principal. After counseling, students will lose privileges and may receive detentions for repeated infractions.

Continued infractions may require a parent conference with the student's teacher and/or principal. Serious infractions may result in immediate suspension and/or recommendation for expulsion for the student.

#### Positive Reinforcements

Incentives are used to promote exemplary student conduct such as reward activities, etc.

#### GENERAL

*Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.*

#### CONDUCT CODE PROCEDURES

The school rules and procedures were developed and adopted in accordance with California education code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety. The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas.

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

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual based on his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

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

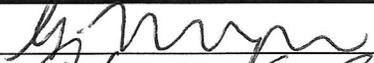
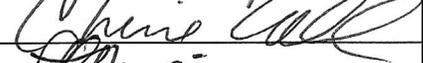
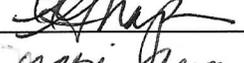
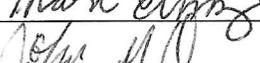
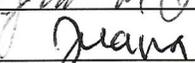
Our Foundations team functions as our Safety Team. The purpose of the committee is to review the Safety Plan on a continual basis and make any necessary changes and adjustments in order to ensure the safety of students and staff members. The committee meets on a monthly basis to review and make any necessary recommendations and changes. All changes are brought to the attention of the entire staff and stakeholders at meetings. The plan is reviewed in February and updated on March 1st.

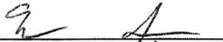
# Comprehensive School Safety Plan SB 187 Compliance Document

## 2023-2024 School Year

**School:** Dr. Manuel M. Lopez Academy of Arts and Sciences  
**CDS Code:** 56725386055305  
**District:** Oxnard School District  
**Address:** 647 W. Hill Street  
 Oxnard, CA 93033  
**Date of Adoption:** February 21, 2024  
**Date of Review:** -with Staff  
 December 2023  
 -with Law Enforcement  
 January 2024  
 -with Fire Authority  
 January 2024

**Reviewed by:**

Name	Title	Signature	Date
Genaro Magana	Principal		1-12-24
<del>Michele Haun</del> Cherie Calla	Assistant Principal		1-12-24
Monica Garcia-Napoles	OSSA Representative		1-12-24
Marie Ambriz	Office Manager/CSEA		1-12-24
John Gil	Lead Custodian		1-12-24
Juana Quintal	Parent/ELAC Representative		1-12-24
Scott Brewer	OFD Rep/Emergency Services Manager		
Juana Quintal	School Site Council President & ELAC Rep.		1-12-24
Eric Steiner	Lopez Teacher Leadership Team		1-12-24

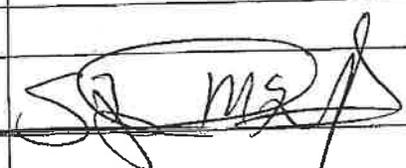
Name	Title	Signature	Date
Ariadna Vega	Lopez Teacher Leadership Team		1/12/24
Alex Cortez	CSEA Representative		1-12-24
Officer Jesus Ramirez	School Resource Officer		
Eric Gomez	Medical Emergency Technician		
Michael Shuman	OEA Representative		1-12-24
Maleah Rudy	Student Representative		1-12-24

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2023-2024 School Year

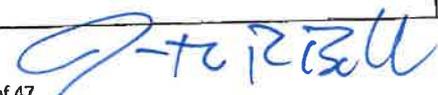
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**District:** Oxnard School District  
**Address:** 647 W. Hill Street  
 Oxnard, CA 93033  
**Date of Adoption:** February 21, 2024  
**Date of Review:** -with Staff  
 December 2023  
 -with Law Enforcement  
 January 2024  
 -with Fire Authority  
 January 2024

**Reviewed by:**

Name	Title	Signature	Date
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Michele Haun	Assistant Principal		
Monica Garcia-Napoles	OSSA Representative		
Marie Ambriz	Office Manager/CSEA		
John Gil	Lead Custodian		
Juana Quintal	Parent/ELAC Representative		
Scott Brewer <del>STEPHEN McNAUGHEN</del>	OFD Rep/Emergency Services Manager		1/24/24
Juana Quintal	School Site Council President		
Eric Steiner	Lopez Teacher Leadership Team		

  
 Comprehensive School Safety Plan

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 2/2/24  
 1 of 47 1/9/24

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## Senate Bill 187: Comprehensive School Safety Plan Purpose

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

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

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB115. 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 (electronic or paper) of the Comprehensive School Safety Plan is provided yearly to the following:

- School staff
- Parents
- After-school program staff
- Oxnard Police Department
- Oxnard Fire Department
- Early Childhood Education staff
- Volunteer Coaches

A copy of the Comprehensive School Safety Plan is available for review online at [www.oxnardsd.org](http://www.oxnardsd.org) or in the Dr. Manuel M. Lopez Academy of Arts and Sciences's office.

### **COVID-19 PANDEMIC INFORMATION FOR 2023 – 2024 SCHOOL YEAR**

*For the most up-to-date information concerning our COVID-19 protocols, feel free to visit the following websites:*

Oxnard School District @ [www.oxnardsd.org](http://www.oxnardsd.org)

### **Safety Plan Vision**

At Dr. Manuel M. Lopez Academy of Arts and Sciences, we embrace the Oxnard School District vision of "Changing the World! In School and Beyond" and recognize that a safe school is paramount to our students' educational success. Our students' many talents and skills must continually be nurtured in a safe and supportive school environment. At Dr. Manuel M. Lopez Academy of Arts and Sciences we are empowering, inspiring, and motivating students to become creative and productive global citizens.

We believe all stakeholders deserve to feel safe and secure while at Dr. Manuel M. Lopez Academy of Arts and Sciences. We will work to create and maintain a positive learning environment that ensures the physical, emotional, and mental well-being of our entire academic community. We will evaluate and strengthen our multi-tier systems of supports to ensure that our students (and staff) academic, behavioral, and social-emotional needs are met to maximize student learning.

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

### **Dr. Manuel M. Lopez Academy of Arts and Sciences Safety Committee**

Genaro Magana, Principal  
Michele Haun, Assistant Principal  
Cherie Calles, Assistant Principal  
Monica Garcia Napoles, Counselor  
John Gil, Lead Custodian  
Marie Ambriz, Office Manager/CSEA  
Paul Martinez, Leadership Team Member  
Eric Steiner, Leadership Team Member  
Juana Quintal, School Site Council President and ELAC Representative  
Miss Rudy, Student Representative  
Scott Brewer, Fire Department Representative – Emergency Services Manager

### **Assessment of School Safety**

Emergency drills are conducted on a monthly basis. Lockdown drills are supported by the Oxnard Police Department with feedback provided to staff. The School Resource Officers and principal conduct site inspections and the officers provide security recommendations to be implemented at the school site. The Oxnard Police Department are called periodically to observe the traffic patterns during arrival and dismissal in order to ensure that drivers are obeying traffic laws, and also monitor surrounding areas for student safety.

The Risk Management Department and Ventura County Fire conduct safety inspections of the campus each year. Reports are submitted and necessary changes are made by either school personnel or through district work orders.

The Lead Custodian and the Assistant Principal conduct periodic safety inspections of the campus. Any safety issues are reported by staff to administration as they are noticed to be handled by the Lead Custodian or through district work orders involving Facilities and Risk Management Departments.

Administration and Campus Supervisors monitor student safety before school, during nutrition and lunch, and after school. Frequent meetings are held to review expectations, student discipline, and informal data.

Student behavior concerns are reported through the school's Office Referral Process and tracked in the Q student data system. Attendance rates are tracked through Q, with parents notified of attendance issues through by attendance technician and ORC.

Dr. Manuel M. Lopez Academy suspensions declined since last year, and the 2023 CA Dashboard reported that 11.6% of our students were suspended once in the 2022-2023 Academic School Year.

As reported by the 2023 California Dashboard, our chronic absenteeism rate was of 31%, a decline of .6% from the 2022 California Dashboard.

In order to ensure that students engage in safe behavior and follow school expectations, the school utilizes the CHAMPS program. The school rules are posted in the student agenda that every student receives while on campus and are provided to our families at the start of the school year. Students are expected to follow the rules and teachers reinforce the rules in their classrooms. CHAMPS is used as the tier I behavior system with additional supports for tiers II and III. In addition, PBIS and Restorative Justice practices were introduced in 2017-2018 to strengthen our school's climate and inspire students to behave in a positive manner. Lopez Academy has a voluntary CHAMPS/PBIS/RJ team consisting of teachers, counselors, and administration to monitor implementation of initiatives and present new information as necessary to all staff members.

The Safety Committee and School Leadership Team provide feedback on safety procedures to be followed by staff and students during emergencies.

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

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

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

#### GENERAL

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

#### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship

- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

#### STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

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

#### GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

#### OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.

- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

Dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

- Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.
- In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.
- During an emergency period or condition created by disaster, occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

Emergency Announcements will be provided on the following radio stations:

AM Radio Stations:

KTNQ-AM 1020 "Univision America" Spanish  
 KNX-AM 1070 "KNX 1070 Newsradio"  
 KUNX-AM 1400 "La Super X" Spanish  
 KKZZ-AM 1520 "La Voz" Spanish  
 KVTA- AM 1590 "Ventura's Talk Authority"

FM Radio Stations:

KCRU-FM 89.1 "Public Radio for Southern California"  
 KIND-FM 94.1 "Radio Indigena 94.1" Spanish / Mixteco  
 KXLM-FM 102.9 "Radio Lazer 102.9 FM" Spanish

CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

#### CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

#### PUBLIC AGENCY USE OF SCHOOL BUILDINGS FOR EMERGENCY SHELTERS

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

#### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

#### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

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

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

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

#### STUDENT DUE PROCESS

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

#### ALTERNATIVES TO SUSPENSION / OPTIONS

All schools within the Oxnard School District may establish a suspension program, which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

#### REQUIRED PARENTAL ATTENDANCE

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

#### DEFINITIONS

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

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

#### 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, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

#### GROUND FORS SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.

- h) Possessed or used tobacco, or tobacco products.
  - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
  - l) Knowingly received stolen school property or private property.
  - m) Possessed an imitation firearm.
  - n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
    - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
      - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
      - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
      - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
      - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
    - (2) (A) "Electronic act" means the transmission, 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.
      - (i) A message, text, sound, or image.
      - (ii) A post on a social network Internet Web site including, but not limited to:
        - (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
        - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
        - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
  - (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
  - (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(E) Assault or battery upon any school employee.

### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(c). Upon finding that the student committed any of these acts, the Board shall expel the student.

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee with the principal or designee's concurrence. (Education Code 48915 (c) (5))
2. Brandishing a knife as defined in Education Code 48915(g) at another person.
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053 – 11058.
4. Committing or attempting to commit a sexual assault.
5. Possession of an explosive.

### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

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

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts, which may involve the possession or sale of narcotics or of a controlled substance, or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

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

### PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

### BULLYING

#### CALIFORNIA STATE LAW REGARDING BULLYING

Right to Safe Schools. All students and staff of public primary, elementary, junior high, senior high schools, and community colleges, colleges, and universities have the inalienable right to attend campuses which are safe, secure and peaceful.

#### AB 9 – Seth's Law

Requires schools to establish policies to prevent bullying and to address and be responsive to complaints about bullying.

- Requires school districts to include in its non-discrimination policy a detailed list where discrimination, harassment, intimidation, and bullying are prohibited under existing law—actual or perceived sexual orientation, gender, gender identity expression, race or ethnicity, nationality, religion, disability, or association with a person or group with one or more of these actual or perceived characteristics.
- Requires each school districts non-discrimination policy to describe the district's procedure for addressing discrimination and harassment complaints; and be publicized in places for student and parental access.
- School districts are to strengthen professional development curricula for teachers, school counselors, and administrators with instruction on identifying and stopping discrimination and harassment and creating a school-wide culture of inclusion and respect for differences.

#### AB 746 - Cyber bullying.

Existing law, the Interagency School Safety Demonstration Act of 1985, defines bullying as one or more acts of sexual harassment, hate violence, or intentional harassment, threats, or intimidation, directed against school district personnel or pupils, committed by a pupil or group of pupils. Under existing law, bullying, including bullying committed by means of an electronic act, as defined, is a ground on which suspension or expulsion

may be based. This bill would specify that an electronic act for purposes of the act includes a post on a social network Internet Web site.

#### AB 1156 – Bullying In Schools

Redefines California anti-bullying law by expanding the definition of bullying and linking it to academic achievement. It will also strengthen policies and procedures to reduce bullying in schools and keep students safe.

- Requires training of school site personnel in the prevention of bullying
- Links bullying to academic achievement
- Gives victims of bullying priority for school transfer, if requested
- Encourages school districts and county offices of education to include policies and procedures on the prevention of bullying in the school safety plan

#### OXNARD SCHOOL DISTRICT BOARD POLICY 5131.2

##### Bullying

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

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

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

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

##### Bullying Prevention

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

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

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

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

##### Intervention

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

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

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

##### Complaints Procedures

The Board hereby designates the following position to handle complaints regarding bullying and inquiries regarding the district's bullying policies:

Assistant Superintendent, Human Resources and Support Services  
1051 South A Street  
Oxnard, CA 93030  
(805) 385-1501 ext. 2050

Any student who feels that he/she has been subjected to bullying should immediately contact the Coordinator, the principal, or any other staff member. Any student or school employee who observes an incident of bullying should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Upon receiving a complaint of bullying, the Coordinator shall immediately investigate the complaint in accordance with site-level complaint procedures specified in AR 1312.3- Uniform Complaint Procedures.

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

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

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

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

#### Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations. Alternative means of correction will be considered where appropriate, as required by Education Code section 48900.5

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

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

- (a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 or Section 48915 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])**

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

School Suspension & Expulsion/Due Process: Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

Failure to Report: Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

School Reporting Procedure: Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

District Complaint Procedure: If a situation involving sexual harassment is not promptly investigated and remedied by the principal or designee, a complaint of harassment may be filed in accordance with the district's uniform complaint procedures or procedures for complaints concerning district employees. The Superintendent or Assistant Superintendent, Human Resources, shall determine which procedure is appropriate.

Prohibition Against Retaliatory Behavior: The Oxnard School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

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

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

California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering.

Students may not wear clothing or hairstyles that will be disruptive to the educational process.

The school dress code is reviewed annually following the board of education policies and the guidelines will be available to the students in their agendas and parent/student handbooks. At least every trimester, a meeting will be held to review the school's dress code policies.

All students at Dr. Manuel M. Lopez Academy will be held to the school's dress code policy. Students who violate the dress code policy will be requested to fix inappropriate clothing by changing into appropriate clothing. Students can call parents or guardians to bring appropriate clothing to school and change, to adhere to the school's dress code policy.

The focus of our dress code policy is to ensure a safe and secure environment in which students can benefit from a quality education.

1. Shoes must be worn at all times. Open-toe sandals and slippers are inappropriate for safety reasons. Loaner shoes are not available.
2. Bare midriffs, halter tops, spaghetti straps, see-through clothes and low cut tops are not permitted. Undergarments may not be visible.
3. Clothes, items, or jewelry with alcohol, beer, drug, tobacco or other inappropriate language or pictures are not permitted (i.e. Hot Moms, Backwoods, Cookies).
4. Students are not allowed to wear clothing or styles that can be considered gang affiliated. This includes sports teams that may promote gang affiliation (i.e. Dallas Cowboys, White Sox, Lions, Raiders).
5. Clothing that is disruptive to the educational environment is prohibited.
6. The Dress Code will be amended as necessary to promote student safety.

Exceptions to the dress code can be made for medical/health reasons, a physical disability, and/or religious beliefs.

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

#### **SCHOOL HOURS**

The regular student day is from 8:45 am to 3:19 pm on Monday, Tuesday, Thursday, and Friday, and 8:45 am to 2:19 pm on Wednesday. Parents dropping students off at school should be aware that supervision IS NOT available before 8:00 am. School office hours are 7:30 am to 4:00 pm.

- Once arriving at school, students are to immediately come onto the campus and move to the cafeteria, quad, or library if there is time to spare until the first bell at 8:40 am. At 8:40 am all students are to proceed to their first period class. Under no circumstances are students to leave to pick up friends, go to locations other than the school campus, or loiter outside campus gates.
- Students not participating in after-school activities are to leave campus immediately by walking or bus. Students waiting for rides home via automobile need to wait in the designated pickup area located in front of the school. Loitering is prohibited. Students who fail to adhere to this rule will be subject to disciplinary action.

#### **CLOSED CAMPUS**

Dr. Manuel M. Lopez Academy of Arts and Sciences is a closed campus. Students must stay on campus from the time of arrival in the morning until dismissal at 3:13 pm. Students may leave campus during school hours if a written request from a parent or guardian has been approved. The request must state time, date, and reason for leaving campus. The Back Office Secretary will issue an OFF-GROUNDS-PASS once a request is approved. Off campus absences, which are not approved in advance, are UNEXCUSED and students will be subject to disciplinary action.

Under no circumstances should a student leave campus without permission.

#### **LEAVING EARLY**

Parent must check in at the office in order to pick up students who are leaving campus for appointments. Only parents, guardians or adults listed on the emergency card can sign out for a student leaving campus. Persons picking up students during the day must present a valid ID, be 18 years of age, and be noted on the emergency card.

#### **TARDY / LATE POLICY**

- Be On Time to all your classes.
- Be at your first class before 8:45 am.
- If a student is late to class without an approved reason it is a behavior infraction.
- If a student is late in the morning (after 8:45 am), he/she must report to the back office for a late slip, and then quickly go to class.

- An “excused late” will be assigned when parents have called the school with a valid excuse such as medical/dental appointments, court appearances, religious instruction, death in the immediate family, or any absence approved by school administrator's or LEA representative(s).
- Oversleeping, missing the bus, etc., are not valid reasons for an “excused late.”
- When a student is habitually late to school (more than 3 times), the back office staff will assign an Office Detention or other consequence.
- Truant Tardy is when students arrive to school 30 minutes late. When a student is determined to have a truant tardy he/she will be assigned a consequence, be placed on an attendance contract, and possibly receive a citation.

#### EXCUSED ABSENCES

These can only result from illness, medical/dental appointments, court appearances, religious instruction, death in the immediate family, or any absence approved by school administrator's or LEA representative(s). All other absences are considered unexcused. State law does not provide any financial assistance to schools when students are absent for any reason, including excused absences. When a student is absent, parents are expected to call the school (385-1545) the same day of the absence.

#### RETURNING AFTER AN ABSENCE

1. Bring a dated note from parent(s) stating the reason for the absence, with your name, grade, date of absence, and parent signature.
2. Take the note to the Attendance Clerk prior to 8:40 am to avoid being late for class.
3. Receive a readmit slip to be signed by all of your teachers.
4. If a student leaves school early, a readmit slip must be picked up the following morning.

#### TRUANCIES (UNEXCUSED ABSENCES)

The following are considered truanies:

1. Being absent from school without the knowledge and consent of the parent/school.
2. Leaving the school grounds during the day without permission.
3. Staying out of class without permission.
4. Having excessive tardies.

If a student is habitually late or absent from school, various measures may be taken including regular assignment to an alternate school placement, and referral to SARB (School Attendance Review Board). Truancy is a violation of the California Education Code and includes consequences ranging from requiring parents to attend parenting classes to fines levied to parents. In all cases of truancy, students will be assigned an office consequence.

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

#### **Component:**

Positive School Climate

#### **Element:**

School-wide Positive Behavior Support

Comprehensive School Safety Plan

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**Opportunity for Improvement:**

Reinforce CHAMPS, PBIS, ASB, and WEB Programs

Objectives	Action Steps	Resources	Lead Person	Evaluation
1. Maintain supervision before, during, and after school.	Maintain the number of campus supervisors and number of hours. Review their work assignments, based on student need. Provide training for campus supervisors in deescalating strategies and maintain the number of crosswalk certified staff. Teaching staff supports with supervision at dismissal.	Campus Assistant Salaries Professional Development for Campus Supervisors	Site Administration	Review disciplinary data with staff
2. Utilize school counselors to help support our students who have challenges with alcohol and drugs.	Counselor referrals will be done for students who experience with drugs or alcohol. SRO's will support in educating students on drugs, alcohol, and tobacco prevention.	School Counselors School Resource Officers	Administration Counselors Outreach Specialist	Counselor Referrals Assembly data
3. Encourage the proper use of technology on campus.	Implement school-wide digital citizenship lessons, provide parent technology education including CANVAS, and teach students about responsible use of iPads during school day.	iPads/chromebooks Digital Citizenship materials	Teachers Administration Technology Personnel	Review referral data for misuse of technology with staff Digital Citizenship logs Administrators Parents
4. Maintain the After-School Oxnard Scholars Program and City of Oxnard Jaguar Athletic Program.	Periodically meet with the ASP Coordinator and ASP Liaison and recruit coaches to support athletic program.	ELOP	City of Oxnard	ASP Attendance rate
5. A School Resource Officer supports Lopez Academy in sensitive school-wide situations and are involved in positive school-wide activities.	SRO's and site administration coordinates on a regular basis to check on school culture and offers support in the event of a sensitive matter.	Oxnard Police Department and Pupil Services department at Oxnard School District.	Site administration and Director of Pupil Services	Confidential documentation filed
6. Continue implementation of WEB Program.	Select 8th grade students to participate and train 8th grade students prior to school starting. Provide collaboration time for WEB coordinators. Schedule and host regular WEB activities.	Additional WEB t-shirts Funding to support collaboration time	WEB Coordinators	Percentage of 8th grade students in WEB Frequency of WEB activities

<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
7 Teach rules and expectations for positive behavior to students.	Share school wide expectations with students and parents. Hold in person expectation assemblies to review school rules and behavior expectations each trimester.	All classes	Administration	Review Referral and Suspension data with staff.
8. Adhere to guidance from Oxnard School District and appropriate agencies regarding procedures put in place to address the COVID-19 Pandemic	School shall implement and follow all safety and procedural guidelines as directed by OSD Risk Management and appropriate agencies.	Site/District Funds as needed	Administration, All Lopez Staff	Feedback from OSD/Health officials regarding site procedures to address COVID 19 related issues.
9. Provide year-long training and support to our campus supervisors on safety and de-escalation strategies through consultation with SALUS.	SALUS visits Lopez Academy unannounced and schedules professional development opportunities with our campus supervisors.	SALUS visits Lopez throughout the school year and offers professional development to our campus supervisors.	Administration	Attendance logs in professional development and/or trainings.

**Component:**

Safe Physical Environment

**Element:**

Safe School Environment

**Opportunity for Improvement:**

Regular safety inspections

Objectives	Action Steps	Resources	Lead Person	Evaluation
1. Meet Risk Management Safety Inspection requirements (e.g., blinds, doormats).	Conduct Inspections, make corrections, and submit necessary work orders.	Feedback from Inspections	Risk Management Administration Facilities/Custodial Staff School Safety Committee	Safety Inspection Documentation Work Order referrals
2. Ensure that restrooms are in working order.	Inspect facilities and repair when necessary.	Facilities Department	Custodial/Facilities staff	Work Orders Report from custodians
3. Ensure sufficient wireless and radio reception throughout campus.	Perform system checks and upgrade radios if necessary. Train Campus Supervisors on correct use of radios.	Discretionary funds	Administration, Campus Supervisors, Custodial staff	Daily radio checks Work Order Referrals
4. Establish and maintain a safe campus environment at night.	Ensure that sufficient lighting exists at night.	Facilities Department	Custodial & Facilities staff	Visual inspection by custodians
5. Develop an Emergency Safety Team.	Arrange NCPI training for Emergency Safety Team members and allow time for meetings.	NCPI training	Administration and Counselors	Administration team is completely NCPI trained by August 2024.
6. Conduct inventory of facilities through Williams Act and monthly safety drills.	Unannounced Williams Facilities Inspection visit and scheduled monthly safety drills to conduct inventory of our current facilities. Work orders submitted when facilities need repair.	Risk Management department and Facilities department for Oxnard School District	Site administration and Office Assistant	Site administration and Risk Management department

**Component:**

Disaster Preparedness

**Element:**

School Safety

**Opportunity for Improvement:**

Site based response, emergency bag and supplies

<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
1. Review emergency responses with site personnel to help prepare for various disasters.	Conduct disaster training with staff.	Emergency bags Class rosters Emergency Safety Reports	Administration Emergency Committee members	Checklists Staff Input
2. Provide training for school site personnel to be prepared for their role in school safety plan.	Conduct drills and training in disaster preparedness to all classified and certificated staff.	Support from Oxnard PD Risk Management Department	Administration District Office Emergency Committee members	Oxnard Police Department and Oxnard Fire Department feedback
3. School site students and staff practice monthly disaster drills (i.e., lockdown, earthquake, and fire).	Schedule and conduct disaster drills, provide feedback, review drills at Safety Committee meetings, and review lockdown procedures with staff.	Support from Oxnard PD Risk Management Department	Administration Emergency Committee members	Staff feedback after fire, earthquake, and lockdown drills Oxnard Police Department, Oxnard Fire Department, and Paramedics feedback
4. Site has all necessary disaster supplies including, but not limited to, emergency bags, flashlights, and batteries.	Conduct inventory of supplies and order needed supplies.	Disaster kits/supplies Funding to support purchase of supplies	Administration Emergency Committee members Risk Management Department	Annual Inventory Checklist
5. Active Shooter Training	All staff members received a full day of Active Shooter training by a consultant firm.	Emergency bags	Risk Manager for Oxnard School District and site administration	Risk Manager for Oxnard School District
6. Vector Trainings	All staff members complete online Vector trainings on safety protocols	Vector account for each employee	Risk Management and site administration	Risk Manager and Human Resources department for Oxnard School District



**Guidelines for**  
**SUCCESS**



**Jaguars show  
respect and kindness**



**Are responsible and safe**



**Give their best**



**Seek a growth mindset**

## PURPOSE

The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety.

## GOALS

We want our students to develop a sense of values and to become:

Caring	Honest
Responsible	Well mannered and courteous
Respectful	Knowledgeable of right and wrong
Fair	Positive in outlook
Compassionate	Self-disciplined

## BELIEFS

School Vision and Mission

Vision - Empowering, Inspiring, and Motivating Students to Become Creative and Productive Global Citizens

Mission - We provide a safe, healthy, positive, and respectful environment where creativity, critical thinking, and responsibility are fostered in all students.

We believe our rules and procedures will:

- Provide a starting point for behavior and conduct expected.
- Provide a framework of expectations, rewards and consequences so we can be consistent and fair in disciplining students.
- Promote overall school safety and security for each student.
- Demonstrate our agreement and commitment to developing self-discipline and responsible youth.
- Provide opportunities for students and parents to participate with school faculty, staff and administration in ensuring the highest possible instructional climate.
- Promote knowledge and teach behavior which will help each student become self-respecting, successful and contributing adults.

## PHILOSOPHY

A student's education is dependent upon a "team" effort involving the student, parents and school personnel. Each member of the team has specific responsibilities which must be met if the educational experience is to have the greatest positive results. Students, parents and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct in relation to life at school. We want to be an extraordinary place of safety and positive opportunity for everyone.

Students are expected to observe the 3 B's- "Be Prepared, Be Safe, and Be Respectful." By observing these basic guidelines, students will be able to focus on academic success and will help create a positive learning environment for all.

### Expectations of Students

- Be regularly in school attendance and be on time for each class.
- Know and obey school rules and regulations.
- Be courteous and respectful to school personnel, fellow students and the public in general.
- Behave in such a way that it does not disrupt the learning of others.
- Respect public and private property.
- Positive Behavior Support System (CHAMPS)

### Expectations for Parents

- Assure that your child is in school and on time each day.
- Assure that your child is appropriately prepared for school (dress, nutrition and sleep.)

- Be responsible for the pupil's behavior.
- Teach the pupil respect for the law and the rights of others.
- Visit your school periodically and participate in conferences as called.
- Know the district, school and classroom rules and regulations and be supportive of your school.
- Help your child to learn self-discipline.

#### Expectation for Teachers

- Provide learning experiences appropriate for each student.
- Consistently enforce classroom rules and district rules and policies.
- Communicate on a regular basis with parents concerning their child's progress.
- Be available to parents for conference.
- Continually improve professional competencies in matters of student control and discipline.
- Develop enthusiasm for learning through experiences that are interesting and relevant to pupils.

#### Expectations for Administrators

- Inform students and parents about school district discipline standards.
- Consistently monitor classroom, school and district rules and policies.
- Counsel with students and parents regarding disciplinary matters.
- Provide professional growth experiences which will assist staff in increasing competencies for student control and discipline.
- Provide leadership that will establish, encourage and promote teaching and effective learning.

#### Basic School Rules:

- Attend school regularly.
- Be on time.
- Be prepared for class.
- Treat others with respect, care and consideration.
- Promptly obey school authorities without argument.
- Conserve and protect school and private property.
- Engage in activities without "body contact."
- Obey all school, playground, etc. rules.
- Use appropriate language.
- Follow district dress/uniform standards.
- Use class time wisely.
- Work quietly without disturbing others.
- Respect the rights of others.
- Complete all assignments on time.
- Follow other rules which may be adopted in individual classrooms.

#### Positive Behavior Support

- Awards Assemblies
- Attendance Awards
- Academic Awards
- Character Awards
- CHAMPS- Safe and Civil Schools
- Opportunity Program
- Daily Advisory Program
- Restorative Justice Practices

## Student Conduct, Concerns and Consequences:

Student conduct which prevents students from learning or teachers from teaching will not be tolerated. We have established clear consequences for behavior that interferes with learning and rewards for positive behavior, to help all students maintain acceptable personal conduct. We provide classroom instruction in personal and social skills, incorporating the teaching of school rules and making wise choices in prevention of discipline incidents. Students learn that when they violate a school or classroom standard, a consequence will result. Disruptive, disrespectful behavior or harassment will not be tolerated. Students are not to endanger others, continually disregard rules or repeatedly interfere with others' right to learn.

Note: Students may be disciplined for acts related to school activities or attendance which occur at any time including:

- While on school grounds;
- While going to or coming from school;
- During the lunch hour whether on or off campus;
- During, or going to or coming from, a school sponsored activity.

Other causes of disciplinary action:

- Deliberate littering of school premises;
- Chewing gum while at school;
- Using electronic devices (cell phones or AirPods) during times when use is not allowed or to cause a disturbance;
- Not adhering to the school dress code;
- Making bomb threats or false fire alarms;
- Setting fires or using explosive devices which threaten or cause damage to human life or property on school grounds or at school sponsored events;
- Habitual tardiness/truancy;
- Forging parents' signatures or school documents (CAC 306).

## GENERAL

*Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.*

## CONDUCT CODE PROCEDURES

The school rules and procedures were developed and adopted in accordance with California education code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety. The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas.

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

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or

statements that degrade an individual based on his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

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

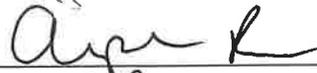
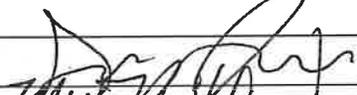
A variety of stakeholders including administration, teachers, support staff, parents, and classified staff members are assembled yearly to review the safety plan to determine if changes need to be made. These stakeholders will meet, review the proposed safety plan, and discuss any safety concerns to determine if changes need to be made prior to the annual review. If the safety plan needs to be amended prior to the annual review, the safety committee will create an amendment to be attached to the safety plan. Updates to the plan are shared with stakeholders. The effectiveness of the safety plan will be evaluated via a variety of data. These data include police reports, suspension and expulsion data, William's facilities inspections, UCP reports, injury reports, etc. The plan is approved by School Site Council annually.

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2023-2024 School Year

**School:** Marina West Elementary School  
**CDS Code:** 56725386055347  
**District:** Oxnard School District  
**Address:** 2501 Carob Street  
 Oxnard, CA 93035  
**Date of Adoption:** February 21, 2024  
**Date of Review:** -with Staff  
 October 10, 2023  
 -with Law Enforcement  
 January 2024  
 -with Fire Authority  
 January 2024

**Reviewed by:**

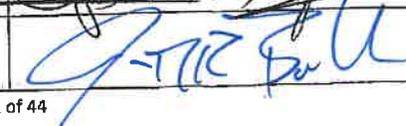
Name	Title	Signature	Date
Elva Gonzales-Nares	Principal		2/2/24
Gracie Cervantes	Office Manager		2/2/24
April Rosas	School Site Council Chairperson		2/2/24
Eva Barraza	ELAC President/Parent		2/2/24
Rebekah Khan	PBIS Committee		
Reyna Moreno	Outreach Specialist		
Samantha Jara	Counselor		2/2/24
Michael Rutland	Safety Committee		2/2/24
	Fire Department Representative		
	Police Department Representative		

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**Reviewed by:**

Name	Title	Signature	Date
Elva Gonzales-Nares	Principal		
Gracie Cervantes	Office Manager		
Lowell Foster	School Site Council Chairperson		
Eva Barraza	ELAC President/Parent		
Rebekah Khan	PBIS Committee		
Reyna Moreno	Outreach Specialist		
Samantha Jara	Counselor		
Michael Rutland	Safety Committee		
STEPHEN McNAUGHTEN	Fire Department Representative		1/24/24
J. Ballou	Police Department Representative		2/2/24

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## Senate Bill 187: Comprehensive School Safety Plan Purpose

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

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

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB115. 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 (electronic or paper) of the Comprehensive School Safety Plan is provided yearly to the following:

- School staff
- Parents
- After-school program staff
- Oxnard Police Department
- Oxnard Fire Department
- Early Childhood Education staff
- Volunteer Coaches

A copy of the Comprehensive School Safety Plan is available for review online at [www.oxnardsd.org](http://www.oxnardsd.org) or in the Marina West Elementary School's office.

### **COVID-19 PANDEMIC INFORMATION FOR 2023 – 2024 SCHOOL YEAR**

*For the most up-to-date information concerning our COVID-19 protocols, feel free to visit the following websites:*

Oxnard School District @ [www.oxnardsd.org](http://www.oxnardsd.org)

Ventura County Department of Public Health @ [www.vhca.org](http://www.vhca.org)

Center for Disease Control and Prevention @ [www.cdc.gov](http://www.cdc.gov)

### **Safety Plan Vision**

The goal of our safety plan is to ensure the safety of all members of the Marina West Elementary School community and to preserve the well-being of the school and continuity of education through a rapid, coordinated, effective response to (and recovery from) emergencies and disasters. Our Guidelines for Success: Be safe. Be responsible. Be respectful. Be your best.

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

### **Marina West Elementary School Safety Committee**

Elva Gonzales-Nares-Principal, Summer Whitehead- Teacher, Monique Martinez-Teacher, Michael Rutland-Teacher, Samantha Jara-Site Counselor

### **Assessment of School Safety**

Lockdown drills are scheduled regularly to ensure that procedures are followed properly. Feedback/input is given to administration, who in turn, debriefs with the staff and necessary changes are made.

The Risk Management Department from the District conducts a Safety Inspection of each campus each year. A report is submitted and necessary changes are made by either school personnel or district personnel.

The Lead Custodian and the principal conduct a monthly safety inspection and submit reports to the District Office.

Any safety issues are reported by staff to administration as they are noticed to be handled by the Lead Custodian or through work orders to the district office.

Office Referrals can be forwarded to site PBIS Committee for review and assessment. The administrator, along with the Outreach Coordinator, review site attendance rates. The Pupil Services Department shares monthly Suspension/Expulsion data with the site. This information is shared with staff and PBIS Committee.

The Safety Committee (PBIS Team) reviewed and discussed procedures to be followed by staff and students during emergencies.

The Oxnard Traffic Police are called periodically to observe the traffic patterns during arrival and dismissal in order to ensure that drivers are obeying traffic laws. The administration communicates with the community via meetings, letters, and phone message regarding reminders for safety and traffic regulations.

The PBIS Team meets regularly to review all safety and security procedures and make any necessary recommendations and changes.

The monthly safety checks also provide information about any necessary changes.

Staff is trained in Emergency Operations Plan/School Safety Plan.

Security has been increased by making the campus a Closed Campus. All students are dropped off at various locations in the morning on campus and dismissed at the designated gates. Adults who are not employees are not allowed on campus at any time without first checking in at the office, signing in and obtaining a visitor's badge. All adults picking up students before regular dismissal are required to be on the student's emergency card, be of 18 years of age and produce a valid ID. Staff and administration are continuously supervising and monitoring school campus throughout the school day to ensure school safety.

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

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

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

All staff have been trained regarding Child Abuse Reporting Procedures.

#### GENERAL

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

#### STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

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

#### GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

#### OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.

- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

Dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

- Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.
- In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.
- During an emergency period or condition created by disaster, occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

Emergency Announcements will be provided on the following radio stations:

AM Radio Stations:

KTNQ-AM 1020 "Univision America" Spanish

KNX-AM 1070 "KNX 1070 Newsradio"

KUNX-AM 1400 "La Super X" Spanish

KKZZ-AM 1520 "La Voz" Spanish

KVTA- AM 1590 "Ventura's Talk Authority"

FM Radio Stations:

KCRU-FM 89.1 "Public Radio for Southern California"

KIND-FM 94.1 "Radio Indigena 94.1" Spanish / Mixteco

KXLM-FM 102.9 "Radio Lazer 102.9 FM" Spanish

CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.

2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

#### CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

#### PUBLIC AGENCY USE OF SCHOOL BUILDINGS FOR EMERGENCY SHELTERS

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

#### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

#### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

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

All school suspension, expulsion and mandatory Expulsion Guidelines are followed per Education Code 48915 per OSD.

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

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

#### STUDENT DUE PROCESS

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

#### ALTERNATIVES TO SUSPENSION / OPTIONS

All schools within the Oxnard School District may establish a suspension program, which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

#### REQUIRED PARENTAL ATTENDANCE

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

#### DEFINITIONS

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

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

#### 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, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

#### GROUND FOR SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco, or tobacco products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm.
- n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
- o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
- r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:  
(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
  - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
  - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
  - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
- (2) (A) "Electronic act" means the transmission, 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.
- (i) A message, text, sound, or image.
  - (ii) A post on a social network Internet Web site including, but not limited to:
    - (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
    - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
    - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs
- s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(E) Assault or battery upon any school employee.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(c). Upon finding that the student committed any of these acts, the Board shall expel the student.

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee with the principal or designee's concurrence. (Education Code 48915 (c) (5))
2. Brandishing a knife as defined in Education Code 48915(g) at another person.
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053 – 11058.
4. Committing or attempting to commit a sexual assault.
5. Possession of an explosive.

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

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

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts, which may involve the possession or sale of narcotics or of a controlled substance, or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

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

#### PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

#### **BULLYING**

##### **CALIFORNIA STATE LAW REGARDING BULLYING**

Right to Safe Schools. All students and staff of public primary, elementary, junior high, senior high schools, and community colleges, colleges, and universities have the inalienable right to attend campuses which are safe, secure and peaceful.

##### **AB 9 – Seth's Law**

Requires schools to establish policies to prevent bullying and to address and be responsive to complaints about bullying.

- Requires school districts to include in its non-discrimination policy a detailed list where discrimination, harassment, intimidation, and bullying are prohibited under existing law—actual or perceived sexual orientation, gender, gender identity expression, race or ethnicity, nationality, religion, disability, or association with a person or group with one or more of these actual or perceived characteristics.
- Requires each school districts non-discrimination policy to describe the district's procedure for addressing discrimination and harassment complaints; and be publicized in places for student and parental access.
- School districts are to strengthen professional development curricula for teachers, school counselors, and administrators with instruction on identifying and stopping discrimination and harassment and creating a school-wide culture of inclusion and respect for differences.

##### **AB 746 - Cyber bullying.**

Existing law, the Interagency School Safety Demonstration Act of 1985, defines bullying as one or more acts of sexual harassment, hate violence, or intentional harassment, threats, or intimidation, directed against school district personnel or pupils, committed by a pupil or group of pupils. Under existing law, bullying, including bullying committed by means of an electronic act, as defined, is a ground on which suspension or expulsion may be based. This bill would specify that an electronic act for purposes of the act includes a post on a social network Internet Web site.

##### **AB 1156 – Bullying In Schools**

Redefines California anti-bullying law by expanding the definition of bullying and linking it to academic achievement. It will also strengthen policies and procedures to reduce bullying in schools and keep students safe.

- Requires training of school site personnel in the prevention of bullying
- Links bullying to academic achievement
- Gives victims of bullying priority for school transfer, if requested
- Encourages school districts and county offices of education to include policies and procedures on the prevention of bullying in the school safety plan

#### **OXNARD SCHOOL DISTRICT BOARD POLICY 5131.2**

## Bullying

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

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

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

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

## Bullying Prevention

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

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

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

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

## Intervention

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

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

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

## Complaints Procedures

The Board hereby designates the following position to handle complaints regarding bullying and inquiries regarding the district's bullying policies:

Assistant Superintendent, Human Resources and Support Services  
1051 South A Street  
Oxnard, CA 93030  
(805) 385-1501 ext. 2050

Any student who feels that he/she has been subjected to bullying should immediately contact the Coordinator, the principal, or any other staff member. Any student or school employee who observes an incident of bullying should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Upon receiving a complaint of bullying, the Coordinator shall immediately investigate the complaint in accordance with site-level complaint procedures specified in AR 1312.3- Uniform Complaint Procedures.

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

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

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

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

#### Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations. Alternative means of correction will be considered where appropriate, as required by Education Code section 48900.5

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

Teachers are notified of dangerous pupils in confidence for the limited purposes of information.

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

- (a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 or Section 48915 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])**

All staff has been properly trained of reporting sexual harassment of any kind to the administration. Training has been provided upon employment and yearly reviewed with staff.

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual

orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

**School Suspension & Expulsion/Due Process:** Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

**Failure to Report:** Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

**School Reporting Procedure:** Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

**District Complaint Procedure:** If a situation involving sexual harassment is not promptly investigated and remedied by the principal or designee, a complaint of harassment may be filed in accordance with the district's uniform complaint procedures or procedures for complaints concerning district employees. The Superintendent or Assistant Superintendent, Human Resources, shall determine which procedure is appropriate.

**Prohibition Against Retaliatory Behavior:** The Oxnard School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

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

All students at Marina West will be held to the Marina West dress code policy. California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering

The purpose of the dress code policy is to ensure a safe and secure environment in which to offer a quality education. School dress codes are regularly reviewed by the School Site Council and/or School Safety Committee following these board of education policies:

1. Shoes must be worn at all times. Flip-flops are not acceptable.
2. Clothing, jewelry, and personal items (hats, backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likeness, which advocate racial, ethnic or religious prejudice or are affiliated with gangs.
3. Hats, caps and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, spaghetti straps, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
5. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
6. Metal accessories and jewelry that present a hazard to the health and safety are prohibited.
7. Students may not wear clothing or hairstyles that will be disruptive to the educational process.

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

##### **SCHOOL HOURS**

The student day is from 8:15 am to 2:30 p.m. for students in grades 1-5. The school day for Transitional Kindergarten and Kindergarten students is from 8:15-2:30, with the exception of those students attending before or after school intervention classes or the After School Program. Parents dropping students off at school should be aware that supervision IS NOT available before 7:45 a.m. and after 2:45 p.m. unless student is in a school sponsored event. School office hours are 7:30 a.m. to 4:00 p.m.

- Once arriving at school, students are to immediately come onto the campus and move to the cafeteria, or designated quad area or tutoring class until the first bell at 8:13 a.m. At 8:13 a.m., all students are to proceed to line up on the west playground. Under no circumstances are students to leave to pick up friends, go to locations other than the school campus, or loiter outside campus gates.

- Students not participating in after school activities are to leave campus immediately by being picked up by an adult, walking or riding a bus. Students waiting for rides home via automobile need to wait in the designated pickup area located in front of the school.

#### CLOSED CAMPUS

Marina West is a closed campus. All gates which provide access to classrooms and other rooms, except the main office, remain locked until 6:00 p.m. and during arrival and dismissal times. In the morning, there is one gate (by the office and Building 2) through which all students enter. This gate is supervised by school personnel. At 8:15, this gate is locked and students who are tardy must enter through the school office to receive a tardy slip. All visitors to the campus must come through the office to sign in and obtain a visitor's badge which they must wear for the duration of the time they are on campus. At dismissal, the 2 front gates (by the cafeteria and by building 200) are opened for students to exit. At 2:45 p.m., those gates are locked. Families of students in the After School Program must call the After School Program Director if their child needs to dismiss early. The walking gate (on the street) and the driveway gates remain open throughout the school day.

#### LEAVING EARLY

Students must stay on campus from the time of arrival in the morning, during lunch, and after school while waiting for the bus or to be picked up. Students may leave campus during school hours if parents or guardians or persons designated by parents or guardians come to pick them up from school. A written request from a parent or guardian must be submitted if someone other than the parent or someone on the emergency card is going to pick up a child. Persons picking up students during the school day must sign the student out in the front office. They must be at least 18 years of age and provide a valid ID. All students MUST be signed out in the office. No student will be dismissed with any person not listed on the Student Emergency Card. Under no circumstances should a student leave campus without permission. Any parent request for student not to use district transportation (bus) must call at least one hour prior to dismissal to ensure the student is not placed on the bus.

#### TARDY / LATE POLICY

Students must be at school by 8:15 a.m.

- If a student is late to class without an approved reason it is an unexcused tardy
- If a student is late in the morning (after 8:15 a.m.), he/she must report to the office for a late slip, and then quickly go to class.
- An "excused late" will be assigned when parents have called the school with a valid excuse, such as a doctor or dentist's appointment.
- Oversleeping, car trouble, dropping off another student, etc., are not valid reasons for an "excused late".
- Truant tardy is when students arrive to school 30 minutes late or more without a valid excuse. When there are a certain number of unexcused absences, a student may be subject to the following: attendance letters will be sent to parents/guardians, an attendance conference will be held with school officials and the parents/guardians, the student may be placed on an attendance contract, or the family may be referred to SARB and receive a citation.

## EXCUSED ABSENCES

These can only result from illness, medical/dental appointments, court appearances, religious reason, or death in the immediate family. All other absences are considered unexcused. When a student is absent, parents are expected to call the school (805-385 - 1554) or send an excusal note within 72 hours of the absence.

## RETURNING AFTER AN ABSENCE

The parent/guardian can provide a dated note stating the reason for the absence, with student name, grade, teacher, date of absence, and parent/guardian signature.

## TRUANCIES (UNEXCUSED ABSENCES)

The following are considered truanancies:

1. Being absent from school without the knowledge and consent of the parent/school.
2. Leaving the school grounds during the day without permission.
3. Staying out of class without permission.

If a student is habitually late or absent from school, various measures may be taken, including referral to SARB (School Attendance Review Board). Truancy is a violation of the California Education Code and includes consequences ranging from requiring parents to attend parenting classes to fines levied to parents by the court.

In some cases of truancy, students will be assigned a consequence from school administration.

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

### **Component:**

Positive School Climate

### **Element:**

A school-wide positive behavior support plan has been implemented.

### **Opportunity for Improvement:**

The expectations for students and staff are reinforced on a daily basis.

<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
Establish clear behavior expectations	Use of common terminology by all staff, implement the Shark Guidelines for Success.	Principal, Counselor, Outreach Consultant	Principal, Staff, PBIS Committee	Classroom and playground observation, tracking of discipline data, reduction of office referrals from previous school year.
Discipline and consequences will support student learning, the teaching of self-regulation skills, and the development of students who can become thoughtful, caring and responsible citizens.	Utilize positive behavior plans, academic and behavior assemblies	Principal, Staff, Counselor	Principal, Staff	Decrease the number of behavior referrals
Students with consistent and prevalent negative behaviors and needs will be referred for services and support through the SST system.	Refer students who require additional support through the SST process	Support staff (Psychologist, Outreach Consultant, School Counselor), Teaching staff, Administrator, Local agencies (City Impact, VCBH)	Principal, Staff	Reduction of referrals to SST for behavior concerns.
Implementation of PBIS as a school-wide, positive behavior support program to maintain a safe and positive school environment.	Provide opportunities for training and refreshers on the PBIS model.	Professional development provided by district.	Principal, Staff	Staff feedback and needs assessment conducted by PBIS Team
Create meaningful parent involvement	Involve parents in the school culture and provide opportunities for participation and feedback	Parent committees, parent workshops, family academic evenings, awards assemblies, school activities	Principal, Staff	Participation in parent committees, workshops, trainings, family academic nights, awards assemblies, school activities
Counselor provides students with social emotional support and social skills to assist with dealing with conflict	Counselor sets up small groups to support students in developing socialization skills	Counselor, District Behavior Specialist	Counselor, Principal, staff	Counselor will maintain documentation of students' social skills development and monitor growth in the social emotional areas.

**Component:**

Safe Physical Environment

**Element:**

Safe School Environment.

**Opportunity for Improvement:**

Input from stake holders.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Eliminate unauthorized visitors on campus.	All visitors must sign-in at the front office and obtain a visitor's badge. Gates must remain locked throughout the school day and After School Program hours. Open gates are monitored by school staff.	Staff, sign-in log, badges	Principal, Staff	Constant monitoring and observation by all staff
To ensure all students are released to authorized persons only.	All persons picking a student up from school during the school day, must be on the emergency card, at least 18 years of age provide a valid ID, and complete the sign out sheet.	Staff, sign out sheet, Emergency Cards or legal documents.	Principal	Constant monitoring and observation by office staff
To ensure orderly ingress and egress of students to campus	Create a path for students to enter and exit the campus safely and orderly.	Staff, maps, procedures	Principal, Staff	Parents/Guardians wait for their students(s) at designated areas
Safe drop and pick up of students	Conduct a consistent drop off procedure. Using designated gates for ingress and egress. Using designated drop-off lanes. Designated bus areas and personnel providing supervision.	Staff, Administrator	Principal, Staff	Safe ingress and egress.
Provide safe playground, buildings/classrooms, walkways.	Maintain a safe and clean environment for staff, students, and visitors	OSD Facilities crew, Site Custodians, Campus Assistants	Principal	Increase safety and decrease accidental injuries

**Component:**

Disaster Preparedness

**Element:**

School Safety

**Opportunity for Improvement:**

Regular drills with debriefing opportunities

Objectives	Action Steps	Resources	Lead Person	Evaluation
Lockdown procedures are conducted appropriately using guidelines provided by Oxnard Police Department and Oxnard School District	Regularly carry out practice drills, debrief staff after drills to improve practice, update written procedures, communicate importance of drills to students.	Administration, staff, students, Comprehensive School Safety Plan	Principal	Lockdown drills with staff debrief
Regularly schedule safety drills	Calendar evacuation, earthquake, and lockdown safety drills.  Debriefing staff after drills to improve practice.	Safety Plan	Principal, Staff	Drill record log
Keep inventory of emergency supplies ready for use in the classrooms (backpacks and toilet buckets) and emergency storage bins.	Ensure emergency backpacks and storage bins have the necessary supplies	Safety Committee, Outreach Consultant	Principal, Safety Committee	Inventory of Supplies

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

**Marina West Elementary School Student Conduct Code**



At Marina West School, we believe all students deserve an education that incorporates a meaning centered, integrated curriculum, requiring critical thinking and the use of educational technology in a safe and nurturing learning environment. Our Goal is to provide a safe environment where students can be successful. The school rules and procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety. The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas.

#### Guidelines for Success:

All students at Marina West will conduct themselves in a manner that is safe, responsible, respectful and be their best. We want our students to develop a sense of values and to become innovation, collaborative, problem solver, achiever, global thinker, digital learner and focused on the future.

#### BELIEFS

We believe our rules and procedures will:

- Provide a starting point for behavior and conduct expected.
- Provide a framework of expectations, rewards and consequences so we can be consistent and fair in disciplining students.
- Promote overall school safety and security for each student.
- Demonstrate our agreement and commitment to developing self-discipline and responsible youth.
- Provide opportunities for students and parents to participate with school faculty, staff and administration in ensuring the highest possible instructional climate.

#### School Compact:

##### Parent (Guardian) Section

I understand the importance of my child's education. Therefore, I agree to carry out the following responsibilities:

- Communicate with my child and his/her teachers regarding my child's education.
- Monitor my child's homework.
- Provide necessary materials and a quiet place for my child to do his/her homework.
- Send my child to school on-time and ready to learn.
- Volunteer my time to attend or participate in school programs.
- Assure that my child adheres to the school dress code policy.
- If my child is at risk of retention due to poor academic achievement, I will ensure that he/she attend intersession. After School tutoring and any other special help which is offered to them.

##### Student Section

I understand the importance of school and learning. Therefore, I agree to carry out the following responsibilities:

- Communicate with my teachers and parents regarding my education.
- Complete and return all my homework and class assignments on time.
- Be responsible for my actions.
- Arrive at school on time, ready and prepared to learn.
- Read at least 20 minutes each day.
- Be responsible for dressing according to the school dress code policy.

##### Teacher Section

I understand the importance of the school experience to every student and my role as educator and parent liaison. Therefore, I agree to carry out the following responsibilities:

- Communicate with students and parents (guardians) regarding school expectations, program information and each student's progress.
- Teach to the needs of each individual student encouraging academic and social growth.
- Provide a safe, positive and healthy learning environment.
- Assign regular homework only after the necessary concepts have been taught.
- Promote and attend school programs and functions.
- Communicate to students, parents, and administration when the dress code policy is not being

#### Administrator Section

I understand the importance of the school experience to every student and my role as educator and parent liaison. Therefore, I agree to carry out the following responsibilities:

- Communicate with students and parents (guardians) regarding school expectations, program information and each student's progress.
- Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
- Provide a safe, positive and healthy learning environment.
- Involve parents in the joint development of any school wide program plan, in an organized, ongoing, and timely way.
- Promote and attend school programs and functions.
- Communicate to students, parents, and administration when the school rules or dress code policy is not being

#### School Rules and Expectations:

1. Be Safe. Students must not place themselves or others in a situation that can cause harm.
2. Be responsible. Students must strive to be responsible for their education and behavior.
3. Be Respectful. It is an expectation that students will treat others kindly and follow directions.
3. Be Your Best! This means having a positive mindset and be ready to learn. Students must come to school with all materials needed to be ready to learn.

#### Consequences/ Corrective Action:

1. Student to be counseled by appropriate staff for minor infractions.
2. Parent to be contacted by Teacher or other Staff personnel regarding rule violation. Possible Teacher/Parent conference scheduled.
3. Student referred to office for repeated (4 or more) minor offenses or for major violations as described in the School Discipline Referral.
4. Parent to be contacted by school administrator and a possible Administrator/Parent conference to follow.
5. Other means of correction listed may be assigned to student but not limited to: Restorative Justice, recess detention, after-school detention, or suspension.

#### Positive Reinforcements (School-Wide):

Attendance Award  
Behavior Incentives.  
Regular Communication by Teacher  
Shark Guidelines for Success posters placed in common areas

#### Incentives Used to Promote Exemplary Student Behavior:

Trimester Incentive and Awards  
Accelerated Reader Incentives  
Teacher (classroom) Incentives

#### PHILOSOPHY

A student's education is dependent upon a "team" effort involving the student, parents and school personnel. Each member of the team has specific responsibilities which must be met if the educational experience is to have the greatest positive results. Students, parents and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct in relation to life at school. We want to be an extraordinary place of safety and positive opportunity for everyone.

All school personnel work as a team to implement all rules and procedures throughout the school. Our site PBIS Committee will be working with all staff to ensure implementation of school-wide rules and procedures.

#### Evaluation and Feedback:

- Referral forms are turned in to report incidents and student discipline. Administration/or staff complete and return referrals with notes indicating what actions were taken.
- PBIS meetings are conducted to review procedures, discuss focus areas, and review teacher feedback forms they have received in regards to student behavior and / or concerns.

#### GENERAL

*Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.*

#### CONDUCT CODE PROCEDURES

The school rules and procedures were developed and adopted in accordance with California education code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety. The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas.

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

All employees are expected to report hate crimes to administration. Administration is then instructed to inform the district office risk management and/or pupil services office.

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual based on his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

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

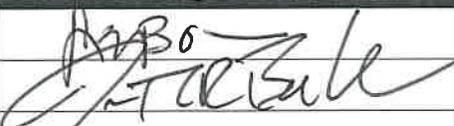
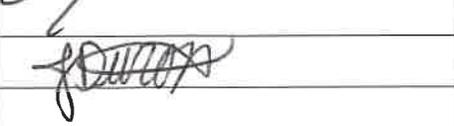
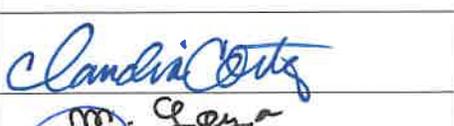
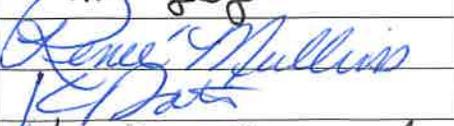
A Safety Committee/PBIS is created each school year. The purpose of the committee is to review the Safety Plan on a continual basis and make any amendments which are deemed necessary in order to ensure that the highest standards are adhered to. The committee meets on an as needed basis and is made up of school staff. All changes are brought to the attention of the entire staff at staff meetings and through emails. The Safety Plan is also shared with stakeholders through School Site Council, English Learner Advisory Committee, and School Site Weekly meeting.. The Safety Plan is reviewed and approved by the School Site Council during a regular meeting no later than February and presented to the district for approval by the School District Board.

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2023-2024 School Year

**School:** Christa McAuliffe Elementary School  
**CDS Code:** 56725380100362  
**District:** Oxnard School District  
**Address:** 3300 Via Marina Avenue  
 Oxnard, CA 93035  
**Date of Adoption:** February 21, 2024  
**Date of Review:** -with Staff  
 January 9, 2024  
 -with Law Enforcement  
 January 2024  
 -with Fire Authority  
 January 2024

**Reviewed by:**

Name	Title	Signature	Date
Lynn Eborá	School Principal		Jan. 9, 2024
School Resource Officer	Oxnard Police Department		2/2/24
Fireman	Oxnard Fire Department		
Jasmine Duron	SSC Chair/Parent		1/24/24
	ELAC Chair/Parent		
Claudia Cortez	School Office Manager/Classified Staff		1/9/24
Maritza Loya	Counselor		1/9/24
Renee Mullins	Teacher		1-9-24
Kristi Dato	Teacher		1/9/24
Kristina Cervantes	Assistant Principal		1/9/24
Alfred Teran	Lead Custodian		1-9-24

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**Reviewed by:**

Name	Title	Signature	Date
Lynn Eborá	School Principal		
School Resource Officer	Oxnard Police Department		2/2/24
Fireman <del>STEPHEN MC NAULIFFE</del>	Oxnard Fire Department		1/24/24
Jasmine Duron	SSC Chair/Parent		
	ELAC Chair/Parent		
Claudia Cortez	School Office Manager/Classified Staff		
Maritza Loya	Counselor		
Renee Mullins	Teacher		
Kristi Dato	Teacher		
Kristina Cervantes	Assistant Principal		
Alfred Teran	Lead Custodian		

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## Senate Bill 187: Comprehensive School Safety Plan Purpose

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

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

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB115. 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 (electronic or paper) of the Comprehensive School Safety Plan is provided yearly to the following:

- School staff
- Parents
- After-school program staff
- Oxnard Police Department
- Oxnard Fire Department
- Early Childhood Education staff
- Volunteer Coaches

A copy of the Comprehensive School Safety Plan is available for review online at [www.oxnardsd.org](http://www.oxnardsd.org) or in the Christa McAuliffe Elementary School's office.

### **COVID-19 PANDEMIC INFORMATION FOR 2023 – 2024 SCHOOL YEAR**

*For the most up-to-date information concerning our COVID-19 protocols, feel free to visit the following websites:*

Oxnard School District @ [www.oxnardsd.org](http://www.oxnardsd.org)

Ventura County Department of Public Health @ [www.vhca.org](http://www.vhca.org)  
Center for Disease Control and Prevention @ [www.cdc.gov](http://www.cdc.gov)

**Safety Plan Vision**

At McAuliffe Elementary School we believe all stakeholders deserve a physically, emotionally, mentally safe, secure, and positive learning environment through a caring, supportive staff, engaging curriculum, procedures, and training in order to accomplish the goals of high academic achievement and civic responsibilities.

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

### Christa McAuliffe Elementary School Safety Committee

The Safety Committee is comprised of:

- Lynn Ebor, Principal
- Kristina Cervantes, Assistant Principal
- Renee Mullins, Classroom Teacher
- Kristi Dato, Classroom Teacher
- Claudia Cortez, Office Manager
- Maritza Loya, School Counselor
- Alfred Teran, Lead Custodian
- Oxnard Police Department Representative
- Oxnard Fire Department Representative

### Assessment of School Safety

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

The Risk Management Department from the District conducts a Safety Inspection of each campus each year. A report is submitted, and necessary changes are made by either school personnel or district personnel. The Lead Custodian and the Principal conduct safety inspections and submit reports to the District Office. Any safety issues are reported by staff to the administration as they are noticed and are handled by the Lead Custodian or through work orders to the district office.

In addition, the Principal plans lock-down drills with the Oxnard Police Department and fire and earthquake drills to prepare staff and students in the event of a real situation where one of these strategies would be put into effect while school is in session.

The school safety assessment was a review of:

- Office Referrals
- Attendance Rates/School Attendance Review
- Suspension/Expulsion Data
- Panorama Student Survey
- Local Law Enforcement Juvenile Crime Data
- Property Damage Data

At the beginning of the school year, a security inspection for the campus is held with the site administrator.

The Oxnard School District Risk Management conducts a safety inspection for each campus each year.

After reviewing current policies in place at McAuliffe School, the following areas need to be addressed: 1) Attendance, 2) Behavioral Expectations for Common Areas, and 3) Whole-School Evacuation.

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

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

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

##### GENERAL

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.

- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

#### STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

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

#### GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

#### OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.

- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

Dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

- Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.
- In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.
- During an emergency period or condition created by disaster, occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

Emergency Announcements will be provided on the following radio stations:

AM Radio Stations:

KTNQ-AM 1020 "Univision America" Spanish

KNX-AM 1070 "KNX 1070 Newsradio"

KUNX-AM 1400 "La Super X" Spanish

KKZZ-AM 1520 "La Voz" Spanish

KVTA- AM 1590 "Ventura's Talk Authority"

FM Radio Stations:

KCRU-FM 89.1 "Public Radio for Southern California"

KIND-FM 94.1 "Radio Indigena 94.1" Spanish / Mixteco

KXLM-FM 102.9 "Radio Lazer 102.9 FM" Spanish

CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.

