

SEQUOIA UNION CHARTER  
ELEMENTARY SCHOOL  
AND  
THE  
SEQUOIA UNION  
ELEMENTARY SCHOOL  
DISTRICT

COMPREHENSIVE SCHOOL  
SAFETY  
PLAN

**MISSION  
STATEMENT**

“We, the Sequoia Union Elementary School District, are committed to the development of students with high moral integrity, academic excellence, and self-worth in a safe and supportive environment.”



The Safe School Plan is developed by the Sequoia Union School Site Council which includes parents, staff, community members and the administration. The School Site Council and the School Board will continue to update the Safe School Plan on a yearly basis.

## **SAFE SCHOOL PLAN**

### **Goal Statement**

The goal of the Sequoia Union Charter Elementary School and the Sequoia Union Elementary School District is to provide all students with educational and personal opportunities in a positive and nurturing environment which will enable them to achieve current and future goals.

We strive to ensure that all students be accepted at their own social, emotional, and academic levels of development and to challenge all students to maximize their growth in these areas.

We work to devise teaching strategies and learning activities that systematically promote the further development of reading, writing, and math problem-solving skills.

We enhance classroom instruction through the use of a variety of instructional strategies with an emphasis on inter-active learning and the use of technology.

We provide all students with a supportive, nurturing environment which emphasizes self-esteem, encourages learning, enhances the appreciation of cultural diversity, and promotes moral and ethical standards as important criteria for decision-making and behavior.

## **PERSONAL CHARACTERISTICS OF STUDENTS AND STAFF**

Social Service support systems are coordinated through the Superintendent-Principal and needed services to students who are struggling academically, socially or emotionally are provided through a grant with Tulare County Office of Education for Counseling services through two Licensed Marriage Family Therapist's (LMFT).

Curriculum and special programs are designed and modified to address issues relevant to identified student needs (e.g. struggling with making friends, social media, bullying, gangs, broken family structures).

School lunch and breakfast programs are available to all students with minimal intrusion on the family and no identified labeling of students receiving free or reduced priced meals.

Cultural integration efforts are incorporated in classroom activities and through teacher directed lessons.

## **The School's Physical Environment**

The cooperation of nearby neighbors is excellent. Community members notify the school or the Sheriff's Department when anyone is observed loitering during the school day. The campus is used on a regular basis by the community, so there is a sense of ownership by all. As a result, vandalism is almost nonexistent.

Campus security is coordinated with local law enforcement agencies.

All school visitors are to report to the school office to sign in for a Visitor or Volunteer Badge. Any items being dropped off to students must be brought to the office. If a staff member sees a visitor on campus without a badge, they are to instruct them to go to the office to sign in.

The school has adequate fencing and appropriate protections against slipping in hallways and against falls from recreation equipment and landscape designs that prevent students from climbing to dangerous heights. Video surveillance cameras are positioned throughout the campus with a monitor in the Administration and Maintenance Director's offices, to view at all times. Sequoia Union school bus drivers have a radio and a cell phone in which to communicate with the office if necessary.

Sequoia Union uses an automated telephoning system to contact all parents regarding bus updates and any other information that needs to go out to all parents. Using this system, all parents can be contacted by phone in approximately fifteen minutes. The school also has a staff, teacher and parent group texting system in place through "Remind". The Superintendent-Principal can send out a text to notify all/any group of a crisis or any other event on campus.

## **The School's Social Environment**

The Superintendent-Principal provides strong leadership, is readily available and highly visible on campus and in the community, and has a positive attitude in working with staff, students and parents. The Superintendent-Principal seeks and wants ideas and suggestions from the staff, students, parents and the community.

Sequoia Union's staff, students and parents actively participate in goal setting and are involved in the decision making process on important school issues.

Classroom environments enhance learning and positive interaction among students and staff. Classrooms are orderly. There is maximum use of instruction time.

Personal and social skill development, self-esteem, self-identity, goal setting and effective communication is incorporated in all subject area curriculum and lessons.

