

Upper Lake Unified School District
Upper Lake High School

COMPREHENSIVE SAFE SCHOOL PLAN

2019 – 2020 School Year

675 Clover Valley Rd,
Upper Lake, CA 95485

PHONE: (707) 275-2655 FAX: (707) 275-9750

www.ulusd.org

School Site Council:

Principal (Annie Petrie)
Teacher (Paul Holt, Radie Krueger, Anna Sabalone)
Law Enforcement/SRO (Pat Craugh)
Classified Staff (Dani Paige Pena)
Parent or Community or Tribal Member (Melanie Sneathen, Angel Huntley, Susanne Feeley)
Students (Benat Love, Noah De Los Santos, Michael Dore)

Site Council/Safety Committee Meeting Date: September 24, 2019

Board Approval Date: _____

Intro Page

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

The Upper Lake Unified School District desires to provide an orderly, caring and nondiscriminatory learning environment in which all students can feel comfortable and take pride in their school and their achievements.

The Upper Lake Unified School District encourages staff to teach students the meaning of equality, human dignity, and mutual respect, and to employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds. ULUSD shall provide instruction designed to promote positive racial and ethnic identity, help students understand diverse cultures, teach them to think critically about racial bias and show them how to deal with discriminatory behavior in appropriate ways.

The school/program sites shall promote nonviolent conflict resolution techniques in order to encourage attitudes and behaviors that foster harmonious relations. As part of this effort, students shall be taught the skills necessary to reduce violence, including communication skills, anger management, bias reduction and mediation skills. Staff shall receive training that implements and supports conflict resolution techniques, and training in conflict resolution techniques shall be available to parents/guardians and volunteers.

Students shall have opportunities to voice their concerns about school policies and practices and to share responsibility for solving problems that affect their school/program site. The Upper Lake Unified School District or designee may initiate student courts, campus beautification projects, buddy systems, vandalism prevention campaigns and other similar programs. Staff shall encourage and reward success and achievement, participation in community projects and positive student conduct.

School Profile

Upper Lake High School is a comprehensive high school established in 1916. ULHS serves students from the communities of Nice, Lucerne, Blue Lakes, Glenhaven, and Upper Lake, located in the northern part of Lake County and have an estimated combined population of 8,800 people.

Upper Lake high serves 305 students in grades 9-12.

This section of the Comprehensive School Safety Plan will describe programs in place at our school as well as strategies and programs of our school site council for continued improvement in providing a safe, orderly school environment conducive to learning

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School: Upper Lake High School

Information Updated on: 9/16/2019 By: Annie Petrie

Phone: (707) 275-2338 Emergency Phone: (707) _____

Principal: Annie Petrie

Address: 675 Clover Valley Rd. Upper Lake, CA 95485

No. of Students: 305 Fax: _____

No. of Teachers: 17 Email: apetrie@ulusd.org

No. of Staff: 17 Web Site: www.ulusd.org

No. of Classrooms: 20

EMERGENCY RESPONSE TEAM (ERT) MEMBERS

Chart of Responsibilities

ERT POSITION	NAME	RESPONSIBILITIES
Incident Commander	Annie Petrie	Meets and Coordinates with outside agencies; interfaces with the District Office
ERT Leader	Officer Pat Craugh	Direct Emergency Response Team, assist I.C. rumor control; communications
Facilities & Safety	Rick Driskell	Gas, electrical, water shut-off; building safety and inspection; inform and direct emergency vehicles
Search & Rescue	Kyle Moore	Search & rescue for trapped; missing, or injured individuals.
Accountability	Dani Paige	Maintains Student Emergency Cards and check out box; maintains list of missing and extra students/adults; oversee orderly checkout post; crowd control
Medical Aid/Triage Room #	Erica Boomer and Chris Decker	Maintain portable First Aid kit. Set up first aid area; triage/treat as necessary; keep list of injured and those transported to medical facility.
Check out Post Front of Office	Jennie Boyle	Maintain Student Emergency Cards; daily sign out sheets; verify student release and maintain Emergency Sign Out Log.
Student Safe Room #	Angel Hayenga	Set up and maintain Student Safe Room; provide risk screening; facilitate student activities
Staff Safe Room – Teachers’ Lunch Room	All Staff	Maintain Staff Safe Room – observe staff
Parent Liaison-Library	Gary Madison	Meet and direct parents; provide information; crowd control
Public Information Officers	Becky Toback	Coordinate with I.C. to release incident information to media in a timely manner

2. School Site Data

All data in this section was taken from the California Department of Education Data Reporting Office or Aeries Student DataBase.

2.1 Office Referrals

Total Violations for SY 2018/2019 according to Aeries.

Code #	Name	Total
*1	Caused, Attempted, or	16
*2	Willfully used force or	0
*B	Possess/sold/furn.firea	4
*C	Possess/used/sold/furn/	0
*F	Caused/attempted dam	2
*G	Stolen/attempted	0
*I	Committed obscene	1
*K	Disrupted school	0
*R	Bullying inc. cyber toward pupil or staff	0
*V	Suspension when other means fail	0
*X	Committed Sexual Harassment	1
05	Bullying other students	0
06	Bus citation	38
07	Dangerous Behavior	0
11	Instigating conflict	0
14	Lying to Staff	0
15	No-Show for Detention	1
18	Play-fighting (no injuries)	0
19	Profanity	0
26	Disruptive/Defiant Behavior (non-suspend)	36
27	Cell Phone – Inappropriate use of	0
76	Other	0
77	Stealing	0
D	Truancy 1	0
E	Truancy 2	0
F	Truancy 3	0
<u>H</u>	<u>Cutting Class/Left Campus</u>	<u>0</u>
Total		99

2.2 Attendance

The table below is a breakdown of the 2018/2019 SY attendance. The school had an overall (XX.X)% attendance rate.

