La Mirada Elementary School
Comprehensive School Safety Plan

SB 187 & SB 334 Compliance Document

(Revised December 2016)

San Ysidro School District
San Diego, California

12A.1

This document is to be maintained for public inspection during business hours

San Ysidro Middle School
Comprehensive School Safety Plan

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La Mirada
Section 1: General Information – School Safety
Part 1: District Commitment to School Safety

It is the policy of the San Ysidro School District Board of Education that all students enrolled in this district, and all employees employed by this district, have the right to attend campuses, which are safe and secure. The Board believes that a beginning step toward safer schools is the development of a comprehensive plan for school safety by every school within the District. The Board intends that parents, students, teachers, administrators, counselors, classified personnel, and community agencies develop safe school plans, including local law enforcement, and approved by the Board. The school site committee will review these safe school plans on an annual basis and proposed changes will be submitted to the Board for approval.

La Mirada
Section 1: General Information – School Safety
Part 2: Legislative Requirements

The California Education Code (sections 35294.10-35294.15) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school. **See Appendix A for CA Education Code sections 35294-35294.15**

This requirement was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause, which stated that this legislation would remain in effect only until January 1, 2000. **See Appendix B for Senate Bill 187 Text. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation**. **See Appendix C for Senate Bill 334 Text.**

Comprehensive School Safety Plans are required under SB 187/SB 334 to contain the following elements:

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

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

La Mirada
Section 1: General Information – School Safety
Part 3: Maintaining a Safe and Orderly Environment

La Mirada and the San Ysidro School District are committed to providing a safe environment for students, staff and visitors. Several strategies will be utilized to maintain a high level of school safety. Strategies include, but are not limited to:

- Consultation with local public safety agencies
- Consultation with risk management specialists
- Continuing education and training of school staff
- Inspections and evaluations of school facilities
- Evaluation of safety-related policies and procedures
- Annual review and revision of Comprehensive School Safety Plan

Such strategies will ensure that a safe and orderly environment, conducive to learning is maintained. Such strategies will also ensure compliance with existing laws related to school safety. This manual outlines several elements critical to maintaining a safe school environment.

La Mirada
Safe Schools Committee

San Ysidro Middle School's Safe School Action Plan
2015-2016

1

Goal #1

All students are safe and secure while at school, and when traveling to and from school related activities.

2

Goal #2

All students and staff members are provided a safe teaching and learning environment.

La Mirada's Safe School Action Plan 2016-2017

Goal 1: All students are safe and secure while at school, when traveling to and from school, And when traveling to and from school related activities.

The School's Physical Environment
(The physical setting and condition of the school)

Objective 1: **La Mirada shall have visible supervisory staff presence.**

Objective 2: **Students attending La Mirada will have strategies in place to be able to respond when they feel threatened or in need of assistance.**

La Mirada's Safe School Action Plan 2016-2017

Goal 1: All students are safe and secure while at school, and when traveling to and from school related activities.

Objective 1: La Mirada shall have visible supervisory staff presence

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. La Mirada shall conduct regular safety meetings and include invitations to local law enforcement, community agencies and district officials.	Staff; volunteers Law enforcement/agency	Visible presence	Site Administration; Police Dept.; CHP	11/2016	On-going
2. La Mirada shall implement board policies and procedures to secure the school site during school hours.	Site Administration	Minutes of Meetings	Site Administration	"	"
3. La Mirada shall work closely with local law enforcement and district administration in responding to potential community threats to the safety of students, staff and parents.	Board Policies; Police Dept.	Daily Monitoring	Site Administration; Plant Manager; District Maintenance Staff	"	"
	Police Dept.: Fire Dept.; District Administration	Evaluation of Individual Situation Responses	Site Administration; Police Dept.	"	"

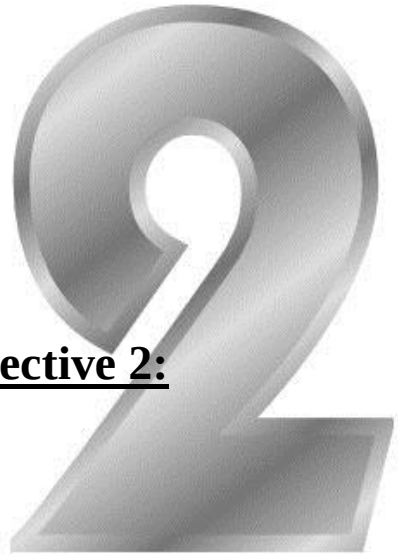
Objective 2: Students attending La Mirada will have strategies in place to be able to respond when they feel threatened or in need of assistance.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. San Ysidro Middle School's administration will provide strategies to all staff members. In addition, a portion of the school day will be used to teach these strategies to the students.	Site Administration	Strategies taught	School Staff	11/2016	On-going
2. San Ysidro Middle School's staff will place an article in the school's newspaper outlining the steps to respond to a threat. Parents will be asked to discuss the article with their children.	Site Administration Faculty; Staff; Site Administration	Newsletter article	Site Administration; Counselors	"	Bi-annual
3. All students at La Mirada will identify an adult staff member who they can talk to and share any potential problems or situations that could escalate into a genuine conflict.		Annual Evaluation	Site Employees	"	On-going
4. A survey will be distributed to La Mirada students to solicit their opinions in regards to what is needed to make the school safer and more conducive of learning.	Committee survey instrument	Distribution and results of survey	Administration; Safe School Committee	"	"

La Mirada Safe School Action Plan 2016-2017

Goal 2: All students and staff members are provided a safe teaching and learning environment.

The School's Physical Environment
(The physical setting and condition of the school)



<u>Objective 1:</u> La Mirada School's psychologist employs effective strategies to intervene at the earliest possible point when students exhibit anti-social behavior.

<u>Objective 2:</u> La Mirada sets a standard for students to interact with each other in a caring, supportive manner.

La Mirada Safe School Action Plan 2015-2016

Goal 2: All students and staff members are provided a safe teaching and learning environment.

Objective 1: La Mirada has effective strategies to intervene at the earliest possible point when students exhibit anti-social behavior.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. La Mirada shall provide to parents/guardians information of agencies that can provide counseling services.	Current Resource Listing School Linked Services	Completed Directory	Counselors; ASB	11/2016	On-going
2. La Mirada shall provide to staff identified effective research-based strategies that address anti-social behavior in grades 9-12.	Research; Conference Material	Completed Material; Documentation	Site Administration; Counselors	"	"
3. La Mirada shall encourage staff to attend workshops/conferences on identifying academic risk factors and applying effective strategies in dealing with anti-social behavior in schools.	County Office; Anger Management Training/Referrals	Staff attending workshops	Site Administration; Staff	"	"
4. La Mirada School's staff shall work with parents in identifying maladaptive behaviors and developing strategies to address these behaviors.	"	Number of parent conferences	"	"	"
5. La Mirada shall hold regularly scheduled "Student Study Team (SST) Meetings." Students with maladaptive behaviors shall be placed on the agenda. The team shall include a psychologist, administrator and teacher(s). (A member of the Special Education Department, the student, and parent will be encouraged to attend.	PL94-142; AB1250; CDE Code Part 30 Sections 56000 to 59300	SST Agendas and minutes	Site Administration; Counselors; School Psychologist		
6. La Mirada School's staff shall contact the school psychologist when it is reported to a staff member that a student has discussed the possibility of self harm or harm to others.	Administration, School Psychologist, Mental Health Professionals, Members of the Special Ed Department	Individual Referrals	Staff	"	On Going

Objective 2: La Mirada sets a standard for adults and students to interact with each other in a caring, supportive manner.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. La Mirada shall develop strategies to encourage parents/guardians to become proactively involved in the education of their children.	District sponsored parenting classes; School Newsletter; PAC Meetings	Strategies implemented	Site Administration; Faculty	11/2016	On-going
2. La Mirada shall encourage parents to volunteer for school-related activities.	PAC; Parent Volunteer List	Extent of Parent Involvement and Volunteers	Site Administration and Staff	"	"
3. La Mirada shall encourage all parents to participate on Parent Advisory Council, its subcommittees, the School Site Council, site Advisory Committees, and the District Advisory Committees.	Superintendent, School Site Council; Site Administration	Amount of Parent Participation	District/Site Administration	"	"
4. La Mirada teachers and counselors shall notify parents/guardians immediately when a student begins to exhibit academic or social problems.	School Faculty, and Administration	TILT and SST minutes; Faculty Logs; SASI documentation	Faculty; Administrators	"	"
5. La Mirada shall provide to students, staff, and parents skills to solve problems and resolve conflicts.	Playworks and PBIS	Documentation of participation in available services	Site Administration	"	"
6. La Mirada School's staff shall promptly return phone calls to parents, students and community leaders.	Existing Communication system	Records of registered complaints	Faculty; Staff; Site Administrators	"	"
7. La Mirada shall hold annual events that bring students, parents and staff members together in a positive environment.	Parent Nights; Assemblies	Back-to School; Open House; Assemblies Weekly Community Gatherings	Site Administration; Site Council	"	Annual Review

La Mirada
Section 2: Child Abuse Reporting Procedures
Part 1: District Policy; Training; Definitions SYSD BP 5141.4

The Board recognizes that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse and neglect. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

This policy applies to all employees who are mandated reporters, as defined by law and district administrative regulation. All are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for reporting, investigating and prosecuting cases of child abuse and neglect.

The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters. (Penal Code 11165.7) However, pursuant to Penal Code 11165.7, a lack of training does not excuse any mandated reporter from duty to report suspected child abuse and neglect.

In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)

Parents/guardians may contact the Superintendent or designee to obtain procedures for filing a complaint against a district employee or other person whom they suspect has engaged in abuse of a child at a school site.

The Superintendent or designee shall also notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he or she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)

2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he or she is guilty of a misdemeanor punishable by a fine and/or imprisonment. (Penal Code 11166)

3. No employee shall be subject to any sanction by the district for making a report. (Penal Code 11166)

Training

Training of mandated reporters shall include child abuse identification and reporting. All employees receiving such training shall receive written notice of state reporting requirements and employees' confidentiality rights. (Penal Code 11165.7)

Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury inflicted by other than accidental means on a child by another person.

2. Sexual abuse of a child as defined in Penal Code 11165.1.

3. Neglect as defined in Penal Code 11165.2.

4. Willful cruelty or unjustifiable punishment of a child as defined in Penal Code 11165.3.

5. Unlawful corporal punishment or injury resulting in a traumatic condition as defined in Penal Code 11165.4.

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6).

2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment. (Penal Code 11165.6)

3. The exercise by a teacher, vice principal, principal or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning. (Education Code 44807)

4. An amount of force that is reasonable and necessary for a school employee to quell a disturbance threatening physical injury to persons or damage to property, to protect himself or herself, or to obtain weapons or other dangerous objects within the control of the student. (Education Code 49001)

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

Mandated reporters include but are not limited to teachers; instructional aides; teacher's aides or assistants; classified employees; certificated student personnel employees including school psychologists, school counselors, and speech pathologists; administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; and administrators, presenters or counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse or neglect. (Penal Code 11166)

La Mirada
Section 2: Child Abuse Reporting Procedures
Part 2: Child Abuse Reporting Procedures AR 5141.4

Any person shall notify a peace officer if he or she reasonably believes that he or she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury, where the victim is a child under age 14. (Penal Code 152.3, 288)

1. Initial Telephone Report

Immediately or as soon as practicably possible after knowing or observing suspected child abuse or neglect, a mandated reporter shall make a report by telephone to Child Protective Services or any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or the county welfare department. (Penal Code 11166)

Child Protective Services (CPS)

Child Abuse Reporting Number for California (800) 540-4000; Outside California (213)639-4500

Child Protection Services – San Jose California
408-299-2071
373 West Julian St.
San Jose, CA 95110

When the telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Written Report

Within 36 hours of receiving the information concerning the incident, the mandated reporter shall prepare and send to the appropriate agency a written report which includes a completed Department of Justice form. (Penal Code 11166, 11168)

Mandated reporters may obtain copies of the above Suspected Child Abuse Report form from either the school site or the appropriate agency.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

a. The name, business address and telephone number of the person making the report and the capacity that makes the person a mandated reporter.

b. The child's name and address, present location and, where applicable, school, grade and class.

c. The names, addresses and telephone numbers of the child's parents/guardians.

d. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information.

e. The name, address, telephone number and other relevant personal information about the person(s) who might have abused or neglected the child.

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him or her. (Penal Code 11167)

Information relevant to the incident of child abuse or neglect may also be given to an investigator from an agency that is investigating the case. (Penal Code 11167)

3. Internal Reporting

Employees reporting child abuse or neglect to the appropriate agency are encouraged, but not required, to notify the principal or designee as soon as possible after the initial telephone report to an appropriate agency. When so notified, the principal shall inform the Superintendent or designee. (Penal Code 11166)

The principal or designee so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board of Education policy and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing these forms.

The mandated reporter shall not be required to disclose his or her identity to the principal. (Penal Code 11166)

He or she may provide or mail a copy of the written report to the principal, Superintendent or designee without his or her signature or name.

Reporting the information to an employer, supervisor, school principal, school counselor, coworker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

All staff should note that your duty is to report and not to investigate the child abuse. Investigation is the responsibility of law enforcement officials and/or the Department of Children's Services.

Victim Interviews

Upon request, a representative of an agency investigating suspected child abuse or neglect may interview a suspected victim during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him or her, before the interview takes place, of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him or her to be as comfortable as possible.

2. The selected person shall not participate in the interview.

3. The selected person shall not discuss the facts or circumstances of the case with the child.

4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian as required in other instances of the removal of a child from school, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code 48906)

Peace officers shall be asked to sign an appropriate release or acceptance of responsibility form.

La Mirada
Section 2: Child Abuse Reporting
Part 3: Parent/Guardian Complaints AR 5141.4

Upon request, the Superintendent or designee shall provide parents/guardians with procedures whereby they can report suspected child abuse occurring at a school site to appropriate agencies. Such procedures shall be in the primary language of the parent/guardian and, when communicating orally regarding those procedures, an interpreter shall be provided for parents/guardians whose primary language is other than English. (Education Code 48987)

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person or in writing with any appropriate agency identified above under "Reporting Procedures."

If a parent/guardian makes a complaint to any district employee, that employee shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency and also is obligated pursuant to Penal Code 11166 to file a report himself or herself using the procedures described above for mandated reporters.

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650(a)(viii)(C). The CDE does not investigate allegations of child abuse but may investigate conditions that may involve immediate physical danger or threaten the health, safety or welfare of the child and which may result in denial of free appropriate public education.

La Mirada
Section 3: Disaster Procedures
Part 1: General Information

San Ysidro School District and La Mirada will take all necessary measures to keep students, staff and visitors safe in the event of a disaster. The following sections of this plan outline basic responsibilities for all staff for specific incidents.

The San Ysidro School District's Emergency Operations Plan is attached to this plan (**see Appendix E**) and outlines in more detail, specific responsibilities for Emergency Response Teams at this location.

La Mirada
Section 3: Disaster Procedures
Part 2: Bomb Threat Procedures

If you observe a suspicious object or potential bomb on property, DO NOT HANDLE THE OBJECT, IMMEDIATELY NOTIFY 9-1-1.

1. **Receiving the Call**

Make every attempt to keep the caller on the phone as long as possible to gain information. Try if possible, to determine the gender and age of caller. Try if possible, to get the caller to tell you the exact location of the bomb and the time of threatened detonation.

2. **Notification Procedures**

School Site will communicate the above information to the following in this order:

- School site Principal/Administrator
- Assistant Principals or Deans
- Director of Counseling Services
- Director of Student Activities.

The Principal/Administrator will notify local law enforcement and the District Superintendent's office.

District Office will communicate the above information to the Superintendent's Office. The Superintendent's office will notify local law enforcement.

Strictly follow the above notification procedures and do not discuss or notify others of the bomb threat since this may create an unwarranted panic response at the location.

3. **Action Plan Procedures**

If required to develop an action plan, the principal/administrator may consult with the following: other administrators, head counselor, and head custodian utilizing their expertise.

If the location of the bomb is not specifically designated, students will be kept in the classroom.

The principal will make the decision to evacuate the building. However, if possible, this decision should be made in conjunction with law enforcement authorities after they arrive at the site.

The decision to search the building will be made in conjunction with law enforcement authorities and performed by them.

The principal will authorize reoccupation of an evacuated building only after consulting with law enforcement authorities.

La Mirada
Section 3: Disaster Procedures
Part 3: Chemical or Hazardous Material Incident

If a hazardous material incident occurs off site, stay indoors and close all doors and windows (referred to as taking “Shelter in Place”).

Notify 9-1-1 of the Chemical or Hazardous Material Incident.

If possible, determine the location of the spill in relation to facility buildings and wind direction.

Do not evacuate buildings until you are sure you will not be evacuating into an area, which could be more hazardous.

Follow all instructions given by the Fire Department when they arrive at the facility.

La Mirada
Section 3: Disaster Procedures
Part 4: Earthquake Procedures

Indoors
DUCK, COVER, AND HOLD, get under desk or table. Move away from windows and objects that could fall. Stay under desk or table until shaking stops.

Outdoors
Move away from buildings, utility poles and vehicles. Avoid all down wires or electrical lines. Do not run.

In School Bus
Stop vehicle in safe location away from power lines, overpasses or large buildings. Stay in vehicle and establish radio contact with Transportation and/or District Emergency Operations Center (EOC).

General
Be prepared for immediate aftershocks and ground motion.

Evaluate immediate area for earthquake related hazards (fire, building collapse, gas leaks, broken electrical lines, wires etc.)

Evaluate immediate area (classroom, bus, etc.) for injuries or medical aid situations.

Call 9-1-1, if you have an immediate emergency such as a fire or serious injury.

Assist injured with First Aid treatment.

Do not evacuate buildings or vehicles unless you have a hazard related reason to do so.

Conduct a headcount to account for all personnel and students.

Establish communications with your supervisor, principal or District EOC and follow emergency checklist and procedures.

Assist any police or fire units that respond to your location.

La Mirada
Section 3: Disaster Procedures
Part 5: Explosion, Aircraft Crash or Similar Incident

1. If possible, Duck and Cover under a desk or table.

1. Notify 9-1-1 of the explosion or crash.

2. Assist any injured requiring first aid treatment.

3. If necessary because of fire, building damage etc., evacuate building.

4. Assist any persons who would have physical problems evacuating the building.

5. Go to an outdoor evacuation/assembly area, which is hazard free and not affected by the explosion or crash.

6. Keep fire lanes, streets and walkways open for emergency responders.

7. Stay in assembly area and account for all personnel and students.

8. Do not return to buildings until authorized by fire department or principal.

La Mirada
Section 3: Disaster Procedures
Part 6: Fire Procedures

1. Call 9-1-1 to report a fire, stay on line and give specific information (name, address of school or facility).
2. Utilize manual pull station to activate building alarm system and evacuate building when you hear an alarm.
3. In the event of a small fire, notify 9-1-1 and then use the nearest fire extinguisher to control the fire if you have been trained in their use.
4. Do not attempt to fight large fires, call 9-1-1 and evacuate building.
5. Assist students in building evacuation and proceed to outdoor school evacuation areas.
6. When evacuating buildings walk, do not run.
7. Do not use elevators for building evacuation or in an emergency.
8. If heavy smoke is present, crawl or stay near floor for breathable air.
9. Assist any individuals who would have physical problems evacuating the building.
10. Stay in the designated assembly area and account for all personnel and students.
11. Do not block fire lanes or areas used by the fire department.
12. Do not reenter building until authorized by fire department or the principal.
13. If the fire is off site, wait for instructions from the principal or District EOC.

La Mirada
Section 3: Disaster Procedures
Part 7: Flood Procedures

If a flood warning is received, notify the District Superintendent immediately.

If a major flood warning is received at the District Office, the District EOC should be activated.

Based upon the specific threat, the District EOC in conjunction with the Operational Area EOC and Standardized Emergency Management Systems (SEMS) system will develop an action plan to protect personnel, students and facilities.

Evacuation of specific schools, facilities or other areas will be directed by the District EOC in coordination with SEMS.

La Mirada
Section 3: Disaster Procedures
Part 8: Riot/Lockdown Procedures

Any threatening disturbance should be reported immediately to the Principal or Administrator if the disturbance occurs at school site. If this occurs at District Office, the disturbance should be reported to Superintendent's Office.

If the disturbance is affecting normal school or facility operations, the Principal/Administrator should notify law enforcement authorities immediately.

As necessary, alert all site employees of the situation by telephone or two-way radio and site staff must follow the instructions below:

If you are inside:

- Close and lock all doors and windows immediately upon notification of situation
- Keep all students inside and take roll
- If feasible, move all students to a center point and keep low to the ground. Stay away from all doors and windows.
- Never open the door or window to anyone
- Keep students inside classroom, regardless of lunch or recess until the Superintendent/designee or local law enforcement tells you that the situation has been resolved.

If you are outside:

- Immediately have students and staff seek shelter if it is safe to do so. Drill with students and staff to go to the nearest room to them.
- If shelter is not available, ensure students lie flat on the ground immediately.
- Children in restrooms should be instructed to stay there until retrieved by a site administrator after all clear is given.

If situation is violent and may include the use of firearms, the principal should instruct all staff and students to lie face down on the floor and remain immobile.

Principal and staff must follow all instructions given by responding law enforcement.

If the event is major, the Superintendent will activate the District EOC to develop an Action Plan to deal with the situation as well as the following:

A. Telephone inquiries and rumor control
B. Media relations and public information
C. Employee/Student crisis counseling
D. Assessment of property damage

La Mirada
Section 3: Disaster Procedures
Part 9: Severe Windstorm Procedures

If a severe wind warning is received at a school or site, notify the District Superintendent immediately.

If a severe wind warning is received at the District Office, the District EOC should be activated.

Based upon the specific threat, the District EOC, in conjunction with the Operational Area EOC or City EOC, will develop an action plan to protect personnel, students and facilities.

In general, if severe winds are affecting a school or facility, employees and students should be moved to the interior core area of the building (inside wall on the ground floor) away from outside windows and doors.

Close all windows and blinds and avoid auditoriums, gymnasiums and other building locations that have large roof areas or spans.

Avoid all areas that have large concentrations of electrical equipment or power cables.

Evacuation of specific schools, facilities or other areas will be directed by the District EOC in coordination with SEMS.

La Mirada
Section 4: Notification of Dangerous Pupils
Part 1: Employee Security SYSD BP 4158 (a), 4258, 4358

The Board of Education desires to provide a safe, orderly working environment for all employees. As part of the district's comprehensive school safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for assisting them in the event of an emergency situation.

Any employee may use reasonable force necessary to protect himself/herself from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects upon the person or within control of a student. However, employees are prohibited from inflicting corporal punishment on students. All security equipment must be authorized and issued by the district. (Education Code 44807, 49001, 49331-49333)

The Superintendent or designee shall ensure that employees are informed, in accordance with law, regarding crimes and offenses by students who may pose a danger in the classroom.

When any individual directs violence against an employee and the employee so notifies the Superintendent or designee, the Superintendent or designee shall take steps to ensure that appropriate legal measures are instituted. When the employee notifies the Superintendent or designee of a threat of bodily harm, the district shall take appropriate measures to enable the employee to request assistance if a threat occurs on school grounds.

The Superintendent or designee shall ensure that employees are trained in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication techniques, and crisis resolution.

Employees may not carry or use weapons, including but not limited to, mace, pepper spray, handcuffs, or other devises reserved for police and/or security officers while on school property or at school activities. On a case-by-case basis, however, the Superintendent or designee may give written permission for the possession of a pepper spray weapon that meets the requirements of Penal Code 12403.7 when justified by unusual dangerous circumstances. Any employee who is negligent or careless in the possession or handling of pepper spray

Reporting of Injurious Objects

The Board requires school employees to take immediate action upon being made aware that any person is in possession of an injurious object on school grounds or at a school-related or school-sponsored activity. The employee shall use his/her own judgment as to the dangerousness of the situation and act appropriately.

The information provided shall be from the previous school years.

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

If criminal or civil proceedings are brought against an employee alleging that the employee committed an assault in connection with his/her employment, such employee may request the Board of Education to furnish legal counsel to defend the employee in any civil action or proceeding brought against him/her within the limits set by law. (Government Code 995)

An employee whose person or property is injured or damaged by willful misconduct of a student may request the school district to pursue legal action against the student or the student's parent/guardian. (Education Code 48905)

La Mirada
Section 4: Notification of Dangerous Pupils
Part 2: Employee Security - Administrative Regulations – AR4258

An employee may use reasonable and necessary force when necessary for self-defense, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects on or within the control of a student. (Education Code 44807, 49001) When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of the persons involved, witnesses, location, and the circumstances of any seizure.

Employees shall promptly report to their principal or other immediate supervisor any attack, assault, or physical threat made against them by a student.

Both the employee and the principal or other immediate supervisor shall promptly report such instances to the appropriate local law enforcement agency. (Education Code 44014)

In addition, employees shall promptly report to their principal or supervisor, and may report to law enforcement, any attack, assault, or threat made against them on school grounds by any other individual.

Reports of attack, assault, or threat also shall be forwarded immediately to the Superintendent or designee.

An employee whose person or property is injured or damaged by willful misconduct of a student when the property is either (1) located on district property, (2) being transported to or from a district-sponsored event, (3) present at a district-sponsored event, or (4) injured or damaged in retaliation for conduct engaged in by the employee in the exercise or his/her duties, may ask the district to pursue legal action against the student or the student's parent or guardian. (Education Code 48905)

Notice Regarding Student Offenses Committed While Under School Jurisdiction

Each school site shall have a system in place that affords teachers and other appropriate staff the opportunity to review student records in the office. The Superintendent or designee shall inform the teacher and other appropriate staff of each student who has engaged in, or is reasonably suspected of, any act during the previous three school years which could constitute grounds for suspension or expulsion under Education Code 48900, with the exception of the possession or use of tobacco products, or Education Code 48900.2, 48900.3, 48900.4, or 48900.7. This information shall be based upon district records maintained in the ordinary course of business or records received from a law enforcement agency. (Education Code 49079) Employees shall receive the information in confidence and shall not disseminate it further.

Upon receiving a transfer student's record regarding acts committed by the student that resulted in his/her suspension or expulsion, the Superintendent or designee shall inform any of the student's teacher(s) and other appropriate staff that the student was suspended from his/her former district and of the act that resulted in the suspension or expulsion. (Education Code 48201)

Information received by teacher(s) and other appropriate staff shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher. (Education Code 49079)

Notice Regarding Student Offenses Committed While Outside School Jurisdiction

When informed by the court that a minor student has been found by a court to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Penal Code 290, assault or battery, larceny, vandalism, or graffiti, the Superintendent or designee shall so inform the school principal, the teacher, and other appropriate staff. (Welfare and Institution Code 827)

Any court-initiated information that a teacher, counselor, or administrator receives shall be kept confidential and used only to rehabilitate the student and protect other students and staff. The information shall be further disseminated only when communication with the student, parent/guardian, law enforcement staff, and probation officer is necessary to rehabilitate the student or to protect students and staff. (Welfare and Institutions Code 827)

When a student is removed from school as a result of his/her offense, the Superintendent or designee shall hold the court's information in a separate confidential file until the student is returned to public school. If the student is returned to a different district, the Superintendent shall transmit the information provided by the student's parole or probation officer to the Superintendent of the new district of attendance. (Welfare and Institutions Code 827)

Any confidential file of court-initiated information shall be kept until the student becomes 18, graduates from high school, or is released from juvenile court jurisdiction, whichever occurs first; it shall then be destroyed. (Welfare and Institutions Code 827)

La Mirada
Section 5: Suspension and Expulsion
Part 1: Discipline SYSD BP 5144(a-b), AR 5141(a)

The Board of Education believes that one of the major functions of the public schools is the preparation of youth for responsible citizenship. The district shall foster a learning environment that reinforces the concepts of self-discipline and the acceptance of personal responsibility. Students are expected to progress from being adult-directed to self-directed with minimal application of disciplinary measures.

In order to maintain an environment conducive to attaining the highest quality of education in the district, there must exist certain disciplinary policies and regulations relating to student conduct which delineate acceptable behavior and provides the basis for sound disciplinary practices within each school in the district. These policies and regulations will be enforced fairly and uniformly and consistently without regard to race, creed, color, or sex.

The administration, teachers, and classified staff share the mutual responsibility for student conduct and safety and the enforcement of district policies and regulations. The Board shall give all reasonable support and assistance to all employees with respect to the student discipline.

The Board recognizes that not all students will adhere to district rules for appropriate behavior. Sufficient support services shall be provided so that continually disruptive students will not be returned to regular classes without some modification of behavior. Students may be assigned to other alternative programs or be subject to removal from school.

School-Adopted Rules

Each site is required to file a copy of its rules and procedures on school discipline with the Superintendent.

In order to ensure that school site rules for student discipline are enforced fairly and uniformly and consistently, the Superintendent shall establish procedures for the development of such rules. All school site rules shall be strictly based on district policy, regulation, and existing law.

All avenues provided in policy, regulation and law for the discipline of students might be utilized in developing site level rules. These include, but are not limited to, positive reinforcement for appropriate behavior, advising and counseling students, conferencing with parents/guardians, detention during and after school hours, alternative educational environments and, if necessary, suspension and expulsion.

Districts are specifically authorized to adopt reasonable regulations to restrict recess time for disciplinary purposes. (Education Code 44807.5)

Each school shall solicit the participation, views and advice of the school community, including administrators, teachers, school security personnel, parents/guardians, and students, grades K-12, in developing the site level rules when appropriate.

The adoption of each school's rules on student discipline is the responsibility of the school principal or designee and a representative selected by the classroom teachers employed at the school.

All adopted school site rules shall be subject to Board review and approval at an open meeting prior to implementation.

School site rules shall be revised periodically as required by any changes in district policy, regulation or law, and shall undergo the site level rule review and adoption process at least every four years.

Each new school in the district shall operate under a district model discipline plan until such time that the discipline committee at the new site has developed its own plan. The new school shall follow the procedures outlined in this policy in developing its plan, but shall not be required to submit its official site discipline plan for Board review until December of the year following the school's opening.

Notice to Parents/guardians and Students

The principal of each school shall ensure that every student and his or her parent/guardian is notified in writing of all Board policies, administrative regulations, and individual school rules related to discipline at the beginning of each school year and that transfer students and their parents/guardians are so advised at the time of enrollment in school.

The notice shall include the fact that these rules and regulations are available on request at the principal's office in all district schools.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. School administrators and teachers shall employ other means of disciplining students who violate school rules, district regulations, or district policies.

The use of reasonable and necessary force by an employee to protect oneself or students or to prevent damage to district property shall not be considered corporal punishment for purposes of this policy. (Education Code 49001)

La Mirada
Section 5: Suspension and Expulsion
Part 2: Expulsion AR 5144.1(a-y)

Expulsion

The Board of Education recognizes that maintaining an environment that promotes learning and protects the health, safety, and welfare of all students may require the suspension or expulsion of a student from regular classroom instruction. District policies and school site rules shall clearly identify district behavior standards.

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

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

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

Each principal shall annually inform all students and parents/guardians of the school's discipline rules and procedures and of the availability of all district policies and regulations dealing with student discipline, suspension and expulsion. (Education Code 35291, 35291.5)

Alternatives to suspension or expulsion will be used with students who are truant, tardy, or otherwise absent from assigned school activities. (Education Code 48900)

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

La Mirada
Section 5: Suspension and Expulsion
Part 3: Student Due Process; Required Parental Attendance SYSD BP 5144.1 (b-c)

Student Due Process

The Board shall provide for the fair treatment of students facing suspension and expulsion by affording them their due process rights under the law. The administration and staff shall comply with procedures for notices and appeals as specified in regulation. Procedures governing student due process shall conform in all aspects to provisions in law. (Education Codes 48911, 48915 and 48915.5)

Whenever a student is suspended, school officials may (but are not required to) meet with the parent/guardian to discuss the causes and duration of the suspension, the school policy involved, and any other pertinent matters. (Education Code 48914).

Required Parental Attendance

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise. The Board recognizes, however, that initial efforts sometimes fail to bring about improvement, and that current law enables parents/guardians to be absent from work without endangering their employment status in order to attend a portion of their child's school day at a teacher's request. Besides furthering improved classroom behavior, such attendance can promote positive parent-child interactions. When appropriate, the school may inform parents/guardians of available school and community resources and counseling which may assist them in developing more effective parenting skills.

Whenever a student is suspended from a class because he or she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class from which the student was suspended may require the student's parent/guardian to attend a portion of a school day in that class. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)

The Board encourages teachers, before requiring parental attendance, to make reasonable efforts to have the parent/guardian visit the class voluntarily. The teacher also may consider informing the parent/guardian about available resources that may provide help in the development of parenting skills. Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and the parent/guardian and to improve classroom behavior.

Parental attendance may be required on the day the student returns to class or within one week thereafter. The principal or designee shall contact any parents/guardians who do not respond to the

request to attend school. The Board recognizes that parental compliance with this policy may be delayed, modified or prevented by serious illness/injury/disability, absence from town, or inability to get certain release time from work.

District regulations and school site rules for student discipline shall include procedures for implementing parental attendance requirements.

This policy shall apply only to a parent/guardian who actually lives with the student. (Education Code 48900.1)

Parents/guardians shall be notified of this policy before it is implemented and at the beginning of each subsequent school year. (Education Codes 48900.1, 35291, 48980)

La Mirada
Section 5: Suspension and Expulsion
Part 4: Suspension and Expulsion/Due Process (Student with Disabilities) AR 5144.2

A student identified as an individual with disabilities pursuant to the Individuals with Disabilities Education Act (IDEA) is subject to the same grounds for suspension and expulsion, which apply to students without disabilities. All the procedural safeguards established by district policies and regulations shall be observed in considering the suspension of special education students, including the requirement that, depending on the nature of the conduct, some form of in-school intervention be used prior to suspension to show that suspension was imposed only when other means of correction failed to bring about proper conduct. (Education Code 48900.5) However, a student may be suspended upon a first offense, as indicated in AR 5144.1.

For students who are in need or who are believed to be in need of special education or related services the Individualized Education Program (IEP) team shall convene when the student accumulates 10 days of suspension during the school year. The team shall meet as soon as possible after the tenth day of suspension to review the appropriateness of the student's placement, the need for any additional services, and the relationship, if any, between the identified disability and the misconduct.

The Superintendent or designee may suspend a special education student for up to five school days for a total of not more than 10 days for any one occurrence.

Procedures for Students Not Yet Eligible for Special Education Services

A student who has not been identified as an individual with disabilities pursuant to IDEA and who has violated the district's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if the district had knowledge that the student was disabled before the behavior occurred. (20 USC 1415(k)(8))

The district shall be deemed to have knowledge that the student had a disability if one of the following conditions exists: (20 USC 1415(k)(8); 34 CFR 300.527)

1. The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, that the student is in need of special education or related services.

2. The behavior or performance of the student demonstrates the need for such services, in accordance with 34 CFR 300.7.

3. The parent/guardian has requested an evaluation of the student for special education pursuant to 34 CFR 300.530-300.536.

4. The teacher of the student or other district personnel has expressed concern about the behavior or performance of the student to the district's director of special education or to other personnel in accordance with the district's established child find or special education referral system.

The district would be deemed to not have knowledge as specified in items 1 through 4 above if, as a result of receiving such information, the district either conducted an evaluation and determined that the student was not a student with a disability or determined that an evaluation was not necessary and provided notice to the parent/guardian of its determination. (34 CFR 300.527)

If it is determined that the district did not have knowledge that the student was disabled prior to taking disciplinary action against the student, then the student shall be disciplined in accordance with procedures established for students without disabilities. (20 USC 1415(k)(8))

If a request is made for an evaluation of a student during the time period in which the student is subject to disciplinary measures, the evaluation shall be conducted in an expedited manner. Until the evaluation is completed, the student shall remain in the educational placement determined by school authorities. (34 CFR 300.527)

Suspension

The Superintendent or designee may suspend a student with a disability for up to 10 consecutive school days for a single incident of misconduct, and for up to 20 school days in a school year, as long as the suspension(s) do not constitute a change in placement pursuant to 34 CFR 300.519. (Education Code 48903; 34 CFR 300.520)

The principal or designee shall monitor the number of days, including portions of days, that students with valid individualized education programs (IEP) have been suspended during the school year.

Services During Suspension

Students suspended for more than 10 school days in a school year shall continue to receive services during the term of suspension, to the extent necessary to provide the student a free and appropriate public education. (20 USC 1412(a)(1)(A); 34 CFR 300.520)

If a student with disabilities is excluded from school bus transportation, the student is entitled to be provided with an alternative form of transportation at no cost to the student or parent/guardian, provided that transportation is specified in the student's IEP. (Education Code 48915.5)

Interim Alternative Placement Due to Dangerous Behavior

A student with a disability may be placed in an appropriate interim alternative educational setting for up to 45 days when he or she commits one of the following acts: (20 USC 1415(k)(1); 34 CFR 300.520)

1. Carries a weapon, as defined in 18 USC 930, to school or to a school function.

2. Knowingly possesses or uses illegal drugs while at school or a school function.

3. Sells or solicits the sale of a controlled substance while at school or a school activity as identified in 21 USC 812(c), Schedules I-V.

The student's IEP team shall determine the student’s alternative educational setting. (20 USC 1415(k)(2))

A hearing officer may order a change in placement of a student with a disability to an appropriate interim educational setting if the hearing officer: (20 USC 1415(k)(2); 34 CFR 300.521, 300.522)

1. Determines that the district has established by substantial evidence, meaning beyond a preponderance of the evidence that maintaining the current placement of the student is substantially likely to result in injury to the student or others.

2. Considers the appropriateness of the student's current placement.

3. Considers whether the district has made reasonable efforts to minimize the risk of harm in the student's current placement, including the use of supplementary aids and services.

4. Determines that the interim alternative educational setting proposed by school personnel who have met with the student's special education teacher allows the student to:

a. Progress in the general curriculum and continue to receive those services and modifications, including those described in his or her IEP, to enable the student to meet the goals of the IEP.

b. Receive services and modifications designed to address the behavior and ensure that the behavior does not recur.

The student may be placed in the interim alternative educational setting for up to 45 days, or until the conclusion of any due process hearing proceedings requested by the parent/guardian. (20 USC 1415(k)(2))

Behavioral Assessment and Intervention Plan

Not later than 10 business days after a student has been suspended for more than 10 school days or placed in an alternative educational setting, the district shall convene an IEP team meeting to conduct a functional behavior assessment and implement a behavioral intervention plan. If the student already has a behavioral intervention plan, the IEP team shall review the plan and modify it as necessary to address the behavior. (20 USC 1415(k)(1); 34 CFR 300.520)

As soon as practicable after developing the behavioral intervention plan and completing the required assessments, the IEP team shall meet to develop appropriate behavioral interventions to address the behavior and shall implement those interventions. (34 CFR 300.520)

Procedural Safeguards/Manifestation Determination

The following procedural safeguards shall apply when a student is suspended for more than 10 consecutive school days, when disciplinary action is contemplated for a dangerous behavior as described above, or when a change of placement is contemplated: (20 USC 1415(k)(4); 34 CFR 300.523)

1. The parents/guardians of the student shall be immediately notified of the decision and provided the procedural safeguards notice pursuant to 34 CFR 300.504 on the day the decision to take action is made.

2. Immediately if possible, but in no case later than 10 school days after the date of the decision, a manifestation determination review shall be made of the relationship between the student's disability and the behavior subject to the disciplinary action.

At this review, the IEP team and other qualified personnel shall consider, in terms of the behavior subject to the disciplinary action, all relevant information, including: (20 USC 1415(k)(4); 34 CFR 300.523)

a. Evaluation and diagnostic results, including the results or other relevant information supplied by the student's parents/guardians.

b. Observations of the student.

c. The student's IEP and placement

In relationship to the behavior subject to the disciplinary action, the team shall then determine whether the IEP and placement were appropriate and whether supplementary aids, services, and behavioral intervention strategies were provided consistent with the student's IEP and placement. The team shall also determine that the student's disability did not impair the ability of the student to understand the impact and consequences of the behavior, nor did it impair his or her ability to control the behavior subject to the disciplinary action. (20 USC 1415(k)(4); 34 CFR 300.523)

If the team determines that the student's behavior was not a manifestation of his or her disability, then the student may be disciplined in accordance with the procedures for students without disabilities, as long as the student continues to receive services to the extent necessary to provide that student a free and appropriate public education. (20 USC 1415(k)(4); 34 CFR 300.524)

If the team determines that the student's behavior was a manifestation of his or her disability, then the student's placement may be changed only via the IEP process. (20 USC 1415(k)(4))

Due Process Appeals

If the parent/guardian disagrees with a decision that the behavior was not a manifestation of the student's disability or with any decision regarding placement, he or she has a right to appeal the decision. (20 USC 1415(k)(6); 34 CFR 300.525)

If the student's parent/guardian initiates a due process hearing to challenge the interim alternative educational setting or the manifestation determination, the student shall remain in the interim alternative setting pending the decision of the hearing officer or the expiration of the 45-day time period, whichever occurs first, unless the parent/guardian and district agree otherwise. (34 CFR 300.526)

If school personnel maintain that it is dangerous for the student to be placed in the current placement (placement prior to removal to the interim alternative education setting), during the pendency of the due process proceedings, the Superintendent or designee may request an expedited due process hearing. (34 CFR 300.526)

Expulsion

The Board of Education may expel a student who is in need or believed to be in need of special education or related services only if an individualized education program team has determined that (1) the misconduct was not caused by, or a direct manifestation of, the student's identified handicap; and (2) the student was appropriately placed at the time the misconduct occurred. (Education Code

48915.5)

If a student is in need or believed to be in need of special education or related services at the time the recommendation for expulsion is made, the procedures and timelines governing expulsion shall be the same as those for other students recommended for expulsion specified in AR 5144.1, except that an Individualized Education Program (IEP) team meeting shall be held under conditions and with possible consequences as follows: (Education Code 48915.5)

1. The IEP meeting shall be held within four school days after recommendation for expulsion by the site administrator, unless the Superintendent or designee extends the suspension to 10 days. In the event of an extension, the IEP meeting shall be held within 10 days after the recommendation for expulsion by the site administrator.

2. The parent/guardian shall be notified of his or her right to participate in the meeting at least 48 hours before the meeting.

3. Unless a parent/guardian has requested a postponement, the meeting may be conducted without the parents/guardians' participation.

4. A parents/guardians' request that the meeting be postponed shall be granted for up to three additional school days. The district shall extend any suspension of the student for the period of postponement.

5. The IEP team shall determine if the misconduct was caused by, or a direct manifestation of, the student's identified handicap. The IEP team shall also determine if the student had been appropriately placed at the time the misconduct occurred.

6. In reaching its decision, the team shall base its decision on results of a comprehensive evaluation. (34 Code of Federal Regulations 104.35) In addition, it may base its decision on relevant information that has been acquired within three years of the date of the alleged misconduct.

Relevant information shall include all of the following:

a. A review of the student's school progress and behavior, if available, including, but not limited to, a review of the student's individualized education program, teacher progress reports and comments, school health records, and school discipline records.

b. A review of the ability of the student to conform his or her behavior to the prescribed standards, and a determination of the relationship, if any, between the student's behavior and his or her handicapping condition.

7. If the IEP team determines that the alleged misconduct was not caused by, or a direct manifestation of, the student's handicapping condition, and if it is determined that the student was appropriately placed, the student shall be subject to the applicable disciplinary actions and procedures prescribed for suspension and expulsions of all students.

8. The parent/guardian of each student with previously identified exceptional needs has a right to a due process hearing conducted pursuant to Section 1415 of Title 20 of the United States Code if the parent/guardian disagrees with the decision of the IEP team.

9. If the state's special education due process hearing is initiated by the parent/guardian due to a disagreement with the IEP team recommendations, the district shall cooperate with the State Department of Education towards achieving an expeditious resolution to the disagreement.

10. If a parent/guardian demands a due process hearing concerning the IEP determination, the student shall remain in his then current placement pending resolution of the due process proceeding unless:

> a. He or she has been suspended. Such suspension may not exceed five consecutive school days for a single incident of misconduct, unless extended by five additional days when the student poses an immediate threat to the safety of others. (Education Code 48911, Honig v. Doe
>
> b. The student and his or her parents/guardians agree to a change in placement. (Education Code 56505)
>
> c. A court order has been obtained permitting such a change in placement.
>
> d. The change is a "minor" change in program or services rather than a "significant" change in placement. (Doe v. Maher)

11. Parental consent is not required as a condition for expulsion proceedings or the decision to expel. (Education Code 48915.5)

12. If a student with a disability possesses at school or at a school activity a weapon as defined in the 18 USC 921, he or she shall be immediately suspended and may be placed in an alternative educational setting for not more than 45 calendar days, or until the conclusion of any due process proceedings requested by the parent/guardian. The student's alternative educational setting shall be determined by the student's IEP team or school site committee. (Education Code 48915; 20 USC 1415)

Services During Expulsion

Expelled students shall continue to receive services during the term of the expulsion to the extent necessary to provide the student a free and appropriate public education. Any alternative program must provide services to the extent necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the student's IEP. (20 USC 1412(a)(1)(A); 34 CFR 300.121, 300.520)

Readmission

Readmission procedures for students with disabilities shall be the same as those used for all students. Upon readmission, an IEP team meeting shall be convened.

Suspension of Expulsion

The Board's criteria for suspending the enforcement of an expulsion order shall be applied to students with disabilities in the same manner as they are applied to all other students.

Notification to Law Enforcement Authorities

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

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

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

La Mirada
Section 5: Suspension and Expulsion
Part 5: Students Expelled From Other Districts AR 5144.1

The Board of Education realizes that students expelled from school for serious offenses represent a possible danger to the students or staff at other schools in which they may seek to enroll. The Board of Education, therefore, shall request expulsion information from the sending District whenever it receives a request to enroll someone who has been expelled.

Students expelled for infractions of the following Education Code 48915, 48915.1, and 48915.2, will be referred to Charter School Community Learning Center:

1. Causing serious physical injury to another person, except in self-defense.

2. Possessing any knife; possession or furnishing a firearm, explosive or other dangerous object of no reasonable use to the student; brandishing a knife at another person.

3. Unlawfully possessing or selling any controlled substance, as listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

4. Robbery or extortion.

Pursuant to Education Code 46601, students who are under consideration for expulsion or who have been expelled pursuant to Education Code 48915 and 48918 may not appeal inter-district attendance denials or rescissions while expulsion proceedings are pending or during the term of the expulsion.

La Mirada
Section 5: Suspension and Expulsion
Part 6: Students Expelled From Other Districts Administrative Regulations - AR 5119

No student shall be enrolled until after the term of his or her expulsion if the expulsion was for any of the following acts: (Education Code 48915, 48915 (c), 48915.2)

1. Possessing or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.

2. Brandishing a knife.

3. Unlawfully selling a controlled substance as listed in Health and Safety Code 11053-11058.

4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code 48900(n).

5. Causing serious physical injury to another person, except in self-defense.

6. Possessing any knife, explosive or other dangerous object of no reasonable use to the student.

7. Unlawfully possessing any controlled substance, as listed in the Health and Safety Code, except for the first offense for possessing not more than one ounce of marijuana, other than concentrated cannabis. (Health and Safety Code 11053-11058)

8. Robbery or extortion.

9. Assault or battery upon a school employee as defined in Penal Code 240 and 242.

As student expelled for acts other than those specified above may be admitted or conditionally admitted during the term of expulsion when the Board of Education determines, after a re-entry hearing, that the student does not pose a potential danger to District students or employees. If the student is found to pose a potential danger, the Board of Education may deny enrollment for the remainder of the expulsion period. (Education Code 48915.1) Students are to be referred to Charter School Community Learning Center for the remainder of the expulsion.

If the parent/guardian or student, upon seeking enrollment, did not inform the district as required by law, of the student's status with his or her previous District, this lack of compliance shall be recorded and discussed during the re-entry hearing at the end of the expulsion term. (Education Code 48915.1)

Students who are under consideration for expulsion or who have been expelled pursuant to Education Code 48915 and 48918 may not appeal inter-district attendance denials or decisions while expulsion proceedings are pending, or during the term of the expulsion. (Education Code 4660

La Mirada
Section 6: Sexual Harassment Policy
Part 1: Student Sexual Harassment - BP 5145.7 (a-c)

The Board of Education is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or any school-related activity.

The principal or designee shall ensure that students receive age-appropriate information related to sexual harassment. Students shall be assured that they need not endure any form of sexual behavior or communication, including harassment because of sexual orientation. They shall be assured that they need not endure, for any reason, any harassment that impairs the educational environment or a student's emotional or physical well-being at school or any school-related activity.

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion.

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

Students shall be informed that they should immediately contact a staff member if they feel they are being harassed. Within 24 hours, staff shall report complaints of sexual harassment to the principal or designee or to the Assistant Superintendent, Human Resources, who is also the District's Title IX Coordinator. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained. The principal or designee shall immediately investigate any report of sexual harassment of a student. Upon verifying that sexual harassment has occurred, he or she shall ensure that appropriate action is taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. If a situation involving sexual harassment is not promptly remedied by the principal or designee, a complaint of sexual harassment can be filed in accordance with AR 1312.3 - Uniform Complaint Procedures.

The district prohibits retaliatory behavior against any complainant or participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

La Mirada
Section 6: Sexual Harassment Policy
Part 2: Student Sexual Harassment AR 5145.7

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.

2. Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual.

3. The conduct has the purpose or effect of having a negative impact on an individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through the school.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions.

2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.

3. Graphic verbal comments about an individual's body or overly personal conversation.

4. Sexual jokes, notes, stories, drawings, pictures, or gestures.

5. Spreading sexual rumors.

6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.

7. Touching an individual's body or clothes in a sexual way.

8. Purposefully cornering or blocking normal movements or limiting a student's access to educational tools.

9. Displaying sexually suggestive objects in the educational environment.

10. Any act of retaliation against an individual who reports a violation of the district's harassment policy, or who participates in the investigation of a sexual harassment complaint.
Each principal has the responsibility for maintaining an educational environment free of sexual harassment. This responsibility includes discussing and implementing the district's sexual harassment policy with students and assuring them that they are not required to endure sexually insulting, degrading, or exploitative

treatment, or any other form of sexual harassment.

Notifications

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

1. Be displayed in a prominent location in the administrative offices of the district.

2. Be displayed in a prominent location near each school principal's office.

3. Be provided to each employee and employee organization at the beginning of each school year or each time a new employee is hired.

4. Be provided to each new student at the time the student is enrolled in the school and as part of any orientation program for new students at the beginning of each quarter, semester, or summer session.

5. Appear in any school or district publication that sets forth the school or district's comprehensive rules, regulations, procedures, and standards of conduct.

6. Be included in the notifications sent out to parents/guardians at the beginning of each school year.

7. Include the name, office address, and telephone number of the Title IX coordinator:

Director or Assistant Superintendent
San Diego, CA

1. The principal or designee shall promptly and fully investigate any complaint of harassment made by or about a District student. In so doing, the principal or designee shall speak individually with the following:

a. The student making the complaint.

b. The person accused of harassment.

c. Anyone who saw or heard the harassment take place.

d. Anyone mentioned as having related information.

2. The student who complained shall have an opportunity to describe the incident, present witnesses, and other evidence of the harassment, and put his or her complaint in writing.

3. The principal or designee shall discuss the complaint only with the people described above. Where necessary to carry out the investigation or for other good reasons that apply to the particular situation, the principal or designee may also discuss the complaint with the following persons:

a. The parents/guardians of the student who complained.

b. The parents/guardians of the person accused of harassing someone.

c. Teacher(s) or staff member(s) who have knowledge of the student(s) involved and may be of

assistance in determining who is telling the truth about what might have occurred.

d. The district's Title IX coordinator (the Title IX coordinator may contact legal counsel, where appropriate).

e. Appropriate child protective service and law enforcement authorities.

4. When the student who complained and the person accused of harassment so agree, the principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator, or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided.

5. The principal or designee shall tell the student who complained that he or she has the right to file a formal complaint at any time in accordance with the district's uniform complaint procedures. If the student wishes to file a formal complaint, the principal or designee shall assist the student in doing this.

6. In reaching a decision about the complaint, the principal or designee may take into account:

a. How the misconduct affected one or more students' education.

b. The type, frequency and duration of the misconduct.

c. The number of persons involved.

d. The age and sex of the person accused of harassment.

e. The subject(s) of harassment.

f. The place and situation where the incident(s) occurred.

g. Other incidents at the school, including incidents or harassment that were not related to sex.

8. The principal or designee shall write a report of his or her findings, decision, and reasons for the decision and shall present this report to the student who complained and the person accused. In the absence of good cause for delay, this report shall be due within 30 days of the inception of the investigation.

9. The principal or designee shall give the Superintendent or designee a written report of the complaint and investigation. If he or she verifies that sexual harassment occurred, this report shall describe the actions he or she took to end the harassment, address the effects of the harassment on the person harassed, and prevent retaliation or further harassment.

Within two weeks after receiving the complaint, the principal or designee shall determine whether the student who complained has been harassed further. The principal or designee shall keep a record of this information.

The principal or designee shall keep a record of the report, materials gathered in the course of his or her investigation, and student complaint(s). These materials shall be kept in strict confidence.

10. Disciplinary action, up to and including expulsion, will be taken if appropriate according to the uniform discipline procedures stated in the student handbook. Documents will be forwarded to the CWA office as

necessary. Due Process timelines will be followed.

The principal or designee shall take appropriate actions to enforce the district's sexual harassment policy. As needed, these actions may include the following:

1. Removing vulgar or offending graffiti.

2. Providing staff in-service and student instruction or counseling.

3. Notifying parents/guardians.

4. Notifying child protective services.

5. Taking appropriate disciplinary action. In addition the principal or designee may take disciplinary action against any person who is found to have made a complaint of sexual harassment, which he or she knew was not true.

La Mirada
Section 7: School Dress and Grooming – AR5132 (b)
Part 1: Policy, Gang Related Apparel & Uniforms

Board of Education policy based on State Education Code states that all students shall be required to dress and groom for school with attention and emphasis on the following: a) neatness; b) cleanliness; c) safety; and d) modesty. Regulations regarding student dress shall be imposed whenever the mode of dress in question is unsafe for the student or those around the student, or is disruptive or distracting to school operations and the education process in general.

The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board of Education expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction, which would interfere with the educational process.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

Gang-Related Apparel

The Principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board of Education for approval. The Board of Education shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

Uniforms

In order to promote student safety and discourage theft, peer rivalry and/or gang activity, the Principal, staff and parents/guardians at a school may establish a reasonable dress code requiring students to wear uniforms. Such a dress code may be included as part of the school safety plan and must be presented to the Board of Education for approval. The Board of Education shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

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

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms.

La Mirada
Section 7: School Dress and Grooming AR 5123
Part 2: Policy, Gang Related Apparel & Uniforms

Students are expected to attend school in clean, neat clothing. It is the mission of the District not only to provide academic education but also to provide education in morals, manners, dress, and grooming because these are elements of good citizenship. Research has shown that student dress and appearance affect student attitudes and conduct. These guidelines are intended to define "appropriate student attire" and personal grooming. Their purpose is to prevent disruption of classroom atmosphere, enhance classroom decorum, eliminate disturbances among other students in attendance, and minimize distraction of other students so as not to interfere with the educational process. It is also intended to help protect the health and welfare of the individual student. Final decision as to whether student dress or grooming is, in fact, disruptive or distracting shall be made by the Principal or designee.

Gang-Related Apparel

The Principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board of Education for approval. The Board of Education shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the Principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

All students shall abide by the following:

1. Hair and physical appearance shall be clean and neatly groomed. Aerosol cans of any kind are not permitted at school, i.e., hair color, hair spray. No excessive makeup is allowed.

2. Shoes must be worn at all times. For safety purposes, sandals must be held in place with heel strap. Steel-toed shoes, skate shoes and slippers are not permitted. Cleats are not permitted accept as required for athletic/sports purposes.

3. Lettering or printing will be allowed on shirts, sweatshirts, jewelry, personal items (backpacks, fanny packs, gym bags, water bottles, etc.) and other apparel as long as it is acceptable for school attire. Crude or vulgar printing or pictures depicting tobacco, drugs, alcoholic beverages, gang-related names or symbols, or those that are sexually suggestive are not allowed. Site administration reserves the right to declare

unacceptable any item of clothing, printing, or accessory depicting any logo that has been identified to be gang related (including sport team jerseys), per site policy.

4. Pant size must be appropriate. The fullness must not interfere with the normal school activities. If the student removes the belt, pants must not fall more than two inches below the hipbone. The crotch should not drop lower than the fingertips of the extended hand. The length of the pant should not extend past the heel of the shoe. When side seams are pulled out straight and then are crossed to the front, the edge of the pants should not cross the mid-point of the leg.

5. All clothing shall be within the bounds of decency and good taste as appropriate for school. Garments shall be sufficient to conceal undergarments at all times. Night clothing (pajamas) and slippers are not to be worn to school.

6. Dresses, skirts and shorts shorter than mid-thigh are prohibited.

7. No garment may be worn that is cut-off, ragged or torn.

8. No "see through" or "fish net" type of blouse or shirt may be worn. Students must wear shirts at all times. No muscle shirts, undershirts, tank tops, halter-tops, off-the-shoulder or low-cut tops; or bare midriffs are permitted.

9. No gang-related apparel (as determined by site guidelines).

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

The Principal, staff, students and parents/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

At least six months before a school uniform policy is implemented, the principal or designee shall notify parents/guardians of this policy. (Education Code 35183)

Parents/guardians shall also be informed of their right to have their child exempted.

Wearing of Shorts

Students may be allowed to wear Bermuda shorts, walking shorts, or shorts of this type within the following guidelines:

1. Shorts must be hemmed and straight legged.

2. The length of the shorts must be within the bounds of decency and in good taste as appropriate for school.

3. The shorts length should not be shorter than the end of the extended fingertips.

4. Short shorts are not to be worn at school.

Shorts that do not meet these criteria are not allowed. Tops worn with shorts must adhere to the guidelines previously stated.

Colors

Students shall not wear clothing or apparel identified by school personnel as "colors." The term "colors" is defined as a display by the wearing or placement of apparel by a group of students, or an individual student, which would signify the membership or intent of membership in a student group known to advocate or participate in disruptive or illegal behavior.

Students violating any part of this dress code will be issued one warning and sent home to change into appropriate clothing if necessary. The second violation of the same nature will result in the student being referred to the principal for discipline.

La Mirada
Section 8: Safe Ingress and Egress
Part 1: Safe Ingress and Egress

Safe Ingress and Egress

La Mirada will ensure safe ingress and egress to and from the school for pupils, parents, and school employees. Safe ingress and egress will be maintained by periodic reviews of the procedures for ingress and egress. The school will ensure that all passageways to and from school buildings, corridors within school buildings and emergency exits remain clear of all obstruction to allow flow of pedestrian traffic. The school will also ensure that potential obstructions and hazards are removed from such areas. To assist school staff in conducting evaluations, the school may utilize consultants to conduct periodic inspections of the school.

Any problems associated with safe ingress and egress will be addressed immediately.

La Mirada
Section 9: Weapons and Dangerous Instruments
Part 1: Weapons and Dangerous Instruments - BP 5131.7

The Board of Education desires students and staff to be free from the danger presented by firearms and other weapons and recognizes that they have the right to a safe and secure campus free from psychological and physical harm.

Weapons

The Board of Education desires students and staff to be free from the danger presented by firearms and other weapons and recognizes that they have the right to a safe and secure campus free from psychological and physical harm.

Possession of Weapons

The Board of Education prohibits any person other than authorized law enforcement or security personnel from possessing weapons, imitation firearms, or dangerous instruments of any kind in school buildings, on school grounds or buses, or at school-related or school-sponsored activities away from school, or while going to or coming from school.

Unless he/she has obtained prior written permission as specified below, any student who is determined to have brought a firearm to school or possessed a firearm at school, as verified by a school employee, shall be expelled for not less than one year, except that the Board of Education may set an earlier date for readmission on a case-by-case basis, in accordance with Board of Education policy and administrative regulation. (Education Code 48915; 20 USC 7151)

Students possessing or threatening others with any weapon, dangerous instrument, or imitation firearm are subject to suspension and/or expulsion in accordance with law, Board of Education policy and administrative regulations.

Under the power granted to the Board of Education to maintain order and discipline in the schools and to protect the safety of students, staff and the public, any school employee is authorized to confiscate a weapon, dangerous instrument or imitation firearm from any person on school grounds.

The Principal or designee shall notify law enforcement authorities when any student possesses a weapon without permission or commits any act of assault with a firearm or other weapon. (20 USC 7151; Education Code 48902; Penal Code 245, 626.9, 626.10)

Advanced Permission for Possession of a Firearm for Educational Use

A student who desires to possess or transport a firearm or imitation firearm on school grounds for an educational purpose shall request prior permission from the Principal at least five school days in advance of the planned possession. The student's parent/guardian shall provide written permission explaining the planned use of the weapon and the duration. The student shall also submit a written explanation from the staff person responsible for the school-sponsored activity or class.

On a case-by-case basis, the Principal shall determine whether to grant permission for such possession when necessary for a school-sponsored activity or class or as part of the educational program. Factors that shall be considered include, but are not limited to, the planned use of the weapon, the duration and location of the planned use, whether an audience is expected, and any perceived adverse effects to the safety and well being of students or staff. If the Principal grants such permission, he/she shall provide the student and staff person with a written explanation regarding any limitations and the permissible duration of the student's possession.

The Principal and/or a staff member with knowledge of firearm safety shall inspect the weapon to ensure that necessary safety precautions have been taken, including inspection to ensure that no live ammunition is present. The firearm shall be stored in a locked vehicle or in an appropriate, locked container before and after the educational activity.

A student granted permission to possess a firearm may be suspended and/or expelled if he/she possesses or uses the weapon inappropriately.

Possession of Pepper Spray

To prevent potential misuse that may harm students or staff, students are prohibited from carrying tear gas or tear gas weapons such as pepper spray on campus or at school activities.

Reporting of Dangerous Objects

The Board of Education encourages students to promptly report the presence of weapons, injurious objects or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

The Superintendent or designee shall develop strategies designed to facilitate student reporting of the presence of injurious objects on school grounds, such as tip hotlines, electronic transmissions, or other methods that preserve the student's anonymity. Incident reports and records shall not identify the student who reported the possession. The strategy shall also provide a method of informing staff, students and parents/guardians that students who report the presence of injurious objects on school campuses are to be protected and their identity shielded.

La Mirada
Section 9: Weapons and Dangerous Instruments
Part 2: Weapons and Dangerous Instruments - AR 5131.7

Students shall not possess weapons, look-alikes, or dangerous instruments of any kind on school grounds or buildings, nor on school buses, nor on any school-related or school-sponsored activity away from school facilities unless written permission has been obtained from the principal.

Weapons and dangerous instruments include, but are not necessarily limited to:

1. Firearms: pistols, revolvers, shotguns, rifles, "zip guns," "stun guns," tasers, and any device capable of chemically propelling a projectile.

For school purposes, this includes air-guns, CO2 guns, paint guns, BB guns, pellet guns and dart or spring action guns and non-operating devices made to look like a firearm, which might be used for intimidation.

2. Cutting and puncturing devices: Dirks, daggers, legal knives, illegal knives (blades longer than three and one-half inches, folding knives with a blade that locks into place), razors with an unguarded blade, Kirpans, and any other device capable of cutting or puncturing.

3. Explosive and/or incendiary devices: pipe bombs, time bombs, tear gas and tear gas weapons, firecrackers, cap guns, caps, containers of inflammable fluids, and other hazardous devices.

4. Any other dangerous device, instrument or weapon, especially those defined in Penal Code 12020, including a blackjack, slingshot, billy club, nunchakus, sandclub, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon.

5. Other: any other objects that could be used to inflict harm.

Possession of or bringing such weapons or devices on school grounds may also be a violation of the Penal Code, and therefore any violation of this regulation shall be reported to the local law enforcement agency. Students who violate this regulation will be subject to immediate suspension and possible expulsion by the Board of Education.

Any school employee may confiscate any of the above devices and any other dangerous device, instrument or weapon, especially those defined in Penal Code 12020, including a blackjack, slingshot, billy club, nunchuks, sand club, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon. Objects may not be returned.

Every employee seizing any weapon or dangerous instrument under the provision of this regulation shall report the incident to the building Principal immediately, and deliver the seized device to the Principal, together with name(s) of persons involved, witnesses, location and circumstances of the seizure.

If it is known that a student has possession of such a device but the device has not been seized, the employee should report the matter to the Principal immediately, and the Principal shall take such action as is

appropriate. This Principal shall report all student violations of this regulation to the Superintendent or designee.

If an employee knows that a student possesses a weapon or dangerous device that has not been confiscated, the employee shall report the matter to the Principal immediately, and the Principal shall take appropriate action.

When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

In accordance with law, the Principal or designee shall notify law enforcement authorities of any acts of assault by a student with a firearm or any other deadly weapon or instrument, and of any possession or seizure of a firearm or any cutting or puncturing device identified in Item 2 above. (Education Code 48902, Penal Code 245, 626.9, 626.10)

The Principal or designee may notify law enforcement authorities regarding the seizure or possession of other dangerous devices. The Principal shall take disciplinary action which he or she determines proper in accordance with Board of Education policies and regulations.

The Principal shall report any possession of a weapon or dangerous instrument, including replicas, to the student's parents/guardians by telephone or in person, and followed by written notification.