2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

#### CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

#### PUBLIC AGENCY USE OF SCHOOL BUILDINGS FOR EMERGENCY SHELTERS

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

#### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

#### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

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

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

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

#### STUDENT DUE PROCESS

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

#### ALTERNATIVES TO SUSPENSION / OPTIONS

All schools within the Oxnard School District may establish a suspension program, which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

#### REQUIRED PARENTAL ATTENDANCE

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

#### DEFINITIONS

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

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

#### 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, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

#### GROUND FOR SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco, or tobacco products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm.
- n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
- o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
- r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:  
(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2,

48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
  - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
  - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
  - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
- (2) (A) "Electronic act" means the transmission, 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.
- (i) A message, text, sound, or image.
  - (ii) A post on a social network Internet Web site including, but not limited to:
    - (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
    - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
    - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

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

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs

s) Aided or abetted the infliction or attempted infliction of physical injury.

E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.

E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

(a)(1)(A) Causing serious physical injury to another person, except in self-defense.

(a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.

(a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).

(a)(1)(D) Robbery or extortion.

(a)(1)(E) Assault or battery upon any school employee.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(c). Upon finding that the student committed any of these acts, the Board shall expel the student.

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee with the principal or designee's concurrence. (Education Code 48915 (c) (5))
2. Brandishing a knife as defined in Education Code 48915(g) at another person.
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053 – 11058.
4. Committing or attempting to commit a sexual assault.
5. Possession of an explosive.

## NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

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

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts, which may involve the possession or sale of narcotics or of a controlled substance, or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

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

## PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

## BULLYING

### CALIFORNIA STATE LAW REGARDING BULLYING

Right to Safe Schools. All students and staff of public primary, elementary, junior high, senior high schools, and community colleges, colleges, and universities have the inalienable right to attend campuses which are safe, secure and peaceful.

### AB 9 – Seth's Law

Requires schools to establish policies to prevent bullying and to address and be responsive to complaints about bullying.

- Requires school districts to include in its non-discrimination policy a detailed list where discrimination, harassment, intimidation, and bullying are prohibited under existing law—actual or perceived sexual orientation, gender, gender identity expression, race or ethnicity, nationality, religion, disability, or association with a person or group with one or more of these actual or perceived characteristics.
- Requires each school districts non-discrimination policy to describe the district's procedure for addressing discrimination and harassment complaints; and be publicized in places for student and parental access.
- School districts are to strengthen professional development curricula for teachers, school counselors, and administrators with instruction on identifying and stopping discrimination and harassment and creating a school-wide culture of inclusion and respect for differences.

### AB 746 - Cyber bullying.

Existing law, the Interagency School Safety Demonstration Act of 1985, defines bullying as one or more acts of sexual harassment, hate violence, or intentional harassment, threats, or intimidation, directed against school district personnel or pupils, committed by a pupil or group of pupils. Under existing law, bullying, including bullying committed by means of an electronic act, as defined, is a ground on which suspension or expulsion may be based. This bill would specify that an electronic act for purposes of the act includes a post on a social network Internet Web site.

### AB 1156 – Bullying In Schools

Redefines California anti-bullying law by expanding the definition of bullying and linking it to academic achievement. It will also strengthen policies and procedures to reduce bullying in schools and keep students safe.

- Requires training of school site personnel in the prevention of bullying
- Links bullying to academic achievement
- Gives victims of bullying priority for school transfer, if requested
- Encourages school districts and county offices of education to include policies and procedures on the prevention of bullying in the school safety plan

## OXNARD SCHOOL DISTRICT BOARD POLICY 5131.2

### Bullying

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

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

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

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

### Bullying Prevention

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

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

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

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

### Intervention

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

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

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

### Complaints Procedures

The Board hereby designates the following position to handle complaints regarding bullying and inquiries regarding the district's bullying policies:

Assistant Superintendent, Human Resources and Support Services  
1051 South A Street  
Oxnard, CA 93030  
(805) 385-1501 ext. 2050

Any student who feels that he/she has been subjected to bullying should immediately contact the Coordinator, the principal, or any other staff member. Any student or school employee who observes an incident of bullying should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Upon receiving a complaint of bullying, the Coordinator shall immediately investigate the complaint in accordance with site-level complaint procedures specified in AR 1312.3- Uniform Complaint Procedures.

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

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

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

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

#### Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations. Alternative means of correction will be considered where appropriate, as required by Education Code section 48900.5

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

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

- (a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 or Section 48915 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])**

“Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

School Suspension & Expulsion/Due Process: Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

Failure to Report: Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

School Reporting Procedure: Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

District Complaint Procedure: If a situation involving sexual harassment is not promptly investigated and remedied by the principal or designee, a complaint of harassment may be filed in accordance with the district's uniform complaint procedures or procedures for complaints concerning district employees. The Superintendent or Assistant Superintendent, Human Resources, shall determine which procedure is appropriate.

Prohibition Against Retaliatory Behavior: The Oxnard School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.”

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

### Dress Code Policy

+California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to properly prepare for school, or shall be required to prepare himself for the schoolroom before entering.

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

+Students may not wear clothing or hairstyles that will be disruptive to the educational process.”

All students at McAuliffe Elementary will be held to the McAuliffe Elementary dress code policy. Students who violate the dress code policy will be requested to fix inappropriate clothing by changing into appropriate clothing. Students can call parents or guardians to bring appropriate clothing to school and change, to adhere to the school’s dress code policy.

The purpose of the dress code policy is to ensure a safe and secure environment in which students can benefit from a quality education.

The school dress codes are regularly reviewed by the School Site Council and/or the School Safety Committee following the board education policies.

All clothing shall be neat, clean, and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for school. Schools have the authority under state law to restrict the wearing of clothes that could be considered to be “gang” attire, or disruptive to the learning environment.

### DRESS STANDARDS

1. Shoes must be worn at all times. Thongs or backless shoes or sandals are not acceptable; toe protection is required.
2. Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane or sexually suggestive. Gang attire, or any clothing which bear drug, alcohol or tobacco company advertising, promotions, and likeness, or which advocate racial, ethnic or religious prejudice are prohibited. Any clothing, jewelry or personal items that interfere with schoolwork, create disorder or disrupt the educational process, are not allowed.
3. Walking shorts are permissible and must be at least mid-thigh in length or reach the tip of the middle finger as measured against the shorts or whichever is longer.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs, and skirts or shorts shorter than mid-thigh are prohibited.
5. Pants must stay up on the hips with/without the use of a belt.
6. Accessories and jewelry, which present a hazard to health or safety, are prohibited.
7. Hats, caps, and other head coverings shall not be worn indoors with the exception of any garment associated to religion or medical condition.
8. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

Students who violate the dress policy will be requested to correct inappropriate clothing or call home to have proper clothing items brought to school. If available, "loaner clothes" may be given to replace inappropriate clothing.

Students may not wear clothing or hairstyles that will be disruptive to the educational process.

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

The Safety Committee continuously assesses the needs of the school in regards to safe ingress and egress of students and staff. Working collaboratively with all stakeholders, parent concerns and ideas are considered when making any changes to improve student/campus safety.

Parents/Guardians are asked to provide emergency contact information for their children at the beginning of the year and asked to make updates as soon as possible when contact information changes.

#### **School Hours**

- On Mondays, Tuesdays, Thursdays, and Fridays, the student day is from 8:45 a.m. to 3:05 pm (TK/K at 8:45 am-3:00pm) On Wednesdays, the student day is from 8:45 am to 2 pm (TK/K at 8:45 am-1:00pm). Supervision at the school site begins at 8:15 a.m. The school is a closed campus. All visitors must check in the office to get a visitor's pass. Office hours are from 7:30-4:00 p.m.
- Once students arrive on campus, they should proceed directly to either the cafeteria for breakfast or onto the playground.
- Students are not allowed to loiter on campus after school. Students are allowed on campus after school if they are participating in after-school tutoring classes, team sports, or attend the after school Oxnard Scholars program.
- Students not participating in after-school activities are to leave campus immediately by walking or riding the bus.
- Students whose parents are late picking them up are not allowed to sit out front to wait for a parent. They are directed to sit inside the building near the windows providing them a clear view of the front of the school. TK and Kindergarten students are brought directly to the office when parents are late. Parents who are habitually late retrieving their student(s), receive a letter from the principal.
- There are crossing guards located at the front of the school and traffic control signs in the front of the school to ensure the safety of students walking to and from school.
- Parents dropping off students at school should be aware that there is no supervision available before 8:15 am.
- Students enter through the main building entry upon arrival, and exit three gates during dismissal times.

#### **Dismissal**

- Students are dismissed from designated doors and gates. Those students in the After School program are to go directly to the designated meeting area.
- Students are expected to go directly home if going alone or are to leave with a parent, guardian, or babysitter. Students are not to wait on campus for peers or loiter on school grounds. Students are not to go to the adjacent park to loiter.

#### **Supervision**

- Adult supervision is provided by staff that includes, but not limited to the Campus Assistants.
- Supervision is provided 30 minutes before school and 15 minutes after.

#### **TK and Kindergarten Students**

- Students will be dismissed at the door or gate to an adult who will receive them.
- The child will be prompted if they know the adult, if the adult is recognized and the child can identify the adult, the child will be released to that adult.

#### **Special Education Students in Special Day Classes**

- Students will be escorted by the staff from the bus or gate to the class or cafeteria.

#### **Closed Campus**

- McAuliffe is a closed campus. All gates which provide access to the classrooms and other rooms remain locked during regular school hours.
- Staff continuously monitors the safety of all students upon arrival and dismissal from school, including at the bus stops, and throughout the school day, following established routines and procedures.
- All visitors to the campus must check-in at the office, sign in, and obtain a visitor's pass/badge.

#### **Leaving Early**

- Students may leave campus, prior to dismissal if parents, guardians, or persons designated by parents/guardians (and are on the emergency card) pick up students from the school.

- Persons picking up students during the day must present a valid ID, be 18 years of age, noted on the emergency contact information, and sign the student(s) out in the office.

#### Traffic

- The school will consult with the Oxnard Police Department on issues of traffic.
- To improve traffic flow and student safety at dismissal, the driveway and staff parking lot are blocked off from 2:20-3:10 pm.
- At morning arrival, a campus supervisor monitors the driveway and crosswalk.

#### Tardy/Late Policy

- School begins at 8:45 am.
- If the student arrives after the tardy bell, the student must check into the office prior to going into the classroom. The student will receive an excused/unexcused tardy slip, they will be directed to go to the classroom.
- A truant tardy will be marked when the student arrives 30 minutes or more after the school's start time, without a valid excuse.

#### Excused Absences

- When a student is absent, the Parent or Guardian needs to notify the school through a written note or phone call to the office within 72 hours of the absence.
- Excused absences include illness, medical/dental appointments, court appearances (for students), religious observations, or the death of an immediate family member.

#### Truancies

The following are considered truancies:

- Being absent from school without the knowledge and consent of the parent/guardian/school.
- Leaving the school grounds during the day without permission.
- Staying out of class without permission.

If a student is habitually late or absent from school, various measures may be followed including referrals to SARB (School Attendance Review Board). Truancy is a violation of the California Education Code and includes consequences ranging from requirements that parents attend parenting classes to fines and/or court appearances. In all cases of truancy, students will be assigned appropriate consequences.

The Outreach Resource Specialist, Principal, and the Attendance Technician work together regularly to monitor student attendance.

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

#### **Component:**

Positive School Climate

At Christa McAuliffe we have high expectations for all students, parents, and staff. In classrooms, on playgrounds, and during all school activities, we follow behavior standards and rules with appropriate social expectations.

#### **Element:**

School-wide Positive Behavioral Interventions and Supports (PBIS)

#### **Opportunity for Improvement:**

Minimize the amount of student referrals to office, minimize suspensions and maximize a positive behavior culture. Multiple opportunities to share and review behavior expectations and to celebrate success of students and the class.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Implement a comprehensive school-wide positive behavioral intervention and support system and expectations.	<ol style="list-style-type: none"> <li>1. Hold student assemblies to discuss behavior expectations</li> <li>2. Provide staff with resources that emphasize expectations outlined by the PBIS team</li> <li>3. Post signs of school expectations and positive quotes around the school and in common areas</li> </ol>	School-Wide Expectations Training for staff and students, PBIS	School Principal, Assistant Principal, Outreach Resource Specialist (ORC), Counselor, PBIS Team	Office Referrals Staff Feedback Parent Feedback
Teachers, support staff, administration, parents and students will work together and build a sense of community.	<ol style="list-style-type: none"> <li>1. Staff shall practice a code of ethics that embraces Cultural Proficiency</li> <li>2. Staff will work with parents and students in a way that affirms universal human values such as respect, honesty, and fairness</li> <li>3. Staff commitment to morning meeting/community circles to build community in the classroom.</li> <li>4. Conduct morning greetings</li> <li>5. Librarian reading weekly books with classes focused on community, cultural responsiveness, and diversity.</li> <li>6. Traits from the OSD Student Profile will be supported and emphasized school-wide.</li> <li>7. PBIS team meets regularly.</li> <li>8. Involve students in leadership roles (e.g., Proud Challenger Club, Student Leadership Club).</li> <li>9. Hold School Spirit Days (e.g., College Day, Red Ribbon Week)</li> </ol>	PBIS Team, ORC, Counselor	School Principal, Assistant Principal, Outreach Resource Specialist (ORC), Counselor, PBIS Team	Observation Panorama Survey

Objectives	Action Steps	Resources	Lead Person	Evaluation
Develop a plan to meet the needs of students who have social/emotional challenges.	<ol style="list-style-type: none"> <li>1. Use a referral system to identify students who may have these challenges</li> <li>2. Get parent permission for student to see school counselor</li> <li>3. Counselor will either conduct Social Skills counseling groups or provide one-on-one sessions</li> <li>4. Counselor will provide families with information for outside counseling services as appropriate.</li> <li>5. Implement SEL lessons through Second Step program.</li> <li>6. ORC will partner with community resources for off site support for students and their families and/or provide parenting classes to the parents and guardians of the student</li> </ol>	Restorative Justice Practices Second Step Lessons Parent Classes Outside Agencies	Counselor, Outreach Resource Specialist	Panorama Survey Teacher Reports Observations Student Interviews Office Referrals
Utilize the Wellness Center to provide Social-Emotional support.	<ol style="list-style-type: none"> <li>1. Counselor will provide monthly SEL lessons for classes in the Wellness Center.</li> <li>2. Open the Wellness Center during lunch to provide social-emotional activities.</li> <li>3. Use the wellness center to provide support to students for small group/individual school-based counseling.</li> <li>4. Give After School Program (ASP) access to the Wellness Center</li> </ol>	Counselor, Pupil services	School Counselor	Panorama Survey

<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
Collaborate with School Resource Officer (SRO) and the Oxnard Police Department (OPD)	<ol style="list-style-type: none"> <li>1. Consult with SRO and the OPD with school safety.</li> <li>2. Create opportunities for the school community to meet and greet members of the OPD.</li> </ol>	Oxnard Police Department, SRO	School Principal, OPD, Outreach Resource Specialist, School's Safety Committee	Regular Visits Safety Drills
Implement PBIS to ensure school-wide positive behavior support and reduce suspensions.	<ol style="list-style-type: none"> <li>1. Implement positive behavior strategies school-wide, "STARbucks"</li> <li>2. Hold student assemblies to discuss behavior expectations.</li> <li>3. Conduct Monday morning announcements.</li> </ol>	PBIS Resources, Second Step Lessons	PBIS Committee, School Principal	Office Referrals Health Referrals Teacher Reports
Implement school-wide guidelines for shared expectations and positive discipline approach for student conduct, safety and character.	<ol style="list-style-type: none"> <li>1. Student assemblies to share school-wide expectations</li> <li>2. Student recognition and praise for following school-wide guidelines</li> <li>3. Classroom and school-wide use of KHFOOTY</li> <li>4. Implement SEL lessons through Second Step program.</li> </ol>	Created Posters KHFOOTY "STAR"Bucks	Staff	Office Referrals Panorama Surveys Counseling Referrals Parent Communication Teacher Reports
Reduce student/peer conflicts during recess and transition times.	<ol style="list-style-type: none"> <li>1. Identify areas of conflict</li> <li>2. Provide resources for children during recess</li> <li>3. Teach children how to resolve conflicts with peers</li> <li>4. Practice restorative justice</li> </ol>	Counselor, Campus Supervisors	Principal, Counselor	Office Referrals Data

**Component:**

Safe Physical School Environment

**Element:**

Safe, clean, and orderly learning environment

**Opportunity for Improvement:**

Continue to establish and maintain a safe, clean and orderly learning environment.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Ensure the school facilities are safe and in working order	<ol style="list-style-type: none"> <li>1. Conduct walk-throughs.</li> <li>2. Identify areas for improvement.</li> <li>3. Submit and monitor Facility Work Orders</li> </ol>	Safety Check-List and Observation	Admin, Lead Custodian, Office staff	Walk-Through Reports Work Orders
Communicate classroom needs for improvement	<ol style="list-style-type: none"> <li>1. Staff will notify school office manager (SOM) and administrative staff of needs</li> <li>2. SOM and custodial staff will check report</li> <li>3. Office and admin staff will update staff</li> </ol>	Communications - Emails and notes	Admin, Office Manager, Lead Custodian	Email Work Order status
Respond in a timely manner to concerns at the site regarding safety and cleanliness of the facility.	<ol style="list-style-type: none"> <li>1. SOM and admin will check status of work orders.</li> <li>2. Custodial staff will address concerns immediately.</li> <li>3. Office and Admin will update staff of the status related to concerns</li> </ol>	Communications	Admin, Office Manager, Lead Custodian	Observations Communications (email, notes) Feedback
Maintain a closed campus.	<ol style="list-style-type: none"> <li>1. Custodial staff will secure the campus before the school opens for staff and students.</li> <li>2. Campus assistants, office, teachers on duty, and admin will assist during arrival and dismissal periods.</li> <li>3. Staff will lock doors leading to the main hallways</li> <li>4. All visitors to check in the front office to gain access to the facility during school hours.</li> </ol>	Bell and Duty Schedule Newsletter Sign in sheet	Admin, Campus Assistants, Lead Custodian	Observations Feedback

Objectives	Action Steps	Resources	Lead Person	Evaluation
Ensure safety during recess and lunch periods	<ol style="list-style-type: none"> <li>1. Campus assistants will follow duty schedule.</li> <li>2. Staff will follow daily bell schedule.</li> <li>3. Admin will help monitor supervision.</li> <li>4. Campus assistants and other staff will monitor students on the playground and hallways.</li> </ol>	Duty Schedule	Admin, Campus Assistants	Feedback

**Component:**

Disaster Preparedness

**Element:**

School Safety

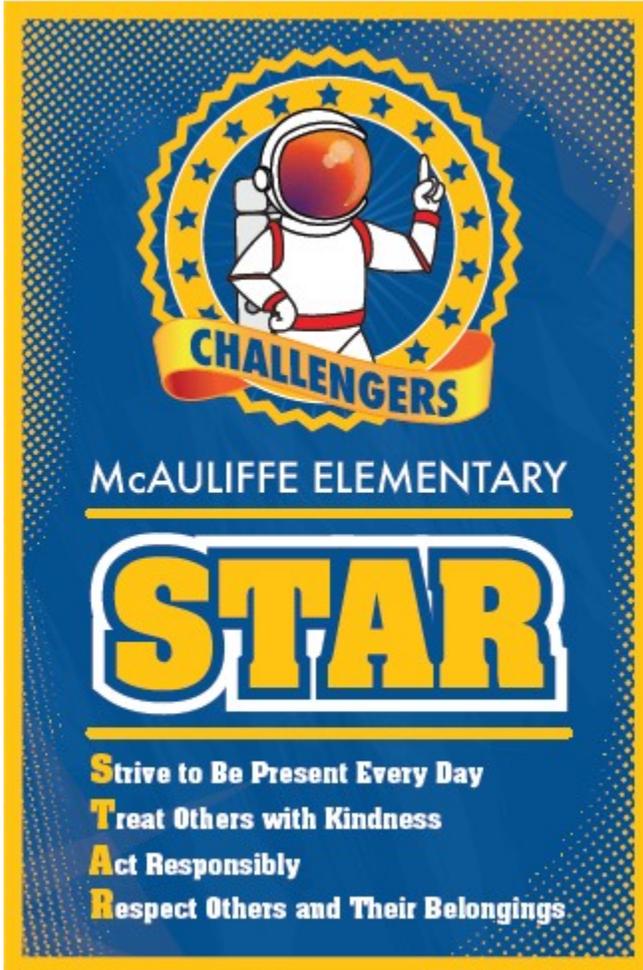
**Opportunity for Improvement:**

Ensure plan is communicated to community partners and students and staff are prepared for a disaster.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Review and communicate School Safety Plan	<ol style="list-style-type: none"> <li>1. Review safety plan.</li> <li>2. Hold Parent-Community meetings (SSC, ELAC, Principal Chat) to inform parents and guardians of the procedures in case of an emergency/disaster</li> <li>3. Classroom teachers to educate students in what to do and expect in case of an emergency/disaster</li> <li>4. Inform all staff of the procedures in case of an emergency/disaster</li> </ol>	Agendas Staff Meetings Email Parent Group Meetings	School Principal, Outreach Resource Specialist, School's Safety Committee	Agendas Minutes Disaster Drills Survey feedback
Conduct emergency drills	<ol style="list-style-type: none"> <li>1. Conduct monthly fire drills</li> <li>2. Conduct quarterly earthquake drills</li> <li>3. Conduct priority 1 or 2 drills 3x a year</li> </ol>	Emergency Drill Schedule Newsletter Comprehensive School Safety Plan (CSSP)	School Principal, School Safety Committee, SOM, Lead Custodian	Calendar Fire and Disaster Drill Report

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

Christa McAuliffe Elementary School Student Conduct Code



**PURPOSE**

The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents, and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety.

We envision our students to exhibit the following characteristics:

- Innovator
- Collaborator
- Problem Solver
- Achiever
- Global Thinker
- Digital Learner
- Focused on the Future

**BELIEFS**

We believe our rules and procedures will:

- Provide a starting point for behavior and conduct expected.
- Provide a framework of expectations, rewards, and consequences.
- Promote overall school safety and security for each student.
- Demonstrate our agreement and commitment to developing self-discipline and responsible youth.
- Provide opportunities for students and parents to participate with school faculty, staff, and administration in ensuring the highest possible instructional climate.
- Promote knowledge and teach behavior that will help each student to be successful in school and beyond.

## PHILOSOPHY

A student's education is dependent upon a team effort involving the student, parents, and school personnel. Each member of the team has specific responsibilities that must be met if the educational experience is to have the greatest positive results. Students, parents, and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct concerning life at school. We want to be an extraordinary place of safety and a positive opportunity for everyone.

### Expectations of Students

#### STAR Expectations:

- Strive to be present every day
- \*Attend school regularly and be on time for each class.
- \*Actively participate in class.
  - Treat others with Kindness
- \*Do not disrupt the learning of others.
  - Act responsibly
- \*Know and follow school rules and regulations.
  - Respect others and their belongings
- \*Be courteous and respectful to school personnel, fellow students, and the public in general.
- \*Respect public and private property.

### Expectations for Parents

- Assure that your child is in school and on time each day.
- Ensure that your child is appropriately prepared for school (e.g., dress, nutrition, and sleep).
- Be responsible for your child's behavior.
- Teach the pupil respect for the law and the rights of others.
- Visit the school periodically, participate in conferences as called and get involved (e.g., PTA, SSC, ELAC).
- Know the district, school, and classroom rules and regulations and be supportive of your school.
- Help your child to learn self-discipline and control.

### Expectation for Teachers

- Provide a safe, positive, and healthy learning experiences and environment appropriate for each student.
- Consistently enforce classroom rules and district rules and policies.
- Communicate on a regular basis with parents concerning their child's progress.
- Be available to parents/guardians for conferences and communication.
- Continually improve professional competencies to improve student outcomes.
- Develop an enthusiasm for learning through experiences that are interesting and relevant to pupils.

### Expectations for Administrators

- Inform students and parents about school district discipline standards.
- Consistently monitor classroom, school, and district rules and policies.
- Counsel with students and parents regarding disciplinary matters.
- Provide professional growth experiences that will assist staff in increasing competencies to improve student outcomes and meet their needs.
- Provide leadership that will establish, encourage, and promotes effective teaching and learning.
- Work closely with parent groups to design a Parent/Guardian/Student/School Compact that outlines the responsibility and expectations for each group.

### Student Conduct, Concerns, and Consequences:

To be successful in school, students must be able to regulate their emotions, thoughts and behaviors. When students are able to self-regulate they are more likely to have higher academic achievement, have better literacy and numeracy skills, and choose prosocial responses. Students with less ability to self-regulate are at greater risk for low academic achievement, emotional and behavioral problems, peer rejection, or suspension from school. We have established clear consequences for behavior that interferes with learning and rewards for positive behavior to help all students succeed. We provide instruction in social emotional learning through the researched-based program Second Step in general education and Circles in Special Day Class to reinforce social skills, to encourage positive behavior in and out of the classroom, and strengthen efforts to create a safe, supportive environment for students and staff. Students know that when they violate a school or classroom standard, we will engage in problem-solving steps (i.e., identify the problem, think of solutions, explore consequences, and pick the best solution) and restorative practices.

Note: Students may be disciplined for acts related to school activities or attendance which occur at any time including:

- While on school grounds;
- While going to or coming from school;
- During the lunch hour whether on or off-campus;
- During, or going to or coming from, a school-sponsored activity.

Other causes of disciplinary action:

- Deliberate littering of school premises, such as the restrooms;
- Inappropriately using cellular telephones or electronic devices or failing to follow school policy outline in Parent/Student packet given out at the beginning of the year;
- Not adhering to the school dress code;
- Making bomb threats or false fire alarms;
- Setting fires or using explosive devices that threaten or cause damage to human life or property on school grounds or at school-sponsored events;

### GENERAL

*Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.*

### CONDUCT CODE PROCEDURES

The school rules and procedures were developed and adopted in accordance with California education code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety. The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas.

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

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual based on his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint

process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

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

The school's Safety Plan is annually reviewed for advisement by Faculty and Parent committees. The plan is approved by the School Site Council.

All community members are encouraged to maintain an ongoing dialogue about standards for personal conduct and school safety. If at any time any of the stakeholders feel that the plan needs to be amended, the following process will be followed:

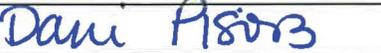
1. PBIS team and Safety Committee will be convened to discuss the issue.
2. Changes will be proposed.
3. Proposed changes will need to be reviewed and approved by the School Site Council.
4. Amendments will be made.

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2023-2024 School Year

**School:** McKinna Elementary School  
**CDS Code:** 56725386055354  
**District:** Oxnard School District  
**Address:** 1600 South N Street  
 Oxnard, CA 93033  
**Date of Adoption:** February 21, 2024  
**Date of Review:** -with Staff  
 November 28, 2023  
 -with Law Enforcement  
 January 2024  
 -with Fire Authority  
 January 2024

**Reviewed by:**

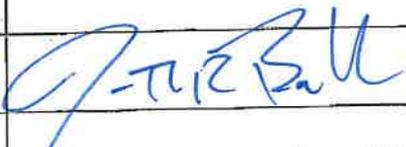
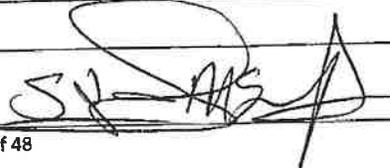
Name	Title	Signature	Date
Erika Ragan	Principal		12-5-23
Meleena Castaneda	After-School Program Site Coordinator		12/5/23
Beatriz Viveros	Teacher/SSC Chairperson		12/6/23
Dani Pisors	Librarian/Classified		12/6/23
Lucero Ortiz	Parent/SSC Member		12/7/23
Police Department Representative	Oxnard Police Department		
Claudia Jimenez	Outreach Specialist		
Maria Aspera	Office Manager		12/6/2023
Roberto Barajas	Lead Custodian		12-6-2023
Fire Department Representative	Fire Department		

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Dani Pisors	Librarian/Classified		
Lucero Ortiz	Parent/SSC Member		
Police Department Representative	Oxnard Police Department		2/2/24
Claudia Jimenez	Outreach Specialist		
Maria Aspera	Office Manager		
Roberto Barajas	Lead Custodian		
<del>STEPHEN MCGOUGH</del> Fire Department Representative	Fire Department FIRE MARSHAL		1/24/24

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## Senate Bill 187: Comprehensive School Safety Plan Purpose

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

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

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB115. 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 (electronic or paper) of the Comprehensive School Safety Plan is provided yearly to the following:

- School staff
- Parents
- After-school program staff
- Oxnard Police Department
- Oxnard Fire Department
- Early Childhood Education staff
- Volunteer Coaches

A copy of the Comprehensive School Safety Plan is available for review online at [www.oxnardsd.org](http://www.oxnardsd.org) or in the McKinna Elementary School's office.

### **COVID-19 PANDEMIC INFORMATION FOR 2023 – 2024 SCHOOL YEAR**

*For the most up-to-date information concerning our COVID-19 protocols, feel free to visit the following websites:*

Oxnard School District @ [www.oxnardsd.org](http://www.oxnardsd.org)

### **Safety Plan Vision**

At McKinna School, we support our district's mission, "Ignite, Transform, Nurture and Inspire," and seek to find avenues within our students' learning journeys that lead them to become life-long learners, who have talents, skills, knowledge, and compassion to enrich our world. Our students are our future, and we commit to work together in partnership to bring about their ultimate well-being. We believe all stakeholders deserve a physically, emotionally, and mentally safe, secure, and positive learning environment through a caring, supportive staff, engaging curriculum, procedures, and training in order to accomplish the goals of high academic achievement and civic responsibilities.

The McKinna staff works to ensure each of our students reaches his or her full potential through high expectations, ongoing collaboration, and targeted, focused instruction. Our school's priority is to provide a safe learning environment where all students are supported academically, emotionally and socially to develop to their fullest potential. We consider families to be our most essential partners in achieving this mission! The staff, parents, and students at McKinna School work together to support and maintain a safe and secure school environment that is conducive to learning and that provides opportunities for each student to develop personal and social responsibility, self-esteem, respect, and consideration for others, and a high level of academic achievement.

The McKinna community works collaboratively to foster responsive, restorative systems within a Multi-Tiered Systems of Support (MTSS) framework to create a healthy learning environment through the implementation of a proactive and positive behavior support system (PBIS) school wide. The PBIS Leadership Team works within the Safe & Civil School model through a continuous improvement process to guide the entire staff through the construction and implementation of a comprehensive approach to behavior support. This approach is proactive, positive, and instructional offering an alternative means of correction to address student behavior that preserves student attendance and builds student responsibility, self-control and civic awareness. The goal of the Safe and Civil School model is to reduce all behavioral and motivational barriers to learning by promoting safety and pro-social behavior, by supporting both academic and social emotional learning, and by enhancing staff consistency in teaching positive behavior expectations school wide. McKinna staff will continue to incorporate a collaborative approach and common language for teaching students self-regulation and peaceful problem solving through strategies and school wide expectations for success, essential approaches for fostering social-emotional development in children. Students and families will continue to receive support through District funded support staff which includes the counselor, Outreach support, special education team and Social Worker. Staff receives training and guidance to ensure trauma informed practices are embedded throughout the school community.

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

### **McKinna Elementary School Safety Committee**

Erika Ragan (Principal), Dani Pisors (Librarian), Alejandra Lopez (Parent SSC Member), Veronica Garcia (Teacher/SSC Chairperson), Claudia Jimenez (Outreach Specialist), Maria Aspera (Office Manager), Robert Barajas (Lead Custodian), Meleena Castaneda (After School Site Coordinator), Police Department Representative and Fire Department Representative.

### **Assessment of School Safety**

The McKinna community works collaboratively to foster responsive, restorative systems within a Multi-Tiered Systems of Support (MTSS) framework to create a healthy learning environment through the implementation of a proactive and positive behavior support system (PBIS) school wide. The PBIS Leadership Team works within the Safe & Civil School model through a continuous improvement process to guide the entire staff through the construction and implementation of a comprehensive approach to behavior support. This approach is proactive, positive, and instructional offering an alternative means of correction to address student behavior that preserves student attendance and builds student responsibility, self-control and civic awareness. The goal of the Safe and Civil School model is to reduce all behavioral and motivational barriers to learning by promoting safety and pro-social behavior, by supporting both academic and social emotional learning, and by enhancing staff consistency in teaching positive behavior expectations school wide.

McKinna works closely with the Oxnard Police Department to create a safe school environment. The Oxnard PD supports with lock down drills and are present for any whole school evacuation off site. In addition, Risk Management provides comprehensive safety information to plan school wide safety drills including fire/evacuation, earthquake preparedness and lock downs.

Risk Management conducts a safety inspection of the campus each year. A report is submitted, and necessary changes are made.

The Safety Team plan and debrief after every drill to ensure our students are safe. The team provides the rest of the staff with meaningful feedback on drills, playground safety, and ways to improve our ingress and egress.

All safety issues are reported by staff to administration as they are noticed to be handled by the lead custodian or through work orders to the district office. The lead custodian and the principal conduct safety inspection and submit a report to the DO of any concerns.

Office referrals and discipline issues are discussed with the school counselor, with the PBIS team, and staff during staff meetings in order to help analyze support and supervision needs. In addition, attendance reports are reviewed by principal, counselor, ORC, attendance tech and social worker.

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

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

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

##### GENERAL

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail

the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

### STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

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

### GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

### OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

Dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

- Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.
- In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.
- During an emergency period or condition created by disaster, occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

Emergency Announcements will be provided on the following radio stations:

AM Radio Stations:

KTNQ-AM 1020 "Univision America" Spanish  
KNX-AM 1070 "KNX 1070 Newsradio"  
KUNX-AM 1400 "La Super X" Spanish  
KKZZ-AM 1520 "La Voz" Spanish  
KVTA- AM 1590 "Ventura's Talk Authority"

FM Radio Stations:

KCRU-FM 89.1 "Public Radio for Southern California"  
KIND-FM 94.1 "Radio Indigena 94.1" Spanish / Mixteco  
KXLM-FM 102.9 "Radio Lazer 102.9 FM" Spanish

#### CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

#### CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

#### CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

#### PUBLIC AGENCY USE OF SCHOOL BUILDINGS FOR EMERGENCY SHELTERS

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

#### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

#### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

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

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

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

#### STUDENT DUE PROCESS

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

#### ALTERNATIVES TO SUSPENSION / OPTIONS

All schools within the Oxnard School District may establish a suspension program, which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

#### REQUIRED PARENTAL ATTENDANCE

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

#### DEFINITIONS

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

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

#### 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, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

#### GROUNDINGS FOR SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco, or tobacco products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm.
- n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
- o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
- r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
  - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
    - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
    - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
    - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the transmission, 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.

(i) A message, text, sound, or image.

(ii) A post on a social network Internet Web site including, but not limited to:

- (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
- (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
- (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

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

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs

s) Aided or abetted the infliction or attempted infliction of physical injury.

E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.

E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

(a)(1)(A) Causing serious physical injury to another person, except in self-defense.

(a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.

(a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).

(a)(1)(D) Robbery or extortion.

(a)(1)(E) Assault or battery upon any school employee.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(c). Upon finding that the student committed any of these acts, the Board shall expel the student.

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee with the principal or designee's concurrence. (Education Code 48915 (c) (5))

2. Brandishing a knife as defined in Education Code 48915(g) at another person.

3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053 – 11058.

4. Committing or attempting to commit a sexual assault.

5. Possession of an explosive.

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

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

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts, which may involve the possession or sale of narcotics or of a controlled substance, or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

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

#### **PRINCIPAL’S DISCRETION IN RECOMMENDING EXPULSION**

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has “latitude of choice within certain legal bounds.” When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

#### **BULLYING**

##### **CALIFORNIA STATE LAW REGARDING BULLYING**

Right to Safe Schools. All students and staff of public primary, elementary, junior high, senior high schools, and community colleges, colleges, and universities have the inalienable right to attend campuses which are safe, secure and peaceful.

##### **AB 9 – Seth’s Law**

Requires schools to establish policies to prevent bullying and to address and be responsive to complaints about bullying.

- Requires school districts to include in its non-discrimination policy a detailed list where discrimination, harassment, intimidation, and bullying are prohibited under existing law—actual or perceived sexual orientation, gender, gender identity expression, race or ethnicity, nationality, religion, disability, or association with a person or group with one or more of these actual or perceived characteristics.
- Requires each school districts non-discrimination policy to describe the district’s procedure for addressing discrimination and harassment complaints; and be publicized in places for student and parental access.
- School districts are to strengthen professional development curricula for teachers, school counselors, and administrators with instruction on identifying and stopping discrimination and harassment and creating a school-wide culture of inclusion and respect for differences.

##### **AB 746 - Cyber bullying.**

Existing law, the Interagency School Safety Demonstration Act of 1985, defines bullying as one or more acts of sexual harassment, hate violence, or intentional harassment, threats, or intimidation, directed against school district personnel or pupils, committed by a pupil or group of pupils. Under existing law, bullying, including bullying committed by means of an electronic act, as defined, is a ground on which suspension or expulsion may be based. This bill would specify that an electronic act for purposes of the act includes a post on a social network Internet Web site.

##### **AB 1156 – Bullying In Schools**

Redefines California anti-bullying law by expanding the definition of bullying and linking it to academic achievement. It will also strengthen policies and procedures to reduce bullying in schools and keep students safe.

- Requires training of school site personnel in the prevention of bullying
- Links bullying to academic achievement
- Gives victims of bullying priority for school transfer, if requested
- Encourages school districts and county offices of education to include policies and procedures on the prevention of bullying in the school safety plan

##### **OXNARD SCHOOL DISTRICT BOARD POLICY 5131.2**

##### **Bullying**

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

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

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

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

#### Bullying Prevention

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

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

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

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

#### Intervention

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

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

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

#### Complaints Procedures

The Board hereby designates the following position to handle complaints regarding bullying and inquiries regarding the district's bullying policies:

Assistant Superintendent, Human Resources and Support Services

1051 South A Street

Oxnard, CA 93030

(805) 385-1501 ext. 2050

Any student who feels that he/she has been subjected to bullying should immediately contact the Coordinator, the principal, or any other staff member. Any student or school employee who observes an incident of bullying should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Upon receiving a complaint of bullying, the Coordinator shall immediately investigate the complaint in accordance with site-level complaint procedures specified in AR 1312.3- Uniform Complaint Procedures.

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

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

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

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

#### Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations. Alternative means of correction will be considered where appropriate, as required by Education Code section 48900.5

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

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

- (a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 or Section 48915 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])**

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational

environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

**School Suspension & Expulsion/Due Process:** Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

**Failure to Report:** Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

**School Reporting Procedure:** Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

**District Complaint Procedure:** If a situation involving sexual harassment is not promptly investigated and remedied by the principal or designee, a complaint of harassment may be filed in accordance with the district's uniform complaint procedures or procedures for complaints concerning district employees. The Superintendent or Assistant Superintendent, Human Resources, shall determine which procedure is appropriate.

**Prohibition Against Retaliatory Behavior:** The Oxnard School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

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

The purpose of the dress code policy is to ensure a safe and secure environment in which students can benefit from a quality education.

California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering.

Students may not wear clothing or hairstyles that will be disruptive to the educational process.

All students at McKinna will be held to the McKinna dress code policy. Students who violate the dress code policy will be requested to fix inappropriate clothing by changing into appropriate clothing. Students can call parents or guardians to bring appropriate clothing to school and change, to adhere to the school's dress code policy.

The school dress codes are regularly reviewed by the School Site Council and/or the School Safety Committee following the board education policies.

1. Shoes must be worn at all times. Open-toe sandals, slippers are inappropriate for safety reasons. Shoes must be appropriate for P.E. Loaner shoes are not available.
2. Halter tops, spaghetti straps, tube tops, see through outfits, off the shoulder blouses, and bare midriffs are prohibited. Undergarments may not be visible.
3. Clothing, personal items, or jewelry which display or promote alcohol, drugs, tobacco or other inappropriate language or pictures are not permitted.
4. Short shorts are prohibited. Pants and shorts may not have holes above mid-thigh.
5. Hats and hoodies may not be worn inside the classroom.
6. Clothing that is disruptive to the educational environment is prohibited.

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

The Safety Committee continuously assesses the needs of the school in regard to safe ingress and egress of students and staff. Working collaboratively with all stakeholders, parent concerns and ideas are considered when making any changes to improve student/campus safety.

Parents/Guardians are asked to provide emergency contact information for their children at the beginning of the year and are asked to make updates as soon as possible when contact information changes. Parents and guardians are responsible to provide the school with legal/custodial paperwork regarding a student. The legal documents are attached to the student's emergency card and will be followed accordingly.

#### **School Hours**

- The regular student day is from 8:10 a.m. to 2:30 p.m. for students from grades 1-5. The regular school day for TK and Kindergarten students is from 8:10 am to 2:25 p.m. (with the exception of attending before or after school intervention classes, the After School Program, or early release days).
- Upon arriving at school, students are to immediately come onto campus through the front school gates (or the gate on J St.).
- Students are not allowed to loiter outside campus gates.
- Students not participating in after school activities are to leave campus immediately by walking or riding the bus.
- Parents dropping off students at school should be aware that there is no supervision available before 7:40 am. School office hours are 7:30 a.m. to 4:00 p.m.
- Students enter through front gates off of South N Street and J Street upon arrival, and the same gates during dismissal times.

#### **Closed Campus**

- McKinna is a closed campus. All gates which provide access to the classrooms and other rooms, except the main office, remain locked during regular school hours.
- Staff continuously monitors the safety of all students upon arrival and dismissal from school, including at the bus stops, and throughout the school day, following established routines and procedures.
- All visitors to the campus must check in at the office, sign in and obtain a visitor's pass/badge.

#### **Leaving Early**

- Students may leave campus, prior to dismissal; if parents, guardians, or persons designated by parents/guardians (and are on the emergency card) pick up students from school.
- Persons picking up students during the day must present a valid ID, be 18 years of age, noted on the emergency contact information, and sign the student(s) out in the office.

#### **Tardy/Late Policy**

School begins at 8:10 am.

- If the student arrives after the tardy bell, the student must check into the office prior to going into the classroom. The student will receive an excused/unexcused tardy slip, then will be directed to go to the classroom.
- A truant tardy will be marked when the student arrives 30 minutes or more after the school's start time, without a valid excuse.

#### **Excused Absences**

- When a student is absent, the parent or guardian needs to notify the school through a written note or phone call to the

office within 72 hours of the absence.

Excused absences include: illness, medical/dental appointments, court appearances (for students), religious observations, or death of an immediate family member.

#### Truancies

The following are considered truancies:

1. Being absent from school without the knowledge and consent of the parent/guardian/school.
2. Leaving the school grounds during the day without permission.
3. Staying out of class without permission

If a student is habitually late or absent from school, various measures may be taken including referral to SARB (School Attendance Review Board). Truancy is a violation of the California Education Code and includes consequences ranging from requiring parents to attend parenting classes to fines levied to parents. In some cases of truancy, students may face disciplinary action that may include after school detention depending on circumstances.

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

#### **Component:**

Positive School Climate

#### **Element:**

School-Wide Positive Behavior Support

#### **Opportunity for Improvement:**

Site-based response see examples below.

Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>To encourage "Positive School Climate," All students will have access to positive behavior support systems through Safe &amp; Civil Schools. PBIS guidelines, rules &amp; expectations will be taught and modeled. Restorative approaches such as CHAMPS will be utilized to help teach self-regulation and self-control. Positive behavior will be reinforced by Catch of the Day cards, and certificates given at awards ceremonies.</p>	<p>Principal, Classroom Teachers, Counselor present to classes and at assemblies - opening climate assemblies, anti-bullying assemblies, assemblies to reinforce and teach school wide expectations for success.</p>	<p>Staff, Certificates</p>	<p>PBIS Team Members &amp; Outreach Specialist and Counselor</p>	<p>Principal will use the number of referrals to evaluate if our objective is being met. Our goal is to decrease the number of behavior referrals from one year to the next.</p> <p>Panorama survey results will be used to evaluate how safe and connected students feel to school.</p>
<p>Teachers will identify exemplary students.</p>	<p>Awards assemblies 3-times yearly to recognize exemplary students.</p>	<p>Certificates and peace signs purchased from Oriental Trading.</p>	<p>PBIS Team, Principal, Counselor</p>	<p>Principal will use the number of referrals to evaluate if our objective is being met. Our goal is to motivate student to make good decisions and decrease the number of behavior referrals from one year to the next.</p> <p>Panorama data used to see how connected to school students are feeling.</p>
<p>All students and staff will participate in PBIS Safe &amp; Civil Schools protocols. New teachers trained.</p>	<p>VCOE trains teachers on PBIS and OSD has contracted with Safe and Civil Schools for training.</p>	<p>Handouts from workshop. Posters created by the staff and posted in hallways, on the playground and in the cafeteria.</p>	<p>PBIS Team, Principal, Counselor</p>	<p>Student will have tools and strategies to have self-control and make good decisions throughout the day. This will result in less behavior referrals throughout the school year.</p>

Objectives	Action Steps	Resources	Lead Person	Evaluation
Restorative discipline model implemented which includes reflective questions and conflict mediation strategies practiced with students.	Principal and Counselor lead and model for students. Reflection documents made available for teachers.	Reflection forms	PBIS Team, Principal and Counselor	<p>Panorama survey data will be used to see how safe and connected students feel.</p> <p>Behavior referrals will be used to evaluate if our restorative efforts are allowing students to solve conflicts in a positive way.</p> <p>Counselor will provide information based on number of students serviced who benefit or use restorative strategies.</p>
Develop and implement a comprehensive schoolwide positive behavior support system founded in the behavior positive support model of CHAMPS: Conversation, Help, Activity, Movement, Participation & Success for the common areas of the campus.	<ol style="list-style-type: none"> <li>1. Hold regular meetings with McKinna's Safety Committee</li> <li>2. Conduct school-wide training</li> <li>3. Identify a way to disseminate school-wide behavior expectations</li> <li>4. Reduce the number of referrals due to negative behavior</li> <li>5. Provide staff with resources that emphasize components of the CHAMPS program.</li> <li>6. Hold student assemblies to discuss behavior expectations.</li> </ol>	Champs School Wide Training for staff and students	PBIS Team, including Principal, Counselor, ORC	Office referrals Staff Feedback Parent Feedback

Objectives	Action Steps	Resources	Lead Person	Evaluation
Teachers, support staff, administration, parents and students will work together and build a sense of community.	<ol style="list-style-type: none"> <li>1. Staff shall practice a code of ethics that embraces Cultural Proficiency.</li> <li>2. Staff will work with parents and students in a way that affirms universal human values such as respect, honesty and fairness.</li> </ol>	PBIS resources, Counselor, PBIS Team	Counselor, Support Staff, PBIS team	Observation PBIS survey
Develop an MTSS model including SST process to meet the needs of students with social - emotional challenges.	<ol style="list-style-type: none"> <li>1. Use a tiered system with wrap around services to identify students who are in need of intervention to include possible counseling services and services beyond school counseling.</li> <li>2. Outreach Consultant can contract community resources for off-site support for students and their families and/or provide PPP classes to the parents and guardians of the student.</li> </ol>	VCBH Social Worker Counselor ORC PBIS team Student Support Team	Counselor, ORC, Social Worker, PBIS Team, Student Support	Pre and Post measures Teacher reports & observations Office referrals Student interviews
Teachers, Campus Supervisors and support staff trained in the PBIS-CHAMPS model.	<ol style="list-style-type: none"> <li>1. Meetings &amp; trainings with teachers, staff, Campus Supervisors to discuss support strategies and student concerns</li> </ol>	CHAMPS, PBIS	Principal, ORC, Counselor	Agendas Office Referrals

Objectives	Action Steps	Resources	Lead Person	Evaluation
Counselor and ORC plan school wide activities to engage and promote positive student behavior throughout the school day.	<ol style="list-style-type: none"> <li>1. Field Day for students who have positive behavior in the class and school</li> <li>2. Biweekly Drawing of Catch of the Day</li> <li>3. Spirit Weeks</li> <li>4. Anti Bullying assemblies</li> </ol>	Counselor, ORC, Social worker, campus supervisors and Field Day equipment, Catch of the Day tickets	ORC and Counselor	Office Referrals, teacher observations and feedback on student behavior

**Component:**

School's Safe Physical Environment

**Element:**

Safe School Environment

**Opportunity for Improvement:**

Site-based response (See examples below)

<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
Staff will be familiar with new terminology included in Lockdown Procedures distributed by OPD.	Email and provide hard copy of new terminology and lockdown procedures to staff.	Oxnard Police (School Resource Officer) Department Handout	Safety Team, Principal	Staff will know what to do during a lockdown.
After School Program will participate in lockdown drills to ensure safety of students throughout the regular and extended school day.	Inform ASP staff of McKinna lockdown drill procedures. Meet with ASP staff to schedule a drill. Follow up with ASP staff to see how drill went.	Oxnard Police (SRO) Department Handout	Safety Team, Principal	Oxnard Police (SRO) Department will give feedback to staff after drills have been completed.
Keep children safe while crossing streets. Teachers talk to students about crosswalk safety.	Crossing Guard on J street crosswalk, Teachers reinforce safety with discussions in the classroom	Oxnard Police Department and the City of Oxnard.	Safety Team, Principal	OPD, Crossing Guard will provide feedback on our ingress and egress.
Staff representatives attend at least one of 3 Disaster trainings: Medical, Reunification, or Search & Rescue.	Attend Safety trainings and share with remainder of staff	SERT: School Emergency Response Team	Safety Team, Principal	Safety team organize & evaluate school wide practice drills
Principal and team will learn how to de-escalate situations where students become agitated and if necessary, practice safe restraint methods	Attend NCPI training.	SELPA NCPI Trainings	Campus Supervisors, Safety Team, Principal	Staff will be able to address situations where students become highly agitated using best practices.
Keep students physically, emotionally and mentally safe at school.	Staff will be informed about their responsibility to report suspected child abuse and neglect. OPD and Social worker will provide support.	Oxnard Police Department, Counselor, ORC and Social Worker.	Principal	Principal will review monthly reports of referrals from the ORC, counselor and social worker and parent concerns.
OPD (SRO) is available on call for support, including conducting traffic safety assessment, Active Shooter training & Lock Down drill evaluation.	Active Shooter training yearly; Conduct Lock down drills with OPD support; Traffic assessment support	OPD (SRO), Risk Management, Teachers	Principal, Risk Management, OPD (SRO)	Teachers and staff will provide feedback on ingress, egress and drills.
Monitor students to ensure they feel safe at McKinna.	ORC, Counselor, Social Worker and Principal will meet weekly to discuss supports to provide students	ORC, Counselor, Social Worker and Principal	ORC, Counselor, Social Worker and Principal	Team will review referral and provide resources and/or support to address student needs.

Objectives	Action Steps	Resources	Lead Person	Evaluation
The PBIS team will meet monthly to discuss areas that need to improve the safety around our school	PBIS monthly meetings	PBIS team including Counselor, Teachers, Librarian and Admin	PBIS Team	Team will provide observations and analyze referrals to evaluate the school safety. Agendas and Data collection will be used to improve areas of challenge.
Ensure Health Protocols are followed for all students.	Teachers, Counselor, ORC, Office staff, campus supervisors, ASP staff will have a health training with District Nurse on seizures, allergies and more.	District Nurse	District Nurse	District nurse will train staff to ensure all students are safe. Health referrals on specific areas trained will be looked at to monitor safety.

**Component:**

Disaster Preparedness

**Element:**

School Safety

**Opportunity for Improvement:**

Site-based Response

<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
Ensure that the campus is safe from unwanted intruders.	Closed campus and sign in procedures, monitor entrance gates.	Campus Supervisors, Admin, Custodians	Principal/Office Manager	Gates will remain locked.
All students and staff members will be familiar with safety procedures.	<p>1. Monthly fire drill and bimonthly earthquake and lockdown drills will be scheduled for all students and staff to participate.</p> <p>2. Office team including ORC and Counselor will meet to discuss safety procedures including student release during a lockdown drill</p> <p>3. The Safety Committee will meet monthly to review safety procedures including student release during a lock down drills, and discussing procedures for all drills.</p>	<p>Great American Shakeout Earthquake simulation.</p> <p>Safety Committee</p>	Principal and Office Manager	Students and staff will demonstrate safe behavior during drills. Teachers and staff will be asked to provide feedback.
Teachers will be familiar with techniques for search and rescue, emergency first aid, fire containment and lockdown procedures	Safety Team sharing best practices from SERT trainings.	Oxnard Fire Department and Oxnard Police Department.	Members of the Oxnard Police Department and Principal.	Teacher debriefing and response.
Staff members will attend disaster training for medical, reunification and search and rescue. School emergency response team training series. (SERT)	All members of the safety team and additional staff members attended at least one of the three trainings. Lead safety team members attended all 3 trainings.	School Emergency Response Team Training coordinated through Risk Management	Principal and Safety Team	Utilized training to set up teams and structure site practice drills which include reunification procedures.
Staff members will attend active assailant training.	All staff members	Risk Management	Risk Management and Principal	Utilized training to prepare for an intruder on campus.

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

McKinna Elementary School Student Conduct Code



Staff, parents, and students at McKinna Elementary School work together to support and maintain a safe and secure school environment that is conducive to learning and that provides opportunities for each student to develop personal and social responsibility, self-esteem, respect, and consideration for others, while attaining high academic achievement. The staff works collaboratively to ensure that all students receive a quality instructional program. A progressive discipline model provides the opportunity to teach appropriate behavior through the use of intervention and a corrective action. Each situation or violation involving student conduct should be individualized and the least punitive action based on the violation should be taken. Corrective action taken by the administrator shall take place per Ed Code guidelines after progressive discipline interventions by the school fail to bring about proper conduct. These corrective measures are intended to assist in teaching appropriateness and responsibility, while maintaining consistent student discipline on campus. McKinna utilizes a restorative model based a Positive Behavior Intervention System through Safe and Civil Schools.

Additionally, McKinna is building a healthy school culture and climate through the restorative practices model. Restorative Practices effectively foster supportive and safe school climates by preventing, addressing, and changing behaviors that hurt individuals, families, schools, and communities. Because they provide structures and skills needed to create and maintain positive relationships, Restorative Practices help strengthen the communication between adults on campus. They are also the preferred approach to address student behavior issues because they reflect the importance of relationships among students and between teachers and students. These approaches provide students with opportunities to develop self-discipline and positive behaviors in a caring, supportive environment. A restorative approach sees conflict or misbehavior as an opportunity for students to learn about the consequences of their actions, to develop empathy with others, and to experience making amends in such a way that strengthens community bonds that have been damaged.

When a student causes harm, reflective dialog is facilitated by support staff that includes conversation to evoke reflection on how the behavior has affected others. In addition, restorative dialogues help to resolve conflict or appreciate others.

McKinna also utilizes Restorative Discipline and Other Means of Correction- More formal actions to maintain high behavioral expectations for which all students are held accountable and may be used in lieu of, or in addition to, traditional means of discipline such as suspension that may include: Restorative conferences, Behavior support plans, Peer mediation, Community services, Referrals to counseling, mentoring, or after-school programs.

We want our students to develop self-regulation, growth mindset, a sense of values and to become: Caring, honest, responsible, polite, respectful, knowledgeable of right and wrong, fair, positive in outlook, compassionate and self-disciplined

#### BELIEFS

We believe our rules and procedures will:

- Provide a starting point for behavior and conduct expected.
- Provide a framework of expectations, rewards, and consequences, so we can be consistent and fair in disciplining students.
- Promote overall school safety and security for each student.
- Demonstrate our agreement and commitment to developing self-discipline and responsible youth.
- Provide opportunities for students and parents to participate with school faculty, staff and administration in ensuring the

highest possible instructional climate.

- Promote knowledge and teach behavior which will help each student become self-respecting, successful and contributing

adults.

## PHILOSOPHY

A student's education is dependent upon a team effort involving the student, parents, and school personnel. Each member of the team has specific responsibilities which must be met if the educational experience is to have the greatest positive results. Students, parents, and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct concerning life at school. We want to be an extraordinary place of safety and positive opportunity for everyone.

### Expectations of Students

Attend school regularly and be on time for each class.  
Know and follow school rules and regulations.  
Be courteous and respectful to school personnel, fellow students and the public in general.  
Respect the learning of others.  
Respect public and private property.

### Expectations for Parents

Assure that your child is in school and on time each day.  
Ensure that your child is appropriately prepared for school (dress, nutrition, and sleep).  
Be responsible for your child's behavior.  
Teach the pupil respect for the law and the rights of others.  
Visit the school periodically and participate in conferences as called.  
Know the district, school and classroom rules and regulations and be supportive of your school.  
Help your child to learn self-discipline and control.

### Expectation for Teachers

Provide positive learning experiences appropriate for each student.  
Consistently enforce classroom rules, district rules, and policies.  
Communicate on a regular basis with parents concerning their child's progress.  
Be available to parents for conferences and communication.  
Continually improve professional competencies in matters of student control and discipline.  
Develop enthusiasm for learning through experiences that are interesting and relevant to pupils.

### Expectations for Administrators

Inform students and parents about school district discipline standards.  
Consistently monitor classroom, school and district rules and policies.  
Counsel with students and parents regarding disciplinary matters.  
Provide professional growth experiences which will assist staff in increasing competencies for student control and discipline.  
Provide leadership that will establish, encourage and promote teaching and effective learning.  
Work closely with parent groups to design a Parent/Student/School Compact that outlines the responsibility and expectations for each group.

### Basic School Guidelines and Rules

Attend school regularly.  
Be on time.  
Be prepared for class.  
Treat others with respect, care and consideration.  
Promptly obey school authorities without argument.  
Conserve and protect the school and private property.  
Engage in activities without "body contact."  
Follow all school, playground, and rules.  
Use appropriate language.  
Follow district dress/uniform standards.  
Use class time wisely.  
Work quietly without disturbing others.  
Respect the rights of others.  
Complete all assignments on time.  
Follow other rules which may be adopted in individual classrooms.

Students may be disciplined for acts related to school activities or attendance which occur at any time including:

While on school grounds;

While going to or coming from school;

During the lunch hour whether on or off campus;

During, or going to or coming from, a school-sponsored activity.

#### GENERAL

*Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.*

#### CONDUCT CODE PROCEDURES

The school rules and procedures were developed and adopted in accordance with California education code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety. The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas.

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

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual based on his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

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

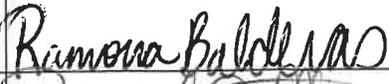
A Safety Committee is created every school year. The purpose of the committee is to review the Safety Plan on a continual basis and make any necessary changes in order to ensure the safety of students and staff. The committee meets monthly to review and make necessary recommendations and changes. All changes are brought to the attention of the staff and stakeholders at meetings. The completed plan will be distributed to team members by email and printed copies for review. Parents and teachers have been invited to participate in the review and revision of the plan. The plan will be translated into Spanish to make it accessible to the majority of parents. A copy of the school plan will be available in the school office for review. The plan is reviewed in January by the SSC and submitted to the School Board for review and approval in February.

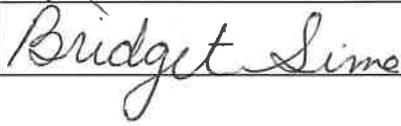
# Comprehensive School Safety Plan SB 187 Compliance Document

## 2023-2024 School Year

**School:** Ramona Elementary School  
**CDS Code:** 56725386055362  
**District:** Oxnard School District  
**Address:** 804 Cooper Road  
 Oxnard, CA 93030  
**Date of Adoption:** February 15, 2023  
**Date of Review:** -with Staff  
 September 6, 2023  
 -with Law Enforcement  
 January 2023  
 -with Fire Authority  
 January 2023

**Reviewed by:**

Name	Title	Signature	Date
Cristina Huizar	Principal		11-15-23
Fire Department Representative			
Raymundo Lupian	School Site Council Chair		11-16-23
Claudia Martinez	Site Safety Committee Representative		11/15/23
Ramona Balderas	Site Safety Committee Representative		11-16-23
Rosa Castillo	ELAC Committee President		11/28/23
Yesenia Cedillo	ORC		11/16/23
Maricela Chavez	School Safety Committee Representative		11/15/23

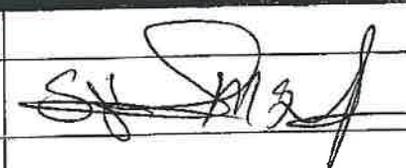
Name	Title	Signature	Date
Police Department Representative	Emergency Service Director for Oxnard		
Damaso Garcia Casaus	After-School Program Site Coordinator		11/15/23
Jose Llamas	School Safety Committee Representative		11/16/23
Elizabeth Xahuentla	Site Safety Committee Representative		11-16-23
Bridget Sims	Site Safety Committee Representative		11/16/23

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2023-2024 School Year

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**CDS Code:** 56725386055362  
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**Address:** 804 Cooper Road  
 Oxnard, CA 93030  
**Date of Adoption:** February 21, 2024  
**Date of Review:** -with Staff  
 September 6, 2023  
 -with Law Enforcement  
 January 2024  
 -with Fire Authority  
 January 2024

**Reviewed by:**

Name	Title	Signature	Date
Cristina Huizar	Principal		
<del>STEPHEN MENAUGHAN</del> Fire Department Representative	OXNARD FIRE MARSHAL		1/24/24
Raymundo Lupian	School Site Council Chair		
Claudia Martinez	Site Safety Committee Representative		
Ramona Balderas	Site Safety Committee Representative		
Rosa Castillo	ELAC Committee President		
Yesenia Cedillo	ORC		
Maricela Chavez	School Safety Committee Representative		

J. Ballou

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J. Ballou 2/2/24

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## Senate Bill 187: Comprehensive School Safety Plan Purpose

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

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

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB115. 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 (electronic or paper) of the Comprehensive School Safety Plan is provided yearly to the following:

- School staff
- Parents
- After-school program staff
- Oxnard Police Department
- Oxnard Fire Department
- Early Childhood Education staff
- Volunteer Coaches

A copy of the Comprehensive School Safety Plan is available for review online at [www.oxnardsd.org](http://www.oxnardsd.org) or in the Ramona Elementary School's office.