Parents are involved in decision making and policy formation; the home-school relationship is positive. Staff, students, parents and community members have a strong sense of school ownership. Parents and the community are encouraged to become involved (PTC, SSC, and other various parent committees).

## **Cultural Environment**

The school's rules are realistic, practical, fair and consistently enforced. Behavioral expectations are clearly stated in the Student Handbook, at parent conferences, parent meetings and to the staff and students on a regular basis. The school models high moral standards, sends positive messages to students, and communicates high expectations of all students that they will excel academically and behave properly. Programs are in place to help foster both character, academic outcomes, respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management and conflict resolution.

Learning and productivity are valued, and success is expected of everyone. Students and staff want and expect class time to be used efficiently and effectively.

Students and staff are concerned about what happens to each other, and accept responsibility for what happens at school. A working relationship exists between students and staff. Students feel comfortable going to staff members or administration with a concern or question. The administration has an open-door policy which encourages parents, students and staff to bring their questions and concerns forward.

The administration and the staff, work hard to make Sequoia Union a place in which everyone belongs and feels safe. The school maintains a policy where gang symbols, dress and activities are not tolerated. Sequoia Union's students, staff, and community members work together to reinforce positive feelings and behaviors.

## **Safety Precautions**

Sequoia Union's School has procedures and drills in place for the following: Fire/Evacuation, Duck and Cover, and Lock Down (Intruder on Campus). Sequoia Union has procedures in place for the following: Bomb Threat, Missing Student, Shelter in Place, and Outbreak of disease or infection. The staff is trained on these drills/procedures annually as well as practiced school wide monthly or quarterly. Each of these procedures/drills are outlined in the schools Emergency Preparedness Plan, which is only distributed to staff for safety reasons. The Plan includes roles and responsibilities for staff members and students. For any emergency drill or procedure, adaptations for pupils with disabilities will take place. Those students will be tended to by classified staff or the Resource Teacher. The staff is aware of the classrooms and locations of those students. Also in the plan is a staff buddy system. In case a staff member is not available to tend to their students in an emergency situation, the buddy staff member would be responsible for tending to them. These plans are updated, approved by the School Site Council, school board and reviewed with staff annually.

The Administration evaluates suspension/expulsion data, behavior referrals, attendance rates and the Annual Student CORE Spring Survey data to assess the status of the school's crime committed. This information is reviewed by the Superintendent-Principal. To ensure a safe campus as well as a safe facility, the Superintendent-Principal and Maintenance Director completing the "Facility Inspection Tool", 30 days prior to the start of the school year. Students in grades 4-8<sup>th</sup> grade complete a "Healthy Choices Survey", annually. This survey asks the students questions ranging from their own personal level of physical activity, their sense of being safe to and from school as well as while on campus, their personal connectedness and comfort

with the staff and questions regarding bullying. Parents complete a school survey every other year indicating their concerns and questions.

## **Procedures for Complying with School Safety Laws**

### **Child Abuse Reporting Procedures**

All staff are aware of being a mandated reporter. They are trained annually of the steps to take to report any suspected abuse. If physical or emotional abuse is suspected, staff will consult with the Superintendent-Principal.

### **Procedures to Ensure a Safe and Orderly Learning Environment/School Discipline Plan**

The disciplinary actions taken by the administration will be firm, consistent, and fair. Students who violate school rules and policies are subject to the discipline guidelines listed below. The seriousness of the offense and the conditions under which it occurred are factors to be considered.

#### **Office Referrals**

- Disturbing or disrupting a class repeatedly
- Open defiance of any school employee
- Fighting
- Using obscene language or gestures
- Mishandling school property
- Bullying
- Refusal to follow dress code
- Participating in any misbehavior which is detrimental to anyone's health, safety or right to learn undisturbed
- Theft

### **Suicide Prevention**

The Sequoia Union Charter Elementary School and the Sequoia Union Elementary School District provide youth with prevention education, early identification and intervention, access to all local resources to promote health and prevent personal harm or injury, and respond to suicide.