Gangs

The Board of Education desires to keep District schools free from the threats or harmful influence of any groups or gangs which exhibit drug use, violence or disruptive behavior. The Board of Education therefore prohibits the presence of any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in such a group. This policy shall be applied at the Principal's discretion as the need for it arises at individual school sites. The Superintendent or designee shall take steps to deter gang intimidation of students and staff and confrontations between members of different gangs. He/she shall exchange information and establish mutually supportive efforts with local law enforcement authorities.

The Superintendent or designee shall provide in-service training, which helps staff to identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior. Staff shall be informed about conflict management techniques and alerted to intervention measures and community resources.

The Board of Education realizes that students become involved in gangs for many reasons, such as peer pressure, the need for a sense of belonging, and lack of refusal skills. Age-appropriate gang violence prevention education shall start with students in the early elementary grades and may start in kindergarten. To further discourage the influence of gangs, the Superintendent or designee shall ensure that school rules of conduct and any school dress code prohibiting gang-related apparel are enforced consistently. If a student exhibits signs of gang affiliation, staff shall so inform the parent/guardian.

Drugs and Alcohol

The Board of Education believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Board of Education desires to keep District schools free of alcohol and other drugs in order to help prevent violence, promote school safety and create a well-disciplined environment conducive to learning.

The Superintendent or designee shall develop, implement and evaluate a science-based/research-based comprehensive prevention and intervention program designed to prevent or reduce alcohol or other drug use. It shall include primary prevention activities such as decision-making skills and conflict management, instruction, referral to a rehabilitation program, enforcement/discipline, activities that promote the involvement of parents/guardians and coordination with appropriate community agencies and organizations.

The Board of Education and Superintendent shall agree upon measures that will be used to monitor and determine the effectiveness of the District's program in reducing drug and alcohol use. The Superintendent or designee shall develop and implement an evaluation process that includes ongoing assessment and analysis of objective data regarding the incidence of drug and alcohol use among District students, including discipline problems, and the prevalence of risk factors.

The Superintendent or designee shall consult with Principals, teachers, counselors, other school personnel, students and parents/guardians when developing the District's program.

The Superintendent or designee shall clearly communicate to all students, staff and parents/guardians the District's policies, regulations and school rules related to the use of alcohol and other drugs on school campuses or at school activities. Information about program needs and goals shall be widely distributed in the community.

Staff should encourage students to participate as responsible partners in efforts to maintain a safe, constructive school climate.

The District's Title IV Coordinator or designee shall collaborate with the Riverside County Office of Education (RCOE) in the establishment of planning and implementing Alcohol and Drug Prevention programs by networking with other Title IV coordinators throughout the county.

Instruction

The District shall provide science-based/research-based preventative instruction, which has been proven effective in helping students avoid the use of alcohol and other drugs.

All instruction and related materials shall consistently state that unlawful use of alcohol or other drugs is wrong and harmful. Instruction shall not include the concept of responsible use of drugs or alcohol when such use is illegal. (20 USC 7114, 7162; Health and Safety Code 11999.2)

The District shall offer staff development activities for staff to include Student Assistance Program (SAP) counselors who implement the comprehensive drug and alcohol prevention and intervention program.

Intervention, Referral and Recovering Student Support.

The Board of Education believes that effective interventions should be available to assist students who use alcohol and other drugs. School staff, students and parents/guardians shall be informed about early warning signs which may indicate alcohol and other drug use and about appropriate agencies offering intervention programs, counseling referral and other student assistance programs. The District shall help recovering students to avoid re-involvement with alcohol and other drugs by providing school and/or community service activities designed to increase students' sense of community.

The Board of Education strongly encourages any student who is using alcohol or drugs to discuss the matter with his or her parent/guardian or with any staff member. Students who disclose their use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be disciplined for such use.

Enforcement/Discipline

The Superintendent or designee shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds or at school-sponsored activities.

Students possessing, using or selling alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures including suspension or expulsion and/or referral to law enforcement in accordance with law, Board of Education policy and administrative regulation. In addition, such students may be referred to an appropriate counseling program, transferred to an alternative placement, and/or be restricted from extracurricular activities, including athletics.

La Mirada
Section 10: Bullying Policy
Part 1: Bullying BP 5131.2 and AB1156

In compliance with AB 1156 San Ysidro School District has implemented policies, programs, trainings and activities in the prevention of physical, psychological and emotional harm to students, which interfere with the pupil's ability to learn and participate in school activities.

According to AB 1156, it defines "Bullying" as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act and including one or more acts committed by a pupil or group or pupils engaging in sexual harassment, hate violence, harassment, threats, or intimidation directed toward one or more pupils that has or can be reasonably predicted to have the effect or one or more of the following:

a. Placing a reasonable pupil or pupils in fear of harm to that pupils' person or property;
b. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health
c. Causing a reasonable pupil to experience substantial interference with his or her academic performance; or
d. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities or privileges provided by a school.

For the complete text of AB 1156, effective July 1, 2012 please refer to Appendix D.

The District shall be free from discrimination, including harassment, with respect to the actual or perceived ethnic group, religion, gender, color, race, ancestry, national origin and physical or mental disability, age or sexual orientation.

It is intended that harmonious relationships be promoted that enable students to gain a true understanding of civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

Comprehensive School Safety Plan

Section 11

APPENDENCES

Appendix A: Education Code Sections 35294 – 35294.9 Text

35294.10. (a) It is the intent of the Legislature that all public schools with any combination of instructional settings from kindergarten to grade 7, inclusive, have access to supplemental resources to establish programs and strategies that promote school
safety and emphasize violence prevention among children and youth in he public schools. It is further the intent of the Legislature to fund and coordinate the programs and activities carried out pursuant o the Interagency School Safety Demonstration Act of 1985 (Chapter 2.5 (commencing with Section 32260)), relating to safe school model programs; Article 5 (commencing with Section 32280) of Chapter 2.5 of Part 19, relating to the development of school safety plans; and Article 6 (commencing with Section 32296) of Chapter 2.5 of Part 19, relating to school community policing, in a cooperative and interactive effort to promote school safety and violence prevention in the public schools.

(b) It is further the intent of the Legislature that the Superintendent of Public Instruction and the Attorney General shall utilize available resources to make every effort to coordinate activities and the distribution of resources to maximize their effective and efficient use in establishing and maintaining safe schools.

35294.11. (a) The School Safety and Violence Prevention Strategy Program is hereby established to be administered by the Superintendent of Public Instruction for the purpose of promoting school safety and violence prevention programs among children and youth in the public schools.

(b) The Superintendent of Public Instruction, in conjunction with the Attorney General, shall develop standards and guidelines for evaluating proposals, and shall award grants on a competitive basis, as authorized by this article, to schools and school districts
serving any combination of instructional settings from kindergarten to grade 7, inclusive, that meet the following conditions:

(1) The school has developed a school safety plan as required by
Article 5 (commencing with Section 32280) of Chapter 2.5 of Part 21.

(2) The school demonstrates its ability to carry out a collaborative and coordinated approach for implementing a comprehensive school safety and violence prevention strategy.

(3) After initial eligibility has been determined, a process of random selection for grants awarded pursuant to this article shall be used that ensure that, at a minimum, all of the following criteria are met:

(A) Schools are selected from the northern, central, and southern areas
of the state.

(B) Schools selected represent large, medium, and small sized numbers
in their pupil populations.

(C) Schools are selected from urban, suburban, and rural areas.

35294.12. A school or school district that applies for funding pursuant to this article shall submit an application that includes but is not limited to, all of the following:

(a) A school safety plan required by Article 5 (commencing with Section 32280) of Chapter 2.5 of Part 19.

(b) A school violence prevention strategy for improving and marshaling the resources set forth in the school safety plan

to promote school safety and violence prevention programs among children and youth.

35294.13. The Superintendent of Public Instruction shall award grants under this article for one or more of the following purposes:

(a) Providing schools with personnel, including, but not limited to, school counselors, school social workers, school nurses, and school psychologists, who are specially trained in identifying and supporting at-risk children and youth where the applicant demonstrates that appropriate support activities are necessary and would be desirable in addressing identified problems, issues, and needs, including, but not limited to, classes pertaining to anger management and conflict resolution.

(b) Providing effective and accessible on campus communication devices, where the applicant demonstrates that the use of these devices, beyond everyday, routine matters, is part of the school safety plan developed pursuant to Article 5 (commencing with Section
32280) of Chapter 2.5 of Part 19.

(c) Establishing an in-service training program for all school staff, designed to assist school staff in identifying at-risk children and youth, communicating effectively with those pupils, and appropriately referring those pupils for counseling.

(d) Establishing cooperative arrangements with local law enforcement agencies for appropriate school-community relationships.

(e) Proposals that allow school districts to respond to existing or subsequent research that establishes structural changes in the operation of schools, such as smaller schools or "schools within schools."

(f) Any other proposal that the applicant school or school district designs that demonstrates that the proposal would materially contribute to meeting the goals and objectives of current law in providing for safe schools and preventing violence among children and youth.

35294.14. The Superintendent of Public Instruction and the Attorney General shall cooperatively design an evaluation process for the programs and activities established pursuant to this article and shall report to the Legislature by January 1 of each year, commencing in 2001, any recommendations for modifications to existing law relative to school safety and violence prevention among children and youth.

35294.15. Unless otherwise required by law, the Superintendent of Public Instruction shall establish the rules and regulations for the application process to be utilized by schools and school districts to obtain funds made available by this or any other provision of law or by the annual Budget Act to promote school safety and violence prevention among children and youth. To perform the duties of this article or any of the activities in subdivision (a) of Section 35294.10, up to 5 percent of the total funds appropriated for purposes of this article may be utilized by the Superintendent of Public Instruction for administrative costs.

Appendix B: SB 187 Text

SB 187 – Comprehensive School Safety Plans

This bill:

1. Revises, and makes mandatory, provisions of existing law relating to comprehensive safety plans for school sites.

2. Requires each school site, by September 1, 1998, to develop a school safety plan, as specified, to be evaluated annually and amended, if needed. The bill provides that these plans be written and established by the School Site Council and shall include, but not be limited to, a number of specified components; current law only authorizes that safety plans include these components. The bill requires school sites to submit their completed plans to their districts or COE, and for the districts or COE's to notify the State Department of Education by October 15, 1998 of any school sites, which have not so complied.

3. Requires the school site council to consult with local law enforcement in developing the plan.

4. Allows schools to submit existing safety plans to comply with this requirement, so long as the plans are in existence by December 31, 1997 and contain the required information.

5. Requires schools to hold a public meeting to solicit public opinion on their school safety plans before approving them.

6. Establishes that nothing in the bill shall restrict the authority of school boards as established by the Education Code.

7. Authorizes the School Site Council to delegate its responsibility to develop a site safety plan to a school safety planning committee. The school safety committee would, at a minimum have to include the following members: the principal (or designee), a teacher who is a representative of the recognized certificated employee organization, a classified employee who is a representative of the recognized classified employee organization, a parent who's child attends the school, and others as desired. If there is no school site council, then the school safety planning committee, composed of the specified members, would be required to develop the school safety plan required by this bill.

8. Provides for a fine of up to $500 for the willful failure to establish a school safety plan as required by this bill.

9. Specifies that with regard to small school districts, they have the option of developing district-wide comprehensive school safety plans applicable to each school-site.

10.Provides a sunset of January 1, 2000; however, the comprehensive safety plan would continue to be evaluated and amended by the school-site council. Schools must maintain an updated file of safety-related plans and materials for public viewing.

Appendix C: SB 334 Text

SB 334 – Youthful Offenders: education

This bill establishes the School Safety and Violence Prevention Strategy Program for the purpose of promotion school safety and violence prevention among students in the public schools.

This bill extends the operative date of those provisions indefinitely and would instead require each school to adopt its comprehensive school safety plan by March 1, 2000, and to review and update the plan by March 1 every year thereafter.

The bill also requires each school district or county office of education to notify the State Department of Education annually of any schools that have not complied with the requirement of developing a comprehensive school safety plan. The bill requires, commencing in July 1,2000, and every July thereafter, each school to report on the status of its school safety plan, including a description of its key elements in the school accountability report card otherwise required by law.

This bill establishes the School Safety and Violence Prevention Strategy Program, to be administered by the State Superintendent of Public Instruction for the purpose of promoting school safety and violence prevention programs among children and youth in the public schools. The bill requires the State Superintendent of Public Instruction, in conjunction with the Attorney General, to develop guidelines and standards for evaluating grant applications, and to award grants on a competitive basis to schools that
develop school safety plans and demonstrate a collaborate and coordinated approach for implementing a comprehensive school safety and violence prevention strategy to be used for certain purposes, including, but not limited to, providing counselors who are specially trained in identifying and supporting at-risk children and youth. The bill requires the State Superintendent of Public Instruction and the Attorney General to cooperatively design an evaluation process for the program and activities established under the School Safety and Violence Prevention Strategy, and to report to the Legislature by January 1 of
each year on those programs. The bill also requires a school principal to disseminate information regarding a minor who has been found to have committed any specified
felony or misdemeanor to a teacher or administrator, as specified.

This bill enacts numerous changes to juvenile court procedures. Addresses school safety and youth violence prevention programs and policy. Specifically, <u>this bill</u>:

1. Allocates $11.3 million from the General Fund for violence prevention and school safety.

2. Appropriates $3 million to San Diego County for residential placement, mental health treatment and education and skills training for dependent children.

3. Appropriates $1.8 million to the City and County of San Francisco for acquiring and installing surveillance cameras on public transit vehicles.

4. Distributes $5 million to the Superintendent of Public Instruction. Requires the Superintendent in consultation with the Attorney General (AG) to develop and implement a schedule for using the appropriation to promote school safety and violence prevention.

5. Allocates $1.5 million to the Board of Corrections (BOC) for funding the At-Risk Youth Early Intervention Program currently administered by the BOC.

6. Provides that K-7 schools must develop ongoing comprehensive school safety plans. The plans concern school-based crime, crime prevention, emergency services, sexual harassment, notification regarding dangerous pupils, and child abuse reporting.

7. Creates the "School Safety and Violence Prevention Strategy Program."
The Superintendent of Public Education and the AG evaluate and award grants to projects that provide counseling to at-risk youth, technical assistance, in-service training, and cooperation with local law enforcement.

8. Deletes sunset clauses and makes technical changes to various provisions concerning school safety plans. Requires notification within seven days of a petition alleging the commission of a violent felony to school superintendents.

9. Declares legislative intent to have the Superintendent of Public Instruction and the AG coordinate efforts funding and implementing violence prevention and school safety programs. Makes changes to procedures regarding At-Risk Youth Early Intervention Programs.

10. Provides that a minor 16 years of age or older shall be prosecuted in adult criminal court under the following circumstances:

A. Accused of committing murder in the first degree, attempted premeditated murder, an aggravated sex offense, aggravated kidnapping, or any specified felony where a firearm was used and discharged; or,

B. Previously adjudicated as a ward of the court by committing any felony when 14 years of age or older.

11. Provides that a minor directly charged as an adult has the right to a preliminary hearing. The case shall proceed in criminal court unless the defendant minor prevails in a motion to dismiss.

12. Provides that a minor who was prosecuted directly in adult court and convicted shall be sentenced as an adult convicted of the same offense subject to the specified provision Youth Authority (CYA).

13. Enacts a reverse remand provision authorizing the court to impose a juvenile disposition for a minor convicted after a direct file prosecution if the minor satisfies specified criteria.

Appendix D: AB1156 Text

AB – 1156 Pupils: Bullying

Summary: Makes several proposals related to bullying, including requiring training in the prevention of bullying, giving priority for inter-district transfers to victims of bullying, and revising the definition of bullying, beginning on July 1, 2012.
Specifically, this bill:

1) Makes declarations and findings regarding the impact of bullying, including that bullying causes physical, psychological and emotional harm to pupils; interferes with pupils' ability to learn and participate in school activities; and, that bullying has been linked to other forms of antisocial behavior, such as vandalism, shoplifting, truancy and dropping out of school, fighting, using drugs and alcohol, sexual harassment and sexual violence.

2) Adds training in the prevention of bullying as a component in the workshops provided by the Department of Justice and the California Department of Education (CDE) to school districts, county offices of education, and school site personnel to assist them in the development of school safety and crisis response plans.

3) Specifies that as comprehensive school safety plans are reviewed and updated, the Legislature encourages all plans, to the extent that resources are available, to include policies and procedures aimed at the prevention of bullying.

4) Gives priority for inter-district attendance under any existing inter-district attendance agreement, or, in the absence of an agreement, be given additional consideration for the creation of an inter-district attendance agreement, to a pupil who has been determined by personnel of either the district of residence or the district of proposed enrollment to have been the victim of an act of bullying committed by a pupil of the district of residence, at the request of the person having legal custody of the pupil.

5 Specifies that "bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils engaging in sexual harassment, hate violence, harassment, threats, or intimidation directed toward one or more pupils that has or can be reasonably predicted to have
the effect of one or more of the following:

a) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property;

b) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health;

c) Causing a reasonable pupil to experience substantial interference with his or her academic performance; or,

d) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

6) Expands the definition of "electronic act" to include a post on a social network Internet Web site.

7) Relocates the definitions of "bullying" and "electronic act" from Education Code (EC) Section 32261 (Interagency School Safety Demonstration Act of 1985) to Section 48900 (expulsions and suspensions).

8) Defines "reasonable pupil" as a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

9) Strikes an obsolete provision in the suspension and expulsion provisions of the Education Code.

The Senate amendments expand the definition of "electronic act" to include a post on a social Internet Web site, strike the provision regarding residency requirements and instead give a pupil determined to have been a victim of an act of bullying priority for an inter-district transfer, revise the definition of "reasonable pupil" to include exceptional needs pupils, and add co-authors.

Appendix F: La Mirada Emergency Plan

Disaster Drill Duties and Responsibilities

Staff (i.e. ELD, RSP, IA, librarian, speech….) that are not in charge of a particular class will go directly to the command center to be assigned a specific job, receive orange vests, and get a walkie talkie if needed for assigned duty.
If the ELD, RSP, Speech Teacher has kids, first they take them to the evacuation site and release them to their homeroom teacher. Then that person goes to the Control Center.

Here are the following assignments for the drill, but anyone may be assigned at any time depending on the needs:
Incident Commander: Luis Ramos
Incident Commander Alternates: Sylvia Mayer
Safety Officer: Frankie Asio
Public Information Officer: D.O (Meet media and direct them to D.O.—don't give out information)
Liaison Officer: Luis Ramos (Direct Fire Trucks and other agencies to proper location on site)
Operations Chief: Sylvia Mayer (Evacuation Site)
Planning and Intel: Luis Ramos (Parent Release Area)
Log/Scribe: Sylvia Mayer
Logistics Chief: Luis Ramos (First Aid Station)
Finance/Administration: Luis Ramos (Parent Release Area)
Situation Analysis Leaders/Runners: Adriana Garcia, Jorge Von Borstel (Check buildings and then in front of evacuation site as runners)

Custodial Duties: Bring out cafeteria table in front of cafeteria for command center, put table out on blacktop for Gabriela Gragory, lock upper gate, check gas main if necessary…After students are evacuated, put up emergency tape around the evacuation site.

Command Center: Luis Ramos brings out cafeteria table. All members of incident command team, situation analysis, Redirect Traffic personnel, and parent release personnel report to Command Center in front of cafeteria.

Parent Release Area: Gabriela Gregory, Wendy Rodriguez and Luisa Martinez
Duties: Set up parent release with signs at the 3 picnic tables. Parents fill out release card and then go to Table #2 to Wendy Rodriguez. You radio to the Situation analysis/Runners for the student that needs to be released.

Parent Release Table:
Duties: Set up small table with sign. Parents bring filled out form, check emergency card, check I.D., runner brings student after being radioed, runner gives you the name tag, you put the name tag and release form together in the box labeled "Released Students." Parent and student go to cement curb behind the library after released (for drill only).

First Aide Station: Maria Guerra
Duties: Set up First Aid Station and provide first aid as needed

Redirect Parent Traffic: Wendy Rodriguez
Duties: Send all parents to Parent Release Table #1; do not allow parents to go to student lines to get students.

Teacher Leaders for situation analysis/Runners:

Duties: These teacher leaders will assign their class to the nearby teacher. Will go to the command center. First, will check assigned rooms and report findings to the command center. Then, will return to the parent release area near the evacuation site as a runner. The parent will have a colored index card with the student name/teacher name/rm # on it for each of their children that they will release. The Situation Analysis Person takes the student card and goes to the student line and gets student and escorts student back to parent. The teacher takes the card and the student name tag and puts it in the backpack. Will control the evacuation site. Will have a walkie talkie and be in contact with the command center. Redirect parents to Control Center. Do not allow parents to go to student lines to get students.

The following people will get a walkie talkie at the Command Center: Adriana Garcia and Jorge Von Borstel.

Appendix G: Suspected Child Abuse Report Form

Print

SUSPECTED CHILD ABUSE REPORT

Reset Form

To Be Completed by **Mandated Child Abuse Reporters**
Pursuant to Penal Code Section 11166

PLEASE PRINT OR TYPE

CASE NAME: _____

CASE NUMBER: _____

A. REPORTING PARTY

NAME OF MANDATED REPORTER	TITLE	MANDATED REPORTER CATEGORY
REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS Street City Zip		DID MANDATED REPORTER WITNESS THE INCIDENT? ☐ YES ☐ NO
REPORTER'S TELEPHONE (DAYTIME) ( )	SIGNATURE	TODAY'S DATE

B. REPORT NOTIFICATION

☐ LAW ENFORCEMENT ☐ COUNTY PROBATION ☐ COUNTY WELFARE / CPS (Child Protective Services)	AGENCY	
ADDRESS Street City Zip		DATE/TIME OF PHONE CALL
OFFICIAL CONTACTED - TITLE		TELEPHONE ( )

C. VICTIM One report per victim

NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE	SEX / ETHNICITY
ADDRESS Street City Zip		TELEPHONE ( )	
PRESENT LOCATION OF VICTIM	SCHOOL	CLASS	GRADE
PHYSICALLY DISABLED? ☐ YES ☐ NO	DEVELOPMENTALLY DISABLED? ☐ YES ☐ NO	OTHER DISABILITY (SPECIFY)	PRIMARY LANGUAGE SPOKEN IN HOME
IN FOSTER CARE? ☐ YES ☐ NO	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: ☐ DAY CARE ☐ CHILD CARE CENTER ☐ FOSTER FAMILY HOME ☐ FAMILY FRIEND ☐ GROUP HOME OR INSTITUTION ☐ RELATIVE'S HOME		TYPE OF ABUSE *(CHECK ONE OR MORE)* ☐ PHYSICAL ☐ MENTAL ☐ SEXUAL ☐ NEGLECT ☐ OTHER (SPECIFY)
RELATIONSHIP TO SUSPECT	PHOTOS TAKEN? ☐ YES ☐ NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? ☐ YES ☐ NO ☐ UNK

D. INVOLVED PARTIES

VICTIM'S SIBLINGS

NAME	BIRTHDATE	SEX	ETHNICITY	NAME	BIRTHDATE	SEX	ETHNICITY
1.				3.			
2.				4.			

VICTIM'S PARENTS/GUARDIANS

NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE	SEX / ETHNICITY
ADDRESS Street City Zip	HOME PHONE ( )	BUSINESS PHONE ( )	
NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE	SEX / ETHNICITY
ADDRESS Street City Zip	HOME PHONE ( )	BUSINESS PHONE ( )	

SUSPECT

SUSPECT'S NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE	SEX / ETHNICITY
ADDRESS Street City Zip		TELEPHONE ( )	
OTHER RELEVANT INFORMATION			

E. INCIDENT INFORMATION

IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX ☐ *IF MULTIPLE VICTIMS, INDICATE NUMBER:* _____

DATE / TIME OF INCIDENT	PLACE OF INCIDENT

NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was determined not to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation Department; GREEN COPY- District Attorney's Office; YELLOW COPY-Reporting Party

Appendix H: Employee Acknowledgement of Child Abuse Reporting Requirements

SAN YSIDRO SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT

CHILD ABUSE REPORTING

As an employee of the SAN YSIDRO SCHOOL DISTRICT, I,

_____ certify that I know of the requirements to make reports regarding known or suspected instances of child abuse and will comply with the requirements and that I have been given a copy of Governing Board Policy 5141.4 and Governing Board Regulations 5141.4.

_____ _____
Employee's Signature Date

C:\Documents and Settings\User\My Documents\Forms\Child Abuse Reporting.docx

Appendix I: Disciplinary & Suspension Form

La Mirada Elementary School

Incident Report Form

Student Name_____ Grade_____ Date _____

Classroom Teacher_____ Room #_____ Referred By_____

Incident Time_____ Location of Incident: _____

Description of Incident:

SAFETY
- ☐ Physical contact
- ☐ Physical aggression/assault
- ☐ Bullying/harassment
- ☐ Danger to self or others
- ☐ Weapons
- ☐ Other _____

RESPECT
- ☐ Defiance/disrespect/non-compliance
- ☐ Inappropriate verbal language
- ☐ Disruption
- ☐ Verbal assault/threat
- ☐ Damage or destruction of property
- ☐ Other_____

RESPONSIBILITY
- ☐ Property misuse
- ☐ Technology violation
- ☐ Possession of illegal school objects
- ☐ Other _____

_____
_____
_____
_____

POSSIBLE MOTIVATION:

- ☐ Attention from peers(s)
- ☐ Avoid work
- ☐ Attention from adult(s)
- ☐ Obtain item
- ☐ Avoid peer(s)
- ☐ Don't know
- ☐ Avoid adult(s)
- ☐ Other: _____

Teacher interventions (At least 3):

Verbal Redirection ☐ Teacher/Student Conference ☐ Behavior Agreement ☐ Changed Seats ☐

Parent Phone Call ☐ Parent Meeting ☐ Issued Teacher Detention ☐ Other: _____

- - - -

Student ID #

San Ysidro School District
4350 Otay Mesa Road, San Ysidro, CA 92173

Notice of Suspension

	Student's Last Name :	First:	Middle:	School Name: **SYMS**	Phone: **619-428-5551**
Sex:	Age:	Grade: **8th**	Parent/Guardian Name:		
Birthdate:		Ethnic Code	Address **San Ysidro Ca 92173**		
Incident Date:		Period of Suspension Date:	through	# of Days:	Unless otherwise contacted, student may return to school on: Date:

Immediate reason for suspension, violation of Education Code 48900 et. al

a-1 Physical injury to another person
- ❑ Attempted or threatened to cause (i.e. fighting)
- ❑ Caused injury
- ❑ Caused minor cuts and bruises
- ❑ Caused injury requiring medical attention✱
- ❑ Caused serious bodily injury✱ & ✱✱

a-2 ❑ Willfully used force or violence upon the person of another, except in self-defense

b Weapons (firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds)
- ❑ Possessing – selling - furnishing a firearm✱
- ❑ Possession of explosive✱
- ❑ Knife✱
- ❑ Dangerous object (Possession of a firearm, explosive, and brandishing a knife require a recommendation of expulsion)

c Alcohol/intoxicant/controlled substance, as defined in the Health and Safety Code✱
- ❑ Possessed/used
- ❑ Delivered or furnished
- ❑ Under the influence
- ❑ Sold (requires recommendation for expulsion)

d Substance represented to be alcohol, intoxicant, or a controlled substance in the Health and Safety Code✱
- ❑ Furnished/delivered
- ❑ Sold

e Committed or attempted to commit
- ❑ Robbery
- ❑ Extortion

f Damage to school/private property
- ❑ Attempted to cause damage
- ❑ Caused damage
- ❑ Caused major damage ✱

g Stealing school/private property
- ❑ Attempted to steal
- ❑ Stole

h Tobacco on school premises
- ❑ Possessed or furnished
- ❑ Used
- ❑ Habitual use

i Obscenity
- ❑ Committed an obscene act
- ❑ Engaged in habitual profanity/vulgarity
- ❑ Engaged in vulgarity

j Drug paraphernalia, as defined in the Health and Safety Code
- ❑ Unlawful possession
- ❑ Unlawfully offered, arranged, or negotiated to sell

k Disruption/defiance
- ❑ Disruption/defiance
- ❑ Major disruption/defiance involving threatening incident

l Knowingly received stolen school or private property
- ❑ Value less that $400
- ❑ Value $400 or more✱

m Imitation firearm ✱
- ❑ Possessed
- ❑ Used in a threatening manner

n ❑ Committed sexual assault and/or battery✱ (requires recommendation for expulsion)

✱ **Requires law enforcement contact:**
Date _____ Agency _____

o ❑ Harassed, threatened, or intimidated witness

p ❑ Selling the prescription drug Soma✱

q Hazing
- ❑ Attempted
- ❑ Engaged in

r Engaged in an act of bullying directed toward a student or school personnel
- ❑ Committed personally
- ❑ Committed by means of an electronic act

s Aiding and abetting
- ❑ Physical injury
- ❑ Attempted physical injury (Suspension only, except for court conviction)

.2 Sexual harassment (Grades 4–8 only)
- ❑ Verbal/visual
- ❑ Physical
- ❑ Continued sexual harassment

.3 Engaged in hate violence (Grades 4-8 only)
- ❑ Threat of force or use of force
- ❑ Caused injury

.4 Engaged in intimidation (Grades 4-8 only)
- ❑ Harassment
- ❑ Threats

.7 Terrorist threats against✱
- ❑ School officials
- ❑ School property
- ❑ Both

✱✱Contact Learning Support Services

Description of incident:

Other means of correction: _____

❑ **Upon completion of the investigation, student may be recommended for expulsion.**

- During the period of this suspension the student is to remain at home during school hours or under the direct supervision of the parent/guardian and is prohibited from entering the premises of SYSD schools (except in connection with an authorized or official meeting or other proceeding related to this suspension).
- The student's parent/guardian has the right to attend a meeting with school officials at which time the causes, duration, school policy involved, and other matters related to the suspension shall be discussed. Therefore, the parent or guardian is requested to **immediately** call the school to make an appointment to discuss this suspension.
- If the student has been recommended for expulsion, a 5-day suspension will be issued due to the seriousness of the offense.
- The parent or guardian of the student has a right of access to review all the student's school records.
- The parent or guardian also has the right to request a hearing with the superintendent's designee to appeal this suspension.

This form is to verify that the student has been informed of the reasons for this suspension, presented with the facts upon which the suspension is based, and given the opportunity to present his/her version of what occurred.

Date prepared _____ Signature (Administrator) _____ Title_____
Telephone contact with parent/guardian made by _____
Parent/guardian conference with _____ arranged on _____

Appendix J: School Safety Committee

The La Mirada Safety Committee

Name	**Title**	**Signature**
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date and Location of Public Meeting:

The School Safety Plan was reviewed at a public meeting on February 9th 2017

Reviewed by:_____ Date:_____

Print Name: _____

San Ysidro School District Approval:

Reviewed by:_____ Date:_____

Print Name: _____

Ocean View Hills School
Comprehensive School Safety Plan

SB 187 & SB 334 Compliance Document

January 2017

San Ysidro School District
San Diego, California

12A.1

This document is to be maintained for public inspection during business hours

Ocean View Hills School
Comprehensive School Safety Plan

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Ocean View Hills School
Section 1: General Information – School Safety
Part 1: District Commitment to School Safety

It is the policy of the San Ysidro School District Board of Education that all students enrolled in this district, and all employees employed by this district, have the right to attend campuses, which are safe and secure. The Board believes that a beginning step toward safer schools is the development of a comprehensive plan for school safety by every school within the District. The Board intends that parents, students, teachers, administrators, counselors, classified personnel, and community agencies develop safe school plans, including local law enforcement, and approved by the Board. The school site committee will review these safe school plans on an annual basis and proposed changes will be submitted to the Board for approval.

Ocean View Hills School
Section 1: General Information – School Safety
Part 2: Legislative Requirements

The California Education Code (sections 35294.10-35294.15) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school. **See Appendix A for CA Education Code sections 35294-35294.15**

This requirement was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause, which stated that this legislation would remain in effect only until January 1, 2000. **See Appendix B for Senate Bill 187 Text. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation**. **See Appendix C for Senate Bill 334 Text.**

Comprehensive School Safety Plans are required under SB 187/SB 334 to contain the following elements:

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

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

Ocean View Hills School
Section 1: General Information – School Safety
Part 3: Maintaining a Safe and Orderly Environment

Ocean View Hills School and the San Ysidro School District are committed to providing a safe environment for students, staff and visitors. Several strategies will be utilized to maintain a high level of school safety. Strategies include, but are not limited to:

- Consultation with local public safety agencies
- Consultation with risk management specialists
- Continuing education and training of school staff
- Inspections and evaluations of school facilities
- Evaluation of safety-related policies and procedures
- Annual review and revision of Comprehensive School Safety Plan

Such strategies will ensure that a safe and orderly environment, conducive to learning is maintained. Such strategies will also ensure compliance with existing laws related to school safety. This manual outlines several elements critical to maintaining a safe school environment.

Ocean View Hills School
Safe Schools Committee

Ocean View Hills School's Safe School Action Plan
2016-2017

1

Goal #1

All students are safe and secure while at school, when traveling, to and from school, and when traveling to and from school related activities.

2

Goal #2

All students and staff members are provided a safe teaching and learning environment.

Ocean View Hills School's Safe School Action Plan 2016-2017

Goal 1: All students are safe and secure while at school, when traveling to and from school, And when traveling to and from school related activities.

The School's Physical Environment
(The physical setting and condition of the school)

<u>Objective 1:</u> Ocean View Hills School shall have visible staff parental presence.

<u>Objective 2:</u> Students attending Ocean View Hills School will have strategies in place to be able to respond when they feel threatened or in need of assistance.

OCEAN VIEW HILLS SCHOOL'S SAFE SCHOOL ACTION PLAN 2016-2017

Goal 1: All students are safe and secure while at school, when traveling to and from school, And when traveling to and from school related activities.

Objective 1: Ocean View Hills School shall have visible law enforcement, staff and parental presence

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. Ocean View Hills School's administration will encourage local law enforcement, staff members, and parents to be visible at all times during which students are en route to and from school.	Staff; Parents, Noon time Supervisors, Security Officer, Administration	Visible presence	Site Administration; Security officer, SDPD	7/25/16	On-going
2. Ocean View Hills School shall implement board policies and procedures to secure the school site during school hours.	Board Policies; Police Dept.	Daily Monitoring	Site Administration; District Maintenance Staff, Safety Officer, Staff	""	""
3. Ocean View Hills School shall work closely with local law enforcement and district administration in responding to potential community threats to the safety of students, staff and parents.	Police Dept.: Fire Dept.; District Administration	Evaluation of Individual Situation Responses	Site Administration; Police Dept.	""	""
4. Provide jackets/vests and/or shirts for noon supervision staff. Get ID badges for all staff.	Site Administration, Safety Comm.	Daily Monitoring	Site Administration	""	""

Objective 2: Students attending Ocean View Hills School will have strategies in place to be able to respond when they feel threatened or in need of assistance.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. Ocean View Hills School will identify adult staff members for students, whom they can share any potential problems or situations that could escalate into a genuine conflict.	Faculty; Staff, Site Administration	Annual Evaluation	Site employees	Jan 2017	On-going
2. A survey will be distributed to Ocean View Hills School's leadership class to solicit their opinions in regards to what is needed to make the school safer and more conducive of learning.	On-line Survey	Survey Outcomes	Leadership Teacher. Site Administration	Jan 2017	""
3. Ocean View Hill's administration will provide strategies to all staff members and students.	Site Administration	Strategies Taught	School Staff, Students	Jan 2017	""

Ocean View Hills School Safe School Action Plan 2016-2017

Goal 2: All students and staff members are provided a safe teaching and learning environment.

The School's Physical Environment
(The physical setting and condition of the school)

<u>Objective 1:</u> Ocean View Hills School has effective PBIS strategies to intervene at the earliest possible point when students exhibit anti-social behavior.

<u>Objective 2:</u> Ocean View Hills School sets a standard for students to interact with each other in a caring, supportive manner.

OCEAN VIEW HILLS SCHOOL SAFE SCHOOL ACTION PLAN 2016-2017

Goal 2: All students and staff members are provided a safe teaching and learning environment.

Objective 1: Ocean View Hills School has effective strategies to intervene at the earliest possible point when students exhibit anti-social behavior.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. Ocean View Hills School faculty will use best practices to manage classroom	Teachers	Teacher Referrals	Teachers	Jan 2017	On-going
2. Ocean View Hills School's staff shall work with parents in identifying challenging behaviors, and develop strategies to support students.	Administration, Counselors	Parent-Teacher Conference Notes	Teachers, Counselors, Administration	""	""
3. Ocean View Hills School shall hold Student Study Team (SST) Meetings. The team shall include a psychologist, administrator, teacher(s), and a counselor. (A member of the Special Education Department, the student, and parent will be encouraged to attend.	Administration, School Psychologist, Mental Health Professionals, Members of the Special Ed Department	SST Agendas and minutes	Site Administration; Counselors; School Psychologist, Teachers	""	""
4. Ocean View Hills School's staff shall contact the counselor or the school psychologist when it is reported to a staff member that a student has discussed the possibility of self- harm or harm to others.	Site Administrator, Behavior Specialist, District	Individual Referrals	Staff	""	""

Objective 2: Ocean View Hills School sets a standard for adults and students to interact with each other in a caring, supportive manner.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. Ocean View Hills School will develop strategies to encourage parents/guardians to be proactively involved in the education of their child.	District Sponsored, Coffee w/Principal	Strategies Implemented	Site Administration and Staff	January 2017	On-going
2. Ocean View Hills shall encourage parents to attend school-related activities.	PTA; Parent Volunteer List	Parent Participation Rate	District/Site Administration, PTA, Community Liaison and Staff	“”	“”
3. Ocean View Hills School shall encourage all parents to participate on PTA, School Site Council, Site Advisory Committees, and the District Advisory Committees.	Superintendent, School Site Council; Site Administration	Parent Participation Rate	Faculty; Staff; Site Administrators	“”	“”
4. Ocean View Hills school’s staff shall promptly return phone calls to parents, students and community leaders.	Existing Communication system	Phone log	Administration & PTA	“”	“”
5. Ocean View Hills School shall hold annual events that bring students, parents and staff members together in a positive environment.	PTA Events, Back to School Night, Award Assemblies, Winter Program, College and Career Readiness Events	PTA Events, Back to School Night, Award Assemblies, Winter Program, College and Career Readiness Events	Site Administration	“”	“”

Ocean View Hills School
Section 2: Child Abuse Reporting Procedures
Part 1: District Policy; Training; Definitions SYSD BP 5141.4

The Board recognizes that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse and neglect. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

This policy applies to all employees who are mandated reporters, as defined by law and district administrative regulation. All are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for reporting, investigating and prosecuting cases of child abuse and neglect.

The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters. (Penal Code 11165.7) However, pursuant to Penal Code 11165.7, a lack of training does not excuse any mandated reporter from duty to report suspected child abuse and neglect.

In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)

Parents/guardians may contact the Superintendent or designee to obtain procedures for filing a complaint against a district employee or other person whom they suspect has engaged in abuse of a child at a school site.

The Superintendent or designee shall also notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he or she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)

2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he or she is guilty of a misdemeanor punishable by a fine and/or imprisonment. (Penal Code 11166)

3. No employee shall be subject to any sanction by the district for making a report. (Penal Code 11166)

Training

Training of mandated reporters shall include child abuse identification and reporting. All employees receiving such training shall receive written notice of state reporting requirements and employees' confidentiality rights. (Penal Code 11165.7)

Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury inflicted by other than accidental means on a child by another person.

2. Sexual abuse of a child as defined in Penal Code 11165.1.

3. Neglect as defined in Penal Code 11165.2.

4. Willful cruelty or unjustifiable punishment of a child as defined in Penal Code 11165.3.

5. Unlawful corporal punishment or injury resulting in a traumatic condition as defined in Penal Code 11165.4.

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6).

2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment. (Penal Code 11165.6)

3. The exercise by a teacher, vice principal, principal or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning. (Education Code 44807)

4. An amount of force that is reasonable and necessary for a school employee to quell a disturbance threatening physical injury to persons or damage to property, to protect himself or herself, or to obtain weapons or other dangerous objects within the control of the student. (Education Code 49001)

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

Mandated reporters include but are not limited to teachers; instructional aides; teacher's aides or assistants; classified employees; certificated student personnel employees including school psychologists, school counselors, and speech pathologists; administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; and administrators, presenters or counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse or neglect. (Penal Code 11166)

Ocean View Hills School
Section 2: Child Abuse Reporting Procedures
Part 2: Child Abuse Reporting Procedures AR 5141.4

Any person shall notify a peace officer if he or she reasonably believes that he or she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury, where the victim is a child under age 14. (Penal Code 152.3, 288)

1. Initial Telephone Report

Immediately or as soon as practicably possible after knowing or observing suspected child abuse or neglect, a mandated reporter shall make a report by telephone to Child Protective Services or any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or the county welfare department. (Penal Code 11166)

Child Protective Services (CPS)

Child Abuse Reporting Number (858) 694-5154

Child Protection Services – San Diego, California
6950 Levant Street
San Diego, CA

When the telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Written Report

Within 36 hours of receiving the information concerning the incident, the mandated reporter shall prepare and send to the appropriate agency a written report which includes a completed Department of Justice form. (Penal Code 11166, 11168)

Mandated reporters may obtain copies of the above Suspected Child Abuse Report form from either the school site or the appropriate agency.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

a. The name, business address and telephone number of the person making the report and the capacity that makes the person a mandated reporter.

b. The child's name and address, present location and, where applicable, school, grade and class.

c. The names, addresses and telephone numbers of the child's parents/guardians.

d. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information.

e. The name, address, telephone number and other relevant personal information about the person(s) who might have abused or neglected the child.

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him or her. (Penal Code 11167)

Information relevant to the incident of child abuse or neglect may also be given to an investigator from an agency that is investigating the case. (Penal Code 11167)

3. Internal Reporting

Employees reporting child abuse or neglect to the appropriate agency are encouraged, but not required, to notify the principal or designee as soon as possible after the initial telephone report to an appropriate agency. When so notified, the principal shall inform the Superintendent or designee. (Penal Code 11166)

The principal or designee so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board of Education policy and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing these forms.

The mandated reporter shall not be required to disclose his or her identity to the principal. (Penal Code 11166)

He or she may provide or mail a copy of the written report to the principal, Superintendent or designee without his or her signature or name.

Reporting the information to an employer, supervisor, school principal, school counselor, coworker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

All staff should note that your duty is to report and not to investigate the child abuse. Investigation is the responsibility of law enforcement officials and/or the Department of Children's Services.

Victim Interviews

Upon request, a representative of an agency investigating suspected child abuse or neglect may interview a suspected victim during school hours, on school premises, concerning a report of suspected child abuse

or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him or her, before the interview takes place, of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him or her to be as comfortable as possible.

2. The selected person shall not participate in the interview.

3. The selected person shall not discuss the facts or circumstances of the case with the child.

4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian as required in other instances of the removal of a child from school, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code 48906)

Peace officers shall be asked to sign an appropriate release or acceptance of responsibility form.

Ocean View Hills School
Section 2: Child Abuse Reporting
Part 3: Parent/Guardian Complaints AR 5141.4

Upon request, the Superintendent or designee shall provide parents/guardians with procedures whereby they can report suspected child abuse occurring at a school site to appropriate agencies. Such procedures shall be in the primary language of the parent/guardian and, when communicating orally regarding those procedures, an interpreter shall be provided for parents/guardians whose primary language is other than English. (Education Code 48987)

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person or in writing with any appropriate agency identified above under "Reporting Procedures."

If a parent/guardian makes a complaint to any district employee, that employee shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency and also is obligated pursuant to Penal Code 11166 to file a report himself or herself using the procedures described above for mandated reporters.

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650(a)(viii)(C). The CDE does not investigate allegations of child abuse but may investigate conditions that may involve immediate physical danger or threaten the health, safety or welfare of the child and which may result in denial of free appropriate public education.

Ocean View Hills School
Section 3: Disaster Procedures
Part 1: General Information

San Ysidro School District and Ocean View Hills School will take all necessary measures to keep students, staff and visitors safe in the event of a disaster. The following sections of this plan outline basic responsibilities for all staff for specific incidents.

The San Ysidro School District's Emergency Operations Plan is attached to this plan (**see Appendix F**) and outlines in more detail, specific responsibilities for Emergency Response Teams at this location.

Ocean View Hills School
Section 3: Disaster Procedures
Part 2: Bomb Threat Procedures

If you observe a suspicious object or potential bomb on property, DO NOT HANDLE THE OBJECT, IMMEDIATELY NOTIFY 9-1-1.

1. **Receiving the Call**

Make every attempt to keep the caller on the phone as long as possible to gain information. Try if possible, to determine the gender and age of caller. Try if possible, to get the caller to tell you the exact location of the bomb and the time of threatened detonation.

2. **Notification Procedures**

School Site will communicate the above information to the following in this order:

- School site Principal/Administrator
- Assistant Principals or Deans
- Director of Counseling Services
- Director of Student Activities.

The Principal/Administrator will notify local law enforcement and the District Superintendent's office.

District Office will communicate the above information to the Superintendent's Office. The Superintendent's office will notify local law enforcement.

Strictly follow the above notification procedures and do not discuss or notify others of the bomb threat since this may create an unwarranted panic response at the location.

3. **Action Plan Procedures**

If required to develop an action plan, the principal/administrator may consult with the following: other administrators, head counselor, and head custodian utilizing their expertise.

If the location of the bomb is not specifically designated, students will be kept in the classroom.

The principal will make the decision to evacuate the building. However, if possible, this decision should be made in conjunction with law enforcement authorities after they arrive at the site.

The decision to search the building will be made in conjunction with law enforcement authorities and performed by them.

The principal will authorize reoccupation of an evacuated building only after consulting with law enforcement authorities.

Ocean View Hills School
Section 3: Disaster Procedures
Part 3: Chemical or Hazardous Material Incident

If a hazardous material incident occurs off site, stay indoors and close all doors and windows (referred to as taking “Shelter in Place”).

Notify 9-1-1 of the Chemical or Hazardous Material Incident.

If possible, determine the location of the spill in relation to facility buildings and wind direction.

Do not evacuate buildings until you are sure you will not be evacuating into an area, which could be more hazardous.

Follow all instructions given by the Fire Department when they arrive at the facility.

Ocean View Hills School
Section 3: Disaster Procedures
Part 4: Earthquake Procedures

Indoors
DUCK, COVER, AND HOLD, get under desk or table. Move away from windows and objects that could fall. Stay under desk or table until shaking stops.

Outdoors
Move away from buildings, utility poles and vehicles. Avoid all down wires or electrical lines. Do not run.

In School Bus
Stop vehicle in safe location away from power lines, overpasses or large buildings. Stay in vehicle and establish radio contact with Transportation and/or District Emergency Operations Center (EOC).

General
Be prepared for immediate aftershocks and ground motion.

Evaluate immediate area for earthquake related hazards (fire, building collapse, gas leaks, broken electrical lines, wires etc.)

Evaluate immediate area (classroom, bus, etc.) for injuries or medical aid situations.

Call 9-1-1, if you have an immediate emergency such as a fire or serious injury.

Assist injured with First Aid treatment.

Do not evacuate buildings or vehicles unless you have a hazard related reason to do so.

Conduct a headcount to account for all personnel and students.

Establish communications with your supervisor, principal or District EOC and follow emergency checklist and procedures.

Assist any police or fire units that respond to your location.

Ocean View Hills School
Section 3: Disaster Procedures
Part 5: Explosion, Aircraft Crash or Similar Incident

1. If possible, Duck and Cover under a desk or table.

1. Notify 9-1-1 of the explosion or crash.

2. Assist any injured requiring first aid treatment.

3. If necessary because of fire, building damage etc., evacuate building.

4. Assist any persons who would have physical problems evacuating the building.

5. Go to an outdoor evacuation/assembly area, which is hazard free and not affected by the explosion or crash.

6. Keep fire lanes, streets and walkways open for emergency responders.

7. Stay in assembly area and account for all personnel and students.

8. Do not return to buildings until authorized by fire department or principal.

Ocean View Hills School

Section 3: Disaster Procedures

Part 6: Fire Procedures

1. Call 9-1-1 to report a fire, stay on line and give specific information (name, address of school or facility).
2. Utilize manual pull station to activate building alarm system and evacuate building when you hear an alarm.
3. In the event of a small fire, notify 9-1-1 and then use the nearest fire extinguisher to control the fire if you have been trained in their use.
4. Do not attempt to fight large fires, call 9-1-1 and evacuate building.
5. Assist students in building evacuation and proceed to outdoor school evacuation areas.
6. When evacuating buildings walk, do not run.
7. Do not use elevators for building evacuation or in an emergency.
8. If heavy smoke is present, crawl or stay near floor for breathable air.
9. Assist any individuals who would have physical problems evacuating the building.
10. Stay in the designated assembly area and account for all personnel and students.
11. Do not block fire lanes or areas used by the fire department.
12. Do not reenter building until authorized by fire department or the principal.
13. If the fire is off site, wait for instructions from the principal or District EOC.

Ocean View Hills School
Section 3: Disaster Procedures
Part 7: Flood Procedures

If a flood warning is received, notify the District Superintendent immediately.

If a major flood warning is received at the District Office, the District EOC should be activated.

Based upon the specific threat, the District EOC in conjunction with the Operational Area EOC and Standardized Emergency Management Systems (SEMS) system will develop an action plan to protect personnel, students and facilities.

Evacuation of specific schools, facilities or other areas will be directed by the District EOC in coordination with SEMS.

Ocean View Hills School
Section 3: Disaster Procedures
Part 8: Riot/Lockdown Procedures

Any threatening disturbance should be reported immediately to the Principal or Administrator if the disturbance occurs at school site. If this occurs at District Office, the disturbance should be reported to Superintendent's Office.

If the disturbance is affecting normal school or facility operations, the Principal/Administrator should notify law enforcement authorities immediately.

As necessary, alert all site employees of the situation by telephone or two-way radio and site staff must follow the instructions below:

If you are inside:

- Close and lock all doors and windows immediately upon notification of situation
- Keep all students inside and take roll
- If feasible, move all students to a center point and keep low to the ground. Stay away from all doors and windows.
- Never open the door or window to anyone
- Keep students inside classroom, regardless of lunch or recess until the Superintendent/designee or local law enforcement tells you that the situation has been resolved.

If you are outside:

- Immediately have students and staff seek shelter if it is safe to do so. Drill with students and staff to go to the nearest room to them.
- If shelter is not available, ensure students lie flat on the ground immediately.
- Children in restrooms should be instructed to stay there until retrieved by a site administrator after all clear is given.

If situation is violent and may include the use of firearms, the principal should instruct all staff and students to lie face down on the floor and remain immobile.

Principal and staff must follow all instructions given by responding law enforcement.

If the event is major, the Superintendent will activate the District EOC to develop an Action Plan to deal with the situation as well as the following:

A. Telephone inquiries and rumor control
B. Media relations and public information
C. Employee/Student crisis counseling
D. Assessment of property damage

Ocean View Hills School
Section 3: Disaster Procedures
Part 9: Severe Windstorm Procedures

If a severe wind warning is received at a school or site, notify the District Superintendent immediately.

If a severe wind warning is received at the District Office, the District EOC should be activated.

Based upon the specific threat, the District EOC, in conjunction with the Operational Area EOC or City EOC, will develop an action plan to protect personnel, students and facilities.

In general, if severe winds are affecting a school or facility, employees and students should be moved to the interior core area of the building (inside wall on the ground floor) away from outside windows and doors.

Close all windows and blinds and avoid auditoriums, gymnasiums and other building locations that have large roof areas or spans.

Avoid all areas that have large concentrations of electrical equipment or power cables.

Evacuation of specific schools, facilities or other areas will be directed by the District EOC in coordination with SEMS.

Ocean View Hills School
Section 4: Notification of Dangerous Pupils
Part 1: Employee Security SYSD BP 4158 (a), 4258, 4358

The Board of Education desires to provide a safe, orderly working environment for all employees. As part of the district's comprehensive school safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for assisting them in the event of an emergency situation.

Any employee may use reasonable force necessary to protect himself/herself from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects upon the person or within control of a student. However, employees are prohibited from inflicting corporal punishment on students. All security equipment must be authorized and issued by the district. (Education Code 44807, 49001, 49331-49333)

The Superintendent or designee shall ensure that employees are informed, in accordance with law, regarding crimes and offenses by students who may pose a danger in the classroom.

When any individual directs violence against an employee and the employee so notifies the Superintendent or designee, the Superintendent or designee shall take steps to ensure that appropriate legal measures are instituted. When the employee notifies the Superintendent or designee of a threat of bodily harm, the district shall take appropriate measures to enable the employee to request assistance if a threat occurs on school grounds.

The Superintendent or designee shall ensure that employees are trained in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication techniques, and crisis resolution.

Employees may not carry or use weapons, including but not limited to, mace, pepper spray, handcuffs, or other devises reserved for police and/or security officers while on school property or at school activities. On a case-by-case basis, however, the Superintendent or designee may give written permission for the possession of a pepper spray weapon that meets the requirements of Penal Code 12403.7 when justified by unusual dangerous circumstances. Any employee who is negligent or careless in the possession or handling of pepper spray

Reporting of Injurious Objects

The Board requires school employees to take immediate action upon being made aware that any person is in possession of an injurious object on school grounds or at a school-related or school-sponsored activity. The employee shall use his/her own judgment as to the dangerousness of the situation and act appropriately.

The information provided shall be from the previous school years.

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

If criminal or civil proceedings are brought against an employee alleging that the employee committed an assault in connection with his/her employment, such employee may request the Board of Education to furnish legal counsel to defend the employee in any civil action or proceeding brought against him/her within the limits set by law. (Government Code 995)

An employee whose person or property is injured or damaged by willful misconduct of a student may request the school district to pursue legal action against the student or the student's parent/guardian. (Education Code 48905)

Ocean View Hills School
Section 4: Notification of Dangerous Pupils
Part 2: Employee Security - Administrative Regulations – AR4258

An employee may use reasonable and necessary force when necessary for self-defense, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects on or within the control of a student. (Education Code 44807, 49001) When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of the persons involved, witnesses, location, and the circumstances of any seizure.

Employees shall promptly report to their principal or other immediate supervisor any attack, assault, or physical threat made against them by a student.

Both the employee and the principal or other immediate supervisor shall promptly report such instances to the appropriate local law enforcement agency. (Education Code 44014)

In addition, employees shall promptly report to their principal or supervisor, and may report to law enforcement, any attack, assault, or threat made against them on school grounds by any other individual.

Reports of attack, assault, or threat also shall be forwarded immediately to the Superintendent or designee.

An employee whose person or property is injured or damaged by willful misconduct of a student when the property is either (1) located on district property, (2) being transported to or from a district-sponsored event, (3) present at a district-sponsored event, or (4) injured or damaged in retaliation for conduct engaged in by the employee in the exercise or his/her duties, may ask the district to pursue legal action against the student or the student's parent or guardian. (Education Code 48905)

Notice Regarding Student Offenses Committed While Under School Jurisdiction

Each school site shall have a system in place that affords teachers and other appropriate staff the opportunity to review student records in the office. The Superintendent or designee shall inform the teacher and other appropriate staff of each student who has engaged in, or is reasonably suspected of, any act during the previous three school years which could constitute grounds for suspension or expulsion under Education Code 48900, with the exception of the possession or use of tobacco products, or Education Code 48900.2, 48900.3, 48900.4, or 48900.7. This information shall be based upon district records maintained in the ordinary course of business or records received from a law enforcement agency. (Education Code 49079) Employees shall receive the information in confidence and shall not disseminate it further.

Upon receiving a transfer student's record regarding acts committed by the student that resulted in his/her suspension or expulsion, the Superintendent or designee shall inform any of the student's teacher(s) and other appropriate staff that the student was suspended from his/her former district and of the act that resulted in the suspension or expulsion. (Education Code 48201)

Information received by teacher(s) and other appropriate staff shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher. (Education Code 49079)

Notice Regarding Student Offenses Committed While Outside School Jurisdiction

When informed by the court that a minor student has been found by a court to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Penal Code 290, assault or battery, larceny, vandalism, or graffiti, the Superintendent or designee shall so inform the school principal, the teacher, and other appropriate staff. (Welfare and Institution Code 827)

Any court-initiated information that a teacher, counselor, or administrator receives shall be kept confidential and used only to rehabilitate the student and protect other students and staff. The information shall be further disseminated only when communication with the student, parent/guardian, law enforcement staff, and probation officer is necessary to rehabilitate the student or to protect students and staff. (Welfare and Institutions Code 827)

When a student is removed from school as a result of his/her offense, the Superintendent or designee shall hold the court's information in a separate confidential file until the student is returned to public school. If the student is returned to a different district, the Superintendent shall transmit the information provided by the student's parole or probation officer to the Superintendent of the new district of attendance. (Welfare and Institutions Code 827)

Any confidential file of court-initiated information shall be kept until the student becomes 18, graduates from high school, or is released from juvenile court jurisdiction, whichever occurs first; it shall then be destroyed. (Welfare and Institutions Code 827)

Ocean View Hills School
Section 5: Suspension and Expulsion
Part 1: Discipline SYSD BP 5144(a-b), AR 5141(a)

The Board of Education believes that one of the major functions of the public schools is the preparation of youth for responsible citizenship. The district shall foster a learning environment that reinforces the concepts of self-discipline and the acceptance of personal responsibility. Students are expected to progress from being adult-directed to self-directed with minimal application of disciplinary measures.

In order to maintain an environment conducive to attaining the highest quality of education in the district, there must exist certain disciplinary policies and regulations relating to student conduct which delineate acceptable behavior and provides the basis for sound disciplinary practices within each school in the district. These policies and regulations will be enforced fairly and uniformly and consistently without regard to race, creed, color, or sex.

The administration, teachers, and classified staff share the mutual responsibility for student conduct and safety and the enforcement of district policies and regulations. The Board shall give all reasonable support and assistance to all employees with respect to the student discipline.

The Board recognizes that not all students will adhere to district rules for appropriate behavior. Sufficient support services shall be provided so that continually disruptive students will not be returned to regular classes without some modification of behavior. Students may be assigned to other alternative programs or be subject to removal from school.

School-Adopted Rules

Each site is required to file a copy of its rules and procedures on school discipline with the Superintendent.

In order to ensure that school site rules for student discipline are enforced fairly and uniformly and consistently, the Superintendent shall establish procedures for the development of such rules. All school site rules shall be strictly based on district policy, regulation, and existing law.

All avenues provided in policy, regulation and law for the discipline of students might be utilized in developing site level rules. These include, but are not limited to, positive reinforcement for appropriate behavior, advising and counseling students, conferencing with parents/guardians, detention during and after school hours, alternative educational environments and, if necessary, suspension and expulsion.

Districts are specifically authorized to adopt reasonable regulations to restrict recess time for disciplinary purposes. (Education Code 44807.5)

Each school shall solicit the participation, views and advice of the school community, including administrators, teachers, school security personnel, parents/guardians, and students, grades K-12, in developing the site level rules when appropriate.

The adoption of each school's rules on student discipline is the responsibility of the school principal or designee and a representative selected by the classroom teachers employed at the school.

All adopted school site rules shall be subject to Board review and approval at an open meeting prior to implementation.

School site rules shall be revised periodically as required by any changes in district policy, regulation or law, and shall undergo the site level rule review and adoption process at least every four years.

Each new school in the district shall operate under a district model discipline plan until such time that the discipline committee at the new site has developed its own plan. The new school shall follow the procedures outlined in this policy in developing its plan, but shall not be required to submit its official site discipline plan for Board review until December of the year following the school's opening.

Notice to Parents/guardians and Students

The principal of each school shall ensure that every student and his or her parent/guardian is notified in writing of all Board policies, administrative regulations, and individual school rules related to discipline at the beginning of each school year and that transfer students and their parents/guardians are so advised at the time of enrollment in school.

The notice shall include the fact that these rules and regulations are available on request at the principal's office in all district schools.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. School administrators and teachers shall employ other means of disciplining students who violate school rules, district regulations, or district policies.

The use of reasonable and necessary force by an employee to protect oneself or students or to prevent damage to district property shall not be considered corporal punishment for purposes of this policy. (Education Code 49001)

Ocean View Hills School
Section 5: Suspension and Expulsion
Part 2: Expulsion AR 5144.1(a-y)

Expulsion

The Board of Education recognizes that maintaining an environment that promotes learning and protects the health, safety, and welfare of all students may require the suspension or expulsion of a student from regular classroom instruction. District policies and school site rules shall clearly identify district behavior standards.

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

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

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

Each principal shall annually inform all students and parents/guardians of the school's discipline rules and procedures and of the availability of all district policies and regulations dealing with student discipline, suspension and expulsion. (Education Code 35291, 35291.5)

Alternatives to suspension or expulsion will be used with students who are truant, tardy, or otherwise absent from assigned school activities. (Education Code 48900)

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

Ocean View Hills School
Section 5: Suspension and Expulsion
Part 3: Student Due Process; Required Parental Attendance SYSD BP 5144.1 (b-c)

Student Due Process

The Board shall provide for the fair treatment of students facing suspension and expulsion by affording them their due process rights under the law. The administration and staff shall comply with procedures for notices and appeals as specified in regulation. Procedures governing student due process shall conform in all aspects to provisions in law. (Education Codes 48911, 48915 and 48915.5)

Whenever a student is suspended, school officials may (but are not required to) meet with the parent/guardian to discuss the causes and duration of the suspension, the school policy involved, and any other pertinent matters. (Education Code 48914).

Required Parental Attendance

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise. The Board recognizes, however, that initial efforts sometimes fail to bring about improvement, and that current law enables parents/guardians to be absent from work without endangering their employment status in order to attend a portion of their child's school day at a teacher's request. Besides furthering improved classroom behavior, such attendance can promote positive parent-child interactions. When appropriate, the school may inform parents/guardians of available school and community resources and counseling which may assist them in developing more effective parenting skills.

Whenever a student is suspended from a class because he or she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class from which the student was suspended may require the student's parent/guardian to attend a portion of a school day in that class. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)

The Board encourages teachers, before requiring parental attendance, to make reasonable efforts to have the parent/guardian visit the class voluntarily. The teacher also may consider informing the parent/guardian about available resources that may provide help in the development of parenting skills. Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and the parent/guardian and to improve classroom behavior.

Parental attendance may be required on the day the student returns to class or within one week thereafter. The principal or designee shall contact any parents/guardians who do not respond to the

request to attend school. The Board recognizes that parental compliance with this policy may be delayed, modified or prevented by serious illness/injury/disability, absence from town, or inability to get certain release time from work.

District regulations and school site rules for student discipline shall include procedures for implementing parental attendance requirements.

This policy shall apply only to a parent/guardian who actually lives with the student. (Education Code 48900.1)

Parents/guardians shall be notified of this policy before it is implemented and at the beginning of each subsequent school year. (Education Codes 48900.1, 35291, 48980)

Please refer to Appendix D – Sequential Discipline Standards for both Elementary and Secondary for school year 2014-2015

Ocean View Hills School
Section 5: Suspension and Expulsion
Part 4: Suspension and Expulsion/Due Process (Student with Disabilities) AR 5144.2

A student identified as an individual with disabilities pursuant to the Individuals with Disabilities Education Act (IDEA) is subject to the same grounds for suspension and expulsion, which apply to students without disabilities. All the procedural safeguards established by district policies and regulations shall be observed in considering the suspension of special education students, including the requirement that, depending on the nature of the conduct, some form of in-school intervention be used prior to suspension to show that suspension was imposed only when other means of correction failed to bring about proper conduct. (Education Code 48900.5) However, a student may be suspended upon a first offense, as indicated in AR 5144.1.

For students who are in need or who are believed to be in need of special education or related services the Individualized Education Program (IEP) team shall convene when the student accumulates 10 days of suspension during the school year. The team shall meet as soon as possible after the tenth day of suspension to review the appropriateness of the student's placement, the need for any additional services, and the relationship, if any, between the identified disability and the misconduct.

The Superintendent or designee may suspend a special education student for up to five school days for a total of not more than 10 days for any one occurrence.

Procedures for Students Not Yet Eligible for Special Education Services

A student who has not been identified as an individual with disabilities pursuant to IDEA and who has violated the district's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if the district had knowledge that the student was disabled before the behavior occurred. (20 USC 1415(k)(8))

The district shall be deemed to have knowledge that the student had a disability if one of the following conditions exists: (20 USC 1415(k)(8); 34 CFR 300.527)

1. The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, that the student is in need of special education or related services.

2. The behavior or performance of the student demonstrates the need for such services, in accordance with 34 CFR 300.7.

3. The parent/guardian has requested an evaluation of the student for special education pursuant to 34 CFR 300.530-300.536.

4. The teacher of the student or other district personnel has expressed concern about the behavior or performance of the student to the district's director of special education or to other personnel in accordance with the district's established child find or special education referral system.

The district would be deemed to not have knowledge as specified in items 1 through 4 above if, as a result of receiving such information, the district either conducted an evaluation and determined that the student was not a student with a disability or determined that an evaluation was not necessary and provided notice to the parent/guardian of its determination. (34 CFR 300.527)

If it is determined that the district did not have knowledge that the student was disabled prior to taking disciplinary action against the student, then the student shall be disciplined in accordance with procedures established for students without disabilities. (20 USC 1415(k)(8))

If a request is made for an evaluation of a student during the time period in which the student is subject to disciplinary measures, the evaluation shall be conducted in an expedited manner. Until the evaluation is completed, the student shall remain in the educational placement determined by school authorities. (34 CFR 300.527)

Suspension

The Superintendent or designee may suspend a student with a disability for up to 10 consecutive school days for a single incident of misconduct, and for up to 20 school days in a school year, as long as the suspension(s) do not constitute a change in placement pursuant to 34 CFR 300.519. (Education Code 48903; 34 CFR 300.520)

The principal or designee shall monitor the number of days, including portions of days, that students with valid individualized education programs (IEP) have been suspended during the school year.

