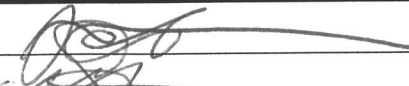
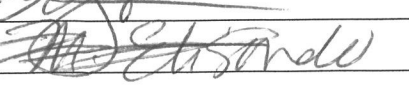
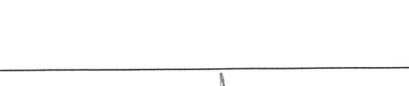


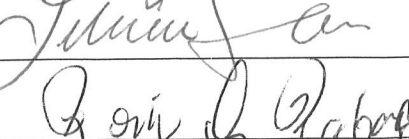


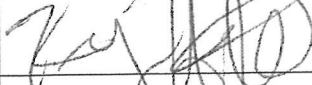

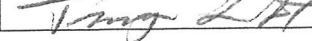
Comprehensive School Safety Plan SB 187 Compliance Document

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:

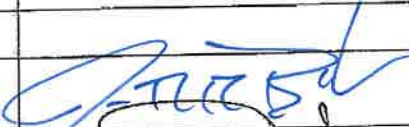

Name	Title	Signature	Date
Javier Tapia	Principal		
Michelle Styring	Assistant Principal		
Mary Elisondo	Assistant Principal		
JTSALL GW	Oxnard Police Department Representative		2/2/24
STEPHEN McNAUGHAN	Fire Department Representative		1/24/24
Miriam Cervantes	School Site Council Representative		
Liliana Soria	After School Program Coordinator		
Rosie Rabago	Classified Staff Representative		

Table of Contents

Senate Bill 187: Comprehensive School Safety Plan Purpose	5
Safety Plan Vision.....	6
Components of the Comprehensive School Safety Plan (EC 32281).....	7
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166).....	8
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100).....	9
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines.....	11
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	16
(E) Sexual Harassment Policies (EC 212.6 [b]).....	17
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	17
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2).....	19
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2).....	20
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5).....	27
(J) Hate Crime Reporting Procedures and Policies.....	30
Safety Plan Review, Evaluation and Amendment Procedures.....	31
Safety Plan Appendices.....	32
EMERGENCY CONTACT NUMBERS.....	32
Incident Command System (ICS).....	34
Incident Command Team Responsibilities.....	35
Emergency Response Guidelines.....	36
Step One: Identify the Type of Emergency.....	36
Step Two: Identify the Level of Emergency.....	36
Step Three: Determine the Immediate Response Action.....	36
Step Four: Communicate the Appropriate Response Action.....	36
Types of Emergencies & Specific Procedures.....	37
AIRCRAFT CRASH.....	37
ANIMAL DISTURBANCE.....	37
BIOLOGICAL OR CHEMICAL RELEASE.....	37
PESTICIDE EXPOSURE (Pesticide Drift).....	37

BOMB THREAT/ THREAT OF VIOLENCE37

BUS DISASTER.....38

DISORDERLY CONDUCT38

EARTHQUAKE38

EXPLOSION OR RISK OF EXPLOSION39

FIRE IN SURROUNDING AREA.....39

FIRE ON SCHOOL GROUNDS.....40

FLOODING40

LOSS OR FAILURE OF UTILITIES40

MOTOR VEHICLE CRASH.....40

PANDEMIC.....41

PSYCHOLOGICAL TRAUMA41

SUSPECTED CONTAMINATION OF FOOD OR WATER42

UNLAWFUL DEMONSTRATION OR WALKOUT42

Medical Emergencies45

Emergency Evacuation Map.....48

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 or in the James Driffill 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

Ventura County Department of Public Health @ www.vhca.org
Center for Disease Control and Prevention @ www.cdc.gov

Safety Plan Vision

At Driffill Elementary School, we believe all students deserve an education that incorporates a comprehensive curriculum, requiring critical thinking and the use of educational technology, where a safe environment, safety and climate are regularly addressed and reviewed. We believe students should be actively involved in a respectful, caring, safe and cohesive educational community.