Grade	Students	Days Enrolled	Days Present	Excused Absence	Unexcused Absence	Excused Tardy	Unexcused Tardy
9	66	11935	10726	392	817	0	1
10	70	13036	11647	648	741	0	1
11	62	11476	10030	541	905	0	22
12	58	11950	10743	431	776	0	1
Schol Total	256	48397	43146	2012	3239	0	25

2.3 Suspendable Violations Code ; School Year 2018/2019 according to (SIS)

Violation Code	Violation Description	Number suspended
*1	Caused, Attempted, or Threatened Physical Injury	16
*2	Willfully used force or violence upon another	0
*B	Possess/Sold/Furn. Firearm/Knife/Explosive/Dang. Obj.	4
*F	Caused or attempted damage to school property	2
*G	Stolen/attempted school/private property	0
*I	Committed obscene act/habitual profanity/vulgarity	1
*K	Disrupted school activities/Defiance	0
*R	Bullying inc. cyber toward pupil or school personnel	0
*V	Suspension when all other means fail	0
*X	Committed sexual harassment	1

2.4 Suspensions and Expulsions

This table displays the rate of suspensions and expulsions (total number of incidents divided by the total enrollment) at the school and district levels for the most recent three-year period as obtained on the CDE data reporting office.

	School			District		
	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Suspension	N/A	N/A	N/A	N/A	11%	10%
Expulsions	N/A	N/A	N/A	N/A	.02%	0%

2.5 CA Healthy Kids Survey Data

Discuss Your Site specific data finding here and related directly to 2.1.5 School Improvement Plan.

VAPING RESULTS

	Year	2017-18	2018-19	2017-18	2018-19
<i>District</i>					
	Grade	9th	9th	11th	11th
Upper Lake					
Ever Used electronic cigarette		20%	*	44%	*
Current use of e-cigarettes		7%	*	28%	*
Use of e-cigs at school		2%	*	12%	*

Ongoing and frequent reminders and education. Resources for parents and visibility in classrooms and on campus.

Sense of security

Feeling safe at school: 20% of 11th graders strongly agree to feeling safe at school while 4% strongly disagree.

Binge Drinking: 44% of our 11th graders stated that they have never had alcohol. 42% of our 11th graders stated they have had it 4 or more times. 27% of 11th graders reported to have had 5 or more drinks in a row.

Tobacco usage: 44% of 11th graders stated they have never used marijuana before but 40% said they have had it 4 or more times. 62% of 11th graders reported to have never used a vape device before. while the other 34% said they used one 4 or more times. heavy drug use is at 30% for 11th graders.

Levels of depression: 43% of 11th Graders reported chronic sad or hopeless feelings. 24% reported seriously considered attempting suicide 76% reported not having thoughts or feelings connected to suicide.

School connectedness: from the 11th graders 28% of males strongly agree and 8% of females from the 11th grade strongly agree.

2.6 School Improvement Plan

CHKS data indicates 44% of 9th graders and 43% of 11th graders reported experiencing chronic sadness/hopelessness within the last year. Staff realizes that academic achievement greatly suffers among students that experience mental health issues. Staff continues to realize the role that positive interactions between adults and students on campus can have on students' success.

Work on implementing Positive Behavior Intervention Supports (PBIS) model school wide for positive interventions that are staff driven. PBIS address positive behavior intervention supports to provide positive learning experiences and expectations to students rather than suspension.

The implementation of PBIS and Restorative Practices at SCHOOL will be a focus and strategic process. We plan to continue solidifying our PBIS tiers and Restorative Practices with additional training for all staff.

2.7 Local Law Enforcement Juvenile Crime Data

The School Safety Planning Committee shall make an assessment of the current status of school crime committed on campus and at school-related functions and of appropriate strategies and programs that will provide or maintain a high level of school safety. (Ed. Code 35924.2)

2.8 Property Damage Data

Security cameras have reduced the number of property damage incidents.

2.9 Other: Threat Assessment

ULUSD is committed to ensuring the safety of all staff, students and community members. To help meet this end we use a team of responders which could include administrators, psychologists, counselors, school resource officers, social workers, nurses, teachers and other support personnel.

- In cases where determined to be appropriate, teams shall follow established procedures for referrals to community services boards or health care providers for evaluation or treatment.
- Regardless of threat assessment activities, disciplinary action and referral to law enforcement are to occur as required by school board policy and the Code of California.
- Upon a preliminary determination that a **student** poses a threat of violence or physical harm to self or others, the threat assessment team shall immediately report its determination to the superintendent or designee. The superintendent or designee shall immediately attempt to notify the student's parent or legal guardian.
 - Nothing in this policy shall preclude school committee/team personnel from acting immediately to address an imminent threat.
 - Nothing in this policy shall preclude the threat assessment team from notifying the superintendent (or designee) of any individual (other than a student) who poses a threat of violence or physical harm to self or others.
- Upon a preliminary determination (by the threat assessment team) that an individual poses: 1) a threat of violence to self or others or, 2) exhibits significantly disruptive behavior or, 3) need for assistance, members of the threat assessment team may request & obtain criminal history record information and health records.

- No member of a threat assessment team shall re-disclose any criminal history record information or health information obtained pursuant to this section or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team.
- The threat assessment team may **not** maintain the criminal history record printed from the system access terminal, nor may they make copies of it.
- Criminal history information may **not** be placed in a student's educational file.

Reference Appendix for Threat Assessment Form on page ?

Related Links

- [California Healthy Kids Survey Reports](#), California Department of Education.
- [Health Framework for California Public Schools \(2003\)](#) (PDF; 2MB; 264pp.), California Department of Education.
- [Safe Schools](#), California Department of Education.

3. Strategies and Programs

1. Law enforcement presence – School Resource Office on campus
2. School administration who provide school safety support – Principal
3. Attendance policies - Accurate daily attendance recording and monitoring. Automated calls and emails go home each night. Truancy process in place.
4. Campus supervisors – One campus supervisor/support
5. Communication tools – Radios, cell phones, intercom, email, Remind 101 (staff)
6. Visitor policy - Visitors must check in at the front office

3.1 Child Abuse Reporting Procedures

Child abuse and neglect must be reported to a child protective agency immediately as required by the California Penal Code, Chapter 916, and Sections 11164-11174.3. Agencies authorized to accept mandated reports are police, sheriff, and Child Protective Services (CPS). Mandated reporters include healthcare practitioners, childcare custodian, school employees and employees of a child protective agency. This includes EMTs and paramedics.