Services During Suspension

Students suspended for more than 10 school days in a school year shall continue to receive services during the term of suspension, to the extent necessary to provide the student a free and appropriate public education. (20 USC 1412(a)(1)(A); 34 CFR 300.520)

If a student with disabilities is excluded from school bus transportation, the student is entitled to be provided with an alternative form of transportation at no cost to the student or parent/guardian, provided that transportation is specified in the student's IEP. (Education Code 48915.5)

Interim Alternative Placement Due to Dangerous Behavior

A student with a disability may be placed in an appropriate interim alternative educational setting for up to 45 days when he or she commits one of the following acts: (20 USC 1415(k)(1); 34 CFR 300.520)

1. Carries a weapon, as defined in 18 USC 930, to school or to a school function.

2. Knowingly possesses or uses illegal drugs while at school or a school function.

3. Sells or solicits the sale of a controlled substance while at school or a school activity as identified in 21 USC 812(c), Schedules I-V.

The student's IEP team shall determine the student’s alternative educational setting. (20 USC 1415(k)(2))

A hearing officer may order a change in placement of a student with a disability to an appropriate interim educational setting if the hearing officer: (20 USC 1415(k)(2); 34 CFR 300.521, 300.522)

1. Determines that the district has established by substantial evidence, meaning beyond a preponderance of the evidence that maintaining the current placement of the student is substantially likely to result in injury to the student or others.

2. Considers the appropriateness of the student's current placement.

3. Considers whether the district has made reasonable efforts to minimize the risk of harm in the student's current placement, including the use of supplementary aids and services.

4. Determines that the interim alternative educational setting proposed by school personnel who have met with the student's special education teacher allows the student to:

a. Progress in the general curriculum and continue to receive those services and modifications, including those described in his or her IEP, to enable the student to meet the goals of the IEP.

b. Receive services and modifications designed to address the behavior and ensure that the behavior does not recur.

The student may be placed in the interim alternative educational setting for up to 45 days, or until the conclusion of any due process hearing proceedings requested by the parent/guardian. (20 USC 1415(k)(2))

Behavioral Assessment and Intervention Plan

Not later than 10 business days after a student has been suspended for more than 10 school days or placed in an alternative educational setting, the district shall convene an IEP team meeting to conduct a functional behavior assessment and implement a behavioral intervention plan. If the student already has a behavioral intervention plan, the IEP team shall review the plan and modify it as necessary to address the behavior. (20 USC 1415(k)(1); 34 CFR 300.520)

As soon as practicable after developing the behavioral intervention plan and completing the required assessments, the IEP team shall meet to develop appropriate behavioral interventions to address the behavior and shall implement those interventions. (34 CFR 300.520)

Procedural Safeguards/Manifestation Determination

The following procedural safeguards shall apply when a student is suspended for more than 10 consecutive school days, when disciplinary action is contemplated for a dangerous behavior as described above, or when a change of placement is contemplated: (20 USC 1415(k)(4); 34 CFR 300.523)

1. The parents/guardians of the student shall be immediately notified of the decision and provided the procedural safeguards notice pursuant to 34 CFR 300.504 on the day the decision to take action is made.

2. Immediately if possible, but in no case later than 10 school days after the date of the decision, a manifestation determination review shall be made of the relationship between the student's disability and the behavior subject to the disciplinary action.

At this review, the IEP team and other qualified personnel shall consider, in terms of the behavior subject to the disciplinary action, all relevant information, including: (20 USC 1415(k)(4); 34 CFR 300.523)

a. Evaluation and diagnostic results, including the results or other relevant information supplied by the student's parents/guardians.

b. Observations of the student.

c. The student's IEP and placement

In relationship to the behavior subject to the disciplinary action, the team shall then determine whether the IEP and placement were appropriate and whether supplementary aids, services, and behavioral intervention strategies were provided consistent with the student's IEP and placement. The team shall also determine that the student's disability did not impair the ability of the student to understand the impact and consequences of the behavior, nor did it impair his or her ability to control the behavior subject to the disciplinary action. (20 USC 1415(k)(4); 34 CFR 300.523)

If the team determines that the student's behavior was not a manifestation of his or her disability, then the student may be disciplined in accordance with the procedures for students without disabilities, as long as the student continues to receive services to the extent necessary to provide that student a free and appropriate public education. (20 USC 1415(k)(4); 34 CFR 300.524)

If the team determines that the student's behavior was a manifestation of his or her disability, then the student's placement may be changed only via the IEP process. (20 USC 1415(k)(4))

Due Process Appeals

If the parent/guardian disagrees with a decision that the behavior was not a manifestation of the student's disability or with any decision regarding placement, he or she has a right to appeal the decision. (20 USC 1415(k)(6); 34 CFR 300.525)

If the student's parent/guardian initiates a due process hearing to challenge the interim alternative educational setting or the manifestation determination, the student shall remain in the interim alternative setting pending the decision of the hearing officer or the expiration of the 45-day time period, whichever occurs first, unless the parent/guardian and district agree otherwise. (34 CFR 300.526)

If school personnel maintain that it is dangerous for the student to be placed in the current placement (placement prior to removal to the interim alternative education setting), during the pendency of the due process proceedings, the Superintendent or designee may request an expedited due process hearing. (34 CFR 300.526)

Expulsion

The Board of Education may expel a student who is in need or believed to be in need of special education or related services only if an individualized education program team has determined that (1) the misconduct was not caused by, or a direct manifestation of, the student's identified handicap; and (2) the student was appropriately placed at the time the misconduct occurred. (Education Code

48915.5)

If a student is in need or believed to be in need of special education or related services at the time the recommendation for expulsion is made, the procedures and timelines governing expulsion shall be the same as those for other students recommended for expulsion specified in AR 5144.1, except that an Individualized Education Program (IEP) team meeting shall be held under conditions and with possible consequences as follows: (Education Code 48915.5)

1. The IEP meeting shall be held within four school days after recommendation for expulsion by the site administrator, unless the Superintendent or designee extends the suspension to 10 days. In the event of an extension, the IEP meeting shall be held within 10 days after the recommendation for expulsion by the site administrator.

2. The parent/guardian shall be notified of his or her right to participate in the meeting at least 48 hours before the meeting.

3. Unless a parent/guardian has requested a postponement, the meeting may be conducted without the parents/guardians' participation.

4. A parents/guardians' request that the meeting be postponed shall be granted for up to three additional school days. The district shall extend any suspension of the student for the period of postponement.

5. The IEP team shall determine if the misconduct was caused by, or a direct manifestation of, the student's identified handicap. The IEP team shall also determine if the student had been appropriately placed at the time the misconduct occurred.

6. In reaching its decision, the team shall base its decision on results of a comprehensive evaluation. (34 Code of Federal Regulations 104.35) In addition, it may base its decision on relevant information that has been acquired within three years of the date of the alleged misconduct.

Relevant information shall include all of the following:

a. A review of the student's school progress and behavior, if available, including, but not limited to, a review of the student's individualized education program, teacher progress reports and comments, school health records, and school discipline records.

b. A review of the ability of the student to conform his or her behavior to the prescribed standards, and a determination of the relationship, if any, between the student's behavior and his or her handicapping condition.

7. If the IEP team determines that the alleged misconduct was not caused by, or a direct manifestation of, the student's handicapping condition, and if it is determined that the student was appropriately placed, the student shall be subject to the applicable disciplinary actions and procedures prescribed for suspension and expulsions of all students.

8. The parent/guardian of each student with previously identified exceptional needs has a right to a due process hearing conducted pursuant to Section 1415 of Title 20 of the United States Code if the parent/guardian disagrees with the decision of the IEP team.

9. If the state's special education due process hearing is initiated by the parent/guardian due to a disagreement with the IEP team recommendations, the district shall cooperate with the State Department of Education towards achieving an expeditious resolution to the disagreement.

10. If a parent/guardian demands a due process hearing concerning the IEP determination, the student shall remain in his then current placement pending resolution of the due process proceeding unless:

> a. He or she has been suspended. Such suspension may not exceed five consecutive school days for a single incident of misconduct, unless extended by five additional days when the student poses an immediate threat to the safety of others. (Education Code 48911, Honig v. Doe
>
> b. The student and his or her parents/guardians agree to a change in placement. (Education Code 56505)
>
> c. A court order has been obtained permitting such a change in placement.
>
> d. The change is a "minor" change in program or services rather than a "significant" change in placement. (Doe v. Maher)

11. Parental consent is not required as a condition for expulsion proceedings or the decision to expel. (Education Code 48915.5)

12. If a student with a disability possesses at school or at a school activity a weapon as defined in the 18 USC 921, he or she shall be immediately suspended and may be placed in an alternative educational setting for not more than 45 calendar days, or until the conclusion of any due process proceedings requested by the parent/guardian. The student's alternative educational setting shall be determined by the student's IEP team or school site committee. (Education Code 48915; 20 USC 1415)

Services During Expulsion

Expelled students shall continue to receive services during the term of the expulsion to the extent necessary to provide the student a free and appropriate public education. Any alternative program must provide services to the extent necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the student's IEP. (20 USC 1412(a)(1)(A); 34 CFR 300.121, 300.520)

Readmission

Readmission procedures for students with disabilities shall be the same as those used for all students. Upon readmission, an IEP team meeting shall be convened.

Suspension of Expulsion

The Board's criteria for suspending the enforcement of an expulsion order shall be applied to students with disabilities in the same manner as they are applied to all other students.

Notification to Law Enforcement Authorities

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

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

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

Ocean View Hills School
Section 5: Suspension and Expulsion
Part 5: Students Expelled From Other Districts AR 5144.1

The Board of Education realizes that students expelled from school for serious offenses represent a possible danger to the students or staff at other schools in which they may seek to enroll. The Board of Education, therefore, shall request expulsion information from the sending District whenever it receives a request to enroll someone who has been expelled.

Students expelled for infractions of the following Education Code 48915, 48915.1, and 48915.2, will be referred to Charter School Community Learning Center:

1. Causing serious physical injury to another person, except in self-defense.

2. Possessing any knife; possession or furnishing a firearm, explosive or other dangerous object of no reasonable use to the student; brandishing a knife at another person.

3. Unlawfully possessing or selling any controlled substance, as listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

4. Robbery or extortion.

Pursuant to Education Code 46601, students who are under consideration for expulsion or who have been expelled pursuant to Education Code 48915 and 48918 may not appeal inter-district attendance denials or rescissions while expulsion proceedings are pending or during the term of the expulsion.

Ocean View Hills School
Section 5: Suspension and Expulsion
Part 6: Students Expelled From Other Districts Administrative Regulations - AR 5119

No student shall be enrolled until after the term of his or her expulsion if the expulsion was for any of the following acts: (Education Code 48915, 48915 (c), 48915.2)

1. Possessing or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.

2. Brandishing a knife.

3. Unlawfully selling a controlled substance as listed in Health and Safety Code 11053-11058.

4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code 48900(n).

5. Causing serious physical injury to another person, except in self-defense.

6. Possessing any knife, explosive or other dangerous object of no reasonable use to the student.

7. Unlawfully possessing any controlled substance, as listed in the Health and Safety Code, except for the first offense for possessing not more than one ounce of marijuana, other than concentrated cannabis. (Health and Safety Code 11053-11058)

8. Robbery or extortion.

9. Assault or battery upon a school employee as defined in Penal Code 240 and 242.

As student expelled for acts other than those specified above may be admitted or conditionally admitted during the term of expulsion when the Board of Education determines, after a re-entry hearing, that the student does not pose a potential danger to District students or employees. If the student is found to pose a potential danger, the Board of Education may deny enrollment for the remainder of the expulsion period. (Education Code 48915.1) Students are to be referred to Charter School Community Learning Center for the remainder of the expulsion.

If the parent/guardian or student, upon seeking enrollment, did not inform the district as required by law, of the student's status with his or her previous District, this lack of compliance shall be recorded and discussed during the re-entry hearing at the end of the expulsion term. (Education Code 48915.1)

Students who are under consideration for expulsion or who have been expelled pursuant to Education Code 48915 and 48918 may not appeal inter-district attendance denials or decisions while expulsion proceedings are pending, or during the term of the expulsion. (Education Code 4660

Ocean View Hills School
Section 6: Sexual Harassment Policy
Part 1: Student Sexual Harassment - BP 5145.7 (a-c)

The Board of Education is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or any school-related activity.

The principal or designee shall ensure that students receive age-appropriate information related to sexual harassment. Students shall be assured that they need not endure any form of sexual behavior or communication, including harassment because of sexual orientation. They shall be assured that they need not endure, for any reason, any harassment that impairs the educational environment or a student's emotional or physical well-being at school or any school-related activity.

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion.

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

Students shall be informed that they should immediately contact a staff member if they feel they are being harassed. Within 24 hours, staff shall report complaints of sexual harassment to the principal or designee or to the Assistant Superintendent, Human Resources, who is also the District's Title IX Coordinator. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained. The principal or designee shall immediately investigate any report of sexual harassment of a student. Upon verifying that sexual harassment has occurred, he or she shall ensure that appropriate action is taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. If a situation involving sexual harassment is not promptly remedied by the principal or designee, a complaint of sexual harassment can be filed in accordance with AR 1312.3 - Uniform Complaint Procedures.

The district prohibits retaliatory behavior against any complainant or participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

Ocean View Hills School
Section 6: Sexual Harassment Policy
Part 2: Student Sexual Harassment AR 5145.7

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.

2. Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual.

3. The conduct has the purpose or effect of having a negative impact on an individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through the school.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions.

2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.

3. Graphic verbal comments about an individual's body or overly personal conversation.

4. Sexual jokes, notes, stories, drawings, pictures, or gestures.

5. Spreading sexual rumors.

6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.

7. Touching an individual's body or clothes in a sexual way.

8. Purposefully cornering or blocking normal movements or limiting a student's access to educational tools.

9. Displaying sexually suggestive objects in the educational environment.

10. Any act of retaliation against an individual who reports a violation of the district's harassment policy, or who participates in the investigation of a sexual harassment complaint.
Each principal has the responsibility for maintaining an educational environment free of sexual harassment. This responsibility includes discussing and implementing the district's sexual harassment policy with students and assuring them that they are not required to endure sexually insulting, degrading, or exploitative

treatment, or any other form of sexual harassment.

Notifications

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

1. Be displayed in a prominent location in the administrative offices of the district.

2. Be displayed in a prominent location near each school principal's office.

3. Be provided to each employee and employee organization at the beginning of each school year or each time a new employee is hired.

4. Be provided to each new student at the time the student is enrolled in the school and as part of any orientation program for new students at the beginning of each quarter, semester, or summer session.

5. Appear in any school or district publication that sets forth the school or district's comprehensive rules, regulations, procedures, and standards of conduct.

6. Be included in the notifications sent out to parents/guardians at the beginning of each school year.

7. Include the name, office address, and telephone number of the Title IX coordinator:

Director or Assistant Superintendent
San Diego, CA

1. The principal or designee shall promptly and fully investigate any complaint of harassment made by or about a District student. In so doing, the principal or designee shall speak individually with the following:

a. The student making the complaint.

b. The person accused of harassment.

c. Anyone who saw or heard the harassment take place.

d. Anyone mentioned as having related information.

2. The student who complained shall have an opportunity to describe the incident, present witnesses, and other evidence of the harassment, and put his or her complaint in writing.

3. The principal or designee shall discuss the complaint only with the people described above. Where necessary to carry out the investigation or for other good reasons that apply to the particular situation, the principal or designee may also discuss the complaint with the following persons:

a. The parents/guardians of the student who complained.

b. The parents/guardians of the person accused of harassing someone.

c. Teacher(s) or staff member(s) who have knowledge of the student(s) involved and may be of

assistance in determining who is telling the truth about what might have occurred.

d. The district's Title IX coordinator (the Title IX coordinator may contact legal counsel, where appropriate).

e. Appropriate child protective service and law enforcement authorities.

4. When the student who complained and the person accused of harassment so agree, the principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator, or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided.

5. The principal or designee shall tell the student who complained that he or she has the right to file a formal complaint at any time in accordance with the district's uniform complaint procedures. If the student wishes to file a formal complaint, the principal or designee shall assist the student in doing this.

6. In reaching a decision about the complaint, the principal or designee may take into account:

a. How the misconduct affected one or more students' education.

b. The type, frequency and duration of the misconduct.

c. The number of persons involved.

d. The age and sex of the person accused of harassment.

e. The subject(s) of harassment.

f. The place and situation where the incident(s) occurred.

g. Other incidents at the school, including incidents or harassment that were not related to sex.

8. The principal or designee shall write a report of his or her findings, decision, and reasons for the decision and shall present this report to the student who complained and the person accused. In the absence of good cause for delay, this report shall be due within 30 days of the inception of the investigation.

9. The principal or designee shall give the Superintendent or designee a written report of the complaint and investigation. If he or she verifies that sexual harassment occurred, this report shall describe the actions he or she took to end the harassment, address the effects of the harassment on the person harassed, and prevent retaliation or further harassment.

Within two weeks after receiving the complaint, the principal or designee shall determine whether the student who complained has been harassed further. The principal or designee shall keep a record of this information.

The principal or designee shall keep a record of the report, materials gathered in the course of his or her investigation, and student complaint(s). These materials shall be kept in strict confidence.

10. Disciplinary action, up to and including expulsion, will be taken if appropriate according to the uniform discipline procedures stated in the student handbook. Documents will be forwarded to the CWA office as

necessary. Due Process timelines will be followed.

The principal or designee shall take appropriate actions to enforce the district's sexual harassment policy. As needed, these actions may include the following:

1. Removing vulgar or offending graffiti.

2. Providing staff in-service and student instruction or counseling.

3. Notifying parents/guardians.

4. Notifying child protective services.

5. Taking appropriate disciplinary action. In addition the principal or designee may take disciplinary action against any person who is found to have made a complaint of sexual harassment, which he or she knew was not true.

Ocean View Hills School
Section 7: School Dress and Grooming – AR5132 (b)
Part 1: Policy, Gang Related Apparel & Uniforms

Board of Education policy based on State Education Code states that all students shall be required to dress and groom for school with attention and emphasis on the following: a) neatness; b) cleanliness; c) safety; and d) modesty. Regulations regarding student dress shall be imposed whenever the mode of dress in question is unsafe for the student or those around the student, or is disruptive or distracting to school operations and the education process in general.

The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board of Education expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction, which would interfere with the educational process.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

Gang-Related Apparel

The Principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board of Education for approval. The Board of Education shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

Uniforms

In order to promote student safety and discourage theft, peer rivalry and/or gang activity, the Principal, staff and parents/guardians at a school may establish a reasonable dress code requiring students to wear uniforms. Such a dress code may be included as part of the school safety plan and must be presented to the Board of Education for approval. The Board of Education shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

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

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms.

Ocean View Hills School
Section 7: School Dress and Grooming AR 5123
Part 2: Policy, Gang Related Apparel & Uniforms

Students are expected to attend school in clean, neat clothing. It is the mission of the District not only to provide academic education but also to provide education in morals, manners, dress, and grooming because these are elements of good citizenship. Research has shown that student dress and appearance affect student attitudes and conduct. These guidelines are intended to define "appropriate student attire" and personal grooming. Their purpose is to prevent disruption of classroom atmosphere, enhance classroom decorum, eliminate disturbances among other students in attendance, and minimize distraction of other students so as not to interfere with the educational process. It is also intended to help protect the health and welfare of the individual student. Final decision as to whether student dress or grooming is, in fact, disruptive or distracting shall be made by the Principal or designee.

Gang-Related Apparel

The Principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board of Education for approval. The Board of Education shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the Principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

All students shall abide by the following:

1. Hair and physical appearance shall be clean and neatly groomed. Aerosol cans of any kind are not permitted at school, i.e., hair color, hair spray. No excessive makeup is allowed.

2. Shoes must be worn at all times. For safety purposes, sandals must be held in place with heel strap. Steel-toed shoes, skate shoes and slippers are not permitted. Cleats are not permitted accept as required for athletic/sports purposes.

3. Lettering or printing will be allowed on shirts, sweatshirts, jewelry, personal items (backpacks, fanny packs, gym bags, water bottles, etc.) and other apparel as long as it is acceptable for school attire. Crude or vulgar printing or pictures depicting tobacco, drugs, alcoholic beverages, gang-related names or symbols, or those that are sexually suggestive are not allowed. Site administration reserves the right to declare

unacceptable any item of clothing, printing, or accessory depicting any logo that has been identified to be gang related (including sport team jerseys), per site policy.

4. Pant size must be appropriate. The fullness must not interfere with the normal school activities. If the student removes the belt, pants must not fall more than two inches below the hipbone. The crotch should not drop lower than the fingertips of the extended hand. The length of the pant should not extend past the heel of the shoe. When side seams are pulled out straight and then are crossed to the front, the edge of the pants should not cross the mid-point of the leg.

5. All clothing shall be within the bounds of decency and good taste as appropriate for school. Garments shall be sufficient to conceal undergarments at all times. Night clothing (pajamas) and slippers are not to be worn to school.

6. Dresses, skirts and shorts shorter than mid-thigh are prohibited.

7. No garment may be worn that is cut-off, ragged or torn.

8. No "see through" or "fish net" type of blouse or shirt may be worn. Students must wear shirts at all times. No muscle shirts, undershirts, tank tops, halter-tops, off-the-shoulder or low-cut tops; or bare midriffs are permitted.

9. No gang-related apparel (as determined by site guidelines).

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

The Principal, staff, students and parents/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

At least six months before a school uniform policy is implemented, the principal or designee shall notify parents/guardians of this policy. (Education Code 35183)

Parents/guardians shall also be informed of their right to have their child exempted.

Wearing of Shorts

Students may be allowed to wear Bermuda shorts, walking shorts, or shorts of this type within the following guidelines:

1. Shorts must be hemmed and straight legged.

2. The length of the shorts must be within the bounds of decency and in good taste as appropriate for school.

3. The shorts length should not be shorter than the end of the extended fingertips.

4. Short shorts are not to be worn at school.

Shorts that do not meet these criteria are not allowed. Tops worn with shorts must adhere to the guidelines previously stated.

Colors

Students shall not wear clothing or apparel identified by school personnel as "colors." The term "colors" is defined as a display by the wearing or placement of apparel by a group of students, or an individual student, which would signify the membership or intent of membership in a student group known to advocate or participate in disruptive or illegal behavior.

Students violating any part of this dress code will be issued one warning and sent home to change into appropriate clothing if necessary. The second violation of the same nature will result in the student being referred to the principal for discipline.

Ocean View Hills School
Section 8: Safe Ingress and Egress
Part 1: Safe Ingress and Egress

Safe Ingress and Egress

Ocean View Hills School will ensure safe ingress and egress to and from the school for pupils, parents, and school employees. Safe ingress and egress will be maintained by periodic reviews of the procedures for ingress and egress. The school will ensure that all passageways to and from school buildings, corridors within school buildings and emergency exits remain clear of all obstruction to allow flow of pedestrian traffic. The school will also ensure that potential obstructions and hazards are removed from such areas. To assist school staff in conducting evaluations, the school may utilize consultants to conduct periodic inspections of the school.

Any problems associated with safe ingress and egress will be addressed immediately.

Ocean View Hills School
Section 9: Weapons and Dangerous Instruments
Part 1: Weapons and Dangerous Instruments - BP 5131.7

The Board of Education desires students and staff to be free from the danger presented by firearms and other weapons and recognizes that they have the right to a safe and secure campus free from psychological and physical harm.

Weapons

The Board of Education desires students and staff to be free from the danger presented by firearms and other weapons and recognizes that they have the right to a safe and secure campus free from psychological and physical harm.

Possession of Weapons

The Board of Education prohibits any person other than authorized law enforcement or security personnel from possessing weapons, imitation firearms, or dangerous instruments of any kind in school buildings, on school grounds or buses, or at school-related or school-sponsored activities away from school, or while going to or coming from school.

Unless he/she has obtained prior written permission as specified below, any student who is determined to have brought a firearm to school or possessed a firearm at school, as verified by a school employee, shall be expelled for not less than one year, except that the Board of Education may set an earlier date for readmission on a case-by-case basis, in accordance with Board of Education policy and administrative regulation. (Education Code 48915; 20 USC 7151)

Students possessing or threatening others with any weapon, dangerous instrument, or imitation firearm are subject to suspension and/or expulsion in accordance with law, Board of Education policy and administrative regulations.

Under the power granted to the Board of Education to maintain order and discipline in the schools and to protect the safety of students, staff and the public, any school employee is authorized to confiscate a weapon, dangerous instrument or imitation firearm from any person on school grounds.

The Principal or designee shall notify law enforcement authorities when any student possesses a weapon without permission or commits any act of assault with a firearm or other weapon. (20 USC 7151; Education Code 48902; Penal Code 245, 626.9, 626.10)

Advanced Permission for Possession of a Firearm for Educational Use

A student who desires to possess or transport a firearm or imitation firearm on school grounds for an educational purpose shall request prior permission from the Principal at least five school days in advance of the planned possession. The student's parent/guardian shall provide written permission explaining the planned use of the weapon and the duration. The student shall also submit a written explanation from the staff person responsible for the school-sponsored activity or class.

On a case-by-case basis, the Principal shall determine whether to grant permission for such possession when necessary for a school-sponsored activity or class or as part of the educational program. Factors that shall be considered include, but are not limited to, the planned use of the weapon, the duration and location of the planned use, whether an audience is expected, and any perceived adverse effects to the safety and well being of students or staff. If the Principal grants such permission, he/she shall provide the student and staff person with a written explanation regarding any limitations and the permissible duration of the student's possession.

The Principal and/or a staff member with knowledge of firearm safety shall inspect the weapon to ensure that necessary safety precautions have been taken, including inspection to ensure that no live ammunition is present. The firearm shall be stored in a locked vehicle or in an appropriate, locked container before and after the educational activity.

A student granted permission to possess a firearm may be suspended and/or expelled if he/she possesses or uses the weapon inappropriately.

Possession of Pepper Spray

To prevent potential misuse that may harm students or staff, students are prohibited from carrying tear gas or tear gas weapons such as pepper spray on campus or at school activities.

Reporting of Dangerous Objects

The Board of Education encourages students to promptly report the presence of weapons, injurious objects or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

The Superintendent or designee shall develop strategies designed to facilitate student reporting of the presence of injurious objects on school grounds, such as tip hotlines, electronic transmissions, or other methods that preserve the student's anonymity. Incident reports and records shall not identify the student who reported the possession. The strategy shall also provide a method of informing staff, students and parents/guardians that students who report the presence of injurious objects on school campuses are to be protected and their identity shielded.

Ocean View Hills School
Section 9: Weapons and Dangerous Instruments
Part 2: Weapons and Dangerous Instruments - AR 5131.7

Students shall not possess weapons, look-alikes, or dangerous instruments of any kind on school grounds or buildings, nor on school buses, nor on any school-related or school-sponsored activity away from school facilities unless written permission has been obtained from the principal.

Weapons and dangerous instruments include, but are not necessarily limited to:

1. Firearms: pistols, revolvers, shotguns, rifles, "zip guns," "stun guns," tasers, and any device capable of chemically propelling a projectile.

For school purposes, this includes air-guns, CO2 guns, paint guns, BB guns, pellet guns and dart or spring action guns and non-operating devices made to look like a firearm, which might be used for intimidation.

2. Cutting and puncturing devices: Dirks, daggers, legal knives, illegal knives (blades longer than three and one-half inches, folding knives with a blade that locks into place), razors with an unguarded blade, Kirpans, and any other device capable of cutting or puncturing.

3. Explosive and/or incendiary devices: pipe bombs, time bombs, tear gas and tear gas weapons, firecrackers, cap guns, caps, containers of inflammable fluids, and other hazardous devices.

4. Any other dangerous device, instrument or weapon, especially those defined in Penal Code 12020, including a blackjack, slingshot, billy club, nunchakus, sandclub, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon.

5. Other: any other objects that could be used to inflict harm.

Possession of or bringing such weapons or devices on school grounds may also be a violation of the Penal Code, and therefore any violation of this regulation shall be reported to the local law enforcement agency. Students who violate this regulation will be subject to immediate suspension and possible expulsion by the Board of Education.

Any school employee may confiscate any of the above devices and any other dangerous device, instrument or weapon, especially those defined in Penal Code 12020, including a blackjack, slingshot, billy club, nunchuks, sand club, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon. Objects may not be returned.

Every employee seizing any weapon or dangerous instrument under the provision of this regulation shall report the incident to the building Principal immediately, and deliver the seized device to the Principal, together with name(s) of persons involved, witnesses, location and circumstances of the seizure.

If it is known that a student has possession of such a device but the device has not been seized, the employee should report the matter to the Principal immediately, and the Principal shall take such action as is

appropriate. This Principal shall report all student violations of this regulation to the Superintendent or designee.

If an employee knows that a student possesses a weapon or dangerous device that has not been confiscated, the employee shall report the matter to the Principal immediately, and the Principal shall take appropriate action.

When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

In accordance with law, the Principal or designee shall notify law enforcement authorities of any acts of assault by a student with a firearm or any other deadly weapon or instrument, and of any possession or seizure of a firearm or any cutting or puncturing device identified in Item 2 above. (Education Code 48902, Penal Code 245, 626.9, 626.10)

The Principal or designee may notify law enforcement authorities regarding the seizure or possession of other dangerous devices. The Principal shall take disciplinary action which he or she determines proper in accordance with Board of Education policies and regulations.

The Principal shall report any possession of a weapon or dangerous instrument, including replicas, to the student's parents/guardians by telephone or in person, and followed by written notification.

Gangs

The Board of Education desires to keep District schools free from the threats or harmful influence of any groups or gangs which exhibit drug use, violence or disruptive behavior. The Board of Education therefore prohibits the presence of any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in such a group. This policy shall be applied at the Principal's discretion as the need for it arises at individual school sites. The Superintendent or designee shall take steps to deter gang intimidation of students and staff and confrontations between members of different gangs. He/she shall exchange information and establish mutually supportive efforts with local law enforcement authorities.

The Superintendent or designee shall provide in-service training, which helps staff to identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior. Staff shall be informed about conflict management techniques and alerted to intervention measures and community resources.

The Board of Education realizes that students become involved in gangs for many reasons, such as peer pressure, the need for a sense of belonging, and lack of refusal skills. Age-appropriate gang violence prevention education shall start with students in the early elementary grades and may start in kindergarten. To further discourage the influence of gangs, the Superintendent or designee shall ensure that school rules of conduct and any school dress code prohibiting gang-related apparel are enforced consistently. If a student exhibits signs of gang affiliation, staff shall so inform the parent/guardian.

Drugs and Alcohol

The Board of Education believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Board of Education desires to keep District schools free of alcohol and other drugs in order to help prevent violence, promote school safety and create a well-disciplined environment conducive to learning.

The Superintendent or designee shall develop, implement and evaluate a science-based/research-based comprehensive prevention and intervention program designed to prevent or reduce alcohol or other drug use. It shall include primary prevention activities such as decision-making skills and conflict management, instruction, referral to a rehabilitation program, enforcement/discipline, activities that promote the involvement of parents/guardians and coordination with appropriate community agencies and organizations.

The Board of Education and Superintendent shall agree upon measures that will be used to monitor and determine the effectiveness of the District's program in reducing drug and alcohol use. The Superintendent or designee shall develop and implement an evaluation process that includes ongoing assessment and analysis of objective data regarding the incidence of drug and alcohol use among District students, including discipline problems, and the prevalence of risk factors.

The Superintendent or designee shall consult with Principals, teachers, counselors, other school personnel, students and parents/guardians when developing the District's program.

The Superintendent or designee shall clearly communicate to all students, staff and parents/guardians the District's policies, regulations and school rules related to the use of alcohol and other drugs on school campuses or at school activities. Information about program needs and goals shall be widely distributed in the community.

Staff should encourage students to participate as responsible partners in efforts to maintain a safe, constructive school climate.

The District's Title IV Coordinator or designee shall collaborate with the Riverside County Office of Education (RCOE) in the establishment of planning and implementing Alcohol and Drug Prevention programs by networking with other Title IV coordinators throughout the county.

Instruction

The District shall provide science-based/research-based preventative instruction, which has been proven effective in helping students avoid the use of alcohol and other drugs.

All instruction and related materials shall consistently state that unlawful use of alcohol or other drugs is wrong and harmful. Instruction shall not include the concept of responsible use of drugs or alcohol when such use is illegal. (20 USC 7114, 7162; Health and Safety Code 11999.2)

The District shall offer staff development activities for staff to include Student Assistance Program (SAP) counselors who implement the comprehensive drug and alcohol prevention and intervention program.

Intervention, Referral and Recovering Student Support.

The Board of Education believes that effective interventions should be available to assist students who use alcohol and other drugs. School staff, students and parents/guardians shall be informed about early warning signs which may indicate alcohol and other drug use and about appropriate agencies offering intervention programs, counseling referral and other student assistance programs. The District shall help recovering students to avoid re-involvement with alcohol and other drugs by providing school and/or community service activities designed to increase students' sense of community.

The Board of Education strongly encourages any student who is using alcohol or drugs to discuss the matter with his or her parent/guardian or with any staff member. Students who disclose their use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be disciplined for such use.

Enforcement/Discipline

The Superintendent or designee shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds or at school-sponsored activities.

Students possessing, using or selling alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures including suspension or expulsion and/or referral to law enforcement in accordance with law, Board of Education policy and administrative regulation. In addition, such students may be referred to an appropriate counseling program, transferred to an alternative placement, and/or be restricted from extracurricular activities, including athletics.

Ocean View Hills School
Section 10: Bullying Policy
Part 1: Bullying BP 5131.2 and AB1156

In compliance with AB 1156 San Ysidro School District has implemented policies, programs, trainings and activities in the prevention of physical, psychological and emotional harm to students, which interfere with the pupil's ability to learn and participate in school activities.

According to AB 1156, it defines "Bullying" as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act and including one or more acts committed by a pupil or group or pupils engaging in sexual harassment, hate violence, harassment, threats, or intimidation directed toward one or more pupils that has or can be reasonably predicted to have the effect or one or more of the following:

a. Placing a reasonable pupil or pupils in fear of harm to that pupils' person or property;
b. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health
c. Causing a reasonable pupil to experience substantial interference with his or her academic performance; or
d. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities or privileges provided by a school.

For the complete text of AB 1156, effective July 1, 2012 please refer to Appendix E.

The District shall be free from discrimination, including harassment, with respect to the actual or perceived ethnic group, religion, gender, color, race, ancestry, national origin and physical or mental disability, age or sexual orientation.

It is intended that harmonious relationships be promoted that enable students to gain a true understanding of civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

Comprehensive School Safety Plan

Section 11

APPENDENCES

Appendix A: Education Code Sections 35294 – 35294.9 Text

35294.10. (a) It is the intent of the Legislature that all public schools with any combination of instructional settings from kindergarten to grade 7, inclusive, have access to supplemental resources to establish programs and strategies that promote school
safety and emphasize violence prevention among children and youth in he public schools. It is further the intent of the Legislature to fund and coordinate the programs and activities carried out pursuant o the Interagency School Safety Demonstration Act of 1985 (Chapter 2.5 (commencing with Section 32260)), relating to safe school model programs; Article 5 (commencing with Section 32280) of Chapter 2.5 of Part 19, relating to the development of school safety plans; and Article 6 (commencing with Section 32296) of Chapter 2.5 of Part 19, relating to school community policing, in a cooperative and interactive effort to promote school safety and violence prevention in the public schools.

(b) It is further the intent of the Legislature that the Superintendent of Public Instruction and the Attorney General shall utilize available resources to make every effort to coordinate activities and the distribution of resources to maximize their effective and efficient use in establishing and maintaining safe schools.

35294.11. (a) The School Safety and Violence Prevention Strategy Program is hereby established to be administered by the Superintendent of Public Instruction for the purpose of promoting school safety and violence prevention programs among children and youth in the public schools.

(b) The Superintendent of Public Instruction, in conjunction with the Attorney General, shall develop standards and guidelines for evaluating proposals, and shall award grants on a competitive basis, as authorized by this article, to schools and school districts
serving any combination of instructional settings from kindergarten to grade 7, inclusive, that meet the following conditions:

(1) The school has developed a school safety plan as required by
Article 5 (commencing with Section 32280) of Chapter 2.5 of Part 21.

(2) The school demonstrates its ability to carry out a collaborative and coordinated approach for implementing a comprehensive school safety and violence prevention strategy.

(3) After initial eligibility has been determined, a process of random selection for grants awarded pursuant to this article shall be used that ensure that, at a minimum, all of the following criteria are met:

(A) Schools are selected from the northern, central, and southern areas
of the state.

(B) Schools selected represent large, medium, and small sized numbers
in their pupil populations.

(C) Schools are selected from urban, suburban, and rural areas.

35294.12. A school or school district that applies for funding pursuant to this article shall submit an application that includes but is not limited to, all of the following:

(a) A school safety plan required by Article 5 (commencing with Section 32280) of Chapter 2.5 of Part 19.

(b) A school violence prevention strategy for improving and marshaling the resources set forth in the school safety plan to promote school safety and violence prevention programs among children and youth.

35294.13. The Superintendent of Public Instruction shall award grants under this article for one or more of the following purposes:

(a) Providing schools with personnel, including, but not limited to, school counselors, school social workers, school nurses, and school psychologists, who are specially trained in identifying and supporting at-risk children and youth where the applicant demonstrates that appropriate support activities are necessary and would be desirable in addressing identified problems, issues, and needs, including, but not limited to, classes pertaining to anger management and conflict resolution.

(b) Providing effective and accessible on campus communication devices, where the applicant demonstrates that the use of these devices, beyond everyday, routine matters, is part of the school safety plan developed pursuant to Article 5 (commencing with Section
32280) of Chapter 2.5 of Part 19.

(c) Establishing an in-service training program for all school staff, designed to assist school staff in identifying at-risk children and youth, communicating effectively with those pupils, and appropriately referring those pupils for counseling.

(d) Establishing cooperative arrangements with local law enforcement agencies for appropriate school-community relationships.

(e) Proposals that allow school districts to respond to existing or subsequent research that establishes structural changes in the operation of schools, such as smaller schools or "schools within schools."

(f) Any other proposal that the applicant school or school district designs that demonstrates that the proposal would materially contribute to meeting the goals and objectives of current law in providing for safe schools and preventing violence among children and youth.

35294.14. The Superintendent of Public Instruction and the Attorney General shall cooperatively design an evaluation process for the programs and activities established pursuant to this article and shall report to the Legislature by January 1 of each year, commencing in 2001, any recommendations for modifications to existing law relative to school safety and violence prevention among children and youth.

35294.15. Unless otherwise required by law, the Superintendent of Public Instruction shall establish the rules and regulations for the application process to be utilized by schools and school districts to obtain funds made available by this or any other provision of law or by the annual Budget Act to promote school safety and violence prevention among children and youth. To perform the duties of this article or any of the activities in subdivision (a) of Section 35294.10, up to 5 percent of the total funds appropriated for purposes of this article may be utilized by the Superintendent of Public Instruction for administrative costs.

Appendix B: SB 187 Text

SB 187 – Comprehensive School Safety Plans

This bill:

1. Revises, and makes mandatory, provisions of existing law relating to comprehensive safety plans for school sites.

2. Requires each school site, by September 1, 1998, to develop a school safety plan, as specified, to be evaluated annually and amended, if needed. The bill provides that these plans be written and established by the School Site Council and shall include, but not be limited to, a number of specified components; current law only authorizes that safety plans include these components. The bill requires school sites to submit their completed plans to their districts or COE, and for the districts or COE's to notify the State Department of Education by October 15, 1998 of any school sites, which have not so complied.

3. Requires the school site council to consult with local law enforcement in developing the plan.

4. Allows schools to submit existing safety plans to comply with this requirement, so long as the plans are in existence by December 31, 1997 and contain the required information.

5. Requires schools to hold a public meeting to solicit public opinion on their school safety plans before approving them.

6. Establishes that nothing in the bill shall restrict the authority of school boards as established by the Education Code.

7. Authorizes the School Site Council to delegate its responsibility to develop a site safety plan to a school safety planning committee. The school safety committee would, at a minimum have to include the following members: the principal (or designee), a teacher who is a representative of the recognized certificated employee organization, a classified employee who is a representative of the recognized classified employee organization, a parent who's child attends the school, and others as desired. If there is no school site council, then the school safety planning committee, composed of the specified members, would be required to develop the school safety plan required by this bill.

8. Provides for a fine of up to $500 for the willful failure to establish a school safety plan as required by this bill.

9. Specifies that with regard to small school districts, they have the option of developing district-wide comprehensive school safety plans applicable to each school-site.

10.Provides a sunset of January 1, 2000; however, the comprehensive safety plan would continue to be evaluated and amended by the school-site council. Schools must maintain an updated file of safety-related plans and materials for public viewing.

Appendix C: SB 334 Text

SB 334 – Youthful Offenders: education

This bill establishes the School Safety and Violence Prevention Strategy Program for the purpose of promotion school safety and violence prevention among students in the public schools.

This bill extends the operative date of those provisions indefinitely and would instead require each school to adopt its comprehensive school safety plan by March 1, 2000, and to review and update the plan by March 1 every year thereafter.

The bill also requires each school district or county office of education to notify the State Department of Education annually of any schools that have not complied with the requirement of developing a comprehensive school safety plan. The bill requires, commencing in July 1,2000, and every July thereafter, each school to report on the status of its school safety plan, including a description of its key elements in the school accountability report card otherwise required by law.

This bill establishes the School Safety and Violence Prevention Strategy Program, to be administered by the State Superintendent of Public Instruction for the purpose of promoting school safety and violence prevention programs among children and youth in the public schools. The bill requires the State Superintendent of Public Instruction, in
conjunction with the Attorney General, to develop guidelines and standards for evaluating grant applications, and to award grants on a competitive basis to schools that
develop school safety plans and demonstrate a collaborate and coordinated approach for implementing a comprehensive school safety and violence prevention strategy to be used for certain purposes, including, but not limited to, providing counselors who are specially trained in identifying and supporting at-risk children and youth. The bill requires the State Superintendent of Public Instruction and the Attorney General to cooperatively design an evaluation process for the program and activities established under the School Safety and Violence Prevention Strategy, and to report to the Legislature by January 1 of
each year on those programs. The bill also requires a school principal to disseminate information regarding a minor who has been found to have committed any specified
felony or misdemeanor to a teacher or administrator, as specified.

This bill enacts numerous changes to juvenile court procedures. Addresses school safety and youth violence prevention programs and policy. Specifically, <u>this bill</u>:

1. Allocates $11.3 million from the General Fund for violence prevention and school safety.

2. Appropriates $3 million to San Diego County for residential placement, mental health treatment and education and skills training for dependent children.

3. Appropriates $1.8 million to the City and County of San Francisco for acquiring and installing surveillance cameras on public transit vehicles.

4. Distributes $5 million to the Superintendent of Public Instruction. Requires the Superintendent in consultation with the Attorney General (AG) to develop and implement a schedule for using the appropriation to promote school safety and violence prevention.

5. Allocates $1.5 million to the Board of Corrections (BOC) for funding the At-Risk Youth Early Intervention Program currently administered by the BOC.

6. Provides that K-7 schools must develop ongoing comprehensive school safety plans. The plans concern school-based crime, crime prevention, emergency services, sexual harassment, notification regarding dangerous pupils, and child abuse reporting.

7. Creates the "School Safety and Violence Prevention Strategy Program."
The Superintendent of Public Education and the AG evaluate and award grants to projects that provide counseling to at-risk youth, technical assistance, in-service training, and cooperation with local law enforcement.

8. Deletes sunset clauses and makes technical changes to various provisions concerning school safety plans. Requires notification within seven days of a petition alleging the commission of a violent felony to school superintendents.

9. Declares legislative intent to have the Superintendent of Public Instruction and the AG coordinate efforts funding and implementing violence prevention and school safety programs. Makes changes to procedures regarding At-Risk Youth Early Intervention Programs.

10. Provides that a minor 16 years of age or older shall be prosecuted in adult criminal court under the following circumstances:

A. Accused of committing murder in the first degree, attempted premeditated murder, an aggravated sex offense, aggravated kidnapping, or any specified felony where a firearm was used and discharged; or,

B. Previously adjudicated as a ward of the court by committing any felony when 14 years of age or older.

11. Provides that a minor directly charged as an adult has the right to a preliminary hearing. The case shall proceed in criminal court unless the defendant minor prevails in a motion to dismiss.

12. Provides that a minor who was prosecuted directly in adult court and convicted shall be sentenced as an adult convicted of the same offense subject to the specified provision Youth Authority (CYA).

13. Enacts a reverse remand provision authorizing the court to impose a juvenile disposition for a minor convicted after a direct file prosecution if the minor satisfies specified criteria.

Appendix D: AB1156 Text

AB – 1156 Pupils: Bullying

Summary: Makes several proposals related to bullying, including requiring training in the prevention of bullying, giving priority for inter-district transfers to victims of bullying, and revising the definition of bullying, beginning on July 1, 2012. Specifically, this bill:

1) Makes declarations and findings regarding the impact of bullying, including that bullying causes physical, psychological and emotional harm to pupils; interferes with pupils' ability to learn and participate in school activities; and, that bullying has been linked to other forms of antisocial behavior, such as vandalism, shoplifting, truancy and dropping out of school, fighting, using drugs and alcohol, sexual harassment and sexual violence.

2) Adds training in the prevention of bullying as a component in the workshops provided by the Department of Justice and the California Department of Education (CDE) to school districts, county offices of education, and school site personnel to assist them in the development of school safety and crisis response plans.

3) Specifies that as comprehensive school safety plans are reviewed and updated, the Legislature encourages all plans, to the extent that resources are available, to include policies and procedures aimed at the prevention of bullying.

4) Gives priority for inter-district attendance under any existing inter-district attendance agreement, or, in the absence of an agreement, be given additional consideration for the creation of an inter-district attendance agreement, to a pupil who has been determined by personnel of either the district of residence or the district of proposed enrollment to have been the victim of an act of bullying committed by a pupil of the district of residence, at the request of the person having legal custody of the pupil.

5 Specifies that "bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils engaging in sexual harassment, hate violence, harassment, threats, or intimidation directed toward one or more pupils that has or can be reasonably predicted to have
the effect of one or more of the following:

a) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property;

b) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health;

c) Causing a reasonable pupil to experience substantial interference with his or her academic performance; or,

d) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

6) Expands the definition of "electronic act" to include a post on a social network Internet Web site.

7) Relocates the definitions of "bullying" and "electronic act" from Education Code (EC) Section 32261 (Interagency School Safety Demonstration Act of 1985) to Section 48900 (expulsions and suspensions).

8) Defines "reasonable pupil" as a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

9) Strikes an obsolete provision in the suspension and expulsion provisions of the Education Code.

The Senate amendments expand the definition of "electronic act" to include a post on a social Internet Web site, strike the provision regarding residency requirements and instead give a pupil determined to have been a victim of an act of bullying priority for an inter-district transfer, revise the definition of "reasonable pupil" to include exceptional needs pupils, and add co-authors.

Appendix E: Suspected Child Abuse Report Form

Print

SUSPECTED CHILD ABUSE REPORT

Reset Form

To Be Completed by **Mandated Child Abuse Reporters**
Pursuant to Penal Code Section 11166

PLEASE PRINT OR TYPE

CASE NAME: _____

CASE NUMBER: _____

A. REPORTING PARTY

NAME OF MANDATED REPORTER | TITLE | MANDATED REPORTER CATEGORY

REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS | Street | City | Zip | DID MANDATED REPORTER WITNESS THE INCIDENT? ☐ YES ☐ NO

REPORTER'S TELEPHONE (DAYTIME) ( ) | SIGNATURE | TODAY'S DATE

B. REPORT NOTIFICATION

☐ LAW ENFORCEMENT ☐ COUNTY PROBATION
☐ COUNTY WELFARE / CPS (Child Protective Services) | AGENCY

ADDRESS | Street | City | Zip | DATE/TIME OF PHONE CALL

OFFICIAL CONTACTED - TITLE | TELEPHONE ( )

C. VICTIM
One report per victim

NAME (LAST, FIRST, MIDDLE) | BIRTHDATE OR APPROX. AGE | SEX | ETHNICITY

ADDRESS | Street | City | Zip | TELEPHONE ( )

PRESENT LOCATION OF VICTIM | SCHOOL | CLASS | GRADE

PHYSICALLY DISABLED? ☐ YES ☐ NO | DEVELOPMENTALLY DISABLED? ☐ YES ☐ NO | OTHER DISABILITY (SPECIFY) | PRIMARY LANGUAGE SPOKEN IN HOME

IN FOSTER CARE? ☐ YES ☐ NO | IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: ☐ DAY CARE ☐ CHILD CARE CENTER ☐ FOSTER FAMILY HOME ☐ FAMILY FRIEND ☐ GROUP HOME OR INSTITUTION ☐ RELATIVE'S HOME | TYPE OF ABUSE *(CHECK ONE OR MORE)* ☐ PHYSICAL ☐ MENTAL ☐ SEXUAL ☐ NEGLECT ☐ OTHER (SPECIFY)

RELATIONSHIP TO SUSPECT | PHOTOS TAKEN? ☐ YES ☐ NO | DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? ☐ YES ☐ NO ☐ UNK

D. INVOLVED PARTIES

VICTIM'S SIBLINGS

NAME | BIRTHDATE | SEX | ETHNICITY
1. _____
2. _____

NAME | BIRTHDATE | SEX | ETHNICITY
3. _____
4. _____

VICTIM'S PARENTS/GUARDIANS

NAME (LAST, FIRST, MIDDLE) | BIRTHDATE OR APPROX. AGE | SEX | ETHNICITY

ADDRESS | Street | City | Zip | HOME PHONE ( ) | BUSINESS PHONE ( )

NAME (LAST, FIRST, MIDDLE) | BIRTHDATE OR APPROX. AGE | SEX | ETHNICITY

ADDRESS | Street | City | Zip | HOME PHONE ( ) | BUSINESS PHONE ( )

SUSPECT

SUSPECT'S NAME (LAST, FIRST, MIDDLE) | BIRTHDATE OR APPROX. AGE | SEX | ETHNICITY

ADDRESS | Street | City | Zip | TELEPHONE ( )

OTHER RELEVANT INFORMATION

E. INCIDENT INFORMATION

IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX ☐ *IF MULTIPLE VICTIMS, INDICATE NUMBER:* _____

DATE / TIME OF INCIDENT | PLACE OF INCIDENT

NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was determined not to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation Department; GREEN COPY- District Attorney's Office; YELLOW COPY-Reporting Party

Appendix F: Employee Acknowledgement of Child Abuse Reporting Requirements

Students **BP 5141.4** (a)

CHILD ABUSE PREVENTION

The Governing Board recognizes the district's responsibility to educate students about the dangers of child abuse so that they will acquire the skills and techniques needed to identify unsafe situations and to react appropriately and promptly.

The district's instructional program shall include age-appropriate and culturally sensitive child abuse prevention curriculum for grades 7 and 8, per Education Code Section 51220.5. This curriculum shall explain students' right to live free of abuse, inform them of available support resources, and teach them how to obtain help and disclose incidents of abuse. The curriculum also shall include training in self-protection techniques.

(cf. 6143 - Courses of Study)

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

(cf. 1020 - Youth Services)

Child Abuse Reporting

The Board recognizes that child abuse has severe consequences and that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

(cf. 0450 - Comprehensive Safety Plan)

Employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters. As part of their training in child abuse identification and reporting, employees shall receive written notice of state child abuse reporting requirments and employees' confidentiality rights. In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)

CHILD ABUSE PREVENTION

Legal Reference:

EDUCATION CODE

32280-32288 Comprehensive school safety plans

33308.1 Guidelines on procedure for filing child abuse complaints

44690-44691 Staff development in the detection of child abuse and neglect

44807 Duty concerning conduct of students

48906 Notification when student released to peace officer

48987 Dissemination of reporting guidelines to parents

49001 Prohibition of corporal punishment

51220.5 Parenting skills education

PENAL CODE

152.3 Duty to report murder, rape, or lewd or lascivious act

273a Willful cruelty or unjustifiable punishment of child; endangering life or health

288 Definition of lewd or lascivious act requiring reporting

11164-11174.4 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

15630-15637 Dependent adult abuse reporting

CODE OF REGULATIONS, TITLE 5

4650 Filing complaints with CDE, special education students

Management Resources:

CDE LEGAL ADVISORIES

CHILD ABUSE PREVENTION

0514.93 Guidelines for parents to report suspected child abuse

WEB SITES

California Attorney General's Office, Crime and Violence Prevention Center: http://safestate.org

California Department of Education, Safe Schools: http://www.cde.ca.gov/ls/ss

California Department of Social Services, Children and Family Services Division: http://www.childsworld.ca.gov

U.S. Department of Health and Human Services, National Clearinghouse on Child Abuse and Neglect Information: http://nccanch.acf.hhs.gov

(3/01 7/02) 11/04

SAN YSIDRO SCHOOL DISTRICT

Board Approved: June 23, 2011 San Ysidro, California

Appendix G: Disciplinary & Suspension Forms

San Ysidro School District
4350 Otay Mesa Road, San Ysidro, CA 92173

Notice of Suspension –In School

	Student's Last Name: First: Middle			School Name	Phone
Sex	Age	Grade	Parent/Guardian		
Birthdate		Ethnic Code	Address		☐ Special Ed.
Incident Date		Period of Suspension: Date____ through _ _ ___ # of Days		Unless otherwise contacted, student may return to school on: Date:	

Immediate reason for suspension, violation of Education Code 48900 et. al

a-1 Physical injury to another person
- ❑ Attempted or threatened to cause (i.e. fighting)
- ❑ Caused injury
- ❑ Caused minor cuts and bruises
- ❑ Caused injury requiring medical attention✸
- ❑ Caused serious bodily injury✸ & ✸✸

a-2 ❑ Willfully used force or violence upon the person of another, except in self-defense

b Weapons (firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds)
- ❑ Possessing – selling - furnishing a firearm✸
- ❑ Possession of explosive✸
- ❑ Knife✸

❑ Dangerous object
(Possession of a firearm, explosive, and brandishing a knife require a recommendation of expulsion)

c Alcohol/intoxicant/controlled substance, as defined in the Health and Safety Code✸
- ❑ Possessed/used
- ❑ Delivered or furnished
- ❑ Under the influence
- ❑ Sold (requires recommendation for expulsion)

d Substance represented to be alcohol, intoxicant, or a controlled substance in the Health and Safety Code✸
- ❑ Furnished/delivered
- ❑ Sold

e Committed or attempted to commit
- ❑ Robbery
- ❑ Extortion

f Damage to school/private property
- ❑ Attempted to cause damage
- ❑ Caused damage
- ❑ Caused major damage ✸

g Stealing school/private property
- ❑ Attempted to steal
- ❑ Stole

h Tobacco on school premises
- ❑ Possessed or furnished
- ❑ Used
- ❑ Habitual use

i Obscenity
- ❑ Committed an obscene act
- ❑ Engaged in habitual profanity/vulgarity
- ❑ Engaged in vulgarity

j Drug paraphernalia, as defined in the Health and Safety Code
- ❑ Unlawful possession
- ❑ Unlawfully offered, arranged, or negotiated to sell

k Disruption/defiance

❑ Disruption/defiance
- ❑ Major disruption/defiance involving threatening incident

l Knowingly received stolen school or private property
- ❑ Value less that $400
- ❑ Value $400 or more✸

m Imitation firearm ✸
- ❑ Possessed
- ❑ Used in a threatening manner

n ❑ Committed sexual assault and/or battery✸
(requires recommendation for expulsion)

✸ **Requires law enforcement contact:**
Date _____ **Agency** _____

o ❑ Harassed, threatened, or intimidated witness

p ❑ Selling the prescription drug Soma✸

q Hazing
- ❑ Attempted
- ❑ Engaged in

r Engaged in an act of bullying directed toward a student or school personnel
- ❑ Committed personally
- ❑ Committed by means of an electronic act

s Aiding and abetting
- ❑ Physical injury
- ❑ Attempted physical injury
(Suspension only, except for court conviction)

.2 Sexual harassment (Grades 4–8 only)
- ❑ Verbal/visual
- ❑ Physical
- ❑ Continued sexual harassment

.3 Engaged in hate violence (Grades 4-8 only)
- ❑ Threat of force or use of force
- ❑ Caused injury

.4 Engaged in intimidation (Grades 4-8 only)
- ❑ Harassment
- ❑ Threats

.7 Terrorist threats against✸
- ❑ School officials
- ❑ School property
- ❑ Both

✸✸**Contact Learning Support Services**

Description of incident: _____.

- ❑ **Other means of correction:**
  _____
- ❑ **Upon completion of the investigation, student may be recommended for expulsion.**

- During the period of this suspension the student is to remain at home during school hours or under the direct supervision of the parent/guardian and is prohibited from entering the premises of SYSD schools (except in connection with an authorized or official meeting or other proceeding related to this suspension).
- The student's parent/guardian has the right to attend a meeting with school officials at which time the causes, duration, school policy involved, and other matters related to the suspension shall be discussed. Therefore, the parent or guardian is requested to **immediately** call the school to make an appointment to discuss this suspension.
- If the student has been recommended for expulsion, a 5-day suspension will be issued due to the seriousness of the offense.
- The parent or guardian of the student has a right of access to review all the student's school records.
- The parent or guardian also has the right to request a hearing with the superintendent's designee to appeal this suspension.

This form is to verify that the student has been informed of the reasons for this suspension, presented with the facts upon which the suspension is based, and given the opportunity to present his/her version of what occurred.

Date prepared _____ Signature (Administrator) _____ Title: _____
Telephone contact with parent/guardian made by _____ on _____ at _____
Parent/guardian conference with _____arranged on _____ at _____

Distribution: White/Parent; Green & Pink/Educational Services; Canary/Site Discipline Notification Notebook; Goldenrod/Cumulative File

[Type text]

San Ysidro School District

4350 Otay Mesa Road, San Ysidro, CA 92173

Aviso de Suspensión

Student ID #

	Estudiante Apellido Nombre			Escuela Nombre	Teléfono
Sexo	Edad	Grado	Nombre del Padre o Guardián		
Fecha de Nacimiento		Código de Étnica	Dirección		☐ Educación Especial
Fecha del Incidente		Periodo de Suspensión Fecha___ _ __hasta__ _____ # de Días___		A menos que reciba una llamada, el estudiante puede regresar a la escuela el: Fecha: ___ _____	

Razón para la suspensión, violación del Código de Educación 48900 et. al

a-1 Daño físico a otra persona
- ❑ Trató o amenazó a causar (i.e. peleando)
- ❑ Causó daño
- ❑ Causó herida mínima y moratones
- ❑ Causó daño que requiere atención médica✸
- ❑ Causó daño físico grave✸ **&** ✸✸

a-2 ❑ Usó fuerza o violencia hacia otra persona intencionadamente, excepto en autodefensa

b Armas (armas de fuego, navajas, explosivos, u otro objeto peligroso sin ningún uso razonable para el estudiante en la escuela o en una actividad escolar fuera del campo escolar)
- ❑ Posesión-venta-proporción de un arma de fuego✸
- ❑ Posesión de explosivo✸
- ❑ Navaja✸
- ❑ Objeto peligroso

(Posesión de un arma de fuego, explosivo y blandir una navaja requiere una recomendación para la expulsión)

c Alcohol/embriagante/sustancia controlada, como se define en el Código de Salud y Seguridad✸
- ❑ Posesión/uso
- ❑ Entregó o proporcionó
- ❑ Bajo la influencia
- ❑ Vendió (requiere una recomendación para la expulsión)

d Sustancia representando alcohol, embriagante o sustancia controlada en el Código de de Salud y Seguridad✸
- ❑ Entregó o proporcionó
- ❑ Vendió

e Cometió o trató de cometer
- ❑ Robo
- ❑ Extorsión

f Daño a la propiedad escolar/privada
- ❑ Trató de causar daño
- ❑ Causó daño
- ❑ Causó daño considerable✸

g Robo de propiedad escolar/privada
- ❑ Trató de robar
- ❑ Robó

h Tabaco en propiedad escolar
- ❑ Posesión o proporcionó
- ❑ Usó
- ❑ Uso habitual

i Indecencia
- ❑ Cometió un acto indecente
- ❑ Se dedica a profanidad/vulgaridad habitual
- ❑ Se dedica a la vulgaridad

j Parafernalia de droga, como se define en el Código de Salud y Seguridad
- ❑ Posesión ilegal
- ❑ Ofreció, arregló o negoció la venta ilegal

k Interrupción/desafío
- ✓ Interrupción/desafío
- ❑ Interrupción/desafío considerable envolviendo un incidente amenazante

l Recibió propiedad escolar o privada robada intencionalmente
- ❑ Valor menos de $400
- ❑ Valor de $400 o más✸

m Imitación de arma de fuego✸
- ❑ Posesión
- ❑ Usó de manera amenazante

n ❑ Cometió asalto y/o maltrato sexual✸ (requiere una recomendación para la expulsión)

✸ **Requiere llamada al departamento de ley : Fecha_____ Agencia_____**

o ❑ Acosó, amenazó o intimidó a un testigo

p ❑ Venta del medicamento de receta Soma✸

q Novatada
- ❑ Trató
- ❑ Tomó parte en

r Tomo parte en un acto de acosamiento dirigido contra un estudiante o empleado escolar
- ❑ Personalmente cometido
- ❑ Cometido por medios de un acto electrónico

s Ayudó e instigó
- ❑ Daño físico
- ❑ Trató de cometer daño físico (Solamente para suspensión, excepto cuando sea convicto por la corte)

.2 Hostigamiento sexual (Grados 4-8 solamente)
- ❑ Verbal/visual
- ❑ Físico
- ❑ Hostigamiento sexual continuo

.3 Tomó parte en violencia de odio (Grados 4-8 solamente)
- ❑ Amenaza de usar fuerza o uso de fuerza
- ❑ Causo daño

.4 Tomó parte en intimidación (Grados 4-8 solamente)
- ❑ Acosamiento
- ❑ Amenazas

.7 Amenazas terroristas contra✸
- ❑ Oficiales escolares
- ❑ Propiedad escolar
- ❑ Ambos

✸ **Llame al Departamento de Servicios de Apoyo en el Aprendizaje**

Descripción del incidente:

_____

_____

❑ **Otros modos de corrección:**

_____

❑ **Al terminarse la investigación, se puede recomendar que el estudiante sea expulsado.**

- Durante el periodo de esta suspensión, el estudiante deberá permanecer en el hogar durante el horario escolar o bajo la supervisión directa del padre/guardián y se le prohíbe entrar en las localidades de las escuelas de SYSD (excepto en conexión con una junta autorizada u oficial u otro procedimiento relacionado con esta suspensión).

- El padre/guardián del estudiante tiene el derecho de asistir a una junta con los oficiales escolares en la cual se discutirán las causas, duración, política escolar envuelta y otros asuntos pertinentes a la suspensión. Así que, se le pide al padre o guardián que llame a la escuela **inmediatamente** para hacer una cita para discutir esta suspensión.
- Si el estudiante ha sido recomendado para expulsión, se establecerá una suspensión de 5 días debido a la seriedad de la ofensa.
- El padre o guardián del estudiante tiene el derecho al acceso de los documentos escolares del estudiante para repasarlos.
- El padre también tiene el derecho de solicitar una audiencia con la persona designada por el superintendente para apelar esta suspensión.

Esta forma es para verificar que el estudiante ha sido informado de las razones para esta suspensión, presentado con los hechos por los cuales se basa la suspensión y se le ha dado la oportunidad de presentar su versión de lo que ocurrió.

Fecha de la preparación: __ _____ Firma (Administrador): _____ Título:
Contacto telefónico con el padre o guardián hecho por ___ _____ el (fecha) __ __ ____ a las (hora) _____
Conferencia de padre/guardián con _____ organizada para el (fecha) _ _ a las (hora) _ ____

Distribution: *White/Parent; Green & Pink/Educational Services; Canary/Site Discipline Notification Notebook; Goldenrod/Cumulative File*

[Type text]

San Ysidro School District
Educational Services

INCIDENT REPORT

Fax to: District Superintendent @ (619) 428-1505
Director of Educational services @ (619) 428-1892

Site of Incident

☐ Beyer ☐ La Mirada ☐ Ocean View Hills ☐ Smythe

☐ Sunset ☐SYMS ☐ Willow ☐ Vista Del Mar

Instructions: Use this form to report any major incident that has occurred on/off a school campus, i.e. serious family crisis, injury, or other incidents of serious nature. Fax a copy to the District Superintendent and to the Director of Pupil Personnel.

School: Willow	Date Submitted:
Date of incident:	Time of incident:

Students involved:

Place of incident:

Description of the incident. (Who was involved? What occurred exactly?)

Outcome:

Signature of Reporting Staff Member:

Signature of Site Administrator:

Appendix H: Request for Exemption from Uniform Program

[Type text]

Appendix I: Behavior Contract/ Behavior Support Plan

San Ysidro School District
4350 Otay Mesa Road Tel: (619) 428-4476
San Ysidro, CA 92173 Fax: (619) 428-6473

Behavior Support Plan

Last Name	First Name	M.I.	DOB	Age	Gender	ID

Ethnicity	Student Language	Home Language	OPL	Grade

School of Attendance	Managing Location	School of Residence

Primary Disability	Program	Teacher	Date
	.		