The District:

\*Recognizes that physical, behavioral, and emotional health is an integral component of student's educational outcomes.

\*Has an ethical responsibility to take a proactive approach in preventing deaths by suicide,

\*Acknowledges the school's role in providing an environment which is sensitive to individual and societal factors that place youth at greater risk for suicide and one which helps to foster positive youth development.

\*\*Staff will be trained annually with Youth Suicide: Awareness and Prevention Course

\*\*Staff will report concern immediately to the Superintendent-Principal.

## **Bullying Prevention**

The Sequoia Union Charter Elementary School and the Sequoia Union Elementary School District believe that all students have a right to a safe and healthy school environment. The district, school, and community have an obligation to promote mutual respect, tolerance, and acceptance.

The Sequoia Union Charter Elementary School and the Sequoia Union Elementary School District will not tolerate harassment of students or staff, such as bullying, including cyber bullying, intimidation, hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering, in accordance with the bullying board policy section.

The Sequoia Union Charter Elementary School and the Sequoia Union Elementary School District expect students and/or staff to immediately report incidents of bullying to the Superintendent-Principal or designee. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

The Student Code of Conduct includes, but is not limited to:

Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.

Students are expected to immediately report incidents of bullying to the Superintendent-Principal or designee.

Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

## **CALIFORNIA EDUCATION CODE FOR STUDENT DISCIPLINE**

Administrators and/or Head Teachers may suspend a student for any one incident. Education Code 48900 states that a pupil may be suspended if he/she has:

Students who display inappropriate behavior may be subject to suspension as outlined in the California State Education Code 48900 and 48915. A student may be suspended or expelled for acts which are related to school activity or attendance while on the school grounds, while going to or coming from school, during the lunch period whether on or off campus, and during or while going to or coming from a school sponsored activity.

### **EDUCATION CODE, SECTION 48900:**

A student who has committed the following acts is subject to discipline by suspension or expulsion:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then 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.

(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 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. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.

(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(j) 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.

(k) 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.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261.266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) 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.

(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 32050.

(r) 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.

(s) A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section 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 whether on or off the campus.

(4) During, or while going to or coming from, a school sponsored activity.

(t) A pupil who aids or abets, as defined in Sec. 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

#### **EDUCATION CODE 48900.2: SEXUAL HARASSMENT:**

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purpose of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive education environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive. (Add. Stats. 1992, Ch. 909).

#### **EDUCATION CODE 48900.3: HATE VIOLENCE:**

In addition to the reasons specified in Sections 48900 and 48900.2 a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence.

#### **EDUCATION CODE 48900.4: HARASSMENT, THREATS, OR INTIMIDATION:**

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class-work, creating an intimidating or hostile educational environment. A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or expelled for acts which are enumerated in this section 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 lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school sponsored activity. It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

#### **EDUCATION CODE 48900.5: REQUIRED OTHER MEANS OF CORRECTION/EXCEPTIONS:**

"At the very minimum...students who are threatened with removal from school, depriving them of the fundamental right to a publicly financed education, are entitled to notice of the grounds for the removal and an opportunity to be heard." (Goss v. Lopez)

Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs as defined in Section 56026, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

#### **EDUCATION CODE 48900.6: DISCIPLINARY ACTION/COMMUNITY SERVICE:**

Instead of disciplinary action prescribed by this article, the principal of a school, the principal's designee, or the superintendent of schools, or the governing board, may require a pupil to perform community service on school grounds during non-school hours. For the purposes of this section "community service" may include, but is not limited to, work performed on school grounds in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs. This section shall not apply to instance where suspension or expulsion is required by this article. (Add. Stats. 1995, Ch. 972).