Components of the Comprehensive School Safety Plan (EC 32281)

James Driffill Elementary School Safety Committee

Javier Tapia Principal
Mary Elisondo, Assistant Principal
Michelle Styring, Assistant Principal
Kim Soto, Primary Representative
Liliana Soria, After School Program Coordinator
Esteban Perez, Middle School Representative
Rosie Rabago, Classified Representative
Miriam Cervantes, School Site Council Representative
Tim Fox, Lead Custodian
Oxnard Police Department Representatives
Fire Department Representative- Emergency Services Manager

Assessment of School Safety

Members of the Safety Committee continuously conduct a series of campus security and safety inspections, specifically considering health and safety regulations outlined by the state of California and Ventura County Department of Public Health. The committee has considered safe entry and exits of students, staff, and visitors at all times of the day.

The Principal and Oxnard Police conducted a security inspection of the campus at the beginning of the year. The Principal and the Lead Custodian also conduct monthly safety checks and inspections. Minor changes (such as repairs) are made immediately. In contrast, when relevant, significant changes are recommended to the site leadership team for discussion and planning with stakeholders, including staff and parent groups. When a significant change is made, all stakeholders are informed of the change through verbal and/or written communication.

To ensure students engage in safe behavior, the school implements a Positive Behavioral Interventions and Supports (PBIS) system and a schoolwide protocol that communicates positive behavior expectations. Driffill and OSD provide necessary positive behavior management training for staff. Students are held to high behavior expectations, and teachers reinforce expected behaviors in their classrooms. A progressive discipline system is applied when expectations are not met following a positive behavior intervention protocol.

The safety committee regularly reviews all safety and security procedures, including health and wellness. The committee makes recommendations and enacts changes as necessary. Members of the Driffill safety committee review and discuss procedures to be followed by students and staff during emergencies, conduct an annual inventory of emergency equipment, and replace supplies as needed, including emergency buckets and emergency classroom backpacks. The Emergency Operation Plan and School Safety Plans are reviewed and discussed annually. During in-person learning, the Principal conducts schoolwide safety drills, including a schoolwide evacuation drill. The Oxnard Police Department is present for the whole school evacuation drill.

The committee also reviews school data, including office referrals, attendance rates, suspension and expulsion rates, and local law enforcement juvenile crime data. These findings are shared annually with stakeholders during staff and parent committee meetings. Property damage and other safety issues related to facilities are reported to the administration and are resolved by the lead custodian or through the OSD Facilities Department work order process.

The Risk Management Department from the District conducts a safety inspection of the campus and recommends necessary changes. Changes are implemented by either school personnel or district personnel.

The Oxnard Traffic Police are called periodically to observe the traffic patterns during arrival and dismissal to ensure drivers obey traffic laws and parking regulations.

Adults who are not employees of OSD are not allowed on campus at any time without checking in at the office and obtaining a visitor's badge. All visitors signing out a student must show a valid I.D. and be listed as an approved adult for student check-out.

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)

Driffill Admin will meet with individual teachers who have any potential 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])

Every staff member at Drifill is mandated to complete a course on Sexual Harassment and the District/State 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)

Gang-related apparel is defined as apparel that could reasonably be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. Clothing should not be of extreme size, should not sag, and must fit the student appropriately. Gang affiliation with sports teams and colors is also inappropriate for school.

California Education Code Title V, Section 302: A pupil who goes to school without proper attention to personal cleanliness or neatness of dress may be sent home to be adequately prepared for school or be required to prepare themselves for the schoolroom before entering.

The dress code policy aims to ensure a safe and secure environment where students can benefit from a quality education. Students may not wear clothing or hairstyles that will disrupt the educational process.

All students at Drifill will be held to the school dress code policy. Students who violate the dress code policy will be requested to resolve the issue by changing into appropriate clothing. During in-person learning, students can call parents or guardians to bring proper clothing, change, and adhere to the school's dress code policy. The teacher or a school administrator will notify the student's parent/guardian.