### **COVID-19 PANDEMIC INFORMATION FOR 2023 – 2024 SCHOOL YEAR**

*For the most up-to-date information concerning our COVID-19 protocols, feel free to visit the following websites:*

Oxnard School District @ [www.oxnardsd.org](http://www.oxnardsd.org)

### **Safety Plan Vision**

Ramona's vision is to prepare students with the social, emotional and academic skills necessary to learn and compete at high levels in a safe learning environment. Ramona's mission is to provide effective first instruction, promote a safe learning environment where students feel free to experiment and produce critical thinkers.

The social-emotional development, health, and well-being needs of students will be met in a learning environment that is safe, drug-free, and conducive to learning.

Ramona School is committed to the following:

- Guide students to become globally responsible citizens using technology and collaboration to develop critical, independent thinkers and leaders.
- Provide a supportive environment that addresses all students' needs, including nutrition, physical, social-emotional, safety, intellectual growth, and development.
- Educate confidently with a positive attitude and enthusiasm with respect for students, parents, and each other.
- Provide opportunities for family and community to participate in school committees and events.
- Create an environmentally responsible campus.

Attend professional development that enhances our understanding of research-based practices

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

### Ramona Elementary School Safety Committee

Oxnard Police Department Representative, Rosa Castillo (ELAC President-) Yesenia Cedillo (ORC), Claudia Martinez (Counselor), Jose Llamas (Teacher), Ramona Balderas (Teacher), Cristina Huizar (Principal), Maricela Chavez (Office Manager), Police Department Representative, After-School Coordinator Damaso Garcia-Casasus, Randy Diaz (Lead Custodian)

### Assessment of School Safety

As a measure of assessment, staff, Classified and Certificated, Parents, and Community members provide input and feedback on campus safety. These are our findings:

Students and staff have the right to a safe and secure campus free from physical and psychological harm. School administration and staff are committed to maximizing school safety, creating a positive learning environment that teaches violence prevention strategies, and emphasizing high expectations for student conduct, responsible behavior, and respect for others.

The Risk Management Department from the District conducts a Safety Inspection of each campus each year. A report is submitted, and necessary changes are made by school or district personnel. The Lead Custodian and the Principal conduct monthly safety inspection and submit information to the District Office. The Principal plans and executes monthly lock-down, fire, and earthquake drills to prepare staff and students. Any safety issues are reported by staff to the administration as they are noticed and handled by the Lead Custodian or through work orders to the district office.

The school safety assessment was a review of the following:

- Office Referrals
- Attendance Rates/School Attendance Review
- Suspension/Expulsion Data
- Panorama Survey
- Local Law Enforcement Juvenile Crime Data
- Property Damage Data

After reviewing the current policies in place at Ramona School, the following areas need to be addressed:

**Behavioral expectations:** Overall, behavior has been minimal in all areas for the 2023-2024 school year. However, there was a surge of behaviors in the playground which was addressed by counselor observations and interventions with Principal and campus supervisors. This year, we have also addressed behavior by ensuring students know the expectations in all areas by having clear signs with the rules posted and school assembly. A PBIS committee was also created to ensure school safety and address behaviors.

**Attendance:** We continue to work with students and families through parent meetings, home visitations, and supporting students' social-emotional well-being. Attendance concerns are addressed during our weekly meetings and through attendance letters or formal meetings. We continue to monitor attendance and refer to SARB students as needed.

**Suspension/Expulsion:** Most behaviors have been addressed by other means of correction, and administration, counselor, parent, teacher involvement. Concerns from the prior year included areas such as the cafeteria, bathrooms, and hallways. These are still areas where students congregate and therefore continue to be monitored.

**Panorama Survey:** Teacher-student relations and student self-management will be our focus for the year, given that we are addressing an increased in behaviors related to students needing self-management coping skills specifically in 3rd grade.

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

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

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

#### GENERAL

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

#### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.

- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

#### STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

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

#### GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

#### OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.

- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

Dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

- Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.
- In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.
- During an emergency period or condition created by disaster, occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

Emergency Announcements will be provided on the following radio stations:

AM Radio Stations:

KTNQ-AM 1020 "Univision America" Spanish  
 KNX-AM 1070 "KNX 1070 Newsradio"  
 KUNX-AM 1400 "La Super X" Spanish  
 KKZZ-AM 1520 "La Voz" Spanish  
 KVTA- AM 1590 "Ventura's Talk Authority"

FM Radio Stations:

KCRU-FM 89.1 "Public Radio for Southern California"  
 KIND-FM 94.1 "Radio Indigena 94.1" Spanish / Mixteco  
 KXLM-FM 102.9 "Radio Lazer 102.9 FM" Spanish

CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

#### CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

#### PUBLIC AGENCY USE OF SCHOOL BUILDINGS FOR EMERGENCY SHELTERS

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

#### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

#### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

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

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

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

#### STUDENT DUE PROCESS

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

#### ALTERNATIVES TO SUSPENSION / OPTIONS

All schools within the Oxnard School District may establish a suspension program, which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

#### REQUIRED PARENTAL ATTENDANCE

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

#### DEFINITIONS

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

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

#### 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, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

#### GROUND FOR SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco, or tobacco products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm.
- n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
- o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
- r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the transmission, 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.

(i) A message, text, sound, or image.

(ii) A post on a social network Internet Web site including, but not limited to:

- (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
- (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
- (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

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

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs

s) Aided or abetted the infliction or attempted infliction of physical injury.

E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.

E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

(a)(1)(A) Causing serious physical injury to another person, except in self-defense.

(a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.

(a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).

(a)(1)(D) Robbery or extortion.

(a)(1)(E) Assault or battery upon any school employee.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(c). Upon finding that the student committed any of these acts, the Board shall expel the student.

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee with the principal or designee's concurrence. (Education Code 48915 (c) (5))

2. Brandishing a knife as defined in Education Code 48915(g) at another person.

3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053 – 11058.

4. Committing or attempting to commit a sexual assault.
5. Possession of an explosive.

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

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

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts, which may involve the possession or sale of narcotics or of a controlled substance, or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

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

#### PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

#### **BULLYING**

##### **CALIFORNIA STATE LAW REGARDING BULLYING**

Right to Safe Schools. All students and staff of public primary, elementary, junior high, senior high schools, and community colleges, colleges, and universities have the inalienable right to attend campuses which are safe, secure and peaceful.

##### **AB 9 – Seth's Law**

Requires schools to establish policies to prevent bullying and to address and be responsive to complaints about bullying.

- Requires school districts to include in its non-discrimination policy a detailed list where discrimination, harassment, intimidation, and bullying are prohibited under existing law—actual or perceived sexual orientation, gender, gender identity expression, race or ethnicity, nationality, religion, disability, or association with a person or group with one or more of these actual or perceived characteristics.
- Requires each school districts non-discrimination policy to describe the district's procedure for addressing discrimination and harassment complaints; and be publicized in places for student and parental access.
- School districts are to strengthen professional development curricula for teachers, school counselors, and administrators with instruction on identifying and stopping discrimination and harassment and creating a school-wide culture of inclusion and respect for differences.

##### **AB 746 - Cyber bullying.**

Existing law, the Interagency School Safety Demonstration Act of 1985, defines bullying as one or more acts of sexual harassment, hate violence, or intentional harassment, threats, or intimidation, directed against school district personnel or pupils, committed by a pupil or group of pupils. Under existing law, bullying, including bullying committed by means of an electronic act, as defined, is a ground on which suspension or expulsion may be based. This bill would specify that an electronic act for purposes of the act includes a post on a social network Internet Web site.

##### **AB 1156 – Bullying In Schools**

Redefines California anti-bullying law by expanding the definition of bullying and linking it to academic achievement. It will also strengthen policies and procedures to reduce bullying in schools and keep students safe.

- Requires training of school site personnel in the prevention of bullying
- Links bullying to academic achievement
- Gives victims of bullying priority for school transfer, if requested

- Encourages school districts and county offices of education to include policies and procedures on the prevention of bullying in the school safety plan

## OXNARD SCHOOL DISTRICT BOARD POLICY 5131.2

### Bullying

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

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

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

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

### Bullying Prevention

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

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

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

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

### Intervention

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

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

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

### Complaints Procedures

The Board hereby designates the following position to handle complaints regarding bullying and inquiries regarding the district's bullying policies:

Assistant Superintendent, Human Resources and Support Services  
1051 South A Street  
Oxnard, CA 93030  
(805) 385-1501 ext. 2050

Any student who feels that he/she has been subjected to bullying should immediately contact the Coordinator, the principal, or any other staff member. Any student or school employee who observes an incident of bullying should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Upon receiving a complaint of bullying, the Coordinator shall immediately investigate the complaint in accordance with site-level complaint procedures specified in AR 1312.3- Uniform Complaint Procedures.

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

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

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

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

#### Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations. Alternative means of correction will be considered where appropriate, as required by Education Code section 48900.5

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

At the beginning of the year, teachers are provided with time to review student records, and when students enroll late they are also provided with the opportunity to review the cumulative folder.

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

- (a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 or Section 48915 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])**

Sexual harassment of any student by any employee, student, or another person at school or any school-related activity is prohibited. The principal and school staff will ensure that students receive age-appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment, because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed to immediately contact the principal or a trusted staff member if they feel harassed. School Suspension & Expulsion/Due Process: Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District. Failure to Report: Any employee who engages in, permits, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse. School Reporting Procedure: Staff must immediately report complaints of sexual harassment to the principal or the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any incidents they may observe, even if the harassed student has not complained. District Complaint Procedure: If a situation involving sexual harassment is not promptly investigated and remedied by the principal or designee, a complaint of harassment may be filed in accordance with the district's uniform complaint procedures or procedures for complaints concerning district employees. The Superintendent or Assistant Superintendent, Human Resources, shall determine the appropriate procedure. Prohibition Against Retaliatory Behavior: The Oxnard School District prohibits retaliatory behavior against any complainant or participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.”

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

School Suspension & Expulsion/Due Process: Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

Failure to Report: Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

School Reporting Procedure: Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

District Complaint Procedure: If a situation involving sexual harassment is not promptly investigated and remedied by the principal or designee, a complaint of harassment may be filed in accordance with the district's uniform complaint procedures or procedures for complaints concerning district employees. The Superintendent or Assistant Superintendent, Human Resources, shall determine which procedure is appropriate.

Prohibition Against Retaliatory Behavior: The Oxnard School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

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

All Students at Ramona Elementary will be held to the Ramona School Dress code policy. The dress code policy aims to ensure a safe and secure environment in which students can benefit from a quality education. Students who violate the dress code policy will be requested to fix inappropriate clothing by changing it into appropriate clothing. Students can call their parents or guardians to bring appropriate clothing to school and change to adhere to the school dress policy.

Ramona Elementary School endorses the principle that students' dress and grooming are the students' and parents' responsibility. Good taste and good grooming are part of the socialization and learning process. School dress codes are annually reviewed by the School Site Council and/or School Safety Committee following the education policies board.

All clothing shall be neat, clean, and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for school. Schools have the authority under state law to restrict wearing clothes that could be considered "gang" attire or disruptive to the learning environment.

#### DRESS STANDARDS

##### Entire Site Dress Code Policy

Gang related apparel is defined as apparel that reasonably can determine to threaten the health and safety of the school environment if it were worn or displayed on a school campus (Education Code 35294.1)

California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering.

Students may not wear clothing or hairstyles that will be disruptive to the educational process.

#### +DRESS CODE RULES:

1. Shoes must be worn at all times. Sandals must have heel straps. Thongs or backless shoes, or sandals are not acceptable. Crocks are allowed as long as proper shoes are brought for physical activities.
  2. Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions, and likeness, or which advocate racial, ethnic or religious prejudice. Any clothing, jewelry, or personal items that interfere with schoolwork, create disorder, or disrupt the educational process, are not allowed.
  3. Walking shorts are permissible and must be at least mid-thigh in length or reach the tip of the middle finger as measured against the shorts or whichever is longer. All sportswear-type shorts, bike shorts (spandex), frayed shorts, shorts with holes, or short shorts are unacceptable. Shorts that stop between mid-calf and the knees, worn with long white socks, are considered gang attire and may not be worn. There must be at least four inches between the socks and the shorts' top and bottom.
  4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs, and skirts or shorts shorter than mid-thigh are prohibited. Over-sized clothing is inappropriate. Clothing may be no longer than one size larger than the appropriate size. Pants must stay up on the hips without a belt and should not cover shoes. Shirts longer than mid-thigh in length must be tucked in pants.
  5. Gym shorts may not be worn in classes other than physical education.
  6. Over-sized clothing is inappropriate. Clothing may be no longer than one size larger than the appropriate size. Pants must stay up on the hips without a belt and should not cover shoes. Shirts longer than mid-thigh in length must be tucked in pants. Hair shall be clean and neatly groomed—accessories and jewelry which present health or safety hazards are prohibited. Ear gauges, nose, and lip rings may not be worn on campus.
  7. Hats, caps, and other head coverings shall not be worn indoors.
  8. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
- Students who violate the dress policy will be requested to correct inappropriate clothing or call home to have proper clothing items brought to school. If available, "loaner clothes" may be given to replace inappropriate clothing.

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

The safety committee continuously assesses the school's needs regarding students' and staff's safe ingress and egress. When working collaboratively with all stakeholders, parents' concerns and ideas are considered when making changes to improve student/campus safety. Also, parents/guardians are asked to provide emergency contact information for their children at the beginning of the year. They are asked to update as soon as possible when contact information changes. Parents/guardians are responsible for providing the school with legal/custodial paperwork regarding a student. The legal documents are attached to the student's emergency card and will be followed accordingly.

Office hours are from 7:30 to 4:00 pm. Parents dropping off students at school should be aware that there is no supervision available before 7:30 am.

The student day is from 8:10 am to 2:25 pm (Universal Kindergarten (UTK) and Kindergarten are from 8:10–2:25 pm). Early release days are from 8:10 am -12:25 pm for TK/K and 8:10 am-1:25 pm for grades 1-5. Supervision at the school site begins at 7:30 am. Parents are not allowed on campus unless they are accompanied by a school escort and have checked in through the front office. Students must be at the front door by 8:07 am. They are encouraged to be on the playground to line up with their class before that time.

Once students arrive on campus, they proceed directly to the cafeteria for breakfast or onto the playground.

Students are not allowed to loiter on campus after school. Students are allowed on campus after school to participate in after-school tutoring classes, team sports, or attend the after-school Oxnard Scholars program.

There is a crossing guards at the intersection of Cooper Rd and Bonita Ave. to ensure the safety of students walking to and from school.

Every grade level team dismisses from a designated gate and supervise students until they are picked up prior to locking gate and walking students, whose parents did not pick them up, to the office. TK is dismissed 10 minutes earlier than kindergarten to accommodate the extended day and ease the parent pick up from one gate.

TK, Kindergarten, first, and second students are brought directly to the office when parents are late. They are directed to sit inside the building near the windows, providing them with a clear view of the school's front. Students whose parents are late picking them up cannot sit out front to wait for a parent. Parents who are habitually late retrieving their student(s) receive a letter from the principal.

Closed Campus Ramona Elementary is a closed campus. All gates which provide access to the classrooms and other rooms, except the main office, remain locked during regular school hours.

- Staff continuously monitors all students' safety upon arrival and dismissal, including at the bus stops, and throughout the school day, following established routines and procedures.
- All visitors to the campus must check in at the office, sign in, and obtain a visitor's pass/badge.

#### **Leaving Early**

- Students may leave campus before dismissal; if parents, guardians, or persons designated by parents/guardians (and are on the emergency card) pick up students from the school.
- Persons picking up students during the day must present a valid ID, be 18 years of age, be noted on the emergency contact information, and sign the student(s) out in the office.

#### **Tardy/Late Policy**

School begins at 8:10 am.

- If the student arrives after the tardy bell, the student must check into the office before entering the classroom. The student will receive an excused/unexcused late slip and be directed to the school.
- A truant tardy will be marked when the student arrives 30 minutes or more after the school's start time without a valid excuse.

Various measures may be followed for a habitually late or absent student, including referrals to SARB (School Attendance Review Board). Truancy violates the California Education Code and includes consequences ranging from requiring parents to attend parenting classes to fines and court appearances.

In all cases of truancy, students will be assigned appropriate consequences.

The Outreach Consultant, Principal, counselor, and Attendance Technician work together weekly to monitor attendance violations to ensure that administrative staff knows the accumulation of student tardies and absences.

#### Excused Absences

- When a student is absent, the Parent or Guardian needs to notify the school through a written note or phone call to the office within 72 hours of the absence.

Excused absences include illness, medical/dental appointments, court appearances (for students), religious observations, or an immediate family member's death.

#### Truancies

The following are considered truancies:

1. Being absent from school without the knowledge and consent of the parent/guardian/school.
2. Leaving the school grounds during the day without permission.
3. Staying out of class without permission.

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

#### **Component:**

Positive School Climate

At Ramona we have high expectations for all students, parents, and staff. In classrooms, on playgrounds, and during all school activities, we follow standards and rules with appropriate social emotional expectations.

#### **Element:**

School wide Positive Behavioral Intervention and Support (PBIS)

#### **Opportunity for Improvement:**

Minimize the amount of student referrals to office, minimize suspensions and maximize a positive behavior culture.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Develop and implement a comprehensive schoolwide positive behavior support system founded on the behavior positive support model of CHAMPS; Conversation, Help, Activity, Movement, Participation & Success for the common areas of the campus.	<ol style="list-style-type: none"> <li>1. Hold regular meetings with Ramona's Safety Committee</li> <li>2. Conduct school-wide training</li> <li>3. Identify a way to disseminate school-wide behavior expectations</li> <li>4. Reduce the number of referrals due to negative behavior</li> <li>5. Provide staff with resources that emphasize components of the CHAMPS program.</li> <li>6. Hold student assemblies to discuss behavior expectations.</li> </ol>	CHAMPS School-Wide Training for staff and students	School Principal, Outreach Specialist, Counselor	Office Referrals Staff Feedback Parent Feedback
Teachers, support staff, administration, parents, and students will work together and build a sense of community.	<ol style="list-style-type: none"> <li>1. Staff shall practice a code of ethics that embraces Cultural Proficiency.</li> <li>2. Staff will work with parents and students in a way that affirms universal human values such as respect, honesty, and fairness.</li> </ol>	Cultural Proficiency Training	School Principal Observation	Observation Reports
Develop a plan to meet the needs of students who have social/emotional challenges.	<ol style="list-style-type: none"> <li>1. Use a referral system to identify students who may have these challenges</li> <li>2. Get parent permission for the student to see the school counselor</li> <li>3. The counselor will conduct Social Skills counseling groups based on need and provide individual and group sessions.</li> <li>4. Outreach Consultant will contact community resources to support students and their families.</li> </ol>	Community resources My body belongs to me Second Step program PPP Classes City Impact-Interface Panorama	School counselor and Outreach Coordinator	Teacher reports Observations Student Interviews Number of referrals All Playground Panorama

<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
All Playground Supervisors and all Support Staff (Media Technician, Office Personnel, Custodians, etc.) will have the opportunity to be trained in the behavior model of CHAMPS	1. Offer CHAMPS training for all staff, specific to their role 2. Hold Monthly Meetings with Playground Supervisors and all Support Staff to discuss student behavior.	CHAMPS School-Wide, Training for staff and students	School Principal and Outreach Coordinator School's Safety Committee	Feed back, Hand-Outs
Support Staff with classroom/site Progressive Discipline	Provide classroom/site Progressive Discipline	Progressive Discipline List/Chart	Principal and Counselor	Feedback from Staff Feedback from parents
Provide opportunities for students who need to de-escalate a trained staff member to assist them.	Train Playground Supervisors with NCI Training	VCOE and OSD Training	Principal and School Office Manager	Certificate of Completion
Provide opportunities for Staff to receive an EpiPen training.	Train staff with EpiPen Training	District Nurse (District Training)	Principal and School Office Manager	Certification of Completion
Increase attendance and decrease student tardies.	Revise Attendance Incentive Program individualized and classroom	Current Incentive Program ORC School Funding	ORC, Attendance Tech, Counselor	Staff feedback Student and Parent feedback attendance records
Increase student Growth Mindset	Provide students with activities in which students are challenged and develop a growth mindset which in turn will support self management, emotional regulation, social awareness, and engagement.	Panorama	Principal, teachers and Counselor	Panorama
Increase Teacher-Student Relationship	Provide student activities to engage in meaningful activities, such as Basketball, Cheer, Track, Talent Show, and student leadership club. In addition to providing teachers the opportunity to engage students across grade levels through direct and indirect supervision.	Panorama	Principal and Counselor	Panorama

**Component:**

Safe Physical Environment

**Element:**

Implementation of Comprehensive School Safety Plan

**Opportunity for Improvement:**

Obtain items needed to implement drills and actual emergency procedures needed.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Provide emergency materials as needed	Take inventory of current supplies. Discuss with Committee items to be purchased. Purchase items	Current supplies School/ District funding	School Office Manager and Principal	Inventory Checklist
Preparation of staff and students for emergencies	Hold monthly emergency drills for fire, earthquake or lockdowns	Site procedures	Principal, Staff	Log
Preparation for severe inclement weather, (i.e. El Nino)	Meet regularly with custodial support staff, Teachers, Playground Assistants to determine what supplies are needed.  Determined procedures for ingress on heavy rain days.  Communicate with parents procedures for heavy rain days.	School Funding Staff	Principal, Safety Committee	Feedback from students, staff and parents
Provide parents with support with providing procedures/structures for supporting academics and social interaction	Offer Loving Solutions Parent Workshops and other workshops that support parent involvement	School Funding	Principal, Site Counselor, ORC	Office Referrals Parent Feedback Student Feedback
Offer a student bus drop off and pick-up that minimizes traffic congestion and maximizes student and staff safety	Work with Transportation Department to revise drop off area Work with the Risk Management Department and the City of Oxnard	Bus schedule	Principal, Safety Committee	Feedback from students, staff and parents.
Monitor pick up and drop off of students in order to maximize safety and efficiency	Continue to ask for feedback from parents, teachers and supervisors	Walktroughs	Principal, PBIS committee, Staff	Feedback from teachers, parents and supervisors.

**Component:**

Disaster Preparedness

**Element:**

Campus Safety, Ingress/Egress and Emergency Preparedness

**Opportunity for Improvement:**  
Drill for Off-Campus Evacuation.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Conduct a safe egress and ingress of students during a drill to off-campus location	Review and train staff, prepare students and Communicate with parents and community	Flyers, Connect Ed Calls, one-on-one meetings Location and route selected Supplies on hand Staff trained	Principal, Office Personnel	Feedback from students, parents and staff.
Provide communication access during an emergency through two way radios	Two way Radio access	Site funding	School Office Manager	Access to staff and Administration during an Emergency.
Prepare Staff and students for a disastrous emergency	Conduct a disaster emergency drill	Procedures for emergency preparedness	Principal, Office Personnel	Feedback from students and staff.
Have backpacks filled with activities and snacks accessible to Staff and students during an emergency	Create a list of items needed for backpacks Purchase items for backpacks Prepare for parent contribution of backpacks	Example of backpacks available	Principal, Office Personnel	Accessibility to backpack items
Ensure backpacks have a the most up to date roster and emergency contacts	Update emergency information to backpacks as students enroll or move	Emergency Cards	Attendance Tech, ORC, Teacher and Principal	Review Backpacks monthly.

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

**Ramona Elementary School Student Conduct Code**

**PURPOSE**

The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents, and other school staff and administration. These rules and procedures enhance the instructional climate and personal safety.

**Guidelines for Success:**

Ramona students will be:

- Respectful
- Actively Engaged
- Motivated
- On-Time
- Noteworthy
- Always Prepared

**BELIEFS**

We believe our rules and procedures will:

- Provide a starting point for the behavior and conduct expected.
- Provide a framework of expectations, rewards, and consequences to be consistent and fair in disciplining students.
- Promote overall school safety and security for each student.
- Demonstrate our agreement and commitment to developing self-discipline and responsible youth.

Provide opportunities for students and parents to participate with school faculty, staff, and administration in ensuring the highest possible instructional climate.

Promote knowledge and teach behavior expectations, which will support each student to become self-reliant, successful, and contributing citizens.

#### PHILOSOPHY

A student's education depends on a team effort involving the student, parents, and school personnel. Each team member has specific responsibilities that must be met if the educational experience is to have the most significant positive results. Students, parents, and teachers are encouraged to maintain an ongoing dialogue about personal conduct standards concerning life at school. We want to be an extraordinary place of safety and a positive opportunity for everyone.

#### Expectations of Students

Attend school regularly and be on time for each class.

Know and follow school rules and regulations.

Be courteous and respectful to school personnel, fellow students, and the public in general.

Do not disrupt the learning of others.

Respect public and private property.

#### Expectations for Parents

Assure that your child is in school and on time each day.

Ensure that your child is appropriately prepared for school (dress, nutrition, and sleep).

Be responsible for your child's behavior.

Teach the pupil respect for the law and the rights of others.

Visit the school periodically and participate in conferences as called.

Know the district, school, and classroom rules and regulations, and be supportive of your school.

Help your child to learn self-discipline and control.

#### Expectations for Teachers and staff

Provide positive learning experiences appropriate for each student.

Consistently enforce classroom rules, district rules, and policies.

Communicate regularly with parents concerning their child's progress.

Be available to parents for conferences and communication.

Continually improve professional competencies in matters of student control and discipline.

Develop an enthusiasm for learning through experiences that are interesting and relevant to pupils.

#### Expectations for Administrators

Inform students and parents about school district discipline standards.

Consistently monitor classroom, school, and district rules and policies.

Counsel students and parents regarding disciplinary matters.

Provide professional growth experiences that will assist staff in increasing student control and discipline competencies.

Provide leadership that establishes, encourages, and promotes teaching and practical learning.

Work closely with parent groups to design a Parent/Student/School Compact that outlines each group's responsibility and expectations.

#### Basic School Rules:

Attend school regularly.

Be on time.

Be prepared for class.

Treat others with respect, care, and consideration.

Conserve and protect the school and private property.

Engage in activities without "body contact."

Follow all school, playground, and rules.

Use appropriate language.

Follow district dress/uniform standards.

Use class time wisely.

Work quietly without disturbing others.

Respect the rights of others.

Complete all assignments on time.  
Follow classroom rules and expectations.

#### Student Conduct, Concerns, and Consequences:

We have established clear consequences for behavior that interferes with learning and rewards for positive behavior to help all students maintain acceptable personal conduct. We provide classroom instruction in personal and social skills, incorporating the teaching of school rules and making wise choices to prevent discipline incidents. Students learn that consequences will result from violating a school or classroom expectation. Student conduct, which prevents students from learning or teachers from teaching, will not be tolerated. Disruptive, disrespectful behavior or harassment will not be tolerated. Students should not endanger others, continually disregard rules, or repeatedly interfere with others' right to learn.

Positive reinforcements a powerful tool in elementary school settings to encourage positive behavior and promote a positive learning environment. At Ramona we implement, verbal praise for desired behaviors, implement a reading reward system where students can earn points, stickers, or tokens for positive behavior, recognize students for academic accomplishments, good behavior, or contributions to the class community, present certificates or awards for outstanding behavior, improvement, or achievements. Other incentives are used to promote exemplary student conduct include champ bucks that students may redeem at our student store.

Implementing school rules and procedures involves a collaborative effort among various stakeholders, including administrators, teachers, staff, and students. Typical responsibilities associated with implementing school rules and procedures for the school principal includes developing and updating school policies, rules, and procedures. The school principal must also effectively communicate and enforce school rules and procedures to the entire school community, including students, parents, teachers, and staff.

**Enforcement:** Administrators play a crucial role in enforcing school rules. This involves addressing violations, investigating incidents, and implementing appropriate consequences when necessary. Teachers are responsible for establishing and communicating classroom rules and procedures that align with the overall school policies.

**Teaching Expectations:** Explicitly teach students about the expectations outlined in school rules and procedures. Reinforce these expectations regularly.

**Monitoring and Reporting:** Monitor student behavior in the classroom, report any violations to administrators, and collaborate on solutions to address behavioral issues.

**Consistency:** Implement rules consistently and fairly to create a positive and predictable learning environment.

**Support Staff,** such as paraprofessionals and aides, should reinforce school rules and procedures in their interactions with student and they assist in the supervision of common areas (hallways, cafeteria, playground) to ensure that rules are followed and safety is maintained.

Students are educated on school rules and procedures, including the reasons behind them. School rules, expectations, and procedures are reviewed in August, January, and April. Parents are informed about school rules and procedures through newsletters, handbooks, and meetings.

**Supportive Role:** Reinforce school expectations at home and collaborate with teachers and administrators to address any behavioral concerns.

**Attendance:** Encourage regular attendance and punctuality, as these are often components of school rules.

Evaluating and providing constructive feedback to teachers is crucial for their professional development and the overall improvement of education quality. Teachers are provided formal observation feedback within a week of the observation. The teacher and principal meet to discuss observations, develop next steps for instruction, and develop a plan for improvement, as needed. Feedback to staff is provided verbal and via email. Staff is informed of a formal evaluation at the beginning of the school year and discuss before the end of the school year.

#### GENERAL

*Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.*

#### CONDUCT CODE PROCEDURES

The school rules and procedures were developed and adopted in accordance with California education code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety. The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas.

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

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual based on his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

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

All community members are encouraged to maintain an ongoing dialogue about personal conduct and school safety standards. The staff and the principal will review the school rules and discipline program at the beginning of the year. The School Site Council shall review the plan annually. These groups will consider the impact of school-wide recognition programs and their effectiveness. The number of discipline referrals and suspensions will be reviewed. All changes are brought to the attention of the entire staff and stakeholders at meetings. The plan was reviewed from October through December and brought for approval in February.

A Safety Committee is created every school year. The purpose of the committee is to review the Safety Plan on a continual basis and make any necessary changes and adjustments in order to ensure the safety of students and staff members. The committee meets on a monthly basis to review and make any necessary recommendations and changes. All changes are brought to the attention of the entire staff and stakeholders at meetings. The plan is reviewed in February, approved by the SSC, and updated on March 1st.

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2023-2024 School Year

**School:** Emilie Ritchen Elementary School  
**CDS Code:** 56725386110738  
**District:** Oxnard School District  
**Address:** 2200 Cabrillo Way  
 Oxnard, CA 93030  
**Date of Adoption:** February 21, 2024  
**Date of Review:** -with Staff  
 December 12, 2023  
 -with Law Enforcement  
 January 2024  
 -with Fire Authority  
 January 2024

**Reviewed by:**

Name	Title	Signature	Date
Nauman Zaidi	Principal	<i>Nauman Zaidi</i>	12-11-23
	School Resource Officer		
	Fire Department Representative		
Jennifer Guzzo	SSC Chairperson / Parent	<i>Jennifer Guzzo</i>	12/11/2023
Jose Ricardo Ordonez	ELAC President / Parent	<i>X [Signature]</i>	12/11/23
Raquel Cabral	Office Manager	<i>Raquel Cabral</i>	12/11/23
Brizet Morales	Counselor	<i>Brizet Morales</i>	12/11/2023
Sandra Garcia	5th Grade Teacher	<i>[Signature]</i>	12/11/2023
Manuel Hernandez	2nd Grade Teacher	<i>[Signature]</i>	12/11/2023
Robin Steffenauer	4th Grade Teacher	<i>[Signature]</i>	12/11/2023

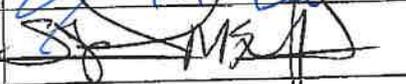
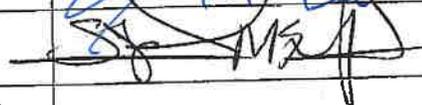
Name	Title	Signature	Date
Arnulfo Duran	After School Program Site Coordinator		12/11/23

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2023-2024 School Year

**School:** Emilie Ritche Elementary School  
**CDS Code:** 56725386110738  
**District:** Oxnard School District  
**Address:** 2200 Cabrillo Way  
 Oxnard, CA 93030  
**Date of Adoption:** February 21, 2024  
**Date of Review:** -with Staff  
 December 12, 2023  
 -with Law Enforcement  
 January 2024  
 -with Fire Authority  
 January 2024

**Reviewed by:**

Name	Title	Signature	Date
Nauman Zaidi	Principal		2/2/24
J. Ballou	School Resource Officer		2/2/24
STEPHEN MCNAULHTEN	Fire Department Representative		1/24/24
Jennifer Guzzo	SSC Chairperson / Parent		
Jose Ricardo Ordonez	ELAC President / Parent		
Raquel Cabral	Office Manager		
Brizet Morales	Counselor		
Sandra Garcia	5th Grade Teacher		
Manuel Hernandez	2nd Grade Teacher		
Robin Steffenauer	4th Grade Teacher		

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## Senate Bill 187: Comprehensive School Safety Plan Purpose

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

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

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB115. 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 (electronic or paper) of the Comprehensive School Safety Plan is provided yearly to the following:

- School staff
- Parents
- After-school program staff
- Oxnard Police Department
- Oxnard Fire Department
- Early Childhood Education staff
- Volunteer Coaches

A copy of the Comprehensive School Safety Plan is available for review online at [www.oxnardsd.org](http://www.oxnardsd.org) or in the Emilie Ritzen Elementary School's office.

### **COVID-19 PANDEMIC INFORMATION FOR 2023 – 2024 SCHOOL YEAR**

*For the most up-to-date information concerning our COVID-19 protocols, feel free to visit the following websites:*

Oxnard School District @ [www.oxnardsd.org](http://www.oxnardsd.org)

Ventura County Department of Public Health @ [www.vhca.org](http://www.vhca.org)

Center for Disease Control and Prevention @ [www.cdc.gov](http://www.cdc.gov)

### **Safety Plan Vision**

At Emilie Ritche Elementary School, staff are committed to providing all students with a safe, nurturing, success-oriented learning environment driven by CA Common Core standards, differentiated instruction, and formative and summative assessment, while fostering self-esteem and mutual respect in all students.

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

### **Emilie Ritchen Elementary School Safety Committee**

Nauman Zaidi (Principal), Scott Brewer (Oxnard Emergency Manager), Jenifer Guzzo (SSC Chairperson/Parent), Jose Ricardo Ordonez (ELAC President/Parent), Raquel Cabral (Office Manager), Brizet Morales (Counselor), Sandra Garcia (Teacher), Manuel Hernandez (Teacher), Robin Steffenauer (Teacher)

### **Assessment of School Safety**

The OPD will conduct an annual threat assessment of the campus and make recommendations to principal and staff. The Oxnard Traffic Police are called periodically to observe the traffic patterns during arrival and dismissal in order to ensure that drivers are obeying traffic laws. School administration communicates with the community regarding reminders for safety and traffic regulations.

Any safety issues are reported by staff to the administration and the issues are handled by the lead custodian or through work orders to the district office. Minor changes (such as repairs) are made immediately. Major changes which may need input from more stakeholders go through a process of involving the school's Leadership Team, staff, and any relevant parent groups. Principal designee will conduct annual inventory of emergency equipment and replace as needed. The Risk Management Department from the District conducts a Safety Inspection of each campus each year. A report is submitted and necessary changes are made by either school personnel or district personnel.

Site administration, as well as the School Site Safety Committee, collected and analyzed data from office referrals, attendance rates, and student suspensions, to inform the development of the Comprehensive School Safety Plan and to improve school-wide systems and practices for student safety.

The Safety Committee meets on a regular basis to review all safety and security procedures and make any necessary recommendations and changes. Monthly drills including earthquake, fire and lockdown drills are practiced. The Safety Committee reviewed and discussed procedures to be followed by staff and students during emergencies.

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

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

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

##### GENERAL

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

### STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

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

### GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

#### OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

Dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

- Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.
- In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.
- During an emergency period or condition created by disaster, occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

Emergency Announcements will be provided on the following radio stations:

AM Radio Stations:

KTNQ-AM 1020 "Univision America" Spanish

KNX-AM 1070 "KNX 1070 Newsradio"

KUNX-AM 1400 "La Super X" Spanish

KKZZ-AM 1520 "La Voz" Spanish

KVTA- AM 1590 "Ventura's Talk Authority"

FM Radio Stations:

KCRU-FM 89.1 "Public Radio for Southern California"

KIND-FM 94.1 "Radio Indigena 94.1" Spanish / Mixteco

KXLM-FM 102.9 "Radio Lazer 102.9 FM" Spanish

#### CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

#### CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

#### CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

### PUBLIC AGENCY USE OF SCHOOL BUILDINGS FOR EMERGENCY SHELTERS

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

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

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

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

### STUDENT DUE PROCESS

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

### ALTERNATIVES TO SUSPENSION / OPTIONS

All schools within the Oxnard School District may establish a suspension program, which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

#### REQUIRED PARENTAL ATTENDANCE

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

#### DEFINITIONS

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

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

#### 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, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

#### GROUND FORS SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco, or tobacco products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm.
- n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
- o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
- r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
  - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
    - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
    - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
    - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
  - (2) (A) "Electronic act" means the transmission, 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.
    - (i) A message, text, sound, or image.
    - (ii) A post on a social network Internet Web site including, but not limited to:

- (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
- (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
- (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

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

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs

s) Aided or abetted the infliction or attempted infliction of physical injury.

E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.

E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

(a)(1)(A) Causing serious physical injury to another person, except in self-defense.

(a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.

(a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).

(a)(1)(D) Robbery or extortion.

(a)(1)(E) Assault or battery upon any school employee.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(c). Upon finding that the student committed any of these acts, the Board shall expel the student.

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee with the principal or designee's concurrence. (Education Code 48915 (c) (5))

2. Brandishing a knife as defined in Education Code 48915(g) at another person.

3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053 – 11058.

4. Committing or attempting to commit a sexual assault.

5. Possession of an explosive.

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

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

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts, which may involve the possession or sale of narcotics or of a controlled substance, or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c)

or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

#### PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

#### BULLYING

##### CALIFORNIA STATE LAW REGARDING BULLYING

Right to Safe Schools. All students and staff of public primary, elementary, junior high, senior high schools, and community colleges, colleges, and universities have the inalienable right to attend campuses which are safe, secure and peaceful.

##### AB 9 – Seth's Law

Requires schools to establish policies to prevent bullying and to address and be responsive to complaints about bullying.

- Requires school districts to include in its non-discrimination policy a detailed list where discrimination, harassment, intimidation, and bullying are prohibited under existing law—actual or perceived sexual orientation, gender, gender identity expression, race or ethnicity, nationality, religion, disability, or association with a person or group with one or more of these actual or perceived characteristics.
- Requires each school districts non-discrimination policy to describe the district's procedure for addressing discrimination and harassment complaints; and be publicized in places for student and parental access.
- School districts are to strengthen professional development curricula for teachers, school counselors, and administrators with instruction on identifying and stopping discrimination and harassment and creating a school-wide culture of inclusion and respect for differences.

##### AB 746 - Cyber bullying.

Existing law, the Interagency School Safety Demonstration Act of 1985, defines bullying as one or more acts of sexual harassment, hate violence, or intentional harassment, threats, or intimidation, directed against school district personnel or pupils, committed by a pupil or group of pupils. Under existing law, bullying, including bullying committed by means of an electronic act, as defined, is a ground on which suspension or expulsion may be based. This bill would specify that an electronic act for purposes of the act includes a post on a social network Internet Web site.

##### AB 1156 – Bullying In Schools

Redefines California anti-bullying law by expanding the definition of bullying and linking it to academic achievement. It will also strengthen policies and procedures to reduce bullying in schools and keep students safe.

- Requires training of school site personnel in the prevention of bullying
- Links bullying to academic achievement
- Gives victims of bullying priority for school transfer, if requested
- Encourages school districts and county offices of education to include policies and procedures on the prevention of bullying in the school safety plan

##### OXNARD SCHOOL DISTRICT BOARD POLICY 5131.2

###### Bullying

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

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

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

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

#### Bullying Prevention

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

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

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

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

#### Intervention

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

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

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

#### Complaints Procedures

The Board hereby designates the following position to handle complaints regarding bullying and inquiries regarding the district's bullying policies:

Assistant Superintendent, Human Resources and Support Services  
1051 South A Street  
Oxnard, CA 93030  
(805) 385-1501 ext. 2050

Any student who feels that he/she has been subjected to bullying should immediately contact the Coordinator, the principal, or any other staff member. Any student or school employee who observes an incident of bullying should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Upon receiving a complaint of bullying, the Coordinator shall immediately investigate the complaint in accordance with site-level complaint procedures specified in AR 1312.3- Uniform Complaint Procedures.

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

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

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

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

#### Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations. Alternative means of correction will be considered where appropriate, as required by Education Code section 48900.5

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

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

- (a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 or Section 48915 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])**

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

**School Suspension & Expulsion/Due Process:** Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

**Failure to Report:** Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

School Reporting Procedure: Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

District Complaint Procedure: If a situation involving sexual harassment is not promptly investigated and remedied by the principal or designee, a complaint of harassment may be filed in accordance with the district's uniform complaint procedures or procedures for complaints concerning district employees. The Superintendent or Assistant Superintendent, Human Resources, shall determine which procedure is appropriate.

Prohibition Against Retaliatory Behavior: The Oxnard School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

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

### EMILIE RITCHEN SCHOOL DRESS POLICY

All students will be held to the Emilie Ritchen School Dress Code Policy. Students who violate the dress code policy will be requested to fix inappropriate clothing, change into loaners, or call home to have proper clothing items brought to school. Parents and/or Guardians may be called to bring appropriate clothing to school. The following will be strictly adhere to:

#### DRESS CODE:

The Emilie Ritchen Dress Code Policy is based upon the principle that the primary responsibility for student grooming lies with the student and his or her parents. The purpose of the dress standards shall be to ensure a safe and secure environment in which to offer a quality education. Schools have the authority under State law to restrict the wearing of clothes, which could be considered to be "gang" attire. Gang-Related apparel is defined as apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. All clothing shall be neat, clean and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for school.

- Garments shall be sufficient to appropriately conceal undergarments at all times.
- Shoes should be comfortable for Physical Education.
- Articles of clothing, which display gang symbols, profanity or products, or slogans, which promote tobacco, alcohol, drugs; materially interfere with schoolwork; create disorder or disrupt the educational process are not allowed. Gang related apparel is defined as apparel that reasonably can determine to threaten the health and safety of the school environment if it were worn or displayed on a school campus. California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering. Students may not wear clothing or hairstyles that will be disruptive to the educational process. Professional or collegiate team shirts will be allowed as our goal is to have students college and career ready and these items can support discussion and curiosity on the part of students to learn more about colleges.
- Metal accessories and jewelry that present a hazard to the health and safety are prohibited.
- Tank tops may not be worn even with a T-shirt underneath.
- Over-sized clothing is inappropriate and must not create a safety hazard during physical activity. Clothing may be no larger than one size larger than the appropriate size. Pants must stay up on hips without the use of a belt and should not cover shoes. Shirts must be worn tucked in while in school or at any school or district sponsored activity.
- Beach wear, halter-tops, tube tops, bare midriffs or chest, see through outfits, or off the shoulder blouses or blouses with thin straps are not appropriate or acceptable.
- Walking shorts are permissible and must be at least mid thigh in length. This can be easily measured by having a student hold their arms straight down at their sides and the shorts should be at the end of the fingers or longer. All sports wear type shorts, bike shorts (spandex), frayed shorts, shorts with holes or short-shorts are unacceptable.
- Shorts that stop between mid-calf and knees worn with long white socks are considered gang attire and may not be worn. There must be at least four inches between the top of the socks and bottom of the shorts. Thigh high is not acceptable attire for school.
- Straps must be fastened at all times. Bib overalls must be worn with both straps fastened.
- Tights will be allowed if over garment reaches 4 inches above the knee.
- All students must wear shoes. Strap on tennis shoes need to be strapped across the foot for safety. Thongs or shoes and sandals without heel straps are inappropriate for safety reasons.
- Hats may be worn outside the classroom. Gang related symbols of any kind on the hats are not acceptable. Only official school hats, inclement weather or sun protection hats or hats that are part of an accessorized outfit are acceptable. No hats are to be worn in the building.
- A belt with military type buckles, oversized buckles or chains may not be worn. Belts must be appropriately fitted.
- Exceptions to the dress code can only be made for medical, health reasons, or religious beliefs.

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

Emilie Ritche staff continually monitors the safety of all students upon arrival and dismissal from school and throughout the day. Routines and procedures are established for the arrival and dismissal of students. Traffic is monitored in the front of the school both before and after school and the asphalt and play area behind the school is supervised. Student Supervision is conducted by school personnel, including, but not limited to, campus supervisors, teachers, instructional aides, custodial staff and administrators. Public Meetings (PTA, ELAC, Title I Parent Meeting, SSC) were used to discuss the school's concerns about safety and to get additional information and suggestions from parents. Suggestions from parents may be made at any time throughout the school year by emailing the principal or making an appointment.

At the beginning of every school year, families and/or guardians are asked to complete an emergency contact information card for their children. Persons picking up students during the day must present a valid ID, be 18 years of age, noted on the emergency contact information, and sign the student(s) out in the office. If phone numbers and other contact information change during the school year, parents and/or guardians are responsible for updating their child's emergency contact information. In the case of parent separation or divorce, it is the responsibility of the custodial parent(s) to provide current court orders that will be attached to the child's emergency card. If these court orders change, an updated copy needs to be provided to the school. In cases with complicated custodial orders (i.e. child is with one parent every other week, or custody changes in mid week) it is always in the best interest of the parents and their child if a calendar is provided to the school on a monthly basis to clarify which parent the child can leave with during the school week.

For morning arrival, there will be a single one way lane in front of the school to safely drop off students. For student drop off, the front driveway will be divided into two lanes with cones each morning by a campus supervisor. The lane closest to school building will be for student drop off ONLY, the other will be for vehicles requiring handicap parking spaces with appropriate stickers and/or for emergency vehicles. Cars will enter the Gallatin Place side of the school and exit onto Cabrillo Way. There will be cones on the sidewalk indicating drop off points. When entering the Gallatin side of the school driveway, cars should pull up to the farthest drop off point available, allowing other cars behind them to drop off at same time. Students must not be dropped off when cars are in or near the entrance of the driveway, since this will cause traffic to back up. Buses will use the BUSES ONLY ZONES located on either side of the school, Gallatin Place and Cabrillo Way. Entry to the school building will be through main entrance only. The hallway doors into the upper and primary sides of the building will remain closed. No adults or students are to be in the halls in the morning. When students arrive, they are to go to the playground or cafeteria immediately. No adults are to escort their children to the playground or are to enter the cafeteria.

No students are to arrive at school before 8:00am unless a student is in a tutoring or other group before school and the office has been made aware of this in advance. Upon arrival, from 8:10am and later, all students are to go to the cafeteria for breakfast. At 8:25 students will be released from the cafeteria to the blacktop near their class lines. Students are not allowed on campus until after 8:00am due to lack of supervision. No students are to be in classrooms or hallways unattended. At the first bell, 8:35am, students are to immediately go to their "line" and wait for their teacher to escort them to the classroom. Instructional minutes begin at 8:40 and any student who is not in their "line" at 8:40 shall be counted tardy. All students are to enter the building through the front entrance. Those students who enter after 8:40am will be stopped and asked to wait for a "tardy slip" to take to their class. When a student is absent, the Parent or Guardian needs to notify the school through a written note or phone call to the office within 72 hours of the absence. Excused absences include: illness, medical/dental appointments, court appearances (for students), religious observations, or death of an immediate family member. The following are considered trancies: 1. Being absent from school without the knowledge and consent of the parent/guardian/school; 2. Leaving the school grounds during the day without permission; and 3. Staying out of class without permission.

Upon dismissal at 2:55pm, the parking lot will be closed off and NO student pick up will be allowed via the parking lot. For student pick up, the front driveway will be divided into two lanes with cones each afternoon by a campus supervisor. The lane closest to school building will be for student pick up ONLY, the other will be for vehicles requiring handicap parking spaces with appropriate stickers and/or for emergency vehicles. Cars will enter through the Gallatin Place side of the school and exit onto Cabrillo Way. Buses will use the BUSES ONLY ZONES located on either side of the school, Gallatin Place and Cabrillo Way. There are handicapped parking spots inside that driveway and cars with the appropriate sticker will be admitted to park.

School personnel will supervise students at dismissal in the front of the building. All students are to be picked up immediately following dismissal. Dismissal time for Transitional Kinder and Kindergarten students is 2:50 pm. All Transitional Kinder and Kindergarten students must be picked up no later than 3:00 pm. Those students who walk are to leave campus at dismissal time unless arrangements have been made with the Emilie Ritche office staff. Arrangements must be made for all students to be picked up within 20 minutes of school dismissal. For Transitional Kinder and Kindergarten dismissal, the bus loading and unloading area near the Kindergarten playground area is to be used by school buses ONLY. "No parking" signs are posted and no private vehicles are to be parked and/or left in this area for student drop off and/or pick-up. Parents are encouraged to park in the neighborhood to walk up and pick up their children. Ritche's Administration works directly with Oxnard Police Department, the City of Oxnard, district Risk Management and Facilities to continuously monitor school procedures for safe ingress and egress.

Students who ride buses are to line up where instructed and wait patiently for the arrival of the bus. They will be supervised by school staff until the bus arrives and they board the bus. Students will not be allowed to use the office phone to call home to change after school plans unless directed to do so by their teacher or office staff. All students should be aware of where they are to be after school and arrangements for any changes should be made before the child goes to school. Students waiting for an individual to pick them up are to wait in the immediate front of the school. They are not to go to the Gallatin side of the building or across the driveway in the grassy area. Due to the need for supervision, all students are to stay in front of the building.

During the school day, students are supervised at all times. When one student or a small group of students is in the hallways to run an errand, go to the restroom, library, computer lab, etc, the students must have a hall pass in their possession. All school personnel are responsible for monitoring hallways, restrooms, etc.

Emilie Ritche Elementary School is a Closed Campus. All gates which provide access to the classrooms and other rooms, except the main office, remain locked during regular school hours. Staff continuously monitors the safety of all students upon arrival and dismissal from school, including at the bus stops, and throughout the school day, following established routines and procedures. Visitors to the Emilie Ritche campus must sign in at the front office and wear their visitor badge while at school. Parents are asked not to go to classrooms without prior clearance from the office and a visitor's badge. Parents are always welcome to serve as volunteers in classrooms, however, school district Volunteer Clearance Procedures must be followed. Names of approved volunteer will be provided by the district office only. At the beginning of the day, the double blue fire doors will be closed and no students or adults (except staff) are to enter those hallways. All students are to go directly to the cafeteria for breakfast or to the playground. There will be 5th grade student escorts to walk students to their destination if needed. All students are to enter through main doors. All exterior doors will be locked to deter entrance to the building except through the front doors at dismissal.

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

**Component:**

Positive School Climate

**Element:**

Schoolwide Positive Behavior Support System

**Opportunity for Improvement:**

Implementation of schoolwide Positive Behavior Support Program: CHAMPs.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Inform all students of behavior expectations.	Teachers review their classroom expectations regularly so all students are informed of CHAMPS implementation; these will also be posted in all classrooms and other learning environments at school: cafeteria, hallways, library, restrooms, labs.	Posters to reinforce behavior expectations, teacher provided information, assemblies for all grade levels; parent newsletters and meetings to inform parents so they can reinforce expectations of safety.	Principal.	Classroom visits, observation of students in areas other than classrooms, reports from all staff, observations of CHAMPS implementation and peer support. Follow through with Hate Crime Reporting Procedures as necessary.
Inform all staff of supervision expectations.	At the beginning of each year and throughout the year, classroom expectations will be communicated to ensure teacher consistency in maintaining a positive learning environment; each year professional development will be provided for new teachers on CHAMPS and a refresher for returning teachers.	CHAMPS, Peer teacher support; share strategies successful with students in the past, positive reinforcement for appropriate behavior - contests, access support for the student/teacher/family from the ORC and counselor; etc.	Principal, Safety Committee, Parent Organizations, Counselor, ORC, Teachers.	Review of behavior referrals, information from Playground Supervisors, Observation of teachers.
Inform all parents/guardians through meetings and asking for input to increase positive student behaviors. Parents will be offered the opportunity to provide input on an ongoing basis whether in meetings, an appointment with administrator or suggestions box.	Inform parents via SSC, ELAC, Title I meetings.	CHAMPS, ORC, Counselor, Parent Meetings	Principal, Safety Committee.	Teacher reports of interactions with parents, office staff reports of interactions with parents, parent survey, Information from parents at SSC, ELAC meetings.

**Component:**

School's Safe Physical Environment

**Element:**

Safe School Environment

**Opportunity for Improvement:**

Ensure the facility is in safe working order.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Be certain that the facilities including playground is in safe working order.	<ol style="list-style-type: none"> <li>1. Conduct regular Inspections for facility conditions.</li> <li>2. Submit and monitor facility work orders.</li> </ol>	District Office facilities for concerns.	Principal, Lead Custodian, Playground supervisors.	District checklist and work orders.
Ensure a Closed Campus safe from intruders.	<ol style="list-style-type: none"> <li>1. Threat assessment with OPD.</li> <li>2. Schedule quarterly lockdown drills.</li> <li>3. Ensure gate locks are working and used.</li> </ol>	Threat Assessment.	Principal, Lead Custodian.	Feedback from OPD.
Communicate Safety Plans to the community.	<ol style="list-style-type: none"> <li>1. Ask teachers to provide information on school-wide safety issues to the school office manager and/or Principal.</li> <li>2. Share safe school plan information to all stakeholders.</li> </ol>	Safe School Plan.	Teachers, Parents, Custodians.	Reports of issues being addressed, Meeting Agendas.

**Component:**

Disaster Preparedness

**Element:**

School Safety

**Opportunity for Improvement:**

Ensure all staff and students are prepared in case of emergency.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Students know what to do in case of an emergency such as fire, earthquake, or lockdown.	Conduct monthly emergency preparedness drills.	Disaster Drill Procedures.	Principal.	Fire and Disaster Drill Report, Teacher reports, OPD reports.
Communicate Safety Plans to the Community.	Share safe school plan information with all stakeholders.	Progressive discipline matrix.	Principal.	Meeting Agendas.
Ensure emergency operations plan is implemented.	1. Hold monthly emergency preparedness drills. 2. Train staff and teachers on their responsibilities and stations during a disaster.	Emergency Operations Plan.	Principal, Safety Committee.	OPD Feedback.

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

**Emilie Ritche Elementary School Student Conduct Code**

Here at Emilie Ritche Elementary School, we take pride in fostering a safe, positive, and professional learning environment. In order to address our students' social, emotional, and behavioral needs, students are identified through the CST and SST process to receive individual and/or small group counseling services provided by our school counselor. Our progressive discipline matrix assists teachers and administration with clear guidelines for responding to student behavior at both the classroom and school levels. The CHAMPS (Conversation, Help, Activity, Movement, Participation, and Success) model guides all staff in providing a proactive and positive approach to managing student behavior both in and out of the classroom. Our Positive Behavior Intervention and Support (PBIS)/ School Safety Team meets on an ongoing basis to analyze student discipline data, identify areas of focus, and provide recommendations to school staff in order to strengthen our school's positive learning environment. Weekly Eagle Assemblies and monthly Awards Assemblies honor and recognize the hard work and positive choices students make by rewarding students with praise, recognition, and incentives.

As part of our school-wide PBIS focus, Students at Emilie Ritche Elementary School are Expected to SOAR like Eagles throughout every context of the school (e.g., classroom, hallways, playground, office, cafeteria, bathrooms, etc.). SOAR stands for:

- (S) Be Safe
- (O) Take Ownership
- (A) Pay Attention
- (R) Be Respectful

Ritche Elementary reinforces positive behavior by providing students with positive reinforcements for meeting their academic, social and emotional goals throughout the school year. Events and activities such as the annual Accelerated Reader Carnival, monthly Eagle Dollar Store, Awards Assemblies, Cookies with the Counselor have been calendared to provide students with academic and behavioral incentives to fully maximize their potential.

**GENERAL**

*Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.*

## CONDUCT CODE PROCEDURES

The school rules and procedures were developed and adopted in accordance with California education code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety. The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas.

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

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual based on his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

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

A Safety Committee is created every school year. The purpose of the committee is to review the Safety Plan on a continual basis and make any necessary changes and adjustments in order to ensure the safety of students and staff members. The committee meets on a monthly basis to review and make any necessary recommendations and changes. All changes are brought to the attention of the entire staff and stakeholders, including classified, certificated, and PreSchool program staff, students, and families, at staff, parent, and school committee meetings. Each school year, the plan is reviewed in the fall (August - November), approved by the School Site Council in December, reviewed by the school district in January, and approved by the School District Governing Board in February.

## Safety Plan Appendices

**NOTE: Tactical information is excluded from the public inspection document. A “Public Inspection Log” will be used to record the name, address, phone number and method used for verifying the identity of all individuals requesting to inspect the District’s Tactical Information Plan. The Tactical Information Plan document is not available for inspection on the internet.**

Oxnard School District maintains an Emergency Operations Plan (EOP) that functions as part of the school Comprehensive School Safety Plan. The EOP addresses the Oxnard School District’s planned response to extraordinary emergency situations associated with natural disasters, technological incidents, and security emergencies.

This plan does not address normal day-to-day emergencies or the established routines and procedures used in such emergencies. Instead, the operational concepts reflected in this plan focus on potential large-scale disasters that can generate unique situations requiring unusual emergency responses.

This plan is designed to prepare the District prior to an emergency, include OSD as part of the Ventura County Operational Area, the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

### EMERGENCY CONTACT NUMBERS

- Emergency: 9-1-1
- Ventura County EOC Disaster Information Hotline: 805-465-6650
- Disaster Information website (activated only for emergencies): [www.vcemergency.com](http://www.vcemergency.com)
- Ventura County Fire Dept. Emergency Fire Information Line (during major fires):  
805-388-4276
- Ventura County Sheriff’s Department: 805-654-2380
- Ventura County Fire Department: 805-389-9710
- City of Oxnard Fire Dept. 805-385-7717
- Ventura County Public Health Emergency Preparedness Office: 805-981-5331
- Ventura County Sheriff’s Office of Emergency Services: 805-654-2551
- Department of Homeland Security Disaster Response: 202-282-8000
- California Office of Emergency Services: 916-845-8510
- American Red Cross of Central California: 805-987-1514
- FEMA: 800-621-3362
- Ventura County Health Care Agency: 805-677-5110
- Oxnard Police Department: Non-Emergency: 805-385-7740 Main: 805-385-7600

### PRIMARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

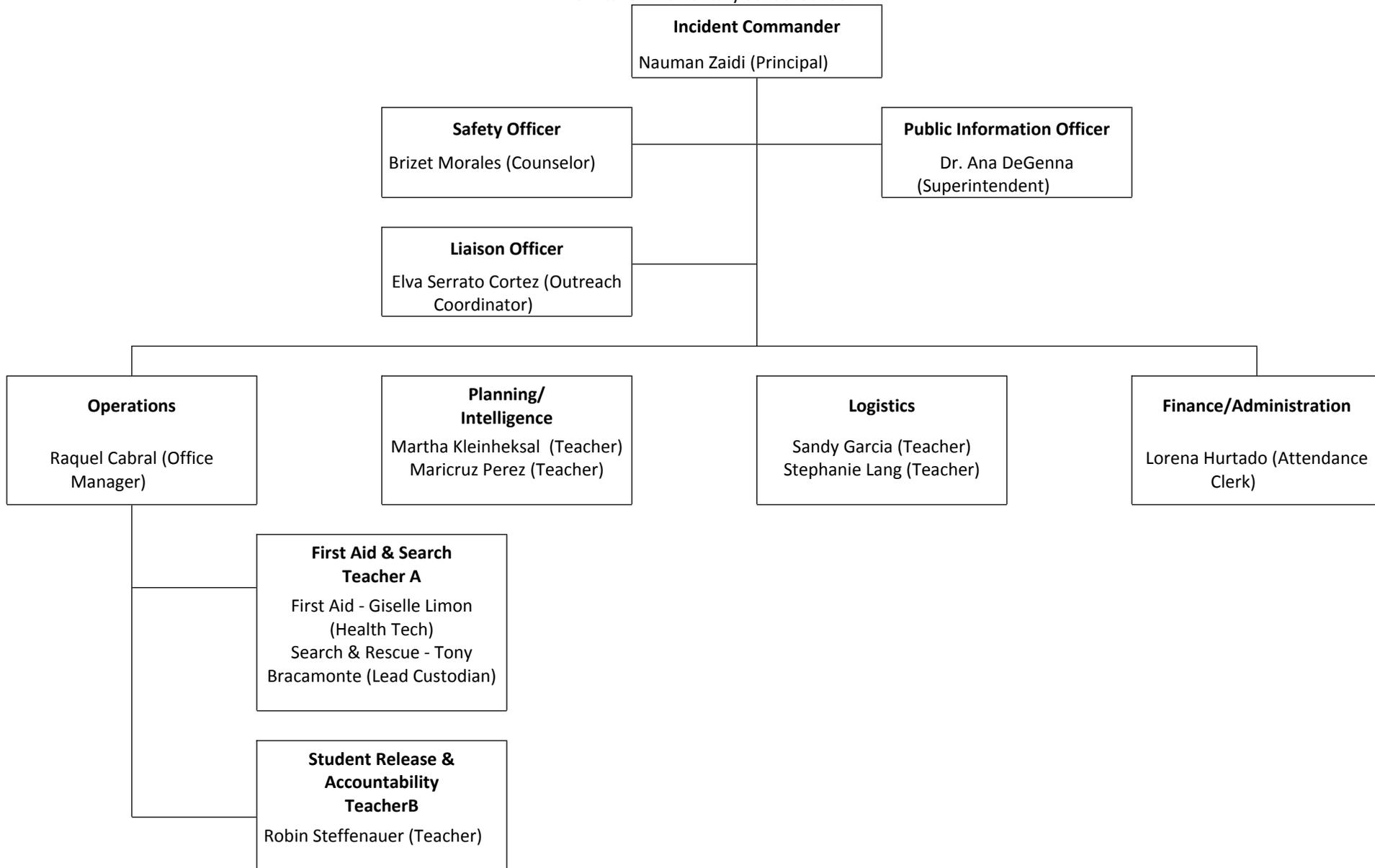
Organization	Cabrillo Park
Address	1600 Ebony Dr, Oxnard, CA 93030
Contact	City of Oxnard Parks and Recreation
Phone Number	(805) 385-7950
Date of Agreement	

### SECONDARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Thurgood Marshall Elementary School
Address	2900 Thurgood Marshall Dr, Oxnard, CA 93036
Contact	Principal Chantal Anderson-Witherspoon
Phone Number	(805) 385-1557

Phone Number	
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**Incident Command System (ICS)**  
Emilie Ritche Elementary School School



## **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 with 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:

#### MANAGEMENT

During an emergency, the Incident Commander directs response actions from a designated Command Post. 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. The school principal typically fills this function. A Public Information & Liaison Officer and Safety Officer assist the principal in carrying out this function.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

#### **WORKING WITH THE NEWS MEDIA**

Only pre-assigned personnel will meet with the media in a designated area so as not to disrupt the educational process. News media personnel are not to be on school grounds, except in designated areas. Staff are to report any news media personnel that appear elsewhere on campus.