**EDUCATION CODE 48900.7: SUSPENSION OR EXPULSION FOR TERRORISTIC THREATS:**

(a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

(b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family. (Add. Stats. 1997, Ch. 405)

**EDUCATION CODE 48900.8: SUSPENSION, EXPULSION, PARENT NOTIFICATION AND STATE DEPARTMENT OF EDUCATION REPORT:**

For purposes of notification to parents, and for the reporting of expulsion or suspension offenses to the State Department of Education, each school district shall specifically identify, by offense committed, in all appropriate official records of a pupil each suspension or expulsion of that pupil for the commission of any of the offenses set forth in subdivisions (a) to (o), inclusive, of subdivision (a) of, or paragraphs (1) to (4), inclusive of subdivision (c) of, Section 48915. (Add Stats. 1997, Ch637).

**EDUCATION CODE SECTION 48915:**

(a) Mandatory Recommendations, Permissive Expulsions: Except as provided in subdivisions (c) and (e) the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:

- (1) Causing serious physical injury to another person, except in self-defense.
  - (2) Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
  - (3) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 1053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis. (For second offense, any amount, expulsion recommendation is mandatory. (AR 5131.6)
  - (4) Robbery or extortion.
  - (5) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
- (b) Dual finding required for 48915(a) and 48900(a), (b), (c), (d) and (e): Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of section 48900. A decision to expel shall be based on a finding of one or both of the following:

- (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
  - (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (c) Mandatory Expulsions (one year from date of expulsion): Principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:
- (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a fire arm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
  - (2) Brandishing a knife at another person. As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade longer than 3 ½ inches, a folding knife with a blade (any size) that locks into place, or a razor with an unguarded blade.
  - (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code. (any amount)
  - (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
  - (5) Possession of an explosive.

**\*\*Staff are notified of students who have been suspended or expelled and a plan is put into place to assist the student to overcome the incident. Administration also communicates with the staff, of students enrolling into Sequoia Union who have a record of prior suspensions or who have been expelled from their prior school. The goal at Sequoia Union is to provide the students with a chance to overcome their obstacles and be given an opportunity to make a positive change.**

## Dress Code

### DRESS CODE (BP 5132)

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. It is the desire of the Board of Education, School Staff, Parents and Community to maintain the very highest standards for dress and attitudes possible. The School Board expects students to give proper attention to personal cleanliness and to wear clothing that is suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or be a distraction which would interfere with the educational process. (cf.4119.22-Dress and Grooming);(cf.5145.2 Freedom of Speech/Expression: Publications Code)

All students shall wear clothing that is clean and which provides modesty for the wearer. We want to encourage parents and students to take responsibility to come to school in clothing that is comfortable, age appropriate, and promotes self-confidence.

### All K-8 Students shall abide by the following:

- 1) Maintain clean, combed hair and well-groomed body. Refer to diagram for lengths of clothing and coverage
- 2) Shoes are to be worn at all times for safety reasons. Open-toed sandals are discouraged, but are acceptable only if they are fashioned in such a way as to remain securely on the foot. All footwear must have a strap around the back of the foot. Have appropriate footwear for Physical Education.
- 3) *Anything* (clothing, jewelry, or headgear) which advertises or shows a picture, product, or phrase that is illegal, dangerous, promotes gangs, or creates a dangerous situation is unacceptable; such as: alcoholic beverages, drugs, or drug paraphernalia or sexual innuendo.
- 4) Jeans can have holes in knees or below (*No holes above knees.*)
- 5) Leggings or Jeggings can be worn, but should be covered in a manner to maintain modesty.
- 6) Clothing should be worn in a manner to ensure that no undergarments are exposed at any time.
- 7) Piercings should be kept hygienic, and follow the guidelines of rule #3.
- 8) Hats, caps and other types of head coverings **will NOT** be worn inside buildings (by male or female)

### Dress Code Enforcement:

School personnel will determine if a student's attire and appearance are appropriate. The main theme of this policy is good taste and neatness. Exceptions may be provided for religious practice or during special event activities as designated by the Principal. Any violations will be handled by a referral to the school administration for appropriate action. Final determination of dress code violation will be made by administration. Parents will be notified of any action taken.