Neglect is defined as the negligent failure of a parent or caretaker to provide adequate food, clothing, shelter, medical/dental care, or supervision. Physical abuse is defined as a physical injury, including death, to a child which appears to have been inflicted by other than accidental means.

Sexual abuse is defined as sexual assault on, or the exploitation of a minor. Sexual assaults include rape, rape in concert (aiding or abetting or acting in concert with any person in the commission of a rape), incest, sodomy, oral copulation, penetration of genital or anal opening by a foreign object, and child molestation. It also includes lewd or lascivious conduct with a child under the age of fourteen years, which may apply to any lewd touching if done with the intention of arousing or gratifying the sexual desire of either the person involved or the child. Sexual exploitation includes conduct or activities related to pornography depicting minors, and promoting prostitution by minors.

A child is any person under the age of eighteen.

The purpose of reporting suspected child abuse/neglect is to protect the child, prevent further abuse of the child and other children in the home, and begin treatment of the entire family. The inflection of injury, rather than the degree of that injury, is the determination for intervention by the CPS and law enforcement.

When a mandated reporter has knowledge of or has observed child abuse or neglect, that individual is required to report to the local law enforcement and/or to the CPS immediately or as soon as practically possible by telephone and shall complete the suspected child abuse report form within 36 hours. Those persons legally required to report suspected child abuse have immunity from criminal or civil liability for reporting as required. Reporting forms are available in the main office or from any administrator or EPS.

You may contact the local police or sheriff's department, or child protective services. The phone numbers are:

- Child Protective Services (707) 262-0235
- Sheriff's Department (707) 263-2331
- Lakeport Police Department (707) 263-5491
- Clearlake Police Department (707) 994-8251

Retain the yellow copy of the suspected Child Abuse Report Form SS8572 for your records and submit top three copies (white, blue and green) to the CPS agency.

Further details are outlined in the Upper Lake Unified School District Board Policy 5141.4

3.2 Disaster Procedures, Routine and Emergency, Including Students with Disabilities

In order to save lives and protect property, all District staff and students must be prepared to respond quickly and responsibly to emergencies, disasters and events, which threaten to result in a disaster. Appropriate drills and trainings will occur throughout the school year.

The Superintendent/Principal or designee has developed and maintained a multi-hazard emergency preparedness plan, which details provisions for handling all foreseeable emergencies and disasters. The plan includes working plans and procedures specific to the school and its students, and is reviewed/updated annually. This plan also contains available district and outside agency resources, emergency disaster procedures and information on Standardized Emergency Management System (SEMS). The manual is located in the school/district office. A contingency plan for emergencies is contained on a clipboard available to each staff member.

Pupils with disabilities: IDEA requires that planning for the educational success of these students is done on an individual, case-by case basis through the development of an Individual Education Program (IEP). The IEP is written statement developed for each child with a disability that outlines measurable annual goals for each child's academic achievement and functional performance and specifies accommodations and modifications to be provided for the student. Students with special needs who are self-sufficient under normal circumstances may have to rely on others in an emergency. They may require additional assistance during and after an incident in functional areas, including, but not limited to: communication, transportation, supervision, medical care, and reestablishing independence. While not explicitly stated, a component of the IEP for related services must consider the particular needs of the child to ensure his or her safety during an emergency that includes evacuation from a classroom and building.

3.2.1 Fire Drill/Evacuations

No fire alarm will be ignored. Fire alarms have been used to force an evacuation with the intent of harming the evacuees. While no fire alarm will ever be ignored, when no evidence of a fire is present, implement Secondary Attached Countermeasures. If you know the alarm to be false, you may cancel the evacuation order, however, 9-1-1 MUST be notified.

Fire/Fire Alarm:

- Call 9-1-1 and SRO.
- Notify Incident Management Team and place them on stand-by.
- Team members should forward information immediately regarding unusable/unsafe exits.
- Select rally point and request police presence there.
- Announce the need to evacuate, if necessary, and list areas to avoid.
- Establish Exterior Command Post.
- Ensure Liaison Officer is available to assist emergency response personnel as necessary.
 - Provide keys to the facility

- Provide floor plans
- Provide utility shutoff information
- Student roster
- Notify Public Information Office.
- Arrange for transportation to shelter areas if necessary.
- Prevent people and students from gathering near parked cars and emergency vehicles.
- Make arrangements for family reunification.
- Announce “all clear” when directed by emergency response personnel.

Fire Extinguisher Instructions:

P – Pull safety pin from the handle;

A – Aim at the base of the fire;

S – Squeeze the trigger handle;

S – Sweep from side to side.

If your clothes (or someone else’s) catch fire, STOP, DROP AND ROLL!

- Principal will be accountable for teachers and school district staff. Teachers will be accountable for students.
- Notify Superintendent/Assistant Superintendent of incident.

The principal/program administrator shall hold fire drills at least once a month at the elementary level, four times every school/program site year at the intermediate level, and not less than twice every school/program site year at the secondary level. (Education Code 32001)

3.2.2 Lock Down/Active Shooter/Intruder/Attack

When deemed necessary by school administrators or law enforcement officials, the school will be placed in a “lockdown” status. An announcement will be made via our phone intercom system, “Attention students and staff, please go to immediate lockdown status.” While in lockdown, classroom doors are to remain closed and locked and window coverings are to be closed. Take cover inside room by laying flat on the floor, hiding behind desks or any furniture, and staying away from all windows. Students in the room are to remain inside. All staff are to assist students outside enter a secure, indoors area. Teachers must take roll when a lockdown is called and any student not assigned to that class must be added to the roll list. All bells and “Fire Alarms” will be ignored including the end of the day bell. **Do not open the door for any reason or for any person.** Students that are outside when a shooting starts, should **RUN** as fast and as far from the shooter as possible. Everyone is to remain in lockdown status until the site administrator or law enforcement official announces an all clear. Once the immediate danger has passed, and at the direction of law enforcement, the site will be evacuated or regular school activities will resume.