## 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, and Truck), School Violence, Terrorism, Tsunami, and Public Health Emergency.**

### Step Two: Identify the Level of Emergency

OSD 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 affects district buildings and or school sites. For level 2 the Emergency Operations Plan is activated. The 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
- All Clear

### Step Four: Communicate the Appropriate Response Action

Based on the Emergency, we would activate members of the Emergency Incident Command System. Pending level of Emergency communication locally is reported to parents by the Connect Ed telephone system. The District then reports significant Emergencies. OSD reports and notifications are to be made to the Ventura County Operational Area via the City of Oxnard and those directives that are currently in place through the SIMS and NIMS plan.

## Types of Emergencies & Specific Procedures

### AIRCRAFT CRASH

1. Determine if any staff or students are in immediate danger. If necessary, evacuate to a safe area. All others are to remain at their assigned locations.
2. Render first aid as necessary.
3. Take roll, complete Disaster Report, and report results to the incident commander.

### ANIMAL DISTURBANCE

The children, staff and community members will be moved to a safe area when an animal is present, near, or on campus. If possible, the campus custodian may assist in securing the animal from harm or harming others. The animal may be confined to a secured area until it is removed from the campus by animal control.

### ARMED ASSAULT ON CAMPUS

1. Call 911
2. Institute Lockdown - Priority 1 procedures

### BIOLOGICAL OR CHEMICAL RELEASE

1. If you become aware of potentially hazardous release or accident, notify the office immediately. Render first aid as necessary.
2. If an evacuation order is imminent, move students and staff to a designated evacuation/shelter area. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
3. Until ordered to evacuate, assume that a "shelter-in-place strategy" will be employed and do the following:  
All students and staff are to remain indoors.  
Turn off all heating and ventilation systems.  
All windows should be closed.

### PESTICIDE EXPOSURE (Pesticide Drift)

1. Notify the office immediately.
2. Render First Aid if necessary.
3. Until ordered to evacuate, assume that a "shelter-in-place" strategy will be employed and do the following:
  - Direct all students and staff to remain indoors until it is safe or directed otherwise.
  - Direct all heating and ventilation systems (HVAC) to be shut down.
  - Direct all windows to be closed.

If an evacuation order is imminent, move students and staff to a designated area. If evacuation is not imminent, students and staff should remain in classrooms.

### BOMB THREAT/ THREAT OF VIOLENCE

The person receiving the threat should attempt to keep the caller on the phone, stall by saying "Sorry, I can't hear you", etc. Try not to cause concern on the part of your students. Pay close attention to the caller's words, voice, and any background noises. Ask the caller where the bomb is located, what it looks like, and when it going to explode.

1. Contact the office.
2. DO NOT use radios or cellular telephones.
3. If deemed necessary, incident commander will call for evacuation.
4. An organized search for the campus may be conducted under the direction of the principal or law enforcement agencies.
5. In the event that a suspicious object is located, all personnel should be kept clear of the area until law enforcement agencies have evaluated the conditions.
6. Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.
7. Shut down all heating and ventilation system.
8. Keep students in classrooms with their backs to the interior walls.
9. Take roll, complete Disaster Report, and report all missing students to the Incident Commander.
10. All personnel are to remain indoors unless performing duties as assigned.

## BUS DISASTER

The following procedures are for use by bus drivers and appropriate school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip or being transported to or from school.

This section addresses two possible scenarios involving a bus disaster: (1) an earthquake and (2) a serious accident or bus fire. It is important to note that drivers may need to make spontaneous, independent decisions based on the nature of the emergency, age of the children, location of the bus, and other unique circumstances to ensure children's safety.

### Procedure

#### Scenario 1 – Earthquake

1. Upon first indication of an earthquake, the bus driver should issue Drop, Cover, and Hold procedures to all students on the bus.
2. The bus should be moved away from all power lines, bridges, overpasses, possible landslide conditions, overhanging trees, or other dangerous situations.
3. The bus driver should set the emergency brake, turn off the ignition, and wait for the shaking to stop.
4. The bus driver should check students for any injuries and provide first aid, as appropriate.
5. In the event the bus is disabled, the driver and students should stay in place until help arrives.
6. The bus driver should contact the School Administrator and the District Transportation Director to report the location and condition of students on the bus.
7. The School Administrator will determine what additional appropriate notifications should be made and will brief the District Superintendent on the situation.
8. If the bus driver is instructed to resume the bus route, the driver should continue to pick students up. Students should only be dropped off if a responsible adult is at the bus stop.
9. If it is impossible to return to school, the bus driver should contact the School Administrator and remain with the children until further instructions are received.
10. The bus driver is responsible for all students who board the bus throughout the emergency.

#### Scenario 2 – Serious Accident or Bus Fire

1. The bus driver will park the bus in a safe location with the emergency brake set and the ignition off.
2. In the event of a fire, students and the driver should evacuate the bus immediately and move to a safe location away from the bus and traffic using available barricades (e.g., trees, cars) when available.
3. The bus driver will immediately call 9-1-1 and provide the exact location of the bus and wait for the arrival of emergency response personnel.
4. The bus driver should check students for injuries and provide appropriate first aid.

## DISORDERLY CONDUCT

1. Inform the office of the emergency.
2. Do not release students without authorization.
3. All students and staff are to remain in their respective classrooms and work areas.
4. Lock all doors and windows and close all window blinds or curtains. Avoid window areas.
5. When the emergency is over, all clear will be signaled.

## EARTHQUAKE

### A. INSIDE SCHOOL BUILDING:

1. The teacher, or staff member in authority, will implement action, "DUCK, COVER AND HOLD." Stay inside building until the shaking stops.
2. Try to avoid glass and falling objects, areas where there are large panels of glass and/or heavy suspended light fixtures.
3. Do not use telephones.
4. Implement action, "EVACUATE BUILDING" over intercom, when instructed to do so, after the earthquake is over and tremors have subsided. Special consideration should be given to exit routes as some exits have heavy roof structures over the doorways. Go to an open area away from trees, power poles, etc.
5. Avoid touching electrical wires and metal objects such as chain link fences.
6. Render first aid if necessary.
7. Take roll and submit Disaster Report to incident commander.
8. The principal/designee is to establish a command post, assess damage, activate search team and activates the incident command system.
9. Activate a buddy system: determine needs of neighboring classrooms. Listen for directions when to report to stations.

10. Principal to request assistance through school district channels.
11. Notify the District Emergency Operations Center of any breaks in utility lines.
12. The superintendent/designee will determine the feasibility of closing the school, based on the report of the principal.

**B. IF OUTSIDE THE BUILDING:**

1. Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed wires and wet areas.
2. The safest place is in the open. Stay there until the earthquake is over.
3. DO NOT RUN! Do "DROP -TAKE COVER."
4. Follow procedures 5 through 12 under "Inside School Building."

**C. STUDENTS WITH DISABILITIES:**

Students with handicap conditions may need special assistance and instruction regarding falling debris. Additional drills may be needed to make certain the procedures are mastered. Each handicapped student's needs should be assessed in relation to the possibility of a disaster and his/her preparedness.

**HOW TO ASSIST THOSE WITH DISABILITIES DURING AN EVACUATION**

The needs and preferences of non-ambulatory individuals will vary. Those at ground floor locations may be able to exit without help. Others may have minimal ability to move, and lifting may be dangerous. Some non-ambulatory people also have respiratory complications. Remove them from smoke and vapors immediately

**To alert visually-impaired individuals**

- Announce the type of emergency.
- Offer your arm for guidance.
- Tell person where you are going, obstacles you encounter.
- When you reach safety, ask if further help is needed.

**To alert individuals with hearing limitations**

- Turn lights on/off to gain person's attention -OR-
- Indicate directions with gestures -OR-
- Write a note with evacuation directions.

**To evacuate individuals using crutches, canes or walkers**

- Evacuate these individuals as injured persons.
- Assist and accompany to evacuation site, if possible -OR-
- Use a sturdy chair (or one with wheels) to move person -OR-
- Help carry individual to safety.

**To evacuate individuals using wheelchairs**

- Give priority assistance to wheelchair users with electrical respirators
- Most wheelchairs are too heavy to take downstairs; consult with the person to determine the best carry options.
- Reunite person with the wheelchair as soon as it is safe to do so.

**EXPLOSION OR RISK OF EXPLOSION**

1. DUCK, COVER, AND HOLD command is to be given immediately. Do not approach windows or doors.
2. If the explosion is not in the building, students and staff are to remain at their assigned locations until directed by competent authority.
3. When directed, evacuate.
4. If necessary, move to safe assembly areas outside the building and away from the location of the explosion.
5. Render first aid as necessary.
6. Teachers are to take roll, complete Disaster Report, and report missing students to the office.
7. If possible to fight small fires without endangering life, do so.

**FIRE IN SURROUNDING AREA**

1. Sound the school alarm and evacuate building.
2. Notify the office.
3. Assemble at the pre-designated area (refer to evacuation map).

4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and ancillary rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so by using the fire extinguisher.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Teachers should take roll, complete Disaster Report, and report of missing students to the incident commander. No one should leave the area until instructed to do so.
10. In the event of a fire near the school, the principal shall determine what action is appropriate.

#### FIRE ON SCHOOL GROUNDS

##### INITIAL RESPONSE:

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

#### FLOODING

1. Warning of an impending flood would normally be received at the endangered location by telephone from the District Office or from a civil agency (police or fire). If access to the Internet is available, the national weather service supplies current weather information, including severe weather warnings at <http://www.nwsla.noaa.gov>.
2. Establish a Command Post and communicate with the District Office. The predicted extent of the flood and the amount of time before it arrives will determine the course of action.
3. Keep students indoors until it is determined to be safe
4. Move students to pre-designated assembly areas if an evacuation is ordered.
5. Teachers are to take roll, complete Disaster Report, and report all missing students to the office.
6. The principal may initiate the following emergency actions:
  - Dismiss school.
  - Leave campus and move to a safe place.

#### LOSS OR FAILURE OF UTILITIES

1. Notify the appropriate utility company and the District Office.
2. Determine if any power, sewer, gas or water lines are down or ruptured on or adjacent to the campus. If so, activate the Incident Command System.
3. Determine if an evacuation is necessary.
4. Use emergency lighting (flashlights) and open window shades to provide as much light as possible.
5. Should the utility failure be for an extended period, make recommendations to and coordinate activities with the District Office.

#### MOTOR VEHICLE CRASH

1. Call 911 to report the crash.
2. Evaluate situation start first aid where possible
3. Notify the District Office

4. Establish a command post as needed
5. Determine if any staff or students are in immediate danger. If necessary, evacuate location to move away from crash.
6. Consult with District Office and Emergency personnel for further direction and coordinate activity as needed.

## PANDEMIC

### What is a Pandemic?

Pandemic: a worldwide outbreak of a specific disease or illness that suddenly occurs in human beings within a community, region or country in a number of cases that clearly exceeds that of 'normal.' Pandemic outbreaks are expected to occur simultaneously throughout the nation in inevitably and unpredictable intervals. When the influenza flu pandemic occurs, an outbreak is expected to last about six to eight weeks in each affected community.

### What is Influenza?

Influenza: also known as "the flu." A respiratory illness caused by an infecting viral organism. Influenza is most usually a seasonal illness that often occurs each winter. It is spread from person to person when drops of moisture (saliva, sputum), from and infected person, travels through the air when they talk, sneeze or cough. These droplets of moisture contain the influenza virus. When they are inhaled the other becomes infected with influenza. The Center for Disease Control (CDC) defines influenza-like illnesses as having the following symptoms:

- Fever of 101.5° Fahrenheit or higher AND ONE OF THE FOLLOWING:
- Cough
- Sore Throat
- Headache
- Muscle Ache

When a pandemic emergency is declared by state and/or local authorities, Oxnard School District (OSD) will follow directives and protocols from these agencies in making decisions about school closure and school reopening, as well as decisions of student and staff safety. OSD will also follow procedures and protocols for emergency circumstances as outlined in the District's Emergency Operations Plan (EOP).

The Superintendent or designee shall collaborate with parents/guardians and local health agencies and organizations to develop a comprehensive approach to disease prevention that promotes preventative measures and education of students and staff.

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

The Superintendent or designee shall ensure that the district's comprehensive health education program provides information about the prevention of infectious diseases, including the nature of blood borne pathogens and their transmission, as well as information to help prevent the spread of contagious diseases, such as a pandemic influenza. He/she shall also ensure that each school has sufficient infection prevention supplies that are easily accessible to staff. The following resources and guidance contain best current best practices for schools in planning and responding to pandemic emergencies.

## PSYCHOLOGICAL TRAUMA

Many emergencies may result in psychological trauma for students and school staff. These emergencies may include an act of violence, the death of a student or staff member, an earthquake or other natural disaster, a serious environmental problem, or ethnic and racial tensions. Emergencies may result in the following conditions:

Temporary disruption of regular school functions and routines

Significant interference with the ability of students and staff to focus on learning

Physical and/or psychological injury to students and staff

Concentrated attention from the community and news media

As a result, students and staff may exhibit a variety of psychological reactions. Once the physical safety of those involved has been ensured, attention must focus on meeting the emotional and psychological needs of students and staff. Specific procedures relating to crisis management can be found in the Oxnard School District – School Crisis Intervention Team Manual.

### Procedure

1. The School Administrator will contact the District Superintendent to establish a Crisis Intervention Team, which has primary responsibility for providing necessary assistance after all types of crises.
2. The District Superintendent will determine whether a District EOC activation is necessary to support school site Crisis Intervention Team operations.

3. The Crisis Intervention Team will assess the range of crisis intervention services needed during and following an emergency.
4. The Crisis Intervention Team will provide direct intervention services for students and staff.
5. The School Administrator, District Superintendent and Crisis Intervention Team will work together to determine when and how school functions should be restored.
6. The Crisis Intervention Team should provide ongoing assessment, if needed, as well as follow-up services, as required.

#### SUSPECTED CONTAMINATION OF FOOD OR WATER

The following procedure should be followed if any school staff member reports suspected contamination of food or water. This procedure applies where there is evidence of tampering with food or packaging, observation of suspicious individuals in proximity to food or water supplies, or if the school is notified of possible food/water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, or taste, and/or multiple persons with unexplained nausea, vomiting, or other illnesses.

##### Procedure

1. Upon indication of suspected contamination, the School Administrator will work with appropriate school staff to isolate the suspected food/water. Access should be restricted to the contaminated area to prevent consumption of food/water.
2. The School Administrator should call 9-1-1, District Superintendent, Child Nutrition Services and Ventura County Public Health.
3. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
4. School medical personnel should assess the need for medical attention and provide first aid, as appropriate.
5. The School Administrator and school staff will make a list of all potentially affected students and staff along with their symptoms, the food/water suspected to be contaminated, and the quantity and description of products consumed. The list should be provided to responding authorities.
6. The School Administrator should work with local authorities and District Superintendent to determine necessary follow-up actions, including the need to notify other potentially affected schools in the District.
7. The School Administrator and District Superintendent will work with Ventura County Public Health to determine when normal school operations can resume.
8. The School Administrator will ensure that parents are notified of the incident, as appropriate.

#### UNLAWFUL DEMONSTRATION OR WALKOUT

School administrators will be proactive in working with student groups to best plan and organize opportunities for lawful expression of free speech. While students maintain their First Amendment rights (freedom of speech and peaceable assembly) while on school grounds, students also may not pose a disruption to the school environment while on school grounds. When students wish to express their First Amendment rights, school administrators will work with student leaders to provide opportunities for students to assemble and to express their opinions peacefully on school grounds. Working with students to create an organized plan of assembly or an alternative to a walkout will allow school staff to maintain order and supervision of the students and consequently better ensure their safety.

##### Procedure

In cases where there is an unlawful assembly (an assembly with intention of disrupting the school environment), school administrators will take the following actions:

Make multiple attempts to redirect students away from the disruption and into a calm and safe environment.

1. Contact the School Resource Officer (SRO) for support with supervision and safety.
2. Direct students not to leave the campus and warn students of consequences.
3. Identify any student who leaves the campus.
4. Follow and maintain supervision of any student who leave the campus.
5. Maintain contact with police regarding the incident.
6. Contact parents of any student disrupting or leaving the campus.
7. Make multiple attempts to have students return to the campus.
8. Remain with students until a return to campus or home.

AB 1747 requires schools to involve the fire department and first responders in the development of the Comprehensive School Safety Plan. As a function of this requirement, all schools within Oxnard School District will collaborate annually to address the following areas of campus safety:

- **Hazardous Materials:** The locations of hazardous materials including toxic, flammable, corrosive, chemically, or reactive materials should be identified. This should include, on and off campus locations, and the proximity off the campus to fixed sites and transportation corridors that may contain or transport hazardous materials (roadways, highways, pipelines and rail lines)
- **Powerlines:** The proximity of high voltage power lines should be considered in establishing the site evacuation plan (overhead and below ground lines and vaults)
- **Flooding and Landslides:** The likelihood and possible effects of flooding or landslides should be consider both for the campus location and planned evacuation sites and routes.
- **Tsunami Zones:** The location of tsunami inundation zones and evacuation routes should be examined for the campus and evacuation areas.
- **Evacuation Zones:** Evacuation zones and routes should be evaluated for hazards that may result following earthquakes and other disasters. The location of power, gas, water, and sewer lines, as well as hazardous materials sites, bridges, large buildings sprinklers and other hazards should be evaluated.
- **Access and Egress:** Access and egress routes such as walkways and hallways should be identified and kept free of objects and obstacles that can restrict movement (tables, boxes, equipment, carts, desks, chairs, etc.)
- **Utility Shutoffs:** The location of utility shutoffs including water, gas and electrical services should be identified and included on diagrams and site maps. All water heaters on the site should be identified and properly strapped.
- **Electrical Panels:** Areas surrounding electrical panels should be kept clear (Minimum of 3 foot clearance in front of all electrical panels)
- **Janitorial Areas:** Chemicals and tools should be stored in proper, locked and approved closets, rooms, containers and cabinets.
- **Storerooms:** Shelving should be secured to walls or braced. Heavy items stored on lower shelves. Fragile or hazardous item secured.
- **Computers and Peripherals:** All items including CPUs, displays, scanners and printers should be secured or situated so that they do not block walkways or access and egress routes following an earthquake.
- **Large and Heavy Equipment and Machines:** All heavy machines and objects should be secured and located away from access and egress routes
- **Sound System Speakers, Spotlights and Displays:** Items need to be properly secured with earthquake straps or braces. Consideration should be given to areas directly around and below these objects.
- **Compressed Gas Cylinders:** All cylinders should be properly secured at the top and bottom with safety straps or chains. Care should be given to the use, storage and movement of high pressure cylinders.
- **Weight Rooms, Motor Development Room and Equipment:** Weights and equipment should be stored on racks that are secured and/or anchored to the floor or walls. Equipment should be located away from doorways and access and egress points.

#### CAMPUS ACCESS

- Controlled Access
- Traffic review, parking, fire lanes
- Adequate surfacing, lighting
- Safety Plan
- Required Postings
- Stairs, ramps, walkways
- Gateways and fences

#### ASSEMBLY ROOMS

- Exits clear, exit & emergency lights
- Floors, seating maintained
- Stage: clean, clear exits, wiring
- Kitchen: clean, safe food storage

#### SCIENCE ROOMS

- Hazardous material storage
- Adequate ventilation, fume hoods
- Eyewash, gas shut-off
- Safety training
- Safety signs posted, enforced

#### **EMERGENCY PREPAREDNESS**

- Fire extinguishers checked monthly
- Fire and Earthquake drills conducted
- First Aid Equipment in place
- Evacuation routes posted
- Health care plans / 504s – In binder for evacuation
- Medications – Access and evacuation
- Emergency card – Access and evacuation
- Staff Training on Emergency Procedures

#### **NONSTRUCTURAL HAZARDS**

The furnishings and nonstructural elements of a building cause nonstructural hazards. Anything that does not actually hold the building up is nonstructural, including floors, ceilings, windows, and all furnishings. In California schools, nonstructural hazards represent the greatest threat to the safety of students and staff. Eliminating these hazards can reduce injuries significantly. The following items will be inspected annually in all rooms within the campus:

- Free standing shelves over 4 feet tall secured to floor or wall
- File cabinets bolted to wall
- File cabinet drawers have latches
- Paints and chemicals restrained on shelves
- Wall-mounted objects are secured
- Sound system speakers are secured to building
- TV securely fastened to platform or cart
- Heavy objects removed from high shelves
- Aquariums located on low counter or restrained
- Computers fastened to work station
- Desks and tables cannot block exits
- Cabinets or equipment on wheels cannot block doorway

## Medical Emergencies

Calmly and carefully, assess the medical emergency. Take only those measures you are qualified to perform. You should always wear latex or rubber gloves to prevent contact with bodily fluids.

### Rescue Breathing

- Gently tilt the head back and lift the chin to open the airway.
- Pinch the nose closed.
- Give two slow breaths into the mouth.
- Breathe into an adult once every five seconds, and for children or infants breathe gently once every three seconds.
- If you are doing the procedure correctly, you should see the chest rise and fall.

### To Stop Bleeding

- Apply direct pressure to the wound.
- Maintain the pressure until the bleeding stops.
- If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level of the heart.
- If limb appears to be broken, minimize any movement, but take what measures are necessary to stop the bleeding.

### Treatment for Shock

- Do whatever is necessary to keep the person's body temperature as close to normal as possible.
- Attempt to rule out a broken neck or back.
- If no back or neck injury is present, slightly elevate the person's legs.

### Choking

- Stand behind the person.
- Place the thumb side of one of your fists against the person's abdomen, just above the navel and well below the end of the breastbone.
- Grasp your fist with your other hand and give an abdominal thrust.
- Repeat until the object comes out.
- If required, begin rescue breathing.

### Triage Guidelines

Triage is defined as *the sorting of patients into categories of priority for care based on injuries and medical emergencies*. This process is used at the scene of multiple-victim disasters and emergencies when there are more victims than there are rescuers trained in emergency care.

Incidents that involve large numbers of casualties, and have a delay in the response time of emergency medical services, require a special form of triage. The modified triage system that is in most common use is the S.T.A.R.T. (**S**imple **T**riage **A**nd **R**apid **T**reatment) Plan. In this plan, patients are triaged into very broad categories that are based on the need for treatment and the chances of survival under the circumstances of the disaster. These categories are listed below:

### TRIAGE Priorities

#### Highest Priority - RED TAG

1. Airway and breathing difficulties

2. Cardiac arrest
3. Uncontrolled or suspected severe bleeding
4. Severe head injuries
5. Severe medical problems
6. Open chest or abdominal wounds
7. Severe shock
<b>Second Priority - YELLOW TAG</b>
1. Burns
2. Major multiple fractures
3. Back injuries with or without spinal cord damage
<b>Third Priority - GREEN TAG</b>
1. Fractures or other injuries of a minor nature
<b>Lowest Priority - BLACK</b>
2. Obviously mortal wounds where death appears reasonably certain
3. Obviously deceased

### S.T.A.R.T. Plan Triage Checklist

*This method allows rapid identification of those patients who are at greatest risk for early death and the provision for basic life-saving stabilization techniques.*

#### Initial contact

- Identify self, and direct all patients who can walk to gather and remain in a safe place. Tag these people **GREEN**
- Begin evaluating the non-ambulatory patients where they are lying.

#### Assess respiration (normal, rapid, absent)

- If absent, open airway to see if breathing begins
- If not breathing, tag **BLACK** (dead) DO NOT PERFORM CPR
- If patient needs assistance to maintain open airway, or respiratory rate is greater than 30 per minute, tag **RED** (attempt to use a bystander to hold airway open)
- If respiration is normal, go to next step

#### Assess perfusion (pulse, bleeding)

- Use the capillary refill test to check radial (wrist) pulse
- If capillary refill test is greater than 2 seconds, or radial pulse is absent, tag **RED**
- If capillary refill is less than 2 seconds, or radial pulse is present, go to next step.
- Any life threatening bleeding should be controlled at this time, and if possible, raise patient's legs to treat for shock (attempt to use a bystander to hold pressure/bleeding control)

#### Assess Mental Status (commands, movement)

- Use simple commands/tasks to assess

- If patient cannot follow simple commands, tag **RED**
- If patient can follow simple commands, they will be tagged **YELLOW** or **GREEN**
- This will depend on other conditions, where their injuries will determine the priority of **YELLOW** versus **GREEN** (i.e. multiple fractures would require a higher level of treatment than superficial lacerations)

### **Lockdown Materials**

All classrooms are equipped with the following items for health and welfare use in the event of a lockdown:

- Toilet Seat
- 5 Gal Bucket
- Toilet Paper – 500 Sheets
- Wet Wipes Towelettes 100 pk
- Infectious Waste Bags 10 gal ea
- Utility Tape 10 yard
- Blue Poly Tarp 8' x 10'
- Nitrile Gloves – Large pair
- Cat Litter 4.5 lb

### **Emergency / Disaster Materials**

- Water: Aqua Box, 8.45 oz
- First Aid Kit:
  - Ice Packs
  - Adhesive Bandages ¾" x 3"
  - Ex-Large Bandages
  - Gauze Pads, 3" x 3" Sterile
  - Gauze Roll, 2" x 5 yd
  - Adhesive Tape ½" x 2.5 yd
- Lighting/Safety/Tools
- Flashlight w/Batteries
- Lightsticks, 12 hour
- Lumber Marking Crayon
- Safety Vest
- Leather Palmed Glove
- Whistle
- Duct Tape
- Dust Mask

# Emergency Evacuation Map

# Emilie Ritchen Elementary School

## Evacuation Map

Emergency Evacuation Procedures are posted in every room, hallways, and other common areas of the campus

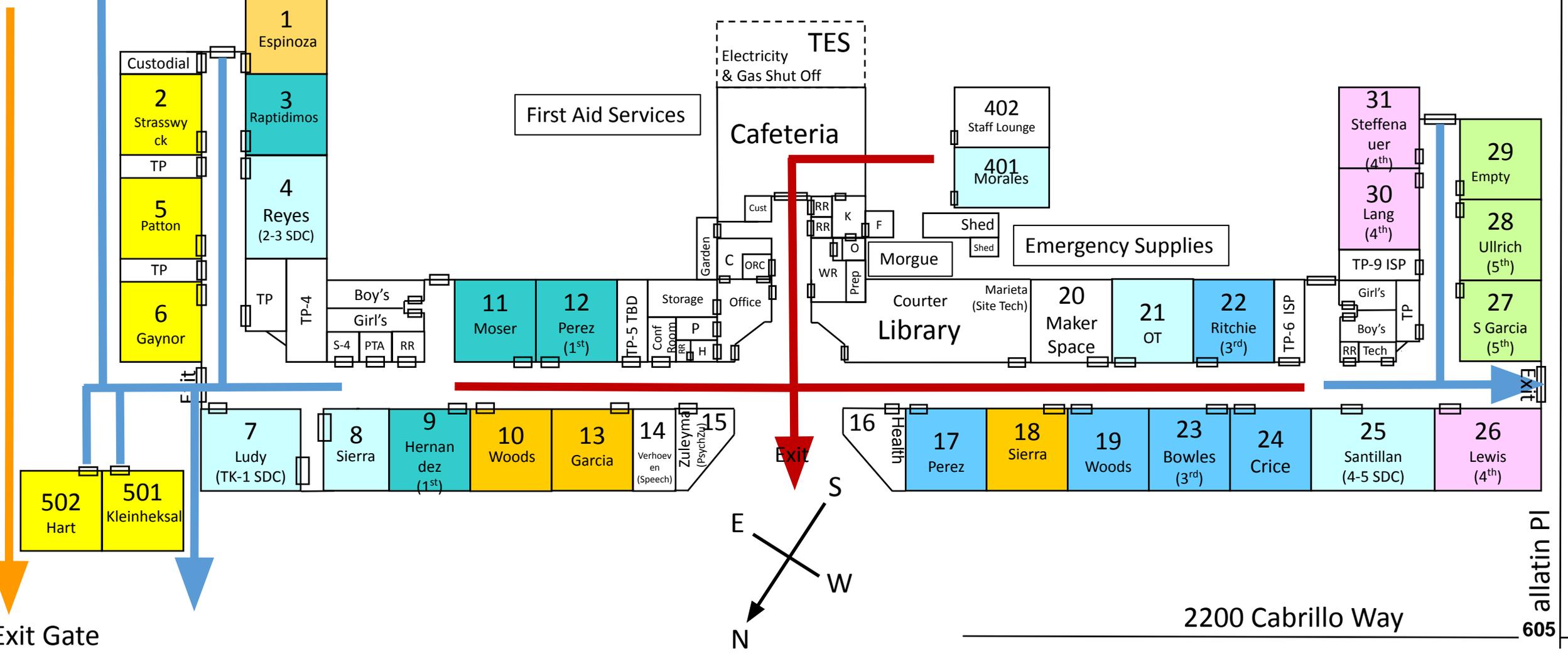
Emergency Supplies

Back Field Exit Gate

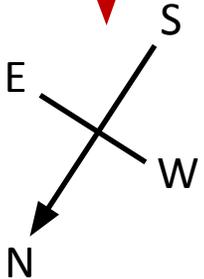
Command Post

Side Field Exit Gate

Water Shut Off



Exit Gate



2200 Cabrillo Way

605

First Aid Services

TES  
Electricity & Gas Shut Off  
Cafeteria

Emergency Supplies

Library

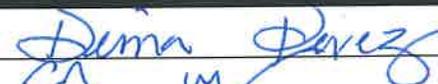
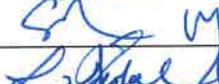
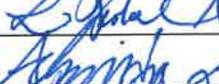
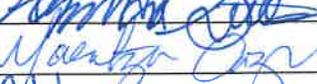
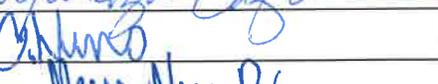
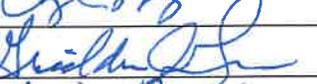
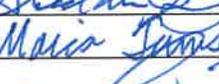
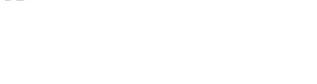
Exit

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2023-2024 School Year

**School:** Rose Avenue Elementary School  
**CDS Code:** 56725386055370  
**District:** Oxnard School District  
**Address:** 220 South Driskill Street  
 Oxnard, CA 93030  
**Date of Adoption:** February 21, 2024  
**Date of Review:** -with Staff  
 November 28, 2023  
 -with Law Enforcement  
 January 2024  
 -with Fire Authority  
 January 2024

**Reviewed by:**

Name	Title	Signature	Date
Diana Perez	Principal		12/8/2023
Sarah Manley	4th Grade Teacher (SDC)		12/8/2023
Leticia Vidal	4th/5th Teacher		12/8/2023
Alejandra Santos	ORC		12/8/2023
Maritza Cazares	ASP Coordinator		12/8/2023
Crystal Nuno	ELAC President		12/8/2023
Alicia Perez	Attendance Technician		12/8/2023
Mayra Perez	Counselor		12/8/2023
Cynthia Manriquez	Psychologist		12/8/2023
Gricelda Tapia	4th Grade Teacher		12/8/2023
Maria Tamsing	3rd Grade Teacher		12/8/2023
Charlotte Hwan	4th/5th Teacher		12/8/2023

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2023-2024 School Year

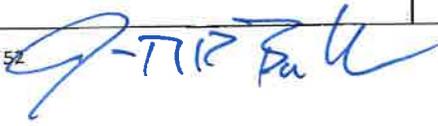
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**Address:** 220 South Driskill Street  
 Oxnard, CA 93030  
**Date of Adoption:** February  
**Date of Review:** -with Staff  
 -with Law Enforcement  
 -with Fire Authority

**Reviewed by:** STEPHEN MAJANUGHTEN OXNARD FIRE MARSHAL  1/24/24

Name	Title	Signature	Date
Diana Perez	Principal		
Sarah Manley	4th Grade Teacher (SDC)		
Leticia Vidal	1st Grade Teacher/School Site Council Chairperson		
Alejandra Santos	ORC		
Maritza Cazares	ASP Coordinator		
Crystal Nuno	ELAC President		
Alicia Perez	Attendance Technician		
Mayra Perez	Counselor		
Cynthia Manriquez	Psychologist		
Gricelda Tapia	4th Grade Teacher		
Maria Tamsing	3rd Grade Teacher		

 Comprehensive School Safety Plan

OXPO

1 of 52  2/2/24 1/6/24

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## Senate Bill 187: Comprehensive School Safety Plan Purpose

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

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

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB115. 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 (electronic or paper) of the Comprehensive School Safety Plan is provided yearly to the following:

- School staff
- Parents
- After-school program staff
- Oxnard Police Department
- Oxnard Fire Department
- Early Childhood Education staff
- Volunteer Coaches

A copy of the Comprehensive School Safety Plan is available for review online at [www.oxnardsd.org](http://www.oxnardsd.org) or in the Rose Avenue Elementary School's office.

### **COVID-19 PANDEMIC INFORMATION FOR 2023 – 2024 SCHOOL YEAR**

*For the most up-to-date information concerning our COVID-19 protocols, feel free to visit the following websites:*

Oxnard School District @ [www.oxnardsd.org](http://www.oxnardsd.org)

Ventura County Department of Public Health @ [www.vhca.org](http://www.vhca.org)  
Center for Disease Control and Prevention @ [www.cdc.gov](http://www.cdc.gov)

**Safety Plan Vision**

Student safety is a top priority at Rose Avenue Elementary School. School staff are dedicated to providing a safe, positive, and nurturing environment that is conducive to learning in order for students to achieve school success.

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

### Rose Avenue Elementary School Safety Committee

Diana Perez (Principal), Claudia Morales (Office Manager), Alicia Perez (Attendance Technician), Sarah Manley (SDC Teacher), Leticia Vidal (Teacher and SSC Chairperson), Maria Tamsing (Teacher), Gricelda Tapia (Teacher), Charlotte Hwan (Teacher), Mayra Perez (School Counselor), Alejandra Santos (ORC), Cynthia Manriquez (School Psychologist), Nancy Gonzalez (ELAC President), Steven Fimbres (After-School Program Coordinator), Police Department Representative, and Fire Department Representative

### Assessment of School Safety

#### Maintaining a Safe Campus:

- The site monitors Office Referrals, Attendance Rates Suspensions/Expulsions Data, and the Panorama Survey Results to assure that there continues to be improvements in students' behavior and the overall school climate. School Safety is a frequent topic at PBIS, Leadership, Staff, SSC, Coffee with the Principal and ELAC meetings where both feedback and input is highly encouraged.
- The School Principal will invite a representative from the Oxnard Police Department for an annual security inspection of the campus and a representative from the Oxnard Police Department will be present during a whole school evacuation drill.
- Risk Management conducts a safety inspection of the campus each year. A report is submitted and necessary changes are made.
- The Lead Custodian and the School Principal conduct bi-monthly safety inspections and submit a report to the District Office.
- Safety issues are reported by staff to school site administration. Safety issues are handled by the lead custodian or through work orders to the district office.
- The Safety Committee reviewed and discussed procedures to be followed by staff and students during emergencies.
- Monthly drills, evaluation of monthly drills, and an end of the year self evaluation are conducted in collaboration with the Oxnard Police Department. (Example: Lockdowns, Fire, Earthquake, Evacuation)
- The Safety Committee meets regularly to review all safety procedures and makes necessary revisions as needed.

#### Emergency Supplies:

- An annual inventory is conducted for all emergency equipment and all staff are provided with this equipment at the beginning of the year. All emergency equipment is replenished as needed. (Example: Emergency Backpack, First Aid Materials, Portable Toilet Bucket)

#### Discipline and Behavior:

- The school has adopted PBIS (CHAMPS and Restorative Justice Practices) as a school wide approach to promote positive student behavior and expectations.
- The school's Principal will meet with students via school assemblies throughout the year to review school rules and expectations.
- The school's Principal, PBIS Team, and Counselor will support teachers with CHAMPS and social-emotional lessons in the classroom.
- The school's Counselor will provide Social Skills Groups and Counseling as needed.

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

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

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

Each employee has been properly trained on Child Abuse Reporting Procedures, the timeline to report, and the procedures for providing information to the School Office Manager, School Principal, and Oxnard School District's Director of Pupil Services.

#### GENERAL

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

#### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.

- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

#### STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

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

#### GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

#### OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.

- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

Dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

- Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.
- In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.
- During an emergency period or condition created by disaster, occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

Emergency Announcements will be provided on the following radio stations:

AM Radio Stations:

KTNQ-AM 1020 "Univision America" Spanish  
 KNX-AM 1070 "KNX 1070 Newsradio"  
 KUNX-AM 1400 "La Super X" Spanish  
 KKZZ-AM 1520 "La Voz" Spanish  
 KVTA- AM 1590 "Ventura's Talk Authority"

FM Radio Stations:

KCRU-FM 89.1 "Public Radio for Southern California"  
 KIND-FM 94.1 "Radio Indigena 94.1" Spanish / Mixteco  
 KXLM-FM 102.9 "Radio Lazer 102.9 FM" Spanish

CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

#### CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

#### PUBLIC AGENCY USE OF SCHOOL BUILDINGS FOR EMERGENCY SHELTERS

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

#### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

#### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

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

Administration follows district guidelines set by Pupil Services for School Suspension, Expulsion, and Mandatory Expulsion.

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

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

#### STUDENT DUE PROCESS

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

#### ALTERNATIVES TO SUSPENSION / OPTIONS

All schools within the Oxnard School District may establish a suspension program, which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

#### REQUIRED PARENTAL ATTENDANCE

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

#### DEFINITIONS

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

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

#### 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, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

#### GROUND FORS SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco, or tobacco products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm.
- n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
- o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
- r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the transmission, 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.

(i) A message, text, sound, or image.

(ii) A post on a social network Internet Web site including, but not limited to:

- (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
- (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
- (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

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

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs

s) Aided or abetted the infliction or attempted infliction of physical injury.

E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.

E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

(a)(1)(A) Causing serious physical injury to another person, except in self-defense.

(a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.

(a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).

(a)(1)(D) Robbery or extortion.

(a)(1)(E) Assault or battery upon any school employee.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(c). Upon finding that the student committed any of these acts, the Board shall expel the student.

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee with the principal or designee's concurrence. (Education Code 48915 (c) (5))

2. Brandishing a knife as defined in Education Code 48915(g) at another person.

3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053 – 11058.

4. Committing or attempting to commit a sexual assault.
5. Possession of an explosive.

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

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

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts, which may involve the possession or sale of narcotics or of a controlled substance, or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

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

#### PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

#### **BULLYING**

##### **CALIFORNIA STATE LAW REGARDING BULLYING**

Right to Safe Schools. All students and staff of public primary, elementary, junior high, senior high schools, and community colleges, colleges, and universities have the inalienable right to attend campuses which are safe, secure and peaceful.

##### **AB 9 – Seth's Law**

Requires schools to establish policies to prevent bullying and to address and be responsive to complaints about bullying.

- Requires school districts to include in its non-discrimination policy a detailed list where discrimination, harassment, intimidation, and bullying are prohibited under existing law—actual or perceived sexual orientation, gender, gender identity expression, race or ethnicity, nationality, religion, disability, or association with a person or group with one or more of these actual or perceived characteristics.
- Requires each school districts non-discrimination policy to describe the district's procedure for addressing discrimination and harassment complaints; and be publicized in places for student and parental access.
- School districts are to strengthen professional development curricula for teachers, school counselors, and administrators with instruction on identifying and stopping discrimination and harassment and creating a school-wide culture of inclusion and respect for differences.

##### **AB 746 - Cyber bullying.**

Existing law, the Interagency School Safety Demonstration Act of 1985, defines bullying as one or more acts of sexual harassment, hate violence, or intentional harassment, threats, or intimidation, directed against school district personnel or pupils, committed by a pupil or group of pupils. Under existing law, bullying, including bullying committed by means of an electronic act, as defined, is a ground on which suspension or expulsion may be based. This bill would specify that an electronic act for purposes of the act includes a post on a social network Internet Web site.

##### **AB 1156 – Bullying In Schools**

Redefines California anti-bullying law by expanding the definition of bullying and linking it to academic achievement. It will also strengthen policies and procedures to reduce bullying in schools and keep students safe.

- Requires training of school site personnel in the prevention of bullying
- Links bullying to academic achievement
- Gives victims of bullying priority for school transfer, if requested

- Encourages school districts and county offices of education to include policies and procedures on the prevention of bullying in the school safety plan

## OXNARD SCHOOL DISTRICT BOARD POLICY 5131.2

### Bullying

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

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

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

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

### Bullying Prevention

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

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

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

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

### Intervention

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

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

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

### Complaints Procedures

The Board hereby designates the following position to handle complaints regarding bullying and inquiries regarding the district's bullying policies:

Assistant Superintendent, Human Resources and Support Services  
1051 South A Street  
Oxnard, CA 93030  
(805) 385-1501 ext. 2050

Any student who feels that he/she has been subjected to bullying should immediately contact the Coordinator, the principal, or any other staff member. Any student or school employee who observes an incident of bullying should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Upon receiving a complaint of bullying, the Coordinator shall immediately investigate the complaint in accordance with site-level complaint procedures specified in AR 1312.3- Uniform Complaint Procedures.

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

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

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

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

#### Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations. Alternative means of correction will be considered where appropriate, as required by Education Code section 48900.5

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

Administration notifies all teachers of Dangerous Pupils on an annual basis.

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

- (a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 or Section 48915 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])**

Each employee has been trained by the Oxnard School District's Human Resource department of Sexual Harassment Policies.

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

School Suspension & Expulsion/Due Process: Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

Failure to Report: Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

School Reporting Procedure: Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

District Complaint Procedure: If a situation involving sexual harassment is not promptly investigated and remedied by the principal or designee, a complaint of harassment may be filed in accordance with the district's uniform complaint procedures or procedures for complaints concerning district employees. The Superintendent or Assistant Superintendent, Human Resources, shall determine which procedure is appropriate.

Prohibition Against Retaliatory Behavior: The Oxnard School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

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

All students will held to the Rose Avenue Elementary School's Dress Code Policy. The purpose of the dress code policy is to ensure a safe and secure environment in which students can benefit from a quality education.

Students who violate the dress code policy will be requested to fix inappropriate clothing by changing into appropriate clothing. Students will be able to call parents/guardians to resolve the issue, such as providing a change of clothes, in order to adhere to the school's dress code policy.

California Education Code Title V, Section 302: A pupil, who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself/herself for the classroom before entering.

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

School dress codes are regularly reviewed by the School Site Council and/or School Safety Committee following these board of education policies.

The following will be strictly adhered to:

Rose Avenue students should dress in clothing, footwear, and accessories that promotes and maintains an academically-oriented school atmosphere. Dress or appearance should not disrupt the education of self or others. Students who violate dress code will be required to change into appropriate clothing and repetitive dress code violations will result in disciplinary action.

Rose Avenue Elementary School does not allow the following:

1. Backless footwear, flip flops, slippers, or open-toed sandals

2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) deemed provocative, vulgar, disruptive or hazardous to the health or safety of the wearer
3. Hats or head coverings shall not be worn indoors unless it is approved (with the exception of those pertaining to religious observances)
4. Exposed undergarments
5. Gang related apparel
6. Halter tops, off-the-shoulder or low-cut tops, spaghetti straps, bare midriffs
7. Skirts or shorts above the mid-thigh
8. Clothing or personal items that contain: Violence, Profanity, Weapons, Drug/Alcohol/Tobacco advertisements, Prejudices (Racial, Ethnic or Religious)

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

School Hours:

- The student day is from:

Monday, Tuesday, Thursday, Friday: 8:00 am - 2:15 pm (Transitional Kindergarten-Kindergarten)

Monday, Tuesday, Thursday, Friday: 8:00 am- 2:20 pm (Grades 1-5)

Wednesday: 8:00 am - 12:15 pm (Transitional Kindergarten-Kindergarten)

Wednesday: 8:00 am- 1:15 pm (Grades 1-5)

- School Office Hours are 7:30 am- 4:00 pm daily

Arrival and Dismissal Procedures:

- All students enter and exit through Driskill Street.
- Designated Gates: Transitional TK -1st Grade students enter/exit through Kindergarten gate, 2nd and 3rd grade students enter/exit through the Cafeteria gate, and 4th-5th students enter/exit through the main gate.
- Parents dropping students off at school are made aware that campus supervision IS NOT available before 7:30 am.
- The School Principal records a video at the beginning of the year to review procedures for students' arrival and dismissal
- The School Principal maintains ongoing communication regarding safe ingress and egress via Parent Square Messaging, Parent Meetings (ELAC, SSC, Coffee with the Principal, Title 1, PTA), School Website, and

Social Media Accounts (Facebook, Instagram, and Twitter)

- Under no circumstances are students to leave campus to pick up friends, go to locations other than the school campus, or loiter outside campus gates
- Students who have not been picked up 15 minutes after their dismissal time will be asked to wait inside the front office until an authorized person comes to pick them up
- Students riding their bicycles, skateboards, or scooters to school must secure them in the designated area (bicycle racks).

Before School Drop Off/After School Pick Up:

- Students who walk to school may be escorted to their designated gates by parents.
- Parents/Families who pick students up in a vehicle must pass through the designated drop/pick up drive-thru (front of school) or park in the neighborhood. To ensure safety, the drive-thru is monitored by school staff.
- Parents/Families may NOT park in the bus loading and unloading zone.
- Rose Avenue staff assists students at arrival and departure at all gates.
- School Families are to utilize designated cross walks.
- Teachers walk students to the exit gates and supervise classes for an orderly dismissal.

Student Safety: Parent Pick-Up from Office/Leaving Early

- Rose Avenue is a closed campus and parents are not allowed on campus unless they are authorized to do so by School Staff (Example: Meetings and Volunteering). If parents are authorized to be on campus, they must sign in at the front office with proper identification and must wear a Visitor or Volunteer Badge at all times.
- All school and district employees will wear a school/district provided identification badge when on campus.
- All adults picking up students before the regular dismissal time are required to be on the students' emergency card, be 18 years of age or older, and provide a valid form of identification.
- All school volunteers must be cleared through the district office before they can volunteer at school in any capacity.
- Staff and administration are continuously supervising and monitoring the school campus throughout the day to ensure school safety

- The site provides adequate student supervision before and after school and during lunch/recess by campus supervisors and other support staff.

**Traffic/Safety Enforcement:**

- The Oxnard Police Department periodically visits the school during students' arrival and dismissal times to observe traffic patterns and to provide input on safety protocols.
- The School Principal communicates with the school community via meetings and Parent Square messaging for reminders on both safety and traffic regulations.

**Tardy/Late Policy:**

- If the student arrives after the tardy bell, the student must check into the front office prior to going into the classroom.
- The student will receive an excused/unexcused tardy slip, then will be directed to go to the classroom.
- An excused tardy will be assigned with a valid excuse such as for a doctor or dentist appointment
- A truant tardy will be marked when the student arrives 30 minutes or more after the school's start time, without a valid excuse.

**Excused Absences:**

- When a student is absent, the Parent or Guardian needs to notify the school through a written note or phone call to the office within 72 hours of the absence.
- Excused Absences include: illness, medical/dental appointments, court appearances (for students), religious observations, or death of an immediate family member.
- All other absences are considered unexcused.

**Truancies:**

- The following are considered truancies:

1. Being absent from school without the knowledge and consent of parent/guardian/school.
2. Leaving the school grounds during the day without permission.
3. Staying out of class without permission.

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

**Component:**

Positive School Climate

**Element:**

School-Wide Positive Behavior Support

**Opportunity for Improvement:**

Maintain a positive, safe, and bully-free campus

Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>The school will utilize and support a Positive Behavior Interventions and Support (PBIS).</p>	<ul style="list-style-type: none"> <li>• Pumas' Guidelines for Success</li> <li>• School-Wide Assemblies (each trimester and as needed)</li> <li>• Professional Development opportunities for all staff members on PBIS/CHAMPS/STOIC/Restorative Justice</li> <li>• Monthly PBIS Meetings</li> <li>• Continued implementations of CHAMPS</li> <li>• Monday Messages from Student Council</li> <li>• Puma/CHAMPS Store</li> <li>• CHAMPS posters throughout the campus (Hallways, Playground, Cafeteria, Classrooms, Library, Restrooms)</li> <li>• PAWSitive Puma Post Cards to Parents/Guardians</li> <li>• Monthly School Spirit Weeks</li> </ul>	<p>PBIS Committee, CHAMPS incentives, Site/PTA Funding Support</p>	<p>Principal and PBIS Committee</p>	<ul style="list-style-type: none"> <li>• Continuous review and decrease of Office Discipline Referrals</li> <li>• Information/Observations from Teachers, Campus Supervisors, Administration and Support Staff</li> <li>• Classroom walkthroughs by School Principal</li> <li>• Panorama Survey Results</li> </ul>

Objectives	Action Steps	Resources	Lead Person	Evaluation
The site will create a positive behavior plan to encourage daily attendance.	<ul style="list-style-type: none"> <li>• Monthly parent communication</li> <li>• Attendance Mediation meetings</li> <li>• Home Visits as needed</li> </ul>	Support Staff Meetings (Principal, Attendance Technician, ORC)	Principal, Attendance Technician and ORC	<ul style="list-style-type: none"> <li>• Monthly Chronic Absence Data via Q</li> </ul>
Parents will have the opportunity to provide input/feedback during parent meetings and with a "suggestions box" located in the front office.	<ul style="list-style-type: none"> <li>• Frequent parent meetings (SSC, ELAC, PTA, Title 1, and Coffee with the Principal)</li> </ul>	Parent and Family Workshops (PBIS/CHAMPS/STOIC)	Principal, School Safety Committee, PBIS Committee, ORC, Counselor	<ul style="list-style-type: none"> <li>• Panorama Parent Survey</li> <li>• Information from Parent Meetings</li> </ul>

Objectives	Action Steps	Resources	Lead Person	Evaluation
The site will provide social and emotional support for students.	<ul style="list-style-type: none"> <li>• Social Skills Groups (Counselor)</li> <li>• One on One Counseling (Counselor)</li> <li>• Check-Ins (Counselor, Principal, ORC)</li> <li>• Outside Counseling Referrals (when needed)</li> <li>• Crisis Intervention</li> <li>• Parenting Classes</li> <li>• Social Emotional Classroom Lessons (Counselor/T eachers)</li> <li>• Community Circles (Classroom)</li> <li>• Wellness Centers/Activities</li> <li>• Puma/CHAM PS Room</li> <li>• Wellness Wednesdays</li> </ul>	Professional Development Opportunities for all Staff (VCOE); Site Funds; Pupil Services	Counselor	•Decrease of office referrals and office suspensions with behavior data via Q
The site will support staff progressive discipline strategies.	•Review the Oxnard School District's guide to Progressive Discipline via Staff/PBIS/Safety Committee Meetings	Professional Development Opportunities for all Staff (VCOE); Site Funds; Pupil Services	Principal, Counselor, and PBIS Committee	•Decrease of office referrals and office suspensions with behavior data via Q
The site will promote a drug-free school zone.	<ul style="list-style-type: none"> <li>• Red Ribbon Week</li> <li>• Age-appropriate assemblies/educational opportunities</li> <li>• Community Circles</li> </ul>	Site Funds; Pupil Services	Principal, School Safety Committee, PBIS Committee, ORC, Counselor	•Panorama Survey Results

Objectives	Action Steps	Resources	Lead Person	Evaluation
The site will implement the Multi-Tiered System of Support (MTSS) to support students' social and emotional needs.	<ul style="list-style-type: none"> <li>• SST Meetings</li> <li>• Staff training on the MTSS process</li> <li>• Weekly Support Staff Meetings (Principal, ORC, and Counselor)</li> <li>• Parent Trainings/W orkshops</li> </ul>	Site Funds; Pupil Services	Principal, Counselor and ORC	<ul style="list-style-type: none"> <li>• Panorama Survey Results</li> <li>• Decrease of office referrals and office suspensions with behavior data via Q</li> </ul>
The site will provide adequate campus supervision throughout the school days.	<ul style="list-style-type: none"> <li>• Campus Supervisor Training: CHAMPS, Student/Campus Safety</li> <li>• Principal and Campus Supervisor Meetings (monthly)</li> </ul>	Site Funds; Pupil Services	Principal and Campus Supervisors	<ul style="list-style-type: none"> <li>• Panorama Survey Results</li> <li>• Decrease of office rereferrals and office suspensions with behavior data via Q</li> </ul>
The site will purchase/replenish recess equipment to maintain a safe and positive environment for students.	<ul style="list-style-type: none"> <li>• Inventory of equipment</li> <li>• Develop a budget to support the replenishment of recess equipment</li> </ul>	Site Funds	Principal and PBIS Committee	<ul style="list-style-type: none"> <li>• Panorama Survey Results</li> <li>• Decrease of office referrals and office suspensions with behavior data via Q</li> </ul>

**Component:**

School's Safe Physical Environment

**Element:**

Safe School Environment

**Opportunity for Improvement:**

Ensure that the school is in safe physical working order.

Objectives	Action Steps	Resources	Lead Person	Evaluation
The site will ensure a closed campus to ensure student safety.	<ul style="list-style-type: none"> <li>• Ensure that locks and doors are in working order</li> <li>• Principal will have biweekly meetings with the Lead Custodian</li> <li>• Ensure that all gates are closed and locked at all times</li> </ul>	District/Facilities	Principal, Lead Custodian, Office Manager	<ul style="list-style-type: none"> <li>• Submit work orders as needed</li> </ul>
The site will ensure that campus facilities are safe and in working order.	<ul style="list-style-type: none"> <li>• Principal and Lead Custodian will conduct regular inspections/walk-throughs for facility conditions</li> </ul>	District/Facilities	Principal, Lead Custodian, Office Manager	<ul style="list-style-type: none"> <li>• Review monthly walk-through reports</li> <li>• Submit and monitor work orders</li> </ul>
The site will ensure that all entrances and exits are clearly labeled by grade levels to reduce student traffic during arrival and dismissal times.	<ul style="list-style-type: none"> <li>• Replenish signs as needed</li> </ul>	Site Funds	Principal and PBIS/Safety Committee	<ul style="list-style-type: none"> <li>• Review/revise campus safety protocols during PBIS and Safety Meetings</li> </ul>
The site will post signage of CHAMPS expectations and procedures in all common areas (library, cafeteria, playground, restrooms, front office).	<ul style="list-style-type: none"> <li>• Replenish signs as needed</li> <li>• CHAMPS Assemblies to review expectations and procedures</li> </ul>	Site Funds	Principal and PBIS/Safety Committee	<ul style="list-style-type: none"> <li>• Review/revise CHAMPS procedures during PBIS and Safety Meetings</li> </ul>

Objectives	Action Steps	Resources	Lead Person	Evaluation
The site will be clean and free of safety hazards.	<ul style="list-style-type: none"> <li>• Principal and Lead Custodian will conduct regular inspections/ walk-throughs for facility conditions</li> <li>• Principal will have monthly meetings with the Lead Custodian</li> </ul>	District/Facilities	Principal, Lead Custodian, Office Manager	•Submit work orders as needed
The site will assure that all facility repairs are completed in a timely manner.	<ul style="list-style-type: none"> <li>• Minor repairs are made immediately by the lead custodian or night custodians (if possible)</li> <li>• Office and Custodial Staff will submit work orders as needed</li> <li>• Principal and Lead Custodian will conduct regular inspections/ walk-throughs for facility conditions</li> <li>• Principal will have biweekly meetings with the Lead Custodian</li> </ul>	District/Facilities	Principal, Lead Custodian, Office Manager	•Submit work orders as needed

**Component:**

Disaster Preparedness

**Element:**

School Safety

**Opportunity for Improvement:**

Ensure all staff and students are prepared for an emergency

<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
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<p>The school staff and students will know what to do in case of an emergency situation.</p>	<ul style="list-style-type: none"> <li>• Conduct monthly emergency/ disaster drills (lockdowns, fire, earthquake, evacuation)</li> <li>• Train all staff on school-wide policies and procedures (annual basis and as needed throughout the year)</li> <li>• All staff is given the opportunity to provide input on the CSSP</li> <li>• Safety Committee will meet regularly (each trimester and as needed throughout the year) to review/update safety procedures</li> <li>• All staff will receive training by Risk Management and the School Principal on emergency procedures and staff responsibilities (such as search and rescue)</li> <li>• Students will participate in</li> </ul>	<p>Emergency equipment/supplies, Risk Management, Oxnard Police Department, Oxnard Fire Department</p>	<p>Principal and School Staff (Classified and Certificated)</p>	<ul style="list-style-type: none"> <li>• Staff debriefs after each monthly emergency/ disaster drill for feedback</li> <li>• Log of monthly emergency/ disaster drills</li> <li>• Agendas and Sign-in sheets from staff trainings</li> </ul>
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	<p>Safety Assemblies</p> <ul style="list-style-type: none"> <li>The Oxnard Police Department and Oxnard Fire Department will attend scheduled drills, upon availability, to ensure that procedures are followed properly and provide feedback to school administration</li> </ul>			
<p>The site will ensure that the school has all emergency equipment.</p>	<ul style="list-style-type: none"> <li>Annual inventory and replenishment as needed for all emergency equipment/supplies</li> <li>All staff will have portable two-way communication radios (walkie-talkies)</li> </ul>	<p>Emergency equipment/supplies, Site Funds, Risk Management</p>	<p>Principal and Office Manager</p>	<ul style="list-style-type: none"> <li>Each classroom/office will have an emergency backpack that contains a safety log, student rosters, and first aid</li> <li>Each classroom/office will have a portable toilet (bucket)</li> </ul>

<p>The site will write/update the Comprehensive School Safety Plan (CSSP) on an annual basis.</p>	<ul style="list-style-type: none"> <li>• All staff will provide input/feedback on the CSSP.</li> <li>• Parents and School Families will be able to provide input/feedback on the CSSP during ELAC/SSC/PT A/Coffee with the Principal meetings</li> </ul>	<p>Staff and Parent Meetings</p>	<p>Principal and all School Stakeholders</p>	<ul style="list-style-type: none"> <li>• Submit CSSP for Board Approval</li> <li>• Review/Submit CSSP for SSC feedback/approval</li> </ul>
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**(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**

**Rose Avenue Elementary School Student Conduct Code**



# Rose Avenue School

*The School Of Science and Wellness*



**PURPOSE**

The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety.

The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas.

**GOALS:** We want our students to develop a sense of values and follow the Pumas' Guidelines for Success  
**Pumas' Guidelines for Success:**

- Be Kind: and respectful to everyone.
- Be Responsible: Take care of yourself and protect school property.
- Be Safe: Follow all procedures, expectations, and rules.
- Be your best: Keep Rose Avenue bully-free.

We want our students to develop a sense of values and to become:

Caring	Honest
Responsible	Well mannered and courteous
Respectful	Knowledgeable of right and wrong
Fair	Positive in outlook
Compassionate	Self-disciplined

#### BELIEFS

We believe our rules and procedures will:

- Provide a starting point for behavior and conduct expected.
- Provide a framework of expectations, rewards and consequences, so we can be both consistent and fair in disciplining students.
- Promote overall school safety and security for each student.
- Demonstrate our agreement and commitment to developing self-disciplined and responsible youth.
- Provide opportunities for students and parents to participate with school faculty, staff and administration in ensuring the highest possible instructional climate.
- Promote knowledge and teach behavior expectations, which will help each student become self-respecting, successful and respectful citizens.

#### PHILOSOPHY

A student's education is dependent upon a team effort involving the student, parents and school personnel. Each member of the team has specific responsibilities, which must be met if the educational experience is to have the greatest positive results. Students, parents and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct concerning life at school. We want to be an extraordinary place of safety and positive opportunity for everyone.

#### Expectations of Students

- Attend school daily and be on time for each class.
- Know and follow school rules and expectations.
- Be courteous and respectful to school personnel, fellow students and the public in general.
- Behave in such a way that it does not disrupt the learning of others.
- Respect public and private property.

#### Expectations for Parents

- Assure that your child is in school and on time each day.
- Ensure that your child is appropriately prepared for school (dress, nutrition, and sleep).
- Be responsible for your child's behavior.
- Teach the pupil respect for the law and the rights of others.
- Visit your school periodically and participate in conferences as scheduled.
- Know the district, school and classroom rules and be supportive of your child's school.
- Help your child to learn self-discipline and control.

#### Expectations for Teachers

- Provide learning experiences appropriate for each student.
- Consistently enforce classroom rules, district rules, and policies.
- Communicate on a regular basis with parents concerning their child's progress.
- Be available to parents for conferences and communication.
- Continually improve professional competencies in matters of student control and discipline.
- Develop enthusiasm for learning through experiences that are interesting and relevant to students.

#### Expectations for Administrator

- Inform students and parents about school district discipline standards.
- Consistently enforce classroom, school and district rules and policies.
- Counsel with students and parents regarding disciplinary matters.
- Provide professional growth experiences, which will assist staff in increasing competencies for student control and discipline.