The behavior impending learning is:	
It impedes learning because:	
Team estimate of need for behavior support plan:	
Current frequency/intensity/duration of behavior:	
Describe any current predictors of behavior:	
RtI Team believes behavior occurs because (match to hypothesis):	
What Team believes SEBASTIAN should do instead of the problem behavior (match to hypothesis):	

Describe any factors that may contribute to the problem (in or missing in environment, in or missing in instruction):

Behavioral Goals/Objectives related to this plan, if previously developed?	

Teaching strategies and necessary curricula or materials for new behavior instruction (communication system/individual schedules, etc.):

[Type text]

By whom:	Frequency:

Environmental modifications and supports to be provided (time/space/materials/interactions):

By whom:	Frequency:

Proactive strategies (procedures to support replacement behaviors/new skills):

By whom: teacher and school staff	Frequency: daily

Reactive strategies to employ/debriefing procedures to use if problem behavior occurs again:

By whom:	Frequency:

Documentation Procedures (daily/weekly reports/record keeping): Frequency: daily

Projected Review Date:		Actual Review Date:
Outcomes:		
Plan developed by:	Title:	Date:

Appendix J: Ocean View Hills Emergency Plan

Disaster Drill Duties and Responsibilities

Staff (i.e. ELD, RSP, IA, librarian, speech….) that are not in charge of a particular class will go directly to the command center to be assigned a specific job, receive orange vests, and get a walkie talkie if needed for assigned duty.
If the ELD, RSP, Speech Teacher has kids, first they take them to the evacuation site and release them to their homeroom teacher. Then that person goes to the Control Center.

Here are the following assignments for the drill, but anyone may be assigned at any time depending on the needs:
Incident Commander: *Mrs. Aviles, Principal*
Incident Commander Alternates: *Mr. Vasquez, Assistant Principal*
Safety Officer: *Mr. Vasquez, Assistant Principal, Mrs.Garcia-School Counselor-Alternate*
Public Information Officer: *Mrs. Aviles, Principal* (Meet media and direct them to D.O.—don't give out information)
Liaison Officer: *Mrs. Xochitl Campillo, Custodian* (Direct Fire Trucks and other agencies to proper location on site)
Operations Chief: *Mr. Marlo Vasquez* (Evacuation Site- *Playing Fields/blacktop*)
Planning and Intel: Mrs. Debbie Cooper (Parent Release Area: *Back gate*)
Log/Scribe: *Mrs. Elizabeth Perez, Administrative Assistant*
Logistics Chief: *Mrs. Norma Lara* (First Aid Station- Field/blacktop)
Finance/Administration: *Mr. Vasquez* (Parent Release Area: outside cafeteria)
Situation Analysis Leaders/Runners: *Mr. Alex Vargas***,** (Check buildings and then in front of evacuation site as runners)

Custodial Duties: Bring out cafeteria table in front of cafeteria for command center, put table out on blacktop for XXXX, unlock Arc with XXX, lock upper gate, check gas main if necessary…After students are evacuated, put up emergency tape around the evacuation site.

Command Center: XXX brings out cafeteria table. All members of incident command team, situation analysis, Redirect Traffic personnel, and parent release personnel report to Command Center in front of cafeteria.

Parent Release Area: *Outside of Cafeteria,*
Duties: Set up parent release with signs at the 3 picnic tables. Parents fill out release card and then go to Table #2 to XXX. You radio to the Situation analysis/Runners for the student that needs to be released.

Parent Release Table:
Duties: Set up small table with sign. Parents bring filled out form, check emergency card, check I.D., runner brings student after being radioed, runner gives you the name tag, you put the name tag and release form together in the box labeled "Released Students." Parent and student go to cement curb behind the library after released (for drill only).

First Aide Station:
Duties: Set up First Aid Station and provide first aid as needed

Redirect Parent Traffic:
Duties: Send all parents to Parent Release Table #1; do not allow parents to go to student lines to get students.

Teacher Leaders for situation analysis/Runners:

Duties: These teacher leaders will assign their class to the nearby teacher. Will go to the command center. First, will check assigned rooms and report findings to the command center. Then, will return to the parent release area near the evacuation site as a runner. The parent will have a colored index card with the student name/teacher name/rm # on it for each of their children that they will release. The Situation Analysis Person takes the student card and goes to the student line and gets student and escorts student back to parent. The teacher takes the card and the student name tag and puts it in the backpack. Will control the evacuation site. Will have a walkie talkie and be in contact with the command center. Redirect parents to Control Center. Do not allow parents to go to student lines to get students.

The following people will get a walkie talkie at the Command Center:
Mrs. Aviles, Principal,
Mrs. Elizabeth Perez, Administrative Assistant
Mrs. Debbie Cooper, Attendance Clerk
Mrs. Martha Murrillo, School Psychologist

Walkie Talkies (Channel 1):

District Walkie Talkies:

Other Staff :

Mr. Marlo Vasquez, Assistant Principal
Mrs.Lupita Garcia, Counselor
Mr. Alex Vargas, IMRA
Mr. Steve Gonzalez, RSP Teacher
Mr. Xocitl Campillo, Custodian
Mrs. Norma Lara, LVN/Health Clerk
Mr. Terry Williams, Security Officer
Mrs. Maida Gonzalez, Community Outreach-TBD
Mr. Bill Pitts, PE Teacher
Noon Time Supervisors

School Safety Committee

The Ocean View Hills School Safety Committee

Name	**Title**	**Signature**
Nadia Avilies	Principal	_____
Marlo Vasquez	Assistant Principal	_____
Deborah Cooper	Admin Assistant	_____
Maida Gonzalez	Outreach Consultant	_____
Lupita Garcia	School Counselor	_____
Terry Williams	Campus Security	_____
Norma Lara	LVN	_____
Steve Gonzalez	RSP, Teacher	_____

Date and Location of Public Meeting:

The School Safety Plan was reviewed at a public meeting on January 30, 2017. Ocean View Hills Safety Committee and the district's safety consultant were present.

Reviewed by the Site Safety Committee on January 30, 2017.

San Ysidro School District Approval:

Reviewed by:_____ Date:_____

Print Name: _____

[Type text]

Smythe Elementary School
Comprehensive School Safety Plan

SB 187 & SB 334 Compliance Document

(Revised January 2017)

1880 Smythe Ave.
San Ysidro, California

San Ysidro School District
4350 Otay Mesa Rd.
San Ysidro, California

12A.1

This document is to be maintained for public inspection during business hours

Smythe Elementary School
Comprehensive School Safety Plan

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Smythe Elementary School
Section 1: General Information – School Safety
Part 1: District Commitment to School Safety

It is the policy of the San Ysidro School District Board of Education that all students enrolled in this district, and all employees employed by this district, have the right to attend campuses, which are safe and secure. The Board believes that a beginning step toward safer schools is the development of a comprehensive plan for school safety by every school within the District. The Board intends that parents, students, teachers, administrators, counselors, classified personnel, and community agencies develop safe school plans, including local law enforcement, and approved by the Board. The school site committee will review these safe school plans on an annual basis and proposed changes will be submitted to the Board for approval.

Smythe Elementary School
Section 1: General Information – School Safety
Part 2: Legislative Requirements

The California Education Code (sections 35294.10-35294.15) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school. **See Appendix A for CA Education Code sections 35294-35294.15**

This requirement was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause, which stated that this legislation would remain in effect only until January 1, 2000. **See Appendix B for Senate Bill 187 Text. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation**. **See Appendix C for Senate Bill 334 Text.**

Comprehensive School Safety Plans are required under SB 187/SB 334 to contain the following elements:

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

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

Smythe Elementary School
Section 1: General Information – School Safety
Part 3: Maintaining a Safe and Orderly Environment

Smythe Elementary School and the San Ysidro School District are committed to providing a safe environment for students, staff and visitors. Several strategies will be utilized to maintain a high level of school safety. Strategies include, but are not limited to:

- Consultation with local public safety agencies
- Consultation with risk management specialists
- Continuing education and training of school staff
- Inspections and evaluations of school facilities
- Evaluation of safety-related policies and procedures
- Annual review and revision of Comprehensive School Safety Plan

Such strategies will ensure that a safe and orderly environment, conducive to learning is maintained. Such strategies will also ensure compliance with existing laws related to school safety. This manual outlines several elements critical to maintaining a safe school environment.

SMYTHE ELEMENTARY SCHOOL
SAFE SCHOOLS COMMITTEE

SMYTHE ELEMENTARY SCHOOL'S SAFE SCHOOL ACTION PLAN
2016-2017

1

Goal #1

All students are safe and secure at school.

2

Goal #2

All students and staff members are provided a safe teaching and learning environment.

SMYTHE ELEMENTARY SCHOOL'S SAFE SCHOOL ACTION PLAN 2016-2017

Goal 1: All students are safe and secure at school.

Objective 1: **Smythe Elementary School shall have visible law enforcement, staff and parent presence.**

Objective 2: **Students attending Smythe Elementary School shall have strategies in place to be able to respond when they feel they are in need of assistance.**

SMYTHE ELEMENTARY SCHOOL'S SAFE SCHOOL ACTION PLAN 2016-2017

Goal 1: All students are safe and secure at school.

Objective 1: Smythe Elementary School shall have visible law enforcement, staff and parent presence

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. Smythe Elementary School's administration will encourage local law enforcement, staff members, and parents to be visible when students are going to and from school.	Staff; Parents	Visible presence	Site Administration; Police Dept.; CHP	07/2016	On-going
2. Smythe Elementary School shall conduct regular safety meetings and include invitations to local law enforcement, community agencies and district officials.	Site Administration	Minutes of Meetings	Site Administration	"	"
3. Smythe Elementary School shall implement board policies and procedures to secure the school site during school hours.	Board Policies; Police Dept.	Daily Monitoring	Site Administration; Plant Manager; District Maintenance Staff	"	"
4. Smythe Elementary School shall work closely with local law enforcement and district administration in responding to potential community threats to the safety of students, staff and parents.	Police Dept.: Fire Dept.; District Administration	Evaluation of Individual Situation Responses	Site Administration; Police Dept.	"	"

Objective 2**: Students attending Smythe Elementary School shall have strategies in place to be able to respond when they feel they are in need of assistance.**

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. Smythe Elementary School's administration will provide strategies to all staff members. In addition, a portion of the school day will be used to teach these strategies to the students.	Site Administration	Strategies taught	School Staff	07/2016	On-going
2. All students at Smythe Elementary School will identify an adult staff member who they can talk to and share any potential problems or situations that could escalate into a genuine conflict.	Site Administration Faculty; Staff; Site Administration	Newsletter article Annual Evaluation	Site Administration; Counselors Site Employees	" "	Bi-annual On-going
3. A survey will be distributed to Smythe Elementary School students to solicit their opinions in regards to what is needed to make the school safer and more conducive of learning.	Committee survey instrument	Distribution and results of survey	Administration; Safe School Committee	" "	" "

SMYTHE ELEMENTARY SCHOOL SAFE SCHOOL ACTION PLAN 2016-2017

Goal 2: All students and staff members are provided a safe teaching and learning environment.

<u>Objective 1:</u> Smythe Elementary School shall have intervention strategies when students exhibit anti-social behavior.

<u>Objective 2:</u> Smythe Elementary School shall set standards for students to interact with each other in a caring and supportive manner.

SMYTHE ELEMENTARY SCHOOL SAFE SCHOOL ACTION PLAN 2016-2017

Goal 2: All students and staff members are provided a safe teaching and learning environment.

Objective 1: **Smythe Elementary School shall have intervention strategies when students exhibit anti-social behavior.**

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. Smythe Elementary School shall provide to parents/guardians information of agencies that can provide counseling services.	Current Resource Listing School Linked Services	Completed Directory	Counselors; ASB	07/2016	On-going
2. Smythe Elementary School shall provide to staff identified effective research-based strategies that address anti-social behavior in grades TK-3.	Research; Conference Material	Completed Material; Documentation	Site Administration; Counselors	"	"
3. Smythe Elementary School shall encourage staff to attend workshops/conferences on identifying academic risk factors and applying effective strategies in dealing with anti-social behavior in schools.	County Office; Training/Referrals	Staff attending workshops	Site Administration; Staff	"	"
4. Smythe Elementary School's staff shall work with parents in identifying maladaptive behaviors and developing strategies to address these behaviors.	"	Number of parent conferences	"	"	"
5. Smythe Elementary School shall hold regularly scheduled "Student Study Team (SST) Meetings." Students with maladaptive behaviors shall be placed on the agenda. The team shall include a psychologist, administrator, teacher(s), and a counselor. (A member of the Special Education Department, the student, and parent will be encouraged to attend.	PL94-142; AB1250; CDE Code Part 30 Sections 56000 to 59300	SST Agendas and minutes	Site Administration; Counselors; School Psychologist		
6. Smythe Elementary School's staff shall contact the school psychologist when it is reported to a staff member that a student has discussed the possibility of self-harm or harm to others.	Administration, School Psychologist, Mental Health Professionals, Members of the Special Ed Department	Individual Referrals	Staff	"	"

Objective 2: **Smythe Elementary School shall set standards for students to interact with each other in a caring and supportive manner.**

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. Smythe Elementary School shall develop strategies to encourage parents/guardians to become proactively involved in the education of their children.	District sponsored parenting classes; Parent Principal Meetings; OCs	Strategies implemented	Site Administration; Faculty	07/2016	On-going
2. Smythe Elementary School shall encourage parents to volunteer for school-related activities.	PTA Parent Volunteer List	Extent of Parent Involvement and Volunteers	Site Administration and Staff	"	"
3. Smythe Elementary School shall encourage all parents to participate on Parent Advisory Council, its subcommittees, the School Site Council, site Advisory Committees, and the District Advisory Committees.	Superintendent, School Site Council; Site Administration	Amount of Parent Participation	District/Site Administration	"	"
4. Smythe Elementary School teachers and support staff shall notify parents/guardians immediately when a student begins to exhibit academic or social problems.	School Faculty, and Administration	SST minutes; Faculty Logs; Synergy documentation	Faculty; Administrators Site Administration	"	"
5. Smythe Elementary School shall provide to students, staff, and parents skills to solve problems and resolve conflicts.	Peace Builder Program/Weekly Class Meetings	Documentation of participation in available services	Faculty; Staff; Site Administrators	"	"
6. Smythe Elementary School's staff shall promptly return phone calls to parents and community leaders.	Existing Communication system	Records of registered complaints	Site Administration;	"	"
7. Smythe Elementary School shall hold annual events that bring students, parents and staff members together in a positive environment	Parent Nights; Assemblies	Back-to School; Open House; Assemblies	Site Council		

Smythe Elementary School
Section 2: Child Abuse Reporting Procedures
Part 1: District Policy; Training; Definitions SYSD BP 5141.4

The Board recognizes that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse and neglect. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

This policy applies to all employees who are mandated reporters, as defined by law and district administrative regulation. All are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for reporting, investigating and prosecuting cases of child abuse and neglect.

The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters. (Penal Code 11165.7) However, pursuant to Penal Code 11165.7, a lack of training does not excuse any mandated reporter from duty to report suspected child abuse and neglect.

In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)

Parents/guardians may contact the Superintendent or designee to obtain procedures for filing a complaint against a district employee or other person whom they suspect has engaged in abuse of a child at a school site.

The Superintendent or designee shall also notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he or she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)

2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he or she is guilty of a misdemeanor punishable by a fine and/or imprisonment. (Penal Code 11166)

3. No employee shall be subject to any sanction by the district for making a report. (Penal Code 11166)

Training

Training of mandated reporters shall include child abuse identification and reporting. All employees receiving such training shall receive written notice of state reporting requirements and employees' confidentiality rights. (Penal Code 11165.7)

Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury inflicted by other than accidental means on a child by another person.

2. Sexual abuse of a child as defined in Penal Code 11165.1.

3. Neglect as defined in Penal Code 11165.2.

4. Willful cruelty or unjustifiable punishment of a child as defined in Penal Code 11165.3.

5. Unlawful corporal punishment or injury resulting in a traumatic condition as defined in Penal Code 11165.4.

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6).

2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment. (Penal Code 11165.6)

3. The exercise by a teacher, vice principal, principal or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning. (Education Code 44807)

4. An amount of force that is reasonable and necessary for a school employee to quell a disturbance threatening physical injury to persons or damage to property, to protect himself or herself, or to obtain weapons or other dangerous objects within the control of the student. (Education Code 49001)

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

Mandated reporters include but are not limited to teachers; instructional aides; teacher's aides or assistants; classified employees; certificated student personnel employees including school psychologists, school counselors, and speech pathologists; administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; and administrators, presenters or counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse or neglect. (Penal Code 11166)

Smythe Elementary School
Section 2: Child Abuse Reporting Procedures
Part 2: Child Abuse Reporting Procedures AR 5141.4

Any person shall notify a peace officer if he or she reasonably believes that he or she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury, where the victim is a child under age 14. (Penal Code 152.3, 288)

1. Initial Telephone Report

Immediately or as soon as practicably possible after knowing or observing suspected child abuse or neglect, a mandated reporter shall make a report by telephone to Child Protective Services or any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or the county welfare department. (Penal Code 11166)

Child Protective Services (CPS)

Child Abuse Reporting Number for California (800) 540-4000; Outside California (213)639-4500

Child Protection Services – San Diego, California
858-560-2191
Fax:858-467-0412

When the telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Written Report

Within 36 hours of receiving the information concerning the incident, the mandated reporter shall prepare and send to the appropriate agency a written report which includes a completed Department of Justice form. (Penal Code 11166, 11168)

Mandated reporters may obtain copies of the above Suspected Child Abuse Report form from either the school site or the appropriate agency.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

a. The name, business address and telephone number of the person making the report and the

capacity that makes the person a mandated reporter.

b. The child's name and address, present location and, where applicable, school, grade and class.

c. The names, addresses and telephone numbers of the child's parents/guardians.

d. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information.

e. The name, address, telephone number and other relevant personal information about the person(s) who might have abused or neglected the child.

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him or her. (Penal Code 11167)

Information relevant to the incident of child abuse or neglect may also be given to an investigator from an agency that is investigating the case. (Penal Code 11167)

3. Internal Reporting

Employees reporting child abuse or neglect to the appropriate agency are encouraged, but not required, to notify the principal or designee as soon as possible after the initial telephone report to an appropriate agency. When so notified, the principal shall inform the Superintendent or designee. (Penal Code 11166)

The principal or designee so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board of Education policy and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing these forms.

The mandated reporter shall not be required to disclose his or her identity to the principal. (Penal Code 11166)

He or she may provide or mail a copy of the written report to the principal, Superintendent or designee without his or her signature or name.

Reporting the information to an employer, supervisor, school principal, school counselor, coworker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

All staff should note that your duty is to report and not to investigate the child abuse. Investigation is the responsibility of law enforcement officials and/or the Department of Children's Services.

Victim Interviews

Upon request, a representative of an agency investigating suspected child abuse or neglect may interview a suspected victim during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the

choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him or her, before the interview takes place, of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him or her to be as comfortable as possible.

2. The selected person shall not participate in the interview.

3. The selected person shall not discuss the facts or circumstances of the case with the child.

4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian as required in other instances of the removal of a child from school, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code 48906)

Peace officers shall be asked to sign an appropriate release or acceptance of responsibility form

Smythe Elementary School
Section 2: Child Abuse Reporting
Part 3: Parent/Guardian Complaints AR 5141.4

Upon request, the Superintendent or designee shall provide parents/guardians with procedures whereby they can report suspected child abuse occurring at a school site to appropriate agencies. Such procedures shall be in the primary language of the parent/guardian and, when communicating orally regarding those procedures, an interpreter shall be provided for parents/guardians whose primary language is other than English. (Education Code 48987)

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person or in writing with any appropriate agency identified above under "Reporting Procedures."

If a parent/guardian makes a complaint to any district employee, that employee shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency and also is obligated

pursuant to Penal Code 11166 to file a report himself or herself using the procedures described above for mandated reporters.

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650(a)(viii)(C). The CDE does not investigate allegations of child abuse but may investigate conditions that may involve immediate physical danger or threaten the health, safety or welfare of the child and which may result in denial of free appropriate public education.

Smythe Elementary School
Section 3: Disaster Procedures
Part 1: General Information

San Ysidro School District and Smythe Elementary School will take all necessary measures to keep students, staff and visitors safe in the event of a disaster. The following sections of this plan outline basic responsibilities for all staff for specific incidents.

The San Ysidro School District's Emergency Operations Plan is attached to this plan (**see Appendix F**) and outlines in more detail, specific responsibilities for Emergency Response Teams at this location.

Smythe Elementary School
Section 3: Disaster Procedures
Part 2: Bomb Threat Procedures

If you observe a suspicious object or potential bomb on property, DO NOT HANDLE THE OBJECT, IMMEDIATELY NOTIFY 9-1-1.

1. **Receiving the Call**

Make every attempt to keep the caller on the phone as long as possible to gain information. Try if possible, to determine the gender and age of caller. Try if possible, to get the caller to tell you the exact location of the bomb and the time of threatened detonation.

2. **Notification Procedures**

School Site will communicate the above information to the following in this order:

- School site Principal/Administrator
- Assistant Principals or Deans
- Director of Counseling Services
- Director of Student Activities.

The Principal/Administrator will notify local law enforcement and the District Superintendent's office.

District Office will communicate the above information to the Superintendent's Office. The Superintendent's office will notify local law enforcement.

Strictly follow the above notification procedures and do not discuss or notify others of the bomb threat since this may create an unwarranted panic response at the location.

3. **Action Plan Procedures**

If required to develop an action plan, the principal/administrator may consult with the following: other administrators, head counselor, and head custodian utilizing their expertise.

If the location of the bomb is not specifically designated, students will be kept in the classroom.

The principal will make the decision to evacuate the building. However, if possible, this decision should be made in conjunction with law enforcement authorities after they arrive at the site.

The decision to search the building will be made in conjunction with law enforcement authorities and performed by them.

The principal will authorize reoccupation of an evacuated building only after consulting with law enforcement authorities.

Smythe Elementary School
Section 3: Disaster Procedures
Part 3: Chemical or Hazardous Material Incident

If a hazardous material incident occurs off site, stay indoors and close all doors and windows (referred to as taking “Shelter in Place”).

Notify 9-1-1 of the Chemical or Hazardous Material Incident.

If possible, determine the location of the spill in relation to facility buildings and wind direction.

Do not evacuate buildings until you are sure you will not be evacuating into an area, which could be more hazardous.

Follow all instructions given by the Fire Department when they arrive at the facility.

Smythe Elementary School
Section 3: Disaster Procedures
Part 4: Earthquake Procedures

Indoors
DUCK, COVER, AND HOLD, get under desk or table. Move away from windows and objects that could fall. Stay under desk or table until shaking stops.

Outdoors
Move away from buildings, utility poles and vehicles. Avoid all down wires or electrical lines. Do not run.

In School Bus
Stop vehicle in safe location away from power lines, overpasses or large buildings. Stay in vehicle and establish radio contact with Transportation and/or District Emergency Operations Center (EOC).

General
Be prepared for immediate aftershocks and ground motion.

Evaluate immediate area for earthquake related hazards (fire, building collapse, gas leaks, broken electrical lines, wires etc.)

Evaluate immediate area (classroom, bus, etc.) for injuries or medical aid situations.

Call 9-1-1, if you have an immediate emergency such as a fire or serious injury.

Assist injured with First Aid treatment.

Do not evacuate buildings or vehicles unless you have a hazard related reason to do so.

Conduct a headcount to account for all personnel and students.

Establish communications with your supervisor, principal or District EOC and follow emergency checklist and procedures.

Assist any police or fire units that respond to your location.

Smythe Elementary School
Section 3: Disaster Procedures
Part 5: Explosion, Aircraft Crash or Similar Incident

1. If possible, Duck and Cover under a desk or table.

1. Notify 9-1-1 of the explosion or crash.

2. Assist any injured requiring first aid treatment.

3. If necessary because of fire, building damage etc., evacuate building.

4. Assist any persons who would have physical problems evacuating the building.

5. Go to an outdoor evacuation/assembly area, which is hazard free and not affected by the explosion or crash.

6. Keep fire lanes, streets and walkways open for emergency responders.

7. Stay in assembly area and account for all personnel and students.

8. Do not return to buildings until authorized by fire department or principal.

Smythe Elementary School
Section 3: Disaster Procedures
Part 6: Fire Procedures

1. Call 9-1-1 to report a fire, stay on line and give specific information (name, address of school or facility).

2. Utilize manual pull station to activate building alarm system and evacuate building when you hear an alarm.

3. In the event of a small fire, notify 9-1-1 and then use the nearest fire extinguisher to control the fire if you have been trained in their use.

4. Do not attempt to fight large fires, call 9-1-1 and evacuate building.

5. Assist students in building evacuation and proceed to outdoor school evacuation areas.

6. When evacuating buildings walk, do not run.

7. Do not use elevators for building evacuation or in an emergency.

8. If heavy smoke is present, crawl or stay near floor for breathable air.
9. Assist any individuals who would have physical problems evacuating the building.
10. Stay in the designated assembly area and account for all personnel and students.
11. Do not block fire lanes or areas used by the fire department.
12. Do not reenter building until authorized by fire department or the principal.
13. If the fire is off site, wait for instructions from the principal or District EOC.

Smythe Elementary School
Section 3: Disaster Procedures
Part 7: Flood Procedures

If a flood warning is received, notify the District Superintendent immediately.

If a major flood warning is received at the District Office, the District EOC should be activated.

Based upon the specific threat, the District EOC in conjunction with the Operational Area EOC and Standardized Emergency Management Systems (SEMS) system will develop an action plan to protect personnel, students and facilities.

Evacuation of specific schools, facilities or other areas will be directed by the District EOC in coordination with SEMS.

Smythe Elementary School
Section 3: Disaster Procedures
Part 8: Riot/Lockdown Procedures

Any threatening disturbance should be reported immediately to the Principal or Administrator if the disturbance occurs at school site. If this occurs at District Office, the disturbance should be reported to Superintendent's Office.

If the disturbance is affecting normal school or facility operations, the Principal/Administrator should notify law enforcement authorities immediately.

As necessary, alert all site employees of the situation by telephone or two-way radio and site staff must follow the instructions below:

If you are inside:

- Close and lock all doors and windows immediately upon notification of situation
- Keep all students inside and take roll

- If feasible, move all students to a center point and keep low to the ground. Stay away from all doors and windows.
- Never open the door or window to anyone
- Keep students inside classroom, regardless of lunch or recess until the Superintendent/designee or local law enforcement tells you that the situation has been resolved.

If you are outside:

- Immediately have students and staff seek shelter if it is safe to do so. Drill with students and staff to go to the nearest room to them.
- If shelter is not available, ensure students lie flat on the ground immediately.
- Children in restrooms should be instructed to stay there until retrieved by a site administrator after all clear is given.

If situation is violent and may include the use of firearms, the principal should instruct all staff and students to lie face down on the floor and remain immobile.

Principal and staff must follow all instructions given by responding law enforcement.

If the event is major, the Superintendent will activate the District EOC to develop an Action Plan to deal with the situation as well as the following:

A. Telephone inquiries and rumor control
B. Media relations and public information
C. Employee/Student crisis counseling
D. Assessment of property damage

Smythe Elementary School
Section 3: Disaster Procedures
Part 9: Severe Windstorm Procedures

If a severe wind warning is received at a school or site, notify the District Superintendent immediately.

If a severe wind warning is received at the District Office, the District EOC should be activated.

Based upon the specific threat, the District EOC, in conjunction with the Operational Area EOC or City EOC, will develop an action plan to protect personnel, students and facilities.

In general, if severe winds are affecting a school or facility, employees and students should be moved to the interior core area of the building (inside wall on the ground floor) away from outside windows and doors.

Close all windows and blinds and avoid auditoriums, gymnasiums and other building locations that have large roof areas or spans.

Avoid all areas that have large concentrations of electrical equipment or power cables.

Evacuation of specific schools, facilities or other areas will be directed by the District EOC in coordination with SEMS.

Smythe Elementary School
Section 4: Notification of Dangerous Pupils
Part 1: Employee Security SYSD BP 4158 (a), 4258, 4358

The Board of Education desires to provide a safe, orderly working environment for all employees. As part of the district's comprehensive school safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for assisting them in the event of an emergency situation.

Any employee may use reasonable force necessary to protect himself/herself from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects upon the person or within control of a student. However, employees are prohibited from inflicting corporal punishment on students. All security equipment must be authorized and issued by the district. (Education Code 44807, 49001, 49331-49333)

The Superintendent or designee shall ensure that employees are informed, in accordance with law, regarding crimes and offenses by students who may pose a danger in the classroom.

When any individual directs violence against an employee and the employee so notifies the Superintendent or designee, the Superintendent or designee shall take steps to ensure that appropriate legal measures are instituted. When the employee notifies the Superintendent or designee of a threat of bodily harm, the district shall take appropriate measures to enable the employee to request assistance if

a threat occurs on school grounds.

The Superintendent or designee shall ensure that employees are trained in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication techniques, and crisis resolution.

Employees may not carry or use weapons, including but not limited to, mace, pepper spray, handcuffs, or other devises reserved for police and/or security officers while on school property or at school activities. On a case-by-case basis, however, the Superintendent or designee may give written permission for the possession of a pepper spray weapon that meets the requirements of Penal Code 12403.7 when justified by unusual dangerous circumstances. Any employee who is negligent or careless in the possession or handling of pepper spray

Reporting of Injurious Objects

The Board requires school employees to take immediate action upon being made aware that any person is in possession of an injurious object on school grounds or at a school-related or school-sponsored activity. The employee shall use his/her own judgment as to the dangerousness of the situation and act appropriately.

The information provided shall be from the previous school years.

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

If criminal or civil proceedings are brought against an employee alleging that the employee committed an assault in connection with his/her employment, such employee may request the Board of Education to furnish legal counsel to defend the employee in any civil action or proceeding brought against him/her within the limits set by law. (Government Code 995)

An employee whose person or property is injured or damaged by willful misconduct of a student may request the school district to pursue legal action against the student or the student's parent/guardian. (Education Code 48905)

Smythe Elementary School
Section 4: Notification of Dangerous Pupils
Part 2: Employee Security - Administrative Regulations – AR4258

An employee may use reasonable and necessary force when necessary for self-defense, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects on or within the control of a student. (Education Code 44807, 49001) When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of the persons involved, witnesses, location, and the circumstances of any seizure.

Employees shall promptly report to their principal or other immediate supervisor any attack, assault, or physical threat made against them by a student.

Both the employee and the principal or other immediate supervisor shall promptly report such instances to the appropriate local law enforcement agency. (Education Code 44014)

In addition, employees shall promptly report to their principal or supervisor, and may report to law enforcement, any attack, assault, or threat made against them on school grounds by any other individual.

Reports of attack, assault, or threat also shall be forwarded immediately to the Superintendent or designee.

An employee whose person or property is injured or damaged by willful misconduct of a student when the property is either (1) located on district property, (2) being transported to or from a district-sponsored event, (3) present at a district-sponsored event, or (4) injured or damaged in retaliation for conduct engaged in by the employee in the exercise or his/her duties, may ask the district to pursue legal action against the student or the student's parent or guardian. (Education Code 48905)

Notice Regarding Student Offenses Committed While Under School Jurisdiction

Each school site shall have a system in place that affords teachers and other appropriate staff the opportunity to review student records in the office. The Superintendent or designee shall inform the teacher and other appropriate staff of each student who has engaged in, or is reasonably suspected of, any act during the previous three school years which could constitute grounds for suspension or expulsion under Education Code 48900, with the exception of the possession or use of tobacco products, or Education Code 48900.2, 48900.3, 48900.4, or 48900.7. This information shall be based upon district records maintained in the ordinary course of business or records received from a law enforcement agency. (Education Code 49079) Employees shall receive the information in confidence and shall not disseminate it further.

Upon receiving a transfer student's record regarding acts committed by the student that resulted in his/her suspension or expulsion, the Superintendent or designee shall inform any of the student's teacher(s) and other appropriate staff that the student was suspended from his/her former district and of the act that resulted in the suspension or expulsion. (Education Code 48201)

Information received by teacher(s) and other appropriate staff shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher. (Education Code 49079)

Notice Regarding Student Offenses Committed While Outside School Jurisdiction

When informed by the court that a minor student has been found by a court to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Penal Code 290, assault or battery, larceny, vandalism, or graffiti, the Superintendent or designee shall so inform the school principal, the teacher, and other appropriate staff. (Welfare and Institution Code 827)

Any court-initiated information that a teacher, counselor, or administrator receives shall be kept confidential and used only to rehabilitate the student and protect other students and staff. The information shall be further disseminated only when communication with the student, parent/guardian, law enforcement staff, and probation officer is necessary to rehabilitate the student or to protect

students and staff. (Welfare and Institutions Code 827)

When a student is removed from school as a result of his/her offense, the Superintendent or designee shall hold the court's information in a separate confidential file until the student is returned to public school. If the student is returned to a different district, the Superintendent shall transmit the information provided by the student's parole or probation officer to the Superintendent of the new district of attendance. (Welfare and Institutions Code 827)

Any confidential file of court-initiated information shall be kept until the student becomes 18, graduates from high school, or is released from juvenile court jurisdiction, whichever occurs first; it shall then be destroyed. (Welfare and Institutions Code 827)

Smythe Elementary School
Section 5: Suspension and Expulsion
Part 1: Discipline SYSD BP 5144(a-b), AR 5141(a)

The Board of Education believes that one of the major functions of the public schools is the preparation of youth for responsible citizenship. The district shall foster a learning environment that reinforces the concepts of self-discipline and the acceptance of personal responsibility. Students are expected to progress from being adult-directed to self-directed with minimal application of disciplinary measures.

In order to maintain an environment conducive to attaining the highest quality of education in the district, there must exist certain disciplinary policies and regulations relating to student conduct which delineate acceptable behavior and provides the basis for sound disciplinary practices within each school in the district. These policies and regulations will be enforced fairly and uniformly and consistently without regard to race, creed, color, or sex.

The administration, teachers, and classified staff share the mutual responsibility for student conduct and safety and the enforcement of district policies and regulations. The Board shall give all reasonable support and assistance to all employees with respect to the student discipline.

The Board recognizes that not all students will adhere to district rules for appropriate behavior. Sufficient support services shall be provided so that continually disruptive students will not be returned to regular classes without some modification of behavior. Students may be assigned to other alternative programs or be subject to removal from school.

School-Adopted Rules

Each site is required to file a copy of its rules and procedures on school discipline with the Superintendent.

In order to ensure that school site rules for student discipline are enforced fairly and uniformly and consistently, the Superintendent shall establish procedures for the development of such rules. All school site rules shall be strictly based on district policy, regulation, and existing law.

All avenues provided in policy, regulation and law for the discipline of students might be utilized in developing site level rules. These include, but are not limited to, positive reinforcement for appropriate behavior, advising and counseling students, conferencing with parents/guardians, detention during and after school hours, alternative educational environments and, if necessary, suspension and expulsion.

Districts are specifically authorized to adopt reasonable regulations to restrict recess time for disciplinary purposes. (Education Code 44807.5)

Each school shall solicit the participation, views and advice of the school community, including administrators, teachers, school security personnel, parents/guardians, and students, grades K-12, in developing the site level rules when appropriate.

The adoption of each school's rules on student discipline is the responsibility of the school principal or designee and a representative selected by the classroom teachers employed at the school.

All adopted school site rules shall be subject to Board review and approval at an open meeting prior to implementation.

School site rules shall be revised periodically as required by any changes in district policy, regulation or law, and shall undergo the site level rule review and adoption process at least every four years.

Each new school in the district shall operate under a district model discipline plan until such time that the discipline committee at the new site has developed its own plan. The new school shall follow the procedures outlined in this policy in developing its plan, but shall not be required to submit its official site discipline plan for Board review until December of the year following the school's opening.

Notice to Parents/guardians and Students

The principal of each school shall ensure that every student and his or her parent/guardian is notified in writing of all Board policies, administrative regulations, and individual school rules related to discipline at the beginning of each school year and that transfer students and their parents/guardians are so advised at the time of enrollment in school.

The notice shall include the fact that these rules and regulations are available on request at the principal's office in all district schools.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. School administrators and teachers shall employ other means of disciplining students who violate school rules, district regulations, or district policies.

The use of reasonable and necessary force by an employee to protect oneself or students or to prevent damage to district property shall not be considered corporal punishment for purposes of this policy. (Education Code 49001)

Smythe Elementary School
Section 5: Suspension and Expulsion
Part 2: Expulsion AR 5144.1(a-y)

Expulsion

The Board of Education recognizes that maintaining an environment that promotes learning and protects the health, safety, and welfare of all students may require the suspension or expulsion of a student from regular classroom instruction. District policies and school site rules shall clearly identify district behavior standards.

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student.

Except for single acts of a grave nature, expulsion is usually used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to other students. (Education Code 48915)

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

Each principal shall annually inform all students and parents/guardians of the school's discipline rules and procedures and of the availability of all district policies and regulations dealing with student discipline, suspension and expulsion. (Education Code 35291, 35291.5)

Alternatives to suspension or expulsion will be used with students who are truant, tardy, or otherwise absent from assigned school activities. (Education Code 48900)

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

Smythe Elementary School
Section 5: Suspension and Expulsion
Part 3: Student Due Process; Required Parental Attendance SYSD BP 5144.1 (b-c)

Student Due Process

The Board shall provide for the fair treatment of students facing suspension and expulsion by affording them their due process rights under the law. The administration and staff shall comply with procedures for notices and appeals as specified in regulation. Procedures governing student due process shall conform in all aspects to provisions in law. (Education Codes 48911, 48915 and 48915.5)

Whenever a student is suspended, school officials may (but are not required to) meet with the parent/guardian to discuss the causes and duration of the suspension, the school policy involved, and any other pertinent matters. (Education Code 48914).

Required Parent Attendance

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise. The Board recognizes, however, that initial efforts sometimes fail to bring about improvement, and that current law enables parents/guardians to be absent from work without endangering their employment status in order to attend a portion of their child's school day at a teacher's request. Besides furthering improved classroom behavior, such attendance can promote positive parent-child interactions. When appropriate, the school may inform parents/guardians of available school and community resources and counseling which may assist them in developing more effective parenting skills.

Whenever a student is suspended from a class because he or she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class from which the student was suspended may require the student's parent/guardian to attend a portion of a school day in that class. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)

The Board encourages teachers, before requiring parental attendance, to make reasonable efforts to have the parent/guardian visit the class voluntarily. The teacher also may consider informing the parent/guardian about available resources that may provide help in the development of parenting skills. Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and the parent/guardian and to improve classroom behavior.

Parental attendance may be required on the day the student returns to class or within one week thereafter. The principal or designee shall contact any parents/guardians who do not respond to the request to attend school. The Board recognizes that parental compliance with this policy may be delayed, modified or prevented by serious illness/injury/disability, absence from town, or inability to get certain release time from work.

District regulations and school site rules for student discipline shall include procedures for implementing parental attendance requirements.

This policy shall apply only to a parent/guardian who actually lives with the student. (Education Code 48900.1)

Parents/guardians shall be notified of this policy before it is implemented and at the beginning of each subsequent school year. (Education Codes 48900.1, 35291, 48980)

Please refer to Appendix D – Sequential Discipline Standards for both Elementary and Secondary for school year 2016-2017

Smythe Elementary School
Section 5: Suspension and Expulsion
Part 4: Suspension and Expulsion/Due Process (Student with Disabilities) AR 5144.2

A student identified as an individual with disabilities pursuant to the Individuals with Disabilities Education Act (IDEA) is subject to the same grounds for suspension and expulsion, which apply to students without disabilities. All the procedural safeguards established by district policies and regulations shall be observed in considering the suspension of special education students, including the requirement that, depending on the nature of the conduct, some form of in-school intervention be used prior to suspension to show that suspension was imposed only when other means of correction failed to bring about proper conduct. (Education Code 48900.5) However, a student may be suspended upon a first offense, as indicated in AR 5144.1.

For students who are in need or who are believed to be in need of special education or related services the Individualized Education Program (IEP) team shall convene when the student accumulates 10 days of suspension during the school year. The team shall meet as soon as possible after the tenth day of suspension to review the appropriateness of the student's placement, the need for any additional services, and the relationship, if any, between the identified disability and the misconduct.

The Superintendent or designee may suspend a special education student for up to five school days for a total of not more than 10 days for any one occurrence.

Procedures for Students Not Yet Eligible for Special Education Services

A student who has not been identified as an individual with disabilities pursuant to IDEA and who has violated the district's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if the district had knowledge that the student was disabled before the behavior occurred. (20 USC 1415(k)(8))

The district shall be deemed to have knowledge that the student had a disability if one of the following conditions exists: (20 USC 1415(k)(8); 34 CFR 300.527)

1. The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, that the student is in need of special education or related services.

2. The behavior or performance of the student demonstrates the need for such services, in accordance with 34 CFR 300.7.

3. The parent/guardian has requested an evaluation of the student for special education pursuant to 34 CFR 300.530-300.536.

4. The teacher of the student or other district personnel has expressed concern about the behavior or performance of the student to the district's director of special education or to other personnel in accordance with the district's established child find or special education referral system.

The district would be deemed to not have knowledge as specified in items 1 through 4 above if, as a result of receiving such information, the district either conducted an evaluation and determined that the student was not a student with a disability or determined that an evaluation was not necessary and provided notice to the parent/guardian of its determination. (34 CFR 300.527)

If it is determined that the district did not have knowledge that the student was disabled prior to taking disciplinary action against the student, then the student shall be disciplined in accordance with procedures established for students without disabilities. (20 USC 1415(k)(8))

If a request is made for an evaluation of a student during the time period in which the student is subject to disciplinary measures, the evaluation shall be conducted in an expedited manner. Until the evaluation is completed, the student shall remain in the educational placement determined by school authorities. (34 CFR 300.527)

Suspension

The Superintendent or designee may suspend a student with a disability for up to 10 consecutive school

days for a single incident of misconduct, and for up to 20 school days in a school year, as long as the suspension(s) do not constitute a change in placement pursuant to 34 CFR 300.519. (Education Code 48903; 34 CFR 300.520)

The principal or designee shall monitor the number of days, including portions of days, that students with valid individualized education programs (IEP) have been suspended during the school year.

Services During Suspension

Students suspended for more than 10 school days in a school year shall continue to receive services during the term of suspension, to the extent necessary to provide the student a free and appropriate public education. (20 USC 1412(a)(1)(A); 34 CFR 300.520)

If a student with disabilities is excluded from school bus transportation, the student is entitled to be provided with an alternative form of transportation at no cost to the student or parent/guardian, provided that transportation is specified in the student's IEP. (Education Code 48915.5)

Interim Alternative Placement Due to Dangerous Behavior

A student with a disability may be placed in an appropriate interim alternative educational setting for up to 45 days when he or she commits one of the following acts: (20 USC 1415(k)(1); 34 CFR 300.520)

1. Carries a weapon, as defined in 18 USC 930, to school or to a school function.

2. Knowingly possesses or uses illegal drugs while at school or a school function.

3. Sells or solicits the sale of a controlled substance while at school or a school activity as identified in 21 USC 812(c), Schedules I-V.

The student's IEP team shall determine the student’s alternative educational setting. (20 USC 1415(k)(2))

A hearing officer may order a change in placement of a student with a disability to an appropriate interim educational setting if the hearing officer: (20 USC 1415(k)(2); 34 CFR 300.521, 300.522)

1. Determines that the district has established by substantial evidence, meaning beyond a preponderance of the evidence that maintaining the current placement of the student is substantially likely to result in injury to the student or others.

2. Considers the appropriateness of the student's current placement.

3. Considers whether the district has made reasonable efforts to minimize the risk of harm in the student's current placement, including the use of supplementary aids and services.

4. Determines that the interim alternative educational setting proposed by school personnel who have met with the student's special education teacher allows the student to:

a. Progress in the general curriculum and continue to receive those services and modifications, including

those described in his or her IEP, to enable the student to meet the goals of the IEP.

b. Receive services and modifications designed to address the behavior and ensure that the behavior does not recur.

The student may be placed in the interim alternative educational setting for up to 45 days, or until the conclusion of any due process hearing proceedings requested by the parent/guardian. (20 USC 1415(k)(2))

Behavioral Assessment and Intervention Plan

Not later than 10 business days after a student has been suspended for more than 10 school days or placed in an alternative educational setting, the district shall convene an IEP team meeting to conduct a functional behavior assessment and implement a behavioral intervention plan. If the student already has a behavioral intervention plan, the IEP team shall review the plan and modify it as necessary to address the behavior. (20 USC 1415(k)(1); 34 CFR 300.520)

As soon as practicable after developing the behavioral intervention plan and completing the required assessments, the IEP team shall meet to develop appropriate behavioral interventions to address the behavior and shall implement those interventions. (34 CFR 300.520)

Procedural Safeguards/Manifestation Determination

The following procedural safeguards shall apply when a student is suspended for more than 10 consecutive school days, when disciplinary action is contemplated for a dangerous behavior as described above, or when a change of placement is contemplated: (20 USC 1415(k)(4); 34 CFR 300.523)

1. The parents/guardians of the student shall be immediately notified of the decision and provided the procedural safeguards notice pursuant to 34 CFR 300.504 on the day the decision to take action is made.

2. Immediately if possible, but in no case later than 10 school days after the date of the decision, a manifestation determination review shall be made of the relationship between the student's disability and the behavior subject to the disciplinary action.

At this review, the IEP team and other qualified personnel shall consider, in terms of the behavior subject to the disciplinary action, all relevant information, including: (20 USC 1415(k)(4); 34 CFR 300.523)

a. Evaluation and diagnostic results, including the results or other relevant information supplied by the student's parents/guardians.

b. Observations of the student.

c. The student's IEP and placement

In relationship to the behavior subject to the disciplinary action, the team shall then determine whether the IEP and placement were appropriate and whether supplementary aids, services, and behavioral intervention strategies were provided consistent with the student's IEP and placement. The team shall also determine that the student's disability did not impair the ability of the student to understand the

impact and consequences of the behavior, nor did it impair his or her ability to control the behavior subject to the disciplinary action. (20 USC 1415(k)(4); 34 CFR 300.523)

If the team determines that the student's behavior was not a manifestation of his or her disability, then the student may be disciplined in accordance with the procedures for students without disabilities, as long as the student continues to receive services to the extent necessary to provide that student a free and appropriate public education. (20 USC 1415(k)(4); 34 CFR 300.524)

If the team determines that the student's behavior was a manifestation of his or her disability, then the student's placement may be changed only via the IEP process. (20 USC 1415(k)(4))

Due Process Appeals

If the parent/guardian disagrees with a decision that the behavior was not a manifestation of the student's disability or with any decision regarding placement, he or she has a right to appeal the decision. (20 USC 1415(k)(6); 34 CFR 300.525)

If the student's parent/guardian initiates a due process hearing to challenge the interim alternative educational setting or the manifestation determination, the student shall remain in the interim alternative setting pending the decision of the hearing officer or the expiration of the 45-day time period, whichever occurs first, unless the parent/guardian and district agree otherwise. (34 CFR 300.526)

If school personnel maintain that it is dangerous for the student to be placed in the current placement (placement prior to removal to the interim alternative education setting), during the pendency of the due process proceedings, the Superintendent or designee may request an expedited due process hearing. (34 CFR 300.526)

Expulsion

The Board of Education may expel a student who is in need or believed to be in need of special education or related services only if an individualized education program team has determined that (1) the misconduct was not caused by, or a direct manifestation of, the student's identified handicap; and (2) the student was appropriately placed at the time the misconduct occurred. (Education Code 48915.5)

If a student is in need or believed to be in need of special education or related services at the time the recommendation for expulsion is made, the procedures and timelines governing expulsion shall be the same as those for other students recommended for expulsion specified in AR 5144.1, except that an Individualized Education Program (IEP) team meeting shall be held under conditions and with possible consequences as follows: (Education Code 48915.5)

1. The IEP meeting shall be held within four school days after recommendation for expulsion by the site administrator, unless the Superintendent or designee extends the suspension to 10 days. In the event of an extension, the IEP meeting shall be held within 10 days after the recommendation for expulsion by the site administrator.

2. The parent/guardian shall be notified of his or her right to participate in the meeting at least 48 hours before the meeting.

3. Unless a parent/guardian has requested a postponement, the meeting may be conducted without the parents/guardians' participation.

4. A parents/guardians' request that the meeting be postponed shall be granted for up to three additional school days. The district shall extend any suspension of the student for the period of postponement.

5. The IEP team shall determine if the misconduct was caused by, or a direct manifestation of, the student's identified handicap. The IEP team shall also determine if the student had been appropriately placed at the time the misconduct occurred.

6. In reaching its decision, the team shall base its decision on results of a comprehensive evaluation. (34 Code of Federal Regulations 104.35) In addition, it may base its decision on relevant information that has been acquired within three years of the date of the alleged misconduct.

Relevant information shall include all of the following:

a. A review of the student's school progress and behavior, if available, including, but not limited to, a review of the student's individualized education program, teacher progress reports and comments, school health records, and school discipline records.

b. A review of the ability of the student to conform his or her behavior to the prescribed standards, and a determination of the relationship, if any, between the student's behavior and his or her handicapping condition.

7. If the IEP team determines that the alleged misconduct was not caused by, or a direct manifestation of, the student's handicapping condition, and if it is determined that the student was appropriately placed, the student shall be subject to the applicable disciplinary actions and procedures prescribed for suspension and expulsions of all students.

8. The parent/guardian of each student with previously identified exceptional needs has a right to a due process hearing conducted pursuant to Section 1415 of Title 20 of the United States Code if the parent/guardian disagrees with the decision of the IEP team.

9. If the state's special education due process hearing is initiated by the parent/guardian due to a disagreement with the IEP team recommendations, the district shall cooperate with the State Department of Education towards achieving an expeditious resolution to the disagreement.

10. If a parent/guardian demands a due process hearing concerning the IEP determination, the student shall remain in his then current placement pending resolution of the due process proceeding unless:

a. He or she has been suspended. Such suspension may not exceed five consecutive school days for a single incident of misconduct, unless extended by five additional days when the student poses an immediate threat to the safety of others. (Education Code 48911, Honig v. Doe

b. The student and his or her parents/guardians agree to a change in placement. (Education Code 56505)

c. A court order has been obtained permitting such a change in placement.

d. The change is a "minor" change in program or services rather than a "significant" change in placement. (Doe v. Maher)

11. Parental consent is not required as a condition for expulsion proceedings or the decision to expel. (Education Code 48915.5)

12. If a student with a disability possesses at school or at a school activity a weapon as defined in the 18 USC 921, he or she shall be immediately suspended and may be placed in an alternative educational setting for not more than 45 calendar days, or until the conclusion of any due process proceedings requested by the parent/guardian. The student's alternative educational setting shall be determined by the student's IEP team or school site committee. (Education Code 48915; 20 USC 1415)

Services During Expulsion

Expelled students shall continue to receive services during the term of the expulsion to the extent necessary to provide the student a free and appropriate public education. Any alternative program must provide services to the extent necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the student's IEP. (20 USC 1412(a)(1)(A); 34 CFR 300.121, 300.520)

Readmission

Readmission procedures for students with disabilities shall be the same as those used for all students. Upon readmission, an IEP team meeting shall be convened.

Suspension of Expulsion

The Board's criteria for suspending the enforcement of an expulsion order shall be applied to students with disabilities in the same manner as they are applied to all other students.

Notification to Law Enforcement Authorities

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

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

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

Smythe Elementary School

Section 5: Suspension and Expulsion
Part 5: Students Expelled From Other Districts AR 5144.1

The Board of Education realizes that students expelled from school for serious offenses represent a possible danger to the students or staff at other schools in which they may seek to enroll. The Board of Education, therefore, shall request expulsion information from the sending District whenever it receives a request to enroll someone who has been expelled.

Students expelled for infractions of the following Education Code 48915, 48915.1, and 48915.2, will be referred to Charter School Community Learning Center:

1. Causing serious physical injury to another person, except in self-defense.

2. Possessing any knife; possession or furnishing a firearm, explosive or other dangerous object of no reasonable use to the student; brandishing a knife at another person.

3. Unlawfully possessing or selling any controlled substance, as listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

4. Robbery or extortion.

Pursuant to Education Code 46601, students who are under consideration for expulsion or who have been expelled pursuant to Education Code 48915 and 48918 may not appeal inter-district attendance denials or rescissions while expulsion proceedings are pending or during the term of the expulsion.

Smythe Elementary School
Section 5: Suspension and Expulsion
Part 6: Students Expelled From Other Districts Administrative Regulations - AR 5119

No student shall be enrolled until after the term of his or her expulsion if the expulsion was for any of the following acts: (Education Code 48915, 48915 (c), 48915.2)

1. Possessing or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.

2. Brandishing a knife.

3. Unlawfully selling a controlled substance as listed in Health and Safety Code 11053-11058.

4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code 48900(n).

5. Causing serious physical injury to another person, except in self-defense.

6. Possessing any knife, explosive or other dangerous object of no reasonable use to the student.

7. Unlawfully possessing any controlled substance, as listed in the Health and Safety Code, except for the first offense for possessing not more than one ounce of marijuana, other than concentrated cannabis. (Health and Safety Code 11053-11058)

8. Robbery or extortion.

9. Assault or battery upon a school employee as defined in Penal Code 240 and 242.

As student expelled for acts other than those specified above may be admitted or conditionally admitted during the term of expulsion when the Board of Education determines, after a re-entry hearing, that the student does not pose a potential danger to District students or employees. If the student is found to pose a potential danger, the Board of Education may deny enrollment for the remainder of the expulsion period. (Education Code 48915.1) Students are to be referred to Charter School Community Learning Center for the remainder of the expulsion.

If the parent/guardian or student, upon seeking enrollment, did not inform the district as required by law, of the student's status with his or her previous District, this lack of compliance shall be recorded and discussed during the re-entry hearing at the end of the expulsion term. (Education Code 48915.1)

Students who are under consideration for expulsion or who have been expelled pursuant to Education Code 48915 and 48918 may not appeal inter-district attendance denials or decisions while expulsion proceedings are pending, or during the term of the expulsion. (Education Code 4660

Smythe Elementary School
Section 6: Sexual Harassment Policy
Part 1: Student Sexual Harassment - BP 5145.7 (a-c)

The Board of Education is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or any school-related activity.

The principal or designee shall ensure that students receive age-appropriate information related to sexual harassment. Students shall be assured that they need not endure any form of sexual behavior or communication, including harassment because of sexual orientation. They shall be assured that they need not endure, for any reason, any harassment that impairs the educational environment or a student's emotional or physical well-being at school or any school-related activity.

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion.

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

Students shall be informed that they should immediately contact a staff member if they feel they are being harassed. Within 24 hours, staff shall report complaints of sexual harassment to the principal or designee or to the Assistant Superintendent, Human Resources, who is also the District's Title IX Coordinator. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained. The principal or designee shall immediately investigate any report of sexual harassment of a student. Upon verifying that sexual harassment has occurred, he or she shall ensure that appropriate action is taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. If a situation involving sexual harassment is not promptly remedied by the principal or designee, a complaint of sexual harassment can be filed in accordance with AR 1312.3 - Uniform Complaint Procedures.

The district prohibits retaliatory behavior against any complainant or participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

Smythe Elementary School
Section 6: Sexual Harassment Policy
Part 2: Student Sexual Harassment AR 5145.7

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual

favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.

2. Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual.

3. The conduct has the purpose or effect of having a negative impact on an individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through the school.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions.

2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.

3. Graphic verbal comments about an individual's body or overly personal conversation.

4. Sexual jokes, notes, stories, drawings, pictures, or gestures.

5. Spreading sexual rumors.

6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.

7. Touching an individual's body or clothes in a sexual way.

8. Purposefully cornering or blocking normal movements or limiting a student's access to educational tools.

9. Displaying sexually suggestive objects in the educational environment.

10. Any act of retaliation against an individual who reports a violation of the district's harassment policy, or who participates in the investigation of a sexual harassment complaint.
Each principal has the responsibility for maintaining an educational environment free of sexual harassment. This responsibility includes discussing and implementing the district's sexual harassment policy with students and assuring them that they are not required to endure sexually insulting, degrading, or exploitative treatment, or any other form of sexual harassment.

Notifications

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

1. Be displayed in a prominent location in the administrative offices of the district.

2. Be displayed in a prominent location near each school principal's office.

3. Be provided to each employee and employee organization at the beginning of each school year or each time a new employee is hired.

4. Be provided to each new student at the time the student is enrolled in the school and as part of any orientation program for new students at the beginning of each quarter, semester, or summer session.

5. Appear in any school or district publication that sets forth the school or district's comprehensive rules, regulations, procedures, and standards of conduct.

6. Be included in the notifications sent out to parents/guardians at the beginning of each school year.

7. Include the name, office address, and telephone number of the Title IX coordinator:

Mr. Daniel Zummo
Human Resources Executive Director
4350 Otay Mesa Rd, San Ysidro, 92173
428-4476

1. The principal or designee shall promptly and fully investigate any complaint of harassment made by or about a District student. In so doing, the principal or designee shall speak individually with the following:

a. The student making the complaint.

b. The person accused of harassment.

c. Anyone who saw or heard the harassment take place.

d. Anyone mentioned as having related information.

2. The student who complained shall have an opportunity to describe the incident, present witnesses, and other evidence of the harassment, and put his or her complaint in writing.

3. The principal or designee shall discuss the complaint only with the people described above. Where necessary to carry out the investigation or for other good reasons that apply to the particular situation, the principal or designee may also discuss the complaint with the following persons:

a. The parents/guardians of the student who complained.

b. The parents/guardians of the person accused of harassing someone.

c. Teacher(s) or staff member(s) who have knowledge of the student(s) involved and may be of assistance in determining who is telling the truth about what might have occurred.

d. The district's Title IX coordinator (the Title IX coordinator may contact legal counsel, where appropriate).

e. Appropriate child protective service and law enforcement authorities.

4. When the student who complained and the person accused of harassment so agree, the principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator, or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided.

5. The principal or designee shall tell the student who complained that he or she has the right to file a formal complaint at any time in accordance with the district's uniform complaint procedures. If the student wishes to file a formal complaint, the principal or designee shall assist the student in doing this.

6. In reaching a decision about the complaint, the principal or designee may take into account:

a. How the misconduct affected one or more students' education.

b. The type, frequency and duration of the misconduct.

c. The number of persons involved.

d. The age and sex of the person accused of harassment.

e. The subject(s) of harassment.

f. The place and situation where the incident(s) occurred.

g. Other incidents at the school, including incidents or harassment that were not related to sex.

8. The principal or designee shall write a report of his or her findings, decision, and reasons for the decision and shall present this report to the student who complained and the person accused. In the absence of good cause for delay, this report shall be due within 30 days of the inception of the investigation.

9. The principal or designee shall give the Superintendent or designee a written report of the complaint and investigation. If he or she verifies that sexual harassment occurred, this report shall describe the actions he or she took to end the harassment, address the effects of the harassment on the person harassed, and prevent retaliation or further harassment.

Within two weeks after receiving the complaint, the principal or designee shall determine whether the student who complained has been harassed further. The principal or designee shall keep a record of this information.

The principal or designee shall keep a record of the report, materials gathered in the course of his or her investigation, and student complaint(s). These materials shall be kept in strict confidence.

10. Disciplinary action, up to and including expulsion, will be taken if appropriate according to the uniform discipline procedures stated in the student handbook. Documents will be forwarded to the CWA office as necessary. Due Process timelines will be followed.

The principal or designee shall take appropriate actions to enforce the district's sexual harassment policy. As needed, these actions may include the following:

1. Removing vulgar or offending graffiti.

2. Providing staff in-service and student instruction or counseling.

3. Notifying parents/guardians.

4. Notifying child protective services.

5. Taking appropriate disciplinary action. In addition, the principal or designee may take disciplinary action against any person who is found to have made a complaint of sexual harassment, which he or she knew was not true.

Smythe Elementary School
Section 7: School Dress and Grooming – AR5132 (b)
Part 1: Policy, Gang Related Apparel & Uniforms

Board of Education policy based on State Education Code states that all students shall be required to dress and groom for school with attention and emphasis on the following: a) neatness; b) cleanliness; c) safety; and d) modesty. Regulations regarding student dress shall be imposed whenever the mode of dress in question is unsafe for the student or those around the student, or is disruptive or distracting to school operations and the education process in general.

The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board of Education expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction, which would interfere with the educational process.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

Gang-Related Apparel

The Principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board of Education for approval. The Board of Education shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

Uniforms

In order to promote student safety and discourage theft, peer rivalry and/or gang activity, the Principal, staff and parents/guardians at a school may establish a reasonable dress code requiring students to wear uniforms. Such a dress code may be included as part of the school safety plan and must be presented to the Board of Education for approval. The Board of Education shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

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

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms.

Smythe Elementary School
Section 7: School Dress and Grooming AR 5123
Part 2: Policy, Gang Related Apparel & Uniforms

Students are expected to attend school in clean, neat clothing. It is the mission of the District not only to provide academic education but also to provide education in morals, manners, dress, and grooming because these are elements of good citizenship. Research has shown that student dress and appearance affect student attitudes and conduct. These guidelines are intended to define "appropriate student attire" and personal grooming. Their purpose is to prevent disruption of classroom atmosphere, enhance classroom decorum, eliminate disturbances among other students in attendance, and minimize distraction of other students so as not to interfere with the educational process. It is also intended to help protect the health and welfare of the individual student. Final decision as to whether student dress or grooming is, in fact, disruptive or distracting shall be made by the Principal or designee.

Gang-Related Apparel

The Principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board of Education for approval. The Board of Education shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the Principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

All students shall abide by the following:

1. Hair and physical appearance shall be clean and neatly groomed. Aerosol cans of any kind are not permitted at school, i.e., hair color, hair spray. No excessive makeup is allowed.

2. Shoes must be worn at all times. For safety purposes, sandals must be held in place with heel strap. Steel-

toed shoes, skate shoes and slippers are not permitted. Cleats are not permitted accept as required for athletic/sports purposes.

3. Lettering or printing will be allowed on shirts, sweatshirts, jewelry, personal items (backpacks, fanny packs, gym bags, water bottles, etc.) and other apparel as long as it is acceptable for school attire. Crude or vulgar printing or pictures depicting tobacco, drugs, alcoholic beverages, gang-related names or symbols, or those that are sexually suggestive are not allowed. Site administration reserves the right to declare unacceptable any item of clothing, printing, or accessory depicting any logo that has been identified to be gang related (including sport team jerseys), per site policy.

4. Pant size must be appropriate. The fullness must not interfere with the normal school activities. If the student removes the belt, pants must not fall more than two inches below the hipbone. The crotch should not drop lower than the fingertips of the extended hand. The length of the pant should not extend past the heel of the shoe. When side seams are pulled out straight and then are crossed to the front, the edge of the pants should not cross the mid-point of the leg.

5. All clothing shall be within the bounds of decency and good taste as appropriate for school. Garments shall be sufficient to conceal undergarments at all times. Night clothing (pajamas) and slippers are not to be worn to school.

6. Dresses, skirts and shorts shorter than mid-thigh are prohibited.

7. No garment may be worn that is cut-off, ragged or torn.

8. No "see through" or "fish net" type of blouse or shirt may be worn. Students must wear shirts at all times. No muscle shirts, undershirts, tank tops, halter-tops, off-the-shoulder or low-cut tops; or bare midriffs are permitted.

9. No gang-related apparel (as determined by site guidelines).

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

The Principal, staff, students and parents/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

At least six months before a school uniform policy is implemented, the principal or designee shall notify parents/guardians of this policy. (Education Code 35183)

Parents/guardians shall also be informed of their right to have their child exempted.

Wearing of Shorts

Students may be allowed to wear Bermuda shorts, walking shorts, or shorts of this type within the following

guidelines:

1. Shorts must be hemmed and straight legged.

2. The length of the shorts must be within the bounds of decency and in good taste as appropriate for school.

3. The shorts length should not be shorter than the end of the extended fingertips.

4. Short shorts are not to be worn at school.

Shorts that do not meet these criteria are not allowed. Tops worn with shorts must adhere to the guidelines previously stated.

Colors

Students shall not wear clothing or apparel identified by school personnel as "colors." The term "colors" is defined as a display by the wearing or placement of apparel by a group of students, or an individual student, which would signify the membership or intent of membership in a student group known to advocate or participate in disruptive or illegal behavior.

Students violating any part of this dress code will be issued one warning and sent home to change into appropriate clothing if necessary. The second violation of the same nature will result in the student being referred to the principal for discipline.

Smythe Elementary School
Section 8: Safe Ingress and Egress
Part 1: Safe Ingress and Egress

Safe Ingress and Egress
Smythe Elementary School will ensure safe ingress and egress to and from the school for pupils, parents, and school employees. Safe ingress and egress will be maintained by periodic reviews of the procedures for ingress and egress. The school will ensure that all passageways to and from school buildings, corridors within school buildings and emergency exits remain clear of all obstruction to allow flow of pedestrian traffic. The school will also ensure that potential obstructions and hazards are removed from such areas. To assist school staff in conducting evaluations, the school may utilize consultants to conduct periodic inspections of the school.

Any problems associated with safe ingress and egress will be addressed immediately.

Smythe Elementary School
Section 9: Weapons and Dangerous Instruments
Part 1: Weapons and Dangerous Instruments - BP 5131.7

The Board of Education desires students and staff to be free from the danger presented by firearms and

other weapons and recognizes that they have the right to a safe and secure campus free from psychological and physical harm.