### First Violation:

Telephone call to Parent/Guardian, student will be required to remain in office until a change of clothing is provided.

### Second Violation:

Telephone call to Parent/Guardian, student will be required to remain in office until a change of clothing is provided. Telephone call to Parent/Guardian, student will be required to remain in office until a change of clothing is provided.

### **Third and subsequent Violations:**

Parent/Guardian will be required to meet with administration, student will be required to remain in office until a change of clothing is provided. Based upon the outcome of that meeting the student may face In School Suspension or Home Suspension.

Third and subsequent Violations:

## **Safe Ingress/Egress Procedures**

### **Students, Staff, visitors and volunteers Arriving to Campus**

All buses drop off the students in one location. Students who are on campus prior to 7:50 a.m. will be Supervised in the Gym, which opens at 7:45 a.m. Teachers arrive by 7:50 am with classified staff reporting at the time indicated on their schedule.

All visitors or volunteers must report directly to the Main Office and sign in and get a visitor badge if coming onto campus outside of the Main Office.

### **Bus Rules**

Riding the bus is a privilege, not a right. Proper behavior is expected from all students when they are on the bus and when they are waiting for the bus at school and at neighborhood stops. Students are to remain seated and facing forward at all times. Students may not eat, drink, or chew gum on the bus. Arms, legs or head, should not be extended from the windows. All writing utensils must remain in the student's backpack. No animals are allowed on the bus. Students who don't follow the rules will be issued citations by the bus drivers or office personnel, and may lose their privilege to ride the bus.

## **Special Notations to Parents**

The following sections are presented in order for the parents of Sequoia Union School to acquire an understanding of some California laws that pertain to school-aged children.

### **Electronic Signaling Devices/Posers**

Education Code section 48901.5 states that no school shall permit possession of, or use of, any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment, without prior consent of the Administration. This pertains to students while on the school campus, while attending school sponsored activities, or while under the supervision and control of school district employees. No pupil shall be prohibited from possessing an electronic signaling device that is prescribed by a licensed physician or surgeon for health reasons.

### **Abuse of School Personnel**

Education Code section 44811 states that every parent or guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities, or involves substantial disorder, is guilty of a misdemeanor.

### **Loitering**

Penal Code 653g states that every person who loiters about any school or public place at or near where children attend or normally congregate, or who reenters or comes upon such a school or place within 72 hours after being asked to leave by the administration is a vagrant and will be guilty of a misdemeanor.

## **COMMUNICATION WITH PARENTS**

At the beginning of each academic year, parents should be advised of the school's emergency plan, which is located in the office. The school's automated phone system will notify parents along with radio stations, School Website, TV channels will carry emergency information, messages regarding school closure or early dismissal, and other related information as well as a text message from the school, through "School Messenger" and social media sites (Facebook, Instagram and Twitter).

Parents should be asked not to jam the telephone lines or drive to school to pick up children at a time of crisis. Parental awareness of school emergency plans should encourage family and home preparedness. A committee of informed parents might be asked to review the school's safety plan. A PTC and School Site Council meeting at the beginning of the school year might be devoted to this topic.

Date

Dear Parents:

We want you to know that Sequoia Union Elementary School District has plans and preparations for major emergency situations. We believe that the reactions of people in emergencies depend largely upon their training. Our school staff has been trained for a variety of emergencies, and we hold drills regularly to make certain that the students understand emergency procedures.

Please convince your children that they are as safe at school as they are at home in a serious emergency. School buildings have been designed with safety in mind, and inspections are made regularly to remove possible hazards. There are personnel trained in first aid. Our primary concern, in the event of emergency, is the safety and welfare of the students.

Your children should be instructed to obey the directions of their teachers and of the bus driver on the way to and from school, if they ride the bus. If walking or riding bicycles to and from school, they should be told to continue toward their destination (either to or from school) when an emergency arises.