- Provide leadership that will establish, encourage and promote both effective teaching and learning.

Basic School Rules:

- Attend school regularly and promptly.
- Be prepared for class.
- Treat others with respect, care, and consideration.
- Conserve and protect the school and private property.
- Engage in activities without "body contact".
- Follow all school and playground rules/expectations/procedures.
- Use appropriate language.
- Follow dress code.
- Follow other rules which may be adopted in individual classes.

Note: Students may be disciplined for acts related to school activities or attendance which occur at any time including:

- While on school grounds.
- While going to or coming from school.
- During the lunch hour, whether on or off campus.
- During, going to, or coming to a school sponsored activity.

Other causes of disciplinary action:

- Deliberate littering of school premises.
- Chewing gum while at school.
- Inappropriate use of cellular phones or electronic devices.
- Not adhering to the school dress code.
- Making bomb threats or false fire alarms.
- Setting fires or using explosive devices which threaten or cause damage to human life or property on school grounds or at school sponsored events.
- Habitual tardiness/truancy
- Forging parents' signatures or school documents (CAC 306).

Consequences:

- Administration will follow the Progressive Discipline Steps.
- Rose Avenue School has adopted PBIS (CHAMPS, STOIC, Restorative Justice) as a school-wide approach to student behavior modifications.
- Administration, Counselor, and ORC will meet with students each trimester and as needed to review school rules and expectations.
- The School Counselor will support teachers with CHAMPS and Restorative Justice practices in the classroom.
- The School Counselor will provide Social Skills Groups and/or individual counseling to support various student needs. (Growth Mindset, Emotion Regulation, Bullying, etc.)
- Depending on the violation of Ed Code and the number of infractions, students may lose school privileges and serious infractions may result in suspensions/expulsions from school.

Positive Reinforcements

- Puma/CHAMPS Bucks to acknowledge exemplary behavior and reinforce the guidelines for success: Be Safe, Be Responsible, Be Respectful – Be Your Best
- Praise from staff members
- Puma/CHAMPS Room visits
- Awards Assemblies/Certificates for positive and safe behavior: Puma Awards
- Incentives are used to promote exemplary student conduct

GENERAL

*Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.*

#### CONDUCT CODE PROCEDURES

The school rules and procedures were developed and adopted in accordance with California education code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety. The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas.

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

Hate crimes are immediately reported to administration and investigated in accordance to AR 5145 if a student feel that a behavior is motivated by a hate crime. If a hate-motivated behavior has taken place, appropriate discipline shall be followed.

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual based on his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

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

Rose Avenue Elementary School will organize a School Safety Committee every school year to review and update the Comprehensive School Safety Plan on a continual basis to ensure the safety of the school community. The School Safety Committee meets each trimester and is also to meet as needed throughout the year. All recommendations and changes are brought to the attention of the entire staff and stakeholders at meetings held throughout the school year. The plan is discussed and reviewed with school staff, approved by the School Site Council, and updated after review by the Director of Pupil Services before being brought to the Governing Board for approval on February \_\_\_\_\_

### **Meeting Dates:**

Leadership Meeting: 11/8/2023

Staff Meeting: 11/28/2023

Safety Committee Meeting: 11/13/2023

School Site Council for Approval: 11/9/2023

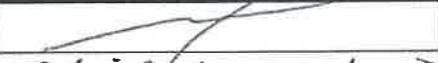
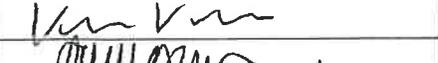
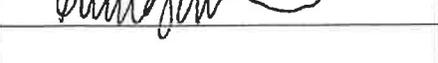
ELAC Meeting: 11/17/2023

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2023-2024 School Year

**School:** San Miguel  
**CDS Code:** 56725386095905  
**District:** Oxnard School District  
**Address:** 2400 South J Street  
 Oxnard, CA 93033  
**Date of Adoption:** February 21, 2024  
**Date of Review:** -with Staff  
 October 10, 2023  
 -with Law Enforcement  
 January 2024  
 -with Fire Authority  
 January 2024

**Reviewed by:**

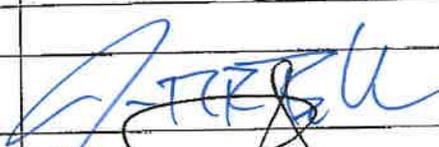
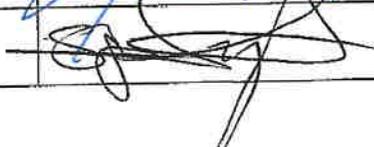
Name	Title	Signature	Date
Mary Truax	Site Administrator		1-31-2024
Elizabeth Montano	San Miguel Assistant Principal		1-31-24
Gilbert Elizarraraz	Kamala Assistant Principal		1/31/24
Veronica Villalobos	Office Assistant		1-31-24
Sara Garcia	Parent Liaison		1/31/24
	Police department Representative		
	Fire Department Representative		

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 January 2024

**Reviewed by:**

Name	Title	Signature	Date
Mary Truax	Site Administrator		
Elizabeth Montano	San Miguel Assistant Principal		
Gilbert Elizarraraz	Kamala Assistant Principal		
Veronica Villalobos	Office Assistant		
Sara Garcia	Parent Liaison		
J. Ballaw	Police department Representative		2/2/24
STEPHEN McNAUGHTEN	Fire Department Representative		1/24/24

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## Senate Bill 187: Comprehensive School Safety Plan Purpose

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

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

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB115. 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 (electronic or paper) of the Comprehensive School Safety Plan is provided yearly to the following:

- School staff
- Parents
- After-school program staff
- Oxnard Police Department
- Oxnard Fire Department
- Early Childhood Education staff
- Volunteer Coaches

A copy of the Comprehensive School Safety Plan is available for review online at [www.oxnardsd.org](http://www.oxnardsd.org) or in the San Miguel's office.

### **COVID-19 PANDEMIC INFORMATION FOR 2023 – 2024 SCHOOL YEAR**

*For the most up-to-date information concerning our COVID-19 protocols, feel free to visit the following websites:*

Oxnard School District @ [www.oxnardsd.org](http://www.oxnardsd.org)

Ventura County Department of Public Health @ [www.vhca.org](http://www.vhca.org)

**Safety Plan Vision**

San Miguel will provide a safe and stimulating early childhood education setting which promotes each child's Language, social emotional, physical and cognitive development.

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

### **San Miguel Safety Committee**

Mary Truax, Principal  
Elizabeth Montano, Assistant Principal  
Gilberto Elizarraraz, Kamala Assistant Principal  
Veronica Villalobos, Office Assistant  
Police Department Representative  
Fire Department Representative  
Sara Garcia, Parent Liaison

### **Assessment of School Safety**

San Miguel is a special education preschool setting. The staff was advised to follow correct procedures for school safety with a focus on health and safety while on campus. The safety committee met and discussed procedures to follow by staff and visitors, including students, while on campus. Risk Management from Oxnard District Office conducted a safety inspection of the campus. A report was submitted and necessary changes made. Risk Management conducts a safety inspection of campus each year and a report is submitted and necessary changes are made. The custodian and San Miguel administration conduct a monthly safety inspection. Any necessary findings are reported to the Oxnard District Office. Any safety issues are reported by staff to the administration and the issues are handled by the custodian or through work orders to the district office.

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

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

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

##### GENERAL

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

## SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

## STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

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

## GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

#### OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

Dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

- Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.

- In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.
- During an emergency period or condition created by disaster, occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

Emergency Announcements will be provided on the following radio stations:

AM Radio Stations:

KTNQ-AM 1020 "Univision America" Spanish  
 KNX-AM 1070 "KNX 1070 Newsradio"  
 KUNX-AM 1400 "La Super X" Spanish  
 KKZZ-AM 1520 "La Voz" Spanish  
 KVTA- AM 1590 "Ventura's Talk Authority"

FM Radio Stations:

KCRU-FM 89.1 "Public Radio for Southern California"  
 KIND-FM 94.1 "Radio Indigena 94.1" Spanish / Mixteco  
 KXLM-FM 102.9 "Radio Lazer 102.9 FM" Spanish

CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

PUBLIC AGENCY USE OF SCHOOL BUILDINGS FOR EMERGENCY SHELTERS

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

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

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

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

### STUDENT DUE PROCESS

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

### ALTERNATIVES TO SUSPENSION / OPTIONS

All schools within the Oxnard School District may establish a suspension program, which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

### REQUIRED PARENTAL ATTENDANCE

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

## DEFINITIONS

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

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

## 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, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

## GROUND FORS SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco, or tobacco products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm.
- n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
- o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
- r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
  - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
    - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
    - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
    - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
  - (2) (A) "Electronic act" means the transmission, 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.
    - (i) A message, text, sound, or image.
    - (ii) A post on a social network Internet Web site including, but not limited to:
      - (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
      - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
      - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the

likeness or attributes of an actual pupil other than the pupil who created the false profile.

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

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs

s) Aided or abetted the infliction or attempted infliction of physical injury.

E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.

E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

(a)(1)(A) Causing serious physical injury to another person, except in self-defense.

(a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.

(a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).

(a)(1)(D) Robbery or extortion.

(a)(1)(E) Assault or battery upon any school employee.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(c). Upon finding that the student committed any of these acts, the Board shall expel the student.

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee with the principal or designee's concurrence. (Education Code 48915 (c) (5))
2. Brandishing a knife as defined in Education Code 48915(g) at another person.
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053 – 11058.
4. Committing or attempting to commit a sexual assault.
5. Possession of an explosive.

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

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

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts, which may involve the possession or sale of narcotics or of a controlled substance, or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

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

#### PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

## **BULLYING**

### **CALIFORNIA STATE LAW REGARDING BULLYING**

Right to Safe Schools. All students and staff of public primary, elementary, junior high, senior high schools, and community colleges, colleges, and universities have the inalienable right to attend campuses which are safe, secure and peaceful.

#### **AB 9 – Seth’s Law**

Requires schools to establish policies to prevent bullying and to address and be responsive to complaints about bullying.

- Requires school districts to include in its non-discrimination policy a detailed list where discrimination, harassment, intimidation, and bullying are prohibited under existing law—actual or perceived sexual orientation, gender, gender identity expression, race or ethnicity, nationality, religion, disability, or association with a person or group with one or more of these actual or perceived characteristics.
- Requires each school districts non-discrimination policy to describe the district’s procedure for addressing discrimination and harassment complaints; and be publicized in places for student and parental access.
- School districts are to strengthen professional development curricula for teachers, school counselors, and administrators with instruction on identifying and stopping discrimination and harassment and creating a school-wide culture of inclusion and respect for differences.

#### **AB 746 - Cyber bullying.**

Existing law, the Interagency School Safety Demonstration Act of 1985, defines bullying as one or more acts of sexual harassment, hate violence, or intentional harassment, threats, or intimidation, directed against school district personnel or pupils, committed by a pupil or group of pupils. Under existing law, bullying, including bullying committed by means of an electronic act, as defined, is a ground on which suspension or expulsion may be based. This bill would specify that an electronic act for purposes of the act includes a post on a social network Internet Web site.

#### **AB 1156 – Bullying In Schools**

Redefines California anti-bullying law by expanding the definition of bullying and linking it to academic achievement. It will also strengthen policies and procedures to reduce bullying in schools and keep students safe.

- Requires training of school site personnel in the prevention of bullying
- Links bullying to academic achievement
- Gives victims of bullying priority for school transfer, if requested
- Encourages school districts and county offices of education to include policies and procedures on the prevention of bullying in the school safety plan

### **OXNARD SCHOOL DISTRICT BOARD POLICY 5131.2**

#### **Bullying**

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

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

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

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

#### **Bullying Prevention**

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

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

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

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

#### Intervention

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

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

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

#### Complaints Procedures

The Board hereby designates the following position to handle complaints regarding bullying and inquiries regarding the district's bullying policies:

Assistant Superintendent, Human Resources and Support Services  
1051 South A Street  
Oxnard, CA 93030  
(805) 385-1501 ext. 2050

Any student who feels that he/she has been subjected to bullying should immediately contact the Coordinator, the principal, or any other staff member. Any student or school employee who observes an incident of bullying should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Upon receiving a complaint of bullying, the Coordinator shall immediately investigate the complaint in accordance with site-level complaint procedures specified in AR 1312.3- Uniform Complaint Procedures.

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

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

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

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

#### Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations. Alternative means of correction will be considered where appropriate, as required by Education Code section 48900.5

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

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

- (a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 or Section 48915 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])**

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

School Suspension & Expulsion/Due Process: Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

Failure to Report: Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

School Reporting Procedure: Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

District Complaint Procedure: If a situation involving sexual harassment is not promptly investigated and remedied by the principal or designee, a complaint of harassment may be filed in accordance with the district's uniform complaint procedures or procedures

for complaints concerning district employees. The Superintendent or Assistant Superintendent, Human Resources, shall determine which procedure is appropriate.

**Prohibition Against Retaliatory Behavior:** The Oxnard School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

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

Gang related apparel is defined as apparel that reasonably can determine to threaten the health and safety of the school environment if it were worn or displayed on a school campus

California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering.

Students may not wear clothing or hairstyles that will be disruptive to the educational process.

San Miguel Dress Code Policy:

Primary responsibility for student grooming is with his or her parents; while working closely with school administration. The purpose of the dress standards shall be to ensure a safe and secure environment in which to offer a quality education.

All clothing shall be neat, clean and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for school. Garments shall be sufficient to appropriately conceal undergarments at all times.

- Articles of clothing, which display gang symbols, profanity or products, or slogans, which promote tobacco, alcohol, drugs; materially interfere with schoolwork; create disorder or disrupt the educational process are not allowed. Professional sport team jackets, T-shirts, and hats are also Not permitted at school.
- Metal accessories and jewelry that present a hazard to the health and safety of students are prohibited.
- Oversized clothing is inappropriate and must not create a safety hazard during physical activity. Clothing may be no more than one size larger than the appropriate size.
- Beach wear, halter-tops, tube tops, bare midriffs, see through outfits, or off the shoulder blouses or blouses with thin straps are not appropriate or acceptable.
- Shorts are permissible and must be at least mid-thigh in length. All shorts and jeans should be appropriate for school.
- Straps must be fastened at all times. Bib overalls must be worn with both straps fastened.
- All students must wear shoes. Strap on tennis shoes need to be strapped across the foot for safety. Flip-flops or sandals are inappropriate for safety reasons. Closed toe shoes only.
- Hats may be worn outside the classroom. Gang related symbols of any kind on the hats are not acceptable. Official school hats, inclement weather hats or hats that are part of an accessorized outfit are acceptable.
- Exceptions to the dress code can only be made for medical, health reasons, or religious beliefs.

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

The Safety Committee continuously assesses the needs of the school in regards to safe ingress and egress of students and staff. Working collaboratively with all stakeholders, parent concerns and ideas are considered when making any changes to improve student/campus safety. Parents/Guardians are asked to provide emergency contact information for their children at the beginning of the year, and are asked to make updates as soon as possible when contact information changes. Parents/Guardians are responsible to provide the school with legal/custodial paperwork regarding a student. The legal documents are attached to the student's emergency card and will be followed accordingly.

School Hours

During a typical school year, San Miguel School regular student day is from 8:30 am to 11:00 am for morning classes. For students attending afternoon sessions, the regular school day for special education preschool classes from 12:00 pm – 2:30 pm. San Miguel also has approximately 6 to 10 additional students on campus, for half hour increments, from 8:30 am to 3:30 pm for speech/language services. Upon arriving at school, all students are escorted onto campus by school staff through the main office gate (Gate 1) and side gate (Gate 2). At the end of the school day, students are escorted to the bus or released to parent/guardian by a staff member.

#### Closed Campus

San Miguel is a closed campus. All gates which provide access to the classrooms and other rooms, except the main office, remain locked during regular school hours. Staff continuously monitors the safety of all students upon arrival and dismissal from school, including at the bus stop, and throughout the school day, following established routines and procedures. All visitors to the campus must check in at the office, sign in and obtain a visitor's pass/badge.

#### Leaving Early

Students may leave campus, prior to dismissal; if parents, guardians, or persons designated by parents/guardians (and are on the emergency card) pick up students from school. Persons picking up students during the day must present a valid ID, be 18 years of age, noted on the emergency contact information, and sign the student(s) out in the office.

#### Tardy/Late Policy

If the student arrives late, the student must be checked in at the front office and escorted to the classroom by a staff member. A truant tardy will be marked when the student arrives 30 minutes or more after the school's start time, without a valid excuse.

#### Excused Absences

When a student is absent, the Parent or Guardian needs to notify the school through a written note or phone call to the office within 72 hours of the absence. Excused absences include: illness, medical/dental appointments, court appearances (for students), religious observations, or death of an immediate family member.

#### Truancies

The following are considered truancies:

1. Being absent from school without the knowledge and consent of the parent/guardian/school.
2. Leaving the school grounds during the day without permission.
3. Staying out of class without permission.

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

#### **Component:**

Positive School Climate

#### **Element:**

Positive Behavior Intervention and Supports through professional development, parent training and the IEP Process

#### **Opportunity for Improvement:**

San Miguel will train new staff in Crisis Prevention and Intervention (CPI) Yearly opportunities to renew CPI certification are offered within the district and Selpa. Staff are also encouraged to attend district Applied Behavior Analysis (ABA) training

Objectives	Action Steps	Resources	Lead Person	Evaluation
Social emotional development for students through classroom instruction and adult facilitated interactions with peers	Progress monitoring on IEP goals Professional development opportunities for para educators	Teachers, Site Administrator, district and SELPA professional development	Principal and classroom teachers	Progress on IEP goals and DRDP results
CPI training	Staff participation in district and SELPA trainings.	SELPA and District PD, Pupil Services Director, Leadership team	Administrator and Leadership Team	Leadership team notes and PD registration
Parent trainings on behavioral support	Site based and community based trainings	SELPA, Public Health, Special Education Service Coordinators and behavior specialists	Special Education Service Coordinators and Administrator	Training Flyers and sign in sheets

**Component:**

School's Safe Physical Environment

**Element:**

Safe School Environment

**Opportunity for Improvement:**

Based on the safety committees review, San Miguel will continue to ensure the safety drill schedule includes both AM and PM classes.

Objectives	Action Steps	Resources	Lead Person	Evaluation
In collaboration with Kamala, conduct regular safety drills at times that provide both AM and PM classes opportunities to participate	Calendar safety drills. Provide debriefing to staff and, if applicable, Kamala following a drill	Staff Calendar, Power Point, Staff Meetings	Principal in collaboration with Kamala Principal and Assistant Principal	Submit District Safety Forms
Safety meeting to review procedures	committee updated at the beginning of the year	Principal and Safety Plan	Principal	Safe School Plan Update
Continue to review facilities annual inspection to ensure safe egress and ingress	Hold inspection	Notes from inspections	Risk Management, Principal, Facilities	Report from Inspection
Safe egress from San Miguel to Kamala during evacuation drills	Calendar evacuations drills and provide debriefing to staff	San Miguel and Kamala Campus Supervisors All San Miguel Certificated staff	Principal in collaboration with Kamala Administration	Safety Form
Safe egress from San Miguel to neighboring Park during evacuation drills	Calendar evacuations drills and provide debriefing to staff	San Miguel Campus Supervisors and all San Miguel Certificated staff	Principal	Safety Form
Monitor facilities to ensure environment is safe.	Custodian to conduct monthly safety inspections of site and put in appropriate paperwork to fix problems as they occur	Notes from inspections	Custodian and Principal	Notes from meetings and work orders
Office Staff meetings to review protocols for student release	each trimester	Agendas from meetings	Principal and Office Manager	Notes from meeting
Ensure students are safe while on campus during the school day	School Campus is locked, Students are not released without following procedures and adults, staff wear school badges and all other adults must check in at the offer and have a visitors badge.	Review office procedures with staff and substitutes	Principal, Office Manager and Campus Supervisor	Procedural guidelines in the school handbook and substitute folders for all positions

**Component:**

Disaster Preparedness

**Element:**

School Safety

**Opportunity for Improvement:**

Based on the safety committee review, San Miguel will improve safety preparedness procedures by ensuring classroom rosters, emergency care plans and medical supplies are checked and updated regularly

Objectives	Action Steps	Resources	Lead Person	Evaluation
San Miguel has all emergency materials for a disaster	Inventory and restock materials for disasters including food supplies, first aide supplies, and search and rescue equipment	A storage bin on site with necessary emergency supplies, an emergency backpack and kit in each room.	Site Admin and Custodian	Inventory list
Students have access to medications	School nurse will ensure student medications and emergency care plans are kept up to date	locked Medicine cabinet, Emergency binder and emergency backpacks	School Nurse	Emergency care plans,
Updated class rosters & emergency care plans in each classroom emergency backpack	Attendance tech will print class rosters monthly and give to teachers. Teachers will place them in backpack and make sure a current emergency care plan is in the backpack for each student who has one.	Class list and emergency care plans	Attendance Tech, Office Assistant and Teachers	Documents are in backpack
In collaboration with Kamala, improve safety preparedness procedures	Use feedback from drills to reflect upon and improve emergency response procedures.	Class rosters and checklist collected from drills. Notes from safety meetings	Site Administrator and Kamala Assistant Principal	Feedback from disaster drills

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

**San Miguel Student Conduct Code**

- Goals: To provide a safe environment and necessary tools and resources to support the behavioral needs of the students.
- Beliefs: San Miguel school believes that the role of adult staff is to understand the underlying needs and provide students the instruction and resources necessary to assist them in learning and utilizing positive behaviors to address those needs. San Miguel School recognizes that all behavior is communication and an attempt to address an unmet need.
- Philosophy: A student’s education is dependent upon a “team” effort involving the student, parents and school personnel. Each member of the team has specific responsibilities which must be met if the educational experience is to have the greatest positive results. Students, parents and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct in relation to life at school. We want to be an extraordinary place of safety and positive opportunity for everyone.
- Expectations of Students: With the support of staff, students will make continuing progress towards age appropriate social emotional development.
- Expectations for Parents: Parents will ensure their students are at school and on time each day. Parents will be open to community resources and school based trainings to support the student’s social emotional development across settings.
- Expectation for Teachers: With the assistance of support staff, teachers will evaluate the communicative intent of student behavior including awareness of antecedence and consequences that may be influencing the behavior. Additionally, teachers will develop appropriate goals and accommodations, including behavioral plans if necessary, and ensure consistent implementation of the Individual Educational Plan (IEP) across classroom staff members.
- Expectations for Administrators: To support the vision, goals, beliefs and philosophy of San Miguel, the school administrator will ensure access to applicable resources and trainings for both staff and parents

- Basic school rules: As a preschool made up primarily of students with special education needs, we recognize that all our students are in the process of learning to become more independent and make their wants and needs known using appropriate behavior and communication. Basic school rules include following adult directions, maintaining personal safety (staying with the class, using playground equipment safely etc), and safe interactions with others (no hitting, biting, kicking, pushing or throwing objects).
- Consequences: If progress is not made with the implementation of available school resources, the IEP team may consider additional resources available to the district including outside service providers and programs.
- Positive Reinforcements: Positive reinforcements are determined based on student's interests and developmental levels. They may such things as verbal praise or access to high interest activities and items.
- Evaluation and feedback methods: San Miguel maintains regular communication with parents and community providers and evaluates student progress through the IEP goals.

#### GENERAL

*Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.*

#### CONDUCT CODE PROCEDURES

The school rules and procedures were developed and adopted in accordance with California education code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety. The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas.

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

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual based on his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

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

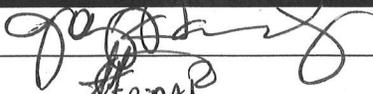
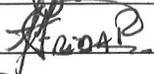
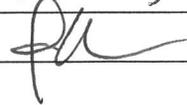
A Safety Committee is created every school year. The purpose of the committee is to review the Safety Plan on a continual basis and make any necessary changes and adjustments in order to ensure the safety of students and staff members. The committee meets on a regular basis to review and make any necessary recommendations and changes. All changes are brought to the attention of the entire staff and stakeholders at meetings. The plan is reviewed in February, approved by the SSC, and updated on March 1st.

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2023-2024 School Year

**School:** Sierra Linda Elementary  
**CDS Code:** 56725386055388  
**District:** Oxnard School District  
**Address:** 2201 Jasmine Avenue  
 Oxnard, CA 93036  
**Date of Adoption:** February 2024  
**Date of Review:** -with Staff  
 November 07, 2023  
 -with Law Enforcement  
 January 2024  
 -with Fire Authority  
 January 2024

**Reviewed by:**

Name	Title	Signature	Date
Joy Hammel	SSC Member		12/5/23
Frida Martinez	ELAC		12/5/23
Maria Morones	Office Manager- Classified		12/5/23
Armondo Arreguin	School Safety Committee Chair- Certificated		12/5/23
Jorge Mares	Principal		12/5/23
Jesus Ramirez	Oxnard Police Department		
Scott Brewer	Fire Department		

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Armondo Arreguin	School Safety Committee Chair- Certificated		
Jorge Mares	Principal		
Jesus Ramirez	Oxnard Police Department		2/2/24
Scott Brewer	Fire Department		1/24/24

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## Senate Bill 187: Comprehensive School Safety Plan Purpose

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

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

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB115. 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 (electronic or paper) of the Comprehensive School Safety Plan is provided yearly to the following:

- School staff
- Parents
- After-school program staff
- Oxnard Police Department
- Oxnard Fire Department
- Early Childhood Education staff
- Volunteer Coaches

A copy of the Comprehensive School Safety Plan is available for review online at [www.oxnardsd.org](http://www.oxnardsd.org) or in the Sierra Linda Elementary's office.

### **COVID-19 PANDEMIC INFORMATION FOR 2023 – 2024 SCHOOL YEAR**

*For the most up-to-date information concerning our COVID-19 protocols, feel free to visit the following websites:*

Oxnard School District @ [www.oxnardsd.org](http://www.oxnardsd.org)

Ventura County Department of Public Health @ [www.vhca.org](http://www.vhca.org)  
Center for Disease Control and Prevention @ [www.cdc.gov](http://www.cdc.gov)

**Safety Plan Vision**

We encourage children to become creative, academically competent, responsible citizens within a safe and healthy learning environment where all individuals are nurtured and respected. We believe students should be actively involved in all aspects of their academic and social-emotional development. We promote a "Respectful, Responsible and Safe" school environment.

We firmly believe that all children will learn and achieve their full potential when they are in a clean, safe, nurturing, and secure environment.

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

### **Sierra Linda Elementary Safety Committee**

The following are members of our site's safety committee:

Armondo Arreguin, Safety Committee Chair-Teacher

Susana Luna, School Counselor

Jesus Espinoza, Lead Custodian

Frida Martinez, ELAC

Maria Morones, Office Manager

Jorge Mares, Principal

Jesus Ramirez, Oxnard Police Department Representative

Scott Brewer, Fire Department Representative

### **Assessment of School Safety**

The school is closed to all adults unless they check in with the office and receive a visitor badge. There is still a challenge with the additional parents for kindergarten where the kindergarten area is inside the campus, as is the breakfast area. We have determined that Transitional Kindergarten and Kindergarten parents will only escort their students into the breakfast line or into the kindergarten playground area during the first three days of school (when feasible). Parents/guardians may receive special permission from the principal depending on the situation that may impact the student.

The Principal leads a minimum of two whole school lockdown drills, as well as monitors the school campus, and provides support.

The Risk Management Department from the District conducts a Safety Inspection of the campus each year. A report is submitted and necessary changes are made by either school personnel or district personnel.

Any safety issues are reported by staff to administration as they are noticed to be handled by the Lead Custodian or through work orders to the district office. The Lead Custodian and the Principal also conduct a monthly safety inspection and submit a report to the District Office.

Office Referrals mostly happen during recess and lunch and are shared with parents, teachers, counselors, and if need be with a representative from OPD. The PBIS team has tallied the number of office referrals and reasons to best assess the effectiveness of consequences. A summary of office referrals will be shared with staff, ELAC, and SSC to address areas of highest concern.

Attendance Rates and Suspension Rates are shared with parents and staff. Students with perfect attendance and no suspensions are recognized during school assemblies for their attendance/behavior. Staff meets with parents of those students with poor attendance/suspension. Interventions and solutions are documented and agreed upon with parents. If poor attendance continues families are placed on an attendance contract and/or recommended for Oxnard School District SARB. Students with perfect attendance are invited to a special activity.

The Panorama Survey results are shared with parents on SSC, ELAC, and staff. The PBIS team reviews results and uses them as a base for improvements campus-wide.

The Safety Committee reviews and discusses procedures to be followed by staff and students during emergencies.

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

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

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

## GENERAL

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

## SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

#### STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

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

#### GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

#### OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.

- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

Dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

- Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.
- In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.
- During an emergency period or condition created by disaster, occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

Emergency Announcements will be provided on the following radio stations:

AM Radio Stations:

KTNQ-AM 1020 "Univision America" Spanish  
 KNX-AM 1070 "KNX 1070 Newsradio"  
 KUNX-AM 1400 "La Super X" Spanish  
 KKZZ-AM 1520 "La Voz" Spanish  
 KVTA- AM 1590 "Ventura's Talk Authority"

FM Radio Stations:

KCRU-FM 89.1 "Public Radio for Southern California"  
 KIND-FM 94.1 "Radio Indigena 94.1" Spanish / Mixteco  
 KXLM-FM 102.9 "Radio Lazer 102.9 FM" Spanish

CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

#### CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

#### PUBLIC AGENCY USE OF SCHOOL BUILDINGS FOR EMERGENCY SHELTERS

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

#### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

#### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

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

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

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

#### STUDENT DUE PROCESS

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

#### ALTERNATIVES TO SUSPENSION / OPTIONS

All schools within the Oxnard School District may establish a suspension program, which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

#### REQUIRED PARENTAL ATTENDANCE

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

#### DEFINITIONS

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

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

#### 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, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

#### GROUNDINGS FOR SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco, or tobacco products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm.
- n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
- o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.

- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
- r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
- (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
- (2) (A) "Electronic act" means the transmission, 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.
- (i) A message, text, sound, or image.
- (ii) A post on a social network Internet Web site including, but not limited to:
- (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
- (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
- (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs
- s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(E) Assault or battery upon any school employee.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(c). Upon finding that the student committed any of these acts, the Board shall expel the student.

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee with the principal or designee's concurrence. (Education Code 48915 (c) (5))
2. Brandishing a knife as defined in Education Code 48915(g) at another person.
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053 – 11058.
4. Committing or attempting to commit a sexual assault.
5. Possession of an explosive.

**NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES**

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

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts, which may involve the possession or sale of narcotics or of a controlled substance, or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

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

**PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION**

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

**BULLYING**

**CALIFORNIA STATE LAW REGARDING BULLYING**

Right to Safe Schools. All students and staff of public primary, elementary, junior high, senior high schools, and community colleges, colleges, and universities have the inalienable right to attend campuses which are safe, secure and peaceful.

**AB 9 – Seth's Law**

Requires schools to establish policies to prevent bullying and to address and be responsive to complaints about bullying.

- Requires school districts to include in its non-discrimination policy a detailed list where discrimination, harassment, intimidation, and bullying are prohibited under existing law—actual or perceived sexual orientation, gender, gender identity expression, race or ethnicity, nationality, religion, disability, or association with a person or group with one or more of these actual or perceived characteristics.
- Requires each school districts non-discrimination policy to describe the district's procedure for addressing discrimination and harassment complaints; and be publicized in places for student and parental access.
- School districts are to strengthen professional development curricula for teachers, school counselors, and administrators with instruction on identifying and stopping discrimination and harassment and creating a school-wide culture of inclusion and respect for differences.

**AB 746 - Cyber bullying.**

Existing law, the Interagency School Safety Demonstration Act of 1985, defines bullying as one or more acts of sexual harassment, hate violence, or intentional harassment, threats, or intimidation, directed against school district personnel or pupils, committed by a pupil or group of pupils. Under existing law, bullying, including bullying committed by means of an electronic act, as defined, is a ground on which suspension or expulsion may be based. This bill would specify that an electronic act for purposes of the act includes a post on a social network Internet Web site.

**AB 1156 – Bullying In Schools**

Redefines California anti-bullying law by expanding the definition of bullying and linking it to academic achievement. It will also strengthen policies and procedures to reduce bullying in schools and keep students safe.

- Requires training of school site personnel in the prevention of bullying
- Links bullying to academic achievement
- Gives victims of bullying priority for school transfer, if requested
- Encourages school districts and county offices of education to include policies and procedures on the prevention of bullying in the school safety plan

#### OXNARD SCHOOL DISTRICT BOARD POLICY 5131.2

##### Bullying

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

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

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

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

##### Bullying Prevention

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

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

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

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

##### Intervention

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

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

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

##### Complaints Procedures

The Board hereby designates the following position to handle complaints regarding bullying and inquiries regarding the district's bullying policies:

Assistant Superintendent, Human Resources and Support Services

1051 South A Street  
Oxnard, CA 93030  
(805) 385-1501 ext. 2050

Any student who feels that he/she has been subjected to bullying should immediately contact the Coordinator, the principal, or any other staff member. Any student or school employee who observes an incident of bullying should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Upon receiving a complaint of bullying, the Coordinator shall immediately investigate the complaint in accordance with site-level complaint procedures specified in AR 1312.3- Uniform Complaint Procedures.

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

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

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

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

#### Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations. Alternative means of correction will be considered where appropriate, as required by Education Code section 48900.5

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

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

- (a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 or Section 48915 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])**

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

School Suspension & Expulsion/Due Process: Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

Failure to Report: Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

School Reporting Procedure: Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

District Complaint Procedure: If a situation involving sexual harassment is not promptly investigated and remedied by the principal or designee, a complaint of harassment may be filed in accordance with the district's uniform complaint procedures or procedures for complaints concerning district employees. The Superintendent or Assistant Superintendent, Human Resources, shall determine which procedure is appropriate.

Prohibition Against Retaliatory Behavior: The Oxnard School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

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

**SIERRA LINDA SCHOOL DRESS POLICY**

All students will be held to the Sierra Linda School Dress Policy. The policy is sent to all families before the start of the school year and reviewed with students the first week of school during PBIS assemblies. Students who violate the dress policy will be requested to fix inappropriate clothing, change into loaners, or call home to have proper clothing items brought to school. Parents may be called at home or work to bring appropriate clothing to school. The purpose of the dress code policy is to ensure a safe and secure environment in which students can benefit from a quality education. The following will be strictly adhered to:

**DRESS CODE**

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

California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the school room before entering.

Students may not wear clothing or hairstyles that will be disruptive to the educational process.

Sierra Linda's School Dress Policy is based upon the principle that the standard of dress and grooming is primarily the responsibility of the parents and students. One's dress and appearance should not disrupt the education of others. Schools have the authority under State law to restrict the wearing of clothes, which could be considered to be "gang" attire.

1. Clothing, jewelry, and personal items (backpacks, etc.) shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive, which bear any type of weapon, which bear drug, alcohol or tobacco company advertising.
2. Clothing that exposes underwear, bare midriffs or stomachs (including transparent blouses, crop tops, tank tops, "spaghetti" straps, or halter tops), short shorts, or skirts (above mid-thigh) are not permitted.
3. Shorts that extend below the bottom of the kneecap are not permitted.
4. Hats or hoods may not be worn inside a classroom or school building. Baseball caps or "bucket hats" may be worn for sun protection and must be a plain, solid color, and without any logos.
5. Pants must be worn at the waist to prohibit sagging.
6. Metal accessories that present a hazard to the health or safety of the wearer or others are prohibited on school grounds.

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

Results from the parent and teacher survey identified a concern for the school's physical environment. Specifically noted was the dropping off/picking up student area. We are a closed campus. A staff member monitors opened gates during ingress and egress. All guests are required to sign in at the front office and show a valid ID to walk onto campus. All parents/guardians must show a valid ID when picking up students during school hours. Transitional Kindergarten through third grade stay with teachers until picked up by parent/guardian, older sibling, or staff places them on the bus.

Parents/Guardians are asked to provide emergency contact information for their children at the beginning of the year and are asked to make updates as soon as possible when contact information changes.

Parents/Guardians are responsible for providing the school with legal/custodial paperwork regarding a student. The legal documents are attached to the student's emergency card and will be followed accordingly.

**School Hours**

- The regular student day is from 8:35 am to 2:55 pm. for students from grades 1-5. The regular school day for Transitional Kindergarten and Kindergarten students is from 8:35 am to 2:50 pm. (except for attending before or after-school intervention classes, the After School Program, or early release days). Wednesdays are Early Release days for all students. All students in grades 1-5 are dismissed 1 hour earlier than their regular time. Transitional Kindergarten and Kindergarten will dismiss two hours before their regular day at 12:50 and Grades 1-5 will dismiss at 1:50 on Wednesdays.
- Upon arriving at school, students are to immediately come onto campus (note entrance gates used by students).
- Students are not allowed to loiter outside campus gates.
- Students not participating in after-school activities are to leave campus immediately by being picked up by a parent/guardian, walking, or riding the bus.
- Parents dropping off students at school should be aware that there is no supervision available before 8:15 am. School office hours are 7:30 am to 4:00 pm.

Guidelines addressing the arrival and dismissal of students are included in Sierra Linda's agenda and/or handbook. This information is also shared in assemblies and with the parents at parent meetings. Safety issues are also shared through Connect Ed.

**Specific procedures include:**

- No students are allowed to arrive at school before 8:15 AM
- If walking or being dropped off by parents, 1st-5th grade students must enter through their designated gate. If a student is eating breakfast in the cafeteria they must be dropped off in front gates only. If dropped off by bus, 1st-5th grade students enter through kinder gates. All students will walk to their designated area to line up.
- TK-Kinder and 1st-grade students must enter and be dismissed through kinder gates. 1st through 5th grade students must exit through assigned gates.
- Instruction begins at 8:35 for all grades. There is a five-minute warning bell at 8:30
- Parents, staff, and guests are not to park in the bus loading and unloading zone in front of the office.
- Campus Supervisors and teachers are assigned supervision at designated areas during arrival and departure for student safety.
- Parents, staff, and guests are to use caution during arrival and departure times. We expect all drivers to be patient and drive safely.
- Cross streets at designated crosswalks.
- Dismissal time is 2:50 for Transitional Kinder and Kindergarten students. Parents are to park outside of the main school parking lot when waiting for children.

- Dismissal time is 2:55 for first through fifth graders. Parents are to park outside of the main school parking lot when waiting for children.
- Students going home on the bus will line up near room 907 and are then escorted to the bus.
- Teachers supervise classes for safe and orderly dismissal.
- Teachers monitor high-traffic areas at dismissal (bus area, street corner, parking lot crossing area).
- Oxnard PD monitors ingress and egress, providing feedback to improve traffic flow and reminding parents to follow traffic laws.

#### Leaving Early:

- Students may leave campus, before dismissal; if parents, guardians, or persons designated by parents/guardians (and are on the emergency card and over the age of 18) pick up students from school.
- Persons picking up students during the day must present a valid ID, be at least 18 years of age, noted on the emergency contact information, and sign the student(s) out in the office.

#### Tardy/Late Policy

School begins at 8:35 am.

- If the student arrives after the tardy bell, the student must check into the office before going into the classroom. The student will receive an excused/unexcused tardy slip and then will be directed to go to the classroom.
- A truant tardy will be marked when the student arrives 30 minutes or more after the school's start time, without a valid excuse.

#### Excused Absences

- When a student is absent, the Parent or Guardian needs to notify the school through a written note or phone call to the office within 72 hours of the absence.

Excused absences include illness, medical/dental appointments, court appearances (for students), religious observations, or death of an immediate family member.

#### Truancies

The following are considered truancies:

1. Being absent from school without the knowledge and consent of the parent/guardian/school.
2. Leaving the school grounds during the day without permission.
3. Staying out of class without permission.

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

#### **Component:**

Positive School Climate

#### **Element:**

School Wide Positive Behavior Support

#### **Opportunity for Improvement:**

Students should follow the elements of the Pledge for Success/CHAMPS daily.

<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
The school uses a proactive and positive approach to the management of student behavior (PBIS) with clear expectations and structures in place in classrooms and common areas.	Daily community circles during opening; further discussion during community circle time; review of rules and expectations	Posters in classroom and common areas	Teachers, Paraprofessionals, School Counselor, Campus Assistants and Principal	Walk through observations, staff meeting debrief.
Parents shall be made aware of student behavior plans and expectations	Information shared with parents at Coffee With the Principal, ELAC, PTA, and School Site Council Meetings.	Space available for meeting	Teachers, Paraprofessionals, Campus Assistants and Principal	Parent awareness of expectations
Teachers and Classified staff shall be trained on PBIS and CHAMP Strategies	Teachers will be trained on the implementation of PBIS and CHAMPS strategies	Meeting time	Teachers, Paraprofessionals, School Counselor, Campus Assistants and Principal	Attendance, follow through of implementation. School-wide PBIS leadership team will conduct walk-through observations
Education Codes will be followed when implementing respectful and dignified student discipline.	Discipline from teacher/principal/designee	Referral forms, Q documentation	Teachers, Principal, Designee	Monitoring of student behavior

**Component:**

Disaster Plan

**Element:**

Safe School Environment

**Opportunity for Improvement:**

Staff needs to review emergency drills, disaster plan (FEMA) and lockdown procedures.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Staff to become trained in FEMA	Video course to be taken by all staff	Website for video course	Principal and Emergency Team	Completion of course
Familiarize disaster plan and procedures with staff	Review of plan on ongoing basis	Plan with roles for disaster	Principal and Emergency Team	Staff and students will know what to do or who to follow during a disaster.
Familiarize staff and students with procedures for lock-down. Conduct lock-down drills once per trimester.	E-mail new procedures to staff; review at staff meeting; conduct lockdown drill	Oxnard Police Department Handout	Principal and Emergency Team	Staff and students will know what to do or who to follow during a lockdown
Staff will conduct monthly fire drills for evacuation	Review procedure with staff, conduct drills	Evacuation map, emergency backpacks, procedure sheet	Principal and Emergency Team	Completion and observation of drill procedure
Educate parents about school disaster plan so they will help students understand procedures	Information shared with parents at Coffee With the Principal, ELAC, PTA, and School Site Council Meetings.	Emergency Operations Plan	Principal and Emergency Team	Students and parents knowing what to do during a disaster.
Familiarize staff and students with earthquake procedures. Conduct earthquake drills once per trimester.	Review procedure with staff, conduct drills	Evacuation map, emergency backpacks, procedure sheets	Principal and Emergency Team	Staff and students will know what to do or who to follow during a earthquake.
Familiarize staff and students with Rules and Procedures for School Discipline.	Review ODR and district policies on an ongoing basis.	Trimester meetings and assemblies.	Principal or Principal Designee	Staff and students will be clear on Rules and Procedures
Familiarize staff and students with Hate Crime Reporting Procedures.	Review district policies with staff, students, and parents.	Trimester meetings and assemblies.	Principal	Staff and students will be clear on Rules and Procedures

**Component:**

School's Safe Physical Environment

**Element:**

School Safety

**Opportunity for Improvement:**

All school gates need to be closed during the school day, not allowing for openings into the parking lots.

<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
All gates need to be closed and locked after entry into school or exit from school	Signs posted on the gates	Copies/Publications Campus Supervision Schedule for monitoring in the mornings	Principal/Teachers/Staff Members	Gates closed and locked throughout the day.
Reminding staff of procedures when they enter or leave campus, ensuring that gates are closed and locked behind them if they enter from a side gate.	Reminders in bulletin and via email or face to face with individuals.	Weekly bulletin	Principal	Gates closed and locked throughout the day.
Gates monitored by staff during delivery of food or supplies through back gate	Reminders to staff to close and lock the gates or have a staff member monitor gate during delivery so that students do not go out during the day.	Weekly bulletin reminder	Principal, staff members	Gates closed and locked throughout the day.
OPD is available on call for support.	Review procedures for calling OPD with staff.	Monthly Reminders in staff meeting	Principal	Procedures followed for calling OPD.

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

### **Sierra Linda Elementary Student Conduct Code**

Sierra Linda Elementary's mission, vision, values and goals include:

Vision:

Empowering All Children to Achieve Excellence

Mission:

"We encourage children to become creative, academically competent, responsible citizens within a safe and healthy environment where all individuals are nurtured and respected."

VALUES:

We can achieve our vision by ongoing reflection and collaboration regarding best instructional practices, using data, prioritizing time and money, engaging in professional development that is relevant to student achievement, implementing interventions for both academic and social/behavioral needs (Response to Intervention/Instruction) and engaging students by using technology as an integral part of instruction.

CORE VALUES:

We believe that all students and staff deserve a learning environment wherein, Equity--Integrity--Purpose--Perseverance--Compassion, are valued and nurtured.

### **STUDENT CONDUCT EXPECTATION AND RESPONSIBILITIES**

In order to promote positive and respectful behavior from our students, Sierra Linda has a school-wide plan that involves recognizing and encouraging responsible behavior. Students who follow classroom and school rules, behave safely, and treat themselves and others with respect are positively reinforced with praise and rewards. Students who violate district policy and state educational codes receive appropriate consequences and a telephone call to the parents.

The skills we teach are used to prevent inappropriate student conduct and promote responsible behavior. This plan is intended to support classroom rules and foster opportunities and ways for students to be rewarded. Thus, supporting character building wherein they learn to make safe, responsible, and appropriate choices. Staff and students have created expected behavior in all areas of school premises via "CHAMPS" components. In addition, our Guidelines For Success are posted around campus. Our school mascot is the EAGLE, we used those letters to create our guidelines as follows:

"As a Sierra Linda Eagle, I will...

Encourage Others  
Accept Responsibility  
Generate Positivity  
Learn from Mistakes  
Embrace Challenges  
Strive for Success"

We expect all parents to support students by:

- \*supporting the school's and district's behavior, homework, and dress code policies.
- \*ensure that their child completes homework and daily assignments.
- \*attend Back to School Night, parent conferences, and other school-related activities to support their child's academic and social-emotional growth.
- \*be available for communication regarding their child's academic and social progress.

Please see the attached Parent-Student Handbook for specific information on school rules, positive reinforcements, incentives, and consequences.

### **SCHOOL COMPACT**

Parent or Guardian:

I understand the importance of my child's education. Therefore, I agree to carry out the following responsibilities:

- Communicate with my child and his/her teachers regarding my child's education.
- Monitor my child's homework.

- Provide necessary materials and a quiet place for my child to do his/her homework.
- Send my child to school on time and ready to learn.
- Volunteer my time to attend or participate in school programs.
- Assure that my child adheres to the school dress code policy.

Student:

I understand the importance of school and learning. Therefore, I agree to carry out the following responsibilities:

- Communicate with my teachers and parents regarding my education.
- Complete and return all my homework and class assignments on time.
- Be responsible for my actions, be respectful to others, and play safely.
- Arrive at school on time, ready and prepared to learn.
- Read and practice Math-Facts at least 20 minutes each day.
- Be responsible for dressing according to the school dress code policy.

Teacher & Principal

I understand the importance of the school experience for every student and my role as an educator and parent liaison. Therefore, I agree to carry out the following responsibilities:

- Communicate with students and parents (guardians) regarding school expectations, program information, and each student's progress.
- Teach to the needs of each individual student encouraging academic and social growth.
- Provide a safe, positive, and healthy learning environment.
- Assign regular homework only after the necessary concepts have been taught.
- Promote and attend school programs and functions.
- Communicate to students, parents, and administration when the dress code and attendance policies are not being followed.

#### GENERAL

*Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.*

#### CONDUCT CODE PROCEDURES

The school rules and procedures were developed and adopted in accordance with California education code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety. The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas.

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

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual based on his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

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

are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

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

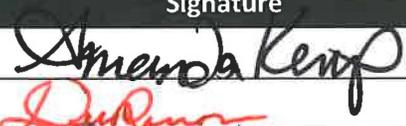
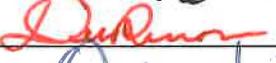
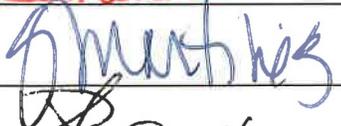
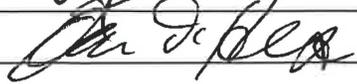
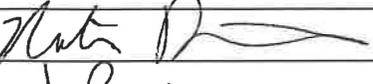
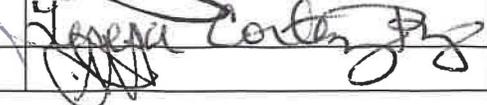
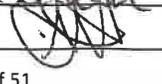
A Safety Committee is created every school year. The purpose of the committee is to review the Safety Plan on a continual basis and make any necessary changes and adjustments to ensure the safety of students and staff members. The committee meets on a monthly basis to review and make any necessary recommendations and changes. All changes are brought to the attention of the entire staff and stakeholders at meetings. The plan is reviewed in January and February, and approved by the SSC, ELAC, and staff. The completed plan will be distributed school-wide by email and printed copies will be available for parent/community review at the front office. The safety plan will be reviewed bi-annually by all Sierra Linda staff. Evacuation maps are posted in every classroom and common areas of the campus.

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2023-2024 School Year

**School:** Juan Lagunas Soria School  
**CDS Code:** 56725380119412  
**District:** Oxnard School District  
**Address:** 3101 Dunkirk Drive  
 Oxnard, CA 93035  
**Date of Adoption:** February 21, 2024  
**Date of Review:** -with Staff  
 December 2023  
 -with Law Enforcement  
 January 2024  
 -with Fire Authority  
 January 2024

**Reviewed by:**

Name	Title	Signature	Date
Amanda Kemp	Principal		12/5/23
Deicy Ramirez	Assistant Principal		12/5/23
Susan Martinez	School Office Manager/Classified Rep		2/2/24
Dolores Mendoza	Attendance Tech		12/5/23
Alec Hess	Teacher		12/5/23
Lorissa Hays	Teacher		
Nate Driver	Teacher		12/5/23
Jason Ramirez	Teacher		12/5/23
Kimberly Lopez	Teacher		12/5/23
Teresa Cortez-Ramirez	Teacher		12/2/24
Adriana Herrera	Teacher		12/5/23

Name	Title	Signature	Date
	SSC Chairperson/Parent		
Elida Salazar	After-School Program Site Coordinator		12/5/23
	Police Department Representative		
JuanCarlos Sepulveda	Parent- School Site Council		12/5/23

# Comprehensive School Safety Plan SB 187 Compliance Document

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 January 2024

**Reviewed by:**

STEPHEN McMAHON OXNARD FIRE MARSHAL



1/21/24

Name	Title	Signature	Date
Amanda Kemp	Principal		
Deicy Ramirez	Assistant Principal		
Susan Martinez	School Office Manager/Classified Rep		
Dolores Mendoza	Attendance Tech		
Alec Hess	Teacher		
Lorissa Hays	Teacher		
Nate Driver	Teacher		
Jason Ramirez	Teacher		
Kimberly Lopez	Teacher		
Teresa Cortez-Ramirez	Teacher		
Adriana Herrera	Teacher		

OXPO



2/2/24 1/9/24

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

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

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB115. 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 (electronic or paper) of the Comprehensive School Safety Plan is provided yearly to the following:

- School staff
- Parents
- After-school program staff
- Oxnard Police Department
- Oxnard Fire Department
- Early Childhood Education staff
- Volunteer Coaches

A copy of the Comprehensive School Safety Plan is available for review online at [www.oxnardsd.org](http://www.oxnardsd.org) or in the Juan Lagunas Soria School s office.

#### COVID-19 PANDEMIC INFORMATION FOR 2023 \_ 2024 SCHOOL YEAR

For the most up-to-date information concerning our COVID-19 protocols, feel free to visit the following websites:

Oxnard School District @ [www.oxnardsd.org](http://www.oxnardsd.org)

Ventura County Department of Public Health [info@vhca.org](mailto:info@vhca.org)  
Center for Disease Control and Prevention [info@cdc.gov](mailto:info@cdc.gov)

Student safety is a top priority at Juan Lagunas Soria School. School staff are committed to providing a safe, positive, and academically stimulating environment where students can experience and achieve school success.

Amanda Kemp (Principal), Deicy Ramirez (Assistant Principal), Susan Martinez (Office Manager), Sonia Nava (Outreach Specialist), Dolores Mendoza (Attendance Technician), Jeannette Ramirez (Intermediate School Secretary), Larissa Hays (Teacher), Alec Hess (Teacher), Nate Driver (Teacher), Susana Medina (Teacher), Stephanie Lopez (Teacher), Jason Ramirez (Teacher), Kimberly Lopez (Teacher), Teresa Cortez-Ramirez (Teacher), Adriana Herrerra (Teacher), Oz Lopez (Teacher), Maria Magana (School Counselor), Police Department Representative, and Fire Department Representative.

The site closely monitors Office Referrals, Attendance Rates, Suspensions/Expulsions Data, and the Panorama Survey to ensure that there continue to be improvements in students' behavior and overall school climate. Findings are shared with all stakeholders including faculty, staff, parents, and the overall community. Meetings are scheduled during the school year to present school safety information to all stakeholders to gather their input and feedback. These meetings include SSC, ELAC, PTA, Staff Meetings, and the PBIS committee meetings.

District Risk Management conducts a safety inspection of the campus each year. A report is submitted and necessary changes are made.

The Lead custodian and the School Principal conduct a monthly safety inspection and submit a report to the District Office.

Any safety issues are reported by staff to the school site administration. Safety issues are handled by the lead custodian or through work orders to the District Office.

The Safety Committee reviewed and discussed procedures to be followed by staff and students during emergencies.

Monthly drills, evaluation of monthly drills, and an end-of-the-year self-evaluation are conducted in collaboration with the Oxnard Police Department.

The Oxnard Police Department periodically visits the school during the morning and dismissal hours and gives input into the safety protocols for dropping off and picking up students.

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

Each employee has been properly trained on Child Abuse Reporting Procedures, the timeline to report, and the procedures for providing information to the school office manager, principal and Oxnard School District Superintendent.

#### GENERAL

As stated in the Board Policy (BP 5141.4), District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse.

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

### STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

## GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

## OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

Notify the Superintendent of the Campus Evacuation.

Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.

Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

Dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.

In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.

During an emergency period or condition created by disaster, occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

Emergency Announcements will be provided on the following radio stations:

AM Radio Stations:

KTNQ-AM 1020 "Univision America" Spanish

KNX-AM 1070 "KNX 1070 Newsradio"

KUNX-AM 1400 "La Super X" Spanish

KKZZ-AM 1520 "La Voz" Spanish

KVTA- AM 1590 "Ventura s Talk Authority"

FM Radio Stations:

KCRU-FM 89.1 "Public Radio for Southern California"

KIND-FM 94.1 "Radio Indigena 94.1" Spanish / Mixteco

KXLM-FM 102.9 "Radio Lazer 102.9 FM" Spanish

#### CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

#### CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

When a local emergency is proclaimed.

When a state of emergency is proclaimed.

When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

#### CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

#### PUBLIC AGENCY USE OF SCHOOL BUILDINGS FOR EMERGENCY SHELTERS

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

#### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

#### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

#### FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).

Administration follows district guidelines as set by Pupil Services for suspension, expulsion and mandatory expulsion procedures.

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

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

#### STUDENT DUE PROCESS

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

#### ALTERNATIVES TO SUSPENSION / OPTIONS

All schools within the Oxnard School District may establish a suspension program, which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

#### REQUIRED PARENTAL ATTENDANCE

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

#### DEFINITIONS

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

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

#### 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, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

#### GROUNDINGS FOR SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco, or tobacco products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm.
- n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
- o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
- r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
  - (1) Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil s or those pupils person or property.
    - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
    - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
    - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) Electronic act means the transmission, 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.

(i) A message, text, sound, or image.

(ii) A post on a social network Internet Web site including, but not limited to:

- (I) Posting to or creating a burn page. Burn page means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
- (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). Credible impersonation means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
- (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). False profile means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

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

(3) Reasonable pupil means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs

s) Aided or abetted the infliction or attempted infliction of physical injury.

E.C. 48900.5 Pupil s presence causes a danger to persons or property or threatens to disrupt the instructional process.

E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.

E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

(a)(1)(A) Causing serious physical injury to another person, except in self-defense.

(a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.

(a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).

(a)(1)(D) Robbery or extortion.

(a)(1)(E) Assault or battery upon any school employee.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(c). Upon finding that the student committed any of these acts, the Board shall expel the student.

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee with the principal or designee s concurrence. (Education Code 48915 (c) (5))

2. Brandishing a knife as defined in Education Code 48915(g) at another person.

3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053 11058.

4. Committing or attempting to commit a sexual assault.

5. Possession of an explosive.

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

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

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts, which may involve the possession or sale of narcotics or of a controlled substance, or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

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

#### PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has latitude of choice within certain legal bounds. When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

#### CALIFORNIA STATE LAW REGARDING BULLYING

Right to Safe Schools. All students and staff of public primary, elementary, junior high, senior high schools, and community colleges, colleges, and universities have the inalienable right to attend campuses which are safe, secure and peaceful.

#### AB 9 - Seth's Law

Requires schools to establish policies to prevent bullying and to address and be responsive to complaints about bullying.

Requires school districts to include in its non-discrimination policy a detailed list where discrimination, harassment, intimidation, and bullying are prohibited under existing law actual or perceived sexual orientation, gender, gender identity expression, race or ethnicity, nationality, religion, disability, or association with a person or group with one or more of these actual or perceived characteristics.

Requires each school districts non-discrimination policy to describe the district's procedure for addressing discrimination and harassment complaints; and be publicized in places for student and parental access.

School districts are to strengthen professional development curricula for teachers, school counselors, and administrators with instruction on identifying and stopping discrimination and harassment and creating a school-wide culture of inclusion and respect for differences.

#### AB 746 - Cyber bullying.

Existing law, the Interagency School Safety Demonstration Act of 1985, defines bullying as one or more acts of sexual harassment, hate violence, or intentional harassment, threats, or intimidation, directed against school district personnel or pupils, committed by a pupil or group of pupils. Under existing law, bullying, including bullying committed by means of an electronic act, as defined, is a ground on which suspension or expulsion may be based. This bill would specify that an electronic act for purposes of the act includes a post on a social network Internet Web site.

#### AB 1156 - Bullying In Schools

Redefines California anti-bullying law by expanding the definition of bullying and linking it to academic achievement. It will also strengthen policies and procedures to reduce bullying in schools and keep students safe.

Requires training of school site personnel in the prevention of bullying

Links bullying to academic achievement

Gives victims of bullying priority for school transfer, if requested

Encourages school districts and county offices of education to include policies and procedures on the prevention of bullying in the school safety plan

#### OXNARD SCHOOL DISTRICT BOARD POLICY 5131.2

#### Bullying

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

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

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

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

#### Bullying Prevention

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

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

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

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

#### Intervention

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

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

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

#### Complaints Procedures

The Board hereby designates the following position to handle complaints regarding bullying and inquiries regarding the district's bullying policies:

Assistant Superintendent, Human Resources and Support Services

1051 South A Street

Oxnard, CA 93030

(805) 385-1501 ext. 2050

Any student who feels that he/she has been subjected to bullying should immediately contact the Coordinator, the principal, or any other staff member. Any student or school employee who observes an incident of bullying should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Upon receiving a complaint of bullying, the Coordinator shall immediately investigate the complaint in accordance with site-level complaint procedures specified in AR 1312.3- Uniform Complaint Procedures.

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

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

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

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

#### Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations. Alternative means of correction will be considered where appropriate, as required by Education Code section 48900.5

At the beginning of the school year, teachers and staff on campus were informed of dangerous pupils (K-8). Teachers and campus supervisors are informed of suspensions of students and their return date to ensure a closed and safe campus.

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

- (a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 or Section 48915 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.

Each employee has been trained by the District Office Human Resources Department of Sexual Harassment Policies. Employees are to inform administration of suspected sexual harassment when experienced personally or when witnessed within the school environment.

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students

must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

**School Suspension & Expulsion/Due Process:** Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

**Failure to Report:** Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

**School Reporting Procedure:** Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

**District Complaint Procedure:** If a situation involving sexual harassment is not promptly investigated and remedied by the principal or designee, a complaint of harassment may be filed in accordance with the district's uniform complaint procedures or procedures for complaints concerning district employees. The Superintendent or Assistant Superintendent, Human Resources, shall determine which procedure is appropriate.

**Prohibition Against Retaliatory Behavior:** The Oxnard School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

All students will be held to the Juan Lagunas Soria School Dress Policy. Students who violate the dress policy will be requested to fix inappropriate clothing by changing into appropriate clothing. Students can call parents/guardians to have proper clothing items brought to school and change, to adhere to the school's dress code policy.

Gang-related apparel is defined as apparel that reasonably can be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus (Education Code 35294.1)

California Education Code Title V. Section 302: A pupil, who goes to school without proper attention given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the school campus before entering.

Students may not wear clothing or hairstyles that will disrupt the educational process both on and off campus.

School dress codes are regularly reviewed by the School Site Council and/or School Safety Committee following these board of education policies.

The following will be strictly adhered to:

Juan Soria students should dress in clothing, footwear, and accessories that promote and maintain a serious, academically oriented school atmosphere. Dress or appearance should not disrupt the education of others. Clothing should not disrupt the flow of the classroom or school activities. Students who violate the dress code will be told to change. Repetitive dress code violations will result in disciplinary action.

Juan Soria School does not allow the following:

1. Backless footwear, flip flops, slippers, or sandals
2. Exposed undergarments
3. Clothing or jewelry deemed provocative, disruptive, or hazardous to the health or safety of the wearer
4. Baggy, sagging, torn pants or shorts
5. Clothing, jewelry, and personal items with obscene or offensive drawings, and writing or pictures depicting alcohol, drugs, sex, racism, or violence

6. Gang-related apparel of any kind
7. Halter tops, crop tops, or spaghetti straps
8. Shorts or skirts above the mid-thigh

The Safety Committee continuously assesses the needs of the school in regards to the safe ingress and egress of students and staff. Working collaboratively with all stakeholders, parent concerns and ideas are considered when making any changes to improve student/campus safety.

Parents/Guardians are asked to provide emergency contact information for their children at the beginning of the year and are asked to make updates as soon as possible when contact information changes.