Weapons

The Board of Education desires students and staff to be free from the danger presented by firearms and other weapons and recognizes that they have the right to a safe and secure campus free from psychological and physical harm.

Possession of Weapons

The Board of Education prohibits any person other than authorized law enforcement or security personnel from possessing weapons, imitation firearms, or dangerous instruments of any kind in school buildings, on school grounds or buses, or at school-related or school-sponsored activities away from school, or while going to or coming from school.

Unless he/she has obtained prior written permission as specified below, any student who is determined to have brought a firearm to school or possessed a firearm at school, as verified by a school employee, shall be expelled for not less than one year, except that the Board of Education may set an earlier date for readmission on a case-by-case basis, in accordance with Board of Education policy and administrative regulation. (Education Code 48915; 20 USC 7151)

Students possessing or threatening others with any weapon, dangerous instrument, or imitation firearm are subject to suspension and/or expulsion in accordance with law, Board of Education policy and administrative regulations.

Under the power granted to the Board of Education to maintain order and discipline in the schools and to protect the safety of students, staff and the public, any school employee is authorized to confiscate a weapon, dangerous instrument or imitation firearm from any person on school grounds.

The Principal or designee shall notify law enforcement authorities when any student possesses a weapon without permission or commits any act of assault with a firearm or other weapon. (20 USC 7151; Education Code 48902; Penal Code 245, 626.9, 626.10)

Advanced Permission for Possession of a Firearm for Educational Use

A student who desires to possess or transport a firearm or imitation firearm on school grounds for an educational purpose shall request prior permission from the Principal at least five school days in advance of the planned possession. The student's parent/guardian shall provide written permission explaining the planned use of the weapon and the duration. The student shall also submit a written explanation from the staff person responsible for the school-sponsored activity or class.

On a case-by-case basis, the Principal shall determine whether to grant permission for such possession when necessary for a school-sponsored activity or class or as part of the educational program. Factors that shall be considered include, but are not limited to, the planned use of the weapon, the duration and location of the planned use, whether an audience is expected, and any perceived adverse effects to the safety and well being of students or staff. If the Principal grants such permission, he/she shall provide the student and staff person with a written explanation regarding any limitations and the permissible duration of the student's possession.

The Principal and/or a staff member with knowledge of firearm safety shall inspect the weapon to ensure that necessary safety precautions have been taken, including inspection to ensure that no live ammunition is present. The firearm shall be stored in a locked vehicle or in an appropriate, locked container before and after the educational activity.

A student granted permission to possess a firearm may be suspended and/or expelled if he/she possesses or uses the weapon inappropriately.

Possession of Pepper Spray

To prevent potential misuse that may harm students or staff, students are prohibited from carrying tear gas or tear gas weapons such as pepper spray on campus or at school activities.

Reporting of Dangerous Objects

The Board of Education encourages students to promptly report the presence of weapons, injurious objects or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

The Superintendent or designee shall develop strategies designed to facilitate student reporting of the presence of injurious objects on school grounds, such as tip hotlines, electronic transmissions, or other methods that preserve the student's anonymity. Incident reports and records shall not identify the student who reported the possession. The strategy shall also provide a method of informing staff, students and parents/guardians that students who report the presence of injurious objects on school campuses are to be protected and their identity shielded.

Smythe Elementary School
Section 9: Weapons and Dangerous Instruments
Part 2: Weapons and Dangerous Instruments - AR 5131.7

Students shall not possess weapons, look-alikes, or dangerous instruments of any kind on school grounds or buildings, nor on school buses, nor on any school-related or school-sponsored activity away from school facilities unless written permission has been obtained from the principal.

Weapons and dangerous instruments include, but are not necessarily limited to:

1. Firearms: pistols, revolvers, shotguns, rifles, "zip guns," "stun guns," tasers, and any device capable of chemically propelling a projectile.

For school purposes, this includes air-guns, CO2 guns, paint guns, BB guns, pellet guns and dart or spring action guns and non-operating devices made to look like a firearm, which might be used for intimidation.

2. Cutting and puncturing devices: Dirks, daggers, legal knives, illegal knives (blades longer than three and one-half inches, folding knives with a blade that locks into place), razors with an unguarded blade, Kirpans, and any other device capable of cutting or puncturing.

3. Explosive and/or incendiary devices: pipe bombs, time bombs, tear gas and tear gas weapons, firecrackers, cap guns, caps, containers of inflammable fluids, and other hazardous devices.

4. Any other dangerous device, instrument or weapon, especially those defined in Penal Code 12020, including a blackjack, slingshot, billy club, nunchakus, sandclub, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon.

5. Other: any other objects that could be used to inflict harm.

Possession of or bringing such weapons or devices on school grounds may also be a violation of the Penal Code, and therefore any violation of this regulation shall be reported to the local law enforcement agency. Students who violate this regulation will be subject to immediate suspension and possible expulsion by the Board of Education.

Any school employee may confiscate any of the above devices and any other dangerous device, instrument or weapon, especially those defined in Penal Code 12020, including a blackjack, slingshot, billy club, nunchuks, sand club, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon. Objects may not be returned.

Every employee seizing any weapon or dangerous instrument under the provision of this regulation shall report the incident to the building Principal immediately, and deliver the seized device to the Principal, together with name(s) of persons involved, witnesses, location and circumstances of the seizure.

If it is known that a student has possession of such a device but the device has not been seized, the employee should report the matter to the Principal immediately, and the Principal shall take such action as is appropriate. This Principal shall report all student violations of this regulation to the Superintendent or designee.

If an employee knows that a student possesses a weapon or dangerous device that has not been confiscated, the employee shall report the matter to the Principal immediately, and the Principal shall take appropriate action.

When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

In accordance with law, the Principal or designee shall notify law enforcement authorities of any acts of assault by a student with a firearm or any other deadly weapon or instrument, and of any possession or seizure of a firearm or any cutting or puncturing device identified in Item 2 above. (Education Code 48902, Penal Code 245, 626.9, 626.10)

The Principal or designee may notify law enforcement authorities regarding the seizure or possession of other dangerous devices. The Principal shall take disciplinary action which he or she determines proper in accordance with Board of Education policies and regulations.

The Principal shall report any possession of a weapon or dangerous instrument, including replicas, to the student's parents/guardians by telephone or in person, and followed by written notification.

Gangs

The Board of Education desires to keep District schools free from the threats or harmful influence of any groups or gangs which exhibit drug use, violence or disruptive behavior. The Board of Education therefore prohibits the presence of any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in such a group. This policy shall be applied at the Principal's discretion as the need for it arises at individual school sites. The Superintendent or designee shall take steps to deter gang intimidation of students and staff and confrontations between members of different gangs. He/she shall exchange information and establish mutually supportive efforts with local law enforcement authorities.

The Superintendent or designee shall provide in-service training, which helps staff to identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior. Staff shall be informed about conflict management techniques and alerted to intervention measures and community resources.

The Board of Education realizes that students become involved in gangs for many reasons, such as peer pressure, the need for a sense of belonging, and lack of refusal skills. Age-appropriate gang violence prevention education shall start with students in the early elementary grades and may start in kindergarten. To further discourage the influence of gangs, the Superintendent or designee shall ensure that school rules of conduct and any school dress code prohibiting gang-related apparel are enforced consistently. If a student exhibits signs of gang affiliation, staff shall so inform the parent/guardian.

Drugs and Alcohol

The Board of Education believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Board of Education desires to keep District schools free of alcohol and other drugs in order to help prevent violence, promote school safety and create a well-disciplined environment conducive to learning.

The Superintendent or designee shall develop, implement and evaluate a science-based/research-based comprehensive prevention and intervention program designed to prevent or reduce alcohol or other drug use. It shall include primary prevention activities such as decision-making skills and conflict management, instruction, referral to a rehabilitation program, enforcement/discipline, activities that promote the involvement of parents/guardians and coordination with appropriate community agencies and organizations.

The Board of Education and Superintendent shall agree upon measures that will be used to monitor and determine the effectiveness of the District's program in reducing drug and alcohol use. The Superintendent or designee shall develop and implement an evaluation process that includes ongoing assessment and analysis of objective data regarding the incidence of drug and alcohol use among District students, including discipline problems, and the prevalence of risk factors.

The Superintendent or designee shall consult with Principals, teachers, counselors, other school personnel, students and parents/guardians when developing the District's program.

The Superintendent or designee shall clearly communicate to all students, staff and parents/guardians the District's policies, regulations and school rules related to the use of alcohol and other drugs on school campuses or at school activities. Information about program needs and goals shall be widely distributed in the community.

Staff should encourage students to participate as responsible partners in efforts to maintain a safe, constructive school climate.

The District's Title IV Coordinator or designee shall collaborate with the Riverside County Office of Education (RCOE) in the establishment of planning and implementing Alcohol and Drug Prevention programs by networking with other Title IV coordinators throughout the county.

Instruction

The District shall provide science-based/research-based preventative instruction, which has been proven effective in helping students avoid the use of alcohol and other drugs.

All instruction and related materials shall consistently state that unlawful use of alcohol or other drugs is wrong and harmful. Instruction shall not include the concept of responsible use of drugs or alcohol when such use is illegal. (20 USC 7114, 7162; Health and Safety Code 11999.2)

The District shall offer staff development activities for staff to include Student Assistance Program (SAP) counselors who implement the comprehensive drug and alcohol prevention and intervention program.

Intervention, Referral and Recovering Student Support.

The Board of Education believes that effective interventions should be available to assist students who use alcohol and other drugs. School staff, students and parents/guardians shall be informed about early warning signs which may indicate alcohol and other drug use and about appropriate agencies offering intervention programs, counseling referral and other student assistance programs. The District shall help recovering students to avoid re-involvement with alcohol and other drugs by providing school and/or community service activities designed to increase students' sense of community.

The Board of Education strongly encourages any student who is using alcohol or drugs to discuss the matter with his or her parent/guardian or with any staff member. Students who disclose their use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be disciplined for such use.

Enforcement/Discipline

The Superintendent or designee shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds or at school-sponsored activities.

Students possessing, using or selling alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures including suspension or expulsion and/or referral to law enforcement in accordance with law, Board of Education policy and administrative regulation. In addition, such students may be referred to an appropriate counseling program, transferred to an alternative placement, and/or be restricted from extracurricular activities, including athletics.

Smythe Elementary School
Section 10: Bullying Policy

Part 1: Bullying BP 5131.2 and AB1156

In compliance with AB 1156 San Ysidro School District has implemented policies, programs, trainings and activities in the prevention of physical, psychological and emotional harm to students, which interfere with the pupil's ability to learn and participate in school activities.

According to AB 1156, it defines "Bullying" as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act and including one or more acts committed by a pupil or group or pupils engaging in sexual harassment, hate violence, harassment, threats, or intimidation directed toward one or more pupils that has or can be reasonably predicted to have the effect or one or more of the following:

a. Placing a reasonable pupil or pupils in fear of harm to that pupils' person or property;
b. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health
c. Causing a reasonable pupil to experience substantial interference with his or her academic performance; or
d. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities or privileges provided by a school.

For the complete text of AB 1156, effective July 1, 2012 please refer to Appendix E.

The District shall be free from discrimination, including harassment, with respect to the actual or perceived ethnic group, religion, gender, color, race, ancestry, national origin and physical or mental disability, age or sexual orientation.

It is intended that harmonious relationships be promoted that enable students to gain a true understanding of civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

Comprehensive School Safety Plan

Section 11

APPENDENCES

Appendix A: Education Code Sections 35294 – 35294.9 Text

35294.10. (a) It is the intent of the Legislature that all public schools with any combination of instructional settings from kindergarten to grade 7, inclusive, have access to supplemental resources to establish programs and strategies that promote school
safety and emphasize violence prevention among children and youth in he public schools. It is further the intent of the Legislature to fund and coordinate the programs and activities carried out pursuant o the Interagency School Safety Demonstration Act of 1985 (Chapter 2.5 (commencing with Section 32260)), relating to safe school model programs; Article 5 (commencing with Section 32280) of Chapter 2.5 of Part 19, relating to the development of school safety plans; and Article 6 (commencing with Section 32296) of Chapter 2.5 of Part 19, relating to school community policing, in a cooperative and interactive effort to promote school safety and violence prevention in the public schools.

(b) It is further the intent of the Legislature that the Superintendent of Public Instruction and the Attorney General shall utilize available resources to make every effort to coordinate activities and the distribution of resources to maximize their effective and efficient use in establishing and maintaining safe schools.

35294.11. (a) The School Safety and Violence Prevention Strategy Program is hereby established to be administered by the Superintendent of Public Instruction for the purpose of promoting school safety and violence prevention programs among children and youth in the public schools.

(b) The Superintendent of Public Instruction, in conjunction with the Attorney General, shall develop standards and guidelines for evaluating proposals, and shall award grants on a competitive basis, as authorized by this article, to schools and school districts
serving any combination of instructional settings from kindergarten to grade 7, inclusive, that meet the following conditions:

(1) The school has developed a school safety plan as required by
Article 5 (commencing with Section 32280) of Chapter 2.5 of Part 21.

(2) The school demonstrates its ability to carry out a collaborative and coordinated approach for implementing a comprehensive school safety and violence prevention strategy.

(3) After initial eligibility has been determined, a process of random selection for grants awarded pursuant to this article shall be used that ensure that, at a minimum, all of the following criteria are met:

(A) Schools are selected from the northern, central, and southern areas
of the state.

(B) Schools selected represent large, medium, and small sized numbers
in their pupil populations.

(C) Schools are selected from urban, suburban, and rural areas.

35294.12. A school or school district that applies for funding pursuant to this article shall submit an application that includes but is not limited to, all of the following:

(a) A school safety plan required by Article 5 (commencing with Section 32280) of Chapter 2.5 of Part 19.

(b) A school violence prevention strategy for improving and marshaling the resources set forth in the school safety plan to promote school safety and violence prevention programs among children and youth.

35294.13. The Superintendent of Public Instruction shall award grants under this article for one or more of the following purposes:

(a) Providing schools with personnel, including, but not limited to, school counselors, school social workers, school nurses, and school psychologists, who are specially trained in identifying and supporting at-risk children and youth where the applicant demonstrates that appropriate support activities are necessary and would be desirable in addressing identified problems, issues, and needs, including, but not limited to, classes pertaining to anger management and conflict resolution.

(b) Providing effective and accessible on campus communication devices, where the applicant demonstrates that the use of these devices, beyond everyday, routine matters, is part of the school safety plan developed pursuant to Article 5 (commencing with Section
32280) of Chapter 2.5 of Part 19.

(c) Establishing an in-service training program for all school staff, designed to assist school staff in identifying at-risk children and youth, communicating effectively with those pupils, and appropriately referring those pupils for counseling.

(d) Establishing cooperative arrangements with local law enforcement agencies for appropriate school-community relationships.

(e) Proposals that allow school districts to respond to existing or subsequent research that establishes structural changes in the operation of schools, such as smaller schools or "schools within schools."

(f) Any other proposal that the applicant school or school district designs that demonstrates that the proposal would materially contribute to meeting the goals and objectives of current law in providing for safe schools and preventing violence among children and youth.

35294.14. The Superintendent of Public Instruction and the Attorney General shall cooperatively design an evaluation process for the programs and activities established pursuant to this article and shall report to the Legislature by January 1 of each year, commencing in 2001, any recommendations for modifications to existing law relative to school safety and violence prevention among children and youth.

35294.15. Unless otherwise required by law, the Superintendent of Public Instruction shall establish the rules and regulations for the application process to be utilized by schools and school districts to obtain funds made available by this or any other provision of law or by the annual Budget Act to promote school safety and violence prevention among children and youth. To perform the duties of this article or any of the activities in subdivision (a) of Section 35294.10, up to 5 percent of the total funds appropriated for purposes of this article may be utilized by the Superintendent of Public Instruction for administrative costs.

Appendix B: SB 187 Text

SB 187 – Comprehensive School Safety Plans

This bill:

1. Revises, and makes mandatory, provisions of existing law relating to comprehensive safety plans for school sites.

2. Requires each school site, by September 1, 1998, to develop a school safety plan, as specified, to be evaluated annually and amended, if needed. The bill provides that these plans be written and established by the School Site Council and shall include, but not be limited to, a number of specified components; current law only authorizes that safety plans include these components. The bill requires school sites to submit their completed plans to their districts or COE, and for the districts or COE's to notify the State Department of Education by October 15, 1998 of any school sites, which have not so complied.

3. Requires the school site council to consult with local law enforcement in developing the plan.

4. Allows schools to submit existing safety plans to comply with this requirement, so long as the plans are in existence by December 31, 1997 and contain the required information.

5. Requires schools to hold a public meeting to solicit public opinion on their school safety plans before approving them.

6. Establishes that nothing in the bill shall restrict the authority of school boards as established by the Education Code.

7. Authorizes the School Site Council to delegate its responsibility to develop a site safety plan to a school safety planning committee. The school safety committee would, at a minimum have to include the following members: the principal (or designee), a teacher who is a representative of the recognized certificated employee organization, a classified employee who is a representative of the recognized classified employee organization, a parent who's child attends the school, and others as desired. If there is no school site council, then the school safety planning committee, composed of the specified members, would be required to develop the school safety plan required by this bill.

8. Provides for a fine of up to $500 for the willful failure to establish a school safety plan as required by this bill.

9. Specifies that with regard to small school districts, they have the option of developing district-wide comprehensive school safety plans applicable to each school-site.

10.Provides a sunset of January 1, 2000; however, the comprehensive safety plan would continue to be evaluated and amended by the school-site council. Schools must maintain an updated file of safety-related plans and materials for public viewing.

Appendix C: SB 334 Text

SB 334 – Youthful Offenders: education

This bill establishes the School Safety and Violence Prevention Strategy Program for the purpose of promotion school safety and violence prevention among students in the public schools.

This bill extends the operative date of those provisions indefinitely and would instead require each school to adopt its comprehensive school safety plan by March 1, 2000, and to review and update the plan by March 1 every year thereafter.

The bill also requires each school district or county office of education to notify the State Department of Education annually of any schools that have not complied with the requirement of developing a comprehensive school safety plan. The bill requires, commencing in July 1,2000, and every July thereafter, each school to report on the status of its school safety plan, including a description of its key elements in the school accountability report card otherwise required by law.

This bill establishes the School Safety and Violence Prevention Strategy Program, to be administered by the State Superintendent of Public Instruction for the purpose of promoting school safety and violence prevention programs among children and youth in the public schools. The bill requires the State Superintendent of Public Instruction, in
conjunction with the Attorney General, to develop guidelines and standards for evaluating grant applications, and to award grants on a competitive basis to schools that
develop school safety plans and demonstrate a collaborate and coordinated approach for implementing a comprehensive school safety and violence prevention strategy to be used for certain purposes, including, but not limited to, providing counselors who are specially trained in identifying and supporting at-risk children and youth. The bill requires the State Superintendent of Public Instruction and the Attorney General to cooperatively design an evaluation process for the program and activities established under the School Safety and Violence Prevention Strategy, and to report to the Legislature by January 1 of
each year on those programs. The bill also requires a school principal to disseminate information regarding a minor who has been found to have committed any specified
felony or misdemeanor to a teacher or administrator, as specified.

This bill enacts numerous changes to juvenile court procedures. Addresses school safety and youth violence prevention programs and policy. Specifically, <u>this bill</u>:

1. Allocates $11.3 million from the General Fund for violence prevention and school safety.

2. Appropriates $3 million to San Diego County for residential placement, mental health treatment and education and skills training for dependent children.

3. Appropriates $1.8 million to the City and County of San Francisco for acquiring and installing surveillance cameras on public transit vehicles.

4. Distributes $5 million to the Superintendent of Public Instruction. Requires the Superintendent in consultation with the Attorney General (AG) to develop and implement a schedule for using the appropriation to promote school safety and violence prevention.

5. Allocates $1.5 million to the Board of Corrections (BOC) for funding the At-Risk Youth Early Intervention Program currently administered by the BOC.

6. Provides that K-7 schools must develop ongoing comprehensive school safety plans. The plans concern school-based crime, crime prevention, emergency services, sexual harassment, notification regarding dangerous pupils, and child abuse reporting.

7. Creates the "School Safety and Violence Prevention Strategy Program."
The Superintendent of Public Education and the AG evaluate and award grants to projects that provide counseling to at-risk youth, technical assistance, in-service training, and cooperation with local law enforcement.

8. Deletes sunset clauses and makes technical changes to various provisions concerning school safety plans. Requires notification within seven days of a petition alleging the commission of a violent felony to school superintendents.

9. Declares legislative intent to have the Superintendent of Public Instruction and the AG coordinate efforts funding and implementing violence prevention and school safety programs. Makes changes to procedures regarding At-Risk Youth Early Intervention Programs.

10. Provides that a minor 16 years of age or older shall be prosecuted in adult criminal court under the following circumstances:

A. Accused of committing murder in the first degree, attempted premeditated murder, an aggravated sex offense, aggravated kidnapping, or any specified felony where a firearm was used and discharged; or,

B. Previously adjudicated as a ward of the court by committing any felony when 14 years of age or older.

11. Provides that a minor directly charged as an adult has the right to a preliminary hearing. The case shall proceed in criminal court unless the defendant minor prevails in a motion to dismiss.

12. Provides that a minor who was prosecuted directly in adult court and convicted shall be sentenced as an adult convicted of the same offense subject to the specified provision Youth Authority (CYA).

13. Enacts a reverse remand provision authorizing the court to impose a juvenile disposition for a minor convicted after a direct file prosecution if the minor satisfies specified criteria.

Appendix D: Sequential Discipline Standards

ELEMENTARY
&
SECONDARY

Appendix E: AB1156 Text

AB – 1156 Pupils: Bullying

Summary: Makes several proposals related to bullying, including requiring training in the prevention of bullying, giving priority for inter-district transfers to victims of bullying, and revising the definition of bullying, beginning on July 1, 2012.
Specifically, this bill:

1) Makes declarations and findings regarding the impact of bullying, including that bullying causes physical, psychological and emotional harm to pupils; interferes with pupils' ability to learn and participate in school activities; and, that bullying has been linked to other forms of antisocial behavior, such as vandalism, shoplifting, truancy and dropping out of school, fighting, using drugs and alcohol, sexual harassment and sexual violence.

2) Adds training in the prevention of bullying as a component in the workshops provided by the Department of Justice and the California Department of Education (CDE) to school districts, county offices of education, and school site personnel to assist them in the development of school safety and crisis response plans.

3) Specifies that as comprehensive school safety plans are reviewed and updated, the Legislature encourages all plans, to the extent that resources are available, to include policies and procedures aimed at the prevention of bullying.

4) Gives priority for inter-district attendance under any existing inter-district attendance agreement, or, in the absence of an agreement, be given additional consideration for the creation of an inter-district attendance agreement, to a pupil who has been determined by personnel of either the district of residence or the district of proposed enrollment to have been the victim of an act of bullying committed by a pupil of the district of residence, at the request of the person having legal custody of the pupil.

5 Specifies that "bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils engaging in sexual harassment, hate violence, harassment, threats, or intimidation directed toward one or more pupils that has or can be reasonably predicted to have
the effect of one or more of the following:

a) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property;

b) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health;

c) Causing a reasonable pupil to experience substantial interference with his or her academic performance; or,

d) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

6) Expands the definition of "electronic act" to include a post on a social network Internet Web site.

7) Relocates the definitions of "bullying" and "electronic act" from Education Code (EC) Section 32261 (Interagency School Safety Demonstration Act of 1985) to Section 48900 (expulsions and suspensions).

8) Defines "reasonable pupil" as a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

9) Strikes an obsolete provision in the suspension and expulsion provisions of the Education Code.

The Senate amendments expand the definition of "electronic act" to include a post on a social Internet Web site, strike the provision regarding residency requirements and instead give a pupil determined to have been a victim of an act of bullying priority for an inter-district transfer, revise the definition of "reasonable pupil" to include exceptional needs pupils, and add co-authors.

Appendix F: Smythe Elementary Emergency Plan

Disaster Drill Duties and Responsibilities

Staff (i.e. ELD, RSP, IA, librarian, speech….) that are not in charge of a particular class will go directly to the command center to be assigned a specific job, receive orange vests, and get a walkie talkie if needed for assigned duty.
If non-classroom staff have students, first they take them to the evacuation site and release them to their homeroom teacher. Then that person goes to the Control Center.

Here are the following assignments for the drill, but anyone may be assigned at any time depending on the needs:
Incident Commander*: Joel Tapia*
Incident Commander Alternates: *Laura English, Irma Abedoy*
Safety Officer: *Stevon Currie*
Public Information Officer*: Joel Tapia* (Meet media and direct them to D.O.—don't give out information*)*
Liaison Officer: *Raymond Robles* (Direct Fire Trucks and other agencies to proper location on site)
Operations Chief: *Laura English* (Evacuation Site)
Planning and Intel*: Marisela Gonzalez & Veronica Aguayo* (Parent Release Area)
Log/Scribe: *Sylvia Lugo, Administrative Assistant*
Logistics Chief: *Joel Tapia, Irma Abedoy* (First Aid Station)
Finance/Administration: *Joel Tapia, Sylvia Lugo* (Parent Release Area)
Situation Analysis Leaders/Runners: *Shirley Islas***,** *Noon Supervisors* (Check buildings and then in front of evacuation site as runners)

Custodial Duties: Bring out cafeteria table in front of cafeteria for command center, put table out on blacktop, unlock Arc, lock upper gate, check gas main if necessary…After students are evacuated, put up emergency tape around the evacuation site.

Command Center: Raymond Robles brings out cafeteria table. All members of incident command team, situation analysis, Redirect Traffic personnel, and parent release personnel report to Command Center in front of cafeteria.

Parent Release Area: Maricela Gonzalez, Veronica Aguayo
Duties: Set up parent release with signs at the 3 picnic tables. Parents fill out release card and then go to Table #2 to Thelma Valenzuela. You radio to the Situation analysis/Runners for the student that needs to be released.

Parent Release Table: SylviaLugo, Thelma Valenzuela, Carolina Tapia
Duties: Set up small table with sign (Thuy's table). Parents bring filled out form, check emergency card, check I.D., runner brings student after being radioed, runner gives you the name tag, you put the name tag and release form together in the box labeled "Released Students." Parent and student go to cement curb behind the library after released (for drill only).

First Aide Station: Rosa Lopez
Duties: Set up First Aid Station and provide first aid as needed

Redirect Parent Traffic: Stevon Currie
Duties: Send all parents to Parent Release Table #1; do not allow parents to go to student lines to get students.

Teacher Leaders for situation analysis/Runners:

Duties: These teacher leaders will assign their class to the nearby teacher. Will go to the command center. First, will check assigned rooms and report findings to the command center. Then, will return to the parent release area near the evacuation site as a runner. The parent will have a colored index card with the student name/teacher name/rm # on it for each of their children that they will release. The Situation Analysis Person takes the student card and goes to the student line and gets student and escorts student back to parent. The teacher takes the card and the student name tag and puts it in the backpack. Will control the evacuation site. Will have a walkie talkie and be in contact with the command center. Redirect parents to Control Center. Do not allow parents to go to student lines to get students.

The following people will get a walkie talkie at the Command Center:
Joel Tapia, Principal
Laura English, Resource Teacher
Irma Abedoy, RSP Teacher
Sylvia Lugo, Administrative Assistant
Stevon Currie, Security
Miguel Aguilera, School Psychologist
Noon Supervisors

Walkie Talkies (Channel 1):
District Walkie Talkies (Channel 4):

Other Staff :
Shirley Islas, IMRA
Raymond Robles, Day Custodian
Rosa Lopez, Health Clerk
Maricela Gonzalez, Outreach Consultant
Veronica Aguayo, Outreach Consultant

Appendix G: Suspected Child Abuse Report Form

Print

SUSPECTED CHILD ABUSE REPORT

Reset Form

To Be Completed by **Mandated Child Abuse Reporters**
Pursuant to Penal Code Section 11166

PLEASE PRINT OR TYPE

CASE NAME: _____

CASE NUMBER: _____

A. REPORTING PARTY

NAME OF MANDATED REPORTER	TITLE	MANDATED REPORTER CATEGORY
REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS Street City Zip		DID MANDATED REPORTER WITNESS THE INCIDENT? ☐ YES ☐ NO
REPORTER'S TELEPHONE (DAYTIME) ( )	SIGNATURE	TODAY'S DATE

B. REPORT NOTIFICATION

☐ LAW ENFORCEMENT ☐ COUNTY PROBATION ☐ COUNTY WELFARE / CPS (Child Protective Services)	AGENCY	
ADDRESS Street City Zip		DATE/TIME OF PHONE CALL
OFFICIAL CONTACTED - TITLE		TELEPHONE ( )

C. VICTIM One report per victim

NAME (LAST, FIRST, MIDDLE)	BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
ADDRESS Street City Zip		TELEPHONE ( )	
PRESENT LOCATION OF VICTIM	SCHOOL	CLASS	GRADE
PHYSICALLY DISABLED? ☐ YES ☐ NO	DEVELOPMENTALLY DISABLED? ☐ YES ☐ NO	OTHER DISABILITY (SPECIFY)	PRIMARY LANGUAGE SPOKEN IN HOME
IN FOSTER CARE? ☐ YES ☐ NO	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: ☐ DAY CARE ☐ CHILD CARE CENTER ☐ FOSTER FAMILY HOME ☐ FAMILY FRIEND ☐ GROUP HOME OR INSTITUTION ☐ RELATIVE'S HOME		TYPE OF ABUSE *(CHECK ONE OR MORE)* ☐ PHYSICAL ☐ MENTAL ☐ SEXUAL ☐ NEGLECT ☐ OTHER (SPECIFY)
RELATIONSHIP TO SUSPECT	PHOTOS TAKEN? ☐ YES ☐ NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? ☐ YES ☐ NO ☐ UNK

D. INVOLVED PARTIES

VICTIM'S SIBLINGS

NAME	BIRTHDATE	SEX	ETHNICITY	NAME	BIRTHDATE	SEX	ETHNICITY
1.				3.			
2.				4.			

VICTIM'S PARENTS/GUARDIANS

NAME (LAST, FIRST, MIDDLE)	BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
ADDRESS Street City Zip	HOME PHONE ( )	BUSINESS PHONE ( )	
NAME (LAST, FIRST, MIDDLE)	BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
ADDRESS Street City Zip	HOME PHONE ( )	BUSINESS PHONE ( )	

SUSPECT

SUSPECT'S NAME (LAST, FIRST, MIDDLE)	BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
ADDRESS Street City Zip	TELEPHONE ( )		
OTHER RELEVANT INFORMATION			

E. INCIDENT INFORMATION

IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX ☐ *IF MULTIPLE VICTIMS, INDICATE NUMBER:* _____

DATE / TIME OF INCIDENT	PLACE OF INCIDENT

NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was determined not to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation Department; GREEN COPY- District Attorney's Office; YELLOW COPY-Reporting Party

Appendix H: Employee Acknowledgement of Child Abuse Reporting Requirements

Students BP 5141.4 (a)

CHILD ABUSE PREVENTION

The Governing Board recognizes the district's responsibility to educate students about the dangers of child abuse so that they will acquire the skills and techniques needed to identify unsafe situations and to react appropriately and promptly.

The district's instructional program shall include age-appropriate and culturally sensitive child abuse prevention curriculum for grades 7 and 8, per Education Code Section 51220.5. This curriculum shall explain students' right to live free of abuse, inform them of available support resources, and teach them how to obtain help and disclose incidents of abuse. The curriculum also shall include training in self-protection techniques.

(cf. 6143 - Courses of Study)

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

(cf. 1020 - Youth Services)

Child Abuse Reporting

The Board recognizes that child abuse has severe consequences and that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

(cf. 0450 - Comprehensive Safety Plan)

Employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters. As part of their training in child abuse identification and reporting, employees shall receive written notice of state child abuse reporting requirments and employees' confidentiality rights. In the event that training is

not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)

Students BP 5141.4 (b)
CHILD ABUSE PREVENTION
Legal Reference:
EDUCATION CODE
32280-32288 Comprehensive school safety plans
33308.1 Guidelines on procedure for filing child abuse complaints
44690-44691 Staff development in the detection of child abuse and neglect
44807 Duty concerning conduct of students
48906 Notification when student released to peace officer
48987 Dissemination of reporting guidelines to parents
49001 Prohibition of corporal punishment
51220.5 Parenting skills education
PENAL CODE
152.3 Duty to report murder, rape, or lewd or lascivious act
273a Willful cruelty or unjustifiable punishment of child; endangering life or health
288 Definition of lewd or lascivious act requiring reporting
11164-11174.4 Child Abuse and Neglect Reporting Act
WELFARE AND INSTITUTIONS CODE

15630-15637 Dependent adult abuse reporting
CODE OF REGULATIONS, TITLE 5
4650 Filing complaints with CDE, special education students
Management Resources:
CDE LEGAL ADVISORIES
Students BP 5141.4 (c)
CHILD ABUSE PREVENTION
0514.93 Guidelines for parents to report suspected child abuse
WEB SITES
California Attorney General's Office, Crime and Violence Prevention Center: http://safestate.org
California Department of Education, Safe Schools: http://www.cde.ca.gov/ls/ss
California Department of Social Services, Children and Family Services Division: http://www.childsworld.ca.gov
U.S. Department of Health and Human Services, National Clearinghouse on Child Abuse and Neglect Information: http://nccanch.acf.hhs.gov
(3/01 7/02) 11/04

SAN YSIDRO SCHOOL DISTRICT

Board Approved: June 23, 2011 San Ysidro, California

Appendix I: Disciplinary & Suspension Forms

San Ysidro School District
4350 Otay Mesa Road, San Ysidro, CA 92173

Notice of Suspension

	Student's Last Name :	First:	Middle:	School Name:	Phone:
Sex:	Age:	Grade:	Parent/Guardian Name:		
Birthdate:		Ethnic Code	Address:		
Incident Date:	Period of Suspension: Date: through # of Days:			Unless otherwise contacted, student may return to school on: Date:	

Immediate reason for suspension, violation of Education Code 48900 et. al

a-1 Physical injury to another person
- ❑ Attempted or threatened to cause (i.e. fighting)
- ❑ Caused injury
- ❑ Caused minor cuts and bruises
- ❑ Caused injury requiring medical attention✸
- ❑ Caused serious bodily injury✸ & ✸✸

a-2 ❑ Willfully used force or violence upon the person of another, except in self-defense

b Weapons (firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds)
- ❑ Possessing – selling - furnishing a firearm✸
- ❑ Possession of explosive✸
- ❑ Knife✸
- ❑ Dangerous object
  (Possession of a firearm, explosive, and brandishing a knife require a recommendation of expulsion)

c Alcohol/intoxicant/controlled substance, as defined in the Health and Safety Code✸
- ❑ Possessed/used
- ❑ Delivered or furnished
- ❑ Under the influence
- ❑ Sold (requires recommendation for expulsion)

d Substance represented to be alcohol, intoxicant, or a controlled substance in the Health and Safety Code✸
- ❑ Furnished/delivered
- ❑ Sold

e Committed or attempted to commit
- ❑ Robbery
- ❑ Extortion

f Damage to school/private property
- ❑ Attempted to cause damage
- ❑ Caused damage
- ❑ Caused major damage ✸

g Stealing school/private property
- ❑ Attempted to steal
- ❑ Stole

h Tobacco on school premises
- ❑ Possessed or furnished
- ❑ Used
- ❑ Habitual use

i Obscenity
- ❑ Committed an obscene act
- ❑ Engaged in habitual profanity/vulgarity
- ❑ Engaged in vulgarity

j Drug paraphernalia, as defined in the Health and Safety Code
- ❑ Unlawful possession
- ❑ Unlawfully offered, arranged, or negotiated to sell

k Disruption/defiance
- ❑ Disruption/defiance
- ❑ Major disruption/defiance involving threatening incident

l Knowingly received stolen school or private property
- ❑ Value less that $400
- ❑ Value $400 or more✸

m Imitation firearm ✸
- ❑ Possessed
- ❑ Used in a threatening manner

n ❑ Committed sexual assault and/or battery✸
(requires recommendation for expulsion)

✸ **Requires law enforcement contact:**
Date _____ **Agency** _____

o ❑ Harassed, threatened, or intimidated witness

p ❑ Selling the prescription drug Soma✸

q Hazing
- ❑ Attempted
- ❑ Engaged in

r Engaged in an act of bullying directed toward a student or school personnel
- ❑ Committed personally
- ❑ Committed by means of an electronic act

s Aiding and abetting
- ❑ Physical injury
- ❑ Attempted physical injury
  (Suspension only, except for court conviction)

.2 Sexual harassment (Grades 4–8 only)
- ❑ Verbal/visual
- ❑ Physical
- ❑ Continued sexual harassment

.3 Engaged in hate violence (Grades 4-8 only)
- ❑ Threat of force or use of force
- ❑ Caused injury

.4 Engaged in intimidation (Grades 4-8 only)
- ❑ Harassment
- ❑ Threats

.7 Terrorist threats against✸
- ❑ School officials
- ❑ School property
- ❑ Both

✸✸**Contact Learning Support Services**

Description of incident:

Other means of correction: _____

- ❑ **Upon completion of the investigation, student may be recommended for expulsion.**
- During the period of this suspension the student is to remain at home during school hours or under the direct supervision of the parent/guardian and is prohibited from entering the premises of SYSD schools (except in connection with an authorized or official meeting or other proceeding related to this suspension).
- The student's parent/guardian has the right to attend a meeting with school officials at which time the causes, duration, school policy involved, and other matters related to the suspension shall be discussed. Therefore, the parent or guardian is requested to **immediately** call the school to make an appointment to discuss this suspension.
- If the student has been recommended for expulsion, a 5-day suspension will be issued due to the seriousness of the offense.
- The parent or guardian of the student has a right of access to review all the student's school records.
- The parent or guardian also has the right to request a hearing with the superintendent's designee to appeal this suspension.

This form is to verify that the student has been informed of the reasons for this suspension, presented with the facts upon which the suspension is based, and given the opportunity to present his/her version of what occurred.

Date prepared _____ Signature (Administrator) _____ Title_____
Telephone contact with parent/guardian made by _____
Parent/guardian conference with _____ arranged on _____

Student ID #

San Ysidro School District
4350 Otay Mesa Road, San Ysidro, CA 92173

Aviso de Suspensión

	Estudiante Apellido		Nombre	Nombre de la Escuela:	Teléfono: 619-428-4424
Sexo	Edad	Grado	Nombre del Padre o Guardián		
Fecha de Nacimiento		Código de Étnica	Dirección:		❑ Educación Especial
Fecha del Incidente		Periodo de Suspensión Fecha_____hasta_____ # de Días_____		A menos que reciba una llamada, el estudiante puede regresar a la escuela el: Fecha: _____	

Razón para la suspensión, violación del Código de Educación 48900 et. al

a-1 Daño físico a otra persona
- ❑ Trató o amenazó a causar (i.e. peleando)
- ❑ Causó daño
- ❑ Causó herida mínima y moratones
- ❑ Causó daño que requiere atención médica✸
- ❑ Causó daño físico grave✸ & ✸✸

a-2 ❑ Usó fuerza o violencia hacia otra persona intencionadamente, excepto en autodefensa

b Armas (armas de fuego, navajas, explosivos, u otro objeto peligroso sin ningún uso razonable para el estudiante en la escuela o en una actividad escolar fuera del campo escolar)
- ❑ Posesión-venta-proporción de un arma de fuego✸
- ❑ Posesión de explosivo✸
- ❑ Navaja✸
- ❑ Objeto peligroso

(Posesión de un arma de fuego, explosivo y blandir una navaja requiere una recomendación para la expulsión)

c Alcohol/embriagante/sustancia controlada, como se define en el Código de Salud y Seguridad✸
- ❑ Posesión/uso
- ❑ Entregó o proporcionó
- ❑ Bajo la influencia
- ❑ Vendió (requiere una recomendación para la expulsión)

d Sustancia representando alcohol, embriagante o sustancia controlada en el Código de de Salud y Seguridad✸
- ❑ Entregó o proporcionó
- ❑ Vendió

e Cometió o trató de cometer
- ❑ Robo
- ❑ Extorsión

f Daño a la propiedad escolar/privada
- ❑ Trató de causar daño
- ❑ Causó daño
- ❑ Causó daño considerable✸

g Robo de propiedad escolar/privada
- ❑ Trató de robar
- ❑ Robó

h Tabaco en propiedad escolar
- ❑ Posesión o proporcionó
- ❑ Usó
- ❑ Uso habitual

i Indecencia
- ❑ Cometió un acto indecente
- ❑ Se dedica a profanidad/vulgaridad habitual
- ❑ Se dedica a la vulgaridad

j Parafernalia de droga, como se define en el Código de Salud y Seguridad
- ❑ Posesión ilegal
- ❑ Ofreció, arregló o negoció la venta ilegal

k Interrupción/desafío
- ❑ Interrupción/desafío
- ❑ Interrupción/desafío considerable envolviendo un incidente amenazante

l Recibió propiedad escolar o privada robada intencionalmente
- ❑ Valor menos de $400
- ❑ Valor de $400 o más✸

m Imitación de arma de fuego✸
- ❑ Posesión
- ❑ Usó de manera amenazante

n ❑ Cometió asalto y/o maltrato sexual✸ (requiere una recomendación para la expulsión)

✸ **Requiere llamada al departamento de ley : Fecha_____ Agencia_____**

o ❑ Acosó, amenazó o intimidó a un testigo

p ❑ Venta del medicamento de receta Soma✸

q Novatada
- ❑ Trató
- ❑ Tomó parte en

r Tomo parte en un acto de acosamiento dirigido contra un estudiante o empleado escolar
- ❑ Personalmente cometido
- ❑ Cometido por medios de un acto electrónico

s Ayudó e instigó
- ❑ Daño físico
- ❑ Trató de cometer daño físico (Solamente para suspensión, excepto cuando sea convicto por la corte)

.2 Hostigamiento sexual (Grados 4-8 solamente)
- ❑ Verbal/visual
- ❑ Físico
- ❑ Hostigamiento sexual continuo

.3 Tomó parte en violencia de odio (Grados 4-8 solamente)
- ❑ Amenaza de usar fuerza o uso de fuerza
- ❑ Causo daño

.4 Tomó parte en intimidación (Grados 4-8 solamente)
- ❑ Acosamiento
- ❑ Amenazas

.7 Amenazas terroristas contra✸
- ❑ Oficiales escolares
- ❑ Propiedad escolar
- ❑ Ambos

✸ **Llame al Departamento de Servicios de Apoyo en el Aprendizaje**

Descripción del incidente: _____

_____

_____

❑ **Otros modos de corrección:**

_____

❑ **Al terminarse la investigación, se puede recomendar que el estudiante sea expulsado.**

- Durante el periodo de esta suspensión, el estudiante deberá permanecer en el hogar durante el horario escolar o bajo la supervisión directa del padre/guardián y se le prohíbe entrar en las localidades de las escuelas de SYSD (excepto en conexión con una junta autorizada u oficial u otro procedimiento relacionado con esta suspensión).

- El padre/guardián del estudiante tiene el derecho de asistir a una junta con los oficiales escolares en la cual se discutirán las causas, duración, política escolar envuelta y otros asuntos pertinentes a la suspensión. Así que, se le pide al padre o guardián que llame a la escuela **inmediatamente** para hacer una cita para discutir esta suspensión.
- Si el estudiante ha sido recomendado para expulsión, se establecerá una suspensión de 5 días debido a la seriedad de la ofensa.
- El padre o guardián del estudiante tiene el derecho al acceso de los documentos escolares del estudiante para repasarlos.
- El padre también tiene el derecho de solicitar una audiencia con la persona designada por el superintendente para apelar esta suspensión.

Esta forma es para verificar que el estudiante ha sido informado de las razones para esta suspensión, presentado con los hechos por los cuales se basa la suspensión y se le ha dado la oportunidad de presentar su versión de lo que ocurrió.

Fecha de la preparación: _____ Firma (Administrador): _____ Título:

Contacto telefónico con el padre o guardián hecho por _____ el (fecha) _____ a las (hora) _____

Conferencia de padre/guardián con _____ organizada para el (fecha) _____ a las (hora) _____

Distribution: *White/Parent; Green & Pink/Educational Services; Canary/Site Discipline Notification Notebook; Goldenrod/Cumulative File*

INCIDENT REPORT

San Ysidro School District

Instructions: Use this form to report any major incident that has occurred on/off a school campus, i.e. serious family crisis, injury, or other incidents of serious nature. Fax or send to District Superintendent and Director of Pupil Personnel.

School Smythe	Date Submitted
Date of incident	Time of incident
Witnesses	
Place of incident	

Description (Who was involved? What occurred exactly? Were authorities called?)

Signature of Reporting Staff Member:

Signature of Site Administrator:

Fax to: District Superintendent _____

Director of Pupil Personnel _____

Appendix J: Request for Exemption from Uniform Program

[California Department of Education]
[Categorical Programs Complaints Management; Legal, Audits and Compliance Branch (December 2010)]

Uniform Complaint Procedures Williams Settlement Form

For *Education Code* Section 35186 Complaints

Education Code (EC) Section 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. The complaint and response are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the following contact information.

Response requested: ❑ Yes ❑ No

Name: (Optional) _____ Mailing Address: _____

Phone Number: (Optional) Day: _____ Evening: _____

Issue of complaint (please check all that apply):

1. Textbooks and Instructional Materials

- ❑ A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
- ❑ A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- ❑ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- ❑ A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Facility Conditions

- ❑ A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.
- ❑ A school restroom has not been maintained or cleaned regularly, is not fully operational and has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- ❑ The school has not kept all restrooms open during school hours when pupils are not in classes, and has not kept a sufficient number of restrooms open during school hours when pupils are in classes.

3. Teacher Vacancy or Misassignment

- ❑ Teacher vacancy - A semester begins and a teacher vacancy exists. (A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)
- ❑ Teacher misassignment - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- ❑ Teacher misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Date of Problem:_____

Location of Problem (School Name, Address, and Room Number or Location):_____

_____

Course or Grade Level and Teacher Name: _____

_____

Please describe the issue of your complaint in detail. You may attach additional pages if necessary to fully describe the situation.

_____

_____

Please file this complaint at the following location:
(Principal or School Administrative Assistant or SYSD District Office-Human Resources)

Formulario del proceso uniformado para la presentación de quejas
de acuerdo con la Sección 35186, Quejas, del *Código de Educación*

La Sección 35186 del *Código de Educación* (EC, por sus siglas en inglés) creó un proceso para presentar quejas relacionadas con deficiencias en los materiales de instrucción, el estado de los edificios que no se mantienen limpios, seguros o en buen estado, y puestos vacantes o asignaciones incorrectas de maestros. La queja y la respuesta correspondiente son documentos públicos según lo dispone la ley. Las quejas se pueden presentar de manera anónima. Sin embargo, si usted desea recibir una respuesta a su queja, debe proveer la siguiente información de contacto.

Solicita respuesta: ❑ Sí ❑ No

Nombre (opcional):_____ Dirección postal (opcional): _____

Número de teléfono durante el día: (opcional) _____ Tarde (opcional): _____

Asunto de la queja (marque todas las opciones que correspondan):

1. **Libros de texto y materiales de instrucción**
   - ❑ Un alumno, lo que incluye a un estudiante de inglés, no tiene libros de texto o materiales de instrucción alineados con los estándares, o libros de texto u otros materiales de instrucción necesarios adoptados por el distrito o el estado para usar en clase.
   - ❑ Un alumno no tiene acceso a libros de texto o materiales de instrucción para usar en la casa o después de la escuela. Esto no requiere contar con dos juegos de libros de texto o materiales de instrucción para cada alumno.
   - ❑ Los libros de texto o materiales de instrucción están en mal estado o inutilizables, les faltan páginas o son ilegibles a causa de los daños.
   - ❑ A un alumno le dieron hojas fotocopiadas de sólo una parte de un libro de texto o materiales de instrucción debido a la escasez de estos libros o materiales.
2. **Estado de las instalaciones**
   - ❑ Una situación presenta una amenaza inmediata o de emergencia para la salud o la seguridad de los estudiantes o del personal, por ejemplo: escapes de gas, averías en los sistemas de calefacción, ventilación, aspersores contra incendios o sistemas de aire acondicionado, fallas en el suministro eléctrico, obstrucciones importantes en los desagües, grandes plagas de insectos, ventanas rotas o puertas o verjas exteriores que no cierran y que supongan un riesgo para la seguridad, eliminación de materiales peligrosos no descubiertos previamente que supongan una amenaza inmediata para los alumnos o el personal, daños estructurales que creen una situación de peligrosidad o inhabitabilidad, y cualquier otra situación de emergencia que el distrito escolar juzgue apropiada.
   - ❑ No se realizó el mantenimiento adecuado de los baños de la escuela, o no se limpiaron con la frecuencia debida, no están en perfecto funcionamiento o no se ha colocado papel higiénico, jabón y toallas de papel o secadores de manos funcionales.
   - ❑ La escuela no mantuvo todos los baños abiertos durante la jornada escolar mientras los alumnos no estaban en clase, y no mantuvo abierta la suficiente cantidad de baños durante la jornada mientras los alumnos estaban en clase.
3. **Puesto vacante o asignación incorrecta de maestros**
   - ❑ Puesto vacante de maestro. Comienza un semestre y hay un puesto de maestro vacante. (Una vacante de maestro es un puesto para e cual no se ha asignado un empleado certificado al comienzo del año y por un año entero, o si el puesto es para un curso de un semes un puesto para el cual no se ha asignado un empleado certificado al comienzo del semestre y por un semestre entero.)
   - ❑ Asignación incorrecta de maestro. Un maestro que no posee credenciales o capacitación para enseñar a estudiantes de inglés como segunda lengua es asignado a una clase con más del 20 por ciento de estudiantes de inglés como segunda lengua.
   - ❑ Asignación incorrecta de maestro. Un maestro es asignado para enseñar en una clase para la cual le falta competencia en la materia.

Fecha del problema:_____

Lugar donde sucedió el problema (nombre de la escuela, dirección y número o ubicación del salón de clase):____
_____

Curso o nivel de grado y nombre del maestro: _____

Describa detalladamente el tema de su queja. Puede agregar páginas adicionales si son necesarias para describir la situación de manera completa._____
_____
_____

Presente esta queja en el siguiente lugar:
(Director o Secretaria o Distrito Escolar de San Ysidro-Departamento de Recursos Humanos).

Octubre de 2007

Appendix K: Behavior Contract

San Ysidro School District
4350 Otay Mesa Road Tel: (619) 428-4476
San Ysidro, CA 92173 Fax: (619) 428-6473

Behavior Support Plan

Last Name	First Name	M.I.	DOB	Age	Gender	Student ID

Ethnicity	Student Language	Home Language	OPL	Grade

School of Attendance	Managing Location	School of Residence

Primary Disability	Program	Teacher	Date

The behavior impending learning is:	
It impedes learning because:	
Team estimate of need for behavior support plan:	
Current frequency/intensity/duration of behavior:	
Describe any current predictors of behavior:	
IEP Team believes behavior occurs because (match to hypothesis):	
What Team believes student should do instead of the problem behavior (match to hypothesis):	

Describe any factors that may contribute to the problem (in or missing in environment, in or missing in instruction):

IEP Behavioral Goals/Objectives related to this plan, if previously developed?	

Teaching strategies and necessary curricula or materials for new behavior instruction (communication system/individual schedules, etc.):

By whom:	Frequency:

Environmental modifications and supports to be provided (time/space/materials/interactions):

By whom:	Frequency:

Proactive strategies (procedures to support replacement behaviors/new skills):

By whom:	Frequency:

Reactive strategies to employ/debriefing procedures to use if problem behavior occurs again:

By whom:	Frequency:

Documentation Procedures (daily/weekly reports/record keeping): Frequency:

Projected Review Date:	Actual Review Date:	
Outcomes: Continue		
Plan developed by:	Title:	Date:

Appendix L: School Safety Committee

The Smythe School Safety Committee

Name	**Title**	**Signature**
Joel Tapia	**Principal**	_____
Sylvia Lugo	**Administrative Assistant**	_____
Raymond Robles	**Day Custodian**	_____
Laura English	**Resource Teacher**	_____
Miguel Aguilera	**Psychologist**	_____
Stevon Currie	**Security**	_____

Date and Location of Public Meeting:

The School Safety Plan was reviewed at a public meeting on

Reviewed by: School Site Council Date: Jan. 19, 2017

Print Name: Joel Tapia, Principal

San Ysidro School District Approval:

Reviewed by:_____ Date:_____

Print Name: _____

Sunset Elementary School
Comprehensive School Safety Plan

SB 187 & SB 334 Compliance Document

San Ysidro School District
San Diego, California

12A.1

This document is to be maintained for public inspection during business hours

Sunset Elementary School
Comprehensive School Safety Plan

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Sunset Elementary School
Section 1: General Information – School Safety
Part 1: District Commitment to School Safety

It is the policy of the San Ysidro School District Board of Education that all students enrolled in this district, and all employees employed by this district, have the right to attend campuses, which are safe and secure. The Board believes that a beginning step toward safer schools is the development of a comprehensive plan for school safety by every school within the District. The Board intends that parents, students, teachers, administrators, counselors, classified personnel, and community agencies develop safe school plans, including local law enforcement, and approved by the Board. The school site committee will review these safe school plans on an annual basis and proposed changes will be submitted to the Board for approval.

Sunset Elementary School
Section 1: General Information – School Safety
Part 2: Legislative Requirements

The California Education Code (sections 35294.10-35294.15) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school. **See Appendix A for CA Education Code sections 35294-35294.15**

This requirement was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause, which stated that this legislation would remain in effect only until January 1, 2000. **See Appendix B for Senate Bill 187 Text. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation**. **See Appendix C for Senate Bill 334 Text.**

Comprehensive School Safety Plans are required under SB 187/SB 334 to contain the following elements:

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

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

Sunset Elementary School
Section 1: General Information – School Safety
Part 3: Maintaining a Safe and Orderly Environment

Sunset Elementary School and the San Ysidro School District are committed to providing a safe environment for students, staff and visitors. Several strategies will be utilized to maintain a high level of school safety. Strategies include, but are not limited to:

- Consultation with local public safety agencies
- Consultation with risk management specialists
- Continuing education and training of school staff
- Inspections and evaluations of school facilities
- Evaluation of safety-related policies and procedures
- Annual review and revision of Comprehensive School Safety Plan

Such strategies will ensure that a safe and orderly environment, conducive to learning is maintained. Such strategies will also ensure compliance with existing laws related to school safety. This manual outlines several elements critical to maintaining a safe school environment.

Sunset elementary School
Safe Schools Committee

Sunset elementary School's Safe School Action Plan
2016-2017

1

Goal #1

All students are safe and secure while at school, when traveling, to and from school and when traveling to and from school related activities.

2

Goal #2

All students and staff members are provided a safe teaching and learning environment.

Sunset elementary School's Safe School Action Plan 2016-2017

Goal 1: All students are safe and secure while at school, when traveling to and from school, And when traveling to and from school related activities.

The School's Physical Environment
(The physical setting and condition of the school)

<u>Objective 1:</u> Sunset Elementary School shall have visible Staff parental presence.

<u>Objective 2:</u> Students attending Sunset Elementary School will have strategies in place to be able to respond when they feel threatened or in need of assistance.

SUNSET ELEMENTARY SCHOOL'S SAFE SCHOOL ACTION PLAN 2016-2017

Goal 1: All students are safe and secure while at school, when traveling to and from school, And when traveling to and from school related activities.

Objective 1: Sunset Elementary School shall have visible law enforcement, staff and parental presence

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. Sunset Elementary School's administration will encourage local law enforcement, staff members, and parents to be visible at all times during which students are en route to and from school.	Staff; Parents	Visible presence	Site Administration; Police Dept.; CHP	4/2017	On-going
2. Sunset Elementary School shall conduct regular safety meetings and include invitations to local law enforcement, community agencies and district officials.	Site Administration	Minutes of Meetings	Site Administration	"	"
3. Sunset Elementary School shall implement board policies and procedures to secure the school site during school hours.	Board Policies; Police Dept.	Daily Monitoring	Site Administration; Plant Manager; District Maintenance Staff	"	"
4. Sunset Elementary School shall work closely with local law enforcement and district administration in responding to potential community threats to the safety of students, staff and parents.	Police Dept.: Fire Dept.; District Administration	Evaluation of Individual Situation Responses	Site Administration; Police Dept.	"	"

Objective 2: Students attending Sunset Elementary School will have strategies in place to be able to respond when they feel threatened or in need of assistance.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. Sunset Elementary School's administration will provide strategies to all staff members. In addition, a portion of the school day will be used to teach these strategies to the students.	Site Administration	Strategies taught	School Staff	9/2017	On-going
2. Sunset Elementary School's staff will place an article in the school's newspaper outlining the steps to respond to a threat. Parents will be asked to discuss the article with their children.	Site Administration Faculty; Staff; Site Administration	Newsletter article	Site Administration; Counselors	"	Bi-annual
3. All students at Sunset Elementary School will identify an adult staff member who they can talk to and share any potential problems or situations that could escalate into a genuine conflict.		Annual Evaluation	Site Employees	"	On-going
4. A survey will be distributed to Sunset Elementary School students to solicit their opinions in regards to what is needed to make the school safer and more conducive of learning.	Committee survey instrument	Distribution and results of survey	Administration; Safe School Committee	"	"

Sunset elementary School Safe School Action Plan 2016-2017

Goal 2: All students and staff members are provided a safe teaching and learning environment.

The School's Physical Environment
(The physical setting and condition of the school)

<u>Objective 1:</u> Sunset Elementary School has effective PBIS strategies to intervene at the earliest possible point when students exhibit anti-social behavior.

<u>Objective 2:</u> Sunset Elementary School sets a standard for students to interact with each other in a caring, supportive manner.

Sunset elementary School Safe School Action Plan 2016-2017

Goal 2: All students and staff members are provided a safe teaching and learning environment.

Objective 1: Sunset Elementary School has effective strategies to intervene at the earliest possible point when students exhibit anti-social behavior.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. Sunset Elementary School shall provide to parents/guardians information of agencies that can provide counseling services.	Current Resource Listing School Linked Services	Completed Directory	Counselors; ASB	9/2017	On-going
2. Sunset Elementary School shall provide to staff identified effective research-based strategies that address anti-social behavior in grades 9-12.	Research; Conference Material	Completed Material; Documentation	Site Administration; Counselors	"	"
3. Sunset Elementary School shall encourage staff to attend workshops/conferences on identifying academic risk factors and applying effective strategies in dealing with anti-social behavior in schools.	County Office; Anger Management Training/Referrals	Staff attending workshops	Site Administration; Staff	"	"
4. Sunset Elementary School's staff shall work with parents in identifying maladaptive behaviors and developing strategies to address these behaviors.	"	Number of parent conferences	"	"	"
5. Sunset Elementary School shall hold regularly scheduled "Student Study Team (SST) Meetings." Students with maladaptive behaviors shall be placed on the agenda. The team shall include a psychologist, administrator, teacher(s), and a counselor. (A member of the Special Education Department, the student, and parent will be encouraged to attend.	PL94-142; AB1250; CDE Code Part 30 Sections 56000 to 59300	SST Agendas and minutes	Site Administration; Counselors; School Psychologist		
6. Sunset Elementary School's staff shall contact the counselor or the school psychologist when it is reported to a staff member that a student has discussed the possibility of self harm or harm to others.	Administration, School Psychologist, Mental Health Professionals, Members of the Special Ed Department	Individual Referrals	Staff	"	On Going

Objective 2: Sunset Elementary School sets a standard for adults and students to interact with each other in a caring, supportive manner.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. Sunset Elementary School shall develop strategies to encourage parents/guardians to become proactively involved in the education of their children.	District sponsored parenting classes; School Newsletter; PAC Meetings	Strategies implemented	Site Administration; Faculty	9/2017	On-going
2. Sunset Elementary School shall encourage parents to volunteer for school-related activities.	PAC; Parent Volunteer List	Extent of Parent Involvement and Volunteers	Site Administration and Staff	"	"
3. Sunset Elementary School shall encourage all parents to participate on Parent Advisory Council, its subcommittees, the School Site Council, site Advisory Committees, and the District Advisory Committees.	Superintendent, School Site Council; Site Administration	Amount of Parent Participation	District/Site Administration	"	"
4. Sunset Elementary School teachers and counselors shall notify parents/guardians immediately when a student begins to exhibit academic or social problems.	School Faculty, and Administration	TILT and SST minutes; Faculty Logs; SASI documentation	Faculty; Administrators	"	"
5. Sunset Elementary School shall provide to students, staff, and parents skills to solve problems and resolve conflicts.	Playworks and PBIS	Documentation of participation in available services	Site Administration	"	"
6. Sunset Elementary School's staff shall promptly return phone calls to parents, students and community leaders.	Existing Communication system	Records of registered complaints	Faculty; Staff; Site Administrators	"	"
7. Sunset Elementary School shall hold annual events that bring students, parents and staff members together in a positive environment.	Parent Nights; Assemblies	Back-to School; Open House; Assemblies Weekly Community Gatherings	Site Administration; Site Council	"	Annual Review

Sunset Elementary School
Section 2: Child Abuse Reporting Procedures
Part 1: District Policy; Training; Definitions SYSD BP 5141.4

The Board recognizes that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse and neglect. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

This policy applies to all employees who are mandated reporters, as defined by law and district administrative regulation. All are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for reporting, investigating and prosecuting cases of child abuse and neglect.

The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters. (Penal Code 11165.7) However, pursuant to Penal Code 11165.7, a lack of training does not excuse any mandated reporter from duty to report suspected child abuse and neglect.

In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)

Parents/guardians may contact the Superintendent or designee to obtain procedures for filing a complaint against a district employee or other person whom they suspect has engaged in abuse of a child at a school site.

The Superintendent or designee shall also notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he or she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)

2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he or she is guilty of a misdemeanor punishable by a fine and/or imprisonment. (Penal Code 11166)

3. No employee shall be subject to any sanction by the district for making a report. (Penal Code 11166)

Training

Training of mandated reporters shall include child abuse identification and reporting. All employees receiving such training shall receive written notice of state reporting requirements and employees' confidentiality rights. (Penal Code 11165.7)

Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury inflicted by other than accidental means on a child by another person.

2. Sexual abuse of a child as defined in Penal Code 11165.1.

3. Neglect as defined in Penal Code 11165.2.

4. Willful cruelty or unjustifiable punishment of a child as defined in Penal Code 11165.3.

5. Unlawful corporal punishment or injury resulting in a traumatic condition as defined in Penal Code 11165.4.

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6).

2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment. (Penal Code 11165.6)

3. The exercise by a teacher, vice principal, principal or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning. (Education Code 44807)

4. An amount of force that is reasonable and necessary for a school employee to quell a disturbance threatening physical injury to persons or damage to property, to protect himself or herself, or to obtain weapons or other dangerous objects within the control of the student. (Education Code 49001)

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

Mandated reporters include but are not limited to teachers; instructional aides; teacher's aides or assistants; classified employees; certificated student personnel employees including school psychologists, school counselors, and speech pathologists; administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; and administrators, presenters or counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse or neglect. (Penal Code 11166)

Sunset Elementary School
Section 2: Child Abuse Reporting Procedures
Part 2: Child Abuse Reporting Procedures AR 5141.4

Any person shall notify a peace officer if he or she reasonably believes that he or she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury, where the victim is a child under age 14. (Penal Code 152.3, 288)

1. Initial Telephone Report

Immediately or as soon as practicably possible after knowing or observing suspected child abuse or neglect, a mandated reporter shall make a report by telephone to Child Protective Services or any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or the county welfare department. (Penal Code 11166)

Child Protective Services (CPS)

Child Abuse Reporting Number for California (800) 540-4000; Outside California (213)639-4500

Child Protection Services – San Jose California
408-299-2071
373 West Julian St.
San Jose, CA 95110

When the telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Written Report

Within 36 hours of receiving the information concerning the incident, the mandated reporter shall prepare and send to the appropriate agency a written report which includes a completed Department of Justice form. (Penal Code 11166, 11168)

Mandated reporters may obtain copies of the above Suspected Child Abuse Report form from either the school site or the appropriate agency.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

a. The name, business address and telephone number of the person making the report and the

capacity that makes the person a mandated reporter.

b. The child's name and address, present location and, where applicable, school, grade and class.

c. The names, addresses and telephone numbers of the child's parents/guardians.

d. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information.

e. The name, address, telephone number and other relevant personal information about the person(s) who might have abused or neglected the child.

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him or her. (Penal Code 11167)

Information relevant to the incident of child abuse or neglect may also be given to an investigator from an agency that is investigating the case. (Penal Code 11167)

3. Internal Reporting

Employees reporting child abuse or neglect to the appropriate agency are encouraged, but not required, to notify the principal or designee as soon as possible after the initial telephone report to an appropriate agency. When so notified, the principal shall inform the Superintendent or designee. (Penal Code 11166)

The principal or designee so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board of Education policy and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing these forms.

The mandated reporter shall not be required to disclose his or her identity to the principal. (Penal Code 11166)

He or she may provide or mail a copy of the written report to the principal, Superintendent or designee without his or her signature or name.

Reporting the information to an employer, supervisor, school principal, school counselor, coworker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

All staff should note that your duty is to report and not to investigate the child abuse. Investigation is the responsibility of law enforcement officials and/or the Department of Children's Services.

Victim Interviews

Upon request, a representative of an agency investigating suspected child abuse or neglect may interview a suspected victim during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the

choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him or her, before the interview takes place, of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him or her to be as comfortable as possible.