In an emergency, we ask your cooperation in doing the following:

- PLEASE **do not** telephone the school. Telephone lines will be needed for emergency communications.
- PLEASE **do not** drive to school. Streets should be kept clear and open for emergency vehicles.
- PLEASE **DO** turn your radio on to AM 580 and local TV station channel 18.
- Look for a text message from the school (if you have signed up for the “Remind” group). Also follow Sequoia Union on our Facebook account.
- Keep your phone number updated at the school in order to receive the Automated System phone calls.

Information and instructions for getting together with your children or picking them up will be broadcast on the radio during or after an emergency. In conjunction with the Office of Emergency Service, we urge every family to make home emergency plans and preparations. Some suggestions are enclosed for your consideration.

If you have any questions about our emergency-preparedness program, please contact our school.

Sincerely,

Ken Horn  
Superintendent-Principal

Fecha:

Estimade Padres:

Queremos que sepan que las escuelas de Sequoia Unión distrito tienen planes y preparaciones para situaciones de mayor emergencia. Nosotros creemos que las reacciones de las personas en emergencias depende en sus entrenamiento. Los profesores de las escuelas están entrenados para emergencias y ejercicios se hacen regularmente para estar seguro de que los estudiantes sepan casos de emergencias.

Por favor convence a sus hijos de que están seguros en la escuela tanto como en su casa, en un caso de emergencia. Las escuelas han sido diseñado para la seguridad de sus hijos y inspecciones son hechos regularmente para remover cualquier objeto de peligro. En la escuela hay una enfermera y otros que están entrenados en primeros auxilios. La seguridad y salud de los estudiantes es el primer interés en una emergencia.

Sus hijos deben de obedecer las instrucciones de los profesores y las direcciones de conductor del autobús en la ida o vuelta de la escuela. Si están andando o montando bicicletas deben de seguir hasta de destinación, cuando hay una emergencia.

Su cooperación es apreciado en cualquier emergencia:

- \* Por favor no telefona la escuela, las líneas de los teléfonos serán necesitados para comunicaciones de emergencia.
- \* Por favor no conduzca hasta la escuela. Las calles deben de estar abiertas para vehículos de emergencia.
- \* Encienda su radio a las estaciones local. La información e instrucciones para recoger a los estudiantes durante o después de una emergencia será dado por la radio.

En conjunción con la oficina de servicios de emergencia nosotros deseamos que cada familia haga planes y preparaciones de emergencia en su casa. Algunas sugerencias están adjunto para su consideración.

Si usted tiene algunas preguntas sobre nuestro plan de emergencia, por favor póngase en contacto con el director de la escuela de su hijo.

Sinceramente,

Ken Horn  
Superintendente

## **IN-HOUSE EMERGENCY PREPARATION**

Each family should have a disaster plan in case of an emergency. Each member in the family should practice this plan. Having a disaster plan can prevent or decrease the crisis of a disaster. In addition, it can help you survive.

Materials that should be accessible:

- Fire Extinguisher —(2A1 OBC) for the kitchen and garage,
- Flashlight and new batteries,
- First Aid Kit,
- Sharp knife, pipe wrench, nippers, screw driver in case or an emergency,
- Matches,
- Emergency phone number list,
- Shut down the gas, electricity and water in case of a broken pipe or a gas leak,
- Have plenty of water, water bottles, water tanks etc,
- Have a place to meet in case the family becomes separated during a disaster.

### **Fire**

#### **Prevention:**

Don't put any trash or inflammable materials near the heater or boiler and check your pantry regularly.

Use baking soda or the lid of a pan to extinguish the fire from a stove.

If your clothes are on fire, don't run. Drop to the floor and roll to extinguish the fire, or wrap yourself with a woolen blanket or a coat.