Parents/Guardians are responsible for providing the school with legal/custodial paperwork regarding a student. The legal documents are attached to the students' emergency cards and will be followed accordingly.

#### SCHOOL HOURS

The regular instructional day for students is from 8:40 am - 2:55 pm (Kindergarten), 8:40 am - 3:00 pm (Grades 1-5) and 8:35 am - 3:09 pm (Grades 6-8) except for attending before or after school intervention classes, the After School Program, or early release days.

Parents dropping students off at school should be aware that playground supervision is not available before 8:00 am.

School office hours are 7:30 am - 4:00 pm daily.

Once arriving at school, students are to immediately come onto the campus and move to the Multi-Purpose Room or the blacktop/playground area.

Under no circumstances are students to leave to pick up friends, go to locations other than the school campus, or loiter outside campus gates.

Students not participating in after-school activities are to leave campus immediately by walking or riding a bus. Students waiting for rides home via automobile need to wait in the designated pickup area.

Loitering is prohibited. Students who fail to adhere to this rule will be subject to disciplinary action.

Crossing guards are present between the parking lot and the flag pole gate at arrival and dismissal.

During dismissal, one crossing guard is present at Dunkirk St. (Flagpole Area).

#### DISMISSAL

Students will be dismissed through various exits depending on their grade level; Kindergarten will exit through the main gate in front of the school, 1st through 2nd grades will exit through the Dunkirk gate (Flagpole Gate) and 3rd through 8th grades will be dismissed through the playground gates on Dunkirk.

Siblings in different grade levels will be allowed to wait for each other on the supervised blacktop area.

Students who have not been picked up fifteen minutes after their dismissal time will be asked to wait inside the front office until an authorized person comes to pick them up.

All exit gates will be closed at 3:20 pm. Anyone picking up a student after that time must stop by the front office to sign out the student following the established protocol.

Students will not be allowed to wait on Fifth St. or the City Park adjacent to Soria School.

#### BEFORE SCHOOL DROP OFF/AFTER SCHOOL PICK UP

The front parking lot has a designated drop-off area and through traffic zone. This area is monitored and supervised by classified staff, certificated, and/or administrative staff.

Parents may park in the front lot to walk student(s) onto the site. Parents should follow this same procedure at the end of the school day to pick up their child.

Students should walk on the sidewalk and within the crosswalk area.

Kindergarten parents are asked to drop off their child at the Kindergarten playground entrance.

1st - 8th-grade students can be dropped off in the parking lot and Flagpole entrance.

Students riding their bicycles, skateboards, or scooters to school must lock them up in the appropriate racks.

Skateboards, bicycles, and scooters are not allowed on campus.

Drop off and Pick up procedures are shared in assemblies and with the parents at parent meetings. Safety issues are also shared with parents through the ParentSquare phone messaging system.

## CLOSED CAMPUS

Juan Lagunas Soria School is a closed campus. All gates that provide access to the classrooms and other rooms, except the main office, remain locked during regular school hours.

Staff continuously monitor the safety of all students upon arrival and dismissal from school, including at the bus stops, and throughout the school day, following established routines and procedures.

Students must stay on campus from the time of arrival in the morning, during lunch, and after school while waiting for pick up or the bus.

All visitors (including parents) are asked to sign in and pick up a visitor's badge in the front office before entering campus. This includes parents/guardians when dropping off or picking up students.

Visitors without a proper badge will be re-directed to the front office to adhere to check-in procedures.

## LEAVING EARLY

Students may leave campus prior to dismissal; if parents/guardians or persons designated by parents/guardians (are on the emergency card) pick up students from school.

Under no circumstances should a student leave campus without permission. Parents/Guardians must check in at the office in order to pick up students who are leaving campus for appointments.

Only parents and guardians listed on the emergency card with an ID can sign out for a student leaving campus.

Persons picking up students during the day must present a valid ID, be 18 years of age, note on the emergency contact information, and sign the student(s) out in the front office.

## TARDY / LATE POLICY

If the student arrives after the tardy bell, the student must check into the front office prior to going into the classroom. An excused late will be assigned when parents have called or come into the school with a valid excuse such as a doctor or dentist's appointment.

When a student is habitually late to school (more than 3 times), parents will be contacted to meet with the principal/principal designee, attendance tech, and/or outreach specialist.

Truant Tardy is when students arrive at school 30 minutes late. When a student is determined to have a truant tardy, he/she will be assigned lunch detention, and be placed on an attendance contract.

## EXCUSED ABSENCES

When a student is absent, the Parent/Guardian needs to notify the school through a written note or phone call to the front office within 72 hours of the absence.

Excused absences include illness, medical/dental appointments, court appearances (for students), religious observations, or the death of an immediate family member. All other absences are considered unexcused. State law does not provide any financial assistance to schools when students are absent for any reason, including excused absences.

Truancies, which are UNEXCUSED absences, unknown to parents or guardians may be subject to disciplinary action.

## RETURNING AFTER AN ABSENCE

1. Bring a dated note from parent(s) stating the reason for the absence, with your name, grade, date of absence, and parent's signature.
2. Take the note to the Attendance Tech before 8:30 am to avoid being late for class.
3. Receive a readmit slip.
4. If a student leaves school early, a readmit slip must be picked up the following morning.

## TRUANCIES (UNEXCUSED ABSENCES)

If a student is habitually late or absent from school, various measures may be taken including detention, an alternate school placement, and referral to SARB (School Attendance Review Board).

Truancy is a violation of the California Education Code and includes consequences ranging from requiring parents to attend parenting classes to fines levied to parents.

The following are considered truancies:

1. Being absent from school without the knowledge and consent of the parent/guardian/school.
2. Leaving school grounds during the day without permission.
3. Staying out of class without permission.

The following are considered truancies:

1. Being absent from school without the knowledge and consent of the parent/school.
2. Leaving the school grounds during the day without permission.
3. Staying out of class without permission.
4. Having excessive tardies.

#### SAFETY AT DISMISSAL-TRAFFIC

Campus supervisors have been trained by the Oxnard Police Department to cross students before/after school using the designated Pedestrian Crosswalks.

The Oxnard Police Department Traffic Unit is called periodically to observe the traffic patterns during arrival and dismissal to ensure drivers are obeying traffic patterns and make any necessary recommendations for changes to current procedures.

The Safety Committee meets regularly to review all safety and security procedures and make any necessary recommendations and changes.

School Administration communicates with the community via meetings, letters, and the ParentSquare phone messaging system regarding reminders for safety and traffic regulations.

Positive School Climate

School-wide Positive Behavior Support

Maintain a positive, safe, and bully-free campus

<p>The site will participate in the district-wide Attendance Campaign for the 2023-2024 School Year.</p>	<p>Encourage attendance through weekly communication and classroom promotion Weekly parent communication Attendance Mediation Opportunity to participate in a drawing for a grand prize if students are absent for less than five days between November 27th, 2023, and June 7th, 2024.</p>	<p>- Site and PTA funding support</p>	<p>ORC Attendance Technician School Administration</p>	<p>Monthly Chronic Absence Data</p>
<p>The site will create social support for students.</p>	<p>Social Skills Building Groups One on One Counseling Daily Check in with Students Crisis Intervention Parenting Classes</p>	<p>Pupil Services Site Funds</p>	<p>School Counselor ORC</p>	<p>- Decrease of office suspensions and office referrals through monthly attendance reports and review of office referrals.</p>

The site will follow the school-wide behavior expectation strategies.	Full implementation of CHAMPS CHAMPS assemblies for students	Ongoing CHAMPS training MD MTSS Training Pupil Services	School Administration ORC School Counselor	- Decrease of office suspensions and office referrals through monthly attendance reports and review of office referrals.
Students can report hate crimes/ bullying.	Anti-Bullying Assemblies for students Training for teachers and students	PTA support for Assemblies Site funding Pupil Services for Curriculum We Tip Hotline	ORC School Administration School Counselor	- Decrease of office suspensions and office referrals through monthly attendance reports and review of office referrals
The site will promote a drug-free school zone.	Highlight Red Ribbon Week	- Pupil Services	School Administration School Counselor ORC	Panorama Social/Emotional Survey California Healthy Kids Survey results for designated grades
The site will create and utilize Positive Behavioral Interventions and Supports (PBIS).	Continue with the implementation of CHAMPS school wide Implement the Restorative Justice Approach Provide Professional Development in the area of PBIS	Ventura County Office of Education Pupil Services CARE Team (Committee for the Advancement of Respect and Education)	ORC School Administration School Counselor Teachers	Panorama Social/Emotional Survey Decrease of office suspensions and office referrals through monthly attendance reports and review of office referrals.

<p>The site will implement the Multi Tier System of Support (MTSS) to support students social/emotional needs.</p>	<p>Staff training on the MTSS process Monthly MTSS Meetings Progress monitoring by staff of all student on their load</p>	<p>- Pupil Services</p>	<p>ORC School Administration School Counselor Teachers</p>	<p>Panorama Social/Emotional Survey Decrease of office suspensions and office referrals through monthly attendance reports and review of office referrals.</p>
<p>The site's MTSS team will be accessible to parents and students.</p>	<p>- Site Administration, ORC and School Counselor will remain visible and will connect with students and families before school, after school and during recess.</p>	<p>District Funding Pupil Services</p>	<p>ORC School Administration School Counselor</p>	<p>Panorama Social/Emotional Survey Decrease of office suspensions and office referrals through monthly attendance reports and review of office referrals.</p>
<p>The site will provide adequate campus supervision throughout the school day.</p>	<p>Campus Supervisors will be trained on proper procedures and expectations  Administration will meet with Campus Supervisors at least once a month.</p>	<p>District and Site Funding Pupil Services Oxnard Police Department</p>	<p>School Administration Campus Supervisors</p>	<p>Panorama Social/Emotional Survey Decrease of office suspensions and office referrals through monthly attendance reports and review of office referrals.</p>

<p>The site will purchase/replenish recess equipment helping to maintain a safe environment for students.</p>	<p>Inventory equipment Develop a budget to support the replenishment of recess equipment</p>	<p>Site Funding Risk Management</p>	<p>School Administration Campus Supervisors</p>	<p>Panorama Social/Emotional Survey Decrease of office suspensions and office referrals through monthly attendance reports and review of office referrals.</p>

School's Safe Physical Environment

Safe School Environment

Ensure that the school is in safe physical working order.

The site will ensure a closed campus to ensure student safety.	Ensure that locks and doors are in proper working order. Administration will have weekly meeting with the school's lead custodian.	- District/Facilities	School Administration Lead Custodian	-Submit work orders as needed
Campus facilities are safe and adequate.	- Monthly walk throughs to ensure that facilities are being properly maintained and outdoor playground equipment are in proper working order.	- District/Facilities	Administration Lead Custodian	Annual facilities comprehensive walkthrough Review monthly report and submit work orders as needed
The site will ensure that all facility repairs are completed promptly.	Minor repairs are made immediately through the lead custodian or work orders placed through the DO. Major changes will go through a process of involving all stakeholders	- District/Facilities	School Administration Lead Custodian Office Manager	Weekly walk-throughs

Disaster Preparedness

School Safety

Ensure all staff and students are prepared for an emergency



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<p>School staff will be prepared to respond in the event of an emergency situation.</p>	<p>School site staff will participate in monthly disaster drills, including fire, earthquake, lockdown, and evacuation drills.</p> <p>The site will develop and train all staff on school-wide policies and procedures.</p> <p>The Comprehensive School Safety Plan (CSSP) is updated regularly.</p> <p>The staff is trained in the CSSP.</p> <p>The safety committee meets regularly to review all safety and security procedures and makes any necessary recommendations and changes.</p> <p>The school staff will receive training on search and rescue procedures and responsibilities.</p>	<p>Emergency Equipment Oxnard Police Department Oxnard Fire Department</p>	<p>School Administration Classroom Teachers School Staff</p>	<p>Log of Monthly Drills Agendas/Sign-In Sheets</p>
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<p>The site will have available adequate emergency equipment.</p>	<p>The site's Safety Committee will conduct a yearly Inventory of Emergency Equipment. The site will have adequate two way working radios. All emergency equipment will be replenished as needed.</p>	<p>Emergency Equipment Oxnard Police Department Oxnard Fire Department</p>	<p>Lead Custodian School Administration Safety Committee</p>	<p>- Checklist of needed school-wide supplies</p>
<p>Teachers and staff will be knowledgeable about their roles in case of an emergency.</p>	<p>The procedures within the Comprehensive School Safety Plan are discussed and reviewed by school staff. Administration will discuss the School's Safety Plan with all teachers. School Site Administration will train all staff in Emergency Procedures.</p>	<p>Emergency Equipment Oxnard Police Department Oxnard Fire Department</p>	<p>- School Administration</p>	<p>Staff Meeting Agendas Professional Development Logs</p>

<p>Students will know what to do in case of an emergency situation.</p>	<p>Students will participate in quarterly disaster drills, including fire, earthquake, lockdown, and evacuation drills. Students will participate in Safety Assemblies. The Oxnard Police Department attends disaster drills scheduled by school staff on an annual basis to ensure that procedures are followed properly, providing feedback to school administration who will debrief with staff and implement the necessary changes.</p>	<p>Emergency Equipment Oxnard Police Department Oxnard Fire Department</p>	<p>School Administration Classroom Teachers</p>	<p>Log of Monthly Drills Agendas/Sign-In Sheets</p>
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Student conduct, which prevents students from learning or teachers from teaching, will not be tolerated. Juan Lagunas Soria School Staff has established clear, consistent consequences for behavior that interferes with learning and rewards for positive behavior to help all students maintain acceptable personal conduct. We provide classroom instruction in personal and social skills, incorporating the teaching of school rules and making wise choices in prevention of discipline incidents. Students learn that when they violate a school or classroom standard, a consequence will result. Disruptive, disrespectful behavior or harassment will not be tolerated. Students are not to endanger others, continually disregard rules, or repeatedly interfere with others' right to learn.

PURPOSE

The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents, and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety.

We want our students to develop a sense of values and follow the AZTECS school's guidelines for success:

Always Give Your Best  
Zero Tolerance for Bullying  
Treat Everyone with Respect  
Encourage Others  
Create a Positive Environment  
Seek Excellence in Everything

#### BELIEFS

We believe our rules and procedures will:

Provide a starting point for behavior and conduct expected.

Provide a framework of expectations, rewards, and consequences, so we can be consistent and fair in disciplining students.

Promote overall school safety and security for each student.

Demonstrate our agreement and commitment to developing self-discipline and responsible youth.

Provide opportunities for students and parents to participate with school faculty, staff, and administration in ensuring the highest possible instructional climate.

Promote knowledge and teach behavior that will help each student become self-respecting, successful, and contributing adults.

#### PHILOSOPHY

A student's education is dependent upon a team effort involving the student, parents, and school personnel. Each member of the team has specific responsibilities that must be met if the educational experience is to have the greatest positive results. Students, parents, and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct concerning life at school. We want to be an extraordinary place of safety and a positive opportunity for everyone.

#### Expectations of Students

Attend school regularly and be on time for each class.

Know and follow school rules and regulations.

Be courteous and respectful to school personnel, fellow students and the public in general.

Do not disrupt the learning of others.

Respect public and private property.

#### Expectations for Parents

Assure that your child is in school and on time each day.

Ensure that your child is appropriately prepared for school (dress, nutrition, and sleep).

Be responsible for your child's behavior.

Teach the pupil respect for the law and the rights of others.

Visit the school periodically and participate in conferences as called.

Know the district, school and classroom rules and regulations and be supportive of your school.

Help your child to learn self-discipline and control.

#### Expectation for Teachers

Provide positive learning experiences appropriate for each student.

Consistently enforce classroom rules, district rules, and policies.

Communicate on a regular basis with parents concerning their child's progress.

Be available to parents for conferences and communication.

Continually improve professional competencies in matters of student control and discipline.

Develop enthusiasm for learning through experiences that are interesting and relevant to pupils.

#### Expectations for Administrators

Inform students and parents about school district discipline standards.

Consistently monitor classroom, school and district rules and policies.

Counsel with students and parents regarding disciplinary matters.

Provide professional growth experiences which will assist staff in increasing competencies for student control and discipline.  
Provide leadership that will establish, encourage and promote teaching and effective learning.  
Work closely with parent groups to design a Parent/Student/School Compact that outlines the responsibility and expectations for each group.

**Basic School Rules:**

Attend school regularly.  
Be on time.  
Be prepared for class.  
Treat others with respect, care, and consideration.  
Conserve and protect the school and private property.  
Engage in activities without body contact.  
Follow all school, and playground rules and procedures.  
Use appropriate language.  
Follow district dress/uniform standards.  
Respect the rights of others.  
Follow other rules which may be adopted in individual classrooms.

**Student Conduct, Concerns, and Consequences:**

Student conduct that prevents students from learning or teachers from teaching, will not be tolerated. We have established clear consequences for behavior that interferes with learning and rewards for positive behavior to help all students maintain acceptable personal conduct. We provide classroom instruction in personal and social skills, incorporating the teaching of school rules and making wise choices in the prevention of discipline incidents. Students learn that when they violate a school or classroom standard, a consequence will result. Disruptive, disrespectful behavior or harassment will not be tolerated. Students are not to endanger others, continually disregard rules, or repeatedly interfere with others' right to learn.

Note: Students may be disciplined for acts related to school activities or attendance which occur at any time including:

While on school grounds;  
While going to or coming from school;  
During the lunch hour whether on or off campus;  
During, or going to, or coming from, a school-sponsored activity.

**Other causes of disciplinary action:**

Deliberate littering of school premises;  
Inappropriately using cellular telephones or electronic devices or failing to follow the school policy outline in the Parent/Student packet given out at the beginning of the year;  
Not adhering to the school dress code;  
Making bomb threats or false fire alarms;  
Setting fires or using explosive devices that threaten or cause damage to human life or property on school grounds or at school-sponsored events;  
Habitual tardiness or truancy;  
Forging parents' signatures or school documents (CAC 306).

**Discipline and Behavior:**

The school has adopted PBIS (CHAMPS, Foundations, Restorative Justice) as a school-wide approach to student behavior modification.  
The administration will meet with students once every trimester to go over school rules and expectations  
The School's ORC and Counselor support teachers with CHAMPS in the Classroom  
The school's Counselor and ORC will provide Social Skills Groups targeting bullying, decision-making, and motivation  
The school provides students with an online reporting bullying program  
The School's Counselor and ORC hold community (restorative) circles with middle school students regularly during their advisory period.

**Positive Reinforcements:**

As part of the PBIS model, the students receive Aztec dollars when following the school rules, procedures and guidelines of success

**Evaluation and Feedback Methods:**

Panorama Survey results will be analyzed by PBIS committee and used as a tool to create an action plan.

#### GENERAL

Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

#### CONDUCT CODE PROCEDURES

The school rules and procedures were developed and adopted in accordance with California education code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety. The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas.

Hate crimes are immediately reported to administration and investigated in accordance to AR 5145 if a student feels that a behavior is motivated by a hate crime. If a hate-motivated behavior has taken place appropriate discipline shall be followed.

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual based on his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

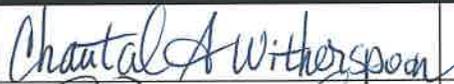
Juan Lagunas Soria School will create a School Safety Committee every school year. The committee's purpose is to review the Comprehensive School Safety Plan continually and make any necessary changes and adjustments to ensure the safety of students and staff members. The committee meets as needed to review and make any necessary recommendations and changes. All changes are brought to the attention of the entire staff and stakeholders at meetings held throughout the school year. The plan is discussed and reviewed with school staff, approved by the School Site Council in November, and updated after review by the Director of Pupil Services before being brought before the Governing Board for approval in February.

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2023-2024 School Year

**School:** Thurgood Marshall K-8 School  
**CDS Code:** 56725380100362  
**District:** Oxnard School District  
**Address:** 2900 Thurgood Marshall Drive  
 Oxnard, CA 93036  
**Date of Adoption:** February 21, 2024  
**Date of Review:** -with Staff  
 November 13, 2023  
 -with Law Enforcement  
 January 2024  
 -with Fire Authority  
 January 2024

**Reviewed by:**

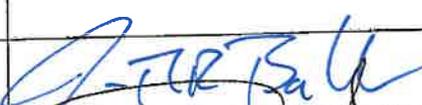
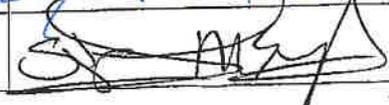
Name	Title	Signature	Date
Chantal Anderson Witherspoon	Principal		2/6/2024
Erika Dowd	Speech Therapist		2/6/2024
Maritza Gutierrez	Classified Rep/Safety Committee		2/6/2024
Jeanette Cortez Jeanette Cortez	School Site Council Chair		2/6/2024
Police Representative	Police Department Representative		
Fireman Representative	Fire Department Representative		

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Maritza Gutierrez	Classified Rep/Safety Committee		
Jeanette Cortez Jeanette Cortez	School Site Council Chair		
Police Representative	Police Department Representative		2/2/24
Fireman Representative STEPHEN McNAUGHTEN	Fire Department Representative		1/24/24

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## Senate Bill 187: Comprehensive School Safety Plan Purpose

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

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

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB115. 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 (electronic or paper) of the Comprehensive School Safety Plan is provided yearly to the following:

- School staff
- Parents
- After-school program staff
- Oxnard Police Department
- Oxnard Fire Department
- Early Childhood Education staff
- Volunteer Coaches

A copy of the Comprehensive School Safety Plan is available for review online at [www.oxnardsd.org](http://www.oxnardsd.org) or in the Thurgood Marshall K-8 School's office.

### **COVID-19 PANDEMIC INFORMATION FOR 2023 – 2024 SCHOOL YEAR**

*For the most up-to-date information concerning our COVID-19 protocols, feel free to visit the following websites:*

Oxnard School District @ [www.oxnardsd.org](http://www.oxnardsd.org)

Ventura County Department of Public Health @ [www.vhca.org](http://www.vhca.org)  
Center for Disease Control and Prevention @ [www.cdc.gov](http://www.cdc.gov)

### **Safety Plan Vision**

At Thurgood Marshall School, school safety is of the utmost priority. We work collaboratively with the Marshall community and its partners to ensure safety for our school community. As part of our safety practices, we conduct regular emergency drills and hold Student Expectations Assemblies. Our Safety Committee, School Site Council, Leadership and entire staff commit to work together in partnership to monitor safe conditions.

We believe all stakeholders deserve a physically, emotionally, and mentally safe, secure, and positive learning environment through a caring, supportive staff, engaging curriculum, and training in order to accomplish the goals of high academic achievement and civic responsibilities.

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

### Thurgood Marshall K-8 School Safety Committee

Chantal Anderson Witherspoon-Principal  
Angie Arias, School Counselor  
Police Department Representative  
Erika Dowd, Special Education Teacher  
Kerry Roman, Teacher  
Maritza Perez-Gutierrez, Classified/School Site Council Representative  
Alex Salazar, Classified Staff  
Scott Brewer, Emergency Manager for Oxnard

### Assessment of School Safety

The Safety Committee reviewed and discussed safety procedures to be followed by our students and staff. Regular monthly drills prepare our staff and students to follow emergency routines. The district provided Thurgood Marshall with a large bin where we have placed and organized all of our emergency supplies. Each classroom has an emergency backpack that has supplies for them to be used in case of emergencies. Backpacks and emergency buckets are inventoried every year to ensure that each classroom has the correct materials.

Office referrals and suspension data are reviewed regularly with staff and the school community including School Site Council. Information about attendance rates as well as juvenile crime data and property damage are also reviewed. Information from the Panorama Survey is shared with staff and presented to the PBIS committee in order to make improvements with safety and behavior on campus.

When allowed to be on campus, all parents that are on campus must have a visitor pass to identify all persons on campus.

### Assessment of School Safety

- Risk Management from DO conducts a safety inspection of the campus each year. A report is submitted and necessary changes are made.
- The Lead custodian and the principal conduct a monthly safety inspection and submit a report to the DO.
- Any safety issues are reported by staff to the administration and the issues are handled by the lead custodian or through work orders to the district office.
- The Safety Committee review and discuss procedures to be followed by staff and students during emergencies.

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

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

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

##### GENERAL

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail

the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

### STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

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

### GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

### OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

Dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

- Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.
- In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.
- During an emergency period or condition created by disaster, occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

Emergency Announcements will be provided on the following radio stations:

AM Radio Stations:

KTNQ-AM 1020 "Univision America" Spanish  
KNX-AM 1070 "KNX 1070 Newsradio"  
KUNX-AM 1400 "La Super X" Spanish  
KKZZ-AM 1520 "La Voz" Spanish  
KVTA- AM 1590 "Ventura's Talk Authority"

FM Radio Stations:

KCRU-FM 89.1 "Public Radio for Southern California"  
KIND-FM 94.1 "Radio Indigena 94.1" Spanish / Mixteco  
KXLM-FM 102.9 "Radio Lazer 102.9 FM" Spanish

CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

#### CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

#### PUBLIC AGENCY USE OF SCHOOL BUILDINGS FOR EMERGENCY SHELTERS

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

#### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

#### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

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

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

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

#### STUDENT DUE PROCESS

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

#### ALTERNATIVES TO SUSPENSION / OPTIONS

All schools within the Oxnard School District may establish a suspension program, which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

#### REQUIRED PARENTAL ATTENDANCE

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

#### DEFINITIONS

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

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

#### 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, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

#### GROUNDINGS FOR SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco, or tobacco products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm.
- n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
- o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
- r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
  - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
    - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
    - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
    - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the transmission, 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.

(i) A message, text, sound, or image.

(ii) A post on a social network Internet Web site including, but not limited to:

- (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
- (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
- (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

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

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs

s) Aided or abetted the infliction or attempted infliction of physical injury.

E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.

E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

(a)(1)(A) Causing serious physical injury to another person, except in self-defense.

(a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.

(a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).

(a)(1)(D) Robbery or extortion.

(a)(1)(E) Assault or battery upon any school employee.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(c). Upon finding that the student committed any of these acts, the Board shall expel the student.

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee with the principal or designee's concurrence. (Education Code 48915 (c) (5))

2. Brandishing a knife as defined in Education Code 48915(g) at another person.

3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053 – 11058.

4. Committing or attempting to commit a sexual assault.

5. Possession of an explosive.

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

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

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts, which may involve the possession or sale of narcotics or of a controlled substance, or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

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

#### **PRINCIPAL’S DISCRETION IN RECOMMENDING EXPULSION**

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has “latitude of choice within certain legal bounds.” When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

#### **BULLYING**

##### **CALIFORNIA STATE LAW REGARDING BULLYING**

Right to Safe Schools. All students and staff of public primary, elementary, junior high, senior high schools, and community colleges, colleges, and universities have the inalienable right to attend campuses which are safe, secure and peaceful.

##### **AB 9 – Seth’s Law**

Requires schools to establish policies to prevent bullying and to address and be responsive to complaints about bullying.

- Requires school districts to include in its non-discrimination policy a detailed list where discrimination, harassment, intimidation, and bullying are prohibited under existing law—actual or perceived sexual orientation, gender, gender identity expression, race or ethnicity, nationality, religion, disability, or association with a person or group with one or more of these actual or perceived characteristics.
- Requires each school districts non-discrimination policy to describe the district’s procedure for addressing discrimination and harassment complaints; and be publicized in places for student and parental access.
- School districts are to strengthen professional development curricula for teachers, school counselors, and administrators with instruction on identifying and stopping discrimination and harassment and creating a school-wide culture of inclusion and respect for differences.

##### **AB 746 - Cyber bullying.**

Existing law, the Interagency School Safety Demonstration Act of 1985, defines bullying as one or more acts of sexual harassment, hate violence, or intentional harassment, threats, or intimidation, directed against school district personnel or pupils, committed by a pupil or group of pupils. Under existing law, bullying, including bullying committed by means of an electronic act, as defined, is a ground on which suspension or expulsion may be based. This bill would specify that an electronic act for purposes of the act includes a post on a social network Internet Web site.

##### **AB 1156 – Bullying In Schools**

Redefines California anti-bullying law by expanding the definition of bullying and linking it to academic achievement. It will also strengthen policies and procedures to reduce bullying in schools and keep students safe.

- Requires training of school site personnel in the prevention of bullying
- Links bullying to academic achievement
- Gives victims of bullying priority for school transfer, if requested
- Encourages school districts and county offices of education to include policies and procedures on the prevention of bullying in the school safety plan

##### **OXNARD SCHOOL DISTRICT BOARD POLICY 5131.2**

##### **Bullying**

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

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

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

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

#### Bullying Prevention

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

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

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

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

#### Intervention

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

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

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

#### Complaints Procedures

The Board hereby designates the following position to handle complaints regarding bullying and inquiries regarding the district's bullying policies:

Assistant Superintendent, Human Resources and Support Services

1051 South A Street

Oxnard, CA 93030

(805) 385-1501 ext. 2050

Any student who feels that he/she has been subjected to bullying should immediately contact the Coordinator, the principal, or any other staff member. Any student or school employee who observes an incident of bullying should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Upon receiving a complaint of bullying, the Coordinator shall immediately investigate the complaint in accordance with site-level complaint procedures specified in AR 1312.3- Uniform Complaint Procedures.

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

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

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

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

#### Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations. Alternative means of correction will be considered where appropriate, as required by Education Code section 48900.5

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

Reports are printed and made available for all teachers to review regarding students with prior suspensions. Cumulative files are also accessible for all teachers to review for the students on their class rosters.

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

- (a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 or Section 48915 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])**

Rules and expectations regarding harassment and sexual harassment are reviewed at Student Assemblies for Gr. 4-8. Mandated training is completed by all classified and certificated employees annually.

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual

orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

**School Suspension & Expulsion/Due Process:** Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

**Failure to Report:** Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

**School Reporting Procedure:** Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

**District Complaint Procedure:** If a situation involving sexual harassment is not promptly investigated and remedied by the principal or designee, a complaint of harassment may be filed in accordance with the district's uniform complaint procedures or procedures for complaints concerning district employees. The Superintendent or Assistant Superintendent, Human Resources, shall determine which procedure is appropriate.

**Prohibition Against Retaliatory Behavior:** The Oxnard School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

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

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

California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering.

The purpose of the dress standard shall be to ensure a safe and secure environment in which to offer a quality education. All students at Thurgood Marshall will be held to the Thurgood Marshall dress code policy. The Thurgood Marshall dress code policy is also aligned to the Oxnard School District dress code policy. Students who violate the dress code policy will be requested to fix inappropriate clothing by changing into appropriate clothing. Students can call parents or guardians to bring appropriate clothing to school and change. This allows students to adhere to the school's dress code policy.

The school dress codes are regularly reviewed by the School Site Council and/or the School Safety Committee following the Oxnard School Board education policies.

- All clothing shall be neat, clean, and acceptable appearance and shall be worn within the bounds of decency as appropriate for school.
- Students may not wear clothing or hairstyles that will be disruptive to the educational process.
- Attire that expresses racial, ethnic, sexual, or religious disrespect is not allowed at Thurgood Marshall.
- Displays or promotion of alcohol, tobacco, or drugs are also unacceptable.
- Gang attire: black shorts and long white socks are not allowed.
- Spiked jewelry, safety pins, wallet chains, wheelie shoes and other items that present a safety hazard are prohibited.
- Cell phones must be turned off and in backpacks during school hours.
- Oversized clothing is inappropriate and must not create a safety hazard during physical activity. Pants must be worn, so underwear does not show.
- Shirts/blouses/tops and dresses must cover the stomach, the chest, and underwear at all times.
- Strapless, spaghetti straps(less than one inch), and low cut shirts are not allowed.
- Close-toed shoes need to worn by all students every day.
- Hats, caps, hoods, and sun visors may be worn outside for protection from the sun.

- Professional sports team attire is not allowed.

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

Thurgood Marshall continues to assess our needs in regard to Safe Ingress and Egress. We have added traffic control signs on the major crosswalks in front of our school. Bushes were removed from the parking area to create better visibility for the pick and drop off of students. Our campus supervisors/crossing guards have large-stop signs and neon vests in order to improve the safety of our students, parents, and staff while entering and exiting the parking lot on foot.

We have a closed campus meaning that no adult is allowed to go past the lobby unless they have previously signed in at the main office and received a visitor's badge. Parents who drop off or pick up their children must wait in the lobby or in front of the school.

#### School Hours

- The regular student day is from 8:30 am to 2:55 pm for students from grades 1-5. The regular school day for kindergarten students is from 8:30 am to 2:50 pm. The regular school day for middle school students in grades 6-8 is 8:15 am to 2:49 pm (with the exception of attending before or after school. Minimum Days: 12:05 pm for Kindergarten, 12:15 p.m. for Gr. 1-5, and 12:13 pm for grades 6-8. For the 2023 - 2024 school year, Wednesdays are Early Release days, and the schedule for dismissal is as follows: Grade: Kinder: 8:30am-12:45 pm, Grades 1-5 8:30 am-1:45 pm, Grades 6-8 8:15 am-1:43 p.m.
- Upon arriving at school, students are to immediately come onto campus by back gates or front doors.
- Students are not allowed to loiter outside campus gates.
- Students not participating in after-school activities are to leave campus immediately by walking or riding the bus.
- There are crossing guards at the Thurgood Marshall crosswalks at the front of the school.
- Parents dropping off students at school should be aware that there is no supervision available before 7:45 am for grades 6-8 and 8:00 am for grades TK-5.
- Students enter through the front gate upon arrival and leave through the front doors during dismissal times. Bus riders arrive and exit at the back gate during arrival and dismissal. Drop off and walkers are not to enter or exit through the back gate.

#### Closed Campus

- All gates which provide access to the classrooms and other rooms, except the main office, remain locked during regular school hours.
- Staff continuously monitors the safety of all students upon arrival and dismissal from school, including at the bus stops, and throughout the school day, following established routines and procedures.
- All visitors to the campus must check in at the office, sign in, and obtain a visitor's pass/badge.

#### Leaving Early

- Students may leave campus, prior to dismissal; if parents, guardians, or persons designated by parents/guardians (and are on the emergency card) pick up students from school.
- Persons picking up students during the day must present a valid ID, be 18 years of age, note the emergency contact information, and sign the student(s) out in the office.

#### Tardy/Late Policy

School begins at 8:15 for grades 6-8 and 8:30 for TK-5th grade

- If the student arrives after the bell, the student must check into the office prior to going into the classroom. The student will receive an excused/unexcused tardy slip then will be directed to go to the classroom.
- A truant tardy will be marked when the student arrives 30 minutes or more after the school's start time, without a valid excuse.

#### Excused Absences

- When a student is absent, the Parent or Guardian needs to notify the school through a written note or phone call to the office within 72 hours of the absence.
- Excused absences include illness, medical/dental appointments, court appearances (for students), religious observations, or death of an immediate family member.

## Truancies

The following are considered truancies:

1. Being absent from school without the knowledge and consent of the parent/guardian/school.
2. Leaving the school grounds during the day without permission.
3. Staying out of class without permission.

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

### **Component:**

Positive School Climate

### **Element:**

School-wide Positive Behavior Support

### **Opportunity for Improvement:**

Work together to develop school wide understanding of Tier 1, Tier 2 and Tier 3 in terms of student behaviors

Use Office Referrals and Q to document student behaviors.

Continue Staff Training in CHAMPS.

Work towards full implementation of CHAMPS school wide.

Improve student attendance.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Revise and implement a comprehensive Schoolwide Positive Behavior Support Plan	<ol style="list-style-type: none"> <li>1. Continue Staff Training in CHAMPS as basis for shared student behavior guidelines</li> <li>2. Staff Training in MTSS</li> <li>3. Survey on implementation of MTSS at Marshall</li> <li>4. PBIS Committee works towards full implementation of our school wide plan for shared student behavior guidelines.</li> <li>5. Develop a school wide positive behavior reward.</li> <li>6. Use scheduled data meetings to identify and review students who need extra support.</li> <li>7. Use Office Referrals to monitor student behavior, student need, and as a communication tool with staff</li> <li>8. Use of Marshall Wellness Center to promote positive relationship building</li> <li>9. CHAMPS Bucks for students to get positive reinforcement</li> </ol>	<p>CHAMPS for Common Areas</p> <p>In-house tools for referrals and follow up</p> <p>Office support</p> <p>Past practices and guidelines</p> <p>Use of "Safe and Civil Schools" by Randy Sprick Paw Pad</p> <p>OSD Training (i.e. STOIC)</p>	<p>Principal Assistant Principal Outreach Coordinator (ORC) Counselors Teachers</p>	<p>Office Reports Teacher Reports Student Behavior Committee Leadership Team Team Meetings</p>
Train Campus Assistants and After School Program (ASP) staff in Schoolwide Positive Support System.	<ol style="list-style-type: none"> <li>1. Hold bi-weekly meetings with Campus Assistants</li> <li>2. Refine Playground Duty Assignments</li> <li>3. Integrate CHAMPS into systems and responses</li> <li>4. CHAMPS common areas of school</li> <li>5. Review how STOIC/CHAMPS is being used in classrooms</li> </ol>	<p>District training</p> <p>Ongoing training and monitoring</p>	<p>Principal Assistant Principal Counselor ORC Campus Assistants Teachers ASP Staff</p>	<p>Discussion in meetings; monitoring by Principal</p>

Objectives	Action Steps	Resources	Lead Person	Evaluation
Monitor student attendance.	<ol style="list-style-type: none"> <li>1. Review monthly attendance reports.</li> <li>2. Promote positive attendance through school wide incentives.</li> <li>3. Use SARB process to meet with parents and reduce chronic absences</li> <li>4. Conduct home visits as necessary.</li> <li>5. Implement Less Than 5 Program</li> </ol>	<p>Use ADA reports</p> <p>Use SARB forms and procedures</p> <p>Student incentives</p>	Principal Assistant Principal ORC Attendance Clerk	Monthly and yearly attendance reports
Communicate student behavior plan and procedures to all stakeholders.	<ol style="list-style-type: none"> <li>1. Parent meetings to discuss positive behavior student plan and school behavior expectations.</li> <li>2. Post School Safety Plan on the web.</li> <li>3. Train staff in duties and procedures for monitoring student behavior.</li> </ol>	<p>School Safety Plan</p> <p>School wide behavior expectations</p> <p>CHAMPS guidelines</p>	Principal Assistant Principal Counselor Oxnard PD	Discussion, surveys
<p>Share results of the Panorama Survey with staff and parents.</p> <p>Use data to plan student supports in areas in need of improvement.</p>	<ol style="list-style-type: none"> <li>1. Make survey results accessible to staff and parents.</li> <li>2. Discuss trends.</li> <li>3. Allocate resources to strengthen areas of weakness.</li> <li>4. Analyze</li> </ol>	Panorama Survey	Principal Counselor Assistant Principal	Discussion, surveys Positive Student Behavior Committee review
Share with staff and parents on topics of juvenile crime, property damage data, internet safety, drug awareness and other topics related to student safety and the law.	<ol style="list-style-type: none"> <li>1. Hold parent informational meetings about drug prevention.</li> <li>2. Public Service Announcements regarding Fentanyl use.</li> </ol>	Ventura County Behavioral Health Brite	School Counselor ORC Principal Assistant Principal	Parent surveys on topics for training.

**Component:**

School's Safe Physical Environment

**Element:**

Safe School Environment

**Opportunity for Improvement:**

Follow up on work orders

Increase staff capacity to respond to an emergency

Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>Ensure the facility is free from hazards. Ensure that facility is safe for occupants and for appropriate use.</p>	<ol style="list-style-type: none"> <li>1. Conduct monthly walk through to check for facility conditions.</li> <li>2. Conduct walk through in Fall with Oxnard PD to check for safety.</li> <li>3. Conduct walk through with Risk Management at beginning of school year.</li> <li>4. Submit and monitor facility work orders.</li> <li>5. Follow up on progress of work orders.</li> </ol>	<p>Checklists</p> <p>Work orders</p> <p>Follow up on work orders</p>	<p>Principal Assistant Principal Lead Custodian Office Manager</p>	<p>Walk through reports Completion of Work Orders</p>
<p>Include stakeholders in development of School Safety Plan</p>	<ol style="list-style-type: none"> <li>1. Develop and present plan with Safety Committee</li> <li>2. Report to School Site Council and receive their input and approval.</li> <li>3. Receive approval from Safety Committee</li> <li>4. Share with Leadership for input and discussion</li> <li>5. Share plan with other advisory and parent groups such as ELAC and PTA</li> </ol>	<p>Summary of plan Description of actions and procedures in an emergency</p>	<p>Principal Assistant Principal</p>	<p>Input from Discussions Input from Safety Committee Approval from School Site Council</p>
<p>Share plan monitoring with stakeholders</p>	<ol style="list-style-type: none"> <li>1. Share with Safety Committee and Leadership.</li> <li>2. Share with Staff and parent groups.</li> <li>3. Monitor and adjust plan, following suggestions of stakeholders.</li> </ol>	<p>School Safety Plan</p>	<p>Principal Assistant Principal</p>	<p>Surveys Agendas</p>

Objectives	Action Steps	Resources	Lead Person	Evaluation
Share approved Safety Plan with all stakeholders	<ol style="list-style-type: none"> <li>1. School website</li> <li>2. Digital copies to all staff</li> <li>3. Student behavior (discipline) guidelines disseminated to all staff</li> <li>4. Share plan with all Staff through meetings and informational handouts</li> <li>5. Specific disaster preparedness information to all staff in printed form</li> <li>6. Share approved School Safety Plan with advisory and parent groups such as ELAC and PTA</li> </ol>	<p>School Safety Plan</p> <p>Oxnard PD</p>	Principal Assistant Principal	<p>Informal and formal Surveys</p> <p>Agendas</p> <p>Review by Positive Student Behavior Committee</p> <p>Review and Monitoring by Safety Committee</p> <p>Review by Leadership</p> <p>Review by School Site Council</p>
Build staff capacity to respond to an emergency	<ol style="list-style-type: none"> <li>1. Train staff in procedures and roles.</li> <li>2. Debrief after drills.</li> <li>3. Use information from debriefing to improve our response capacity</li> <li>4. Maintain NCPI trained staff to respond to student behavior emergencies</li> </ol>	<p>School Safety Plan</p> <p>NCPI Training</p>	Principal Assistant Principal Identified Support Staff Counselor Campus Supervisors Oxnard PD	<p>Debrief after emergency drills.</p> <p>Use debriefing data to improve response.</p>
Ensure emergency operations plan is easily implemented	<ol style="list-style-type: none"> <li>1. Hold monthly disaster drills(fire) or earthquake drills</li> <li>2. Lockdown drill three times a year</li> <li>3. Disaster drill once a year</li> <li>2. Train staff and teachers on their responsibilities and stations during a disaster.</li> </ol>	<p>Safety Plan Tree</p> <p>Duty descriptions for each assignment raining for Emergency Procedure</p>	Principal Assistant Principal Safety Committee Oxnard PD	<p>Staff Debriefing</p> <p>Staff and Safety Committee evaluation</p> <p>Leadership</p>

**Component:**

Disaster Preparedness

**Element:**

School Safety

**Opportunity for Improvement:**

Continuous training

Increase practice of emergency preparedness routines

Objectives	Action Steps	Resources	Lead Person	Evaluation
Staff and students will know how to respond in case of an emergency. Maintain safe and secure physical plant.	<ol style="list-style-type: none"> <li>1. Keep Staff aware of procedures with reminders.</li> <li>2. Conduct monthly drills.</li> <li>3. Promote awareness of correct emergency responses through staff training.</li> <li>4. Review key procedures to protect access.</li> </ol>	Safe School Plan OSD Board Policy Ed Code	Principal Assistant Principal Oxnard PD Office Manager	Safe School Committee School Site Council Leadership Committee Principal School Resource Officer
Communicate Safety Plans to community.	<ol style="list-style-type: none"> <li>1. Disseminate safe school plan to all stakeholders via parent meetings.</li> <li>2. Review Safety at parent meetings</li> </ol>	Safe School Plan Other Community Resources from Oxnard PD, Fire Department, OSD Pupil Services	Principal Assistant Principal	Agendas of Parent Meetings Front Office Principal
Increase school wide understanding of Emergency Response	<ol style="list-style-type: none"> <li>1. Fire Department training on emergency preparedness.</li> <li>2. Assess physical needs of classrooms related to Lockdown procedures.</li> <li>3. Fire Department to do a home safety preparedness training for parents.</li> <li>4. Monthly emergency drills.</li> </ol>	Local Fire Department Checklists for window coverings Key and access procedures	Principal Assistant Principal	Safe School Committee Principal Head Custodian

Implement and monitor Emergency Procedures	<ol style="list-style-type: none"> <li>1. Parent meetings to discuss school safety plan</li> <li>2. Post School Safety Plan on web</li> <li>3. Train staff in duties and procedures</li> <li>4. Create folders for emergency response positions</li> <li>5. Include Emergency procedures with exits in SUB plans.</li> <li>6. Post Emergency exit routes near doors.</li> <li>7. Utilize magnetic door lock devices.</li> </ol>	Safe School Plan	Principal Assistant Principal	Safety Committee Staff Debriefing after Drills School Site Council Leadership Committee
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**(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**

**Thurgood Marshall K-8 School Student Conduct Code**



## Purpose

The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety.

## Goals

We are working towards the full implementation of CHAMPS as a basis for positive student behavior support.

Staff is being trained.

Refreshers on training will be offered.

Support staff have been trained or will be trained.

All Staff will have a common language of CHAMPS to support positive student behavior.

Students will understand CHAMPS guidelines that will be consistent.

Students will be given ongoing training on CHAMPS.

Our goal is to develop a plan that is easy for students and staff to follow, one that can be communicated to all stakeholders.

At this time Leadership Team, Positive Behavior Support Committee, and others are working towards the implementation of CHAMPS.

Staff training in MTSS and how this applies to student behavior is ongoing.

## Guidelines for Success

Bulldogs are...

PAWSitive

Achieving

Wise

Safe

## Beliefs

We believe our rules and procedures will:

- Provide common language and understanding school-wide
- Provide a starting point for behavior and conduct expected
- Provide a framework of expectations, rewards, and consequences so we can be consistent and fair with all students
- Promote overall school safety and security for each student
- Demonstrate our agreement and commitment to developing personal responsibility
- Provide a framework that will result in positive student behavior.

## Philosophy

When systems are in place, such as those found in CHAMPS, student behavior will improve. When expectations are shared and understood, positive student behavior receives strong support. When positive student behavior is expected from all, students will respond more positively and shared guidelines will have a higher chance of being followed by all.

A student's education is dependent upon a "team" effort involving the student, parents, and school personnel. Each member of the team has specific responsibilities which must be met if the educational experience is to have the greatest positive results. Students, parents, and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct in relation to life at school. We want to be an extraordinary place of safety and positive opportunity for each and every student. All Staff Members contribute to the good of all students.

### Expectations of Students:

- Attend school regularly and be on time for each class.
- Know and obey school rules and regulations.
- Be courteous and respectful to school personnel, fellow students, and the public in general.
- Be responsible digital citizens.
- Behave in such a way that does not disrupt the learning of others.
- Respect public and private property.

### Expectations for Parents:

- Assure that your child is in school and on time each day.
- Assure that your child is appropriately prepared for school (dress, nutrition, and sleep).
- Be responsible for the pupil's behavior.
- Be responsible for pupils' use of technology.
- Teach the pupil respect for the law and the rights of others.
- Visit your school periodically and participate in conferences as requested.
- Know the district, school, and classroom rules and regulations, and be supportive of your school.
- Help your child to develop personal responsibility.

### Expectations for Teachers:

- Provide differentiated learning experiences appropriate for each student.
- Following RtI guidelines, consistently maintain classroom rules, Internet safety, and district rules and policies.
- Implement CHAMPS within the classroom and common areas.
- Communicate on a regular basis with parents concerning their child's progress.
- Be available to parents to the conference as needed.
- Continually improve professional competencies in positive behavior support.
- Develop enthusiasm for learning through experiences that are interesting and relevant to pupils.

### Expectations for Administrators:

- Inform students and parents about the student behavior plan - CHAMPS.
- Involve all stakeholders in CHAMPS.
- Encourage and support students by promoting positive student-staff interactions throughout the school day.
- Consistently monitor classroom, school, and district rules and policies.
- Counsel with students and parents regarding disciplinary issues.
- Provide student consequences aligned to social justice philosophy.
- Provide professional development in the management of student behaviors.
- Provide leadership that will establish, encourage school-wide implementation of CHAMPS.

Monitor effectiveness of school-wide student behavior plan.

#### General School Rules:

Attend school regularly.  
Be on time.  
Be prepared for class.  
Treat others with respect, care, and consideration.  
Follow rules inside and outside the classroom.  
Conserve and protect school and private property.  
Use appropriate language.  
Follow district dress standards.  
Use class time wisely.  
Work quietly without disturbing others.  
Respect the rights of others.  
Complete all assignments on time.  
Walk on black, run on green.

#### Summary:

Students will come to school ready to learn.  
Rewards and incentives will be given regularly to students who demonstrate positive behavior.  
A supportive, safe and nurturing climate is fostered.  
Additional consequences and supports are given to students who do not follow school rules.  
CHAMPS implementation will clarify school-wide expectations.

#### GENERAL

*Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.*

#### CONDUCT CODE PROCEDURES

The school rules and procedures were developed and adopted in accordance with California education code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety. The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas.

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

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual based on his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

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

hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

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

At beginning of school year, the Safe School Plan is reviewed with staff and safety committee. Periodically, training and monitoring of the plan are scheduled. Safe School Plan is reviewed by School Site Council and Leadership Committee. Safe School Committee and School Site Council approve the Safe School Plan by February. Ongoing communication to all stakeholders keeps procedures and action steps responsive to school needs.

A Safety Committee is created every school year. The purpose of the committee is to review the Safety Plan on a continual basis and make any necessary changes and adjustments in order to ensure the safety of students and staff members. The committee meets to review and make any necessary recommendations and changes. All changes are brought to the attention of the entire staff and stakeholders at meetings. The plan is reviewed in December-January and also approved by the SSC. Changes and additions to the Safe School Plan can be made throughout the school year. If there is a need to update, or change information, based on recommendations and approval of Safety Committee or School Site Council, revisions and updates can be integrated into the plan.

# Comprehensive School Safety Plans (CSSP)

## Oxnard School District Board Meeting February 21, 2024



**OSD Student Profile**  
Oxnard School District students will be promoted from our schools with the following traits:

A central diagram for the OSD Student Profile shows a figure in a blue and white uniform running or jumping, surrounded by various icons representing different traits: a lightbulb, a star, a globe, a graduation cap, a checkmark, a leaf, a gear, and a person. The traits are arranged in a circle around the central figure.

**Innovator**  
Students will be creative writers, successful project and technological learners, able to create, design, and apply new knowledge in a variety of contexts.

**Problem Solver**  
Students will be confident and resilient, able to overcome a growth mindset and showcase their resilience and growth.

**Adaptive**  
Students will be able to overcome their learning obstacles and all learners.

**Global Thinker**  
Students will be compassionate, thoughtful, and inclusive able to connect with their global identity, heritage, and history.

**Collaborator**  
Students will be collaborative learners, able to communicate and learn through and with others.

**Digital Learner**  
Students will be digitally literate, able to use technology and digital tools to succeed and to lead.

**Grounded in the Future**  
Students will be high school, college, and career ready, and able to select rigorous courses.

**755**

Oxnard School District  
Engaging the World in School and Beyond

## What is the Comprehensive School Safety Plan?

Children in California are guaranteed the “right to attend public schools that are safe, secure and peaceful.” as outlined in the California State Constitution.

California *Education Code (EC)* Section 32281 (a) requires that we develop a Comprehensive School Safety Plan (CSSP) to address campus risks, prepare for emergencies, and create a safe, secure learning environment for students and school personnel.

CSSPs include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on the school campus and aspects of social, emotional, and physical safety for both youth and adults.

## Comprehensive School Safety Plans

CA Education Code 32286 requires that the local Board of Education approve Comprehensive School Safety Plans for each school site annually.

All school sites completed their Comprehensive School Safety Plans in consultation with school staff, parents, law enforcement, and community stakeholders, including School Site Council.

# The CSSP and the OSD Student Profile

## OSD Student Profile

Oxnard School District students will be promoted from our schools with the following traits:

### Innovator

Students will be creative writers, successful readers and mathematical thinkers; able to create, design, and apply new knowledge in a variety of contexts.

### Problem Solver

Students will be confident and solution oriented; able to demonstrate a growth mindset and advocate for themselves and for others.

### Achiever

Students will be able to demonstrate their knowledge on local and state measures in all academic areas.

### Global Thinker

Students will be compassionate, multilingual, and inclusive; able to understand and to convey pride in their identity, heritage, and history.

### Collaborator

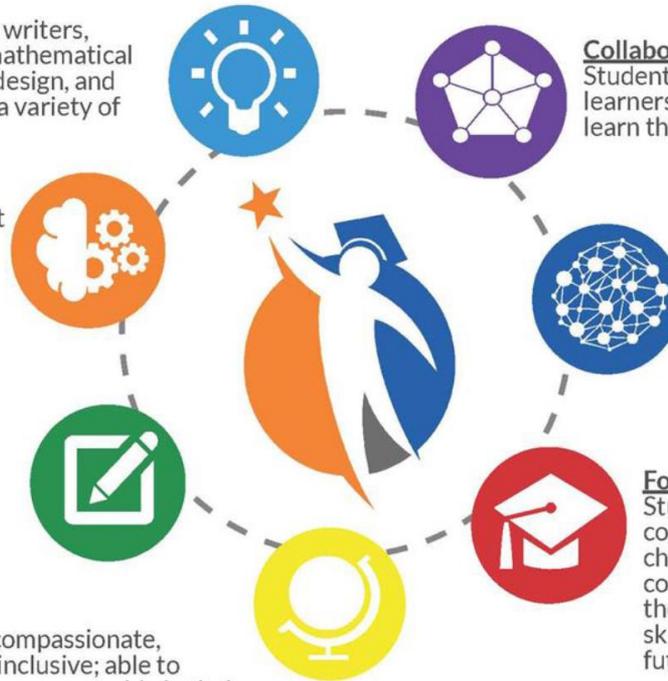
Students will be collaborative learners; able to communicate and learn through and with others.

### Digital Learner

Students will be technologically, artistically, academically and linguistically prepared to succeed and to lead.

### Focused on the Future

Students will be high school, college, and career ready; challenged to select rigorous courses and equipped with the tools, knowledge, and skills to be prepared for the future.



Oxnard School District

Changing the World!  
In School and Beyond

## Components of a CSSP:

Updated by  
Pupil Services

(A) Child Abuse Reporting  
Procedures

(B) Disaster Procedures

(C) School Suspensions, Expulsion and  
Mandatory Expulsion Guidelines

(D) Procedures to Notify Teachers of  
Dangerous Pupils

(E) Sexual Harassment Policies

(J) Hate Crime Reporting  
Procedures and Policies

Components  
of a CSSP:  
Updated by  
Site

*(F) Dress Code Relating to Gang-Related Apparel*

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

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

*(I) School Discipline Rules and Consequences*



## Comprehensive School Safety Plans

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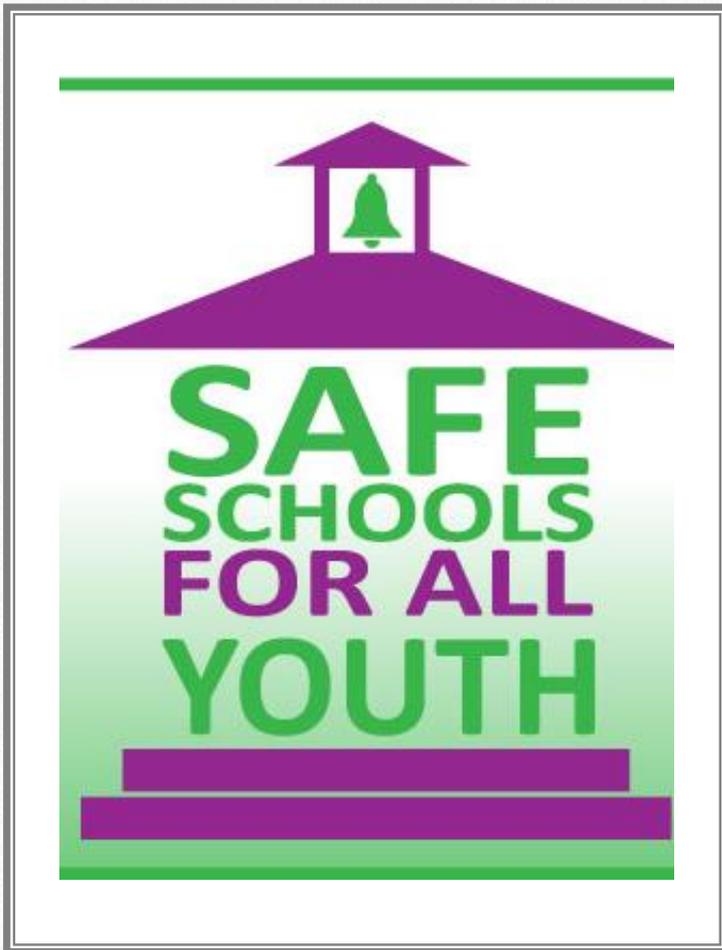
Each CSSP contains appendices which include:

- Disaster Response Procedures
- Emergency Telephone Numbers
- Incident Command System (ICS)
- Evacuation Map(s)

## Addressing Dangerous Intruders on Campus

### Dangerous Intruder on Campus

- Each school has procedures in the event of a dangerous intruder on or near campus.
- Each site in coordination with the Oxnard Police Department conducts Lockdown Drills on a regular basis.
- The plan for dangerous intruders is not included in the plan that is available for public review in order to protect our staff and students.



# Comprehensive School Safety Plans

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*In Summary, the Plans are:*

- *Comprehensive*
  - *Address campus security*
  - *Ensure a safe and positive environment*
  - *Include disaster preparedness procedures*
- *Prevention / Intervention / Response*
- *English / Spanish*

# Comprehensive School Safety Plans

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## **Recommendation:**

Approval of Comprehensive School Safety Plans.



## **OSD BOARD AGENDA ITEM**

**Name of Contributor:** Dr. Natalia Torres

**Date of Meeting:** February 21, 2024

**Agenda Section:** Section D: Action Items

### **Approval of Resolution #23-11 to Discontinue Classified Positions (Torres/Fuentes)**

---

Education Code states that the District must notice classified staff no later than March 15 of each year if the District plans or anticipates possible reductions in personnel. Due to a lack of work or lack of funds, the administration recommends preparing for a reduction in force as a precautionary strategy.

District staff has prepared a resolution that must be adopted to authorize the reduction of classified services in the specified service areas and amounts. Employees will be laid off in reverse order of seniority.

Following approval of the resolution, by March 15, staff will identify the most junior employees in each of the service areas; identify any other assignments from which those employees might “bump” less senior employees, and mail notices of intent to lay off each of the affected employees.

#### **FISCAL IMPACT:**

N/A

#### **RECOMMENDATION:**

It is recommended that the Board of Trustees approve and adopt Resolution #23-11 to Discontinue Classified Positions, as presented.

#### **ADDITIONAL MATERIALS:**

**Attached:** [Resolution No. 23-11 for Classified Layoff 2024 \(two pages\)](#)

**BEFORE THE BOARD OF TRUSTEES OF THE  
OXNARD SCHOOL DISTRICT  
RESOLUTION No. 23-11**

**RESOLUTION TO DISCONTINUE/ELIMINATE CLASSIFIED POSITIONS**

**WHEREAS**, the Board of Trustees has considered the Oxnard School District’s (District) budget, expenses, and projected staffing needs for the classified service for the 2024-2025 school year; and

**WHEREAS**, due to a lack of work and/or a lack of funds, the Board of Trustees hereby finds that it is in the best interest of the District, including the welfare of the District’s schools and pupils, to reduce certain classified services now being provided by the District; and

**WHEREAS**, Education Code Sections 45114, 45117, 45298, and 45308 authorize the District to lay off classified employees for lack of work and/or lack of funds, and further set forth the procedural requirements to provide employees with notice that their services will not be required for the ensuing year due to lack of work or lack of funds; and

**WHEREAS**, the District notified the Classified School Employees Association, Chapter 272 (CSEA), regarding the decision to reduce classified services.

**NOW, THEREFORE BE IT RESOLVED** that as of **June 30, 2024**, the District shall reduce classified services as follows:

Classification	Total Positions
Preschool Teacher, 6 Hours	14
Administrative Assistant, 8 Hours	01

**BE IT FURTHER RESOLVED** that, as the result of the above-stated reduction and/or elimination of classified services, it may be necessary to terminate the employment of classified employees of the District in a quantity and kind equal to the FTEs specified in the findings set forth in the recitals above no later than June 30, 2024.

**BE IT FURTHER RESOLVED**, that the District Superintendent is authorized and directed to take such actions necessary and required by law to effectuate the intent of this resolution, assuring that each employee affected by the above referenced reductions be afforded his or her displacement rights into classifications and/or assignments for which he or she has seniority; and

**BE IT FURTHER RESOLVED** that the District Superintendent shall provide written notice of layoff, reduction in hours or work year, and/or displacement rights to the affected classified employees on or before **March 15, 2024**.

**PASSED AND ADOPTED** by the Governing Board of the Oxnard School District this 21st day of February 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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**Veronica Robles-Solis**  
President, Board of Trustees  
Oxnard School District

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**Monica Madrigal Lopez**  
Clerk, Board of Trustees  
Oxnard School District

## OSD BOARD AGENDA ITEM

**Name of Contributor:** Dr. Natalia Torres

**Date of Meeting:** February 21, 2024

**Agenda Section:** Section D: Action Items

### **Reduction In Force: Reduction or Discontinuance of Particular Kinds of Service and Adoption of Resolution #23-12 (Torres/Carroll)**

---

Oxnard School District (District) administration projects that there will be budget constraints in the 2024-25 school year driven by declining enrollment in the District and the continued underfunding of education at the State and Federal level.