The school dress codes are regularly reviewed by the School Site Council and the School Safety Committee, following the board of education policies.

1. Shoes must be worn at all times. Sandals must have heel straps. Flip Flops or backless shoes are not acceptable.
2. Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions, and likeness, or 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 fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriff, and skirts or shorts shorter than mid-thigh are prohibited.
5. Gym shorts should not be worn in classes other than physical education.
6. Shorts that stop between mid-calf and knees worn with long socks are considered gang attire and may not be worn.
7. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
8. Students may not wear clothing or hairstyles that will disrupt the educational process.
9. Piercings and jewelry must allow full participation in all school events, prioritizing student safety.

The exception to the 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)

The safety Committee continuously assesses the school's needs regarding students' and staff's safe ingress and egress. When working collaboratively with all stakeholders, parent concerns and ideas are considered when making changes to improve student/campus safety.

Students enter and exit campus through grade-level-specific gates/doors. All visitors are asked to sign in at the office before entering the school campus.

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.

The Principal will send a phone message to all parents to update and explain any changes for ingress and egress for the week through ParentSquare. CANVAS is also used to inform staff, parents, and students.

CLOSED CAMPUS

Driffill TK-8 is a closed campus, and parents who do not have school business are not allowed on the campus at the beginning of the school day and must comply with specific procedures for dismissal. Staff continuously monitor the safety of all students upon arrival and dismissal from school, including at the bus stops and throughout the school day.

All parents, guardians, and visitors with school business must enter through the main office on 9th and E Streets. All are required to sign in, obtain a visitor's badge, and check in and out while on campus during school hours. Persons signing a student out for the day must be an adult, 18 years or older, show a valid picture I.D., and be listed on the student's emergency card.

SCHOOL HOURS

The regular student day is from 8:10 a.m. to 2:44 pm. Kindergarten hours are from 8:15 - 2:35, Grades 1-5 8:15-2:35, and Grades 6-8 8:10 - 2:44. Wednesdays are Banking days for Driffill; students have early. Hours are from 8:15-12:30 for TK-Kindergarten, 8:15-1:30 for First- Fifth Grades, and 8:10-1:44 pm for Grades 6-8th.

For minimum days, Middle School (6-8th) will dismiss at 11:58, and Primary Students (TK-5th) will dismiss at noon.

School hours and schedules are subject to change in an emergency. Parents are notified of changes via ParentSquare and student Learning Management Systems such as CANVAS.

Parents dropping students off at school in the morning are notified that supervision IS NOT available before 7:45 am. School office hours are 7:30 a.m. to 4:00 p.m.

Crossing guards are at the intersections of Ninth Street, E Street, Wooley Ave., and E Street in the morning and afternoon hours.

Once arriving at school, students are to immediately enter the campus at the designated entry gates and move to their line-up area. Under no circumstances are students to leave the campus to pick up friends, go to locations other than the school campus, or loiter outside campus gates. Gates are locked after the bell and are not opened again until dismissal. Preschool and Kindergarten entrances and exits follow specific, scheduled times for ingress and egress.

Students not participating in after-school activities are to leave campus immediately by leaving with their parents, walking, or riding a bus. Loitering is prohibited. Students whose parents fail to pick them up after school are walked to the office and parents are called. Parents are then requested to sign students out.

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 8:10 a.m. (6-8th) or after 8:15 (TK-5th.)), he/she must report to the office for a late slip and then go quickly to class.

- A student is considered truant tardy at 8:40 a.m. *A Truant Tardy is when students arrive at school 30 minutes late. When a student is determined to have excessive truant tardies, he /she may be assigned office detention, A parent/student conference with school officials will be held to sign an attendance contract to foster improved attendance.
- An “excused tardy” will be assigned when parents have called the school with a valid excuse, such as a doctor or dentist’s appointment. Please bring copies of doctor/dental notes.
- Oversleeping, missing the bus, etc., are not valid reasons for an “excused tardy.”
- If a student is habitually late or absent from school, various measures may be taken, including an alternate placement and referral to SARB (School Attendance Review Board).