3.2.3 Earthquake

Earthquake emergency procedures shall be established in every school/program site building having an occupant capacity of 50 or more students, or more than one classroom, and shall be incorporated into the comprehensive school/program site safety plan. (Education Code 32282)

Earthquake emergency procedures shall be aligned with the Standardized Emergency Management System and the National Incident Management System. (Government Code 8607; 19 CCR 2400-2450)

Earthquake emergency procedures shall include, but not be limited to, all of the following: (Education Code 32282)

1. A school/program site building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff 38
2. A drop procedure whereby each student and staff member takes cover under a table or desk, dropping to his/her knees, with the head protected by the arms and the back to the windows
3. Drop procedures shall be practiced at least once each school/program site quarter in elementary school/program sites and at least once each semester in secondary school/program sites.
4. Protective measures to be taken before, during, and following an earthquake
5. A program to ensure that students and staff are aware of and properly trained in the earthquake emergency procedure system

The Upper Lake Unified School Superintendent or designee may work with the California Office of Emergency Services and the Seismic Safety Commission to develop and establish the earthquake emergency procedures. (Education Code 32282)

Earthquake emergency procedures shall outline the roles and responsibilities of students and staff during and after an earthquake.

Staff and students shall be informed of the dangers to expect in an earthquake and procedures to be followed. Students shall be instructed to remain silent and follow the directions given by staff in such an emergency. Staff and students also shall be taught safety precautions to take if they are in the open or on the way to or from school/program site when an earthquake occurs.

Earthquake emergency procedures shall designate outside areas and alternative areas, which may include areas off campus if necessary, in which students will assemble following evacuation. In designating such areas, the Superintendent or designee shall consider potential post-earthquake hazards outside school/program site buildings including, but not limited to, power lines, trees, covered walkways, chain link fences that may be an electric shock hazard, and areas near buildings that may have debris.

Earthquake emergency procedures shall designate evacuation routes and alternative routes that avoid areas with potential hazards to the extent possible. The needs of students with disabilities shall be considered when planning evacuation routes.

The Superintendent or designee shall identify potential earthquake hazards in classrooms and other facilities. Potential hazards may include, but are not limited to, areas where the main gas supply or electric current enters the building, suspended ceilings, pendant light fixtures, large windows, stairwells, science laboratories, storage areas for hazardous materials, shop areas, and unsecured furniture and equipment. To the extent possible, such shall be minimized by securing equipment and furnishings and removing heavy objects from high shelves.

Earthquake While Indoors at School

When an earthquake occurs, the following actions shall be taken inside buildings and classrooms:

1. Staff shall have students perform the drop procedure. Students should stay in the drop position until the emergency is over or until further instructions are given.
2. In laboratories, burners should be extinguished if possible before taking cover.
3. As soon as possible, staff shall move students away from windows, shelves, and heavy objects and furniture that may fall.
4. After the earthquake, the principal/program administrator or designee shall determine whether planned evacuation routes and assembly areas are safe and shall communicate with teachers and other staff.
5. When directed by the principal/program administrator or designee to evacuate, or if classrooms or other facilities present dangerous hazards that require immediate evacuation, staff shall account for all students under their supervision and have the students evacuate the building in an orderly manner.

Earthquake While Outdoors on School Grounds

When an earthquake occurs, the following actions shall be taken by staff or other persons in authority who are outdoors on school/program site grounds:

1. Staff shall direct students to walk away from buildings, trees, overhead power lines, power poles, or exposed wires.
2. Staff shall have students perform the drop procedure.
3. Staff shall have students stay in the open until the earthquake is over or until further directions are given.

Earthquake While on the Bus

If students are on the school/program site bus when an earthquake occurs, the bus driver shall take proper precautions to ensure student safety. The driver shall pull to the side of the road, away from any outside hazards if possible, and turn off the ignition. As soon as possible, the driver shall contact the County Superintendent or designee for instructions before proceeding on the route.

Subsequent Emergency Procedures

After the earthquake has subsided, the following actions shall be taken:

1. Staff shall extinguish small fires if possible.
2. Staff shall provide assistance to any injured students, take roll, and report missing students to the principal/program administrator or designee.
3. Staff and students shall not light any stoves or burners until the area is declared safe.
4. All buildings shall be inspected for water and gas leaks, electrical breakages, and large cracks or earth slippage affecting buildings.
5. The principal/program administrator or designee shall post staff at a safe distance from all building entrances and instruct staff and students to not reenter until the buildings are declared safe.
6. The principal/program administrator or designee shall request assistance as needed from the county or city civil defense office, fire and police departments, city and county building inspectors, and utility companies and shall confer with them regarding the advisability of closing the school/program site.
7. The principal/program administrator or designee shall contact the Superintendent or designee and request further instructions after assessing the earthquake damage.

The Lake County Superintendent of Schools or designee shall periodically evaluate the adequacy and design of existing County Office facilities to determine whether they meet the needs of the instructional program, provide a healthful and pleasing environment for students and staff, and fulfill legal requirements for safety and structural soundness, access for the disabled and energy conservation.