Education Code states that the District must notice certificated staff no later than March 15 of each year if the District plans or anticipates possible reductions in personnel. Based on the budget constraints anticipated in the 2024-25 school year because of the District’s declining enrollment and the continued underfunding of education at the State and Federal level, the administration recommends preparing for a reduction in force as a precautionary strategy. Based on known attrition and assessment of the levels at which reductions must be made, staff has determined that certificated services must be reduced in the following service areas and specified quantity of FTEs:

<b>Kind of Service</b>	<b>Full-Time Equivalent Positions (FTE)</b>
Multiple Subject Teacher	30.0
Single Subject - English Language Arts Teacher	4.0
Single Subject - Social Studies Teacher	5.0
Single Subject - Science Teacher	2.0
Single Subject - Spanish Teacher	1.0
<b>Total FTEs</b>	<b>42.0</b>

District staff has prepared a resolution that must be adopted to authorize the reduction of certificated services in the specified service areas and amounts. Employees will be laid off in reverse order of seniority, with all probationary employees being deemed less senior than permanent employees. The resolution includes tiebreaking criteria to establish an order of seniority among employees sharing the same seniority date, and “skipping” criteria to retain employees teaching certain subjects critical to the District, regardless of seniority.

The tiebreaking criteria are the same as the criteria adopted by the Board for the certificated layoffs in 2021.

Following approval of the resolution, by March 15, staff will identify the most junior employees in each of the service areas; identify any other assignments from which those employees might “bump” less senior employees, and mail notices of intent to lay off each of the affected employees. The Board will be advised of the names of the affected employees before March 15.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

It is recommended that the Board of Trustees adopt the Reduction in Force and Resolution #23-12, as presented.

**ADDITIONAL MATERIALS:**

**Attached:** [Resolution 23-12 Certificated RIF 2024 \(seven pages\)](#)

**BEFORE THE BOARD OF TRUSTEES OF THE  
OXNARD SCHOOL DISTRICT**

**RESOLUTION No. 23-12**

**REDUCTION OR DISCONTINUANCE OF PARTICULAR KINDS OF SERVICE  
(EDUCATION CODE §§ 44949 and 44955)**

WHEREAS, the Superintendent of the Oxnard School District (“District”), has determined that it is in the best interest of the District, and the welfare of the students thereof, to reduce or discontinue certain particular kinds of services, hereinafter enumerated, and has recommended to the District’s Governing Board (“Board”) that the District reduce particular kinds of service no later than the beginning of the 2024-2025 school year; and

WHEREAS, the recommendation includes the assessment that it shall be necessary to reduce the following particular kinds of service of the District no later than the beginning of the 2024-2025 school year:

<b>Kind of Service</b>	<b>Full-Time Equivalent Positions (FTEs)</b>
Multiple Subject Teachers	30.0
Single Subject – English Language Arts Teachers	4.0
Single Subject – Social Studies Teachers	5.0
Single Subject – Science Teachers	2.0
Single Subject – Spanish Teacher	1.0
	<b>Total FTE’s    42.0</b>

AND WHEREAS, the Governing Board is required by law to give notice, by March 15, 2024, to all certificated employees affected by any decision to reduce or eliminate these particular kinds of service.

**IT IS RESOLVED THAT:**

- A. The Board hereby determines to reduce or discontinue services as specified in the recommendation set forth in the recitals above, no later than the beginning of the 2024-2025 school year.
  
- B. The Board hereby determines that, as the result of the above-stated reduction of particular kinds of service (the “Reduction in Force”), it will be necessary to terminate at the end of the 2023-2024 school year the employment of certificated employees of the District in a quantity and kind equal to the FTEs specified in the recommendation set forth in the recitals above.

- C. Pursuant to Education Code section 44955(d), the Board hereby determines that there is a specific need at the District for personnel to teach specific courses of study or provide pupil personnel or health services, and to retain certificated employees possessing the special training and experience needed to teach such courses or provide such services that other employees with greater seniority do not possess. The specific needs of the District in this respect are set forth in Exhibit A to this Resolution and are incorporated as though fully set forth herein.
- D. In accordance with California Education Code section 44955(d), the Board hereby determines that the Reduction in Force shall not include any permanent or probationary certificated employee who, by his/her training, experience, and assignment, is described within Exhibit A to this Resolution.
- E. In order to implement this Reduction in Force, it may be necessary to apply tie-breaking criteria to distinguish among certificated employees who first rendered paid probationary service to the District on the same date. Pursuant to Education Code section 44955(b), the Board determines that the order of layoff as between employees who first rendered paid service to the District on the same date shall be established on the basis of the criteria set forth in Exhibit B to this Resolution, which are incorporated as though fully set forth herein.
- F. The criteria set forth in Exhibit B to this Resolution shall also be used to determine the order of reemployment among those certificated employees who first rendered paid probationary service to the District on the same date. The Superintendent, or her designee, has the discretion to determine the appropriate weight of such criteria and the order in which such criteria are most relevant to serve the needs of the District and students in each tie-breaking situation.
- G. In accordance with California Education Code section 44955(b), the District resolves that it will retain employees who are certificated and competent to render services over more senior employees who are not certificated and/or competent to render the same services. "Certificated" shall mean that an employee possesses a credential issued by the California Commission on Teacher Credentialing that authorizes him/her to render instruction or services in the subject matter area in which he/she claims to be entitled to render instruction or services, or has been lawfully exempted or received a waiver from the credential requirement. The criteria set forth in Exhibit C to this Resolution shall be used to determine whether an employee is competent to render services, and such criteria are incorporated as though fully set forth herein.
- H. The Superintendent is directed to send appropriate notices to all employees affected by the above-described reduction of a particular kind of service in accordance with the provisions of the California Education Code, to take all necessary action to implement

this Resolution, and to afford the employees all rights to which they are entitled under the law and applicable Collective Bargaining Agreement(s).

**PASSED AND ADOPTED** by the Governing Board of the Oxnard School District this 21<sup>st</sup> day of February 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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**Veronica Robles-Solis**  
President, Board of Trustees  
Oxnard School District

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**Monica Madrigal Lopez**  
Clerk, Board of Trustees  
Oxnard School District

**Exhibit A**

**“SKIPPING” CRITERIA PURSUANT TO EDUCATION CODE SECTION 44955(d)(1)**

The District shall retain certificated employees in the particular kind of services identified in Resolution No. 23-12, regardless of their seniority, to the extent one or more of their assignments meet any of the following criteria:

1. Certificated personnel who possess a credential authorizing the teaching of special education classes, who are presently assigned within the scope of that credential, and who will be assigned within the scope of that credential for the 2024-2025 school year.
  
2. Certificated personnel who possess a Bilingual Cross-Cultural Language and Academic Development (BCLAD) Certificate, who are presently assigned within the scope of that credential, and who will be assigned within the scope of that credential for the 2024-2025 school year.

Employees who meet any of the foregoing criteria for some but not all of their assignment(s) shall be retained only as to that portion of their assignment(s) in 2024-2025 that meets the foregoing criteria.

The Superintendent or designee is authorized to determine which employees qualify to be “skipped” from the Reduction in Force and to determine the manner in which the foregoing criteria shall be applied to each employee.

**Exhibit B**

**TIEBREAKING CRITERIA PURSUANT TO EDUCATION CODE SECTION 44955(b)**

Employees sharing the same first date of paid probationary service to the District shall be awarded tiebreaking points on the following basis:

<b>Criterion</b>	<b>Points</b>
Possession of credential(s) authorizing service for the District on March 15, 2024	<b>3</b> for each professional clear <b>2</b> for each preliminary <b>1</b> for each of any other credential
Subject matter authorizations held on March 15, 2024, including supplemental authorizations, on credential(s) authorizing service for the District	<b>1</b> per authorization
Possession of Bilingual Cross-Cultural Language and Development certificate or its equivalent on March 15, 2024	<b>1</b> point
Column placement on salary schedule as of March 15, 2024	<b>1</b> per applicable column
Service as BTSA Mentor teacher within 2023-2024 school year and/or two immediately preceding school years	<b>3</b> per school year
Possession of a License through the Board of Behavioral Sciences (Educational Psychologist)	<b>3</b> points

Employees with a greater number of points shall be considered more senior than employees with a fewer number of points, for purposes of determining order of layoff and order of reemployment.

If application of the foregoing criteria fails to resolve a tie among two or more employees, among the employees who remain tied the employee with the earliest date of issuance of a preliminary or professional clear credential shall be considered the more senior employee. As among employees who remain tied who have never obtained a preliminary or professional clear credential, the employee with the earliest date of issuance of an intern credential shall be considered the more senior employee. As among employees who remain tied who have never obtained an intern, preliminary, or professional clear credential, the employee with the earliest date of issuance of an emergency or pre-intern credential, provisional intern permit or short-term staff permit shall be considered the more senior employee.

The Superintendent is authorized to determine the number of tiebreaking points to be awarded to each employee and to determine the manner in which the tiebreaking criteria shall be applied to each employee.

The Superintendent is authorized to develop and apply additional supplemental tiebreaking criteria which the District shall use only in the event that the foregoing criteria do not resolve all ties, and which the District shall apply only to those employees who remain tied after the foregoing criteria have been exhausted.

## Exhibit C

### **COMPETENCY CRITERIA PURSUANT TO EDUCATION CODE SECTION 44955(b)**

Pursuant to Education Code section 44955(b), “Competent” shall be defined as follows:

(1) The employee has actually rendered instruction or services in the subject matter area in which s/he claims to be entitled to render instruction or services in or after the 2014-2015 school year, whether for the District or another school district; and

(2) The employee possesses a BCLAD, CLAD, SB 1969, or other certificate authorizing him/her to instruct English Learner students.

## **OSD BOARD AGENDA ITEM**

**Name of Contributor:** Dr. Natalia Torres

**Date of Meeting:** February 21, 2024

**Agenda Section:** Section D: Action Items

**Approval of Memorandum of Understanding – Agreement # 23-250 (MOU) Between the Oxnard School District (District) and the California School Employees Association, Chapter 272 (CSEA) re: Signing Bonus for Oxnard School District Employees that Accept or are Hired into the Paraeducator, Special Education Classification (Torres/Fuentes)**

---

The Human Resources Department has struggled to maintain a pool of qualified candidates to fill Special Education Paraeducator vacancies and has had to place costly agency hires in vacancies to fulfill the District's obligation to its students receiving special education services. In an effort to attract and grow its Paraeducator, Special Education candidate pool and fill the vast number of current vacancies with District employees, the Personnel Commission is proposing a \$1000 signing bonus for the Paraeducator, Special Education classification. The signing bonus will be split. Upon successful completion of their six-month probationary period, said employees will receive \$500; and will receive another \$500 once said employees complete one year of service and are in permanent status in said classification. The hiring bonus will apply to vacancies retroactive to January 08, 2024 and will continue until the allotted budget is exhausted or all of the current vacancies are filled within the 2023-24 school year, whichever occurs first.

The District and CSEA worked together to establish an incentive that would attract current district employee talent to the extremely hard to fill Paraeducator, Special Education classification, while simultaneously building and retaining the District's current workforce and submit this collaborative effort for approval.

**FISCAL IMPACT:**

\$165,000 from the funds allocated for the signing bonus to be paid from the General Fund.

**RECOMMENDATION:**

It is the recommendation of the Assistant Superintendent, Human Resources and the Director, Classified Human Resources that the Board of Trustees approve MOU Agreement # 23-250 for a signing bonus, as detailed.

**ADDITIONAL MATERIALS:**

**Attached:** [Agmt#23-250\\_CASPED\\_signingbonusCSEA MOU \(one page\)](#)

OSD Agreement #23-250

Hard to Fill Position Signing Bonus and Staffing Crisis Recognition  
February 2, 2024

This memorandum of Understanding is made and entered by and between the OXNARD SCHOOL DISTRICT ("DISTRICT") and the CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, AND ITS OXNARD CHAPTER #272 ("ASSOCIATION") (hereafter collectively referred to as the parties").

RECITALS

1. The District recognizes the urgent need for Paraeducators in Special Education which have been extremely difficult to fill positions.
2. There are approximately 160 vacancies in the classification of Paraeducator- Special Education. The District has a legal obligation to provide services to the Special Education students. As a result, the District has contracted with agencies to temporarily provide these services.
3. The Parties desire to cease contracting out these classified duties.
4. The Parties desire to provide an attractive benefit to increase employee recruitment and simultaneously improve retention for Paraeducators in Special Education.

AGREEMENT

Now, therefore, the parties hereby agree as follows:

1. The District will advertise a Signing Bonus of \$1,000 for the classification of Paraeducator – Special Education.
  - a. \$500 will be provided upon successful completion of their six (6) month probation.
  - b. \$500 will be provided at the one year anniversary date and the employee has reached permanent status.
  - c. The intent of this MOU is to offer a signing bonus to employees that are actively working for one full year.
  - d. Hiring bonus will apply to vacancies filled retroactive to January 8, 2024 and will continue until the allotted budget is exhausted.
  - e. Current Oxnard School District employees in different classification who apply or demote are eligible for the signing bonus.
2. This Memorandum of Understanding sunsets on June 30, 2025 or until the budgeted amount is exhausted, whichever comes first.
3. This MOU shall not set a precedent setting.

It is agreed and understood this agreement is subject to CSEA Policy 610 review and OSD Governing Board approval.

Dated this 2<sup>nd</sup> day of February, 2024

  
\_\_\_\_\_  
Lisa Towery, Labor Relations Representative

  
\_\_\_\_\_  
Alicia Serrato, Negotiations Team Member

  
\_\_\_\_\_  
Ilene Poland, Negotiations Team Member

  
\_\_\_\_\_  
Ricardo Torres, CSEA President

  
\_\_\_\_\_  
Ray Ibay, Negotiations Team Member

  
\_\_\_\_\_  
Natalia Torres, Assistant Superintendent of HR

## **OSD BOARD AGENDA ITEM**

**Name of Contributor:** Dr. Anabolena DeGenna

**Date of Meeting:** February 21, 2024

**Agenda Section:** Section E: Approval of Minutes

### **Approval of Minutes (DeGenna)**

---

It is the recommendation of the Superintendent that the Board of Trustees approve the minutes of Board meetings, as presented:

- December 13, 2023 Regular Meeting
- January 17, 2024 Regular Meeting
- February 7, 2024 Regular Meeting

### **FISCAL IMPACT:**

N/A

### **RECOMMENDATION:**

It is the recommendation of the Superintendent that the Board approve the minutes of Board meetings, as presented.

### **ADDITIONAL MATERIALS:**

- Attached:** [Minutes December 13 2023 Regular Board Meeting \(16 pages\)](#)  
[Minutes January 17 2024 Regular Meeting \(12 minutes\)](#)  
[Minutes February 7 2024 Regular Meeting \(11 pages\)](#)

# OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • 805/385-1501



## BOARD OF TRUSTEES

**Veronica Robles-Solis**, President

**Jarely Lopez**, Clerk

**Rose Gonzales**, Member

**MaryAnn Rodriguez**, Member

**Monica Madrigal Lopez**, Member

## ADMINISTRATION

**Anabolena DeGenna, Ed.D.**

Interim Superintendent

**Valerie Mitchell, MPPA**

Assistant Superintendent,  
Business & Fiscal Services

**Natalia Torres, Ed.D.**

Assistant Superintendent,  
Human Resources

**Aracely Fox, Ed.D.**

Acting Associate Superintendent,  
Educational Services

## MINUTES

### REGULAR BOARD MEETING

Wednesday, December 13, 2023

5:00 PM - Open Meeting

5:30 PM - Study Session

7:00 PM - Return to Regular Board Meeting

**\*NOTE:** In accordance with requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Superintendent's office at least two days before the meeting date.

**Persons wishing to address the Board of Trustees on any agenda item may do so by completing a Speaker Request Form and submitting the form to the Associate Superintendent of Educational Services.** The speaker should indicate on the card whether they wish to speak during Public Comment or when a specific agenda item is considered.

Watch the meeting live: [osdtv.oxnardsd.org](https://osdtv.oxnardsd.org)

Broadcasted by Charter Spectrum, Channel 20 &  
Frontier Communications, Channel 37

**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

## **Section A: PRELIMINARY**

### **A.1. Call to Order and Roll Call (5:00 PM)**

President Robles-Solis called the meeting to order at 5:02 p.m.

Present: Trustees MaryAnn Rodriguez, Rose Gonzales, Jarely Lopez, and Veronica Robles-Solis. Trustee Monica Madrigal Lopez arrived following the roll call. Also in attendance were Interim Superintendent Anabolena DeGenna, Assistant Superintendent Valerie Mitchell, Acting Associate Superintendent Aracely Fox, Director of Certificated Human Resources Scott Carroll, and Executive Assistant Lydia Lugo Dominguez.

### **A.2. Pledge of Allegiance to the Flag**

Dominic Santos Bobadilla-Giron, 5th grade student at Sierra Linda School, led the audience in the Pledge of Allegiance.

### **A.3. District's Vision and Mission Statement**

Dominic Santos Bobadilla-Giron, 5th grade student at Sierra Linda School, read the district's Mission and Vision in English. Zury Zamudio, 5th grade student at Sierra Linda School, read the district's Mission and Vision in Spanish.

### **A.4. Presentation by Sierra Linda School**

Jorge Mares, Principal, provided a presentation about Sierra Linda School.

### **A.5. Adoption of Agenda (Superintendent)**

The agenda was adopted with the following amendments:

- Item A.2. – Pledge of Allegiance – the Pledge of Allegiance will be led by Dominic Santos Bobadilla-Giron, 5th grade student at Sierra Linda School.
- Item A.3 – District's Vision & Mission Statement – the District's Mission and Vision will be read in English by Dominic Santos Bobadilla-Giron, 5th grade student at Sierra Linda School, and in Spanish by Zury Zamudio, 5th grade student at Sierra Linda School.

Motion #23-71 Adoption of Agenda as Amended

Mover: Jarely Lopez

Seconder: Rose Gonzales

Moved To: Adopt as Amended

Ayes: 5 - Veronica Robles-Solis, Jarely Lopez, Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Motion Result: Passed

### **A.6. Organization of the Board (DeGenna)**

**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

The Board recognized Trustee Veronica Robles-Solis as outgoing President of the Board of Trustees for 2022-2023.

For 2023-2024, Trustee Veronica Robles-Solis was re-elected as President and Trustee Monica Madrigal Lopez was elected as Clerk.

Motion #23-72 Reappointment of Trustee Veronica Robles-Solis as Board President for the 2023-24 Year

Mover: Rose Gonzales

Seconder: Monica Madrigal Lopez

Moved To: Reappoint

Ayes: 5 - Veronica Robles-Solis, Jarely Lopez, Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Motion Result: Passed

Motion #23-73 Appointment of Trustee Monica Madrigal Lopez as Board Clerk for the 2023-24 Year

Mover: Veronica Robles-Solis

Seconder: Jarely Lopez

Moved To: Appoint

Ayes: 5 - Veronica Robles-Solis, Jarely Lopez, Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Motion Result: Passed

**A.7. Recess (15 Minutes)**

There was a brief recess at 5:23 p.m. for purposes of reorganization.

**A.8. Study Session - Presentation of the December 2023 Semi-Annual Implementation Program Update as an Adjustment to the Enhanced Master Construct Program (Mitchell/CFW)**

Emilio Flores with Caldwell Flores Winters provided the December 2023 Semi-Annual Implementation Program Update as an adjustment to the enhanced Master Construct Program, for the Board's information. The Report will subsequently be placed on the January 2024 Board meeting agenda for the Board's consideration and adoption.

**A.9. Closed Session – Public Participation/Comment (Limit three minutes per person per topic)**

There were no comments.

**A.10. Closed Session**

The Board convened to closed session at 5:44 p.m. to consider the following items:

1. Pursuant to Section 54956.9 of Government Code:

---

**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

Conference with Legal Counsel

- Existing Litigation:

- Oxnard School District et al. Central District No. CV-04304-JAK-FFM

- Anticipated Litigation:

- Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: 2 cases

2. Pursuant to Sections 54957.6 and 3549.1 of the Government Code:

Conference with Labor Negotiator:

Agency Negotiators: OSD Assistant Superintendent, Human Resources, and Garcia Hernandez & Sawhney, LLP

Association(s): OEA, CSEA, OSSA; and All Unrepresented Personnel-Administrators, Classified Management, Confidential

3. Pursuant to Section 54957 of the Government Code the Board will consider personnel matters, including:

- Public Employee(s) Discipline/Dismissal/Release
- Public Employee Appointment
  - Superintendent

**A.11. Reconvene to Open Session (7:00 PM)**

The Board reconvened to open session at 7:00 p.m.

**A.12. Report Out of Closed Session**

President Robles-Solis reported on the following actions taken in closed session:

Motion #23-74 Appointment of Dr. Anabolena DeGenna as Superintendent

Mover: Monica Madrigal Lopez

Second: MaryAnn Rodriguez

Moved To: Appoint

Ayes: 5 - Veronica Robles-Solis, Jarely Lopez, Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Motion Result: Passed

**A.13. Schedule of Board Meetings for 2024 (DeGenna)**

The Board approved the schedule of Board meetings for 2024, as presented.

Motion #23-75 Approval of Schedule of Board Meetings for 2024

Mover: Rose Gonzales

Second: MaryAnn Rodriguez

Moved To: Approve

Ayes: 5 - Veronica Robles-Solis, Jarely Lopez, Rose Gonzales, MaryAnn Rodriguez, Monica

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**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

Madrigal Lopez

Motion Result: Passed

**A.14. Appointment/Reappointment of Board Representative to the Ventura County Committee on School District Organization (DeGenna)**

The Board selected Trustee Rose Gonzales as its representative to the Ventura County Committee on School District Organization.

Motion #23-76 Reappointment of Trustee Rose Gonzales as Representative to the Ventura County Committee on School District Organization

Mover: MaryAnn Rodriguez

Second: Monica Madrigal Lopez

Moved To: Reappoint

Ayes: 5 - Veronica Robles-Solis, Jarely Lopez, Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Motion Result: Passed

**A.15. Annual Appointment/Reappointment of Representatives for the Oxnard School District Health and Welfare Benefits Trust (Mitchell)**

Trustee Monica Madrigal Lopez was reappointed as the 2024 Board representative on the Oxnard School District Health and Welfare Benefits Trust. Robin Lefkovits was reappointed as the retiree representative for 2024.

Motion #23-77 Reappointment of Trustee Monica Madrigal Lopez as the 2024 Board Representative and Robin Lefkovits as the 2024 Retiree Representative on the Oxnard School District Health and Welfare Benefits Trust

Mover: Rose Gonzales

Second: Jarely Lopez

Moved To: Reappoint

Ayes: 5 - Veronica Robles-Solis, Jarely Lopez, Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Motion Result: Passed

**A.16. Introduction of Newly Appointed Oxnard School District Administrators (DeGenna)**

The newly appointed administrator was introduced to the Board of Trustees:

- Jason Corona, Director, Child Nutrition Services

**Section B: PUBLIC COMMENT/HEARINGS**

**B.1. Public Comment (3 minutes per speaker) / Comentarios del Público (3 minutos por cada ponente)**

There were no comments.

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Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct

## **Section C: CONSENT AGENDA**

The consent agenda was approved as presented.

Motion #23-78 Approval of Consent Agenda as Presented

Mover: Jarely Lopez

Second: Monica Madrigal Lopez

Moved To: Approve

Ayes: 5 - Veronica Robles-Solis, Jarely Lopez, Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Motion Result: Passed

### **C.1. Request for Approval of Out of State Conference Attendance (DeGenna/Fox)**

For Dr. Ana DeGenna and Dr. Aracely Fox to attend the UnboundEd Standards Institute in Fort Washington, MD, July 15 through July 18, 2024, in the amount not to exceed \$10,000.00 for registration, airfare, ground travel, lodging and meals, to be paid from the General Fund.

### **C.2. Request for Approval of Out-of-State Conference Attendance (DeGenna/Jefferson)**

For school psychologists Jessica Delgado, Eric Beadle, Robert Dueñas, Katy Garcia, Patricia Romero, Orlando Agraz, Jorge Cortes, Angelique Pagliano, Tiffany Grande, and Juan Carlos Gutierrez, to attend the 2024 National Association of School Psychologists (NASP) National Conference in New Orleans, LA, February 14 through 17, 2024, in the amount not to exceed \$1,500.00 per person, to be paid out of OSSA Funds.

### **C.3. Request for Approval of Out of State Conference Attendance (DeGenna/Shea)**

For Dr. Ana DeGenna and Dr. Ginger Shea to attend the National School Public Relations Association (NSPRA) National Seminar in Fort Bellevue, WA July 15, 2024, in the amount not to exceed \$2,500.00 per person for registration, airfare, ground travel, lodging and meals, to be paid from the General Fund.

### **C.4. Annual Williams Settlement Report 2022-23 (Fox/Thomas)**

As presented.

### **C.5. Certification of Signatures (Mitchell)**

As presented.

### **C.6. Enrollment Report (Mitchell)**

As presented.

### **C.7. Purchase Order/Draft Payment Report #23-05 (Mitchell /Franz)**

As presented.

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Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct

**C.8. Annual and Five–Year Developer Fee Report (Mitchell/Núñez)**

As presented.

**C.9. Approval of the Oxnard School District 2024-25 School Calendar (Torres/Carroll)**

As presented.

**C.10. Establishment and Increase of Hours of Positions (Torres/Fuentes)**

As presented.

**C.11. Personnel Actions (Torres/Fuentes)**

As presented.

**C.12. Designation of Representative and Alternate to the Board of Directors of the California Schools Employee Benefits Organization (CSEBO) (Torres)**

Approval of the designations of Dr. Natalia Torres, Assistant Superintendent, Human Resources and Joanna Pelino, School Psychologist, as Representatives to the California Schools Employee Benefits Organization (CSEBO) Board, and Valerie Mitchell, Assistant Superintendent, Business & Fiscal Services and Angelique Pagliano, School Psychologist, as Alternates, to the CSEBO Board.

**Section C: APPROVAL OF AGREEMENTS**

**C.13. Approval of Overnight Field Trip and Agreement #23-185 – United Boys & Girls Clubs of Santa Barbara County-Camp Whittier – Soria School (Fox/Kemp)**

Approval of Overnight Field Trip and Agreement #23-185 with United Boys & Girls Clubs of Santa Barbara County-Camp Whittier, January 9-12, 2024, at no cost to the district.

**C.14. Approval of Agreement #23-186 – San Diego County Superintendent of Schools (Fox/Jenks)**

To provide virtual and in person Professional Development for 7th and 8th grade Spanish middle school teachers centering around Spanish language and content instruction aligned to the 2019 California World Languages Standards, the Spanish Language Arts Common Core Standards, and the California World Languages Framework, December 14, 2023 through June 30, 2024, in the amount not to exceed \$16,000.00, to be paid out of Title III Funds.

**C.15. Approval of Agreement #23-198 – Sterling Venue Ventures, LLC (Fox)**

For use of the facilities for the 8th Grade Promotion Ceremonies for Frank, Fremont and Lopez Academies on Thursday, June 13, 2024, in the amount not to Exceed \$6,500.00, to be paid out of the Unrestricted General Fund.

**C.16. Approval of Agreement #23-199 – Building Block Entertainment Inc. (Fox/Tapia)**

To provide two performances of “Bye Bye Bully” on Monday, January 29, 2023, for students at Driffill School, in the amount of \$1,095.00, to be paid out of Supplemental Concentration

**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

Funds.

**C.17. Approval of Agreement #23-200 – Big Brothers Big Sisters of Ventura County (Fox/Nocero)**

To provide mentoring opportunities that lead to school and life success, improved literacy rates, and improved S.T.E.A.M. and Social Emotional Learning, December 14, 2023 – June 30, 2024, in the amount of \$60,000.00, to be paid out of California Learning Communities for School Success Program (LCSSP) Funds.

**C.18. Approval of Agreement #23-201 – School Yard Rap (Fox/Shea)**

To provide live performances that provide information on social-emotional health, mental health, and experiences that uplift and celebrate diversity for all 20 schools in the Oxnard School District, January 1, 2024 through June 30, 2024, in the amount not to exceed \$130,000.00, to be paid out of Title 1 Funds.

**C.19. Approval of Agreement #23-202 – Elemental Hardware, Inc. (Fox/Shea)**

To provide an enrichment program via DIY hands-on projects for Oxnard School District students after school, January 1, 2024 through June 30, 2024, in the amount of of \$2,470,000.00, to be paid out of ELOP Funds.

**C.20. Approval of Agreement #23-205, Teacher Created Materials (Fox/Ruvalcaba)**

To facilitate English and Spanish workshops centered around supporting TK-2 students with routines, skills that promote regular school attendance, and early literacy skills to help students read on grade level by third grade, February 22, 2024, in the amount not to exceed \$5,500.00, to be paid out of California Learning Communities for School Success Program (LCSSP) Funds.

**C.21. Approval of Agreement #23-207 – Auditory Processing Center of Pasadena (DeGenna/Jefferson)**

To perform assessments on CAPDOTS, including retest and IEP reporting, for the Special Education Services Department, December 14, 2023 through June 30, 2024, in the amount not to exceed \$5,000.00, to be paid out of Special Education Funds.

**C.22. Approval of Field Contract Agreement #23-209 – Mark Albrent Painting Inc. (Mitchell/Miller)**

To perform interior painting work at the ELOP Warehouse, in the amount of \$26,980.00, to be paid out of ELOP funds.

**C.23. Approval of Agreement #23-210 – Provocative Practice (Fox)**

To provide the district with strategic planning facilitation, design, and support services, January 1, 2024 through June 30, 2025, in the amount of \$235,490.00, to be paid out of Supplemental Concentration Funds.

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**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

**C.24. Approval of Agreement #23-212 – Efficiencie LLC (Fox/Nocero)**

To create a secure database that contains data related to mental health services conducted on school sites, December 14, 2023 through December 31, 2024, in the amount not to exceed \$25,000.00, to be paid out of the Mental Health Service Professional Demonstration Grant.

**C.25. Approval of Field Contract Agreement #23-213 – Dial Security (Mitchell/Miller)**

To perform AiPhone Installation at Kamala, McAuliffe & Fremont, in the amount of \$47,776.99, to be paid out of Deferred Maintenance Funds.

**C.26. Approval of Agreement #23-218 – Sterling Venue Ventures, LLC (Fox/Shea)**

For use of the Oxnard Performing Arts Center Theater for Ballet Nepantla, February 21 & 22, 2024, in the amount not to exceed \$13,000.00, to be paid out of ELOP Funds.

**C.27. Approval of Agreement #23-221 – Sterling Venue Ventures, LLC (DeGenna)**

For use of the Oxnard Room at the Oxnard PAC for a Meet and Greet with paraeducators and campus supervisors, January 9, 2024, in the amount not to exceed \$1,750.00, to be paid out of the General Fund.

**C.28. Award of Formal Bid #23-01 and Approval of Agreement #23-223 for Roofing Project – ELOP Building (Mitchell/Miller)**

To award Bid #23-01, Roofing Project – ELOP Building, and enter into Agreement #23-223 with Channel Islands Roofing Inc., in the amount of \$356,983.00, to be paid out of ELOP Funds.

**Section C: RATIFICATION OF AGREEMENTS**

**C.29. Ratification of Amendment #005 to Agreement #17-49 with Arcadis to Provide Additional Architectural and Design Services for the Rose Avenue Elementary School Reconstruction Project (Mitchell/Miller/CFW)**

For additional Architectural Services for the Rose Avenue Elementary School Reconstruction Project to incorporate District requested changes to various areas of the campus, in the amount of \$67,438.00, to be paid out of Master Construct and Implementation Funds.

**C.30. Ratification of Amendment #1 to Agreement #21-18, CSBA’s Practi-Cal Inc. (DeGenna/Jefferson)**

To continue supporting the collection and submission of direct service Medi-Cal billing through June 30, 2024, in the amount not to exceed \$46,000.36, to be paid out of LEA Medi-Cal Funds.

**C.31. Ratification of Agreement #23-148 – RH Vision Services (DeGenna/Jefferson)**

For providing vision assessment services to a visually impaired student on November 1, 2023, in the amount not to exceed \$3,200.00, to be paid out of Special Education Funds.

**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

- C.32. Ratification of Agreement #23-178 – ATX Learning, LLC (DeGenna/Jefferson)**  
To provide temporary supplemental staffing to the Special Education Services Department in the areas of Physical Therapist, Speech Language Pathologist, Special Education Teacher, and Paraeducator, July 1, 2023 through June 30, 2024, in the amount not to exceed \$1,700,500.00, to be paid out of Special Education Funds.
- C.33. Ratification of Agreement #23-203 – John Lacques dba/Drumtime (Fox/Shea)**  
To provide extra enrichment for students in the Oxnard School District, December 5, 2023 through June 30, 2024, in the amount of \$108,560.00, to be paid out of ELOP Funds.
- C.34. Ratification of Agreement #23-204 – PRIDE Learning Co. (DeGenna/Jefferson)**  
To provide reading, writing, and comprehension support to students selected or assigned by the Special Education Department, August 16, 2023 through June 30, 2024, in the amount of \$100,000.00, to be paid out of Special Education Funds.
- C.35. Ratification of Agreement #23-206 – Winsor Learning LLC (Fox/Nocero)**  
To provide two full day trainings on Sunday System 1 & 2, October 30, 2023 through June 30, 2024, in the amount not to exceed \$7,600.00, to be paid out of Expanded Opportunity Learning Grant Funds.
- C.36. Ratification of Agreement #23-208 – Pelletier & Associates Inc. (Torres/Magana)** To provide the Oxnard School District with disability management consultation services, November 1, 2023 through June 30, 2025, in the amount not to exceed \$30,000.00, to be paid out of the General Fund.
- C.37. Ratification of Agreement #23-211 - Ventura County Office of Education, Special Circumstances Paraeducator Services - SCP (DeGenna/Jefferson)**  
For Special Circumstances Paraeducator Services (SCP's) for students #EA061212, #AR041511, #SR112811, and #IH081410 during the 2023-2024 school year, including Extended School Year, in the amount of \$192,076.94, to be paid out of Special Education Funds.
- C.38. Ratification of Agreement #23-214 – n2y, LLC (DeGenna/Jefferson)**  
For providing a one-hour Interactive Webinar for Moderate/Severe Special Education teachers, Behaviorists, and Speech Therapists on December 1, 2023, in the amount not to exceed \$399.00, to be paid out of Special Education Funds.
- C.39. Ratification of Agreement #23-217 – CSM (DeGenna/Hubbard)**  
To provide E-Rate Consulting Services, July 1, 2023 through June 30, 2024, in the amount of \$27,000.00, to be paid out of the General Fund.

## **Section D: ACTION ITEMS**

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**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

**D.1. Call for Nominations for CSBA’s Delegate Assembly (DeGenna)**

The Board of Trustees approved the nomination of Trustee MaryAnn Rodriguez to the CSBA Delegate Assembly.

Motion #23-79 Approval of Nomination of Trustee MaryAnn Rodriguez to CSBA Delegate Assembly

Mover: Jarely Lopez

Second: Veronica Robles-Solis

Moved To: Approve

Ayes: 5 - Veronica Robles-Solis, Jarely Lopez, Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Motion Result: Passed

**D.2. Annual Appointment/Re-Appointment of Citizens’ Bond Oversight Committee (Mitchell)**

The members of the Citizens' Bond Oversight Committee were reappointed, as presented.

Motion #23-80 Approval of Annual Reappointment of Citizens’ Bond Oversight Committee

Mover: MaryAnn Rodriguez

Second: Monica Madrigal Lopez

Moved To: Approve

Ayes: 5 - Veronica Robles-Solis, Jarely Lopez, Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Motion Result: Passed

**D.3. Oxnard School District 2023-2024 First Interim Financial Report (Period Ending October 31, 2023) (Mitchell/Núñez)**

Valerie Mitchell, Assistant Superintendent, Business & Fiscal Services, and Patty Núñez, Director of Fiscal Services, presented the 2023-2024 First Interim Financial Report for the period ending October 31, 2023, for the Board's approval.

Motion #23-81 Approval of Oxnard School District 2023-2024 First Interim Financial Report (Period Ending October 31, 2023)

Mover: MaryAnn Rodriguez

Second: Monica Madrigal Lopez

Moved To: Approve

Ayes: 5 - Veronica Robles-Solis, Jarely Lopez, Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Motion Result: Passed

**D.4. Approval of Speech Language Pathologist Permit Waiver for Olivia Starks for the 2023-24 School Year (Torres/Carroll)**

Dr. Scott Carroll, Director, Certificated Human Resources, recommended the Board's approval of a Speech Language Pathologist Permit Waiver for Olivia Starks for the 2023-24 school year.

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**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

Motion #23-82 Approval of Speech Language Pathologist Permit Waiver for Olivia Starks for the 2023-24 School Year

Mover: MaryAnn Rodriguez

Seconder: Rose Gonzales

Moved To: Approve

Ayes: 5 - Veronica Robles-Solis, Jarely Lopez, Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Motion Result: Passed

**D.5. Approval of a Speech Language Pathologist Permit Waiver for Shelby Fry for the 2023-24 School Year (Torres/Carroll)**

Dr. Scott Carroll, Director, Certificated Human Resources, recommended the Board's approval of a Speech Language Pathologist Permit Waiver for Shelby Fry for the 2023-24 school year.

Motion #23-83 Approval of a Speech Language Pathologist Permit Waiver for Shelby Fry for the 2023-24 School Year

Mover: Monica Madrigal Lopez

Seconder:

Moved To: Approve

Ayes: 5 - Veronica Robles-Solis, Jarely Lopez, Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Motion Result: Passed

**D.6. Approval of New Classification and Job Functions for Mental Health Clinician (Torres/Fuentes)**

Dr. Scott Carroll, Director, Certificated Human Resources, recommended the Board's approval of the new classification and job functions for Mental Health Clinician.

Motion #23-83 Approval of New Classification and Job Functions for Mental Health Clinician

Mover: MaryAnn Rodriguez

Seconder: Monica Madrigal Lopez

Moved To: Approve

Ayes: 5 - Veronica Robles-Solis, Jarely Lopez, Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Motion Result: Passed

**D.7. Approval of New Classification and Job Functions for Mental Health Manager (Torres/Fuentes)**

Dr. Scott Carroll, Director, Certificated Human Resources, recommended the Board's approval of the new classification and job functions for Mental Health Manager, as presented.

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Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct

Motion #23-84 Approval of New Classification and Job Functions for Mental Health  
Manager Mover: Rose Gonzales  
Secunder: Monica Madrigal Lopez  
Moved To: Approve  
Ayes: 5 - Veronica Robles-Solis, Jarely Lopez, Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez  
Motion Result: Passed

## **Section E: APPROVAL OF MINUTES**

### **E.1. Approval of Minutes (DeGenna)**

The Board approved the minutes of the November 15, 2023 Regular Meeting, as presented.

Motion #23-85 Approval of Minutes of November 15, 2023 Regular Meeting  
Mover: MaryAnn Rodriguez  
Secunder: Monica Madrigal Lopez  
Moved To: Approve  
Ayes: 5 - Veronica Robles-Solis, Jarely Lopez, Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez  
Motion Result: Passed

## **Section F: BOARD POLICIES**

### **F.1. Second Reading and Adoption of Revisions to BP/AR 3551 Food Service Operations/Cafeteria Fund (Mitchell/Corona)**

Valerie Mitchell, Assistant Superintendent, Business & Fiscal Services, presented the revisions to BP/AR 3551 Food Service Operations/Cafeteria Fund for Second Reading and adoption.

Motion #23-86 Second Reading and Adoption - Revisions to BP/AR 3551 Food Service Operations/Cafeteria Fund  
Mover: Jarely Lopez  
Secunder: MaryAnn Rodriguez  
Moved To: Adopt  
Ayes: 5 - Veronica Robles-Solis, Jarely Lopez, Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez  
Motion Result: Passed

## **Section G: CONCLUSION**

### **G.1. Interim Superintendent's Report (3 minutes)**

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**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

Dr. Ana DeGenna

- Frank 7th/8th Grade Volleyball League Champions
- PTA Reflections
- Superintendent Fellows
- Shop with a Cop
- Kwanzaa Celebration at Marshall
- OSD Student Profile
- District Leadership Team
- Masons Awards
- Oxnard Community Soccer League
- OSD Leadership Academy
- December Dates
- Remembering Yvette Ossinalde

**G.2. Trustees' Announcements (3 minutes each speaker)**

Monica Madrigal Lopez

- congratulations to Dr. DeGenna
- happy holidays to all

Jarely Lopez

- thank you to Sierra Linda
- congratulations to Dr. DeGenna and Jason Corona
- recap of CSBA - focus on mental health
- condolences to family of Yvette Ossinalde
- happy holidays to all

MaryAnn Rodriguez

- congratulations to Dr. DeGenna
- CSBA - focused on mental health and school safety
- has enjoyed observing counselors going into classes and helping students with mental health

Rose Gonzales

- thank you for remembrance of Yvette Ossinalde
- CSBA - focused on mental health sessions
- attended Kwanzaa celebration at Marshall - thank you to Teresa Ruvalcalba, Alberto Mendoza, Chantal Anderson-Witherspoon & Pam Cwiklo for putting it together
- thank you to Sierra Linda for starting the meeting
- happy holidays to all

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**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

December 13, 2023

Veronica Robles-Solis

- congratulations to Dr. DeGenna - looking forward to continuing to work together
- happy holidays to all
- looking forward to next year
- thank you for President's recognition
- thank you to the Board for nomination as President - it is an honor

**G.3. ADJOURNMENT**

President Robles-Solis adjourned the meeting at 8:13 p.m.

Motion to adjourn

Mover: Monica Madrigal Lopez

Secunder: Rose Gonzales

Moved To: Adjourn

Ayes: 5 - Veronica Robles-Solis, Jarely Lopez, Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Motion Result: Passed

Ana DeGenna, Ed.D.



Interim District Superintendent and  
Secretary to the Board of Trustees

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Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct

December 13, 2023

By our signature below, given on this 21st day of February, 2024, the Board of Trustees of the Oxnard School District approves the Minutes of the Regular Board Meeting of December 13, 2023, on motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_.

Signed:

\_\_\_\_\_  
President of the Board of Trustees

\_\_\_\_\_  
Clerk of the Board of Trustees

\_\_\_\_\_  
Member of the Board of Trustees

\_\_\_\_\_  
Member of the Board of Trustees

\_\_\_\_\_  
Member of the Board of Trustees

# OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • 805/385-1501



## BOARD OF TRUSTEES

**Veronica Robles-Solis**, President  
**Monica Madrigal Lopez**, Clerk  
**Rose Gonzales**, Member  
**MaryAnn Rodriguez**, Member  
**Jarely Lopez**, Member

## ADMINISTRATION

**Anabolena DeGenna, Ed.D.**  
Superintendent

**Valerie Mitchell, MPPA**  
Assistant Superintendent,  
Business & Fiscal Services

**Natalia Torres, Ed.D.**  
Assistant Superintendent,  
Human Resources

**Aracely Fox, Ed.D.**  
Acting Associate Superintendent,  
Educational Services

## MINUTES REGULAR BOARD MEETING Wednesday, January 17, 2024

5:00 PM - Open Meeting

7:00 PM - Return to Regular Board Meeting

**\*NOTE:** In accordance with requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Superintendent's office at least two days before the meeting date.

**Persons wishing to address the Board of Trustees on any agenda item may do so by completing a Speaker Request Form and submitting the form to the Associate Superintendent of Educational Services.** The speaker should indicate on the card whether they wish to speak during Public Comment or when a specific agenda item is considered.

Watch the meeting live: [osdtv.oxnardsd.org](https://osdtv.oxnardsd.org)

Broadcasted by Charter Spectrum, Channel 20 &  
Frontier Communications, Channel 37

**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

January 17, 2024

## **Section A: PRELIMINARY**

### **A.1. Call to Order and Roll Call (5:00 PM)**

Board Clerk Monica Madrigal Lopez called the meeting to order at 5:03 p.m.

Present: Trustees MaryAnn Rodriguez, Rose Gonzales, and Monica Madrigal Lopez. Also in attendance were Superintendent Anabolena DeGenna, Assistant Superintendent Natalia Torres, Assistant Superintendent Valerie Mitchell, Acting Associate Superintendent Aracely Fox, and Executive Assistant Lydia Lugo Dominguez.

### **A.2. Pledge of Allegiance to the Flag**

Allina Torres, 1st grade student in Ms. Melchor's class at Chavez School, led the audience in the Pledge of Allegiance.

### **A.3. District's Vision and Mission Statement**

Armando Pinzon, 2nd grade student in Mrs. Ponce's and Mr. Herrera's class at Chavez School, read the district's Mission and Vision Statement in Spanish. Joshua Armando Lopez-Jijada, 2nd grade student in Mrs. Ponce's and Mr. Herrera's class at Chavez School, read the district's Mission and Vision Statement in English.

### **A.4. Presentation by Chavez School**

Bertha Anguiano, Principal, provided a presentation about Chavez School.

### **A.5. Adoption of Agenda (Superintendent)**

The agenda was adopted as presented. Superintendent DeGenna announced that Trustee Jarely Lopez resigned her position effective January 15, 2024.

Motion #23-87 Adoption of Agenda as Presented

Mover: Rose Gonzales

Seconder: MaryAnn Rodriguez

Moved To: Adopt

Ayes: 3 - Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Absent: 1 - Veronica Robles-Solis

Motion Result: Passed

### **A.6. Closed Session – Public Participation/Comment (Limit three minutes per person per topic)**

There were no comments.

### **A.7. Closed Session**

The Board convened to Closed Session at 5:30 p.m. to consider the following items:

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**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

1. Pursuant to Section 54956.9 of Government Code:  
 Conference with Legal Counsel  
 - Existing Litigation:
  - Oxnard School District et al. Central District No. CV-04304-JAK-FFM
  - Case #2023-CUOE015904
  - OAH Case #2023070324
  - OAH Case #2023080774
  - OAH Case #2023081013
  - OAH Case #2023090217
 - Anticipated Litigation:
  - Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: 2 cases
  - Initiation of litigation pursuant to Paragraph (4) of Subdivision (d) of Government Code § 54956.9 : Consideration of One (1) Potential Case—Social Media Adolescent Addiction/Personal Products Liability Litigation (Social Media Litigation)
  
2. Pursuant to Sections 54957.6 and 3549.1 of the Government Code:  
 Conference with Labor Negotiator:  
 Agency Negotiators: OSD Assistant Superintendent, Human Resources,  
 and Garcia Hernandez & Sawhney, LLP  
 Association(s): OEA, CSEA, OSSA; and All Unrepresented Personnel-  
 Administrators, Classified Management, Confidential
  
3. Pursuant to Section 48916 of the Education Code the Board will consider student matters including:  
 Consider the Recommendation to Expel Student:
  - Case No. 23-06 (Action Item)
  
4. Pursuant to Section 54957 of the Government Code the Board will consider personnel matters, including:
  - Public Employee(s) Discipline/Dismissal/Release
  - Public Employee Evaluation
  - Superintendent

**A.8. Reconvene to Open Session (7:00 PM)**

The Board reconvened to open session at 7:04 p.m.

**A.9. Report Out of Closed Session**

Clerk Madrigal Lopez reported on the following actions taken in closed session:

Motion #23-88 Approval of Settlement Agreement - OAH Case # 2023070324

Mover: MaryAnn Rodriguez

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**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

Seconder: Rose Gonzales

Moved To: Approve

Ayes: 3 - Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Absent: 1 - Veronica Robles-Solis

Motion Result: Passed

Motion #23-89 Approval of Settlement Agreement - OAH Case # 2023080774

Mover: Rose Gonzales

Seconder: MaryAnn Rodriguez

Moved To: Approve

Ayes: 3 - Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Absent: 1 - Veronica Robles-Solis

Motion Result: Passed

Motion #23-90 Approval of Settlement Agreement - OAH Case # 2023081013

Mover: MaryAnn Rodriguez

Seconder: Rose Gonzales

Moved To: Approve

Ayes: 3 - Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Abstain: 1 - Veronica Robles-Solis

Motion Result: Passed

Motion #23-91 Approval of Settlement Agreement - OAH Case # 2023090217

Mover: MaryAnn Rodriguez

Seconder: Rose Gonzales

Moved To: Approve

Ayes: 3 - Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Absent: 1 - Veronica Robles-Solis

Motion Result: Passed

Motion #23-92 Approval for Legal Counsel to Initiate or Intervene in a Legal Action - Social Media Litigation

Mover: MaryAnn Rodriguez

Seconder: Rose Gonzales

Moved To: Approve

Ayes: 3 - Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Absent: 1 - Veronica Robles-Solis

Motion Result: Passed

Motion #23-93 Approval of Recommendation to Expel Student - Case No. 23-06

Mover: MaryAnn Rodriguez

Seconder: Rose Gonzales

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**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

Moved To: Approve

Ayes: 3 - Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Absent: 1 - Veronica Robles-Solis

Motion Result: Passed

## **Section B: PUBLIC COMMENT/HEARINGS**

### **B.1. Public Comment (3 minutes per speaker) / Comentarios del Público (3 minutos por cada ponente)**

There were no comments.

## **Section C: CONSENT AGENDA**

The consent agenda was approved as presented.

Motion #23-94 Approval of Consent Agenda as Presented

Mover: Rose Gonzales

Secunder: MaryAnn Rodriguez

Moved To: Approve

Ayes: 3 - Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Absent: 1 - Veronica Robles-Solis

Motion Result: Passed

### **C.1. Approval of School Accountability Report Cards (Fox/Thomas)**

As presented.

### **C.2. Enrollment Report (Mitchell)**

As presented.

### **C.3. Approval and Adoption of the December 2023 Semi-Annual Implementation Program Update as an Adjustment to the Enhanced Master Construct Program (Mitchell/CFW)**

As presented.

### **C.4. Purchase Order/Draft Payment Report #23-06 (Mitchell /Franz)**

As presented.

### **C.5. Approval of Notice of Completion, 2023 Pavement Rehabilitation Project, Bid #22-05 (Mitchell/Miller)**

As presented.

### **C.6. Approval of Change Order #001 to Construction Services Agreement #22-238 with Viola Inc. for the Driffill Elementary School New Transitional Kindergarten Facilities (Mitchell/Miller/CFW)**

For the Driffill Elementary School New Transitional Kindergarten Project, in the amount of \$5,339.78, to be paid out of Master Construct and Implementation Funds.

**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

**C.7. Approval of the 2023-24 Quarterly Report on Williams Uniform Complaints, Second Quarter (Torres)**

As presented.

**C.8. Personnel Actions (Torres/Fuentes)**

As presented.

**C.9. Establishment and Abolishment of Positions (Torres/Fuentes)**

As presented.

**Section C: APPROVAL OF AGREEMENTS**

**C.10. Approval of Agreement #23-179 – Stephanie Enriquez, M.A. (Fox)**

To provide support to 7th and 8th grade Social Science teachers for the implementation of the History/Social Science Framework, January 18, 2024 through June 30, 2024, in the amount not to exceed \$4,450.00, to be paid out of Supplemental Concentration Funds.

**C.11. Award of Formal Bid #23-02 and Approval of Agreement #23-228 for Roofing Project – Educational Service Center (Mitchell/Miller)**

To award Bid #23-02, Roofing Project – Educational Service Center, and enter into Agreement #23-228 with Pacific Builders & Roofing Inc., in the amount of \$909,900.00, to be paid out of Deferred Maintenance Funds.

**C.12. Award of Formal Bid #23-03 and Approval of Agreement #23-229 for Roofing Project – Sierra Linda (Mitchell/Miller)**

To award Bid #23-03, Roofing Project – Sierra Linda, and enter into Agreement #23-229 with Eberhard, in the amount of \$1,489,000.00, to be paid out of Deferred Maintenance Funds.

**C.13. Approval of Agreement #23-230 – 7Mindsets Academy, LLC (Fox/Nocero)**

To provide virtual training to staff at 10 schools in the Oxnard School District on Modules that can be used to provide alternatives to suspension for students in grades 5th-8th and will also provide Tier 2 support for students' SEL & Behavior needs, January 18, 2024 through June 30, 2025, in the amount not to Exceed \$15,000.00, to be paid out of Supplemental Concentration Funds.

**C.14. Award of Formal Bid #23-04 and Approval of Agreement #23-232 for Roofing Project – Enrollment Center/Chavez/Driffill (Mitchell/Miller)**

To award Bid #23-04, Roofing Project – Enrollment Center/Chavez/Driffill, and enter into Agreement #23-232 with Channel Islands Roofing Inc., in the amount of \$199,109.00, to be paid out of Deferred Maintenance Funds.

**C.15. Approval of Agreement #23-235 – Ballet Nepantla (Fox/Shea)**

To provide performances of "Nacimiento" and post show Q&A, and a master class with students and families in the Oxnard School District, February 21 & 22, 2024, in the amount not to exceed \$18,000.00, to be paid out of Expanded Learning Opportunity Grant Funds.

**C.16. Approval of Agreement #23-236 with Edwards Construction Group, Inc. to construct Three (3) Modular Classrooms for the Rose Avenue ECDC Project (Mitchell/Miller/CFW)**

To provide preconstruction services for the design and construction of three new modular classrooms for the Rose Avenue ECDC Project, January 18, 2024 through June 30, 2024, in the amount of \$17,500.00, to be paid out of Master Construct and Implementation Funds.

**C.17. Approval of Agreement #23-237 with Edwards Construction Group, Inc. to Construct Ten (10) Modular Classrooms for the Marina West ECDC Project (Mitchell/Miller/CFW)**

To provide preconstruction services for the design and construction of ten new modular classrooms for the Marina West ECDC Project, January 18, 2024 through June 30, 2024, in the amount of \$35,000.00, to be paid out of Master Construct and Implementation Funds.

**C.18. Approval of Agreement #23-238 with Enviroplex Inc. to provide Full Modular Building Design and Construction Services for Ten (10) Modular Classrooms for the Marina West ECDC Project (Mitchell/Miller/CFW)**

To provide design and construction of ten new modular classrooms for the Marina West ECDC Project, January 18, 2024 through June 30, 2025, in the amount of \$4,316,860.92, to be paid out of Master Construct and Implementation Funds.

**C.19. Approval of Agreement #23-240 with Enviroplex Inc. to provide Full Modular Building Design and Construction Services for Three (3) Modular Classrooms for the Rose Avenue ECDC Project (Mitchell/Miller/CFW)**

To provide full Modular Building Design and Construction Services for three new modular classrooms for the Rose Avenue ECDC Project, January 18, 2024 through June 30, 2025, in the amount of \$1,353,383.14, to be paid out of Master Construct and Implementation Funds.

**C.20. Ratification of Agreement #23-144 – Inclusive Education & Community Partnership (DeGenna/Jefferson)**

To provide behavior support services and 1-to-1 behavioral therapist services to the Special Education Department, August 1, 2023 through June 30, 2024, in the amount not to exceed \$100,000.00, to be paid out of Special Education Funds.

**Section C: RATIFICATION OF AGREEMENTS**

**C.21. Ratification of Amendment #1 to Agreement #23-169 – Alternative Behavior Strategies, LLC dba/ABS Kids (DeGenna/Jefferson)**

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Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct

To continue supporting Special Education students with applied behavioral therapy and related services during fiscal year 2023-2024, in the amount not to exceed \$800,000.00, to be paid out of Special Education Funds.

**C.22. Ratification of Agreement #23-171 – Marisa Miller (Fox/Shea)**

For providing a Literacy Curriculum Program for all 20 schools in the Oxnard School District After School and Expanded Learning Opportunity Program, July 1, 2023 through June 30, 2024, in the amount not to Exceed \$50,000.00, to be paid from Expanded Learning Opportunity Program Grant Funds.

**C.23. Ratification of Agreement #23-225 – Educational Professionals of Central California, LLC (DeGenna/Jefferson)**

For providing Independent Education Evaluator Services to the Special Education Department, August 26, 2023 through January 31, 2024, in the amount not to exceed \$9,343.75, to be paid out of Special Education Funds.

**C.24. Ratification of Agreement #23-226 - Ventura County Office of Education, Special Circumstances Paraeducator Services - SCP (DeGenna/Jefferson)**

For providing Special Circumstances Paraeducator (SCP's) Services to student #JN090409 for the 2023-2024 school year, including Extended School Year, in the amount of \$51,600.00, to be paid out of Special Education Funds.

**C.25. Ratification of Agreement #23-241 - Ventura County Office of Education, Special Circumstances Paraeducator Services - SCP (DeGenna/Jefferson)**

For Special Circumstances Paraeducator (SCP's) Services to student #AC080310, for the 2023-2024 school year, including Extended School Year, in the amount of \$49,600.00, to be paid out of Special Education Funds.

**Section D: ACTION ITEMS**

**D.1. Approval of Resolution #23-09 Adopting a Supplementary Retirement Plan and Agreement #23-244 with PARS to Provide Consultation Services (Mitchell/Torres)**

Valerie Mitchell, Assistant Superintendent, Business & Fiscal Services, recommended the Board's approval of Resolution #23-09 adopting a supplementary retirement plan and Agreement #23-244 with PARS to provide consultation services, in the amount of five and one-half percent (5.50%) of all premiums made by the district if the Plan is implemented or a one-time fee of \$5,000.00 if the Plan is not implemented, to be paid from the General Fund.

Motion #23-95 Approval of Resolution #23-09 Adopting a Supplementary Retirement Plan and Agreement #23-244 with PARS to Provide Consultation Services

Mover: MaryAnn Rodriguez

Secunder: Rose Gonzales

Moved To: Approve

Ayes: 3 - Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Absent: 1 - Veronica Robles-Solis

Motion Result: Passed

**D.2. Approval of Memorandum Of Understanding #23-222 (MOU) between the Oxnard School District (District) and the California School Employees Association, Chapter 272 (CSEA) to Extend the 2022-23 Salary and Longevity Increase to CSEA Unit Members who Fall into Specific Scenarios, as Detailed (Torres/Carroll)**

Dr. Natalia Torres, Assistant Superintendent, Human Resources, recommended the Board's approval of Memorandum Of Understanding #23-222 (MOU) between the Oxnard School District (District) and the California School Employees Association, Chapter 272 (CSEA) to extend the 2022-23 salary and longevity increase to CSEA unit members who who 1) retired at any time during the 2022-23 school year through October 31, 2023; 2) were in active status at the commencement of their 2022-23 work calendar, successfully completed the entire 2022-23 work calendar, and submitted their resignation on or before October 31, 2023; or 3) were laid off during the 2022-2023 school year.

Motion #23-96 Approval of Memorandum Of Understanding #23-222 (MOU) between the Oxnard School District (District) and the California School Employees Association, Chapter 272 (CSEA) to Extend the 2022-23 Salary and Longevity Increase to CSEA Unit Members who Fall into Specific Scenarios

Mover: MaryAnn Rodriguez

Seconder: Rose Gonzales

Moved To: Approve

Ayes: 3 - Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Absent: 1 - Veronica Robles-Solis

Motion Result: Passed

**D.3. Approval of a Provisional Internship Permit in Multiple Subject with an Emergency BCLAD, for Linda Hernandez Quintana to Serve as a 5th Grade DLI teacher at McKinna School for the 2023-24 School Year (Torres/Carroll)**

Dr. Natalia Torres, Assistant Superintendent, Human Resources, recommended the Board's approval of a Provisional Internship Permit in Multiple Subject with an emergency BCLAD, for Linda Hernandez Quintana to serve as a 5th Grade DLI teacher at McKinna School for the 2023-24 School Year.

Motion #23-97 Approval of a Provisional Internship Permit in Multiple Subject with an Emergency BCLAD, for Linda Hernandez Quintana to Serve as a 5th Grade DLI teacher at McKinna School for the 2023-24 School Year

Mover: Rose Gonzales

Seconder: MaryAnn Rodriguez

Moved To: Approve

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**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

Ayes: 3 - Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Absent: 1 - Veronica Robles-Solis

Motion Result: Passed

**D.4. Approval of Superintendent Employment Agreement (Robles-Solis)**

The employment agreement for Dr. Anabolena DeGenna as Superintendent was presented for the Board's consideration.

Motion #23-98 Approval of Superintendent Employment Agreement – Dr. Anabolena DeGenna

Mover: MaryAnn Rodriguez

Seconder: Rose Gonzales

Moved To: Approve

Ayes: 3 - Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Absent: 1 - Veronica Robles-Solis

Motion Result: Passed

**Section G: CONCLUSION**

**G.1. Superintendent's Report (3 minutes)**

Dr. Ana DeGenna

- Happy New Year to all
- Fremont School - Mascot Day
- Kamala School
- McAuliffe School
- McKinna School
- OSD Student Profile
- District Office Holiday Luncheon
- District Leadership Team 1/4/24
- Classified Staff Convening 1/9/24
- School Board Recognition Month - January
- Thank you to Trustee Jarely Lopez

**G.2. Trustees' Announcements (3 minutes each speaker)**

Rose Gonzales

- thank you to Chavez students, staff and parents for presenting tonight
- thank you to facilities and custodial teams for stepping in during recent rains
- thank you to schools, staff and departments for stepping up to start the new year
- enjoyed visiting Marshall School
- recommended the book titled "The People Remember" - educational and historical

MaryAnn Rodriguez

- Happy New Year to everyone
- thank you to Chavez staff and families - students were ready to present

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**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

Monica Madrigal Lopez

- thank you to Chavez staff and community for presenting
- hopes everyone had a restful holiday season
- thank you to Trustee Jarely Lopez

**G.3. ADJOURNMENT**

Clerk Madrigal Lopez adjourned the meeting at 7:32 p.m.

Motion to adjourn

Mover: MaryAnn Rodriguez

Seconder: Rose Gonzales

Moved To: Adjourn

Ayes: 3 - Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Absent: 1 - Veronica Robles-Solis

Motion Result: Passed

Ana DeGenna, Ed.D.



District Superintendent and  
Secretary to the Board of Trustees

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**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

January 17, 2024

By our signature below, given on this 21st day of February, 2024, the Board of Trustees of the Oxnard School District approves the Minutes of the Regular Board Meeting of January 17, 2024, on motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_.