2. The selected person shall not participate in the interview.

3. The selected person shall not discuss the facts or circumstances of the case with the child.

4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian as required in other instances of the removal of a child from school, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code 48906)

Peace officers shall be asked to sign an appropriate release or acceptance of responsibility form.

Sunset Elementary School
Section 2: Child Abuse Reporting
Part 3: Parent/Guardian Complaints AR 5141.4

Upon request, the Superintendent or designee shall provide parents/guardians with procedures whereby they can report suspected child abuse occurring at a school site to appropriate agencies. Such procedures shall be in the primary language of the parent/guardian and, when communicating orally regarding those procedures, an interpreter shall be provided for parents/guardians whose primary language is other than English. (Education Code 48987)

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person or in writing with any appropriate agency identified above under "Reporting Procedures."

If a parent/guardian makes a complaint to any district employee, that employee shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency and also is obligated pursuant to Penal Code 11166 to file a report himself or herself using the procedures described above for mandated reporters.

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650(a)(viii)(C). The CDE does not investigate allegations of child abuse but may investigate conditions that may involve immediate physical danger or threaten the health, safety or welfare of the child and which may result in denial of free appropriate public education.

Sunset Elementary School
Section 3: Disaster Procedures
Part 1: General Information

San Ysidro School District and Sunset Elementary School will take all necessary measures to keep students, staff and visitors safe in the event of a disaster. The following sections of this plan outline basic responsibilities for all staff for specific incidents.

The San Ysidro School District's Emergency Operations Plan is attached to this plan (**see Appendix F**) and outlines in more detail, specific responsibilities for Emergency Response Teams at this location.

Sunset Elementary School
Section 3: Disaster Procedures
Part 2: Bomb Threat Procedures

If you observe a suspicious object or potential bomb on property, DO NOT HANDLE THE OBJECT, IMMEDIATELY NOTIFY 9-1-1.

1. **Receiving the Call**

Make every attempt to keep the caller on the phone as long as possible to gain information. Try if possible, to determine the gender and age of caller. Try if possible, to get the caller to tell you the exact location of the bomb and the time of threatened detonation.

2. **Notification Procedures**

School Site will communicate the above information to the following in this order:

- School site Principal/Administrator
- Assistant Principals or Deans
- Director of Counseling Services
- Director of Student Activities.

The Principal/Administrator will notify local law enforcement and the District Superintendent's office.

District Office will communicate the above information to the Superintendent's Office. The Superintendent's office will notify local law enforcement.

Strictly follow the above notification procedures and do not discuss or notify others of the bomb threat since this may create an unwarranted panic response at the location.

3. **Action Plan Procedures**

If required to develop an action plan, the principal/administrator may consult with the following: other administrators, head counselor, and head custodian utilizing their expertise.

If the location of the bomb is not specifically designated, students will be kept in the classroom.

The principal will make the decision to evacuate the building. However, if possible, this decision should be made in conjunction with law enforcement authorities after they arrive at the site.

The decision to search the building will be made in conjunction with law enforcement authorities and performed by them.

The principal will authorize reoccupation of an evacuated building only after consulting with law enforcement authorities.

Part 3: Chemical or Hazardous Material Incident

If a hazardous material incident occurs off site, stay indoors and close all doors and windows (referred to as taking “Shelter in Place”).

Notify 9-1-1 of the Chemical or Hazardous Material Incident.

If possible, determine the location of the spill in relation to facility buildings and wind direction.

Do not evacuate buildings until you are sure you will not be evacuating into an area, which could be more hazardous.

Follow all instructions given by the Fire Department when they arrive at the facility.

Part 4: Earthquake Procedures

Indoors
DUCK, COVER, AND HOLD, get under desk or table. Move away from windows and objects that could fall. Stay under desk or table until shaking stops.

Outdoors
Move away from buildings, utility poles and vehicles. Avoid all down wires or electrical lines. Do not run.

In School Bus
Stop vehicle in safe location away from power lines, overpasses or large buildings. Stay in vehicle and establish radio contact with Transportation and/or District Emergency Operations Center (EOC).

General
Be prepared for immediate aftershocks and ground motion.

Evaluate immediate area for earthquake related hazards (fire, building collapse, gas leaks, broken electrical lines, wires etc.)

Evaluate immediate area (classroom, bus, etc.) for injuries or medical aid situations.

Call 9-1-1, if you have an immediate emergency such as a fire or serious injury.

Assist injured with First Aid treatment.

Do not evacuate buildings or vehicles unless you have a hazard related reason to do so.

Conduct a headcount to account for all personnel and students.

Establish communications with your supervisor, principal or District EOC and follow emergency checklist and procedures.

Assist any police or fire units that respond to your location.

Sunset Elementary School
Section 3: Disaster Procedures
Part 5: Explosion, Aircraft Crash or Similar Incident

1. If possible, Duck and Cover under a desk or table.

1. Notify 9-1-1 of the explosion or crash.

2. Assist any injured requiring first aid treatment.

3. If necessary because of fire, building damage etc., evacuate building.

4. Assist any persons who would have physical problems evacuating the building.

5. Go to an outdoor evacuation/assembly area, which is hazard free and not affected by the explosion or crash.

6. Keep fire lanes, streets and walkways open for emergency responders.

7. Stay in assembly area and account for all personnel and students.

8. Do not return to buildings until authorized by fire department or principal.

Sunset Elementary School
Section 3: Disaster Procedures
Part 6: Fire Procedures

1. Call 9-1-1 to report a fire, stay on line and give specific information (name, address of school or facility).

2. Utilize manual pull station to activate building alarm system and evacuate building when you hear an alarm.

3. In the event of a small fire, notify 9-1-1 and then use the nearest fire extinguisher to control the fire if you have been trained in their use.

4. Do not attempt to fight large fires, call 9-1-1 and evacuate building.

5. Assist students in building evacuation and proceed to outdoor school evacuation areas.

6. When evacuating buildings walk, do not run.

7. Do not use elevators for building evacuation or in an emergency.

8. If heavy smoke is present, crawl or stay near floor for breathable air.

9. Assist any individuals who would have physical problems evacuating the building.

10. Stay in the designated assembly area and account for all personnel and students.

11. Do not block fire lanes or areas used by the fire department.

12. Do not reenter building until authorized by fire department or the principal.

13. If the fire is off site, wait for instructions from the principal or District EOC.

Part 7: Flood Procedures

If a flood warning is received, notify the District Superintendent immediately.

If a major flood warning is received at the District Office, the District EOC should be activated.

Based upon the specific threat, the District EOC in conjunction with the Operational Area EOC and Standardized Emergency Management Systems (SEMS) system will develop an action plan to protect personnel, students and facilities.

Evacuation of specific schools, facilities or other areas will be directed by the District EOC in coordination with SEMS.

Sunset Elementary School
Section 3: Disaster Procedures
Part 8: Riot/Lockdown Procedures

Any threatening disturbance should be reported immediately to the Principal or Administrator if the disturbance occurs at school site. If this occurs at District Office, the disturbance should be reported to Superintendent's Office.

If the disturbance is affecting normal school or facility operations, the Principal/Administrator should notify law enforcement authorities immediately.

As necessary, alert all site employees of the situation by telephone or two-way radio and site staff must follow the instructions below:

If you are inside:

- Close and lock all doors and windows immediately upon notification of situation
- Keep all students inside and take roll
- If feasible, move all students to a center point and keep low to the ground. Stay away from all doors and windows.
- Never open the door or window to anyone
- Keep students inside classroom, regardless of lunch or recess until the Superintendent/designee or local law enforcement tells you that the situation has been resolved.

If you are outside:

- Immediately have students and staff seek shelter if it is safe to do so. Drill with students and staff to go to the nearest room to them.
- If shelter is not available, ensure students lie flat on the ground immediately.
- Children in restrooms should be instructed to stay there until retrieved by a site administrator after all clear is given.

If situation is violent and may include the use of firearms, the principal should instruct all staff and students to lie face down on the floor and remain immobile.

Principal and staff must follow all instructions given by responding law enforcement.

If the event is major, the Superintendent will activate the District EOC to develop an Action Plan to deal with the situation as well as the following:

A. Telephone inquiries and rumor control
B. Media relations and public information
C. Employee/Student crisis counseling
D. Assessment of property damage

Part 9: Severe Windstorm Procedures

If a severe wind warning is received at a school or site, notify the District Superintendent immediately.

If a severe wind warning is received at the District Office, the District EOC should be activated.

Based upon the specific threat, the District EOC, in conjunction with the Operational Area EOC or City EOC, will develop an action plan to protect personnel, students and facilities.

In general, if severe winds are affecting a school or facility, employees and students should be moved to the interior core area of the building (inside wall on the ground floor) away from outside windows and doors.

Close all windows and blinds and avoid auditoriums, gymnasiums and other building locations that have large roof areas or spans.

Avoid all areas that have large concentrations of electrical equipment or power cables.

Evacuation of specific schools, facilities or other areas will be directed by the District EOC in coordination with SEMS.

Sunset Elementary School
Section 4: Notification of Dangerous Pupils
Part 1: Employee Security SYSD BP 4158 (a), 4258, 4358

The Board of Education desires to provide a safe, orderly working environment for all employees. As part of the district's comprehensive school safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for assisting them in the event of an emergency situation.

Any employee may use reasonable force necessary to protect himself/herself from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects upon the person or within control of a student. However, employees are prohibited from inflicting corporal punishment on students. All security equipment must be authorized and issued by the district. (Education Code 44807, 49001, 49331-49333)

The Superintendent or designee shall ensure that employees are informed, in accordance with law, regarding crimes and offenses by students who may pose a danger in the classroom.

When any individual directs violence against an employee and the employee so notifies the Superintendent or designee, the Superintendent or designee shall take steps to ensure that appropriate legal measures are instituted. When the employee notifies the Superintendent or designee of a threat of bodily harm, the district shall take appropriate measures to enable the employee to request assistance if a threat occurs on school grounds.

The Superintendent or designee shall ensure that employees are trained in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication techniques, and crisis resolution.

Employees may not carry or use weapons, including but not limited to, mace, pepper spray, handcuffs, or other devises reserved for police and/or security officers while on school property or at school activities. On a case-by-case basis, however, the Superintendent or designee may give written permission for the possession of a pepper spray weapon that meets the requirements of Penal Code 12403.7 when justified by unusual dangerous circumstances. Any employee who is negligent or careless in the possession or handling of pepper spray

Reporting of Injurious Objects

The Board requires school employees to take immediate action upon being made aware that any person is in possession of an injurious object on school grounds or at a school-related or school-sponsored activity. The employee shall use his/her own judgment as to the dangerousness of the situation and act appropriately.

The information provided shall be from the previous school years.

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

If criminal or civil proceedings are brought against an employee alleging that the employee committed an assault in connection with his/her employment, such employee may request the Board of Education to furnish legal counsel to defend the employee in any civil action or proceeding brought against him/her within the limits set by law. (Government Code 995)

An employee whose person or property is injured or damaged by willful misconduct of a student may request the school district to pursue legal action against the student or the student's parent/guardian. (Education Code 48905)

Sunset Elementary School
Section 4: Notification of Dangerous Pupils
Part 2: Employee Security - Administrative Regulations – AR4258

An employee may use reasonable and necessary force when necessary for self-defense, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects on or within the control of a student. (Education Code 44807, 49001) When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of the persons involved, witnesses, location, and the circumstances of any seizure.

Employees shall promptly report to their principal or other immediate supervisor any attack, assault, or physical threat made against them by a student.

Both the employee and the principal or other immediate supervisor shall promptly report such instances to the appropriate local law enforcement agency. (Education Code 44014)

In addition, employees shall promptly report to their principal or supervisor, and may report to law enforcement, any attack, assault, or threat made against them on school grounds by any other individual.

Reports of attack, assault, or threat also shall be forwarded immediately to the Superintendent or designee.

An employee whose person or property is injured or damaged by willful misconduct of a student when the property is either (1) located on district property, (2) being transported to or from a district-sponsored event, (3) present at a district-sponsored event, or (4) injured or damaged in retaliation for conduct engaged in by the employee in the exercise or his/her duties, may ask the district to pursue legal action against the student or the student's parent or guardian. (Education Code 48905)

Notice Regarding Student Offenses Committed While Under School Jurisdiction

Each school site shall have a system in place that affords teachers and other appropriate staff the opportunity to review student records in the office. The Superintendent or designee shall inform the teacher and other appropriate staff of each student who has engaged in, or is reasonably suspected of, any act during the previous three school years which could constitute grounds for suspension or expulsion under Education Code 48900, with the exception of the possession or use of tobacco products, or Education Code 48900.2, 48900.3, 48900.4, or 48900.7. This information shall be based upon district records maintained in the ordinary course of business or records received from a law enforcement agency. (Education Code 49079) Employees shall receive the information in confidence and shall not disseminate it further.

Upon receiving a transfer student's record regarding acts committed by the student that resulted in his/her suspension or expulsion, the Superintendent or designee shall inform any of the student's teacher(s) and other appropriate staff that the student was suspended from his/her former district and of the act that resulted in the suspension or expulsion. (Education Code 48201)

Information received by teacher(s) and other appropriate staff shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher. (Education Code 49079)

Notice Regarding Student Offenses Committed While Outside School Jurisdiction

When informed by the court that a minor student has been found by a court to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Penal Code 290, assault or battery, larceny, vandalism, or graffiti, the Superintendent or designee shall so inform the school principal, the teacher, and other appropriate staff. (Welfare and Institution Code 827)

Any court-initiated information that a teacher, counselor, or administrator receives shall be kept confidential and used only to rehabilitate the student and protect other students and staff. The information shall be further disseminated only when communication with the student, parent/guardian, law enforcement staff, and probation officer is necessary to rehabilitate the student or to protect students and staff. (Welfare and Institutions Code 827)

When a student is removed from school as a result of his/her offense, the Superintendent or designee shall hold the court's information in a separate confidential file until the student is returned to public school. If the student is returned to a different district, the Superintendent shall transmit the information provided by the student's parole or probation officer to the Superintendent of the new district of attendance. (Welfare and Institutions Code 827)

Any confidential file of court-initiated information shall be kept until the student becomes 18, graduates from high school, or is released from juvenile court jurisdiction, whichever occurs first; it shall then be destroyed. (Welfare and Institutions Code 827)

Sunset Elementary School
Section 5: Suspension and Expulsion
Part 1: Discipline SYSD BP 5144(a-b), AR 5141(a)

The Board of Education believes that one of the major functions of the public schools is the preparation of youth for responsible citizenship. The district shall foster a learning environment that reinforces the concepts of self-discipline and the acceptance of personal responsibility. Students are expected to progress from being adult-directed to self-directed with minimal application of disciplinary measures.

In order to maintain an environment conducive to attaining the highest quality of education in the district, there must exist certain disciplinary policies and regulations relating to student conduct which delineate acceptable behavior and provides the basis for sound disciplinary practices within each school in the district. These policies and regulations will be enforced fairly and uniformly and consistently without regard to race, creed, color, or sex.

The administration, teachers, and classified staff share the mutual responsibility for student conduct and safety and the enforcement of district policies and regulations. The Board shall give all reasonable support and assistance to all employees with respect to the student discipline.

The Board recognizes that not all students will adhere to district rules for appropriate behavior. Sufficient support services shall be provided so that continually disruptive students will not be returned to regular classes without some modification of behavior. Students may be assigned to other alternative programs or be subject to removal from school.

School-Adopted Rules

Each site is required to file a copy of its rules and procedures on school discipline with the Superintendent.

In order to ensure that school site rules for student discipline are enforced fairly and uniformly and consistently, the Superintendent shall establish procedures for the development of such rules. All school site rules shall be strictly based on district policy, regulation, and existing law.

All avenues provided in policy, regulation and law for the discipline of students might be utilized in developing site level rules. These include, but are not limited to, positive reinforcement for appropriate behavior, advising and counseling students, conferencing with parents/guardians, detention during and after school hours, alternative educational environments and, if necessary, suspension and expulsion.

Districts are specifically authorized to adopt reasonable regulations to restrict recess time for disciplinary purposes. (Education Code 44807.5)

Each school shall solicit the participation, views and advice of the school community, including administrators, teachers, school security personnel, parents/guardians, and students, grades K-12, in developing the site level rules when appropriate.

The adoption of each school's rules on student discipline is the responsibility of the school principal or designee and a representative selected by the classroom teachers employed at the school.

All adopted school site rules shall be subject to Board review and approval at an open meeting prior to implementation.

School site rules shall be revised periodically as required by any changes in district policy, regulation or law, and shall undergo the site level rule review and adoption process at least every four years.

Each new school in the district shall operate under a district model discipline plan until such time that the discipline committee at the new site has developed its own plan. The new school shall follow the procedures outlined in this policy in developing its plan, but shall not be required to submit its official site discipline plan for Board review until December of the year following the school's opening.

Notice to Parents/guardians and Students

The principal of each school shall ensure that every student and his or her parent/guardian is notified in writing of all Board policies, administrative regulations, and individual school rules related to discipline at the beginning of each school year and that transfer students and their parents/guardians are so advised at the time of enrollment in school.

The notice shall include the fact that these rules and regulations are available on request at the principal's office in all district schools.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. School administrators and teachers shall employ other means of disciplining students who violate school rules, district regulations, or district policies.

The use of reasonable and necessary force by an employee to protect oneself or students or to prevent damage to district property shall not be considered corporal punishment for purposes of this policy. (Education Code 49001)

Sunset Elementary School
Section 5: Suspension and Expulsion
Part 2: Expulsion AR 5144.1(a-y)

Expulsion

The Board of Education recognizes that maintaining an environment that promotes learning and protects the health, safety, and welfare of all students may require the suspension or expulsion of a student from regular classroom instruction. District policies and school site rules shall clearly identify district behavior standards.

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

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

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

Each principal shall annually inform all students and parents/guardians of the school's discipline rules and procedures and of the availability of all district policies and regulations dealing with student discipline, suspension and expulsion. (Education Code 35291, 35291.5)

Alternatives to suspension or expulsion will be used with students who are truant, tardy, or otherwise absent from assigned school activities. (Education Code 48900)

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

Sunset Elementary School
Section 5: Suspension and Expulsion
Part 3: Student Due Process; Required Parental Attendance SYSD BP 5144.1 (b-c)

Student Due Process

The Board shall provide for the fair treatment of students facing suspension and expulsion by affording them their due process rights under the law. The administration and staff shall comply with procedures for notices and appeals as specified in regulation. Procedures governing student due process shall conform in all aspects to provisions in law. (Education Codes 48911, 48915 and 48915.5)

Whenever a student is suspended, school officials may (but are not required to) meet with the parent/guardian to discuss the causes and duration of the suspension, the school policy involved, and any other pertinent matters. (Education Code 48914).

Required Parental Attendance

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise. The Board recognizes, however, that initial efforts sometimes fail to bring about improvement, and that current law enables parents/guardians to be absent from work without endangering their employment status in order to attend a portion of their child's school day at a teacher's request. Besides furthering improved classroom behavior, such attendance can promote positive parent-child interactions. When appropriate, the school may inform parents/guardians of available school and community resources and counseling which may assist them in developing more effective parenting skills.

Whenever a student is suspended from a class because he or she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class from which the student was suspended may require the student's parent/guardian to attend a portion of a school day in that class. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)

The Board encourages teachers, before requiring parental attendance, to make reasonable efforts to have the parent/guardian visit the class voluntarily. The teacher also may consider informing the parent/guardian about available resources that may provide help in the development of parenting skills. Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and the parent/guardian and to improve classroom behavior.

Parental attendance may be required on the day the student returns to class or within one week thereafter. The principal or designee shall contact any parents/guardians who do not respond to the

request to attend school. The Board recognizes that parental compliance with this policy may be delayed, modified or prevented by serious illness/injury/disability, absence from town, or inability to get certain release time from work.

District regulations and school site rules for student discipline shall include procedures for implementing parental attendance requirements.

This policy shall apply only to a parent/guardian who actually lives with the student. (Education Code 48900.1)

Parents/guardians shall be notified of this policy before it is implemented and at the beginning of each subsequent school year. (Education Codes 48900.1, 35291, 48980)

Please refer to Appendix D – Sequential Discipline Standards for both Elementary and Secondary for school year 2014-2015

Sunset Elementary School
Section 5: Suspension and Expulsion
Part 4: Suspension and Expulsion/Due Process (Student with Disabilities) AR 5144.2

A student identified as an individual with disabilities pursuant to the Individuals with Disabilities Education Act (IDEA) is subject to the same grounds for suspension and expulsion, which apply to students without disabilities. All the procedural safeguards established by district policies and regulations shall be observed in considering the suspension of special education students, including the requirement that, depending on the nature of the conduct, some form of in-school intervention be used prior to suspension to show that suspension was imposed only when other means of correction failed to bring about proper conduct. (Education Code 48900.5) However, a student may be suspended upon a first offense, as indicated in AR 5144.1.

For students who are in need or who are believed to be in need of special education or related services the Individualized Education Program (IEP) team shall convene when the student accumulates 10 days of suspension during the school year. The team shall meet as soon as possible after the tenth day of suspension to review the appropriateness of the student's placement, the need for any additional services, and the relationship, if any, between the identified disability and the misconduct.

The Superintendent or designee may suspend a special education student for up to five school days for a total of not more than 10 days for any one occurrence.

Procedures for Students Not Yet Eligible for Special Education Services

A student who has not been identified as an individual with disabilities pursuant to IDEA and who has violated the district's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if the district had knowledge that the student was disabled before the behavior occurred. (20 USC 1415(k)(8))

The district shall be deemed to have knowledge that the student had a disability if one of the following conditions exists: (20 USC 1415(k)(8); 34 CFR 300.527)

1. The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, that the student is in need of special education or related services.

2. The behavior or performance of the student demonstrates the need for such services, in accordance with 34 CFR 300.7.

3. The parent/guardian has requested an evaluation of the student for special education pursuant to 34 CFR 300.530-300.536.

4. The teacher of the student or other district personnel has expressed concern about the behavior or performance of the student to the district's director of special education or to other personnel in accordance with the district's established child find or special education referral system.

The district would be deemed to not have knowledge as specified in items 1 through 4 above if, as a result of receiving such information, the district either conducted an evaluation and determined that the student was not a student with a disability or determined that an evaluation was not necessary and provided notice to the parent/guardian of its determination. (34 CFR 300.527)

If it is determined that the district did not have knowledge that the student was disabled prior to taking disciplinary action against the student, then the student shall be disciplined in accordance with procedures established for students without disabilities. (20 USC 1415(k)(8))

If a request is made for an evaluation of a student during the time period in which the student is subject to disciplinary measures, the evaluation shall be conducted in an expedited manner. Until the evaluation is completed, the student shall remain in the educational placement determined by school authorities. (34 CFR 300.527)

Suspension

The Superintendent or designee may suspend a student with a disability for up to 10 consecutive school days for a single incident of misconduct, and for up to 20 school days in a school year, as long as the suspension(s) do not constitute a change in placement pursuant to 34 CFR 300.519. (Education Code 48903; 34 CFR 300.520)

The principal or designee shall monitor the number of days, including portions of days, that students with valid individualized education programs (IEP) have been suspended during the school year.

Services During Suspension

Students suspended for more than 10 school days in a school year shall continue to receive services during the term of suspension, to the extent necessary to provide the student a free and appropriate public education. (20 USC 1412(a)(1)(A); 34 CFR 300.520)

If a student with disabilities is excluded from school bus transportation, the student is entitled to be provided with an alternative form of transportation at no cost to the student or parent/guardian, provided that transportation is specified in the student's IEP. (Education Code 48915.5)

Interim Alternative Placement Due to Dangerous Behavior

A student with a disability may be placed in an appropriate interim alternative educational setting for up to 45 days when he or she commits one of the following acts: (20 USC 1415(k)(1); 34 CFR 300.520)

1. Carries a weapon, as defined in 18 USC 930, to school or to a school function.

2. Knowingly possesses or uses illegal drugs while at school or a school function.

3. Sells or solicits the sale of a controlled substance while at school or a school activity as identified in 21 USC 812(c), Schedules I-V.

The student's IEP team shall determine the student’s alternative educational setting. (20 USC 1415(k)(2))

A hearing officer may order a change in placement of a student with a disability to an appropriate interim educational setting if the hearing officer: (20 USC 1415(k)(2); 34 CFR 300.521, 300.522)

1. Determines that the district has established by substantial evidence, meaning beyond a preponderance of the evidence that maintaining the current placement of the student is substantially likely to result in injury to the student or others.

2. Considers the appropriateness of the student's current placement.

3. Considers whether the district has made reasonable efforts to minimize the risk of harm in the student's current placement, including the use of supplementary aids and services.

4. Determines that the interim alternative educational setting proposed by school personnel who have met with the student's special education teacher allows the student to:

a. Progress in the general curriculum and continue to receive those services and modifications, including those described in his or her IEP, to enable the student to meet the goals of the IEP.

b. Receive services and modifications designed to address the behavior and ensure that the behavior does not recur.

The student may be placed in the interim alternative educational setting for up to 45 days, or until the conclusion of any due process hearing proceedings requested by the parent/guardian. (20 USC 1415(k)(2))

Behavioral Assessment and Intervention Plan

Not later than 10 business days after a student has been suspended for more than 10 school days or placed in an alternative educational setting, the district shall convene an IEP team meeting to conduct a functional behavior assessment and implement a behavioral intervention plan. If the student already has a behavioral intervention plan, the IEP team shall review the plan and modify it as necessary to address the behavior. (20 USC 1415(k)(1); 34 CFR 300.520)

As soon as practicable after developing the behavioral intervention plan and completing the required assessments, the IEP team shall meet to develop appropriate behavioral interventions to address the behavior and shall implement those interventions. (34 CFR 300.520)

Procedural Safeguards/Manifestation Determination

The following procedural safeguards shall apply when a student is suspended for more than 10 consecutive school days, when disciplinary action is contemplated for a dangerous behavior as described above, or when a change of placement is contemplated: (20 USC 1415(k)(4); 34 CFR 300.523)

1. The parents/guardians of the student shall be immediately notified of the decision and provided the procedural safeguards notice pursuant to 34 CFR 300.504 on the day the decision to take action is made.

2. Immediately if possible, but in no case later than 10 school days after the date of the decision, a manifestation determination review shall be made of the relationship between the student's disability and the behavior subject to the disciplinary action.

At this review, the IEP team and other qualified personnel shall consider, in terms of the behavior subject to the disciplinary action, all relevant information, including: (20 USC 1415(k)(4); 34 CFR 300.523)

a. Evaluation and diagnostic results, including the results or other relevant information supplied by the student's parents/guardians.

b. Observations of the student.

c. The student's IEP and placement

In relationship to the behavior subject to the disciplinary action, the team shall then determine whether the IEP and placement were appropriate and whether supplementary aids, services, and behavioral intervention strategies were provided consistent with the student's IEP and placement. The team shall also determine that the student's disability did not impair the ability of the student to understand the impact and consequences of the behavior, nor did it impair his or her ability to control the behavior subject to the disciplinary action. (20 USC 1415(k)(4); 34 CFR 300.523)

If the team determines that the student's behavior was not a manifestation of his or her disability, then the student may be disciplined in accordance with the procedures for students without disabilities, as long as the student continues to receive services to the extent necessary to provide that student a free and appropriate public education. (20 USC 1415(k)(4); 34 CFR 300.524)

If the team determines that the student's behavior was a manifestation of his or her disability, then the student's placement may be changed only via the IEP process. (20 USC 1415(k)(4))

Due Process Appeals

If the parent/guardian disagrees with a decision that the behavior was not a manifestation of the student's disability or with any decision regarding placement, he or she has a right to appeal the decision. (20 USC 1415(k)(6); 34 CFR 300.525)

If the student's parent/guardian initiates a due process hearing to challenge the interim alternative educational setting or the manifestation determination, the student shall remain in the interim alternative setting pending the decision of the hearing officer or the expiration of the 45-day time period, whichever occurs first, unless the parent/guardian and district agree otherwise. (34 CFR 300.526)

If school personnel maintain that it is dangerous for the student to be placed in the current placement (placement prior to removal to the interim alternative education setting), during the pendency of the due process proceedings, the Superintendent or designee may request an expedited due process hearing. (34 CFR 300.526)

Expulsion

The Board of Education may expel a student who is in need or believed to be in need of special education or related services only if an individualized education program team has determined that (1) the misconduct was not caused by, or a direct manifestation of, the student's identified handicap; and (2) the student was appropriately placed at the time the misconduct occurred. (Education Code

48915.5)

If a student is in need or believed to be in need of special education or related services at the time the recommendation for expulsion is made, the procedures and timelines governing expulsion shall be the same as those for other students recommended for expulsion specified in AR 5144.1, except that an Individualized Education Program (IEP) team meeting shall be held under conditions and with possible consequences as follows: (Education Code 48915.5)

1. The IEP meeting shall be held within four school days after recommendation for expulsion by the site administrator, unless the Superintendent or designee extends the suspension to 10 days. In the event of an extension, the IEP meeting shall be held within 10 days after the recommendation for expulsion by the site administrator.

2. The parent/guardian shall be notified of his or her right to participate in the meeting at least 48 hours before the meeting.

3. Unless a parent/guardian has requested a postponement, the meeting may be conducted without the parents/guardians' participation.

4. A parents/guardians' request that the meeting be postponed shall be granted for up to three additional school days. The district shall extend any suspension of the student for the period of postponement.

5. The IEP team shall determine if the misconduct was caused by, or a direct manifestation of, the student's identified handicap. The IEP team shall also determine if the student had been appropriately placed at the time the misconduct occurred.

6. In reaching its decision, the team shall base its decision on results of a comprehensive evaluation. (34 Code of Federal Regulations 104.35) In addition, it may base its decision on relevant information that has been acquired within three years of the date of the alleged misconduct.

Relevant information shall include all of the following:

a. A review of the student's school progress and behavior, if available, including, but not limited to, a review of the student's individualized education program, teacher progress reports and comments, school health records, and school discipline records.

b. A review of the ability of the student to conform his or her behavior to the prescribed standards, and a determination of the relationship, if any, between the student's behavior and his or her handicapping condition.

7. If the IEP team determines that the alleged misconduct was not caused by, or a direct manifestation of, the student's handicapping condition, and if it is determined that the student was appropriately placed, the student shall be subject to the applicable disciplinary actions and procedures prescribed for suspension and expulsions of all students.

8. The parent/guardian of each student with previously identified exceptional needs has a right to a due process hearing conducted pursuant to Section 1415 of Title 20 of the United States Code if the parent/guardian disagrees with the decision of the IEP team.

9. If the state's special education due process hearing is initiated by the parent/guardian due to a disagreement with the IEP team recommendations, the district shall cooperate with the State Department of Education towards achieving an expeditious resolution to the disagreement.

10. If a parent/guardian demands a due process hearing concerning the IEP determination, the student shall remain in his then current placement pending resolution of the due process proceeding unless:

> a. He or she has been suspended. Such suspension may not exceed five consecutive school days for a single incident of misconduct, unless extended by five additional days when the student poses an immediate threat to the safety of others. (Education Code 48911, Honig v. Doe
>
> b. The student and his or her parents/guardians agree to a change in placement. (Education Code 56505)
>
> c. A court order has been obtained permitting such a change in placement.
>
> d. The change is a "minor" change in program or services rather than a "significant" change in placement. (Doe v. Maher)

11. Parental consent is not required as a condition for expulsion proceedings or the decision to expel. (Education Code 48915.5)

12. If a student with a disability possesses at school or at a school activity a weapon as defined in the 18 USC 921, he or she shall be immediately suspended and may be placed in an alternative educational setting for not more than 45 calendar days, or until the conclusion of any due process proceedings requested by the parent/guardian. The student's alternative educational setting shall be determined by the student's IEP team or school site committee. (Education Code 48915; 20 USC 1415)

Services During Expulsion

Expelled students shall continue to receive services during the term of the expulsion to the extent necessary to provide the student a free and appropriate public education. Any alternative program must provide services to the extent necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the student's IEP. (20 USC 1412(a)(1)(A); 34 CFR 300.121, 300.520)

Readmission

Readmission procedures for students with disabilities shall be the same as those used for all students. Upon readmission, an IEP team meeting shall be convened.

Suspension of Expulsion

The Board's criteria for suspending the enforcement of an expulsion order shall be applied to students with disabilities in the same manner as they are applied to all other students.

Notification to Law Enforcement Authorities

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

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

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

Sunset Elementary School
Section 5: Suspension and Expulsion
Part 5: Students Expelled From Other Districts AR 5144.1

The Board of Education realizes that students expelled from school for serious offenses represent a possible danger to the students or staff at other schools in which they may seek to enroll. The Board of Education, therefore, shall request expulsion information from the sending District whenever it receives a request to enroll someone who has been expelled.

Students expelled for infractions of the following Education Code 48915, 48915.1, and 48915.2, will be referred to Charter School Community Learning Center:

1. Causing serious physical injury to another person, except in self-defense.

2. Possessing any knife; possession or furnishing a firearm, explosive or other dangerous object of no reasonable use to the student; brandishing a knife at another person.

3. Unlawfully possessing or selling any controlled substance, as listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

4. Robbery or extortion.

Pursuant to Education Code 46601, students who are under consideration for expulsion or who have been expelled pursuant to Education Code 48915 and 48918 may not appeal inter-district attendance denials or rescissions while expulsion proceedings are pending or during the term of the expulsion.

Sunset Elementary School
Section 5: Suspension and Expulsion
Part 6: Students Expelled From Other Districts Administrative Regulations - AR 5119

No student shall be enrolled until after the term of his or her expulsion if the expulsion was for any of the following acts: (Education Code 48915, 48915 (c), 48915.2)

1. Possessing or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.

2. Brandishing a knife.

3. Unlawfully selling a controlled substance as listed in Health and Safety Code 11053-11058.

4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code 48900(n).

5. Causing serious physical injury to another person, except in self-defense.

6. Possessing any knife, explosive or other dangerous object of no reasonable use to the student.

7. Unlawfully possessing any controlled substance, as listed in the Health and Safety Code, except for the first offense for possessing not more than one ounce of marijuana, other than concentrated cannabis. (Health and Safety Code 11053-11058)

8. Robbery or extortion.

9. Assault or battery upon a school employee as defined in Penal Code 240 and 242.

As student expelled for acts other than those specified above may be admitted or conditionally admitted during the term of expulsion when the Board of Education determines, after a re-entry hearing, that the student does not pose a potential danger to District students or employees. If the student is found to pose a potential danger, the Board of Education may deny enrollment for the remainder of the expulsion period. (Education Code 48915.1) Students are to be referred to Charter School Community Learning Center for the remainder of the expulsion.

If the parent/guardian or student, upon seeking enrollment, did not inform the district as required by law, of the student's status with his or her previous District, this lack of compliance shall be recorded and discussed during the re-entry hearing at the end of the expulsion term. (Education Code 48915.1)

Students who are under consideration for expulsion or who have been expelled pursuant to Education Code 48915 and 48918 may not appeal inter-district attendance denials or decisions while expulsion proceedings are pending, or during the term of the expulsion. (Education Code 4660

Sunset Elementary School
Section 6: Sexual Harassment Policy
Part 1: Student Sexual Harassment - BP 5145.7 (a-c)

The Board of Education is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or any school-related activity.

The principal or designee shall ensure that students receive age-appropriate information related to sexual harassment. Students shall be assured that they need not endure any form of sexual behavior or communication, including harassment because of sexual orientation. They shall be assured that they need not endure, for any reason, any harassment that impairs the educational environment or a student's emotional or physical well-being at school or any school-related activity.

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion.

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

Students shall be informed that they should immediately contact a staff member if they feel they are being harassed. Within 24 hours, staff shall report complaints of sexual harassment to the principal or designee or to the Assistant Superintendent, Human Resources, who is also the District's Title IX Coordinator. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained. The principal or designee shall immediately investigate any report of sexual harassment of a student. Upon verifying that sexual harassment has occurred, he or she shall ensure that appropriate action is taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. If a situation involving sexual harassment is not promptly remedied by the principal or designee, a complaint of sexual harassment can be filed in accordance with AR 1312.3 - Uniform Complaint Procedures.

The district prohibits retaliatory behavior against any complainant or participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

Sunset Elementary School
Section 6: Sexual Harassment Policy
Part 2: Student Sexual Harassment AR 5145.7

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.

2. Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual.

3. The conduct has the purpose or effect of having a negative impact on an individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through the school.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions.

2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.

3. Graphic verbal comments about an individual's body or overly personal conversation.

4. Sexual jokes, notes, stories, drawings, pictures, or gestures.

5. Spreading sexual rumors.

6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.

7. Touching an individual's body or clothes in a sexual way.

8. Purposefully cornering or blocking normal movements or limiting a student's access to educational tools.

9. Displaying sexually suggestive objects in the educational environment.

10. Any act of retaliation against an individual who reports a violation of the district's harassment policy, or who participates in the investigation of a sexual harassment complaint.
Each principal has the responsibility for maintaining an educational environment free of sexual harassment. This responsibility includes discussing and implementing the district's sexual harassment policy with students and assuring them that they are not required to endure sexually insulting, degrading, or exploitative

treatment, or any other form of sexual harassment.

Notifications

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

1. Be displayed in a prominent location in the administrative offices of the district.

2. Be displayed in a prominent location near each school principal's office.

3. Be provided to each employee and employee organization at the beginning of each school year or each time a new employee is hired.

4. Be provided to each new student at the time the student is enrolled in the school and as part of any orientation program for new students at the beginning of each quarter, semester, or summer session.

5. Appear in any school or district publication that sets forth the school or district's comprehensive rules, regulations, procedures, and standards of conduct.

6. Be included in the notifications sent out to parents/guardians at the beginning of each school year.

7. Include the name, office address, and telephone number of the Title IX coordinator:

Daniel Zummo, Director of Human Resources
4350 Otay Mesa Road
San Ysidro, CA 92173
(619) 428-4476 ext.3012

1. The principal or designee shall promptly and fully investigate any complaint of harassment made by or about a District student. In so doing, the principal or designee shall speak individually with the following:

a. The student making the complaint.

b. The person accused of harassment.

c. Anyone who saw or heard the harassment take place.

d. Anyone mentioned as having related information.

2. The student who complained shall have an opportunity to describe the incident, present witnesses, and other evidence of the harassment, and put his or her complaint in writing.

3. The principal or designee shall discuss the complaint only with the people described above. Where necessary to carry out the investigation or for other good reasons that apply to the particular situation, the principal or designee may also discuss the complaint with the following persons:

a. The parents/guardians of the student who complained.

b. The parents/guardians of the person accused of harassing someone.

c. Teacher(s) or staff member(s) who have knowledge of the student(s) involved and may be of assistance in determining who is telling the truth about what might have occurred.

d. The district's Title IX coordinator (the Title IX coordinator may contact legal counsel, where appropriate).

e. Appropriate child protective service and law enforcement authorities.

4. When the student who complained and the person accused of harassment so agree, the principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator, or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided.

5. The principal or designee shall tell the student who complained that he or she has the right to file a formal complaint at any time in accordance with the district's uniform complaint procedures. If the student wishes to file a formal complaint, the principal or designee shall assist the student in doing this.

6. In reaching a decision about the complaint, the principal or designee may take into account:

a. How the misconduct affected one or more students' education.

b. The type, frequency and duration of the misconduct.

c. The number of persons involved.

d. The age and sex of the person accused of harassment.

e. The subject(s) of harassment.

f. The place and situation where the incident(s) occurred.

g. Other incidents at the school, including incidents or harassment that were not related to sex.

8. The principal or designee shall write a report of his or her findings, decision, and reasons for the decision and shall present this report to the student who complained and the person accused. In the absence of good cause for delay, this report shall be due within 30 days of the inception of the investigation.

9. The principal or designee shall give the Superintendent or designee a written report of the complaint and investigation. If he or she verifies that sexual harassment occurred, this report shall describe the actions he or she took to end the harassment, address the effects of the harassment on the person harassed, and prevent retaliation or further harassment.

Within two weeks after receiving the complaint, the principal or designee shall determine whether the student who complained has been harassed further. The principal or designee shall keep a record of this information.

The principal or designee shall keep a record of the report, materials gathered in the course of his or her investigation, and student complaint(s). These materials shall be kept in strict confidence.

10. Disciplinary action, up to and including expulsion, will be taken if appropriate according to the uniform discipline procedures stated in the student handbook. Documents will be forwarded to the CWA office as necessary. Due Process timelines will be followed.

The principal or designee shall take appropriate actions to enforce the district's sexual harassment policy. As needed, these actions may include the following:

1. Removing vulgar or offending graffiti.

2. Providing staff in-service and student instruction or counseling.

3. Notifying parents/guardians.

4. Notifying child protective services.

5. Taking appropriate disciplinary action. In addition the principal or designee may take disciplinary action against any person who is found to have made a complaint of sexual harassment, which he or she knew was not true.

Sunset Elementary School
Section 7: School Dress and Grooming – AR5132 (b)
Part 1: Policy, Gang Related Apparel & Uniforms

Board of Education policy based on State Education Code states that all students shall be required to dress and groom for school with attention and emphasis on the following: a) neatness; b) cleanliness; c) safety; and d) modesty. Regulations regarding student dress shall be imposed whenever the mode of dress in question is unsafe for the student or those around the student, or is disruptive or distracting to school operations and the education process in general.

The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board of Education expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction, which would interfere with the educational process.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

Gang-Related Apparel

The Principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board of Education for approval. The Board of Education shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

Uniforms

In order to promote student safety and discourage theft, peer rivalry and/or gang activity, the Principal, staff and parents/guardians at a school may establish a reasonable dress code requiring students to wear uniforms. Such a dress code may be included as part of the school safety plan and must be presented to the Board of Education for approval. The Board of Education shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

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

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms.

Sunset Elementary School
Section 7: School Dress and Grooming AR 5123
Part 2: Policy, Gang Related Apparel & Uniforms

Students are expected to attend school in clean, neat clothing. It is the mission of the District not only to provide academic education but also to provide education in morals, manners, dress, and grooming because these are elements of good citizenship. Research has shown that student dress and appearance affect student attitudes and conduct. These guidelines are intended to define "appropriate student attire" and personal grooming. Their purpose is to prevent disruption of classroom atmosphere, enhance classroom decorum, eliminate disturbances among other students in attendance, and minimize distraction of other students so as not to interfere with the educational process. It is also intended to help protect the health and welfare of the individual student. Final decision as to whether student dress or grooming is, in fact, disruptive or distracting shall be made by the Principal or designee.

Gang-Related Apparel

The Principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board of Education for approval. The Board of Education shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the Principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

All students shall abide by the following:

1. Hair and physical appearance shall be clean and neatly groomed. Aerosol cans of any kind are not permitted at school, i.e., hair color, hair spray. No excessive makeup is allowed.

2. Shoes must be worn at all times. For safety purposes, sandals must be held in place with heel strap. Steel-toed shoes, skate shoes and slippers are not permitted. Cleats are not permitted accept as required for athletic/sports purposes.

3. Lettering or printing will be allowed on shirts, sweatshirts, jewelry, personal items (backpacks, fanny packs, gym bags, water bottles, etc.) and other apparel as long as it is acceptable for school attire. Crude or vulgar printing or pictures depicting tobacco, drugs, alcoholic beverages, gang-related names or symbols, or those that are sexually suggestive are not allowed. Site administration reserves the right to declare

unacceptable any item of clothing, printing, or accessory depicting any logo that has been identified to be gang related (including sport team jerseys), per site policy.

4. Pant size must be appropriate. The fullness must not interfere with the normal school activities. If the student removes the belt, pants must not fall more than two inches below the hipbone. The crotch should not drop lower than the fingertips of the extended hand. The length of the pant should not extend past the heel of the shoe. When side seams are pulled out straight and then are crossed to the front, the edge of the pants should not cross the mid-point of the leg.

5. All clothing shall be within the bounds of decency and good taste as appropriate for school. Garments shall be sufficient to conceal undergarments at all times. Night clothing (pajamas) and slippers are not to be worn to school.

6. Dresses, skirts and shorts shorter than mid-thigh are prohibited.

7. No garment may be worn that is cut-off, ragged or torn.

8. No "see through" or "fish net" type of blouse or shirt may be worn. Students must wear shirts at all times. No muscle shirts, undershirts, tank tops, halter-tops, off-the-shoulder or low-cut tops; or bare midriffs are permitted.

9. No gang-related apparel (as determined by site guidelines).

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

The Principal, staff, students and parents/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

At least six months before a school uniform policy is implemented, the principal or designee shall notify parents/guardians of this policy. (Education Code 35183)

Parents/guardians shall also be informed of their right to have their child exempted.

Wearing of Shorts

Students may be allowed to wear Bermuda shorts, walking shorts, or shorts of this type within the following guidelines:

1. Shorts must be hemmed and straight legged.

2. The length of the shorts must be within the bounds of decency and in good taste as appropriate for school.

3. The shorts length should not be shorter than the end of the extended fingertips.

4. Short shorts are not to be worn at school.

Shorts that do not meet these criteria are not allowed. Tops worn with shorts must adhere to the guidelines previously stated.

Colors

Students shall not wear clothing or apparel identified by school personnel as "colors." The term "colors" is defined as a display by the wearing or placement of apparel by a group of students, or an individual student, which would signify the membership or intent of membership in a student group known to advocate or participate in disruptive or illegal behavior.

Students violating any part of this dress code will be issued one warning and sent home to change into appropriate clothing if necessary. The second violation of the same nature will result in the student being referred to the principal for discipline.

Sunset Elementary School
Section 8: Safe Ingress and Egress
Part 1: Safe Ingress and Egress

Safe Ingress and Egress

Sunset Elementary School will ensure safe ingress and egress to and from the school for pupils, parents, and school employees. Safe ingress and egress will be maintained by periodic reviews of the procedures for ingress and egress. The school will ensure that all passageways to and from school buildings, corridors within school buildings and emergency exits remain clear of all obstruction to allow flow of pedestrian traffic. The school will also ensure that potential obstructions and hazards are removed from such areas. To assist school staff in conducting evaluations, the school may utilize consultants to conduct periodic inspections of the school.

Any problems associated with safe ingress and egress will be addressed immediately.

Sunset Elementary School
Section 9: Weapons and Dangerous Instruments
Part 1: Weapons and Dangerous Instruments - BP 5131.7

The Board of Education desires students and staff to be free from the danger presented by firearms and other weapons and recognizes that they have the right to a safe and secure campus free from psychological and physical harm.

Weapons

The Board of Education desires students and staff to be free from the danger presented by firearms and other weapons and recognizes that they have the right to a safe and secure campus free from psychological and physical harm.

Possession of Weapons

The Board of Education prohibits any person other than authorized law enforcement or security personnel from possessing weapons, imitation firearms, or dangerous instruments of any kind in school buildings, on school grounds or buses, or at school-related or school-sponsored activities away from school, or while going to or coming from school.

Unless he/she has obtained prior written permission as specified below, any student who is determined to have brought a firearm to school or possessed a firearm at school, as verified by a school employee, shall be expelled for not less than one year, except that the Board of Education may set an earlier date for readmission on a case-by-case basis, in accordance with Board of Education policy and administrative regulation. (Education Code 48915; 20 USC 7151)

Students possessing or threatening others with any weapon, dangerous instrument, or imitation firearm are subject to suspension and/or expulsion in accordance with law, Board of Education policy and administrative regulations.

Under the power granted to the Board of Education to maintain order and discipline in the schools and to protect the safety of students, staff and the public, any school employee is authorized to confiscate a weapon, dangerous instrument or imitation firearm from any person on school grounds.

The Principal or designee shall notify law enforcement authorities when any student possesses a weapon without permission or commits any act of assault with a firearm or other weapon. (20 USC 7151; Education Code 48902; Penal Code 245, 626.9, 626.10)

Advanced Permission for Possession of a Firearm for Educational Use

A student who desires to possess or transport a firearm or imitation firearm on school grounds for an educational purpose shall request prior permission from the Principal at least five school days in advance of the planned possession. The student's parent/guardian shall provide written permission explaining the planned use of the weapon and the duration. The student shall also submit a written explanation from the staff person responsible for the school-sponsored activity or class.

On a case-by-case basis, the Principal shall determine whether to grant permission for such possession when necessary for a school-sponsored activity or class or as part of the educational program. Factors that shall be considered include, but are not limited to, the planned use of the weapon, the duration and location of the planned use, whether an audience is expected, and any perceived adverse effects to the safety and well being of students or staff. If the Principal grants such permission, he/she shall provide the student and staff person with a written explanation regarding any limitations and the permissible duration of the student's possession.

The Principal and/or a staff member with knowledge of firearm safety shall inspect the weapon to ensure that necessary safety precautions have been taken, including inspection to ensure that no live ammunition is present. The firearm shall be stored in a locked vehicle or in an appropriate, locked container before and after the educational activity.

A student granted permission to possess a firearm may be suspended and/or expelled if he/she possesses or uses the weapon inappropriately.

Possession of Pepper Spray

To prevent potential misuse that may harm students or staff, students are prohibited from carrying tear gas or tear gas weapons such as pepper spray on campus or at school activities.

Reporting of Dangerous Objects

The Board of Education encourages students to promptly report the presence of weapons, injurious objects or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

The Superintendent or designee shall develop strategies designed to facilitate student reporting of the presence of injurious objects on school grounds, such as tip hotlines, electronic transmissions, or other methods that preserve the student's anonymity. Incident reports and records shall not identify the student who reported the possession. The strategy shall also provide a method of informing staff, students and parents/guardians that students who report the presence of injurious objects on school campuses are to be protected and their identity shielded.

Sunset Elementary School
Section 9: Weapons and Dangerous Instruments
Part 2: Weapons and Dangerous Instruments - AR 5131.7

Students shall not possess weapons, look-alikes, or dangerous instruments of any kind on school grounds or buildings, nor on school buses, nor on any school-related or school-sponsored activity away from school facilities unless written permission has been obtained from the principal.

Weapons and dangerous instruments include, but are not necessarily limited to:

1. Firearms: pistols, revolvers, shotguns, rifles, "zip guns," "stun guns," tasers, and any device capable of chemically propelling a projectile.

For school purposes, this includes air-guns, CO2 guns, paint guns, BB guns, pellet guns and dart or spring action guns and non-operating devices made to look like a firearm, which might be used for intimidation.

2. Cutting and puncturing devices: Dirks, daggers, legal knives, illegal knives (blades longer than three and one-half inches, folding knives with a blade that locks into place), razors with an unguarded blade, Kirpans, and any other device capable of cutting or puncturing.

3. Explosive and/or incendiary devices: pipe bombs, time bombs, tear gas and tear gas weapons, firecrackers, cap guns, caps, containers of inflammable fluids, and other hazardous devices.

4. Any other dangerous device, instrument or weapon, especially those defined in Penal Code 12020, including a blackjack, slingshot, billy club, nunchakus, sandclub, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon.

5. Other: any other objects that could be used to inflict harm.

Possession of or bringing such weapons or devices on school grounds may also be a violation of the Penal Code, and therefore any violation of this regulation shall be reported to the local law enforcement agency. Students who violate this regulation will be subject to immediate suspension and possible expulsion by the Board of Education.

Any school employee may confiscate any of the above devices and any other dangerous device, instrument or weapon, especially those defined in Penal Code 12020, including a blackjack, slingshot, billy club, nunchuks, sand club, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon. Objects may not be returned.

Every employee seizing any weapon or dangerous instrument under the provision of this regulation shall report the incident to the building Principal immediately, and deliver the seized device to the Principal, together with name(s) of persons involved, witnesses, location and circumstances of the seizure.

If it is known that a student has possession of such a device but the device has not been seized, the employee should report the matter to the Principal immediately, and the Principal shall take such action as is

appropriate. This Principal shall report all student violations of this regulation to the Superintendent or designee.

If an employee knows that a student possesses a weapon or dangerous device that has not been confiscated, the employee shall report the matter to the Principal immediately, and the Principal shall take appropriate action.

When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

In accordance with law, the Principal or designee shall notify law enforcement authorities of any acts of assault by a student with a firearm or any other deadly weapon or instrument, and of any possession or seizure of a firearm or any cutting or puncturing device identified in Item 2 above. (Education Code 48902, Penal Code 245, 626.9, 626.10)

The Principal or designee may notify law enforcement authorities regarding the seizure or possession of other dangerous devices. The Principal shall take disciplinary action which he or she determines proper in accordance with Board of Education policies and regulations.

The Principal shall report any possession of a weapon or dangerous instrument, including replicas, to the student's parents/guardians by telephone or in person, and followed by written notification.

Gangs

The Board of Education desires to keep District schools free from the threats or harmful influence of any groups or gangs which exhibit drug use, violence or disruptive behavior. The Board of Education therefore prohibits the presence of any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in such a group. This policy shall be applied at the Principal's discretion as the need for it arises at individual school sites. The Superintendent or designee shall take steps to deter gang intimidation of students and staff and confrontations between members of different gangs. He/she shall exchange information and establish mutually supportive efforts with local law enforcement authorities.

The Superintendent or designee shall provide in-service training, which helps staff to identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior. Staff shall be informed about conflict management techniques and alerted to intervention measures and community resources.

The Board of Education realizes that students become involved in gangs for many reasons, such as peer pressure, the need for a sense of belonging, and lack of refusal skills. Age-appropriate gang violence prevention education shall start with students in the early elementary grades and may start in kindergarten. To further discourage the influence of gangs, the Superintendent or designee shall ensure that school rules of conduct and any school dress code prohibiting gang-related apparel are enforced consistently. If a student exhibits signs of gang affiliation, staff shall so inform the parent/guardian.

Drugs and Alcohol

The Board of Education believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Board of Education desires to keep District schools free of alcohol and other drugs in order to help prevent violence, promote school safety and create a well-disciplined environment conducive to learning.

The Superintendent or designee shall develop, implement and evaluate a science-based/research-based comprehensive prevention and intervention program designed to prevent or reduce alcohol or other drug use. It shall include primary prevention activities such as decision-making skills and conflict management, instruction, referral to a rehabilitation program, enforcement/discipline, activities that promote the involvement of parents/guardians and coordination with appropriate community agencies and organizations.

The Board of Education and Superintendent shall agree upon measures that will be used to monitor and determine the effectiveness of the District's program in reducing drug and alcohol use. The Superintendent or designee shall develop and implement an evaluation process that includes ongoing assessment and analysis of objective data regarding the incidence of drug and alcohol use among District students, including discipline problems, and the prevalence of risk factors.

The Superintendent or designee shall consult with Principals, teachers, counselors, other school personnel, students and parents/guardians when developing the District's program.

The Superintendent or designee shall clearly communicate to all students, staff and parents/guardians the District's policies, regulations and school rules related to the use of alcohol and other drugs on school campuses or at school activities. Information about program needs and goals shall be widely distributed in the community.

Staff should encourage students to participate as responsible partners in efforts to maintain a safe, constructive school climate.

The District's Title IV Coordinator or designee shall collaborate with the Riverside County Office of Education (RCOE) in the establishment of planning and implementing Alcohol and Drug Prevention programs by networking with other Title IV coordinators throughout the county.

Instruction

The District shall provide science-based/research-based preventative instruction, which has been proven effective in helping students avoid the use of alcohol and other drugs.

All instruction and related materials shall consistently state that unlawful use of alcohol or other drugs is wrong and harmful. Instruction shall not include the concept of responsible use of drugs or alcohol when such use is illegal. (20 USC 7114, 7162; Health and Safety Code 11999.2)

The District shall offer staff development activities for staff to include Student Assistance Program (SAP) counselors who implement the comprehensive drug and alcohol prevention and intervention program.

Intervention, Referral and Recovering Student Support.

The Board of Education believes that effective interventions should be available to assist students who use alcohol and other drugs. School staff, students and parents/guardians shall be informed about early warning signs which may indicate alcohol and other drug use and about appropriate agencies offering intervention programs, counseling referral and other student assistance programs. The District shall help recovering students to avoid re-involvement with alcohol and other drugs by providing school and/or community service activities designed to increase students' sense of community.

The Board of Education strongly encourages any student who is using alcohol or drugs to discuss the matter with his or her parent/guardian or with any staff member. Students who disclose their use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be disciplined for such use.

Enforcement/Discipline

The Superintendent or designee shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds or at school-sponsored activities.

Students possessing, using or selling alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures including suspension or expulsion and/or referral to law enforcement in accordance with law, Board of Education policy and administrative regulation. In addition, such students may be referred to an appropriate counseling program, transferred to an alternative placement, and/or be restricted from extracurricular activities, including athletics.

Sunset Elementary School
Section 10: Bullying Policy
Part 1: Bullying BP 5131.2 and AB1156

In compliance with AB 1156 San Ysidro School District has implemented policies, programs, trainings and activities in the prevention of physical, psychological and emotional harm to students, which interfere with the pupil's ability to learn and participate in school activities.

According to AB 1156, it defines "Bullying" as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act and including one or more acts committed by a pupil or group or pupils engaging in sexual harassment, hate violence, harassment, threats, or intimidation directed toward one or more pupils that has or can be reasonably predicted to have the effect or one or more of the following:

a. Placing a reasonable pupil or pupils in fear of harm to that pupils' person or property;
b. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health
c. Causing a reasonable pupil to experience substantial interference with his or her academic performance; or
d. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities or privileges provided by a school.

For the complete text of AB 1156, effective July 1, 2012 please refer to Appendix E.

The District shall be free from discrimination, including harassment, with respect to the actual or perceived ethnic group, religion, gender, color, race, ancestry, national origin and physical or mental disability, age or sexual orientation.

It is intended that harmonious relationships be promoted that enable students to gain a true understanding of civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

Comprehensive School Safety Plan

Section 11

APPENDENCES

Appendix A: Education Code Sections 35294 – 35294.9 Text

35294.10. (a) It is the intent of the Legislature that all public schools with any combination of instructional settings from kindergarten to grade 7, inclusive, have access to supplemental resources to establish programs and strategies that promote school
safety and emphasize violence prevention among children and youth in he public schools. It is further the intent of the Legislature to fund and coordinate the programs and activities carried out pursuant o the Interagency School Safety Demonstration Act of 1985 (Chapter 2.5 (commencing with Section 32260)), relating to safe school model programs; Article 5 (commencing with Section 32280) of Chapter 2.5 of Part 19, relating to the development of school safety plans; and Article 6 (commencing with Section 32296) of Chapter 2.5 of Part 19, relating to school community policing, in a cooperative and interactive effort to promote school safety and violence prevention in the public schools.

(b) It is further the intent of the Legislature that the Superintendent of Public Instruction and the Attorney General shall utilize available resources to make every effort to coordinate activities and the distribution of resources to maximize their effective and efficient use in establishing and maintaining safe schools.

35294.11. (a) The School Safety and Violence Prevention Strategy Program is hereby established to be administered by the Superintendent of Public Instruction for the purpose of promoting school safety and violence prevention programs among children and youth in the public schools.

(b) The Superintendent of Public Instruction, in conjunction with the Attorney General, shall develop standards and guidelines for evaluating proposals, and shall award grants on a competitive basis, as authorized by this article, to schools and school districts
serving any combination of instructional settings from kindergarten to grade 7, inclusive, that meet the following conditions:

(1) The school has developed a school safety plan as required by
Article 5 (commencing with Section 32280) of Chapter 2.5 of Part 21.

(2) The school demonstrates its ability to carry out a collaborative and coordinated approach for implementing a comprehensive school safety and violence prevention strategy.

(3) After initial eligibility has been determined, a process of random selection for grants awarded pursuant to this article shall be used that ensure that, at a minimum, all of the following criteria are met:

(A) Schools are selected from the northern, central, and southern areas
of the state.

(B) Schools selected represent large, medium, and small sized numbers
in their pupil populations.

(C) Schools are selected from urban, suburban, and rural areas.

35294.12. A school or school district that applies for funding pursuant to this article shall submit an application that includes but is not limited to, all of the following:

(a) A school safety plan required by Article 5 (commencing with Section 32280) of Chapter 2.5 of Part 19.

(b) A school violence prevention strategy for improving and marshaling the resources set forth in the school safety plan to promote school safety and violence prevention programs among children and youth.

35294.13. The Superintendent of Public Instruction shall award grants under this article for one or more of the following purposes:

(a) Providing schools with personnel, including, but not limited to, school counselors, school social workers, school nurses, and school psychologists, who are specially trained in identifying and supporting at-risk children and youth where the applicant demonstrates that appropriate support activities are necessary and would be desirable in addressing identified problems, issues, and needs, including, but not limited to, classes pertaining to anger management and conflict resolution.

(b) Providing effective and accessible on campus communication devices, where the applicant demonstrates that the use of these devices, beyond everyday, routine matters, is part of the school safety plan developed pursuant to Article 5 (commencing with Section
32280) of Chapter 2.5 of Part 19.

(c) Establishing an in-service training program for all school staff, designed to assist school staff in identifying at-risk children and youth, communicating effectively with those pupils, and appropriately referring those pupils for counseling.

(d) Establishing cooperative arrangements with local law enforcement agencies for appropriate school-community relationships.

(e) Proposals that allow school districts to respond to existing or subsequent research that establishes structural changes in the operation of schools, such as smaller schools or "schools within schools."

(f) Any other proposal that the applicant school or school district designs that demonstrates that the proposal would materially contribute to meeting the goals and objectives of current law in providing for safe schools and preventing violence among children and youth.

35294.14. The Superintendent of Public Instruction and the Attorney General shall cooperatively design an evaluation process for the programs and activities established pursuant to this article and shall report to the Legislature by January 1 of each year, commencing in 2001, any recommendations for modifications to existing law relative to school safety and violence prevention among children and youth.

35294.15. Unless otherwise required by law, the Superintendent of Public Instruction shall establish the rules and regulations for the application process to be utilized by schools and school districts to obtain funds made available by this or any other provision of law or by the annual Budget Act to promote school safety and violence prevention among children and youth. To perform the duties of this article or any of the activities in subdivision (a) of Section 35294.10, up to 5 percent of the total funds appropriated for purposes of this article may be utilized by the Superintendent of Public Instruction for administrative costs.

Appendix B: SB 187 Text

SB 187 – Comprehensive School Safety Plans

This bill:

1. Revises, and makes mandatory, provisions of existing law relating to comprehensive safety plans for school sites.

2. Requires each school site, by September 1, 1998, to develop a school safety plan, as specified, to be evaluated annually and amended, if needed. The bill provides that these plans be written and established by the School Site Council and shall include, but not be limited to, a number of specified components; current law only authorizes that safety plans include these components. The bill requires school sites to submit their completed plans to their districts or COE, and for the districts or COE's to notify the State Department of Education by October 15, 1998 of any school sites, which have not so complied.

3. Requires the school site council to consult with local law enforcement in developing the plan.

4. Allows schools to submit existing safety plans to comply with this requirement, so long as the plans are in existence by December 31, 1997 and contain the required information.

5. Requires schools to hold a public meeting to solicit public opinion on their school safety plans before approving them.

6. Establishes that nothing in the bill shall restrict the authority of school boards as established by the Education Code.

7. Authorizes the School Site Council to delegate its responsibility to develop a site safety plan to a school safety planning committee. The school safety committee would, at a minimum have to include the following members: the principal (or designee), a teacher who is a representative of the recognized certificated employee organization, a classified employee who is a representative of the recognized classified employee organization, a parent who's child attends the school, and others as desired. If there is no school site council, then the school safety planning committee, composed of the specified members, would be required to develop the school safety plan required by this bill.

8. Provides for a fine of up to $500 for the willful failure to establish a school safety plan as required by this bill.

9. Specifies that with regard to small school districts, they have the option of developing district-wide comprehensive school safety plans applicable to each school-site.

10.Provides a sunset of January 1, 2000; however, the comprehensive safety plan would continue to be evaluated and amended by the school-site council. Schools must maintain an updated file of safety-related plans and materials for public viewing.

Appendix C: SB 334 Text

SB 334 – Youthful Offenders: education

This bill establishes the School Safety and Violence Prevention Strategy Program for the purpose of promotion school safety and violence prevention among students in the public schools.

This bill extends the operative date of those provisions indefinitely and would instead require each school to adopt its comprehensive school safety plan by March 1, 2000, and to review and update the plan by March 1 every year thereafter.

The bill also requires each school district or county office of education to notify the State Department of Education annually of any schools that have not complied with the requirement of developing a comprehensive school safety plan. The bill requires, commencing in July 1,2000, and every July thereafter, each school to report on the status of its school safety plan, including a description of its key elements in the school accountability report card otherwise required by law.

This bill establishes the School Safety and Violence Prevention Strategy Program, to be administered by the State Superintendent of Public Instruction for the purpose of promoting school safety and violence prevention programs among children and youth in the public schools. The bill requires the State Superintendent of Public Instruction, in
conjunction with the Attorney General, to develop guidelines and standards for evaluating grant applications, and to award grants on a competitive basis to schools that
develop school safety plans and demonstrate a collaborate and coordinated approach for implementing a comprehensive school safety and violence prevention strategy to be used for certain purposes, including, but not limited to, providing counselors who are specially trained in identifying and supporting at-risk children and youth. The bill requires the State Superintendent of Public Instruction and the Attorney General to cooperatively design an evaluation process for the program and activities established under the School Safety and Violence Prevention Strategy, and to report to the Legislature by January 1 of
each year on those programs. The bill also requires a school principal to disseminate information regarding a minor who has been found to have committed any specified
felony or misdemeanor to a teacher or administrator, as specified.

This bill enacts numerous changes to juvenile court procedures. Addresses school safety and youth violence prevention programs and policy. Specifically, <u>this bill</u>:

1. Allocates $11.3 million from the General Fund for violence prevention and school safety.

2. Appropriates $3 million to San Diego County for residential placement, mental health treatment and education and skills training for dependent children.