TRUANCY POLICY

Being truant means the student is in a location where neither his/her parent nor teacher has given him/her permission to be. Truancy violates the California Education Code and includes consequences ranging from requiring parents to attend parenting classes to fines levied on parents.

The following are considered truanancies:

- Being absent from school without a valid reason and parental permission.
- Leaving 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 taken, including an alternate placement and referral to SARB (School Attendance Review Board).

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

Component:

Positive School Climate:

At Driffill School we have high expectations for all students, parents, and staff. Classrooms, playground, and all school activities follow positive behavior standards and rules with appropriate social expectations. Driffill School implements and supports a Positive Behavior Intervention System (PBIS).

Element:

School-Wide Positive Behavior Systems:

This year, Driffill is dedicated to revamping our Positive Behavior Supports throughout the campus to support positive student behaviors in and out of the classroom. Driffill aims to provide a positive learning environment for students that fosters a respectful, responsible place for all.

Our PBIS team meets regularly to review campus/classroom needs related to student behaviors.

Driffill's school rules and expectations are shared with students through student/parent handbooks, expectation assemblies, and student meetings with teachers and administrators. Parents are provided with the same school rules via parent meetings, school bulletins, and Back to School Night and via ParentSquare.

Driffill expectations and rules are posted in the classrooms and throughout the school. Our Guidelines for Success are stated in the daily morning announcements and reviewed with students during discipline meetings.

Throughout the playground, student activities list the CHAMPS expectations for that designated section to help students understand the expectations for that center activity and how to resolve conflicts in a positive manner.

Opportunity for Improvement:

Meet regularly to review safety and behavioral concerns, to develop procedures to support positive behavior and to provide appropriate training. Information is provided to parents, students, and staff.

Objectives	Action Steps	Resources	Lead Person	Evaluation
1) Continue implementation of schoolwide implementation of PBIS systems	Assemblies (virtual or in 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 agendas 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

Objectives	Action Steps	Resources	Lead Person	Evaluation
4) Ongoing Staff training and implementation of PBIS evidence-based classroom practices	Provide training at certificated and classified staff meetings Identify monthly "focus practice" as a staff Admin provide focus practice-specific feedback from observations Admin conduct classroom observations	PBIS evidence-based practice documents Feedback form	Principal, Assistant Principal, PBIS Team	Staff Meeting Agendas Observation Feedback Forms and Data
5) Improve School culture/climate	Survey student needs Provide students with appropriate supports in response to Panorama Surveys. Conduct observations in the areas students have desired a need. Identify and outreach students based on student survey. Provide workshops for students, staff, parents based on survey findings.	ORC School Counselors SEL Lessons Check-in/Check out systems	School Counselors Site Administration PBIS Team ORC	Data collection Panorama Surveys conducted through out the year. Student surveys Teacher/Staff Surveys Observations

Component:

School's Safe Physical Environment:

Element:

Safe and Healthy School Environment

Opportunity for Improvement:

Reintroducing PBIS Playground Procedures

PBIS team training on Safe and Civil Schools

Reinforcing PBIS across the school

We are training new campus assistants on CHAMPS and re-establishing playgroup rules with campus assistants.

Objectives	Action Steps	Resources	Lead Person	Evaluation
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 / ConnectEd 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 were 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>

Objectives	Action Steps	Resources	Lead Person	Evaluation
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 Lockdowns 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 checks through campus walk-throughs Safety-checklists and documentation.

Component:

Disaster Preparedness:

At Drifill School we have developed a complete Disaster Preparedness Plan. We have reviewed it with our staff and at different parent meetings: ELAC, Café Con Padres, Faculty Leadership meetings and School Site Council. Our goal is to make sure that students and staff are safe at all times and that there is a plan in place when any unfortunate situation may occur.

Element:

School Safety:

We have developed our plan as a team and have reviewed all the components. Safety materials and bags are continuously replenished. All staff know their position and are trained in their roles in case of a disaster/emergency.