## **PREPARACIONES DE EMERGENCIA PARA SU HOGAR**

Cada familia debe de hacer planes y preparaciones para un desastre que puede ocurrir en cualquier momento. Cada miembro de la familia debe practicar estos planes. Preparaciones y planes pueden prevenir u una crisis menos en convertirse en mayor o puede ayudar a sobrevivir en un desastre.

Material que hay que tener accesible:

- \* Extinguidor de fuegos- (2A10BC) para la concina y garaje.
- \* Limeta y baterías nuevas.
- \* Equipo de primeros auxilios.
- \* Cuchillo afilado, ave inglesa, alicates, destornillador, en caso de emergencia.
- \* Cerillos impermeables.

Tener cerca del telefono:

- \* Lista de números de emergencia.
- \* Apagar el gas, electricidad y el agua en caso de que se hayan roto las líneas o haya algún escape.
- \* Tener agua almacenada en botellas, tanques de agua etc.

Tener sitio para reunirse:

- \* Tener sitio donde reunirse en caso de que se halla separado la familia durante u n desastre.

### **Fuego**

#### **Prevention:**

No tener basura o materiales inflamables cerca de la calefacción o calentador de agua y comprobar el almacén regularmente.

Usar bicarbonato de sosa o ya tapadera de una olla para apagar fuegos de estufas.

Si su ropa esta ardiendo, no corra. Tumbese en el suelo y de bucatas para apagarlo o enviciase en una manta o abrigo.

## **Earthquake**

### **Preparation:**

Check your home for heavy objects on high places. Bookshelves should be attached to the wall.

During an earthquake: Kneel down and cover your head preferably under a sturdy table or bed, etc. preferably in a hallway or an interior wall. Always stay away from windows or any crystal objects. Don't run outdoors or go into a building. If you are outdoors, maintain yourself as far away from tall buildings, tall trees, electrical wires and windows, as possible.

After the earthquake: If the building is damaged evacuate with precaution.

Flood: Evacuate the area. Do not play near or in rapid moving waters, sewers or rivers. Water currents that reach as high as the knees can easily knock down a person. Alert and prevent children from playing in contaminated waters. Don't try to cross rapid waters by foot or by car.

Gusty Winds: Take refuge by interior walls.

Chemical spills; venoms and contaminations please evacuate the danger areas.

These suggestions aren't in no way complete. Please check with your local library.

Read and familiarize yourself with all the materials on survivorship and first aid in the phone book.

## **Terremoto**

### **Preparación:**

Revisar la casa para objetos pesado en sitios altos, Armarios de libros deben de estar anclados a la pared.

## **Temblor:**

### **Preparación:**

Revise su casa de objetos pesados en partes altas en los armarios, almarios deben ser anclados a la pared.

Durante un temblor: Agáchese y cubra su cabeza, preferiblemente debajo de una fuerte mesa, cama etc. Dj preferencia en un pasillo, o en la esquina cerca de una pared fuerte interior. Siempre fuera del alcance de objetos de vidrio. No corra hacia afuera o dentro de un edificio. Si se encuentra afuera aléjese de estructuras alta, arboles grandes, alambres de electiva, y ventanas.

Después del temblor: Si el edificio esta dañado evacue con precaución.

Inundación: Evacuar ci área en peligro. No juegue cerca o en las corrientes de agua, canales de drenaje, o en arroyos. Corrientes de agua que rieguen la rodilla, pueden derribar fácilmente a una persona. Poner sobre aviso y prevenir que los niños jueguen en aguas que puedan estar contaminadas.

No intente cruzar corrientes de agua a pie o en carro.

## **Ventarrón**

Tome refugio junto a la pared interior, en la planta baja y fuera del alcance de objetos de vidrio.

Derrames químicos, venenosos, y contaminación evacuar el área en peligro caminando transversalmente para impedir los gases.

Estas sugerencias de ninguna manera son completas. Para mayor información, consulte su biblioteca.

Lea y familiarizase con ci material en supervivencia y primeros auxilios en ci directorio telefónica.