3.2.4 Emergency Facility Use

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs. (Education Code 32282)

3.2.5 Active Shooter

The Upper Lake Unified School District will cooperate with law enforcement in any crisis. The following guidance is provided by the Lake County Sheriff's Office in the event of an active shooter on school grounds:

RUN: When an active shooter is in your vicinity:

- If there is an escape path, attempt to evacuate
- Evacuate whether others agree to or not
- Leave your belongings behind

- Help others escape if possible
- Prevent others from entering the area
- Call 911 when you are safe

HIDE: If evacuation is not possible, find a place to hide:

- Lock and/or blockade the door
- Silence your cell phone
- Hide behind large objects
- Remain very quiet

(YOUR HIDING PLACE SHOULD):

- Be out of the shooter's view
- Provide protection if shots are fired in your direction
- Do not trap or restrict your options for movement

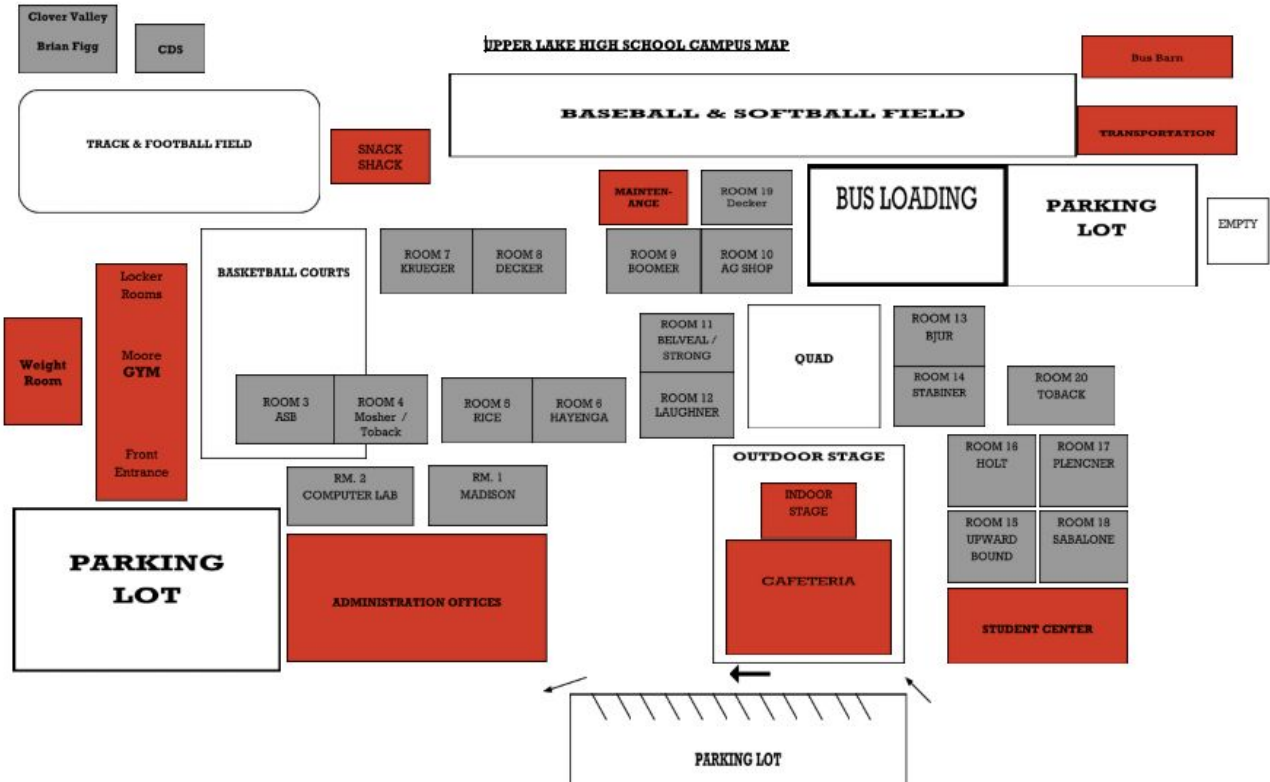
FIGHT: As a last resort, and only if your life is in danger

- Attempt to incapacitate the shooter
- Act with physical aggression
- Improvised weapons
- Commit to your actions

911: When Law Enforcement Arrives:

Remain calm and follow instructions;

- Don't make any sudden movements/avoid pointing or yelling;
- Keep your hands visible at all times with your hands in the hand up signal position;
- Know that help for the injured is on its way;
- Leave backpacks, purses, and other items behind.



3.2.6 Drill Schedule

Per Board Policy 6114.1 *The principal shall also hold fire drills at least once a month at the elementary and intermediate level, and not less than three times every school year at the secondary level. (At least one drill during the time of: before/after school, lunch, instructional time).*

2019 - 2020 Fire Drill Schedule

Month	Date	Time
September	17	8:30 am 9:15 am 10:30 am
January	21	10:20 am 11:15 am 12:15 am
April	21	12:15 pm 1:30 pm 2:30 pm

2019 - 2020 Lockdown Drill Schedule

Semester	Date	Time
Before/After School		
Lunch	January 21	1:00 pm
Instructional Time		

2019 – 2020 Earthquake Drill Schedule

Per AR 3516.3 Drop, Cover and Hold procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools. (Education Code 32282)

Date	Time
October 17, 2019 – Great California ShakeOut	10:45 am

4. Suspensions and Expulsion

4.1 Suspension

Suspension is a disciplinary action which means removal of a student from ongoing instruction for a period of time not to exceed five (5) consecutive school days per offense. Suspension by an administrator shall be preceded by an informal conference between the administrator and the student unless an emergency situation to be determined by the principal or designee exists. A student's parent/guardian shall be notified in writing of the suspension. Although the district is not required to hold a conference with the parent/guardian, the parent/guardian is required to attend such a conference when so requested by the district. A pupil may be suspended or expelled for acts which are enumerated in this policy and related to school activity or attendance that occur at any time, including but not limited to, any of the following: 1) While on school grounds; 2) While going to or coming from school; 3) During the lunch period; 4) During, or while going to or coming from, a school sponsored activity (E.C. 48900p). At the discretion of the school administration, a student may receive "in-house" suspension, serving a term of suspension on campus under the supervision of school staff (E.C. 48911.1). Make-up work may be allowed. It is up to each individual teacher to accept make-up work done during suspension.

A student who has been suspended out of school is not permitted to enter school grounds unless permission has been granted by the administration.