3. Appropriates $1.8 million to the City and County of San Francisco for acquiring and installing surveillance cameras on public transit vehicles.

4. Distributes $5 million to the Superintendent of Public Instruction. Requires the Superintendent in consultation with the Attorney General (AG) to develop and implement a schedule for using the appropriation to promote school safety and violence prevention.

5. Allocates $1.5 million to the Board of Corrections (BOC) for funding the At-Risk Youth Early Intervention Program currently administered by the BOC.

6. Provides that K-7 schools must develop ongoing comprehensive school safety plans. The plans concern school-based crime, crime prevention, emergency services, sexual harassment, notification regarding dangerous pupils, and child abuse reporting.

7. Creates the "School Safety and Violence Prevention Strategy Program."
The Superintendent of Public Education and the AG evaluate and award grants to projects that provide counseling to at-risk youth, technical assistance, in-service training, and cooperation with local law enforcement.

8. Deletes sunset clauses and makes technical changes to various provisions concerning school safety plans. Requires notification within seven days of a petition alleging the commission of a violent felony to school superintendents.

9. Declares legislative intent to have the Superintendent of Public Instruction and the AG coordinate efforts funding and implementing violence prevention and school safety programs. Makes changes to procedures regarding At-Risk Youth Early Intervention Programs.

10. Provides that a minor 16 years of age or older shall be prosecuted in adult criminal court under the following circumstances:

A. Accused of committing murder in the first degree, attempted premeditated murder, an aggravated sex offense, aggravated kidnapping, or any specified felony where a firearm was used and discharged; or,

B. Previously adjudicated as a ward of the court by committing any felony when 14 years of age or older.

11. Provides that a minor directly charged as an adult has the right to a preliminary hearing. The case shall proceed in criminal court unless the defendant minor prevails in a motion to dismiss.

12. Provides that a minor who was prosecuted directly in adult court and convicted shall be sentenced as an adult convicted of the same offense subject to the specified provision Youth Authority (CYA).

13. Enacts a reverse remand provision authorizing the court to impose a juvenile disposition for a minor convicted after a direct file prosecution if the minor satisfies specified criteria.

Appendix D: Sequential Discipline Standards

ELEMENTARY
&
SECONDARY

Appendix E: AB1156 Text

AB – 1156 Pupils: Bullying

Summary: Makes several proposals related to bullying, including requiring training in the prevention of bullying, giving priority for inter-district transfers to victims of bullying, and revising the definition of bullying, beginning on July 1, 2012.
Specifically, this bill:

1) Makes declarations and findings regarding the impact of bullying, including that bullying causes physical, psychological and emotional harm to pupils; interferes with pupils' ability to learn and participate in school activities; and, that bullying has been linked to other forms of antisocial behavior, such as vandalism, shoplifting, truancy and dropping out of school, fighting, using drugs and alcohol, sexual harassment and sexual violence.

2) Adds training in the prevention of bullying as a component in the workshops provided by the Department of Justice and the California Department of Education (CDE) to school districts, county offices of education, and school site personnel to assist them in the development of school safety and crisis response plans.

3) Specifies that as comprehensive school safety plans are reviewed and updated, the Legislature encourages all plans, to the extent that resources are available, to include policies and procedures aimed at the prevention of bullying.

4) Gives priority for inter-district attendance under any existing inter-district attendance agreement, or, in the absence of an agreement, be given additional consideration for the creation of an inter-district attendance agreement, to a pupil who has been determined by personnel of either the district of residence or the district of proposed enrollment to have been the victim of an act of bullying committed by a pupil of the district of residence, at the request of the person having legal custody of the pupil.

5 Specifies that "bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils engaging in sexual harassment, hate violence, harassment, threats, or intimidation directed toward one or more pupils that has or can be reasonably predicted to have
the effect of one or more of the following:

a) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property;

b) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health;

c) Causing a reasonable pupil to experience substantial interference with his or her academic performance; or,

d) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

6) Expands the definition of "electronic act" to include a post on a social network Internet Web site.

7) Relocates the definitions of "bullying" and "electronic act" from Education Code (EC) Section 32261 (Interagency School Safety Demonstration Act of 1985) to Section 48900 (expulsions and suspensions).

8) Defines "reasonable pupil" as a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

9) Strikes an obsolete provision in the suspension and expulsion provisions of the Education Code.

The Senate amendments expand the definition of "electronic act" to include a post on a social Internet Web site, strike the provision regarding residency requirements and instead give a pupil determined to have been a victim of an act of bullying priority for an inter-district transfer, revise the definition of "reasonable pupil" to include exceptional needs pupils, and add co-authors.

Appendix F: Sunset Elementary Emergency Plan

Disaster Drill Duties and Responsibilities

Staff (i.e. ELD, RSP, IA, librarian, speech….) that are not in charge of a particular class will go directly to the command center to be assigned a specific job, receive orange vests, and get a walkie talkie if needed for assigned duty.
If the ELD, RSP, Speech Teacher has kids, first they take them to the evacuation site and release them to their homeroom teacher. Then that person goes to the Control Center.

Here are the following assignments for the drill, but anyone may be assigned at any time depending on the needs:
Incident Commander: Erika Meza
Incident Commander Alternates: Nohemi Yescas
Safety Officer: SDPS Officer Carlos Eddignton
Public Information Officer: Sylvia Mendoza (Meet media and direct them to D.O.—don't give out information)
Liaison Officer: Arturo Preciado (Direct Fire Trucks and other agencies to proper location on site)
Operations Chief: Catalina Jauregui (Evacuation Site)
Planning and Intel: Karina Kaai (Parent Release Area)
Log/Scribe: Maria Elena Hernandez
Logistics Chief: Gina Torres (First Aid Station)
Finance/Administration: Gina Torres (Parent Release Area)
Situation Analysis Leaders/Runners: Joel Garcia (Check buildings and then in front of evacuation site as runners)

Custodial Duties: Bring out cafeteria table in front of cafeteria for command center, put table out on blacktop for **Ms. Meza**, unlock Arc with **Key __**, lock upper gate, check gas main if necessary…After students are evacuated, put up emergency tape around the evacuation site.

Command Center: Ms. Irma brings out cafeteria table. All members of incident command team, situation analysis, Redirect Traffic personnel, and parent release personnel report to Command Center in front of cafeteria.

Parent Release Area: Karina Kaai,
Duties: Set up parent release with signs at the 3 picnic tables. Parents fill out release card and then go to Table #2 to Gina Torres. You radio to the Situation analysis/Runners for the student that needs to be released.

Parent Release Table:
Duties: Set up small table with sign (Thuy's table). Parents bring filled out form, check emergency card, check I.D., runner brings student after being radioed, runner gives you the name tag, you put the name tag and release form together in the box labeled "Released Students." Parent and student go to cement curb behind the library after released (for drill only).

First Aide Station:
Duties: Set up First Aid Station and provide first aid as needed

Redirect Parent Traffic:
Duties: Send all parents to Parent Release Table #1; do not allow parents to go to student lines to get students.

Teacher Leaders for situation analysis/Runners:

Teacher Leaders:

Kindergarten: Ms. Garcia
1st Grade: Ms. Cervantes
2nd Grade: Ms. Vinarao
3rd Grade: Ms. DeBaca
4th Grade: Mr. Direen
5th Grade: Mr. Scarlett
6th Grade: Ms. Marking

Duties: These teacher leaders will assign their class to the nearby teacher. Will go to the command center. First, will check assigned rooms and report findings to the command center. Then, will return to the parent release area near the evacuation site as a runner. The parent will have a colored index card with the student name/teacher name/rm # on it for each of their children that they will release. The Situation Analysis Person takes the student card and goes to the student line and gets student and escorts student back to parent. The teacher takes the card and the student name tag and puts it in the backpack. Will control the evacuation site. Will have a walkie talkie and be in contact with the command center. Redirect parents to Control Center. Do not allow parents to go to student lines to get students.

The following people listed as Teacher Leaders and Staff that are in charge of posts will get a walkie talkie at the Command Center:

Sunset Walkie Talkies (Channel 1)
District Walkie Talkies (Channel 4)
Other Staff

Appendix G: Suspected Child Abuse Report Form

Print

SUSPECTED CHILD ABUSE REPORT

Reset Form

To Be Completed by **Mandated Child Abuse Reporters**
Pursuant to Penal Code Section 11166

PLEASE PRINT OR TYPE

CASE NAME: _____

CASE NUMBER: _____

A. REPORTING PARTY

NAME OF MANDATED REPORTER	TITLE	MANDATED REPORTER CATEGORY
REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS — Street — City — Zip		DID MANDATED REPORTER WITNESS THE INCIDENT? ☐ YES ☐ NO
REPORTER'S TELEPHONE (DAYTIME) ( )	SIGNATURE	TODAY'S DATE

B. REPORT NOTIFICATION

☐ LAW ENFORCEMENT ☐ COUNTY PROBATION ☐ COUNTY WELFARE / CPS (Child Protective Services)	AGENCY	
ADDRESS — Street — City — Zip		DATE/TIME OF PHONE CALL
OFFICIAL CONTACTED - TITLE		TELEPHONE ( )

C. VICTIM One report per victim

NAME (LAST, FIRST, MIDDLE)	BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
ADDRESS — Street — City — Zip		TELEPHONE ( )	
PRESENT LOCATION OF VICTIM	SCHOOL	CLASS	GRADE
PHYSICALLY DISABLED? ☐ YES ☐ NO	DEVELOPMENTALLY DISABLED? ☐ YES ☐ NO	OTHER DISABILITY (SPECIFY)	PRIMARY LANGUAGE SPOKEN IN HOME
IN FOSTER CARE? ☐ YES ☐ NO	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: ☐ DAY CARE ☐ CHILD CARE CENTER ☐ FOSTER FAMILY HOME ☐ FAMILY FRIEND ☐ GROUP HOME OR INSTITUTION ☐ RELATIVE'S HOME		TYPE OF ABUSE *(CHECK ONE OR MORE)* ☐ PHYSICAL ☐ MENTAL ☐ SEXUAL ☐ NEGLECT ☐ OTHER (SPECIFY)
RELATIONSHIP TO SUSPECT	PHOTOS TAKEN? ☐ YES ☐ NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? ☐ YES ☐ NO ☐ UNK

D. INVOLVED PARTIES

VICTIM'S SIBLINGS

NAME	BIRTHDATE	SEX	ETHNICITY	NAME	BIRTHDATE	SEX	ETHNICITY
1.				3.			
2.				4.			

VICTIM'S PARENTS/GUARDIANS

NAME (LAST, FIRST, MIDDLE)	BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
ADDRESS — Street — City — Zip	HOME PHONE ( )	BUSINESS PHONE ( )	
NAME (LAST, FIRST, MIDDLE)	BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
ADDRESS — Street — City — Zip	HOME PHONE ( )	BUSINESS PHONE ( )	

SUSPECT

SUSPECT'S NAME (LAST, FIRST, MIDDLE)	BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
ADDRESS — Street — City — Zip		TELEPHONE ( )	
OTHER RELEVANT INFORMATION			

E. INCIDENT INFORMATION

IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX ☐ *IF MULTIPLE VICTIMS, INDICATE NUMBER:* _____

DATE / TIME OF INCIDENT	PLACE OF INCIDENT

NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was determined not to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation Department; GREEN COPY- District Attorney's Office; YELLOW COPY-Reporting Party

Appendix H: Employee Acknowledgement of Child Abuse Reporting Requirements

STATEMENT ACKNOWLEDGING REQUIREMENT TO REPORT CHILD ABUSE

NOTE: RETAIN IN EMPLOYEE/LICENSEE FILE

NAME	
POSITION	FACILITY NUMBER

California law REQUIRES certain persons to report known or suspected child abuse. As a licensee or an employee at a licensed facility or a child care institution, YOU are one of those persons - a "mandated reporter."

PERSONS WHO ARE REQUIRED TO REPORT ABUSE

Mandated reporters include a licensee, an administrator, or an employee of a licensed community care or child day care facility. [Penal Code ("PC") § 11165.7(a)(10)] Mandated reporters also include an employee of a child care institution, including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities. [PC § 11165.7(a)(14)] No supervisor or administrator may impede or inhibit an individual's reporting duties or subject the mandated reporter to any sanction for making the report. [PC § 11166(h)]

WHEN REPORTING ABUSE IS REQUIRED

A mandated reporter, who in his or her professional capacity, or within the scope of his or her employment, has knowledge of or observes a person under the age of 18 years whom he or she knows or reasonably suspects has been the victim of child abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone, and shall prepare and send a written report within 36 hours of receiving the information concerning the incident. [PC § 11166(a)]

ABUSE THAT MUST BE REPORTED

Physical injury inflicted by other than accidental means on a child. [PC § 11165.6]

Sexual abuse meaning sexual assault or sexual exploitation of a child. [PC § 11165.1]

Neglect meaning the negligent treatment, lack of treatment, or the maltreatment of a child by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare. [PC § 11165.2]

Willful harming or injuring or endangering a child meaning a situation in which any person inflicts, or willfully causes or permits a child to suffer, unjustifiable physical pain or mental suffering, or causes or permits a child be placed in a situation in which the child or child's health is endangered. [PC § 11165.3]

Unlawful corporal punishment or injury willfully inflicted upon a child and resulting in a traumatic condition. [PC § 11165.4]

WHERE TO CALL IN AND SEND THE WRITTEN ABUSE REPORT

Reports of suspected child abuse or neglect must be made to any police department or sheriff's department (not including a school district police or security department), county probation department, if designated by the county to receive mandated reports, or the county welfare department. [PC § 11165.9] The written report must include the information described in Penal Code section 11167(a) and may be submitted on form SS 8572.

IMMUNITY AND CONFIDENTIALITY OF REPORTER AND OF ABUSE REPORTS

Persons legally mandated to report suspected child abuse have immunity from criminal or civil liability for reporting as required or authorized by law. [PC § 11172(a)] The identity of a mandated reporter is confidential and disclosed only among agencies receiving or investigating reports, and other designated agencies. [PC § 11167(d)(1)] Reports are confidential and may be disclosed only to specified persons and agencies. Any violation of confidentiality is a misdemeanor punishable by imprisonment, fine, or both. [PC § 11167.5(a)-(b)]

PENALTY FOR FAILURE TO REPORT ABUSE

A mandated reporter who fails to make a required report is guilty of a **misdemeanor** punishable by up to six months in jail, a fine of $1000, or both. [PC § 11166(b)]

COPY OF THE LAW

Prior to my employment in a licensed community care or child day care facility, or child care institution, my employer provided me with a copy of Penal Code sections 11165.7, 11166, and 11167. [PC § 11166.5(a)]

ACKNOWLEDGMENT OF RESPONSIBLITY

I, _____, have knowledge of my responsibility to report known or suspected child abuse in compliance with Penal Code section 11166. [PC § 11166.5(a)]

SIGNATURE	DATE

Appendix I: Disciplinary & Suspension Forms

Student ID #

San Ysidro School District
4350 Otay Mesa Road, San Ysidro, CA 92173
Notice of Suspension

Student's Last Name	First	Middle	School Name	Phone
Sex / Age	Grade	Parent/Guardian		
Birthdate	Ethnic Code	Address		❑ Special Ed.
Incident Date	Period of Suspension: Date _____ through _____ # of Days _____		Unless otherwise contacted, student may return to school on: Date: _____	

Immediate reason for suspension, violation of Education Code 48900 et. al

a-1 Physical injury to another person
- ❑ Attempted or threatened to cause (i.e. fighting)
- ❑ Caused injury
- ❑ Caused minor cuts and bruises
- ❑ Caused injury requiring medical attention ✱
- ❑ Caused serious bodily injury ✱ & ✱✱

a-2 ❑ Willfully used force or violence upon the person of another, except in self-defense

b Weapons (firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds)
- ❑ Possessing – selling - furnishing a firearm ✱
- ❑ Possession of explosive ✱
- ❑ Knife ✱
- ❑ Dangerous object (Possession of a firearm, explosive, and brandishing a knife require a recommendation of expulsion)

c Alcohol/intoxicant/controlled substance, as defined in the Health and Safety Code ✱
- ❑ Possessed/used
- ❑ Delivered or furnished
- ❑ Under the influence
- ❑ Sold (requires recommendation for expulsion)

d Substance represented to be alcohol, intoxicant, or a controlled substance in the Health and Safety Code ✱
- ❑ Furnished/delivered
- ❑ Sold

e Committed or attempted to commit
- ❑ Robbery
- ❑ Extortion

f Damage to school/private property
- ❑ Attempted to cause damage
- ❑ Caused damage
- ❑ Caused major damage ✱

g Stealing school/private property
- ❑ Attempted to steal
- ❑ Stole

h Tobacco on school premises
- ❑ Possessed or furnished
- ❑ Used
- ❑ Habitual use

i Obscenity
- ❑ Committed an obscene act
- ❑ Engaged in habitual profanity/vulgarity
- ❑ Engaged in vulgarity

j Drug paraphernalia, as defined in the Health and Safety Code
- ❑ Unlawful possession
- ❑ Unlawfully offered, arranged, or negotiated to sell

k Disruption/defiance
- ❑ Disruption/defiance
- ❑ Major disruption/defiance involving threatening incident

l Knowingly received stolen school or private property
- ❑ Value less that $400
- ❑ Value $400 or more ✱

m Imitation firearm ✱
- ❑ Possessed
- ❑ Used in a threatening manner

n ❑ Committed sexual assault and/or battery ✱ (requires recommendation for expulsion)

✱ **Requires law enforcement contact:**
Date _____ **Agency** _____

o ❑ Harassed, threatened, or intimidated witness

p ❑ Selling the prescription drug Soma ✱

q Hazing
- ❑ Attempted
- ❑ Engaged in

r Engaged in an act of bullying directed toward a student or school personnel
- ❑ Committed personally
- ❑ Committed by means of an electronic act

s Aiding and abetting
- ❑ Physical injury
- ❑ Attempted physical injury (Suspension only, except for court conviction)

.2 Sexual harassment (Grades 4–8 only)
- ❑ Verbal/visual
- ❑ Physical
- ❑ Continued sexual harassment

.3 Engaged in hate violence (Grades 4-8 only)
- ❑ Threat of force or use of force
- ❑ Caused injury

.4 Engaged in intimidation (Grades 4-8 only)
- ❑ Harassment
- ❑ Threats

.7 Terrorist threats against ✱
- ❑ School officials
- ❑ School property
- ❑ Both

✱✱ **Contact Learning Support Services**

Description of incident: _____

_____

_____

❑ **Other means of correction:** _____

❑ **Upon completion of the investigation, student may be recommended for expulsion.**

- During the period of this suspension the student is to remain at home during school hours or under the direct supervision of the parent/guardian and is prohibited from entering the premises of SYSD schools (except in connection with an authorized or official meeting or other proceeding related to this suspension).
- The student's parent/guardian has the right to attend a meeting with school officials at which time the causes, duration, school policy involved, and other matters related to the suspension shall be discussed. Therefore, the parent or guardian is requested to **immediately** call the school to make an appointment to discuss this suspension.
- If the student has been recommended for expulsion, a 5-day suspension will be issued due to the seriousness of the offense.
- The parent or guardian of the student has a right of access to review all the student's school records.
- The parent or guardian also has the right to request a hearing with the superintendent's designee to appeal this suspension.

This form is to verify that the student has been informed of the reasons for this suspension, presented with the facts upon which the suspension is based, and given the opportunity to present his/her version of what occurred.

Date prepared _____ Signature (Administrator) _____ Title _____

Telephone contact with parent/guardian made by _____ on _____ at _____

Parent/guardian conference with _____ arranged on _____ at _____

Distribution: White/Parent; Green & Pink/Educational Services; Canary/Site Discipline Notification Notebook; Goldenrod/Cumulative File

Student ID #

San Ysidro School District
4350 Otay Mesa Road, San Ysidro, CA 92173

Aviso de Suspensión

	Estudiante Apellido	Nombre	Escuela Nombre	Teléfono
Sexo	Edad	Grado	Nombre del Padre o Guardián	
Fecha de Nacimiento	Código de Étnica	Dirección		❑ Educación Especial
Fecha del Incidente	Periodo de Suspensión Fecha_____ hasta_____ # de Días____		A menos que reciba una llamada, el estudiante puede regresar a la escuela el: Fecha: _____	

Razón para la suspensión, violación del Código de Educación 48900 et. al

a-1 Daño físico a otra persona
- ❑ Trató o amenazó a causar (i.e. pelearon)
- ❑ Causó daño
- ❑ Causó herida mínima y moretones
- ❑ Causó daño que requiere atención médica●
- ❑ Causó daño físico grave● & ● ●

a-2 ❑ Usó fuerza o violencia hacia otra persona intencionadamente, excepto en autodefensa

b Armas (armas de fuego, navajas, explosivos, u otro objeto peligroso sin ningún uso razonable para el estudiante en la escuela o en una actividad escolar fuera del campo escolar)
- ❑ Posesión-venta-proporción de un arma de fuego●
- ❑ Posesión de explosivo●
- ❑ Navaja●
- ❑ Objeto peligroso

(Posesión de un arma de fuego, explosivo y blandir una navaja requiere una recomendación para la expulsión)

c Alcohol/embriagante/sustancia controlada, como se define en el Código de Salud y Seguridad●
- ❑ Posesión/uso
- ❑ Entregó o proporcionó
- ❑ Bajo la influencia
- ❑ Vendió (requiere una recomendación para la expulsión)

d Sustancia representando alcohol, embriagante o sustancia controlada en el Código de de Salud y Seguridad●
- ❑ Entregó o proporcionó
- ❑ Vendió

e Cometió o trató de cometer
- ❑ Robo
- ❑ Extorsión

f Daño a la propiedad escolar/privada
- ❑ Trató de causar daño
- ❑ Causó daño
- ❑ Causó daño considerable●

g Robo de propiedad escolar/privada
- ❑ Trató de robar
- ❑ Robó

h Tabaco en propiedad escolar
- ❑ Posesión o proporcionó
- ❑ Usó
- ❑ Uso habitual

i Indecencia
- ❑ Cometió un acto indecente
- ❑ Se dedica a profanidad/vulgaridad habitual
- ❑ Se dedica a la vulgaridad

j Parafernalia de droga, como se define en el Código de Salud y Seguridad
- ❑ Posesión ilegal
- ❑ Ofreció, arregló o negoció la venta ilegal

k Interrupción/desafío
- ❑ Interrupción/desafío
- ❑ Interrupción/desafío considerable envolviendo un incidente amenazante

l Recibió propiedad escolar o privada robada intencionalmente
- ❑ Valor menos de $400
- ❑ Valor de $400 o más●

m Imitación de arma de fuego●
- ❑ Posesión
- ❑ Uso de manera amenazante

n ❑ Cometió asalto y/o maltrato sexual● (requiere una recomendación para la expulsión)

o ❑ Acosó, amenazó o intimidó a un testigo

p ❑ Venta del medicamento de receta Soma●

q Novatada
- ❑ Trató
- ❑ Tomó parte en

r Tomo parte en un acto de acosamiento dirigido contra un estudiante o empleado escolar
- ❑ Personalmente cometido
- ❑ Cometido por medios de un acto electrónico

s Ayudó e instigó
- ❑ Daño físico
- ❑ Trató de cometer daño físico (Solamente para suspensión, excepto cuando sea convicto por la corte)

.2 Hostigamiento sexual (Grados 4-8 solamente)
- ❑ Verbal/visual
- ❑ Físico
- ❑ Hostigamiento sexual continuo

.3 Tomó parte en violencia de odio (Grados 4-8 solamente)
- ❑ Amenaza de usar fuerza o uso de fuerza
- ❑ Causo daño

.4 Tomó parte en intimidación (Grados 4-8 solamente)
- ❑ Acosamiento
- ❑ Amenazas

.7 Amenazas terroristas contra●
- ❑ Oficiales escolares
- ❑ Propiedad escolar
- ❑ Ambos

● **Requiere llamada al departamento de ley : Fecha_____ Agencia_____**

● **Llame al Departamento de Servicios de Apoyo en el Aprendizaje**

Descripción del incidente: _____

- ❑ **Otros modos de corrección:** _____
- ❑ **Al terminarse la investigación, se puede recomendar que el estudiante sea expulsado.**

- Durante el periodo de esta suspensión, el estudiante deberá permanecer en el hogar durante el horario escolar o bajo la supervisión directa del padre/guardián y se le prohíbe entrar en las localidades de las escuelas de SYSD (excepto en conexión con una junta autorizada u oficial u otro procedimiento relacionado con esta suspensión).
- El padre/guardián del estudiante tiene el derecho de asistir a una junta con los oficiales escolares en la cual se discutirán las causas, duración, política escolar envuelta y otros asuntos pertinentes a la suspensión. Así que, se le pide al padre o guardián que llame a la escuela **inmediatamente** para hacer una cita para discutir esta suspensión.
- Si el estudiante ha sido recomendado para expulsión, se establecerá una suspensión de 5 días debido a la seriedad de la ofensa.
- El padre o guardián del estudiante tiene el derecho al acceso de los documentos escolares del estudiante para repasarlos.
- El padre también tiene el derecho de solicitar una audiencia con la persona designada por el superintendente para apelar esta suspensión.

Esta forma es para verificar que el estudiante ha sido informado de las razones para esta suspensión, presentado con los hechos por los cuales se basa la suspensión y se le ha dado la oportunidad de presentar su versión de lo que ocurrió.

Fecha de la preparación: _____ Firma (Administrador): _____ Título: _____
Contacto telefónico con el padre o guardián hecho por _____ el (fecha) _____ a las (hora) _____
Conferencia de padre/guardián con _____ organizada para el (fecha) _____ a las (hora) _____

Distribution: *White/Parent; Green & Pink/Educational Services; Canary/Site Discipline Notification Notebook; Goldenrod/Cumulative File*

Appendix K: Behavior Contract

San Ysidro School District

Sunset Elementary School
3825 Sunset Ln
Phone 619-428-1148 Fax 619-428-0065

FIRST STUDENT-PARENT AGREEMENT

Student: _____ Grade: _____ Date Issued: _____
Address: _____ Telephone: _____

STUDENT: I agree to attend school daily, obey school rules, and follow these guidelines:

- Arrive to school no later than **8:55 a.m.**
- Have no tardies, truancies, or unexcused absences.
- Complete all class assignments.
- Follow the directions of administrators, teachers, and staff.
- Be respectful to all staff and fellow students.
- Develop a positive attitude about school.
- Other:_____
- _____

PARENT: I agree to cooperate with school officials and comply with this contract as follows:

- Work with my son/daughter and the school to ensure that he/she attends school regularly and on time.
- Direct my son/daughter to follow school rules, administration, teachers and staff.
- Provide a quite, well lighted place for my son/daughter to do school work and review with my son/daughter their schoolwork daily.
- Attend scheduled conferences with school administration/teachers concerning my son/daughter's attendance and/or behavior.
- Help my son/daughter to be positive about school.
- Other:_____
- _____

I understand that if my son/daughter's behavior and/or attendance does not improve, this matter may be referred to the School Attendance Review Board (SARB)/Behavior Assessment Review Team (BART).

Parent's signature_____Date_____

Student's signature_____Date_____

Principal's/Designee's signature_____Date_____

Other_____Date_____

Distrito Escolar De San Ysidro

Escuela Primaria Sunset
3825 Sunset Ln
Tel. 619-428-1148 Fax 619-428-0065

PRIMER CONVENIO ESTUDIANTE/PADRE

Alumno: _____ Grado: _____ Fecha: _____
Domicilio: _____ Telefono: _____

ALUMNO: Yo estoy de acuerdo en asistir regularmente a la escuela, obedecer las reglas escolares y obedecer los siguientes reglamentos escolares:

- Llegar a la escuela no más de las **8:55 am**
- No tener faltas sin excusa, tardanzas, o irme de pinta.
- Completar tareas que me asignen.
- Obedecer las indicaciones de administradores, maestros y personal escolar.
- Ser respetuoso hacia personal y otros alumnos.
- Tener una actitud positiva hacia la escuela.
- Otro: _____
  _____

PADRE: Yo me comprometo a cooperar con los funcionarios de la escuela y cumplir con este contrato en lo siguiente:

- Trabajar con mi hijo/a y la escuela para asegurar que el/ella asista la escuela regularmente y puntualmente.
- Dirigir a mi hijo/a a obedecer las reglas de la escuela, los administradores, maestros y personal escolar.
- Proporcionar un lugar tranquilo y bien iluminado para que mi hijo/a haga sus tareas escolares y revisarlas en su compañia todos los dias.
- Asistir conferencias con administradores sobre el comportamiento y la puntualidad de mi hijo/a.
- Ayudar a mi hijo/a ser positivo hacia la escuela.
- Otro: _____
  _____

Yo comprendo que si el comportamiento de mi hijo/a no mejora, este asunto será dirigido al Equipo Verificador de Asistencia/Comportamiento de la Escuela (SARB)/(BART).

Firma del Padre_____Fecha_____

Firma del Alumno_____Fecha_____

Firma del Director/a _____Fecha_____

Otros_____Fecha_____

Appendix L: School Safety Committee

The Sunset School Safety Committee

Name	**Title**	**Signature**
Efrain Burciaga	**Principal**	
Erika Meza	**Assistant Principal**	
Maria Elena Hernandez	**Administrative Clerk I**	
Maria J. Hernandez	**Health Clerk**	
Silvia Mendoza	**Clerk**	
Joel Garcia	**Teacher**	
Adriana Augilar	**Teacher (TOSA)**	
Mary Kaai	**Outreach Coordinator**	
Nohemi Yescas	**Teacher**	
(Pending Approval)	**Campus Security**	
Cynthia Flores	**Volunteer**	
Irma Ibarra	**Custodian**	
Maria Del Rosario Castro	**IMRA**	

Date and Location of Public Meeting:

The School Safety Plan was reviewed at a public meeting on February 9, 2017

Reviewed by:_____ Date:_____

Print Name: _____

San Ysidro School District Approval:

Reviewed by:_____ Date:_____

Print Name: _____

Vista Del Mar Elementary School
Comprehensive School Safety Plan

SB 187 & SB 334 Compliance Document

(Revised January 2017)

San Ysidro School District
San Diego, California

12A.1

This document is to be maintained for public inspection during business hours

Vista Del Mar Elementary School
Comprehensive School Safety Plan

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Vista Del Mar Elementary School
Section 1: General Information – School Safety
Part 1: District Commitment to School Safety

It is the policy of the San Ysidro School District Board of Education that all students enrolled in this district, and all employees employed by this district, have the right to attend campuses, which are safe and secure. The Board believes that a beginning step toward safer schools is the development of a comprehensive plan for school safety by every school within the District. The Board intends that parents, students, teachers, administrators, counselors, classified personnel, and community agencies develop safe school plans, including local law enforcement, and approved by the Board. The school site committee will review these safe school plans on an annual basis and proposed changes will be submitted to the Board for approval.

Vista Del Mar Elementary School
Section 1: General Information – School Safety
Part 2: Legislative Requirements

The California Education Code (sections 35294.10-35294.15) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school. **See Appendix A for CA Education Code sections 35294-35294.15**

This requirement was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause, which stated that this legislation would remain in effect only until January 1, 2000. **See Appendix B for Senate Bill 187 Text. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation**. **See Appendix C for Senate Bill 334 Text.**

Comprehensive School Safety Plans are required under SB 187/SB 334 to contain the following elements:

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

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

Vista Del Mar Elementary School
Section 1: General Information – School Safety
Part 3: Maintaining a Safe and Orderly Environment

Vista Del Mar Elementary School and the San Ysidro School District are committed to providing a safe environment for students, staff and visitors. Several strategies will be utilized to maintain a high level of school safety. Strategies include, but are not limited to:

- Consultation with local public safety agencies
- Consultation with risk management specialists
- Continuing education and training of school staff
- Inspections and evaluations of school facilities
- Evaluation of safety-related policies and procedures
- Annual review and revision of Comprehensive School Safety Plan

Such strategies will ensure that a safe and orderly environment, conducive to learning is maintained. Such strategies will also ensure compliance with existing laws related to school safety. This manual outlines several elements critical to maintaining a safe school environment.

Vista Del Mar elementary School
Safe Schools Committee

Vista Del Mar elementary School's Safe School Action Plan
2016 - 2017

1

Goal #1

All students are safe and secure while at school, when traveling, to and from school and when traveling to and from school related activities.

2

Goal #2

All students and staff members are provided a safe teaching and learning environment.

VISTA DEL MAR ELEMENTARY SCHOOL'S SAFE SCHOOL ACTION PLAN 2016-2017

Goal 1: All students are safe and secure while at school, when traveling to and from school, And when traveling to and from school related activities.

The School's Physical Environment
(The physical setting and condition of the school)

1

<u>Objective 1:</u> Vista Del Mar Elementary School shall have visible staff parental presence.

<u>Objective 2:</u> Students attending Vista Del Mar Elementary School will have strategies in place to be able to respond when they feel threatened or in need of assistance.

VISTA DEL MAR ELEMENTARY SCHOOL'S SAFE SCHOOL ACTION PLAN 2016-2017

Goal 1: All students are safe and secure while at school, when traveling to and from school, And when traveling to and from school related activities.

Objective 1: Vista Del Mar Elementary School shall have visible law enforcement, staff and parental presence

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. Vista Del Mar Elementary School's administration will encourage local law enforcement, staff members, and parents to be visible at all times during which students are in route to and from school.	Staff; Parents	Visible presence	Site Administration; Police Dept.; CHP	4/2016	On-going
2. Vista Del Mar Elementary School shall conduct regular safety meetings and include invitations to local law enforcement, community agencies and district officials.	Site Administration	Minutes of Meetings	Site Administration	"	"
3. Vista Del Mar Elementary School shall implement board policies and procedures to secure the school site during school hours.	Board Policies; Police Dept.	Daily Monitoring	Site Administration; Plant Manager; District Maintenance Staff	"	"
4. Vista Del Mar Elementary School shall work closely with local law enforcement and district administration in responding to potential community threats to the safety of students, staff and parents.	Police Dept.: Fire Dept.; District Administration	Evaluation of Individual Situation Responses	Site Administration; Police Dept.	"	"

Objective 2: Students attending Vista Del Mar Elementary School will have strategies in place to be able to respond when they feel threatened or in need of assistance.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. Vista Del Mar Elementary School's administration will provide strategies to all staff members. In addition, a portion of the school day will be used to teach these strategies to the students.	Site Administration	Strategies taught	School Staff	9/2016	On-going
2. Vista Del Mar Elementary School's staff will place an article in the school's newspaper outlining the steps to respond to a threat. Parents will be asked to discuss the article with their children.	Site Administration Faculty; Staff; Site Administration	Newsletter article	Site Administration; Counselors	"	Bi-annual
3. All students at Vista Del Mar Elementary School will identify an adult staff member who they can talk to and share any potential problems or situations that could escalate into a genuine conflict.		Annual Evaluation	Site Employees	"	On-going
4. A survey will be distributed to Vista Del Mar Elementary School students to solicit their opinions in regards to what is needed to make the school safer and more conducive of learning.	Committee survey instrument	Distribution and results of survey	Administration; Safe School Committee	"	"

VISTA DEL MAR ELEMENTARY SCHOOL SAFE SCHOOL ACTION PLAN 2016-2017

Goal 2: All students and staff members are provided a safe teaching and learning environment.

The School's Physical Environment
(The physical setting and condition of the school)

<u>Objective 1:</u> Vista Del Mar Elementary School has effective PBIS strategies to intervene at the earliest possible point when students exhibit anti-social behavior.

<u>Objective 2:</u> Vista Del Mar Elementary School sets a standard for students to interact with each other in a caring, supportive manner.

VISTA DEL MAR ELEMENTARY SCHOOL SAFE SCHOOL ACTION PLAN 2016-2017

Goal 2: All students and staff members are provided a safe teaching and learning environment.

Objective 1: Vista Del Mar Elementary School has effective strategies to intervene at the earliest possible point when students exhibit anti-social behavior.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. Vista Del Mar Elementary School shall provide to parents/guardians information of agencies that can provide counseling services.	Current Resource Listing School Linked Services	Completed Directory	Counselors; ASB	9/2016	On-going
2. Vista Del Mar Elementary School shall provide to staff identified effective research-based strategies.	Research; Conference Material	Completed Material; Documentation	Site Administration; Counselors	"	"
3. Vista Del Mar Elementary School shall encourage staff to attend workshops/conferences on identifying academic risk factors and applying effective strategies in dealing with anti-social behavior in schools.	County Office; Anger Management Training/Referrals	Staff attending workshops	Site Administration; Staff	"	"
4. Vista Del Mar Elementary School's staff shall work with parents in identifying maladaptive behaviors and developing strategies to address these behaviors.	"	Number of parent conferences	"	"	"
5. Vista Del Mar Elementary School shall hold regularly scheduled "Student Study Team (SST) Meetings." Students with maladaptive behaviors shall be placed on the agenda. The team shall include a psychologist, administrator, teacher(s), and a counselor. (A member of the Special Education Department, the student, and parent will be encouraged to attend.	PL94-142; AB1250; CDE Code Part 30 Sections 56000 to 59300	SST Agendas and minutes	Site Administration; Counselors; School Psychologist		
6. Vista Del Mar Elementary School's staff shall contact the counselor or the school psychologist when it is reported to a staff member that a student has discussed the possibility of self harm or harm to others.	Administration, School Psychologist, Mental Health Professionals, Members of the Special Ed Department	Individual Referrals	Staff	"	On Going

Objective 2: Vista Del Mar Elementary School sets a standard for adults and students to interact with each other in a caring, supportive manner.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. Vista Del Mar Elementary School shall develop strategies to encourage parents/guardians to become proactively involved in the education of their children.	District sponsored parenting classes; School Newsletter; PAC Meetings	Strategies implemented	Site Administration; Faculty	9/2016	On-going
2. Vista Del Mar Elementary School shall encourage parents to volunteer for school-related activities.	PAC; Parent Volunteer List	Extent of Parent Involvement and Volunteers	Site Administration and Staff	"	"
3. Vista Del Mar Elementary School shall encourage all parents to participate on Parent Advisory Council, its subcommittees, the School Site Council, site Advisory Committees, and the District Advisory Committees.	Superintendent, School Site Council; Site Administration	Amount of Parent Participation	District/Site Administration	"	"
4. Vista Del Mar Elementary School teachers and counselors shall notify parents/guardians immediately when a student begins to exhibit academic or social problems.	School Faculty, and Administration	TILT and SST minutes; Faculty Logs; SASI documentation	Faculty; Administrators	"	"
5. Vista Del Mar Elementary School shall provide to students, staff, and parents skills to solve problems and resolve conflicts.	Playworks and PBIS	Documentation of participation in available services	Site Administration	"	"
6. Vista Del Mar Elementary School's staff shall promptly return phone calls to parents, students and community leaders.	Existing Communication system	Records of registered complaints	Faculty; Staff; Site Administrators	"	"
7. Vista Del Mar Elementary School shall hold annual events that bring students, parents and staff members together in a positive environment.	Parent Nights; Assemblies	Back-to School; Open House; Assemblies Weekly Community Gatherings	Site Administration; Site Council	"	Annual Review

Vista Del Mar Elementary School
Section 2: Child Abuse Reporting Procedures
Part 1: District Policy; Training; Definitions SYSD BP 5141.4

The Board recognizes that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse and neglect. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

This policy applies to all employees who are mandated reporters, as defined by law and district administrative regulation. All are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for reporting, investigating and prosecuting cases of child abuse and neglect.

The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters. (Penal Code 11165.7) However, pursuant to Penal Code 11165.7, a lack of training does not excuse any mandated reporter from duty to report suspected child abuse and neglect.

In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)

Parents/guardians may contact the Superintendent or designee to obtain procedures for filing a complaint against a district employee or other person whom they suspect has engaged in abuse of a child at a school site.

The Superintendent or designee shall also notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he or she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)

2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he or she is guilty of a misdemeanor punishable by a fine and/or imprisonment. (Penal Code 11166)

3. No employee shall be subject to any sanction by the district for making a report. (Penal Code 11166)

Training

Training of mandated reporters shall include child abuse identification and reporting. All employees receiving such training shall receive written notice of state reporting requirements and employees' confidentiality rights. (Penal Code 11165.7)

Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury inflicted by other than accidental means on a child by another person.

2. Sexual abuse of a child as defined in Penal Code 11165.1.

3. Neglect as defined in Penal Code 11165.2.

4. Willful cruelty or unjustifiable punishment of a child as defined in Penal Code 11165.3.

5. Unlawful corporal punishment or injury resulting in a traumatic condition as defined in Penal Code 11165.4.

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6).

2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment. (Penal Code 11165.6)

3. The exercise by a teacher, vice principal, principal or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning. (Education Code 44807)

4. An amount of force that is reasonable and necessary for a school employee to quell a disturbance threatening physical injury to persons or damage to property, to protect himself or herself, or to obtain weapons or other dangerous objects within the control of the student. (Education Code 49001)

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

Mandated reporters include but are not limited to teachers; instructional aides; teacher's aides or assistants; classified employees; certificated student personnel employees including school psychologists, school counselors, and speech pathologists; administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; and administrators, presenters or counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse or neglect. (Penal Code 11166)

Vista Del Mar Elementary School
Section 2: Child Abuse Reporting Procedures
Part 2: Child Abuse Reporting Procedures AR 5141.4

Any person shall notify a peace officer if he or she reasonably believes that he or she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury, where the victim is a child under age 14. (Penal Code 152.3, 288)

1. Initial Telephone Report

Immediately or as soon as practicably possible after knowing or observing suspected child abuse or neglect, a mandated reporter shall make a report by telephone to Child Protective Services or any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or the county welfare department. (Penal Code 11166)

Child Protective Services (CPS)

Child Abuse Reporting Number for California (800) 540-4000; Outside California (213)639-4500

Child Protection Services – San Jose California
408-299-2071
373 West Julian St.
San Jose, CA 95110

When the telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Written Report

Within 36 hours of receiving the information concerning the incident, the mandated reporter shall prepare and send to the appropriate agency a written report which includes a completed Department of Justice form. (Penal Code 11166, 11168)

Mandated reporters may obtain copies of the above Suspected Child Abuse Report form from either the school site or the appropriate agency.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

a. The name, business address and telephone number of the person making the report and the capacity that makes the person a mandated reporter.

b. The child's name and address, present location and, where applicable, school, grade and class.

c. The names, addresses and telephone numbers of the child's parents/guardians.

d. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information.

e. The name, address, telephone number and other relevant personal information about the person(s) who might have abused or neglected the child.

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him or her. (Penal Code 11167)

Information relevant to the incident of child abuse or neglect may also be given to an investigator from an agency that is investigating the case. (Penal Code 11167)

3. Internal Reporting

Employees reporting child abuse or neglect to the appropriate agency are encouraged, but not required, to notify the principal or designee as soon as possible after the initial telephone report to an appropriate agency. When so notified, the principal shall inform the Superintendent or designee. (Penal Code 11166)

The principal or designee so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board of Education policy and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing these forms.

The mandated reporter shall not be required to disclose his or her identity to the principal. (Penal Code 11166)

He or she may provide or mail a copy of the written report to the principal, Superintendent or designee without his or her signature or name.

Reporting the information to an employer, supervisor, school principal, school counselor, coworker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

All staff should note that your duty is to report and not to investigate the child abuse. Investigation is the responsibility of law enforcement officials and/or the Department of Children's Services.

Victim Interviews

Upon request, a representative of an agency investigating suspected child abuse or neglect may interview a suspected victim during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him or her, before the interview takes place, of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him or her to be as comfortable as possible.

2. The selected person shall not participate in the interview.

3. The selected person shall not discuss the facts or circumstances of the case with the child.

4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian as required in other instances of the removal of a child from school, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code 48906)

Peace officers shall be asked to sign an appropriate release or acceptance of responsibility form.

Vista Del Mar Elementary School
Section 2: Child Abuse Reporting
Part 3: Parent/Guardian Complaints AR 5141.4

Upon request, the Superintendent or designee shall provide parents/guardians with procedures whereby they can report suspected child abuse occurring at a school site to appropriate agencies. Such procedures shall be in the primary language of the parent/guardian and, when communicating orally regarding those procedures, an interpreter shall be provided for parents/guardians whose primary language is other than English. (Education Code 48987)

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person or in writing with any appropriate agency identified above under "Reporting Procedures."

If a parent/guardian makes a complaint to any district employee, that employee shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency and also is obligated pursuant to Penal Code 11166 to file a report himself or herself using the procedures described above for mandated reporters.

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650(a)(viii)(C). The CDE does not investigate allegations of child abuse but may investigate conditions that may involve immediate physical danger or threaten the health, safety or welfare of the child and which may result in denial of free appropriate public education.

Vista Del Mar Elementary School
Section 3: Disaster Procedures
Part 1: General Information

San Ysidro School District and Vista Del Mar Elementary School will take all necessary measures to keep students, staff and visitors safe in the event of a disaster. The following sections of this plan outline basic responsibilities for all staff for specific incidents.

The San Ysidro School District's Emergency Operations Plan is attached to this plan (**see Appendix F**) and outlines in more detail, specific responsibilities for Emergency Response Teams at this location.

Vista Del Mar Elementary School
Section 3: Disaster Procedures
Part 2: Bomb Threat Procedures

If you observe a suspicious object or potential bomb on property, DO NOT HANDLE THE OBJECT, IMMEDIATELY NOTIFY 9-1-1.

1. **Receiving the Call**

Make every attempt to keep the caller on the phone as long as possible to gain information. Try if possible, to determine the gender and age of caller. Try if possible, to get the caller to tell you the exact location of the bomb and the time of threatened detonation.

2. **Notification Procedures**

School Site will communicate the above information to the following in this order:

- School site Principal/Administrator
- Assistant Principals or Deans
- Director of Counseling Services
- Director of Student Activities.

The Principal/Administrator will notify local law enforcement and the District Superintendent's office.

District Office will communicate the above information to the Superintendent's Office. The Superintendent's office will notify local law enforcement.

Strictly follow the above notification procedures and do not discuss or notify others of the bomb threat since this may create an unwarranted panic response at the location.

3. **Action Plan Procedures**

If required to develop an action plan, the principal/administrator may consult with the following: other administrators, head counselor, and head custodian utilizing their expertise.

If the location of the bomb is not specifically designated, students will be kept in the classroom.

The principal will make the decision to evacuate the building. However, if possible, this decision should be made in conjunction with law enforcement authorities after they arrive at the site.

The decision to search the building will be made in conjunction with law enforcement authorities and performed by them.

The principal will authorize reoccupation of an evacuated building only after consulting with law enforcement authorities.

Vista Del Mar Elementary School
Section 3: Disaster Procedures
Part 3: Chemical or Hazardous Material Incident

If a hazardous material incident occurs off site, stay indoors and close all doors and windows (referred to as taking “Shelter in Place”).

Notify 9-1-1 of the Chemical or Hazardous Material Incident.

If possible, determine the location of the spill in relation to facility buildings and wind direction.

Do not evacuate buildings until you are sure you will not be evacuating into an area, which could be more hazardous.

Follow all instructions given by the Fire Department when they arrive at the facility.

Vista Del Mar Elementary School
Section 3: Disaster Procedures
Part 4: Earthquake Procedures

Indoors
DUCK, COVER, AND HOLD, get under desk or table. Move away from windows and objects that could fall. Stay under desk or table until shaking stops.

Outdoors
Move away from buildings, utility poles and vehicles. Avoid all down wires or electrical lines. Do not run.

In School Bus
Stop vehicle in safe location away from power lines, overpasses or large buildings. Stay in vehicle and establish radio contact with Transportation and/or District Emergency Operations Center (EOC).

General
Be prepared for immediate aftershocks and ground motion.

Evaluate immediate area for earthquake related hazards (fire, building collapse, gas leaks, broken electrical lines, wires etc.)

Evaluate immediate area (classroom, bus, etc.) for injuries or medical aid situations.

Call 9-1-1, if you have an immediate emergency such as a fire or serious injury.

Assist injured with First Aid treatment.

Do not evacuate buildings or vehicles unless you have a hazard related reason to do so.

Conduct a headcount to account for all personnel and students.

Establish communications with your supervisor, principal or District EOC and follow emergency checklist and procedures.

Assist any police or fire units that respond to your location.

Vista Del Mar Elementary School
Section 3: Disaster Procedures
Part 5: Explosion, Aircraft Crash or Similar Incident

1. If possible, Duck and Cover under a desk or table.

1. Notify 9-1-1 of the explosion or crash.

2. Assist any injured requiring first aid treatment.

3. If necessary because of fire, building damage etc., evacuate building.

4. Assist any persons who would have physical problems evacuating the building.

5. Go to an outdoor evacuation/assembly area, which is hazard free and not affected by the explosion or crash.

6. Keep fire lanes, streets and walkways open for emergency responders.

7. Stay in assembly area and account for all personnel and students.

8. Do not return to buildings until authorized by fire department or principal.

Vista Del Mar Elementary School

Section 3: Disaster Procedures

Part 6: Fire Procedures

1. Call 9-1-1 to report a fire, stay on line and give specific information (name, address of school or facility).
2. Utilize manual pull station to activate building alarm system and evacuate building when you hear an alarm.
3. In the event of a small fire, notify 9-1-1 and then use the nearest fire extinguisher to control the fire if you have been trained in their use.
4. Do not attempt to fight large fires, call 9-1-1 and evacuate building.
5. Assist students in building evacuation and proceed to outdoor school evacuation areas.
6. When evacuating buildings walk, do not run.
7. Do not use elevators for building evacuation or in an emergency.
8. If heavy smoke is present, crawl or stay near floor for breathable air.
9. Assist any individuals who would have physical problems evacuating the building.
10. Stay in the designated assembly area and account for all personnel and students.
11. Do not block fire lanes or areas used by the fire department.
12. Do not reenter building until authorized by fire department or the principal.
13. If the fire is off site, wait for instructions from the principal or District EOC.

Vista Del Mar Elementary School
Section 3: Disaster Procedures
Part 7: Flood Procedures

If a flood warning is received, notify the District Superintendent immediately.

If a major flood warning is received at the District Office, the District EOC should be activated.

Based upon the specific threat, the District EOC in conjunction with the Operational Area EOC and Standardized Emergency Management Systems (SEMS) system will develop an action plan to protect personnel, students and facilities.

Evacuation of specific schools, facilities or other areas will be directed by the District EOC in coordination with SEMS.

Vista Del Mar Elementary School
Section 3: Disaster Procedures
Part 8: Riot/Lockdown Procedures

Any threatening disturbance should be reported immediately to the Principal or Administrator if the disturbance occurs at school site. If this occurs at District Office, the disturbance should be reported to Superintendent's Office.

If the disturbance is affecting normal school or facility operations, the Principal/Administrator should notify law enforcement authorities immediately.

As necessary, alert all site employees of the situation by telephone or two-way radio and site staff must follow the instructions below:

If you are inside:

- Close and lock all doors and windows immediately upon notification of situation
- Keep all students inside and take roll
- If feasible, move all students to a center point and keep low to the ground. Stay away from all doors and windows.
- Never open the door or window to anyone
- Keep students inside classroom, regardless of lunch or recess until the Superintendent/designee or local law enforcement tells you that the situation has been resolved.

If you are outside:

- Immediately have students and staff seek shelter if it is safe to do so. Drill with students and staff to go to the nearest room to them.
- If shelter is not available, ensure students lie flat on the ground immediately.
- Children in restrooms should be instructed to stay there until retrieved by a site administrator after all clear is given.

If situation is violent and may include the use of firearms, the principal should instruct all staff and students to lie face down on the floor and remain immobile.

Principal and staff must follow all instructions given by responding law enforcement.

If the event is major, the Superintendent will activate the District EOC to develop an Action Plan to deal with the situation as well as the following:

A. Telephone inquiries and rumor control
B. Media relations and public information
C. Employee/Student crisis counseling
D. Assessment of property damage

Vista Del Mar Elementary School
Section 3: Disaster Procedures
Part 9: Severe Windstorm Procedures

If a severe wind warning is received at a school or site, notify the District Superintendent immediately.

If a severe wind warning is received at the District Office, the District EOC should be activated.

Based upon the specific threat, the District EOC, in conjunction with the Operational Area EOC or City EOC, will develop an action plan to protect personnel, students and facilities.

In general, if severe winds are affecting a school or facility, employees and students should be moved to the interior core area of the building (inside wall on the ground floor) away from outside windows and doors.

Close all windows and blinds and avoid auditoriums, gymnasiums and other building locations that have large roof areas or spans.

Avoid all areas that have large concentrations of electrical equipment or power cables.

Evacuation of specific schools, facilities or other areas will be directed by the District EOC in coordination with SEMS.

Vista Del Mar Elementary School
Section 4: Notification of Dangerous Pupils
Part 1: Employee Security SYSD BP 4158 (a), 4258, 4358

The Board of Education desires to provide a safe, orderly working environment for all employees. As part of the district's comprehensive school safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for assisting them in the event of an emergency situation.

Any employee may use reasonable force necessary to protect him/her from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects upon the person or within control of a student. However, employees are prohibited from inflicting corporal punishment on students. All security equipment must be authorized and issued by the district. (Education Code 44807, 49001, 49331-49333)

The Superintendent or designee shall ensure that employees are informed, in accordance with law, regarding crimes and offenses by students who may pose a danger in the classroom.

When any individual directs violence against an employee and the employee so notifies the Superintendent or designee, the Superintendent or designee shall take steps to ensure that appropriate legal measures are instituted. When the employee notifies the Superintendent or designee of a threat of bodily harm, the district shall take appropriate measures to enable the employee to request assistance if a threat occurs on school grounds.

The Superintendent or designee shall ensure that employees are trained in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication techniques, and crisis resolution.

Employees may not carry or use weapons, including but not limited to, mace, pepper spray, handcuffs, or other devises reserved for police and/or security officers while on school property or at school activities. On a case-by-case basis, however, the Superintendent or designee may give written permission for the possession of a pepper spray weapon that meets the requirements of Penal Code 12403.7 when justified by unusual dangerous circumstances. Any employee who is negligent or careless in the possession or handling of pepper spray

Reporting of Injurious Objects

The Board requires school employees to take immediate action upon being made aware that any person is in possession of an injurious object on school grounds or at a school-related or school-sponsored activity. The employee shall use his/her own judgment as to the dangerousness of the situation and act appropriately.

The information provided shall be from the previous school years.

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

If criminal or civil proceedings are brought against an employee alleging that the employee committed an assault in connection with his/her employment, such employee may request the Board of Education to furnish legal counsel to defend the employee in any civil action or proceeding brought against him/her within the limits set by law. (Government Code 995)

An employee whose person or property is injured or damaged by willful misconduct of a student may request the school district to pursue legal action against the student or the student's parent/guardian. (Education Code 48905)

Vista Del Mar Elementary School
Section 4: Notification of Dangerous Pupils
Part 2: Employee Security - Administrative Regulations – AR4258

An employee may use reasonable and necessary force when necessary for self-defense, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects on or within the control of a student. (Education Code 44807, 49001) When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of the persons involved, witnesses, location, and the circumstances of any seizure.

Employees shall promptly report to their principal or other immediate supervisor any attack, assault, or physical threat made against them by a student.

Both the employee and the principal or other immediate supervisor shall promptly report such instances to the appropriate local law enforcement agency. (Education Code 44014)

In addition, employees shall promptly report to their principal or supervisor, and may report to law enforcement, any attack, assault, or threat made against them on school grounds by any other individual.

Reports of attack, assault, or threat also shall be forwarded immediately to the Superintendent or designee.

An employee whose person or property is injured or damaged by willful misconduct of a student when the property is either (1) located on district property, (2) being transported to or from a district-sponsored event, (3) present at a district-sponsored event, or (4) injured or damaged in retaliation for conduct engaged in by the employee in the exercise or his/her duties, may ask the district to pursue legal action against the student or the student's parent or guardian. (Education Code 48905)

Notice Regarding Student Offenses Committed While Under School Jurisdiction

Each school site shall have a system in place that affords teachers and other appropriate staff the opportunity to review student records in the office. The Superintendent or designee shall inform the teacher and other appropriate staff of each student who has engaged in, or is reasonably suspected of, any act during the previous three school years which could constitute grounds for suspension or expulsion under Education Code 48900, with the exception of the possession or use of tobacco products, or Education Code 48900.2, 48900.3, 48900.4, or 48900.7. This information shall be based upon district records maintained in the ordinary course of business or records received from a law enforcement agency. (Education Code 49079) Employees shall receive the information in confidence and shall not disseminate it further.

Upon receiving a transfer student's record regarding acts committed by the student that resulted in his/her suspension or expulsion, the Superintendent or designee shall inform any of the student's teacher(s) and other appropriate staff that the student was suspended from his/her former district and of the act that resulted in the suspension or expulsion. (Education Code 48201)

Information received by teacher(s) and other appropriate staff shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher. (Education Code 49079)

Notice Regarding Student Offenses Committed While Outside School Jurisdiction

When informed by the court that a minor student has been found by a court to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Penal Code 290, assault or battery, larceny, vandalism, or graffiti, the Superintendent or designee shall so inform the school principal, the teacher, and other appropriate staff. (Welfare and Institution Code 827)

Any court-initiated information that a teacher, counselor, or administrator receives shall be kept confidential and used only to rehabilitate the student and protect other students and staff. The information shall be further disseminated only when communication with the student, parent/guardian, law enforcement staff, and probation officer is necessary to rehabilitate the student or to protect students and staff. (Welfare and Institutions Code 827)

When a student is removed from school as a result of his/her offense, the Superintendent or designee shall hold the court's information in a separate confidential file until the student is returned to public school. If the student is returned to a different district, the Superintendent shall transmit the information provided by the student's parole or probation officer to the Superintendent of the new district of attendance. (Welfare and Institutions Code 827)

Any confidential file of court-initiated information shall be kept until the student becomes 18, graduates from high school, or is released from juvenile court jurisdiction, whichever occurs first; it shall then be destroyed. (Welfare and Institutions Code 827)

Vista Del Mar Elementary School
Section 5: Suspension and Expulsion
Part 1: Discipline SYSD BP 5144(a-b), AR 5141(a)

The Board of Education believes that one of the major functions of the public schools is the preparation of youth for responsible citizenship. The district shall foster a learning environment that reinforces the concepts of self-discipline and the acceptance of personal responsibility. Students are expected to progress from being adult-directed to self-directed with minimal application of disciplinary measures.

In order to maintain an environment conducive to attaining the highest quality of education in the district, there must exist certain disciplinary policies and regulations relating to student conduct which delineate acceptable behavior and provides the basis for sound disciplinary practices within each school in the district. These policies and regulations will be enforced fairly and uniformly and consistently without regard to race, creed, color, or sex.

The administration, teachers, and classified staff share the mutual responsibility for student conduct and safety and the enforcement of district policies and regulations. The Board shall give all reasonable support and assistance to all employees with respect to the student discipline.

The Board recognizes that not all students will adhere to district rules for appropriate behavior. Sufficient support services shall be provided so that continually disruptive students will not be returned to regular classes without some modification of behavior. Students may be assigned to other alternative programs or be subject to removal from school.

School-Adopted Rules

Each site is required to file a copy of its rules and procedures on school discipline with the Superintendent.

In order to ensure that school site rules for student discipline are enforced fairly and uniformly and consistently, the Superintendent shall establish procedures for the development of such rules. All school site rules shall be strictly based on district policy, regulation, and existing law.

All avenues provided in policy, regulation and law for the discipline of students might be utilized in developing site level rules. These include, but are not limited to, positive reinforcement for appropriate behavior, advising and counseling students, conferencing with parents/guardians, detention during and after school hours, alternative educational environments and, if necessary, suspension and expulsion.

Districts are specifically authorized to adopt reasonable regulations to restrict recess time for disciplinary purposes. (Education Code 44807.5)

Each school shall solicit the participation, views and advice of the school community, including administrators, teachers, school security personnel, parents/guardians, and students, grades K-12, in developing the site level rules when appropriate.

The adoption of each school's rules on student discipline is the responsibility of the school principal or designee and a representative selected by the classroom teachers employed at the school.

All adopted school site rules shall be subject to Board review and approval at an open meeting prior to implementation.

School site rules shall be revised periodically as required by any changes in district policy, regulation or law, and shall undergo the site level rule review and adoption process at least every four years.

Each new school in the district shall operate under a district model discipline plan until such time that the discipline committee at the new site has developed its own plan. The new school shall follow the procedures outlined in this policy in developing its plan, but shall not be required to submit its official site discipline plan for Board review until December of the year following the school's opening.

Notice to Parents/guardians and Students

The principal of each school shall ensure that every student and his or her parent/guardian is notified in writing of all Board policies, administrative regulations, and individual school rules related to discipline at the beginning of each school year and that transfer students and their parents/guardians are so advised at the time of enrollment in school.

The notice shall include the fact that these rules and regulations are available on request at the principal's office in all district schools.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. School administrators and teachers shall employ other means of disciplining students who violate school rules, district regulations, or district policies.

The use of reasonable and necessary force by an employee to protect oneself or students or to prevent damage to district property shall not be considered corporal punishment for purposes of this policy. (Education Code 49001)

Vista Del Mar Elementary School
Section 5: Suspension and Expulsion
Part 2: Expulsion AR 5144.1(a-y)

Expulsion

The Board of Education recognizes that maintaining an environment that promotes learning and protects the health, safety, and welfare of all students may require the suspension or expulsion of a student from regular classroom instruction. District policies and school site rules shall clearly identify district behavior standards.

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

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

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

Each principal shall annually inform all students and parents/guardians of the school's discipline rules and procedures and of the availability of all district policies and regulations dealing with student discipline, suspension and expulsion. (Education Code 35291, 35291.5)

Alternatives to suspension or expulsion will be used with students who are truant, tardy, or otherwise absent from assigned school activities. (Education Code 48900)

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

Vista Del Mar Elementary School
Section 5: Suspension and Expulsion
Part 3: Student Due Process; Required Parental Attendance SYSD BP 5144.1 (b-c)

Student Due Process

The Board shall provide for the fair treatment of students facing suspension and expulsion by affording them their due process rights under the law. The administration and staff shall comply with procedures for notices and appeals as specified in regulation. Procedures governing student due process shall conform in all aspects to provisions in law. (Education Codes 48911, 48915 and 48915.5)

Whenever a student is suspended, school officials may (but are not required to) meet with the parent/guardian to discuss the causes and duration of the suspension, the school policy involved, and any other pertinent matters. (Education Code 48914).

Required Parental Attendance

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise. The Board recognizes, however, that initial efforts sometimes fail to bring about improvement, and that current law enables parents/guardians to be absent from work without endangering their employment status in order to attend a portion of their child's school day at a teacher's request. Besides furthering improved classroom behavior, such attendance can promote positive parent-child interactions. When appropriate, the school may inform parents/guardians of available school and community resources and counseling which may assist them in developing more effective parenting skills.

Whenever a student is suspended from a class because he or she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class from which the student was suspended may require the student's parent/guardian to attend a portion of a school day in that class. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)

The Board encourages teachers, before requiring parental attendance, to make reasonable efforts to have the parent/guardian visit the class voluntarily. The teacher also may consider informing the parent/guardian about available resources that may provide help in the development of parenting skills. Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and the parent/guardian and to improve classroom behavior.

Parental attendance may be required on the day the student returns to class or within one week thereafter. The principal or designee shall contact any parents/guardians who do not respond to the

request to attend school. The Board recognizes that parental compliance with this policy may be delayed, modified or prevented by serious illness/injury/disability, absence from town, or inability to get certain release time from work.

District regulations and school site rules for student discipline shall include procedures for implementing parental attendance requirements.

This policy shall apply only to a parent/guardian who actually lives with the student. (Education Code 48900.1)

Parents/guardians shall be notified of this policy before it is implemented and at the beginning of each subsequent school year. (Education Codes 48900.1, 35291, 48980)

Please refer to Appendix D – Sequential Discipline Standards for both Elementary and Secondary for school year 2014-2015

Vista Del Mar Elementary School
Section 5: Suspension and Expulsion
Part 4: Suspension and Expulsion/Due Process (Student with Disabilities) AR 5144.2

A student identified as an individual with disabilities pursuant to the Individuals with Disabilities Education Act (IDEA) is subject to the same grounds for suspension and expulsion, which apply to students without disabilities. All the procedural safeguards established by district policies and regulations shall be observed in considering the suspension of special education students, including the requirement that, depending on the nature of the conduct, some form of in-school intervention be used prior to suspension to show that suspension was imposed only when other means of correction failed to bring about proper conduct. (Education Code 48900.5) However, a student may be suspended upon a first offense, as indicated in AR 5144.1.

For students who are in need or who are believed to be in need of special education or related services the Individualized Education Program (IEP) team shall convene when the student accumulates 10 days of suspension during the school year. The team shall meet as soon as possible after the tenth day of suspension to review the appropriateness of the student's placement, the need for any additional services, and the relationship, if any, between the identified disability and the misconduct.

The Superintendent or designee may suspend a special education student for up to five school days for a total of not more than 10 days for any one occurrence.

Procedures for Students Not Yet Eligible for Special Education Services

A student who has not been identified as an individual with disabilities pursuant to IDEA and who has violated the district's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if the district had knowledge that the student was disabled before the behavior occurred. (20 USC 1415(k)(8))

The district shall be deemed to have knowledge that the student had a disability if one of the following conditions exists: (20 USC 1415(k)(8); 34 CFR 300.527)

1. The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, that the student is in need of special education or related services.