-

Signed:

\_\_\_\_\_  
President of the Board of Trustees

\_\_\_\_\_  
Clerk of the Board of Trustees

\_\_\_\_\_  
Member of the Board of Trustees

\_\_\_\_\_  
Member of the Board of Trustees

\_\_\_\_\_  
Member of the Board of Trustees

# OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • 805/385-1501



## BOARD OF TRUSTEES

**Veronica Robles-Solis**, President  
**Monica Madrigal Lopez**, Clerk  
**Rose Gonzales**, Member  
**MaryAnn Rodriguez**, Member

## ADMINISTRATION

**Anabolena DeGenna, Ed.D.**

Superintendent

**Valerie Mitchell, MPPA**

Assistant Superintendent,  
Business & Fiscal Services

**Natalia Torres, Ed.D.**

Assistant Superintendent,  
Human Resources

**Aracely Fox, Ed.D.**

Acting Associate Superintendent,  
Educational Services

## MINUTES

### REGULAR BOARD MEETING

Wednesday, February 7, 2024

5:00 PM - Open Meeting

5:30 PM - Study Session

7:00 PM - Return to Regular Board Meeting

**\*NOTE:** In accordance with requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Superintendent's office at least two days before the meeting date.

**Persons wishing to address the Board of Trustees on any agenda item may do so by completing a Speaker Request Form and submitting the form to the Associate Superintendent of Educational Services.** The speaker should indicate on the card whether they wish to speak during Public Comment or when a specific agenda item is considered.

Watch the meeting live: [osdtv.oxnardsd.org](https://osdtv.oxnardsd.org)

Broadcasted by Charter Spectrum, Channel 20 &  
Frontier Communications, Channel 37

**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

February 7, 2024

## **Section A: PRELIMINARY**

### **A.1. Call to Order and Roll Call (5:00 PM)**

President Robles-Solis called the meeting to order at 5:00 p.m.

Present: Trustees MaryAnn Rodriguez, Rose Gonzales, Monica Madrigal Lopez, and Veronica Robles-Solis. Also in attendance were Superintendent Anabolena DeGenna, Assistant Superintendent Natalia Torres, Assistant Superintendent Valerie Mitchell, Acting Associate Superintendent Aracely Fox, and Executive Assistant Lydia Lugo Dominguez.

### **A.2. Pledge of Allegiance to the Flag**

Gemma Itzel Magaña, 7th grade student in Ms. Ramos's class at Curren School, led the audience in the Pledge of Allegiance.

### **A.3. District's Vision and Mission Statement**

Valentina Padilla Gomez, 4th grade student in Mrs. Razus's class at Curren School, read the district's Mission and Vision Statement in English and Spanish.

### **A.4. Presentation by Curren School**

Pablo Ordaz, Principal, provided a presentation about Curren School.

### **A.5. Adoption of Agenda (Superintendent)**

The agenda was adopted as presented.

Motion #23-99 Adoption of Agenda as Presented

Mover: Monica Madrigal Lopez

Seconder: Rose Gonzales

Moved To: Adopt

Ayes: 4 - Veronica Robles-Solis, Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Motion Result: Passed

### **A.6. Study Session - Special Education Program (DeGenna/Jefferson)**

Danielle Jefferson, Director, Special Education, provided an overview of the district's Special Education Program.

### **A.7. Closed Session – Public Participation/Comment (Limit three minutes per person per topic)**

- Leonardo Rivera re: impact of social media
- Rember Enrique Iglesias Sandoval re: impact of social media
- Jaylee Gomez re: impact of social media
- Amarpreet Gharu re: impact of social media
- Odelle Dela Cruz re: impact of social media

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**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

**A.8. Closed Session**

The Board convened to closed session at 6:07 p.m. to consider the following items:

1. Pursuant to Section 54956.9 of Government Code:

Conference with Legal Counsel

- Existing Litigation:

- Oxnard School District et al. Central District No. CV-04304-JAK-FFM  
Case #2023-CUOE015904

- Anticipated Litigation:

- Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: 2 cases
- Initiation of litigation pursuant to Paragraph (4) of Subdivision (d) of Government Code § 54956.9 : Consideration of One (1) Potential Case—Social Media Adolescent Addiction/Personal Products Liability Litigation (Social Media Litigation)

2. Pursuant to Sections 54957.6 and 3549.1 of the Government Code:

Conference with Labor Negotiator:

Agency Negotiators: OSD Assistant Superintendent, Human Resources,  
and Garcia Hernandez & Sawhney, LLP

Association(s): OEA, CSEA, OSSA; and All Unrepresented Personnel-  
Administrators, Classified Management, Confidential

3. Pursuant to Section 54957 of the Government Code the Board will consider personnel matters, including:

- Public Employee(s) Discipline/Dismissal/Release
- Public Employee Appointment
- Assistant Superintendent, Educational Services

**A.9. Reconvene to Open Session (7:00 PM)**

The Board reconvened to open session at 7:07 p.m.

**A.10. Report Out of Closed Session**

President Robles-Solis reported on the following actions taken in closed session:

Motion #23-100 Appointment of Dr. Aracely Fox as Assistant Superintendent, Educational Services

Mover: Monica Madrigal Lopez

Seconder: MaryAnn Rodriguez

Moved To: Appoint

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**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

Ayes: 3 - Veronica Robles-Solis, MaryAnn Rodriguez, Monica Madrigal Lopez

Nays: 1 - Rose Gonzales

Motion Result: Passed

**A.11. Adoption and Presentation of Resolution # 23-08 for National School Counseling Week, February 5-9, 2024 (Fox/Nocero)**

The Board of Trustees adopted Resolution # 23-08 in recognition of National School Counseling Week, February 5-9, 2024.

Motion #23-101 Adoption of Resolution #23-08 National School Counseling Week, February 5-9, 2024

Mover: Monica Madrigal Lopez

Seconder: Rose Gonzales

Moved To: Adopt

Ayes: 4 - Veronica Robles-Solis, Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Motion Result: Passed

**A.12. Report of Oxnard School District 2023-24 Mid-Year Annual Update to the Local Control Accountability Plan (LCAP) and Local Control Funding Formula Budget Overview for Parents (BOP) (Fox)**

Dr. Aracely Fox, Assistant Superintendent, Educational Services, presented the Oxnard School District 2023-24 Mid-Year Annual Update to the Local Control Accountability Plan (LCAP) and Local Control Funding Formula Budget Overview for Parents, as per the requirement under Senate Bill 114 (2023) and Education Code 52062(a)(6).

**Section B: PUBLIC COMMENT/HEARINGS**

**B.1. Public Comment (3 minutes per speaker) / Comentarios del Público (3 minutos por cada ponente)**

- Ricardo Torres re: introduction as newly elected CSEA President

**Section C: CONSENT AGENDA**

The consent agenda was approved as presented.

Motion #23-102 Approval of Consent Agenda as Presented

Mover: Rose Gonzales

Seconder: MaryAnn Rodriguez

Moved To: Approve

Ayes: 4 - Veronica Robles-Solis, Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Motion Result: Passed

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**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

February 7, 2024

**C.1. Acceptance of Gifts (DeGenna)**

As presented.

**C.2. Request for Approval of Out of State Conference Attendance (DeGenna/Shea)**

For Dr. Ginger Shea to attend the National School Public Relations Association (NSPRA) National Seminar in Bellevue, WA July 14-17, 2024, in the amount not to exceed \$2,600.00 for registration, airfare, ground travel, lodging and meals, to be paid from the General Fund.

**C.3. Certification of Signatures (Mitchell)**

As presented.

**C.4. Approval of Change Order #002 to Construction Services Agreement #22-238 with Viola Inc. for the Drifill Elementary School New Transitional Kindergarten Facilities (Mitchell/Miller/CFW)**

To add an additional wire to the conduits to furnish 3 phase power to the new classrooms for the Drifill Elementary School New Transitional Kindergarten Project, in the amount of \$14,707.00, to be paid out of Master Construct and Implementation Funds.

**C.5. Approval of Change Order #003 (Extension of Security Services) to Construction Services Agreement #17-158 between the Oxnard School District and Balfour Beatty Construction LLC for the Rose Avenue Elementary School Reconstruction Project (Mitchell/Miller/CFW)**

For additional security services relating to the Rose Avenue Reconstruction Project, in the amount of \$50,601.00, to be paid Master Construct & Implementation Funds.

**C.6. Personnel Actions (Torres/Fuentes)**

As presented.

**Section C: APPROVAL OF AGREEMENTS**

**C.7. Approval of Agreement #23-224 – Tutorific LLC (DeGenna/Jefferson)**

To provide additional instruction to students selected or assigned by the Special Education Services Department for tutoring outside of the normal school day, February 8, 2024 through June 30, 2024, in the amount not to exceed \$50,000.00, to be paid out of Special Education Funds.

**C.8. Approval of Agreement #23-242 – Mission Linen Supply (Mitchell/Corona)**

To provide a linen rental service for the Child Nutrition Services department, February 8, 2024 through June 30, 2025, in the amount not to exceed \$20,000.00, to be paid out of CNS Funds.

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**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

February 7, 2024

**C.9. Approval of Agreement #23-243 – Disciplina Positiva, Inc. (Fox/Blevins)**

To provide a series of parent workshops for ELAC families about positive discipline founded on mutual respect rather than punishment, February 8, 2024 through March 21, 2024, in the amount not to exceed \$7,000.00, to be paid out of Title 3 Funds.

**C.10. Approval of Agreement #23-245 – Alexander Neville Foundation (Fox/Nocero)**

To provide Fentanyl and Marijuana Awareness assemblies for all Oxnard School District students in 6th, 7th, and 8th grade and a parent night for Oxnard School District parents to learn more about the dangers of fentanyl and marijuana use, February 12, 2024 through February 15, 2024, in the amount not to exceed \$10,000.00, to be paid out of the Learning Communities for School Success Program Grant.

**C.11. Approval of Agreement #23-248 with Flewelling & Moody for the Rose Avenue Elementary School Closeout Services (Mitchell/Miller/CFW)**

For services necessary to close a 2010 modernization project with certification in order for the new ECDC project to be submitted and approved by DSA, in the amount not to exceed \$10,000.00, to be paid out of Master Construct and Implementation Funds.

**C.12. Approval of Agreement #23-249 – Kingsmen Shakespeare Company (Fox/Shea)**

To provide educational workshops/school assemblies and also perform a shortened version of A Midsummer Night’s Dream to allow students to learn and experience Shakespeare, February 8, 2024 through June 30, 2024, in the amount not to exceed \$36,000.00, to be paid out of Title 1 funds.

**Section C: RATIFICATION OF AGREEMENTS**

**C.13. Ratification of Agreement #23-135 – Hip Hop Mindset, LLC (Fox/Shea)**

For providing Social Media management, content creation and posting services for the Oxnard School District Instagram and Facebook accounts for all school sites, August 1, 2023 through June 30, 2024, in the amount not to exceed \$100,000.00, to be paid out of Expanded Learning Opportunity Program Funds.

**C.14. Ratification of Agreement #23-137, STAR of CA/ERA Ed (DeGenna/Jefferson)**

To provide classroom support as a Consultant and 1 to 1 Behavioral Therapist for identified special education and general education students, July 1, 2023, through June 30, 2024, in the amount not to exceed \$2,000,000.00, to be paid out of Special Education Funds.

**C.15. Ratification of Agreement #23-176 – City Impact Inc. (DeGenna/Jefferson)**

For providing Individual Student and/or Group Therapy Services and Social/Emotional Testing and Assessment for the Special Education Services Department, July 1, 2023 through June 30, 2024, in the amount of \$800,000.00, to be paid out of Special Education Funds.

**C.16. Ratification of Agreement #23-227 – The Stepping Stones Group, LLC**

**(DeGenna/Jefferson)**

To provide supplemental staffing to the Special Education Department on an “as needed” basis in the areas of Speech Language Therapist, Speech Language Therapist Assistants, Occupational Therapist, and Psychologist, August 1, 2023 through June 30, 2024, in the amount not to exceed \$286,944.00, to be paid out of Special Education Funds.

**C.17. Ratification of Agreement #23-246 - Ventura County Office of Education/SELPA**

**(DeGenna/Jefferson)**

To provide Home/Hospital Instructional Teaching Services to the Special Education Department, July 1, 2023 through June 30, 2024, in the amount of \$20,500.00, to be paid out of Special Education Funds.

**C.18. Ratification of Agreement #23-247, Art of Legohn, LLC (Fox/Ruvalcaba)**

To perform an Afro-Fusion Dance for the opening of OSD’s Black History Celebration and teach dance moves to those who attend the session, February 6, 2024, in the amount of \$419.00, to be paid out of Supplemental Concentration Funds.

**C.19. Ratification of Agreement #23-253 – HopSkipDrive, Inc. (Mitchell/Galvan)**

To supplement the districts’ transportation programs using sedans, mini-vans, and SUV’s to assist in transporting McKinney-Vento, special-needs, out of district students, and hard-to-serve trips to and from school, upon request from the district, July 1, 2023 through June 30, 2024, in the amount not to exceed \$100,000.00, to be paid out of the General Fund.

**Section D: ACTION ITEMS**

**D.1. Consideration and Determination of a Method for Filling the Vacancy on the Board of Trustees (DeGenna)**

The Board of Trustees selected the process of a provisional appointment of a Trustee to fill the existing vacancy in Trustee Area 2.

Motion #23-103 Approval of Process for a Provisional Appointment of a Trustee to Fill Existing Vacancy in Trustee Area 2

Mover: Monica Madrigal Lopez

Seconder: Veronica Robles-Solis

Moved To: Approve

Ayes: 4 - Veronica Robles-Solis, Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Motion Result: Passed

**D.2. Approval of Legal Services Agreement #23-252 with Frantz Law Group for Social Media Litigation (DeGenna)**

Superintendent DeGenna presented Legal Services Agreement #23-252 with Frantz Law Group, for Social Media Litigation, for the Board's consideration.

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**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

Motion #23-104 Approval of Legal Services Agreement #23-252 with Frantz Law Group For Social Media Litigation

Mover: MaryAnn Rodriguez

Seconder: Rose Gonzales

Moved To: Approve

Ayes: 4 - Veronica Robles-Solis, Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Motion Result: Passed

**D.3. Approval of School-Level Parent and Family Engagement Policies for 2023-2024 School Year - 20 schools (Fox/Ruvalcaba)**

Teresa Ruvalcaba, Manager of Equity, Family and Community Engagement, presented information relative to the School-Level Parent and Family Engagement Policies for 2023-2024 School Year for 20 schools.

Motion #23-105 Approval of School-Level Parent and Family Engagement Policies for 2023-2024 School Year - 20 Schools

Mover: MaryAnn Rodriguez

Seconder: Monica Madrigal Lopez

Moved To: Approve

Ayes: 4 - Veronica Robles-Solis, Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Motion Result: Passed

**D.4. Acceptance of Oxnard School District Audit Report, June 30, 2023 (Mitchell/Núñez)**

Patricia Núñez, Director of Fiscal Services, and Peter Glenn, auditor with Nigro & Nigro, PC, presented information relative to the Oxnard School District Audit Report for the fiscal year ended June 30, 2023.

Motion #23-106 Acceptance of Oxnard School District Audit Report, June 30, 2023

Mover: MaryAnn Rodriguez

Seconder: Rose Gonzales

Moved To: Accept

Ayes: 4 - Veronica Robles-Solis, Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Motion Result: Passed

**D.5. Approval of Signing Bonus for Paraeducators, Special Education Classified Employee New Hires (Torres/Fuentes)**

Dr. Natalia Torres, Assistant Superintendent, Human Resources, recommended the Board's approval of a \$1,000.00 signing bonus for Paraeducators and Special Education Classified Employee new hires, fiscal impact not to exceed \$165,000.00, to be paid from the General Fund.

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**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

Motion #23-107 Approval of Signing Bonus for Paraeducators, Special Education Classified Employee New Hires  
Mover: Rose Gonzales  
Seconder: Monica Madrigal Lopez  
Moved To: Approve  
Ayes: 4 - Veronica Robles-Solis, Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez  
Motion Result: Passed

## **Section F: BOARD POLICIES**

### **F.1. First Reading - BP (New) & AR (Revision) 4218: Dismissal/Suspension/Disciplinary Action (Torres/Carroll)**

Natalia Torres, Assistant Superintendent, Human Resources, presented the new BP and revisions to AR 4218: Dismissal/Suspension/Disciplinary Action, for First Reading. The policies will be presented for Second Reading and Adoption at the February 21, 2024 Board meeting.

## **Section G: CONCLUSION**

### **G.1. Superintendent's Report (3 minutes)**

Dr. Ana DeGenna

- Congratulations to Dr. Fox
- Frank Academy
- "Sprinkling Happiness" at Lopez Academy
- Lemonwood School
- Superintendent Fellows
- OSD Student Profile
- Plaza Comunitaria / Parent Literacy Classes at Ramona and Lemonwood
- Math and Parent Partnership Session
- Information Meeting re: PARS Retirement Incentive
- February "Love the Bus" Month
- Celebrating Black History Month
- Thank you to Certificated and Classified staff for their work during inclement weather

### **G.2. Trustees' Announcements (3 minutes each speaker)**

MaryAnn Rodriguez

- congratulations to Dr. Fox
- thank you to Curren for presentation today
- reminder to all parents to volunteer and be involved as much as possible
- possible thank you to Curren guitar club for performance
- appreciated students that came in to voice their opinions regarding social media

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**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

Monica Madrigal Lopez

- thank you to Curren community for coming out today
- congratulations to Dr. Fox
- thank you to all district staff for their support during rains
- thank you to parents for sending their students to school during inclement weather

Rose Gonzales

- thank you to Curren students, families and staff for attending tonight
- thank you to all staff for being present during the rainy days and working during off-hours and weekends
- enjoyed visiting Frank's Steam Lab
- attended "Sprinkling Happiness" at Lopez - fun event
- attended School Garden for Educators in El Rio - would like to investigate the grant that is available for this
- attended the Black History celebration at McAuliffe - the event was exceptional
- attended cross-cutting practices event for teachers - looking forward to seeing more

Veronica Robles-Solis

- congratulations to Dr. Fox
- requested that video of Black History event be posted to social media
- thank you to Superintendent Fellows for speaking at tonight's meeting - looking forward to the future
- requested dates for the upcoming Alexander Neville Foundation workshops

### G.3. ADJOURNMENT

President Robles-Solis adjourned the meeting at 9:02 p.m.

Motion to adjourn

Mover: Monica Madrigal Lopez

Seconder: Rose Gonzales

Moved To: Adjourn

Ayes: 4 - Veronica Robles-Solis, Rose Gonzales, MaryAnn Rodriguez, Monica Madrigal Lopez

Motion Result: Passed

Ana DeGenna, Ed.D.



District Superintendent and  
Secretary to the Board of Trustees

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Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct

By our signature below, given on this 21st day of February, 2024, the Board of Trustees of the Oxnard School District approves the Minutes of the Regular Board Meeting of February 7, 2024, on motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_.

Signed:

\_\_\_\_\_  
President of the Board of Trustees

\_\_\_\_\_  
Clerk of the Board of Trustees

\_\_\_\_\_  
Member of the Board of Trustees

\_\_\_\_\_  
Member of the Board of Trustees

\_\_\_\_\_  
Member of the Board of Trustees

## **OSD BOARD AGENDA ITEM**

**Name of Contributor:** Dr. Natalia Torres

**Date of Meeting:** February 21, 2024

**Agenda Section:** Section F: Board Policies, Second Reading

### **Second Reading and Adoption of BP/AR 4218: Dismissal/Suspension/Disciplinary Action (Torres/Carroll)**

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The regulation has been updated to reflect changes in laws, as recommended by the California School Boards Association (CSBA). New language is identified in red underline, while deleted language is in red and has a strike through. In addition, the policy has been added to reflect new laws, as recommended by the California School Boards Association (CSBA). The policy contains all new language and will not have editing marks. The Policy and Regulation are presented for a second reading and adoption by the Board.

#### **FISCAL IMPACT:**

N/A

#### **RECOMMENDATION:**

It is the recommendation of the Assistant Superintendent, Human Resources and the Director, Certificated Human Resources that the Board of Trustees approve and adopt the regulation and policy, as presented.

#### **ADDITIONAL MATERIALS:**

**Attached:** [BP 4218 New \(nine pages\)](#)

[AR 4218 Revisions \(14 pages\)](#)

## **Oxnard SD|BP 4218/Personnel**

### **Policy 4218: Dismissal/Suspension/Disciplinary Action**

The Governing Board expects all employees to perform their jobs satisfactorily and to exhibit professional and appropriate conduct. A classified employee may be disciplined for unprofessional conduct or unsatisfactory performance in accordance with law or any applicable collective bargaining agreement, Board policy, or administrative regulation.

Disciplinary actions shall be based on the particular facts and circumstances involved and the severity of the employee's conduct or performance. An employee's private exercise of personal beliefs and activities, including religious, political, cultural, social, or other beliefs or activities, or lack thereof, shall not be grounds for disciplinary action against the employee, provided that the beliefs or activities do not involve coercion of students or any other violation of law, Board policy, or administrative regulation.

In addition, an employee shall not be suspended, disciplined, reassigned, transferred, dismissed, or otherwise retaliated against solely for acting to protect a student engaged in exercising any free speech or press right authorized by, or for refusing to infringe upon a student's conduct protected pursuant to, Education Code 48907 or 48950.

Disciplinary actions may include, but are not limited to, verbal and written warnings, involuntary reassignment, demotion, suspension without pay, reduction of pay step in class, compulsory leave, and dismissal.

The Superintendent or designee shall ensure that disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented.

A probationary classified employee may be dismissed without cause at any time prior to the expiration of the probationary period.

Permanent classified employees shall be subject to disciplinary action only for cause as specified in the accompanying administrative regulation. (Education Code 45113)

### **Procedures for Serious Disciplinary Proceedings**

The Superintendent or designee shall develop disciplinary procedures for use when dismissal, suspension, demotion, involuntary reassignment, or other serious disciplinary action is contemplated against an employee. The procedures for such discipline shall include an opportunity for an employee for whom any such disciplinary action is recommended to meet with, or respond in writing to, a designated district official ("Skelly officer") who will determine whether the recommended discipline should proceed further or be modified or withdrawn.

After meeting with the employee or considering the employee's written response, if the Skelly officer determines that the recommended discipline should proceed, the

Superintendent or designee shall send the employee a notice of the recommended disciplinary action, a statement of charges, and the results of the Skelly review process. The notice shall include a statement advising the employee of the right to request a Board hearing on the matter.

If the employee fails to request a hearing within the time specified in the notice, the employee is deemed to have waived the right to do so, and the Board may order the recommended disciplinary action into effect immediately.

If a timely request is submitted, a hearing shall be conducted by the Board. (Education Code 45113, 45312)

A classified employee who timely requests a hearing may only be suspended, demoted, or dismissed pending the outcome of the hearing in accordance with Education Code 45113, and as specified in the accompanying administrative regulation.

The hearing shall be held at the earliest convenient date, taking into consideration the established schedule of the Board and the availability of legal counsel and witnesses. The employee shall be notified of the time and place of the hearing.

The hearing shall be held in closed session, unless the employee requests that the matter be heard in an open session meeting. (Government Code 54957)

The employee shall be entitled to appear personally, produce evidence, and be represented by legal counsel.

The Board may use the services of its legal counsel in ruling upon procedural questions, objections to evidence, and issues of law. The Board may review and consider the records of any prior personnel action proceedings against the employee in which a disciplinary action was ultimately sustained, and any records contained in the employee's personnel files and introduced into evidence at the hearing. The Board shall not be bound by rules of evidence used in California courts. Informality in any such hearing shall not invalidate any order or decision made by the Board.

At any time before a matter is submitted to the Board for decision, the Superintendent or designee may, with the consent of the Board, serve on the employee and file with the Board an amended or supplemental recommendation of disciplinary action. If the amended or supplemental recommendation includes new causes or allegations, the employee shall be afforded a reasonable opportunity to prepare a defense. Any new causes or allegations shall be deemed controverted and any objections to the amended or supplemental causes or allegations may be made orally at the hearing and shall be noted on the record.

Following the hearing or, if the employee has not requested a hearing, after reviewing the Superintendent or designee's recommendation for disciplinary action, the Board shall affirm, modify, or reject the recommended disciplinary action. The decision of the Board shall be in writing and shall contain findings of fact and the disciplinary action approved, if any. The

decision of the Board shall be final.

Within 10 working days of the Board's final decision, a copy of the decision shall be delivered to the employee and/or designated representative personally or by registered mail.

Except for an allegation of egregious misconduct in which a minor is involved, the Board may delegate the authority to determine whether sufficient cause exists for disciplinary action to an impartial third-party hearing officer. When a matter is heard by a third-party hearing officer, the Board shall review the determination and adopt or reject the recommended decision. (Education Code 45113)

When any matter involves an allegation of egregious misconduct as defined in Education Code 44932 and involves a witness who is a minor, the matter shall be referred to an administrative law judge to determine whether sufficient cause exists for disciplinary action against the employee. In such cases, the ruling of the administrative law judge shall be binding on the district and the employee. (Education Code 45113)

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**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.

<b>State</b>	<b>Description</b>
CA Constitution Article 1, Section 1	Inalienable rights
Ed. Code 35161	Board delegation of any powers or duties
Ed. Code 44009	Conviction of specified crimes
Ed. Code 44010	Sex offense; definitions
Ed. Code 44011	Controlled substance offense
Ed. Code 44940	Compulsory leave of absence for certificated persons
Ed. Code 44940.5	Procedures when employees are placed on compulsory leave of absence
Ed. Code 45101	Definitions; disciplinary action and cause
Ed. Code 45109	Fixing of duties
Ed. Code 45113	Notification of charges; classified employees
Ed. Code 45123	Employment after conviction of controlled substance offense
Ed. Code 45302	Demotion and removal from permanent classified service
Ed. Code 45303	Additional cause for suspension or dismissal of employee charge with mandatory or optional leave of absence offense

Ed. Code 45304	Compulsory leave of absence for classified persons
Veh. Code 1808.8	School bus drivers; dismissal for safety-related cause
<b>Federal</b>	<b>Description</b>
42 USC 12101-12213	Americans with Disabilities Act
U.S. Constitution	Amendment 1, Free exercise, free speech, and establishment clauses
<b>Management Resources</b>	<b>Description</b>
Court Decision	Kennedy v. Bremerton (2022) 142 S.Ct. 2407
Court Decision	California School Employees v. Livingston Union School District (2007) 149 Cal. App. 4th 391
Court Decision	CSEA v. Foothill Community College District (1975) 52 Cal. App. 3rd 150
Court Decision	Skelly v. California Personnel Board (1975) 15 Cal.3d 194
Website	<a href="#">Office of the Attorney General</a>
Website	<a href="#">Office of Administrative Hearings</a>
Website	<a href="#">Department of General Services, About Teacher Dismissal Case Type</a>
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>

### Cross References

<b>Code</b>	<b>Description</b>
1114	District-Sponsored Social Media
1114	District-Sponsored Social Media
1312.1	Complaints Concerning District Employees
1312.1	Complaints Concerning District Employees
1312.3	Uniform Complaint Procedures
3230	Federal Grant Funds
3230	Federal Grant Funds

3512	Equipment
3512	Equipment
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
3513.4	Drug And Alcohol Free Schools
3515.2	Disruptions
3515.2	Disruptions
3515.21	Unmanned Aircraft Systems (Drones)
3515.3	District Police/Security Department
3515.3	District Police/Security Department
3516.2	Bomb Threats
3542	School Bus Drivers
4000	Concepts And Roles
4020	Drug And Alcohol-Free Workplace
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4040	Employee Use Of Technology
4040	Employee Use Of Technology
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.5	Criminal Record Check
4112.5	Criminal Record Check
4112.6	Personnel Files
4113.5	Working Remotely
4119.1	Civil And Legal Rights
4119.12	Title IX Sexual Harassment Complaint Procedures
4119.12	Title IX Sexual Harassment Complaint Procedures
4119.21	Professional Standards
4119.21	Professional Standards

4119.22	Dress And Grooming
4119.23	Unauthorized Release Of Confidential/Privileged Information
4119.24	Maintaining Appropriate Adult-Student Interactions
4119.25	Political Activities Of Employees
4119.25	Political Activities Of Employees
4127	Temporary Athletic Team Coaches
4127	Temporary Athletic Team Coaches
4136	Nonschool Employment
4141.6	Concerted Action/Work Stoppage
4141.6	Concerted Action/Work Stoppage
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4157	Employee Safety
4157	Employee Safety
4158	Employee Security
4158	Employee Security
4159	Employee Assistance Programs
4161	Leaves
4161	Leaves
4161.11	Industrial Accident/Illness Leave
4200	Classified Personnel
4200	Classified Personnel
4212	Appointment And Conditions Of Employment
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.5	Criminal Record Check
4212.5	Criminal Record Check
4212.6	Personnel Files
4213.5	Working Remotely

4216	Probationary/Permanent Status
4219.1	Civil And Legal Rights
4219.12	Title IX Sexual Harassment Complaint Procedures
4219.12	Title IX Sexual Harassment Complaint Procedures
4219.21	Professional Standards
4219.21	Professional Standards
4219.22	Dress And Grooming
4219.23	Unauthorized Release Of Confidential/Privileged Information
4219.24	Maintaining Appropriate Adult-Student Interactions
4219.25	Political Activities Of Employees
4219.25	Political Activities Of Employees
4227	Temporary Athletic Team Coaches
4227	Temporary Athletic Team Coaches
4236	Nonschool Employment
4241.6	Concerted Action/Work Stoppage
4241.6	Concerted Action/Work Stoppage
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4257	Employee Safety
4257	Employee Safety
4258	Employee Security
4258	Employee Security
4259	Employee Assistance Programs
4261	Leaves
4261	Leaves
4261.11	Industrial Accident/Illness Leave
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.5	Criminal Record Check

4312.5	Criminal Record Check
4312.6	Personnel Files
4313.5	Working Remotely
4319.1	Civil And Legal Rights
4319.12	Title IX Sexual Harassment Complaint Procedures
4319.12	Title IX Sexual Harassment Complaint Procedures
4319.21	Professional Standards
4319.21	Professional Standards
4319.22	Dress And Grooming
4319.23	Unauthorized Release Of Confidential/Privileged Information
4319.24	Maintaining Appropriate Adult-Student Interactions
4319.25	Political Activities Of Employees
4319.25	Political Activities Of Employees
4327	Temporary Athletic Team Coaches
4327	Temporary Athletic Team Coaches
4336	Nonschool Employment
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4357	Employee Safety
4357	Employee Safety
4358	Employee Security
4358	Employee Security
4359	Employee Assistance Programs
4361	Leaves
4361	Leaves
4361.11	Industrial Accident/Illness Leave
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.7	Sexual Harassment

5145.7	Sexual Harassment
5145.71	Title IX Sexual Harassment Complaint Procedures
5145.71	Title IX Sexual Harassment Complaint Procedures
5145.9	Hate-Motivated Behavior
6145.2	Athletic Competition
6145.2	Athletic Competition
6162.54	Test Integrity/Test Preparation
9000	Role Of The Board
9321	Closed Session
9321	Closed Session
9321	Closed Session

## Oxnard SD/AR 4218/Personnel

### Regulation 4218: Dismissal/Suspension/Disciplinary Action

Adopted: 06.01.1994 Last Revised: 11.02.2011

#### ~~Termination of Probationary Employment~~

~~At any time prior to the expiration of the probationary period, the Superintendent or designee may, at his/her discretion, dismiss a probationary classified employee from district employment. A probationary employee shall not be entitled to a hearing.~~

#### ~~Involuntary Suspension Without Pay, Demotion, Reduction of Pay Step in Class, or Dismissal of Permanent Classified Employees~~

~~Permanent classified employees shall be subject to Human Resources action (suspension without pay, demotion, reduction of pay step in class, dismissal) only for cause. The Board's determination of the sufficiency of the cause for disciplinary action shall be conclusive.~~

#### ~~1. Causes~~

~~In addition to any disqualifying or actionable causes otherwise provided for by statute or by policy or regulation of this district, each of the following constitutes cause for Human Resources action against a for Disciplinary Action~~

~~A permanent classified employee: may be subject to suspension, demotion, involuntary reassignment, or dismissal for one or more of the following causes:~~

- ~~1. a. Falsifying Immoral conduct, including, but not limited to, egregious misconduct that is the basis for a sex offense as defined in Education Code 44010, a controlled substance offense as defined in Education Code 44011, or child abuse and neglect as described in Penal Code 11165.2-11165.6~~
- ~~2. Conduct that constitutes a violent or serious felony as defined in Penal Code 667.5(c) or 1192.7(c)~~
- ~~3. Unlawful discrimination, including harassment, against any student or other employee~~
- ~~4. Violation of or refusal to obey state or federal law or regulation, Board policy, or district or school procedure~~
- ~~5. Falsification of any information supplied to the ~~school~~ district, including, but not limited to, information supplied on application forms, employment records, or any~~

other school district records:

-

~~b. Offering of anything of value or offering services in exchange for granting any special treatment of any employee or member of the public.~~

~~c. Incompetency.~~

~~d. Inefficiency.~~

~~6. e. Unsatisfactory performance~~

~~7. Unprofessional conduct~~

~~8. Dishonesty~~

~~9. Neglect of duty or absence without leave~~

~~10. f. Insubordination.~~

-

~~g. Political activities engaged in during assigned work time.~~

~~h. Persistent violation or refusal to obey safety rules as regulation.~~

~~i. Use of alcohol or a controlled substance Dishonesty.~~

~~j. Drinking alcoholic beverages while on duty or in such close time proximity thereto as to cause any detrimental effect upon the employee or upon employees associated with him/her.~~

~~k. Gambling during assigned hours of employment.~~

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

~~l. Possessing or being under the influence of a controlled substance at work or away from work, or furnishing a controlled substance to a minor.~~

~~11. m. Conviction of a felony, conviction of any sex offense made relevant by provisions of law, or conviction of a misdemeanor which is of such a nature as to adversely affect the employee's ability to perform the duties and responsibilities of his/her position. A plea or verdict of guilty, or a conviction following a plea of nolo contendere, is deemed to be a conviction for this purpose.performance~~

-

~~n. Absence without leave.~~

~~o. Immoral conduct.~~

~~p. Discourteous treatment of the public, students, or other employees.~~

~~q. Improper political activity.~~

~~r. Willful disobedience.~~

~~12. s. Misuse~~Destruction or misuse of district property:

-

~~t. Violation of district, Board or departmental rule, policy, or procedure.~~

~~13. u. Failure to possess or keep in effect~~Failure to fulfill any ongoing condition of employment including, but not limited to, maintenance of any license, certificate, or other similar requirement specified in the employee's class specification or otherwise necessary for the employee to perform the duties of the position:

~~v. Refusal to take and subscribe any oath or affirmation which is required by law in connection with his/her employment.~~

~~w. Illnesses, leaves when habitually taken for trivial indispositions.~~

~~x. Failure to report for review of criminal records or a health exam after due notice~~

~~14. y. A physical or mental~~ disability condition which precludes the employee from the proper performance of ~~his/her~~ duties and responsibilities as determined by competent medical authority, except as otherwise provided by a contract or by law ~~regulating the retirement of employees.~~

-

~~z. Unlawful discrimination, including harassment, on the basis of race, religious creed, color, national origin, ancestry, physical handicap, marital status, sex, or age against the public or other employees while acting in the capacity of a district employee.~~

~~15. aa. Unlawful retaliation against any other district officer or employee or member of the public~~Retaliation against any person who, in good faith, reports, discloses, divulges, or otherwise brings to the attention of any appropriate authority any information relative to an actual or suspected violation of state or federal law occurring on ~~the job~~ or directly related ~~thereto to the job~~

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~~16. bb. Any other failure~~Violation of ~~good behavior either during~~Education Code 45303 or ~~outside~~Government Code 1028 prohibiting the advocacy or teaching of ~~duty~~hours~~communism~~

-

~~17. Any other misconduct~~ which is of such nature that it causes discredit or injury to the district or ~~his/her employment.~~the employee's position

~~cc. Abandonment of position~~

~~Except as defined in item "s" above, no Human Resources~~No disciplinary action shall be taken for any cause which arose before the employee became permanent, nor for any cause which arose more than two years before the date of the filing of the notice of cause unless this cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee would have disclosed the facts to the district.

## ~~2. Initiation and Notification of Charges~~

~~The Superintendent or designee may initiate a Human Resources action as defined herein against a permanent classified employee.~~

~~In all cases involving a Human Resources action, the person initiating the action shall file a written recommendation of Human Resources action with the Board. (Education Code 45113)~~

## Initiation and Notification of Charges

The Superintendent or designee shall provide notice to the employee of a recommendation for discipline, which includes the charges and materials upon which the recommendation is based. The notification shall identify an impartial district official ("Skelly officer") with whom the employee may meet at a specified time and place or to whom the employee may provide a written response to the recommendation of discipline. After meeting with the employee or considering any response from the employee, the Skelly officer shall recommend to the Superintendent or designee whether to proceed with the recommendation for discipline.

The Superintendent or designee shall file any final recommendation for a disciplinary action in writing with the Governing Board. A copy of the recommendation shall be served upon the employee either personally or by registered or certified mail, return receipt requested, at the employee's last known address.

The ~~recommendation~~notice shall ~~include:~~

~~a. A statement of the nature of the Human Resources action (suspension without pay, demotion, reduction of pay step, in class, ordinary and concise language, inform the employee of the specific charge(s) or dismissal).~~

~~b. A statement of the cause or causes(s) for the Human Resources disciplinary action, as set forth above.~~

~~c. A statement of the specific acts ~~or~~and omissions upon which the ~~causes are~~action is based. If a violation of, and, if applicable, the district rule, policy, or regulation ~~of that the district is alleged, the rule, policy, or regulation~~employee has allegedly violated. In addition, the notice shall be stated in the recommendation.~~

~~d. A statement of ~~include~~ the employee's right to appeal the recommendation and the manner and a hearing on those charges, the time within which the appeal must be filed.~~

~~e. A hearing may be requested which shall be not less than five days after service of the notice to the employee, and a card or paper, which the signing employee may sign and filing of which shall constitute file to deny the charges and request a demand for hearing and a denial of all charges.~~

### 3. Right to Appeal

~~. (Education Code 45113, 45116)~~

#### **Request for Board Hearing**

~~Within 14 working days after receiving the the time specified in the notice of the recommendation of Human Resources disciplinary action described above, the employee may appeal request a hearing on the charges by signing and filing the card or paper included with the recommendation notice. (Education Code 45113)~~

Any other written document signed and appropriately filed within the specified time limit by the employee shall constitute a sufficient notice of appeal. ~~A notice of appeal is filed only by delivering the notice of appeal request for a hearing. The request shall be delivered to the office of the Superintendent or designee during normal work hours of that office. A notice of appeal may be f~~mailed to the office of the Superintendent or designee ~~but, it~~ must be received or postmarked no later than the time limit ~~stated hereinspecified by the district~~. In cases where an order of suspension without pay has been issued in conjunction with a recommendation of dismissal, any ~~appeal of the recommendation of dismissal shall also constitute an appeal of the suspension order, and the necessity of the order shall be an issue in the appeal hearing request for a hearing on the dismissal shall also constitute a request to hear the suspension order, and the necessity of the suspension order shall be an issue in the hearing.~~

#### **Employment Status Pending a Disciplinary Hearing**

~~A classified employee against whom a recommendation for disciplinary action has been issued may remain on active duty or may be placed on paid leave pending a hearing on the charges. The employee shall not be suspended without pay, suspended or demoted with a reduction in pay, or dismissed pending the outcome of a timely requested hearing, except as specified below. (Education Code 45113)~~

~~However, the disciplinary action may be imposed prior to the decision if the Board, or an impartial third-party hearing officer provided pursuant to a collective bargaining agreement, finds by a preponderance of the evidence that at the time discipline was imposed, the employee (1) engaged in criminal misconduct, (2) engaged in misconduct that presents a risk of harm to students, staff, or property, or (3) committed habitual violations of the district's policies or regulations. Such finding(s) must be made at the conclusion of the Skelly review process. (Education Code 45113)~~

~~In such cases where the disciplinary action is imposed prior to the decision, the employee shall be given written notice of the disciplinary action and the findings made at the~~

conclusion of the Skelly review process. Such written notice shall be served upon the employee personally.

In addition, the district may cease paying the employee if a decision has not been rendered by an impartial third-party hearing officer, pursuant to a collective bargaining agreement, or the Board within 30 days of the date the hearing was requested. (Education Code 45113)

#### Compulsory Leave of Absence

Upon being informed by law enforcement that a classified employee has been charged with a "mandatory leave of absence offense," the Superintendent or designee shall immediately place the employee on a leave of absence. A mandatory leave of absence offense includes:

~~If the employee fails to file a notice of appeal within the time specified in these rules, he/she shall be deemed to have waived his/her right to appeal, and the Board may order the recommended Human Resources action into effect immediately.~~

#### 4. Amended/Supplemental Charges

1. At any time before an Any sex offense as defined in Education Code 44010
2. Violation or attempted violation of Penal Code 187, prohibiting murder or attempted murder
3. Any offense involving the unlawful sale, use, or exchange to minors of controlled substances as listed in Health and Safety Code 11054, 11055, and 11056

The Superintendent or designee may place on an immediate compulsory leave of absence a classified employee who is charged with an "optional leave of absence offense," defined as a controlled substance offense specified in Education Code 44011 and Health and Safety Code 11357-11361, 11363, 11364, and 11370.1 except as it relates to marijuana, mescaline, peyote, or tetrahydrocannabinols.

~~An employee's appeal is finally submitted to the Board or to a hearing officer compulsory leave for decision, the complainant may, with the consent of the Board or hearing officer, serve on the employee and file with the Board an amended or supplemental recommendation of Human Resources action.~~

~~If the amended or supplemental recommendation presents new causes or allegations, the employee shall be afforded a reasonable opportunity to prepare his/her defense. Any new causes or allegations shall be deemed controverted and any objections to the amended or supplemental causes or allegation may be made orally at the hearing and shall be noted on the record.~~

#### 5. Compulsory Leave of Absence

~~Employees charged with a mandatory or optional leave of absence offense as defined in Education Code 44940 shall be placed immediately on compulsory leave of absence may~~

~~extend~~ for not more than 10 days after ~~the~~ entry of judgment in the criminal proceedings, unless the leave is extended as provided below. (Education Code 45304)

~~Employees charged with an optional leave of absence offense as defined in Education Code 44940 may be placed immediately on compulsory leave of absence under the terms and conditions stated below. (Education Code 45304)~~

~~Despite the disposition of criminal charges, the Board reserves the right to dismiss an employee for the facts upon which the criminal charges were based. An employee ultimately found guilty by the Human Resources Commission to have committed the acts upon which the original charges were based may be dismissed. If so dismissed, the employee is not entitled to compensation during the time of his/her suspension, unless otherwise required by law.~~

~~An employee shall be given notice of the possibility of being dismissed without pay during. However, the compulsory suspension if he/she is ultimately found guilty of the acts leading to the criminal charges, despite the disposition of the charges by the court.~~

#### 6. Extension of Compulsory Leave

~~The Board may extend an employee's compulsory leave of absence by giving him/her leave may be extended if the Board gives notice, within 10 days after the entry of judgment in the proceedings, that he/shethe employee will be dismissed ~~in~~within 30 days from the date of service of the notice unless he/shethe employee demands a hearing. Employee compensation during the period of compulsory leave shall be made in accordance with law. (Education Code 44940.5) on the dismissal.~~

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#### 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
CA Constitution Article 1, Section 1	<del>Inalienable rights</del> Inalienable rights
Ed. Code 35161	<del>Board delegation of any powers or duties</del> Board delegation of any powers or duties
Ed. Code 44009	<del>Conviction of specified crimes</del> Conviction of specified crimes
Ed. Code 44010	<del>Sex offense; definitions</del> Sex offense; definitions
Ed. Code 44011	<del>Controlled substance offense</del> Controlled substance offense
Ed. Code 44940	<del>Compulsory leave of absence for certificated persons</del> Compulsory leave of absence for certificated persons
Ed. Code 44940.5	<del>Procedures when employees are placed on compulsory leave of absence</del> Procedures when employees are placed on compulsory leave of absence

Ed. Code 45101	<del>Definitions; disciplinary action and cause</del> <u>Definitions; disciplinary action and cause</u>
Ed. Code 45109	<del>Fixing of duties</del> <u>Fixing of duties</u>
Ed. Code 45113	<del>Notification of charges; classified employees</del> <u>Notification of charges; classified employees</u>
Ed. Code 45123	<del>Employment after conviction of controlled substance offense</del> <u>Employment after conviction of controlled substance offense</u>
Ed. Code 45302	<del>Demotion and removal from permanent classified service</del> <u>Demotion and removal from permanent classified service</u>
Ed. Code 45303	<del>Additional cause for suspension or dismissal of employee charge with mandatory or optional leave of absence offense</del> <u>Additional cause for suspension or dismissal of employee charge with mandatory or optional leave of absence offense</u>
Ed. Code 45304	<del>Compulsory leave of absence for classified persons</del> <u>Compulsory leave of absence for classified persons</u>
Veh. Code 1808.8	School bus drivers; dismissal for safety-related cause
<b>Federal</b>	<b>Description</b>
42 USC 12101-12213	Americans with Disabilities Act
U.S. Constitution	<del>Amendment 1; Free exercise, free speech, and establishment clauses</del> <u>Amendment 1, Free exercise, free speech, and establishment clauses</u>
<b>Management Resources</b>	<b>Description</b>
Court Decision	Kennedy v. Bremerton (2022) 142 S.Ct. 2407
Court Decision	California School Employees v. Livingston Union School District (2007) 149 Cal. App. 4th 391
Court Decision	CSEA v. Foothill Community College District (1975) 52 Cal. App. 3rd 150
Court Decision	Skelly v. California Personnel Board (1975) 15 Cal.3d 194
Website	<a href="#">Office of the Attorney General</a>
Website	<a href="#">Office of Administrative Hearings</a>
Website	<a href="#">Department of General Services, About Teacher Dismissal Case Type</a>
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>

## Cross References

<b>Code</b>	<b>Description</b>
<del>1312.41114</del>	<del>Complaints Concerning District Employees District-Sponsored Social Media</del>
<del>1312.41114</del>	<del>Complaints Concerning District Employees District-Sponsored Social Media</del>
1312.31	Uniform Complaint Procedures Complaints Concerning District Employees
1312.31	Uniform Complaint Procedures Complaints Concerning District Employees
<del>1312.33230</del>	<del>Federal Grant Funds Uniform Complaint Procedures</del>
<del>1312.33230</del>	<del>Federal Grant Funds Uniform Complaint Procedures</del>
<del>1312.33512</del>	<del>Equipment Uniform Complaint Procedures</del>
<del>1312.33512</del> - E PDF(1)	<del>Equipment Uniform Complaint Procedures</del>
<del>32303513.3</del>	<del>Tobacco-Free Schools Federal Grant Funds</del>
<del>32303513.3</del>	<del>Tobacco-Free Schools Federal Grant Funds</del>
<del>35123515.2</del>	<del>Disruptions Equipment</del>
<del>35123515.2</del>	<del>Disruptions Equipment</del>
<del>3513.33516.2</del>	<del>Bomb Threats Tobacco-Free Schools</del>
<del>3513.33542</del>	<del>School Bus Drivers Tobacco-Free Schools</del>
<del>3513.44000</del>	<del>Concepts And Roles Drug And Alcohol Free Schools</del>
<del>3515.24020</del>	<del>Drug And Alcohol Free Workplace Disruptions</del>
<del>3515.24030</del>	<del>Nondiscrimination In Employment Disruptions</del>
<del>3515.214030</del>	<del>Nondiscrimination In Employment Unmanned Aircraft Systems (Drones)</del>
<del>3515.34040</del>	<del>Employee Use Of Technology District Police/Security Department</del>
<del>3515.34040</del>	<del>Employee Use Of Technology District Police/Security Department</del>
<del>3516.24040</del> - E PDF(1)	<del>Employee Use Of Technology Bomb Threats</del>
<del>35424112.42</del>	<del>Drug And Alcohol Testing For School Bus Drivers School Bus Drivers</del>
<del>40004112.5</del>	<del>Criminal Record Check Concepts And Roles</del>
<del>40204113.5</del>	<del>Working Remotely Drug And Alcohol-Free Workplace</del>
<del>40304119.1</del>	<del>Civil And Legal Rights Nondiscrimination In Employment</del>

<u>40304119.12</u>	<u>Title IX Sexual Harassment Complaint Procedures</u> <u>Nondiscrimination In Employment</u>
<u>40404119.12</u> E PDF(1)	<u>Title IX Sexual Harassment Complaint Procedures</u> <u>Employee Use Of Technology</u>
<u>40404119.21</u>	<u>Professional Standards</u> <u>Employee Use Of Technology</u>
<u>4112.424119.21</u>	<u>Professional Standards</u> <u>Drug And Alcohol Testing For School Bus Drivers</u>
<u>4112.424119.21</u> E PDF(1)	<u>Professional Standards</u> <u>Drug And Alcohol Testing For School Bus Drivers</u>
<u>4112.54119.22</u>	<u>Dress And Grooming</u> <u>Criminal Record Check</u>
<u>4112.54119.23</u>	<u>Unauthorized Release Of Confidential/Privileged Information</u> <u>Criminal Record Check</u>
<u>4112.64119.25</u>	<u>Political Activities Of Employees</u> <u>Personnel Files</u>
<u>4113.54119.25</u>	<u>Political Activities Of Employees</u> <u>Working Remotely</u>
<u>4119.14136</u>	<u>Nonschool Employment</u> <u>Civil And Legal Rights</u>
<u>4119.124141.6</u>	<u>Concerted Action/Work Stoppage</u> <u>Title IX Sexual Harassment Complaint Procedures</u>
<u>4119.124141.6</u>	<u>Concerted Action/Work Stoppage</u> <u>Title IX Sexual Harassment Complaint Procedures</u>
<u>4119.214154</u>	<u>Health And Welfare Benefits</u> <u>Professional Standards</u>
<u>4119.214154</u>	<u>Health And Welfare Benefits</u> <u>Professional Standards</u>
<u>4119.224157</u>	<u>Employee Safety</u> <u>Dress And Grooming</u>
<u>4119.234157</u>	<u>Employee Safety</u> <u>Unauthorized Release Of Confidential/Privileged Information</u>
<u>4119.244158</u>	<u>Employee Security</u> <u>Maintaining Appropriate Adult-Student Interactions</u>
<u>4119.254158</u>	<u>Employee Security</u> <u>Political Activities Of Employees</u>
<u>4119.254159</u>	<u>Employee Assistance Programs</u> <u>Political Activities Of Employees</u>
<u>41274161.11</u>	<u>Industrial Accident/Illness Leave</u> <u>Temporary Athletic Team Coaches</u>
<u>41274212</u>	<u>Appointment And Conditions Of Employment</u> <u>Temporary Athletic Team Coaches</u>
<u>41364212.42</u>	<u>Drug And Alcohol Testing For School Bus Drivers</u> <u>Nonschool Employment</u>
<u>4141.64212.5</u>	<u>Criminal Record Check</u> <u>Concerted Action/Work Stoppage</u>

<u>4141.6</u> <del>4216</del>	<u>Probationary/Permanent Status</u> <u>Concerted Action/Work Stoppage</u>
<u>4154</u> <del>4219.1</del>	<u>Civil And Legal Rights</u> <u>Health And Welfare Benefits</u>
<u>4154</u> <del>4219.12</del>	<u>Title IX Sexual Harassment Complaint Procedures</u> <u>Health And Welfare Benefits</u>
<u>4157</u> <del>4219.12</del> -E PDF(1)	<u>Title IX Sexual Harassment Complaint Procedures</u> <u>Employee Safety</u>
<u>4157</u> <del>4219.21</del>	<u>Professional Standards</u> <u>Employee Safety</u>
<u>4158</u> <del>4219.21</del>	<u>Professional Standards</u> <u>Employee Security</u>
<u>4158</u> <del>4219.21</del> -E PDF(1)	<u>Professional Standards – Code Of Ethics</u> <u>Employee Security</u>
<u>4159</u> <del>4219.22</del>	<u>Dress And Grooming</u> <u>Employee Assistance Programs</u>
<u>4161</u> <del>4219.23</del>	<u>Unauthorized Release Of Confidential/Privileged Information</u> <u>Leaves</u>
<u>4161</u> <del>4219.25</del>	<u>Political Activities Of Employees</u> <u>Leaves</u>
<u>4161.11</u> <del>4219.25</del>	<u>Political Activities Of Employees</u> <u>Industrial Accident/Illness Leave</u>
<u>4200</u> <del>4236</del>	<u>Nonschool Employment</u> <u>Classified Personnel</u>
<u>4200</u> <del>4241.6</del>	<u>Concerted Action/Work Stoppage</u> <u>Classified Personnel</u>
<u>4212</u> <del>4241.6</del>	<u>Concerted Action/Work Stoppage</u> <u>Appointment And Conditions Of Employment</u>
<u>4212.42</u> <del>4254</del>	<u>Health And Welfare Benefits</u> <u>Drug And Alcohol Testing For School Bus Drivers</u>
<u>4212.42</u> <del>4254</del>	<u>Health And Welfare Benefits</u> <u>Drug And Alcohol Testing For School Bus Drivers</u>
<u>4212.5</u> <del>4257</del>	<u>Employee Safety</u> <u>Criminal Record Check</u>
<u>4212.5</u> <del>4257</del>	<u>Employee Safety</u> <u>Criminal Record Check</u>
<u>4212.6</u> <del>4258</del>	<u>Employee Security</u> <u>Personnel Files</u>
<u>4213.5</u> <del>4258</del>	<u>Employee Security</u> <u>Working Remotely</u>
<u>4216</u> <del>4259</del>	<u>Employee Assistance Programs</u> <u>Probationary/Permanent Status</u>
<u>4219.14</u> <del>4261.11</del>	<u>Industrial Accident/Illness Leave</u> <u>Civil And Legal Rights</u>
<u>4219.12</u> <del>4312.42</del>	<u>Drug And Alcohol Testing For School Bus Drivers</u> <u>Title IX Sexual Harassment Complaint Procedures</u>
<u>4219.12</u> <del>4312.5</del>	<u>Criminal Record Check</u> <u>Title IX Sexual Harassment Complaint Procedures</u>

<a href="#">4219.21</a> <del>4319.1</del>	<del>Civil And Legal Rights</del> <u>Professional Standards</u>
<a href="#">4219.21</a> <del>4319.12</del>	<del>Title IX Sexual Harassment Complaint</del> <u>Procedures</u> <u>Professional Standards</u>
<a href="#">4219.22</a> <del>4319.12-E</del> PDF(1)	<del>Title IX Sexual Harassment Complaint Procedures</del> <u>Dress And Grooming</u>
<a href="#">4219.23</a> <del>4319.21</del>	<del>Professional Standards</del> <u>Unauthorized Release Of Confidential/Privileged Information</u>
<del>4319.21</del> <a href="#">4219.24</a>	<del>Professional Standards</del> <u>Maintaining Appropriate Adult-Student Interactions</u>
<a href="#">4219.25</a> <del>4319.21-E</del> PDF(1)	<del>Professional Standards</del> <u>Political Activities Of Employees</u>
<a href="#">4219.25</a> <del>4319.22</del>	<del>Dress And Grooming</del> <u>Political Activities Of Employees</u>
<del>4319.23</del> <a href="#">4227</a>	<del>Unauthorized Release Of Confidential/Privileged Information</del> <u>Temporary Athletic Team Coaches</u>
<del>4319.25</del> <a href="#">4227</a>	<del>Political Activities Of Employees</del> <u>Temporary Athletic Team Coaches</u>
<a href="#">4236</a> <del>4319.25</del>	<del>Political Activities Of Employees</del> <u>Nonschool Employment</u>
<a href="#">4241.6</a> <del>4336</del>	<del>Nonschool Employment</del> <u>Concerted Action/Work Stoppage</u>
<a href="#">4241.6</a> <del>4354</del>	<del>Health And Welfare Benefits</del> <u>Concerted Action/Work Stoppage</u>
<a href="#">4254</a> <del>4354</del>	<del>Health And Welfare Benefits</del> <u>Health And Welfare Benefits</u>
<a href="#">4254</a> <del>4357</del>	<del>Employee Safety</del> <u>Health And Welfare Benefits</u>
<a href="#">4257</a> <del>4357</del>	<del>Employee Safety</del> <u>Employee Safety</u>
<a href="#">4257</a> <del>4358</del>	<del>Employee Security</del> <u>Employee Safety</u>
<a href="#">4258</a> <del>4358</del>	<del>Employee Security</del> <u>Employee Security</u>
<a href="#">4258</a> <del>4359</del>	<del>Employee Assistance Programs</del> <u>Employee Security</u>
<a href="#">4259</a> <del>4361.11</del>	<del>Industrial Accident/Illness Leave</del> <u>Employee Assistance Programs</u>
<a href="#">4261</a> <del>5145.3</del>	<del>Nondiscrimination/Harassment</del> <u>Leaves</u>
<del>5145.3</del> <a href="#">4261</a>	<del>Nondiscrimination/Harassment</del> <u>Leaves</u>
<del>5145.7</del> <a href="#">4261.11</a>	<del>Sexual Harassment</del> <u>Industrial Accident/Illness Leave</u>
<a href="#">4312.42</a> <del>5145.7</del>	<del>Sexual Harassment</del> <u>Drug And Alcohol Testing For School Bus Drivers</u>
<del>5145.9</del> <a href="#">4312.42</a>	<del>Hate Motivated Behavior</del> <u>Drug And Alcohol Testing For School Bus Drivers</u>
<a href="#">4312.5</a> <del>6145.2</del>	<del>Athletic Competition</del> <u>Criminal Record Check</u>

<u>6145.24312.5</u>	<u><del>Athletic Competition</del>Criminal Record Check</u>
<u>6162.544312.6</u>	<u>Test Integrity/Test PreparationPersonnel Files</u>
<u>90004313.5</u>	<u>Role Of The BoardWorking Remotely</u>
<u>4319.1</u>	<u>Civil And Legal Rights</u>
<u>4319.12</u>	<u>Title IX Sexual Harassment Complaint Procedures</u>
<u>4319.12</u>	<u>Title IX Sexual Harassment Complaint Procedures</u>
<u>4319.21</u>	<u>Professional Standards</u>
<u>4319.21</u>	<u>Professional Standards</u>
<u>4319.22</u>	<u>Dress And Grooming</u>
<u>4319.23</u>	<u>Unauthorized Release Of Confidential/Privileged Information</u>
<u>4319.24</u>	<u>Maintaining Appropriate Adult-Student Interactions</u>
<u>4319.25</u>	<u>Political Activities Of Employees</u>
<u>4319.25</u>	<u>Political Activities Of Employees</u>
<u>4327</u>	<u>Temporary Athletic Team Coaches</u>
<u>4327</u>	<u>Temporary Athletic Team Coaches</u>
<u>4336</u>	<u>Nonschool Employment</u>
<u>4354</u>	<u>Health And Welfare Benefits</u>
<u>4354</u>	<u>Health And Welfare Benefits</u>
<u>4357</u>	<u>Employee Safety</u>
<u>4357</u>	<u>Employee Safety</u>
<u>4358</u>	<u>Employee Security</u>
<u>4358</u>	<u>Employee Security</u>
<u>4359</u>	<u>Employee Assistance Programs</u>
<u>4361</u>	<u>Leaves</u>
<u>4361</u>	<u>Leaves</u>
<u>4361.11</u>	<u>Industrial Accident/Illness Leave</u>
<u>5145.3</u>	<u>Nondiscrimination/Harassment</u>
<u>5145.3</u>	<u>Nondiscrimination/Harassment</u>
<u>5145.7</u>	<u>Sexual Harassment</u>
<u>5145.7</u>	<u>Sexual Harassment</u>
<u>5145.71</u>	<u>Title IX Sexual Harassment Complaint Procedures</u>

<u>5145.71</u>	<u>Title IX Sexual Harassment Complaint Procedures</u>
<u>5145.9</u>	<u>Hate-Motivated Behavior</u>
<u>6145.2</u>	<u>Athletic Competition</u>
<u>6145.2</u>	<u>Athletic Competition</u>
<u>6162.54</u>	<u>Test Integrity/Test Preparation</u>
<u>9000</u>	<u>Role Of The Board</u>
<u>9321</u>	<u>Closed Session</u>
<u>9321</u>	<u>Closed Session</u>
<u>9321</u>	<u>Closed Session</u>

## **OSD BOARD AGENDA ITEM**

**Name of Contributor:** Dr. Anabolena DeGenna

**Date of Meeting:** February 21, 2024

**Agenda Section:** Section G: Conclusion

### **Superintendent's Report (3 minutes)**

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A brief report will be presented concerning noteworthy activities of district staff, matters of general interest to the Board, and pertinent and timely state and federal legislation.

### **FISCAL IMPACT:**

N/A

### **RECOMMENDATION:**

A brief report will be presented concerning noteworthy activities of district staff, matters of general interest to the Board, and pertinent and timely state and federal legislation.

## **OSD BOARD AGENDA ITEM**

**Name of Contributor:** Dr. Anabolena DeGenna

**Date of Meeting:** February 21, 2024

**Agenda Section:** Section G: Conclusion

### **Trustees' Announcements (3 minutes each speaker)**

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The trustees' report is provided for the purpose of making announcements, providing conference and visitation summaries, coordinating meeting dates, identifying board representation on committees, and providing other information of general interest.

### **FISCAL IMPACT:**

N/A

### **RECOMMENDATION:**

N/A

## **OSD BOARD AGENDA ITEM**

**Name of Contributor:** Dr. Anabolena DeGenna

**Date of Meeting:** February 21, 2024

**Agenda Section:** Section G: Conclusion

### **ADJOURNMENT**

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Moved:

Seconded:

Vote:

### **ROLL CALL VOTE:**

Rodriguez \_\_\_\_, Gonzales \_\_\_\_, Madrigal Lopez \_\_\_\_, Robles-Solis \_\_\_\_

Anabolena DeGenna, Ed. D.

District Superintendent and Secretary to the Board of Trustees

This notice is posted in conformance with the provisions of Chapter 9 of the Government Code, in the front of the Educational Services Center; 1051 South A Street , Oxnard, California by 5:00 p.m. on Thursday, February 15, 2024.

### **FISCAL IMPACT:**

N/A

### **RECOMMENDATION:**

N/A