4.2 Expulsion

Expulsion means the removal of a student from enrollment in school or the district as ordered by the Board of Education. Expulsion may be ordered for any of the acts listed under Grounds for Suspension and Expulsion when other means of correction have failed to bring about proper conduct, or when a student's presence causes a continuing danger to other students. As defined in E.C. 48915 (c), 1) possessing, selling, or otherwise furnishing a firearm; 2) brandishing a knife at another person; 3) unlawfully selling a controlled substance; 4) committing or attempting to commit a sexual assault or committing sexual battery; 5) or possession of any explosives, requires the principal to recommend expulsion. The length of expulsion for any of these offenses shall be one year. Parents of an expelled student are required to notify the receiving district that the student has been expelled. (E.C. 48915.1)

Suspension/Expulsion Offenses

Education Code 48900

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force or violence on another person, except in self-defense.
3. Possessed, sold, or furnished a firearm, knife, explosive or other dangerous object without written permission to possess the item from a certificated employee, concurred in by the principal or his/her designee.
4. Unlawfully possessed, used, sold, furnished, or been under the influence of any controlled substance listed in Ch.2 of Div.10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind.
5. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Ch2. Of Div. 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
6. Caused or attempted to cause damage to school or private property.
7. Stole or attempted to steal school property or private property.
8. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
12. Knowingly received stolen school property or private property.
13. Possessed an imitation firearm.
14. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both,
15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
16. Engaged in, or attempted to engage in, hazing as defined in Section 32050.
17. Engaged in an act of bullying, including but not limited to, bullying my means of an electronic act directed toward a student or school personnel.

Education Code 48900.2, .3, .4 and .7

- .2 Engaged in sexual harassment as defined in Section 212.5
- .3 Attempted to cause, threatened to cause or participated in an act of hate violence as defined in subdivision (e) of Section 233
- .4 Engaged in harassment, threats or intimidation against school district personnel or pupils.

.7 Made terrorist threats against school officials or school property, or both.

Education Code 48915

1. Caused serious physical injury to another person except in self-defense.
2. Possession of a knife or other dangerous object of no reasonable use to the pupil
3. Unlawful possession of any controlled substance listed in Ch 2, Div 10 of the Health & Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. or 48900(e) Committed or attempted to commit robbery or extortion
5. Assault or battery upon any school employee
6. Possessing, selling or furnishing a firearm.
7. Brandishing a knife at another person
8. Unlawfully selling a controlled substance listed in Ch 2, Div 10 of the Health and Safety Code.
9. or 48900(n) Committing or attempting to commit sexual assault or sexual battery.
10. Possession of explosive

Any of the above may be referred to a law enforcement agency.

5. Procedures to Notify Teachers of Dangerous Pupils

Each September and as needed throughout the year upon review of new student's records, teachers will be provided a list of enrolled students who have one or more suspensions of a serious or violent nature. The list will include data from the previous two school years. The following procedure will be used in notifying teachers of the suspension history:

1. Suspension lists are provided to each teacher using a routing sheet. All teachers initial the routing slip indicating their review of the data.
2. Teachers are advised about the confidential nature of the data.
3. All routing sheets and suspension reports are to be returned and filed in the school office.

To notify teachers of suspension as they occur during the school year, the following process is used:

1. Teachers and counselors will be provided a written notice of suspension of one of their students.
2. When students are administratively transferred from one school to another for disciplinary reasons, teachers to who the student is assigned at the new school are notified by the school administration and provided with written information about the reasons for the student's transfer.

6. Annual Notice of Uniform Complaint Procedures (Non-Discrimination)

Harassment Policy:

The district is committed to providing an educational environment free of unlawful harassment.

The district maintains a strict policy prohibiting harassment of students because of sex, race, color, national origin, ethnicity, religion, age, physical or mental disability, blindness or severely impaired vision or any other bases protected by federal, state or local law, ordinance, or regulation. All such harassment is unlawful. Irrespective of law, the District believes that all such harassment is offensive. The District's anti-harassment policy applies to all persons involved in the District's educational environment and prohibits unlawful harassment by any District student or any employee of the District, including verbal, physical and visual conduct, threats, demands and retaliation, is prohibited. Violation of this policy by a student may result in discipline, which may include suspension or expulsion, depending on the nature or seriousness of the violation. (See Education Code Sections 48900 and 48900.2)

Bullying and Cyber-Bullying Policy:

“Harassment, Intimidation, Bullying or Hate behaviors” means any intentional written, verbal, or physical act, when the intentional written, verbal or physical act:

- Physically harms a student or damaging the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.”

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not disrupt the education environment.

This policy also includes Cyber-Bullying.

California Ed Code 48900r states “Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.” Violation of Ed Code 48900r is a Suspendable offense.

In these current times the prevalence of social media (Facebook, Twitter, You-Tube, etc.) websites and the access available for student use brings with it the possibility of bullying via posts or texts that are harmful, hurtful, or threatening. This can include inappropriate, violent, gang-related, harmful, hurtful, and/or threatening videos, photographs, posts, texts, or other forms of electronic media. When this happens with students, the impact is negative for both students, families, and the school. Upper Lake High School recommends that parents be active in

their children's online social media accounts and monitor for safety and appropriateness. When cyber-bullying comes to the attention of the school, the school will take action as per educational code. THIS RULE APPLIES TO OFF-CAMPUS COMPUTER AND CELL PHONE USE THAT INTERFERES, INTERRUPTS, OR HARMS STUDENT AND/OR STUDENT LEARNING.

Informal Process:

Complaints must be investigated by school personnel. Informal remedies include an opportunity for the complainant(s) to explain to the alleged perpetrator that the conduct is unwelcome or disruptive either in writing or face to face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator while reviewing the harassment, intimidation and bullying policy without identifying the complainant, parent or guardian.

Formal Complaint Process:

Anyone may initiate a formal complaint process of harassment, intimidation or bullying, even if the informal complaint process is being utilized. Complainant(s) should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearing may result. Efforts should be made to increase the confidence and trust of the person making the complaint.