Opportunity for Improvement:

Site based response (see examples below):

Provide regular updates and review at meetings.

Continue to receive, relate, and address all community concerns.

Train all personnel as needed.

Purchase materials as needed to replenish supplies after use.

Objectives	Action Steps	Resources	Lead Person	Evaluation
1) Review and update safety plan and emergency maps yearly.	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 to review and get input for 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's 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 all 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

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

James Driffill Elementary School Student Conduct Code



PURPOSE

The Driffill community strives to be Rams who are Respectful, Responsible, and Remain in the Growth Mindset (3 R's). We have developed our school rules and procedures in accordance with California Education Code 35291.5 and Driffill's Guidelines for Success (3 R's). This document represents the collaborative efforts of teachers, parents, school staff, and the administration. These rules and procedures enhance the instructional climate and personal health and safety of all individuals on our school site. The school uses a proactive, restorative, and positive approach to managing student behavior (PBIS/CHAMPS/Restorative Justice) with clear expectations and structures in classrooms and common areas.

Our Site Goals:

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

- Caring Honest
- Responsible Well, mannered, and courteous
- Respectful Knowledge of right and wrong
- Fair Positive
- Compassionate Self-disciplined

while remaining in the Growth Mindset

BELIEFS

We believe our rules and procedures will:

- Provide a starting point for behavior and conduct expected.
- Provide a framework of common expectations, rewards, and consequences for consistent and fair discipline.
- Promote overall school safety and security for each student.

- Demonstrate our agreement and commitment to developing self-disciplined and responsible youth.
- Facilitate two-way communication opportunities between families and school, ensuring a high-quality instructional climate.
- Promote knowledge and teach expectations, helping students to become self-respecting, contributing, successful, and college-ready.

PHILOSOPHY

A student's education depends on a "team" effort involving the student, families, and school personnel. Each team member has specific responsibilities that must be met if the educational experience is to have the greatest positive results. Students, families, 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 an environment that fosters a 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 your child is appropriately prepared for school (charged iPad, dress, nutrition, and sleep).
- Work in partnership with the school to develop responsible student 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 support 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 regularly 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 an enthusiasm for learning through interesting and relevant experiences 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 to assist staff in increasing student control and discipline competencies.
- Provide leadership that establishes, encourages, and promotes 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 learning, including using social media on and off campus. Additionally, rewards for positive behavior are implemented to encourage all students to maintain appropriate 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 when they violate a school or classroom standard. 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 that 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 from a school-sponsored activity.
- While participating in Distance Learning activities and classes.

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 that 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, students may be counseled by their teacher, aide, or principal for a first and second infraction. Parents may be notified in writing and/or by telephone 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:

- Classroom teachers review Basic rules with students at the beginning of each year.
- In written form, basic school rules are sent home yearly for parental review.
- Students will be held responsible for their conduct.
- Parents will be responsible for providing and supporting an environment conducive to their child(ren)'s success.
- Teachers will cooperate with other staff in enforcing school rules and helping students understand the benefits of choosing a behavior that shows respect for others 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

Driffill staff, the PBIS Team, the School Site Council, and the site principal will review the school rules and discipline program. 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 community members are encouraged to maintain an ongoing dialogue about personal conduct and school safety standards.

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

Oxnard School District Board Policy 5145.9- Hate-Motivated Behavior

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 Driffill School, the administrative team reviews the School Safety Plan and recommends edits and/or additions to stakeholders during meetings. Initial recommendations and edits are reviewed with the Leadership Team, ELAC, PBIS, Café Con Padres, Staff, School Site Council, and the School Safety Committee during the fall semester. Data are then reviewed on a monthly basis to identify and address the needs of the school as related to the Safety Plan and any further changes and recommendations are reviewed with the entire staff, parents, and community stakeholders at meetings held throughout the school year. The Safety Plan is reviewed and revised during the first semester of the school year and is approved by the Safety Committee and the School Site Council before it is submitted to the OSD board for approval in February.