1. All formal complaints will be documented.
2. Formal complaints shall set forth specific acts, conditions or circumstances alleged to have occurred that may constitute harassment, intimidation or bullying.
3. When the investigation is completed a full written report of the complaint and the result of the investigation shall be compiled.
4. At that point a response shall be made to the complainant stating:
 1. That the school intends to take corrective action; or
 2. That the investigation is incomplete to date and will be continuing; or
 3. The school has not found adequate evidence to conclude that bullying, harassment or intimidation occurred.
5. If the student(s) remain aggrieved by the school's response, the student(s) may pursue the complaint through the superintendent's office.

You may wish to consider using local community resources, including community agencies, public advocacy groups, local mediation centers, and non-profit legal agencies. Lake County Dispute Resolution Services can be reached via telephone at 707-263-6800.

You may wish to contact the State Department of Education for assistance:

Instruction, Learning, and Standards Support Division...
Tom Adams, Deputy Superintendent.

916-319-0900

7. Dress Code

In order to maintain a positive educational environment, the following student guidelines are established:

DRESS CODE:

1. The Five Bs: No breasts, buttocks, bras, bellies, or boxers showing. Students will be asked to report to the front office for loaner clothing and/or to call home for a change of clothing.
2. Shoes, sandals, or flip flops must be worn at all times.
3. Clothing/backpacks that advertise or promote tobacco products, alcohol, drugs, gangs, sex, racism, or violence is unacceptable for school. Attire and/or paraphernalia deemed gang related by the staff may not be worn. Distracting or dangerous accessories are not permitted.

Whenever a school administrator, teacher or staff member considers a student's appearance to be inappropriate, immodest, unsafe or distracting to the education decorum, the student will be sent to the Principal's office, and he/she will be required to change attire. Students will not be allowed to go back to class until the problem has been resolved.

The safety of a student will not be jeopardized by his or her attire or grooming. The Administration reserves the right to make all final decisions and/or judgments pertaining to the dress policy.

8. Procedures for Safe Ingress and Egress

VISITOR POLICY: Parents are encouraged to visit our school. If you would like to visit/observe a classroom, ULUSD AR 5020 School Board Policy ([Education Code 49091.10](#)) requires a written request 24 hours in advance. Please contact the principal regarding arrangements. Visits by children who are friends or relatives of students are not permitted. All visitors to schools must report to the office prior to entering classrooms or school grounds and must sign out when leaving the campus. Visitors must sign in and receive a Visitor or Volunteer Name Tag. These tags should be worn at all times while on school grounds. These tags help us monitor the helpers we have on campus and ensure the safety of our students from unwanted trespassers.

9. Safe and Orderly School

In order to create and maintain a safe and orderly environment, Upper Lake High School annually publishes and distributes to students and parents our behavioral expectations and the consequences for violating them. Teachers review rules, safety, and school environment expectations each year with their students via the Student Handbook.

Positive pupil interpersonal relations are fostered by teaching social-personal skills, encouraging pupils to feel comfortable assisting others to get help when needed and teaching pupils alternative, socially appropriate replacement responses to violence, including, but not limited to problem solving and anger control skills. When appropriate, staff members shall make referrals to recognized community agencies and/or counseling and mental health resources in the community to assist parents/student with issues of prevention and intervention.

Administrators, teachers and campus monitors are out on campus to monitor student behavior frequently and at all times when students are not required to be in class.

10. Discipline

10.1 School Wide Discipline Policy

Upper Lake High School implemented Year 1 of PBIS (Positive Behavior Intervention Systems) and Restorative Practices this year and will continue with Year 2 of the program this year. Stop in to our Office for more information.

One of the keys to learning is good discipline. Without proper discipline, the quality of education decreases. By us providing a safe and quality learning environment, a student will find more success and will also learn to be self-disciplined. The discipline at Upper Lake High School has been formed to provide for maximum protection of individual rights and provide for safe conditions to reduce the chance of accidents, injuries, bullying, and classroom disruption.

All school rules/expectations are in place during school hours, on busses, at bus stops, traveling to and from school, school sponsored events, field trips, class trips, etc. School discipline remains in effect and consequences may be assigned if warranted.

We have simple, plain, and consistent behavior expectations and consequences for those who choose to deviate from these expectations. Every effort is taken to deal with each infraction and every child is treated individually so the human element is not lost in determining the consequences.

Discipline begins with the teacher in the classroom. The students will be aware of the classroom rules that are employed by the teacher. The teacher will employ a variety of techniques to help a student overcome his/her difficulties. If the problem persists or is serious in nature, the Principal and parents will handle it.

Students are expected to be respectful and safe to each other and adults. Polite and orderly behavior is expected of all students. If the behavior is unacceptable, the student will receive some form of punishment from loss of recess time to after school detention to suspension or even in extreme cases, a recommendation for expulsion.

Our basic school rules are as follows:

1. Safe.
2. Respectful.
3. Responsible.

From this basic set of school rules and expectations, teachers, staff, and administrators may draw up more specific rules in order to provide order and safety at school. Upper Lake High School follows a progressive discipline policy for common school infractions, bus citations and classroom/campus referrals.

Students who do not receive a formal discipline action, referral, or bus citation within 30 days of their last one, may move back up a step. We like to reward positive changes and choices in behavior by recognizing that discipline steps can be climbed upward or downward depending on the student's choice. More on this is discussed in the section on: Positive Reinforcement Activities.

10.2 School Discipline

Below details specific discipline infractions and consequences related to them. Discipline is progressive in nature. For example, consequences for fighting the first time are different than consequences for fighting the second time, and so on. *The school administration reserves the right to objectively determine the consequences based on the seriousness of a particular infraction.*

STUDENT CONSEQUENCES: As situations arise that might signal suspension from school, an array of interventions is considered when action is called for in response to student misconduct. School administrators utilize positive interventions and/or means of correction, if appropriate, prior to or in lieu of suspension to resolve disciplinary issues. Students are first supported in learning the skills necessary to function in the school environment and to avoid negative behavior. Disciplinary and restorative interventions may include:

- **Informal Conference** – A school official (teacher, administrator or counselor) may meet with the student for instruction and guidance providing re-teaching and corrective feedback. This may offer the student an opportunity to have an understanding of, and be motivated to change, his or her behavior. A student so involved is more likely to become re-engaged in the process of learning.
- **Loss of Privileges** – If someone abuses a previously earned privilege, that privilege can be revoked. The student can earn it back by successfully engaging in the expected behavior under supervision, or by meeting prearranged criteria for reinstatement of the privilege.
- **Confiscation** - Items inappropriate for school or disruptive to the educational environment will be taken away. These items may be returned after a parent conference.

Illegal items will not be returned and may be turned over to a law enforcement officer and appropriate disciplinary action taken.

- **Formal Conference** – A formal conference is held between the student, parent, and one or more school official. During this conference, the student must agree to correct his/her behavior. Parent(s) may be notified by telephone, personal contact, or letter. A conference may also be conducted between the student, his/her parent(s), appropriate school personnel and any other individuals concerned.
- **Community Service** – A student may perform community service on school grounds during non- school hours. Such service may include, but is not limited to, outdoor beautification, campus betterment, and teacher or peer assistance programs.
- **Student Study Team** – This is a formal process involving a team of school site personnel, parent/guardian, and students (when appropriate) to collaboratively develop strategies to assist students who have learning and/or behavioral challenges at school. The goal of the SST is to design a team action plan for student improvement.
- **Behavior Contracts** – An effective contract is one which clearly states what the behavioral goals are for the student, positive consequences (rewards) he or she can earn for demonstrating these behaviors, and negative consequences that will follow when those behaviors are not demonstrated.
- **Behavior Support Plan** – A student experiencing “serious” behavior challenges may benefit from a Behavior Support Plan (BSP) developed through the Student Study Team. Special Education students 39 whose behavior impedes learning may also require a BSP as defined in the Education Code (EC 56520) through the IEP team.
- **Detention** – Assignment of a student to a supervised detention schedule. Such detention may be imposed for up to one hour after the close of the maximum school day. School personnel shall give the parent/student 24-hour advance notice. Same-day after-school detentions must receive prior parent/guardian approval.
- **Alternatives to Suspension** – Consequences identified as appropriate responses to misconduct that provide a student with an opportunity to learn skills necessary to avoid future misconduct may include re-teaching expected behavior, practicing the expected behavior, community service (among others).
- **Parent Shadow** - The opportunity for a parent to shadow their child in class may be offered. This opportunity is at the discretion of the school, and requires the parent to shadow their student.

- **Suspension from Extracurricular or Co-curricular Activities** – Extracurricular activities occur outside of the academic day. Co-curricular activities may be within or outside of the academic day and are built into the curriculum. It may be determined that a student may not participate in an extracurricular activity (e.g. athletics, dances) or a co-curricular activity (e.g. field trips) if they have shown unsafe or other behavior that would indicate that they may harm themselves or others.
- **Suspension** – A student may be removed from ongoing instruction for adjustment purposes by administrative action. A principal or designee may suspend for up to five days. There are two kinds of suspension: on-campus suspension and home-suspension. Student placed on home-suspension are not permitted on or near the school campus, nor are they allowed to participate in any school activities during their suspension. On-campus suspension involves the student serving the period of suspension on campus in a separate, supervised setting.
- **Expulsion** – A student may be expelled for violating the California Education Code, as ordered by the Board of Education, and removed from all schools in Upper Lake Unified School District. The expulsion is for a defined period of time and requires an application for readmission. *Summary Steps:* An informal hearing between the principal or designee, the student and any other appropriate persons will be conducted. If, after the hearing, the principal decides that suspension is necessary, it will become effective immediately. The principal will attempt to notify parent(s) or legal guardian(s) by telephone before this action is taken. The principal will provide one copy of the suspension notice to the parent(s) or legal guardian(s) within one business day. State law provides for full due process and rights to appeal suspension or any order of expulsion.
- **School Attendance Review Board (SART)** – SART reviews student attendance and incidents of disruptive behavior. Students may be referred to for habitual truancy, irregular attendance, habitual insubordination, or disorderly conduct at school. The SART serves as a site intervention before the student and family are required to attend a hearing with the School Attendance Review Board (SARB).
- **School Attendance Review Board (SARB)** – SARB reviews student attendance and incidents of disruptive behavior. Students may be referred to for habitual truancy, irregular attendance, habitual insubordination, or disorderly conduct at school. SARB may direct a student to take part in community service and may also involve the district attorney, county probation department, sheriff's department, and county health and human services in a student's case. This board may transfer the student to another school or to an alternate educational placement.

11 Safety Plan Compliance

California law requires the Comprehensive School Safety Plan of each school to be annually evaluated and amended, as needed, to ensure the plan is being properly implemented (Education Code 35294.2[e]). An updated file of all safety-related plans and materials is maintained by Upper Lake High School and is readily available for inspection by the public.

11.1 Safety Plan Approval

In order to ensure compliance with this article, each school shall forward its comprehensive school safety plan to the school district or county office of education for approval.

11.2 Safety Plan Dissemination

(1) Before adopting its comprehensive school safety plan, the school site council or school safety planning committee shall hold a public meeting at the school site in order to allow members of the public the opportunity to express an opinion about the school safety plan.

(2) The school site council or school safety planning committee shall notify, in writing, the following persons and entities, if available, of the public meeting:

(A) A representative of the local school employee organization.

(B) A representative of each parent organization at the school site, including the parent teacher association and parent teacher clubs.

(B) A representative of each teacher organization at the school site.

(C) A representative of the student body government.

(D) All persons who have indicated they want to be notified.

(3) The school site council or school safety planning committee is encouraged to notify, in writing, the following persons and entities, if available, of the public meeting:

(A) A representative of the local churches.

(B) Local civic leaders.

(C) Local business organizations.

In order to ensure compliance with this article, each school district or county office of education shall annually notify the State Department of Education by October 15 of any schools that have not complied with Section 32281.