2. The behavior or performance of the student demonstrates the need for such services, in accordance with 34 CFR 300.7.

3. The parent/guardian has requested an evaluation of the student for special education pursuant to 34 CFR 300.530-300.536.

4. The teacher of the student or other district personnel has expressed concern about the behavior or performance of the student to the district's director of special education or to other personnel in accordance with the district's established child find or special education referral system.

The district would be deemed to not have knowledge as specified in items 1 through 4 above if, as a result of receiving such information, the district either conducted an evaluation and determined that the student was not a student with a disability or determined that an evaluation was not necessary and provided notice to the parent/guardian of its determination. (34 CFR 300.527)

If it is determined that the district did not have knowledge that the student was disabled prior to taking disciplinary action against the student, then the student shall be disciplined in accordance with procedures established for students without disabilities. (20 USC 1415(k)(8))

If a request is made for an evaluation of a student during the time period in which the student is subject to disciplinary measures, the evaluation shall be conducted in an expedited manner. Until the evaluation is completed, the student shall remain in the educational placement determined by school authorities. (34 CFR 300.527)

Suspension

The Superintendent or designee may suspend a student with a disability for up to 10 consecutive school days for a single incident of misconduct, and for up to 20 school days in a school year, as long as the suspension(s) do not constitute a change in placement pursuant to 34 CFR 300.519. (Education Code 48903; 34 CFR 300.520)

The principal or designee shall monitor the number of days, including portions of days, that students with valid individualized education programs (IEP) have been suspended during the school year.

Services During Suspension

Students suspended for more than 10 school days in a school year shall continue to receive services during the term of suspension, to the extent necessary to provide the student a free and appropriate public education. (20 USC 1412(a)(1)(A); 34 CFR 300.520)

If a student with disabilities is excluded from school bus transportation, the student is entitled to be provided with an alternative form of transportation at no cost to the student or parent/guardian, provided that transportation is specified in the student's IEP. (Education Code 48915.5)

Interim Alternative Placement Due to Dangerous Behavior

A student with a disability may be placed in an appropriate interim alternative educational setting for up to 45 days when he or she commits one of the following acts: (20 USC 1415(k)(1); 34 CFR 300.520)

1. Carries a weapon, as defined in 18 USC 930, to school or to a school function.

2. Knowingly possesses or uses illegal drugs while at school or a school function.

3. Sells or solicits the sale of a controlled substance while at school or a school activity as identified in 21 USC 812(c), Schedules I-V.

The student's IEP team shall determine the student’s alternative educational setting. (20 USC 1415(k)(2))

A hearing officer may order a change in placement of a student with a disability to an appropriate interim educational setting if the hearing officer: (20 USC 1415(k)(2); 34 CFR 300.521, 300.522)

1. Determines that the district has established by substantial evidence, meaning beyond a preponderance of the evidence that maintaining the current placement of the student is substantially likely to result in injury to the student or others.

2. Considers the appropriateness of the student's current placement.

3. Considers whether the district has made reasonable efforts to minimize the risk of harm in the student's current placement, including the use of supplementary aids and services.

4. Determines that the interim alternative educational setting proposed by school personnel who have met with the student's special education teacher allows the student to:

a. Progress in the general curriculum and continue to receive those services and modifications, including those described in his or her IEP, to enable the student to meet the goals of the IEP.

b. Receive services and modifications designed to address the behavior and ensure that the behavior does not recur.

The student may be placed in the interim alternative educational setting for up to 45 days, or until the conclusion of any due process hearing proceedings requested by the parent/guardian. (20 USC 1415(k)(2))

Behavioral Assessment and Intervention Plan

Not later than 10 business days after a student has been suspended for more than 10 school days or placed in an alternative educational setting, the district shall convene an IEP team meeting to conduct a functional behavior assessment and implement a behavioral intervention plan. If the student already has a behavioral intervention plan, the IEP team shall review the plan and modify it as necessary to address the behavior. (20 USC 1415(k)(1); 34 CFR 300.520)

As soon as practicable after developing the behavioral intervention plan and completing the required assessments, the IEP team shall meet to develop appropriate behavioral interventions to address the behavior and shall implement those interventions. (34 CFR 300.520)

Procedural Safeguards/Manifestation Determination

The following procedural safeguards shall apply when a student is suspended for more than 10 consecutive school days, when disciplinary action is contemplated for a dangerous behavior as described above, or when a change of placement is contemplated: (20 USC 1415(k)(4); 34 CFR 300.523)

1. The parents/guardians of the student shall be immediately notified of the decision and provided the procedural safeguards notice pursuant to 34 CFR 300.504 on the day the decision to take action is made.

2. Immediately if possible, but in no case later than 10 school days after the date of the decision, a manifestation determination review shall be made of the relationship between the student's disability and the behavior subject to the disciplinary action.

At this review, the IEP team and other qualified personnel shall consider, in terms of the behavior subject to the disciplinary action, all relevant information, including: (20 USC 1415(k)(4); 34 CFR 300.523)

a. Evaluation and diagnostic results, including the results or other relevant information supplied by the student's parents/guardians.

b. Observations of the student.

c. The student's IEP and placement

In relationship to the behavior subject to the disciplinary action, the team shall then determine whether the IEP and placement were appropriate and whether supplementary aids, services, and behavioral intervention strategies were provided consistent with the student's IEP and placement. The team shall also determine that the student's disability did not impair the ability of the student to understand the impact and consequences of the behavior, nor did it impair his or her ability to control the behavior subject to the disciplinary action. (20 USC 1415(k)(4); 34 CFR 300.523)

If the team determines that the student's behavior was not a manifestation of his or her disability, then the student may be disciplined in accordance with the procedures for students without disabilities, as long as the student continues to receive services to the extent necessary to provide that student a free and appropriate public education. (20 USC 1415(k)(4); 34 CFR 300.524)

If the team determines that the student's behavior was a manifestation of his or her disability, then the student's placement may be changed only via the IEP process. (20 USC 1415(k)(4))

Due Process Appeals

If the parent/guardian disagrees with a decision that the behavior was not a manifestation of the student's disability or with any decision regarding placement, he or she has a right to appeal the decision. (20 USC 1415(k)(6); 34 CFR 300.525)

If the student's parent/guardian initiates a due process hearing to challenge the interim alternative educational setting or the manifestation determination, the student shall remain in the interim alternative setting pending the decision of the hearing officer or the expiration of the 45-day time period, whichever occurs first, unless the parent/guardian and district agree otherwise. (34 CFR 300.526)

If school personnel maintain that it is dangerous for the student to be placed in the current placement (placement prior to removal to the interim alternative education setting), during the pendency of the due process proceedings, the Superintendent or designee may request an expedited due process hearing. (34 CFR 300.526)

Expulsion

The Board of Education may expel a student who is in need or believed to be in need of special education or related services only if an individualized education program team has determined that (1) the misconduct was not caused by, or a direct manifestation of, the student's identified handicap; and (2) the student was appropriately placed at the time the misconduct occurred. (Education Code

48915.5)

If a student is in need or believed to be in need of special education or related services at the time the recommendation for expulsion is made, the procedures and timelines governing expulsion shall be the same as those for other students recommended for expulsion specified in AR 5144.1, except that an Individualized Education Program (IEP) team meeting shall be held under conditions and with possible consequences as follows: (Education Code 48915.5)

1. The IEP meeting shall be held within four school days after recommendation for expulsion by the site administrator, unless the Superintendent or designee extends the suspension to 10 days. In the event of an extension, the IEP meeting shall be held within 10 days after the recommendation for expulsion by the site administrator.

2. The parent/guardian shall be notified of his or her right to participate in the meeting at least 48 hours before the meeting.

3. Unless a parent/guardian has requested a postponement, the meeting may be conducted without the parents/guardians' participation.

4. A parents/guardians' request that the meeting be postponed shall be granted for up to three additional school days. The district shall extend any suspension of the student for the period of postponement.

5. The IEP team shall determine if the misconduct was caused by, or a direct manifestation of, the student's identified handicap. The IEP team shall also determine if the student had been appropriately placed at the time the misconduct occurred.

6. In reaching its decision, the team shall base its decision on results of a comprehensive evaluation. (34 Code of Federal Regulations 104.35) In addition, it may base its decision on relevant information that has been acquired within three years of the date of the alleged misconduct.

Relevant information shall include all of the following:

a. A review of the student's school progress and behavior, if available, including, but not limited to, a review of the student's individualized education program, teacher progress reports and comments, school health records, and school discipline records.

b. A review of the ability of the student to conform his or her behavior to the prescribed standards, and a determination of the relationship, if any, between the student's behavior and his or her handicapping condition.

7. If the IEP team determines that the alleged misconduct was not caused by, or a direct manifestation of, the student's handicapping condition, and if it is determined that the student was appropriately placed, the student shall be subject to the applicable disciplinary actions and procedures prescribed for suspension and expulsions of all students.

8. The parent/guardian of each student with previously identified exceptional needs has a right to a due process hearing conducted pursuant to Section 1415 of Title 20 of the United States Code if the parent/guardian disagrees with the decision of the IEP team.

9. If the state's special education due process hearing is initiated by the parent/guardian due to a disagreement with the IEP team recommendations, the district shall cooperate with the State Department of Education towards achieving an expeditious resolution to the disagreement.

10. If a parent/guardian demands a due process hearing concerning the IEP determination, the student shall remain in his then current placement pending resolution of the due process proceeding unless:

> a. He or she has been suspended. Such suspension may not exceed five consecutive school days for a single incident of misconduct, unless extended by five additional days when the student poses an immediate threat to the safety of others. (Education Code 48911, Honig v. Doe
>
> b. The student and his or her parents/guardians agree to a change in placement. (Education Code 56505)
>
> c. A court order has been obtained permitting such a change in placement.
>
> d. The change is a "minor" change in program or services rather than a "significant" change in placement. (Doe v. Maher)

11. Parental consent is not required as a condition for expulsion proceedings or the decision to expel. (Education Code 48915.5)

12. If a student with a disability possesses at school or at a school activity a weapon as defined in the 18 USC 921, he or she shall be immediately suspended and may be placed in an alternative educational setting for not more than 45 calendar days, or until the conclusion of any due process proceedings requested by the parent/guardian. The student's alternative educational setting shall be determined by the student's IEP team or school site committee. (Education Code 48915; 20 USC 1415)

Services During Expulsion

Expelled students shall continue to receive services during the term of the expulsion to the extent necessary to provide the student a free and appropriate public education. Any alternative program must provide services to the extent necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the student's IEP. (20 USC 1412(a)(1)(A); 34 CFR 300.121, 300.520)

Readmission

Readmission procedures for students with disabilities shall be the same as those used for all students. Upon readmission, an IEP team meeting shall be convened.

Suspension of Expulsion

The Board's criteria for suspending the enforcement of an expulsion order shall be applied to students with disabilities in the same manner as they are applied to all other students.

Notification to Law Enforcement Authorities

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

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

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

Vista Del Mar Elementary School
Section 5: Suspension and Expulsion
Part 5: Students Expelled From Other Districts AR 5144.1

The Board of Education realizes that students expelled from school for serious offenses represent a possible danger to the students or staff at other schools in which they may seek to enroll. The Board of Education, therefore, shall request expulsion information from the sending District whenever it receives a request to enroll someone who has been expelled.

Students expelled for infractions of the following Education Code 48915, 48915.1, and 48915.2, will be referred to Charter School Community Learning Center:

1. Causing serious physical injury to another person, except in self-defense.

2. Possessing any knife; possession or furnishing a firearm, explosive or other dangerous object of no reasonable use to the student; brandishing a knife at another person.

3. Unlawfully possessing or selling any controlled substance, as listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

4. Robbery or extortion.

Pursuant to Education Code 46601, students who are under consideration for expulsion or who have been expelled pursuant to Education Code 48915 and 48918 may not appeal inter-district attendance denials or rescissions while expulsion proceedings are pending or during the term of the expulsion.

Vista Del Mar Elementary School
Section 5: Suspension and Expulsion
Part 6: Students Expelled From Other Districts Administrative Regulations - AR 5119

No student shall be enrolled until after the term of his or her expulsion if the expulsion was for any of the following acts: (Education Code 48915, 48915 (c), 48915.2)

1. Possessing or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.

2. Brandishing a knife.

3. Unlawfully selling a controlled substance as listed in Health and Safety Code 11053-11058.

4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code 48900(n).

5. Causing serious physical injury to another person, except in self-defense.

6. Possessing any knife, explosive or other dangerous object of no reasonable use to the student.

7. Unlawfully possessing any controlled substance, as listed in the Health and Safety Code, except for the first offense for possessing not more than one ounce of marijuana, other than concentrated cannabis. (Health and Safety Code 11053-11058)

8. Robbery or extortion.

9. Assault or battery upon a school employee as defined in Penal Code 240 and 242.

As student expelled for acts other than those specified above may be admitted or conditionally admitted during the term of expulsion when the Board of Education determines, after a re-entry hearing, that the student does not pose a potential danger to District students or employees. If the student is found to pose a potential danger, the Board of Education may deny enrollment for the remainder of the expulsion period. (Education Code 48915.1) Students are to be referred to Charter School Community Learning Center for the remainder of the expulsion.

If the parent/guardian or student, upon seeking enrollment, did not inform the district as required by law, of the student's status with his or her previous District, this lack of compliance shall be recorded and discussed during the re-entry hearing at the end of the expulsion term. (Education Code 48915.1)

Students who are under consideration for expulsion or who have been expelled pursuant to Education Code 48915 and 48918 may not appeal inter-district attendance denials or decisions while expulsion proceedings are pending, or during the term of the expulsion. (Education Code 4660

Vista Del Mar Elementary School
Section 6: Sexual Harassment Policy
Part 1: Student Sexual Harassment - BP 5145.7 (a-c)

The Board of Education is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or any school-related activity.

The principal or designee shall ensure that students receive age-appropriate information related to sexual harassment. Students shall be assured that they need not endure any form of sexual behavior or communication, including harassment because of sexual orientation. They shall be assured that they need not endure, for any reason, any harassment that impairs the educational environment or a student's emotional or physical well-being at school or any school-related activity.

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion.

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

Students shall be informed that they should immediately contact a staff member if they feel they are being harassed. Within 24 hours, staff shall report complaints of sexual harassment to the principal or designee or to the Assistant Superintendent, Human Resources, who is also the District's Title IX Coordinator. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained. The principal or designee shall immediately investigate any report of sexual harassment of a student. Upon verifying that sexual harassment has occurred, he or she shall ensure that appropriate action is taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. If a situation involving sexual harassment is not promptly remedied by the principal or designee, a complaint of sexual harassment can be filed in accordance with AR 1312.3 - Uniform Complaint Procedures.

The district prohibits retaliatory behavior against any complainant or participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

Vista Del Mar Elementary School
Section 6: Sexual Harassment Policy
Part 2: Student Sexual Harassment AR 5145.7

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.

2. Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual.

3. The conduct has the purpose or effect of having a negative impact on an individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through the school.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions.

2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.

3. Graphic verbal comments about an individual's body or overly personal conversation.

4. Sexual jokes, notes, stories, drawings, pictures, or gestures.

5. Spreading sexual rumors.

6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.

7. Touching an individual's body or clothes in a sexual way.

8. Purposefully cornering or blocking normal movements or limiting a student's access to educational tools.

9. Displaying sexually suggestive objects in the educational environment.

10. Any act of retaliation against an individual who reports a violation of the district's harassment policy, or who participates in the investigation of a sexual harassment complaint.
Each principal has the responsibility for maintaining an educational environment free of sexual harassment. This responsibility includes discussing and implementing the district's sexual harassment policy with students and assuring them that they are not required to endure sexually insulting, degrading, or exploitative

treatment, or any other form of sexual harassment.

Notifications

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

1. Be displayed in a prominent location in the administrative offices of the district.

2. Be displayed in a prominent location near each school principal's office.

3. Be provided to each employee and employee organization at the beginning of each school year or each time a new employee is hired.

4. Be provided to each new student at the time the student is enrolled in the school and as part of any orientation program for new students at the beginning of each quarter, semester, or summer session.

5. Appear in any school or district publication that sets forth the school or district's comprehensive rules, regulations, procedures, and standards of conduct.

6. Be included in the notifications sent out to parents/guardians at the beginning of each school year.

7. Include the name, office address, and telephone number of the Title IX coordinator:

Daniel Zummo
Executive Director of Human Resources
4350 Otay Mesa Rd.
San Ysidro, CA. 92173

1. The principal or designee shall promptly and fully investigate any complaint of harassment made by or about a District student. In so doing, the principal or designee shall speak individually with the following:

a. The student making the complaint.

b. The person accused of harassment.

c. Anyone who saw or heard the harassment take place.

d. Anyone mentioned as having related information.

2. The student who complained shall have an opportunity to describe the incident, present witnesses, and other evidence of the harassment, and put his or her complaint in writing.

3. The principal or designee shall discuss the complaint only with the people described above. Where necessary to carry out the investigation or for other good reasons that apply to the particular situation, the principal or designee may also discuss the complaint with the following persons:

a. The parents/guardians of the student who complained.

b. The parents/guardians of the person accused of harassing someone.

c. Teacher(s) or staff member(s) who have knowledge of the student(s) involved and may be of assistance in determining who is telling the truth about what might have occurred.

d. The district's Title IX coordinator (the Title IX coordinator may contact legal counsel, where appropriate).

e. Appropriate child protective service and law enforcement authorities.

4. When the student who complained and the person accused of harassment so agree, the principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator, or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided.

5. The principal or designee shall tell the student who complained that he or she has the right to file a formal complaint at any time in accordance with the district's uniform complaint procedures. If the student wishes to file a formal complaint, the principal or designee shall assist the student in doing this.

6. In reaching a decision about the complaint, the principal or designee may take into account:

a. How the misconduct affected one or more students' education.

b. The type, frequency and duration of the misconduct.

c. The number of persons involved.

d. The age and sex of the person accused of harassment.

e. The subject(s) of harassment.

f. The place and situation where the incident(s) occurred.

g. Other incidents at the school, including incidents or harassment that was not related to sex.

8. The principal or designee shall write a report of his or her findings, decision, and reasons for the decision and shall present this report to the student who complained and the person accused. In the absence of good cause for delay, this report shall be due within 30 days of the inception of the investigation.

9. The principal or designee shall give the Superintendent or designee a written report of the complaint and investigation. If he or she verifies that sexual harassment occurred, this report shall describe the actions he or she took to end the harassment, address the effects of the harassment on the person harassed, and prevent retaliation or further harassment.

Within two weeks after receiving the complaint, the principal or designee shall determine whether the student who complained has been harassed further. The principal or designee shall keep a record of this information.

The principal or designee shall keep a record of the report, materials gathered in the course of his or her investigation, and student complaint(s). These materials shall be kept in strict confidence.

10. Disciplinary action, up to and including expulsion, will be taken if appropriate according to the uniform discipline procedures stated in the student handbook. Documents will be forwarded to the CWA office as necessary. Due Process timelines will be followed.

The principal or designee shall take appropriate actions to enforce the district's sexual harassment policy. As needed, these actions may include the following:

1. Removing vulgar or offending graffiti.

2. Providing staff in-service and student instruction or counseling.

3. Notifying parents/guardians.

4. Notifying child protective services.

5. Taking appropriate disciplinary action. In addition the principal or designee may take disciplinary action against any person who is found to have made a complaint of sexual harassment, which he or she knew was not true.

Vista Del Mar Elementary School
Section 7: School Dress and Grooming – AR5132 (b)
Part 1: Policy, Gang Related Apparel & Uniforms

Board of Education policy based on State Education Code states that all students shall be required to dress and groom for school with attention and emphasis on the following: a) neatness; b) cleanliness; c) safety; and d) modesty. Regulations regarding student dress shall be imposed whenever the mode of dress in question is unsafe for the student or those around the student, or is disruptive or distracting to school operations and the education process in general.

The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board of Education expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction, which would interfere with the educational process.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

Gang-Related Apparel

The Principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board of Education for approval. The Board of Education shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

Uniforms

In order to promote student safety and discourage theft, peer rivalry and/or gang activity, the Principal, staff and parents/guardians at a school may establish a reasonable dress code requiring students to wear uniforms. Such a dress code may be included as part of the school safety plan and must be presented to the Board of Education for approval. The Board of Education shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

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

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms.

Vista Del Mar Elementary School
Section 7: School Dress and Grooming AR 5123
Part 2: Policy, Gang Related Apparel & Uniforms

Students are expected to attend school in clean, neat clothing. It is the mission of the District not only to provide academic education but also to provide education in morals, manners, dress, and grooming because these are elements of good citizenship. Research has shown that student dress and appearance affect student attitudes and conduct. These guidelines are intended to define "appropriate student attire" and personal grooming. Their purpose is to prevent disruption of classroom atmosphere, enhance classroom decorum, eliminate disturbances among other students in attendance, and minimize distraction of other students so as not to interfere with the educational process. It is also intended to help protect the health and welfare of the individual student. Final decision as to whether student dress or grooming is, in fact, disruptive or distracting shall be made by the Principal or designee.

Gang-Related Apparel

The Principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board of Education for approval. The Board of Education shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the Principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

All students shall abide by the following:

1. Hair and physical appearance shall be clean and neatly groomed. Aerosol cans of any kind are not permitted at school, i.e., hair color, hair spray. No excessive makeup is allowed.

2. Shoes must be worn at all times. For safety purposes, sandals must be held in place with heel strap. Steel-toed shoes, skate shoes and slippers are not permitted. Cleats are not permitted accept as required for athletic/sports purposes.

3. Lettering or printing will be allowed on shirts, sweatshirts, jewelry, personal items (backpacks, fanny packs, gym bags, water bottles, etc.) and other apparel as long as it is acceptable for school attire. Crude or vulgar printing or pictures depicting tobacco, drugs, alcoholic beverages, gang-related names or symbols, or those that are sexually suggestive are not allowed. Site administration reserves the right to declare

unacceptable any item of clothing, printing, or accessory depicting any logo that has been identified to be gang related (including sport team jerseys), per site policy.

4. Pant size must be appropriate. The fullness must not interfere with the normal school activities. If the student removes the belt, pants must not fall more than two inches below the hipbone. The crotch should not drop lower than the fingertips of the extended hand. The length of the pant should not extend past the heel of the shoe. When side seams are pulled out straight and then are crossed to the front, the edge of the pants should not cross the mid-point of the leg.

5. All clothing shall be within the bounds of decency and good taste as appropriate for school. Garments shall be sufficient to conceal undergarments at all times. Night clothing (pajamas) and slippers are not to be worn to school.

6. Dresses, skirts and shorts shorter than mid-thigh are prohibited.

7. No garment may be worn that is cut-off, ragged or torn.

8. No "see through" or "fish net" type of blouse or shirt may be worn. Students must wear shirts at all times. No muscle shirts, undershirts, tank tops, halter-tops, off-the-shoulder or low-cut tops; or bare midriffs are permitted.

9. No gang-related apparel (as determined by site guidelines).

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

The Principal, staff, students and parents/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

At least six months before a school uniform policy is implemented, the principal or designee shall notify parents/guardians of this policy. (Education Code 35183)

Parents/guardians shall also be informed of their right to have their child exempted.

Wearing of Shorts

Students may be allowed to wear Bermuda shorts, walking shorts, or shorts of this type within the following guidelines:

1. Shorts must be hemmed and straight legged.

2. The length of the shorts must be within the bounds of decency and in good taste as appropriate for school.

3. The shorts length should not be shorter than the end of the extended fingertips.

4. Short shorts are not to be worn at school.

Shorts that do not meet these criteria are not allowed. Tops worn with shorts must adhere to the guidelines previously stated.

Colors

Students shall not wear clothing or apparel identified by school personnel as "colors." The term "colors" is defined as a display by the wearing or placement of apparel by a group of students, or an individual student, which would signify the membership or intent of membership in a student group known to advocate or participate in disruptive or illegal behavior.

Students violating any part of this dress code will be issued one warning and sent home to change into appropriate clothing if necessary. The second violation of the same nature will result in the student being referred to the principal for discipline.

Vista Del Mar Elementary School
Section 8: Safe Ingress and Egress
Part 1: Safe Ingress and Egress

Safe Ingress and Egress

Vista Del Mar Elementary School will ensure safe ingress and egress to and from the school for pupils, parents, and school employees. Safe ingress and egress will be maintained by periodic reviews of the procedures for ingress and egress. The school will ensure that all passageways to and from school buildings, corridors within school buildings and emergency exits remain clear of all obstruction to allow flow of pedestrian traffic. The school will also ensure that potential obstructions and hazards are removed from such areas. To assist school staff in conducting evaluations, the school may utilize consultants to conduct periodic inspections of the school.

Any problems associated with safe ingress and egress will be addressed immediately.

Vista Del Mar Elementary School
Section 9: Weapons and Dangerous Instruments
Part 1: Weapons and Dangerous Instruments - BP 5131.7

The Board of Education desires students and staff to be free from the danger presented by firearms and other weapons and recognizes that they have the right to a safe and secure campus free from psychological and physical harm.

Weapons

The Board of Education desires students and staff to be free from the danger presented by firearms and other weapons and recognizes that they have the right to a safe and secure campus free from psychological and physical harm.

Possession of Weapons

The Board of Education prohibits any person other than authorized law enforcement or security personnel from possessing weapons, imitation firearms, or dangerous instruments of any kind in school buildings, on school grounds or buses, or at school-related or school-sponsored activities away from school, or while going to or coming from school.

Unless he/she has obtained prior written permission as specified below, any student who is determined to have brought a firearm to school or possessed a firearm at school, as verified by a school employee, shall be expelled for not less than one year, except that the Board of Education may set an earlier date for readmission on a case-by-case basis, in accordance with Board of Education policy and administrative regulation. (Education Code 48915; 20 USC 7151)

Students possessing or threatening others with any weapon, dangerous instrument, or imitation firearm are subject to suspension and/or expulsion in accordance with law, Board of Education policy and administrative regulations.

Under the power granted to the Board of Education to maintain order and discipline in the schools and to protect the safety of students, staff and the public, any school employee is authorized to confiscate a weapon, dangerous instrument or imitation firearm from any person on school grounds.

The Principal or designee shall notify law enforcement authorities when any student possesses a weapon without permission or commits any act of assault with a firearm or other weapon. (20 USC 7151; Education Code 48902; Penal Code 245, 626.9, 626.10)

Advanced Permission for Possession of a Firearm for Educational Use

A student who desires to possess or transport a firearm or imitation firearm on school grounds for an educational purpose shall request prior permission from the Principal at least five school days in advance of the planned possession. The student's parent/guardian shall provide written permission explaining the planned use of the weapon and the duration. The student shall also submit a written explanation from the staff person responsible for the school-sponsored activity or class.

On a case-by-case basis, the Principal shall determine whether to grant permission for such possession when necessary for a school-sponsored activity or class or as part of the educational program. Factors that shall be considered include, but are not limited to, the planned use of the weapon, the duration and location of the planned use, whether an audience is expected, and any perceived adverse effects to the safety and well being of students or staff. If the Principal grants such permission, he/she shall provide the student and staff person with a written explanation regarding any limitations and the permissible duration of the student's possession.

The Principal and/or a staff member with knowledge of firearm safety shall inspect the weapon to ensure that necessary safety precautions have been taken, including inspection to ensure that no live ammunition is present. The firearm shall be stored in a locked vehicle or in an appropriate, locked container before and after the educational activity.

A student granted permission to possess a firearm may be suspended and/or expelled if he/she possesses or uses the weapon inappropriately.

Possession of Pepper Spray

To prevent potential misuse that may harm students or staff, students are prohibited from carrying tear gas or tear gas weapons such as pepper spray on campus or at school activities.

Reporting of Dangerous Objects

The Board of Education encourages students to promptly report the presence of weapons, injurious objects or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

The Superintendent or designee shall develop strategies designed to facilitate student reporting of the presence of injurious objects on school grounds, such as tip hotlines, electronic transmissions, or other methods that preserve the student's anonymity. Incident reports and records shall not identify the student who reported the possession. The strategy shall also provide a method of informing staff, students and parents/guardians that students who report the presence of injurious objects on school campuses are to be protected and their identity shielded.

Vista Del Mar Elementary School
Section 9: Weapons and Dangerous Instruments
Part 2: Weapons and Dangerous Instruments - AR 5131.7

Students shall not possess weapons, look-alikes, or dangerous instruments of any kind on school grounds or buildings, nor on school buses, nor on any school-related or school-sponsored activity away from school facilities unless written permission has been obtained from the principal.

Weapons and dangerous instruments include, but are not necessarily limited to:

1. Firearms: pistols, revolvers, shotguns, rifles, "zip guns," "stun guns," tasers, and any device capable of chemically propelling a projectile.

For school purposes, this includes air-guns, CO2 guns, paint guns, BB guns, pellet guns and dart or spring action guns and non-operating devices made to look like a firearm, which might be used for intimidation.

2. Cutting and puncturing devices: Dirks, daggers, legal knives, illegal knives (blades longer than three and one-half inches, folding knives with a blade that locks into place), razors with an unguarded blade, Kirpans, and any other device capable of cutting or puncturing.

3. Explosive and/or incendiary devices: pipe bombs, time bombs, tear gas and tear gas weapons, firecrackers, cap guns, caps, containers of inflammable fluids, and other hazardous devices.

4. Any other dangerous device, instrument or weapon, especially those defined in Penal Code 12020, including a blackjack, slingshot, billy club, nunchakus, sandclub, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon.

5. Other: any other objects that could be used to inflict harm.

Possession of or bringing such weapons or devices on school grounds may also be a violation of the Penal Code, and therefore any violation of this regulation shall be reported to the local law enforcement agency. Students who violate this regulation will be subject to immediate suspension and possible expulsion by the Board of Education.

Any school employee may confiscate any of the above devices and any other dangerous device, instrument or weapon, especially those defined in Penal Code 12020, including a blackjack, slingshot, billy club, nunchuks, sand club, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon. Objects may not be returned.

Every employee seizing any weapon or dangerous instrument under the provision of this regulation shall report the incident to the building Principal immediately, and deliver the seized device to the Principal, together with name(s) of persons involved, witnesses, location and circumstances of the seizure.

If it is known that a student has possession of such a device but the device has not been seized, the employee should report the matter to the Principal immediately, and the Principal shall take such action as is

appropriate. This Principal shall report all student violations of this regulation to the Superintendent or designee.

If an employee knows that a student possesses a weapon or dangerous device that has not been confiscated, the employee shall report the matter to the Principal immediately, and the Principal shall take appropriate action.

When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

In accordance with law, the Principal or designee shall notify law enforcement authorities of any acts of assault by a student with a firearm or any other deadly weapon or instrument, and of any possession or seizure of a firearm or any cutting or puncturing device identified in Item 2 above. (Education Code 48902, Penal Code 245, 626.9, 626.10)

The Principal or designee may notify law enforcement authorities regarding the seizure or possession of other dangerous devices. The Principal shall take disciplinary action which he or she determines proper in accordance with Board of Education policies and regulations.

The Principal shall report any possession of a weapon or dangerous instrument, including replicas, to the student's parents/guardians by telephone or in person, and followed by written notification.

Gangs

The Board of Education desires to keep District schools free from the threats or harmful influence of any groups or gangs which exhibit drug use, violence or disruptive behavior. The Board of Education therefore prohibits the presence of any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in such a group. This policy shall be applied at the Principal's discretion as the need for it arises at individual school sites. The Superintendent or designee shall take steps to deter gang intimidation of students and staff and confrontations between members of different gangs. He/she shall exchange information and establish mutually supportive efforts with local law enforcement authorities.

The Superintendent or designee shall provide in-service training, which helps staff to identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior. Staff shall be informed about conflict management techniques and alerted to intervention measures and community resources.

The Board of Education realizes that students become involved in gangs for many reasons, such as peer pressure, the need for a sense of belonging, and lack of refusal skills. Age-appropriate gang violence prevention education shall start with students in the early elementary grades and may start in kindergarten. To further discourage the influence of gangs, the Superintendent or designee shall ensure that school rules of conduct and any school dress code prohibiting gang-related apparel are enforced consistently. If a student exhibits signs of gang affiliation, staff shall so inform the parent/guardian.

Drugs and Alcohol

The Board of Education believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Board of Education desires to keep District schools free of alcohol and other drugs in order to help prevent violence, promote school safety and create a well-disciplined environment conducive to learning.

The Superintendent or designee shall develop, implement and evaluate a science-based/research-based comprehensive prevention and intervention program designed to prevent or reduce alcohol or other drug use. It shall include primary prevention activities such as decision-making skills and conflict management, instruction, referral to a rehabilitation program, enforcement/discipline, activities that promote the involvement of parents/guardians and coordination with appropriate community agencies and organizations.

The Board of Education and Superintendent shall agree upon measures that will be used to monitor and determine the effectiveness of the District's program in reducing drug and alcohol use. The Superintendent or designee shall develop and implement an evaluation process that includes ongoing assessment and analysis of objective data regarding the incidence of drug and alcohol use among District students, including discipline problems, and the prevalence of risk factors.

The Superintendent or designee shall consult with Principals, teachers, counselors, other school personnel, students and parents/guardians when developing the District's program.

The Superintendent or designee shall clearly communicate to all students, staff and parents/guardians the District's policies, regulations and school rules related to the use of alcohol and other drugs on school campuses or at school activities. Information about program needs and goals shall be widely distributed in the community.

Staff should encourage students to participate as responsible partners in efforts to maintain a safe, constructive school climate.

The District's Title IV Coordinator or designee shall collaborate with the Riverside County Office of Education (RCOE) in the establishment of planning and implementing Alcohol and Drug Prevention programs by networking with other Title IV coordinators throughout the county.

Instruction

The District shall provide science-based/research-based preventative instruction, which has been proven effective in helping students avoid the use of alcohol and other drugs.

All instruction and related materials shall consistently state that unlawful use of alcohol or other drugs is wrong and harmful. Instruction shall not include the concept of responsible use of drugs or alcohol when such use is illegal. (20 USC 7114, 7162; Health and Safety Code 11999.2)

The District shall offer staff development activities for staff to include Student Assistance Program (SAP) counselors who implement the comprehensive drug and alcohol prevention and intervention program.

Intervention, Referral and Recovering Student Support.

The Board of Education believes that effective interventions should be available to assist students who use alcohol and other drugs. School staff, students and parents/guardians shall be informed about early warning signs which may indicate alcohol and other drug use and about appropriate agencies offering intervention programs, counseling referral and other student assistance programs. The District shall help recovering students to avoid re-involvement with alcohol and other drugs by providing school and/or community service activities designed to increase students' sense of community.

The Board of Education strongly encourages any student who is using alcohol or drugs to discuss the matter with his or her parent/guardian or with any staff member. Students who disclose their use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be disciplined for such use.

Enforcement/Discipline

The Superintendent or designee shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds or at school-sponsored activities.

Students possessing, using or selling alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures including suspension or expulsion and/or referral to law enforcement in accordance with law, Board of Education policy and administrative regulation. In addition, such students may be referred to an appropriate counseling program, transferred to an alternative placement, and/or be restricted from extracurricular activities, including athletics.

Vista Del Mar Elementary School
Section 10: Bullying Policy
Part 1: Bullying BP 5131.2 and AB1156

In compliance with AB 1156 San Ysidro School District has implemented policies, programs, trainings and activities in the prevention of physical, psychological and emotional harm to students, which interfere with the pupil's ability to learn and participate in school activities.

According to AB 1156, it defines "Bullying" as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act and including one or more acts committed by a pupil or group or pupils engaging in sexual harassment, hate violence, harassment, threats, or intimidation directed toward one or more pupils that has or can be reasonably predicted to have the effect or one or more of the following:

a. Placing a reasonable pupil or pupils in fear of harm to that pupils' person or property;
b. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health
c. Causing a reasonable pupil to experience substantial interference with his or her academic performance; or
d. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities or privileges provided by a school.

For the complete text of AB 1156, effective July 1, 2012 please refer to Appendix E.

The District shall be free from discrimination, including harassment, with respect to the actual or perceived ethnic group, religion, gender, color, race, ancestry, national origin and physical or mental disability, age or sexual orientation.

It is intended that harmonious relationships be promoted that enable students to gain a true understanding of civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

Comprehensive School Safety Plan

Section 11

APPENDENCES

Appendix A: Education Code Sections 35294 – 35294.9 Text

35294.10. (a) It is the intent of the Legislature that all public schools with any combination of instructional settings from kindergarten to grade 7, inclusive, have access to supplemental resources to establish programs and strategies that promote school
safety and emphasize violence prevention among children and youth in he public schools. It is further the intent of the Legislature to fund and coordinate the programs and activities carried out pursuant o the Interagency School Safety Demonstration Act of 1985 (Chapter 2.5 (commencing with Section 32260)), relating to safe school model programs; Article 5 (commencing with Section 32280) of Chapter 2.5 of Part 19, relating to the development of school safety plans; and Article 6 (commencing with Section 32296) of Chapter 2.5 of Part 19, relating to school community policing, in a cooperative and interactive effort to promote school safety and violence prevention in the public schools.

(b) It is further the intent of the Legislature that the Superintendent of Public Instruction and the Attorney General shall utilize available resources to make every effort to coordinate activities and the distribution of resources to maximize their effective and efficient use in establishing and maintaining safe schools.

35294.11. (a) The School Safety and Violence Prevention Strategy Program is hereby established to be administered by the Superintendent of Public Instruction for the purpose of promoting school safety and violence prevention programs among children and youth in the public schools.

(b) The Superintendent of Public Instruction, in conjunction with the Attorney General, shall develop standards and guidelines for evaluating proposals, and shall award grants on a competitive basis, as authorized by this article, to schools and school districts
serving any combination of instructional settings from kindergarten to grade 7, inclusive, that meet the following conditions:

(1) The school has developed a school safety plan as required by
Article 5 (commencing with Section 32280) of Chapter 2.5 of Part 21.

(2) The school demonstrates its ability to carry out a collaborative and coordinated approach for implementing a comprehensive school safety and violence prevention strategy.

(3) After initial eligibility has been determined, a process of random selection for grants awarded pursuant to this article shall be used that ensure that, at a minimum, all of the following criteria are met:

(A) Schools are selected from the northern, central, and southern areas
of the state.

(B) Schools selected represent large, medium, and small sized numbers
in their pupil populations.

(C) Schools are selected from urban, suburban, and rural areas.

35294.12. A school or school district that applies for funding pursuant to this article shall submit an application that includes but is not limited to, all of the following:

(a) A school safety plan required by Article 5 (commencing with Section 32280) of Chapter 2.5 of Part 19.

(b) A school violence prevention strategy for improving and marshaling the resources set forth in the school safety plan to promote school safety and violence prevention programs among children and youth.

35294.13. The Superintendent of Public Instruction shall award grants under this article for one or more of the following purposes:

(a) Providing schools with personnel, including, but not limited to, school counselors, school social workers, school nurses, and school psychologists, who are specially trained in identifying and supporting at-risk children and youth where the applicant demonstrates that appropriate support activities are necessary and would be desirable in addressing identified problems, issues, and needs, including, but not limited to, classes pertaining to anger management and conflict resolution.

(b) Providing effective and accessible on campus communication devices, where the applicant demonstrates that the use of these devices, beyond everyday, routine matters, is part of the school safety plan developed pursuant to Article 5 (commencing with Section
32280) of Chapter 2.5 of Part 19.

(c) Establishing an in-service training program for all school staff, designed to assist school staff in identifying at-risk children and youth, communicating effectively with those pupils, and appropriately referring those pupils for counseling.

(d) Establishing cooperative arrangements with local law enforcement agencies for appropriate school-community relationships.

(e) Proposals that allow school districts to respond to existing or subsequent research that establishes structural changes in the operation of schools, such as smaller schools or "schools within schools."

(f) Any other proposal that the applicant school or school district designs that demonstrates that the proposal would materially contribute to meeting the goals and objectives of current law in providing for safe schools and preventing violence among children and youth.

35294.14. The Superintendent of Public Instruction and the Attorney General shall cooperatively design an evaluation process for the programs and activities established pursuant to this article and shall report to the Legislature by January 1 of each year, commencing in 2001, any recommendations for modifications to existing law relative to school safety and violence prevention among children and youth.

35294.15. Unless otherwise required by law, the Superintendent of Public Instruction shall establish the rules and regulations for the application process to be utilized by schools and school districts to obtain funds made available by this or any other provision of law or by the annual Budget Act to promote school safety and violence prevention among children and youth. To perform the duties of this article or any of the activities in subdivision (a) of Section 35294.10, up to 5 percent of the total funds appropriated for purposes of this article may be utilized by the Superintendent of Public Instruction for administrative costs.

Appendix B: SB 187 Text

SB 187 – Comprehensive School Safety Plans

This bill:

1. Revises, and makes mandatory, provisions of existing law relating to comprehensive safety plans for school sites.

2. Requires each school site, by September 1, 1998, to develop a school safety plan, as specified, to be evaluated annually and amended, if needed. The bill provides that these plans be written and established by the School Site Council and shall include, but not be limited to, a number of specified components; current law only authorizes that safety plans include these components. The bill requires school sites to submit their completed plans to their districts or COE, and for the districts or COE's to notify the State Department of Education by October 15, 1998 of any school sites, which have not so complied.

3. Requires the school site council to consult with local law enforcement in developing the plan.

4. Allows schools to submit existing safety plans to comply with this requirement, so long as the plans are in existence by December 31, 1997 and contain the required information.

5. Requires schools to hold a public meeting to solicit public opinion on their school safety plans before approving them.

6. Establishes that nothing in the bill shall restrict the authority of school boards as established by the Education Code.

7. Authorizes the School Site Council to delegate its responsibility to develop a site safety plan to a school safety planning committee. The school safety committee would, at a minimum have to include the following members: the principal (or designee), a teacher who is a representative of the recognized certificated employee organization, a classified employee who is a representative of the recognized classified employee organization, a parent who's child attends the school, and others as desired. If there is no school site council, then the school safety planning committee, composed of the specified members, would be required to develop the school safety plan required by this bill.

8. Provides for a fine of up to $500 for the willful failure to establish a school safety plan as required by this bill.

9. Specifies that with regard to small school districts, they have the option of developing district-wide comprehensive school safety plans applicable to each school-site.

10.Provides a sunset of January 1, 2000; however, the comprehensive safety plan would continue to be evaluated and amended by the school-site council. Schools must maintain an updated file of safety-related plans and materials for public viewing.

Appendix C: SB 334 Text

SB 334 – Youthful Offenders: education

This bill establishes the School Safety and Violence Prevention Strategy Program for the purpose of promotion school safety and violence prevention among students in the public schools.

This bill extends the operative date of those provisions indefinitely and would instead require each school to adopt its comprehensive school safety plan by March 1, 2000, and to review and update the plan by March 1 every year thereafter.

The bill also requires each school district or county office of education to notify the State Department of Education annually of any schools that have not complied with the requirement of developing a comprehensive school safety plan. The bill requires, commencing in July 1,2000, and every July thereafter, each school to report on the status of its school safety plan, including a description of its key elements in the school accountability report card otherwise required by law.

This bill establishes the School Safety and Violence Prevention Strategy Program, to be administered by the State Superintendent of Public Instruction for the purpose of promoting school safety and violence prevention programs among children and youth in the public schools. The bill requires the State Superintendent of Public Instruction, in
conjunction with the Attorney General, to develop guidelines and standards for evaluating grant applications, and to award grants on a competitive basis to schools that
develop school safety plans and demonstrate a collaborate and coordinated approach for implementing a comprehensive school safety and violence prevention strategy to be used for certain purposes, including, but not limited to, providing counselors who are specially trained in identifying and supporting at-risk children and youth. The bill requires the State Superintendent of Public Instruction and the Attorney General to cooperatively design an evaluation process for the program and activities established under the School Safety and Violence Prevention Strategy, and to report to the Legislature by January 1 of
each year on those programs. The bill also requires a school principal to disseminate information regarding a minor who has been found to have committed any specified
felony or misdemeanor to a teacher or administrator, as specified.

This bill enacts numerous changes to juvenile court procedures. Addresses school safety and youth violence prevention programs and policy. Specifically, <u>this bill</u>:

1. Allocates $11.3 million from the General Fund for violence prevention and school safety.

2. Appropriates $3 million to San Diego County for residential placement, mental health treatment and education and skills training for dependent children.

3. Appropriates $1.8 million to the City and County of San Francisco for acquiring and installing surveillance cameras on public transit vehicles.

4. Distributes $5 million to the Superintendent of Public Instruction. Requires the Superintendent in consultation with the Attorney General (AG) to develop and implement a schedule for using the appropriation to promote school safety and violence prevention.

5. Allocates $1.5 million to the Board of Corrections (BOC) for funding the At-Risk Youth Early Intervention Program currently administered by the BOC.

6. Provides that K-7 schools must develop ongoing comprehensive school safety plans. The plans concern school-based crime, crime prevention, emergency services, sexual harassment, notification regarding dangerous pupils, and child abuse reporting.

7. Creates the "School Safety and Violence Prevention Strategy Program."
The Superintendent of Public Education and the AG evaluate and award grants to projects that provide counseling to at-risk youth, technical assistance, in-service training, and cooperation with local law enforcement.

8. Deletes sunset clauses and makes technical changes to various provisions concerning school safety plans. Requires notification within seven days of a petition alleging the commission of a violent felony to school superintendents.

9. Declares legislative intent to have the Superintendent of Public Instruction and the AG coordinate efforts funding and implementing violence prevention and school safety programs. Makes changes to procedures regarding At-Risk Youth Early Intervention Programs.

10. Provides that a minor 16 years of age or older shall be prosecuted in adult criminal court under the following circumstances:

A. Accused of committing murder in the first degree, attempted premeditated murder, an aggravated sex offense, aggravated kidnapping, or any specified felony where a firearm was used and discharged; or,

B. Previously adjudicated as a ward of the court by committing any felony when 14 years of age or older.

11. Provides that a minor directly charged as an adult has the right to a preliminary hearing. The case shall proceed in criminal court unless the defendant minor prevails in a motion to dismiss.

12. Provides that a minor who was prosecuted directly in adult court and convicted shall be sentenced as an adult convicted of the same offense subject to the specified provision Youth Authority (CYA).

13. Enacts a reverse remand provision authorizing the court to impose a juvenile disposition for a minor convicted after a direct file prosecution if the minor satisfies specified criteria.

Appendix D: Sequential Discipline Standards

ELEMENTARY
&
SECONDARY

Appendix E: AB1156 Text

AB – 1156 Pupils: Bullying

Summary: Makes several proposals related to bullying, including requiring training in the prevention of bullying, giving priority for inter-district transfers to victims of bullying, and revising the definition of bullying, beginning on July 1, 2012.
Specifically, this bill:

1) Makes declarations and findings regarding the impact of bullying, including that bullying causes physical, psychological and emotional harm to pupils; interferes with pupils' ability to learn and participate in school activities; and, that bullying has been linked to other forms of antisocial behavior, such as vandalism, shoplifting, truancy and dropping out of school, fighting, using drugs and alcohol, sexual harassment and sexual violence.

2) Adds training in the prevention of bullying as a component in the workshops provided by the Department of Justice and the California Department of Education (CDE) to school districts, county offices of education, and school site personnel to assist them in the development of school safety and crisis response plans.

3) Specifies that as comprehensive school safety plans are reviewed and updated, the Legislature encourages all plans, to the extent that resources are available, to include policies and procedures aimed at the prevention of bullying.

4) Gives priority for inter-district attendance under any existing inter-district attendance agreement, or, in the absence of an agreement, be given additional consideration for the creation of an inter-district attendance agreement, to a pupil who has been determined by personnel of either the district of residence or the district of proposed enrollment to have been the victim of an act of bullying committed by a pupil of the district of residence, at the request of the person having legal custody of the pupil.

5 Specifies that "bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils engaging in sexual harassment, hate violence, harassment, threats, or intimidation directed toward one or more pupils that has or can be reasonably predicted to have
the effect of one or more of the following:

a) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property;

b) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health;

c) Causing a reasonable pupil to experience substantial interference with his or her academic performance; or,

d) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

6) Expands the definition of "electronic act" to include a post on a social network Internet Web site.

7) Relocates the definitions of "bullying" and "electronic act" from Education Code (EC) Section 32261 (Interagency School Safety Demonstration Act of 1985) to Section 48900 (expulsions and suspensions).

8) Defines "reasonable pupil" as a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

9) Strikes an obsolete provision in the suspension and expulsion provisions of the Education Code.

The Senate amendments expand the definition of "electronic act" to include a post on a social Internet Web site, strike the provision regarding residency requirements and instead give a pupil determined to have been a victim of an act of bullying priority for an inter-district transfer, revise the definition of "reasonable pupil" to include exceptional needs pupils, and add co-authors.

Appendix F: Vista Del Mar Elementary Emergency Plan

Disaster Drill Duties and Responsibilities

Staff (i.e. ELD, RSP, IA, librarian, speech….) that are not in charge of a particular class will go directly to the command center to be assigned a specific job, receive orange vests, and get a walkie talkie if needed for assigned duty.
If the ELD, RSP, Speech Teacher has kids, first they take them to the evacuation site and release them to their homeroom teacher. Then that person goes to the Control Center.

Here are the following assignments for the drill, but anyone may be assigned at any time depending on the needs:
Incident Commander: Maria C. Rodriguez
Incident Commander Alternates: Saul Gonzalez
Safety Officer: Arturo Preciado
Public Information Officer: (Meet media and direct them to D.O.—don't give out information) – Josefina Villegas
Liaison Officer: (Direct Fire Trucks and other agencies to proper location on site) – Gustavo Lopez
Operations Chief: (Evacuation Site) – Fabiola Macias
Planning and Intel: (Parent Release Area) – Cristina d'Oleire
Log/Scribe: Dolores Preciado
Logistics Chief: (First Aid Station) – Ignacia Gonzalez
Finance/Administration: (Parent Release Area) – Nirvana Bustos
Situation Analysis Leaders/Runners: (Check buildings and then in front of evacuation site as runners) – Katina De Leon

Custodial Duties: Bring out cafeteria table in front of cafeteria for command center, put table out on blacktop for Incident command center, lock upper gate, check gas main if necessary…After students are evacuated, put up emergency tape around the evacuation site.

Command Center: Fabiola Macias brings out cafeteria table. All members of incident command team, situation analysis, Redirect Traffic personnel, and parent release personnel report to Command Center in front of cafeteria.

Parent Release Area: Cristina d'Oleire,
Duties: Set up parent release with signs at the 3 picnic tables. Parents fill out release card and then go to Table #2 to the Clerk. You radio to the Situation analysis/Runners for the student that needs to be released.

Parent Release Table: Linda Vinegas
Duties: Set up small table with sign (Thuy's table). Parents bring filled out form, check emergency card, check I.D., runner brings student after being radioed, runner gives you the name tag, you put the name tag and release form together in the box labeled "Released Students." Parent and student go to cement curb behind the library after released (for drill only).

First Aide Station: Ignacia Gonzalez
Duties: Set up First Aid Station and provide first aid as needed

Redirect Parent Traffic: Josefina Villegas
Duties: Send all parents to Parent Release Table #1; do not allow parents to go to student lines to get students.

Teacher Leaders for situation analysis/Runners:

Duties: These teacher leaders will assign their class to the nearby teacher. Will go to the command center. First, will check assigned rooms and report findings to the command center. Then, will return to the parent release area near the evacuation site as a runner. The parent will have a colored index card with the student name/teacher name/rm # on it for each of their children that they will release. The Situation Analysis Person takes the student card and goes to the student line and gets student and escorts student back to parent. The teacher takes the card and the student name tag and puts it in the backpack. Will control the evacuation site. Will have a walkie talkie and be in contact with the command center. Redirect parents to Control Center. Do not allow parents to go to student lines to get students.

The following people will get a walkie talkie at the Command Center:
Katina De Leon - Walkie Talkies (Channel 1):
Catalina Baltazar - District Walkie Talkies (Channel 4):

Appendix G: Suspected Child Abuse Report Form

Print

SUSPECTED CHILD ABUSE REPORT

Reset Form

To Be Completed by **Mandated Child Abuse Reporters**
Pursuant to Penal Code Section 11166

PLEASE PRINT OR TYPE

CASE NAME: _____

CASE NUMBER: _____

A. REPORTING PARTY

NAME OF MANDATED REPORTER	TITLE	MANDATED REPORTER CATEGORY
REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS Street City Zip		DID MANDATED REPORTER WITNESS THE INCIDENT? ☐ YES ☐ NO
REPORTER'S TELEPHONE (DAYTIME) ( )	SIGNATURE	TODAY'S DATE

B. REPORT NOTIFICATION

☐ LAW ENFORCEMENT ☐ COUNTY PROBATION ☐ COUNTY WELFARE / CPS (Child Protective Services)	AGENCY	
ADDRESS Street City Zip		DATE/TIME OF PHONE CALL
OFFICIAL CONTACTED - TITLE		TELEPHONE ( )

C. VICTIM One report per victim

NAME (LAST, FIRST, MIDDLE)	BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
ADDRESS Street City Zip	TELEPHONE ( )		
PRESENT LOCATION OF VICTIM	SCHOOL	CLASS	GRADE
PHYSICALLY DISABLED? ☐ YES ☐ NO	DEVELOPMENTALLY DISABLED? ☐ YES ☐ NO	OTHER DISABILITY (SPECIFY)	PRIMARY LANGUAGE SPOKEN IN HOME
IN FOSTER CARE? ☐ YES ☐ NO	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: ☐ DAY CARE ☐ CHILD CARE CENTER ☐ FOSTER FAMILY HOME ☐ FAMILY FRIEND ☐ GROUP HOME OR INSTITUTION ☐ RELATIVE'S HOME		TYPE OF ABUSE *(CHECK ONE OR MORE)* ☐ PHYSICAL ☐ MENTAL ☐ SEXUAL ☐ NEGLECT ☐ OTHER (SPECIFY)
RELATIONSHIP TO SUSPECT	PHOTOS TAKEN? ☐ YES ☐ NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? ☐ YES ☐ NO ☐ UNK

D. INVOLVED PARTIES

VICTIM'S SIBLINGS

NAME	BIRTHDATE	SEX	ETHNICITY	NAME	BIRTHDATE	SEX	ETHNICITY
1.				3.			
2.				4.			

VICTIM'S PARENTS/GUARDIANS

NAME (LAST, FIRST, MIDDLE)	BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
ADDRESS Street City Zip	HOME PHONE ( )	BUSINESS PHONE ( )	
NAME (LAST, FIRST, MIDDLE)	BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
ADDRESS Street City Zip	HOME PHONE ( )	BUSINESS PHONE ( )	

SUSPECT

SUSPECT'S NAME (LAST, FIRST, MIDDLE)	BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
ADDRESS Street City Zip	TELEPHONE ( )		
OTHER RELEVANT INFORMATION			

E. INCIDENT INFORMATION

IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX ☐ *IF MULTIPLE VICTIMS, INDICATE NUMBER:* _____

DATE / TIME OF INCIDENT	PLACE OF INCIDENT

NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was determined not to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation Department; GREEN COPY- District Attorney's Office; YELLOW COPY-Reporting Party

Appendix H: Employee Acknowledgement of Child Abuse Reporting Requirements

Appendix I: Disciplinary & Suspension Forms

Appendix J: Request for Exemption from Uniform Program

Appendix K: Behavior Contract

Appendix L: School Safety Committee

The Vista Del Mar Elementary School Safety Committee

Name	**Title**	**Signature**
Maria C. Rodriguez	**Principal**	
Saul Gonzalez	**Teacher**	
Cristina d'Oleire	**Administrative Assistant**	
Fabiola Macias	**Custodian**	
Ignacia Gonzalez	**Health Clerk**	
Gustavo Lopez	**IMRA**	
Nirvana Bustos	**Outreach Consultant**	
Katina De Leon	**Teacher**	
Dolores Preciado	**Clerk**	
Josefina Villegas	**RSP Teacher**	

Date and Location of Public Meeting:

The School Safety Plan was reviewed at a public meeting on January 17, 2017.

Reviewed by:_____ Date:_____

Print Name: _____

San Ysidro School District Approval:

Reviewed by:_____ Date:_____

Print Name: _____

Willow School
Comprehensive School Safety Plan

SB 187 & SB 334 Compliance Document

(January, 2017)

San Ysidro School District
San Diego, California

12A.1

This document is to be maintained for public inspection during business hours

Willow School
Comprehensive School Safety Plan

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Willow School
Section 1: General Information – School Safety
Part 1: District Commitment to School Safety

It is the policy of the San Ysidro School District Board of Education that all students enrolled in this district, and all employees employed by this district, have the right to attend campuses, which are safe and secure. The Board believes that a beginning step toward safer schools is the development of a comprehensive plan for school safety by every school within the District. The Board intends that parents, students, teachers, administrators, counselors, classified personnel, and community agencies develop safe school plans, including local law enforcement, and approved by the Board. The school site committee will review these safe school plans on an annual basis and proposed changes will be submitted to the Board for approval.

Willow School
Section 1: General Information – School Safety
Part 2: Legislative Requirements

The California Education Code (sections 35294.10-35294.15) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school. **See Appendix A for CA Education Code sections 35294-35294.15**

This requirement was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause, which stated that this legislation would remain in effect only until January 1, 2000. **See Appendix B for Senate Bill 187 Text. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation**. **See Appendix C for Senate Bill 334 Text.**

Comprehensive School Safety Plans are required under SB 187/SB 334 to contain the following elements:

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

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

Willow School
Section 1: General Information – School Safety
Part 3: Maintaining a Safe and Orderly Environment

Willow School and the San Ysidro School District are committed to providing a safe environment for students, staff and visitors. Several strategies will be utilized to maintain a high level of school safety. Strategies include, but are not limited to:

- Consultation with local public safety agencies
- Consultation with risk management specialists
- Continuing education and training of school staff
- Inspections and evaluations of school facilities
- Evaluation of safety-related policies and procedures
- Annual review and revision of Comprehensive School Safety Plan

Such strategies will ensure that a safe and orderly environment, conducive to learning is maintained. Such strategies will also ensure compliance with existing laws related to school safety. This manual outlines several elements critical to maintaining a safe school environmen

Willow School
Section 2: Child Abuse Reporting Procedures
Part 1: District Policy; Training; Definitions SYSD BP 5141.4

The Board recognizes that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse and neglect. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

This policy applies to all employees who are mandated reporters, as defined by law and district administrative regulation. All are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for reporting, investigating and prosecuting cases of child abuse and neglect.

The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters. (Penal Code 11165.7) However, pursuant to Penal Code 11165.7, a lack of training does not excuse any mandated reporter from duty to report suspected child abuse and neglect.

In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)

Parents/guardians may contact the Superintendent or designee to obtain procedures for filing a complaint against a district employee or other person whom they suspect has engaged in abuse of a child at a school site.

The Superintendent or designee shall also notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he or she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)

2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he or she is guilty of a misdemeanor punishable by a fine and/or imprisonment. (Penal Code 11166)

3. No employee shall be subject to any sanction by the district for making a report. (Penal Code 11166)

Training

Training of mandated reporters shall include child abuse identification and reporting. All employees receiving such training shall receive written notice of state reporting requirements and employees' confidentiality rights. (Penal Code 11165.7)

Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury inflicted by other than accidental means on a child by another person.

2. Sexual abuse of a child as defined in Penal Code 11165.1.

3. Neglect as defined in Penal Code 11165.2.

4. Willful cruelty or unjustifiable punishment of a child as defined in Penal Code 11165.3.

5. Unlawful corporal punishment or injury resulting in a traumatic condition as defined in Penal Code 11165.4.

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6).

2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment. (Penal Code 11165.6)

3. The exercise by a teacher, vice principal, principal or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning. (Education Code 44807)

4. An amount of force that is reasonable and necessary for a school employee to quell a disturbance threatening physical injury to persons or damage to property, to protect himself or herself, or to obtain weapons or other dangerous objects within the control of the student. (Education Code 49001)

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

Mandated reporters include but are not limited to teachers; instructional aides; teacher's aides or assistants; classified employees; certificated student personnel employees including school psychologists, school counselors, and speech pathologists; administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; and administrators, presenters or counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse or neglect. (Penal Code 11166)

Willow School
Section 2: Child Abuse Reporting Procedures
Part 2: Child Abuse Reporting Procedures AR 5141.4

Any person shall notify a peace officer if he or she reasonably believes that he or she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury, where the victim is a child under age 14. (Penal Code 152.3, 288)

1. Initial Telephone Report

Immediately or as soon as practicably possible after knowing or observing suspected child abuse or neglect, a mandated reporter shall make a report by telephone to Child Protective Services or any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or the county welfare department. (Penal Code 11166)

Child Protective Services (CPS)

Child Abuse Reporting Number for California (800) 540-4000; Outside California (213)639-4500

Child Protection Services – San Jose California
408-299-2071
373 West Julian St.
San Jose, CA 95110

When the telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Written Report

Within 36 hours of receiving the information concerning the incident, the mandated reporter shall prepare and send to the appropriate agency a written report which includes a completed Department of Justice form. (Penal Code 11166, 11168)

Mandated reporters may obtain copies of the above Suspected Child Abuse Report form from either the school site or the appropriate agency.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

a. The name, business address and telephone number of the person making the report and the

capacity that makes the person a mandated reporter.

b. The child's name and address, present location and, where applicable, school, grade and class.

c. The names, addresses and telephone numbers of the child's parents/guardians.

d. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information.

e. The name, address, telephone number and other relevant personal information about the person(s) who might have abused or neglected the child.

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him or her. (Penal Code 11167)

Information relevant to the incident of child abuse or neglect may also be given to an investigator from an agency that is investigating the case. (Penal Code 11167)

3. Internal Reporting

Employees reporting child abuse or neglect to the appropriate agency are encouraged, but not required, to notify the principal or designee as soon as possible after the initial telephone report to an appropriate agency. When so notified, the principal shall inform the Superintendent or designee. (Penal Code 11166)

The principal or designee so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board of Education policy and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing these forms.

The mandated reporter shall not be required to disclose his or her identity to the principal. (Penal Code 11166)

He or she may provide or mail a copy of the written report to the principal, Superintendent or designee without his or her signature or name.

Reporting the information to an employer, supervisor, school principal, school counselor, coworker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

All staff should note that your duty is to report and not to investigate the child abuse. Investigation is the responsibility of law enforcement officials and/or the Department of Children's Services.

Victim Interviews

Upon request, a representative of an agency investigating suspected child abuse or neglect may interview a suspected victim during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the

choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him or her, before the interview takes place, of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him or her to be as comfortable as possible.

2. The selected person shall not participate in the interview.

3. The selected person shall not discuss the facts or circumstances of the case with the child.

4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian as required in other instances of the removal of a child from school, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code 48906)

Peace officers shall be asked to sign an appropriate release or acceptance of responsibility form.

Willow School
Section 2: Child Abuse Reporting Procedures
Part 2: Child Abuse Reporting Procedures AR 5141.4

Any person shall notify a peace officer if he or she reasonably believes that he or she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury, where the victim is a child under age 14. (Penal Code 152.3, 288)

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b. The child's name and address, present location and, where applicable, school, grade and class.

c. The names, addresses and telephone numbers of the child's parents/guardians.

d. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information.

e. The name, address, telephone number and other relevant personal information about the person(s) who might have abused or neglected the child.

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him or her. (Penal Code 11167)

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All staff should note that your duty is to report and not to investigate the child abuse. Investigation is the responsibility of law enforcement officials and/or the Department of Children's Services.

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3. The selected person shall not discuss the facts or circumstances of the case with the child.

4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

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Peace officers shall be asked to sign an appropriate release or acceptance of responsibility form.

Willow School
Section 2: Child Abuse Reporting
Part 3: Parent/Guardian Complaints AR 5141.4

Upon request, the Superintendent or designee shall provide parents/guardians with procedures whereby they can report suspected child abuse occurring at a school site to appropriate agencies. Such procedures shall be in the primary language of the parent/guardian and, when communicating orally regarding those procedures, an interpreter shall be provided for parents/guardians whose primary language is other than English. (Education Code 48987)

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person or in writing with any appropriate agency identified above under "Reporting Procedures."

If a parent/guardian makes a complaint to any district employee, that employee shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency and also is obligated pursuant to Penal Code 11166 to file a report himself or herself using the procedures described above for mandated reporters.

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650(a)(viii)(C). The CDE does not investigate allegations of child abuse but may investigate conditions that may involve immediate physical danger or threaten the health, safety or welfare of the child and which may result in denial of free appropriate public education.

Willow School
Section 3: Disaster Procedures
Part 1: General Information

San Ysidro School District and Willow School will take all necessary measures to keep students, staff and visitors safe in the event of a disaster. The following sections of this plan outline basic responsibilities for all staff for specific incidents.

The San Ysidro School District's Emergency Operations Plan is attached to this plan (**see Appendix F**) and outlines in more detail, specific responsibilities for Emergency Response Teams at this location.

Willow School
Section 3: Disaster Procedures
Part 2: Bomb Threat Procedures

If you observe a suspicious object or potential bomb on property, DO NOT HANDLE THE OBJECT, IMMEDIATELY NOTIFY 9-1-1.

1. **Receiving the Call**

Make every attempt to keep the caller on the phone as long as possible to gain information. Try if possible, to determine the gender and age of caller. Try if possible, to get the caller to tell you the exact location of the bomb and the time of threatened detonation.

2. **Notification Procedures**

School Site will communicate the above information to the following in this order:

- School site Principal/Administrator
- Assistant Principals or Deans
- Director of Counseling Services
- Director of Student Activities.

The Principal/Administrator will notify local law enforcement and the District Superintendent's office.

District Office will communicate the above information to the Superintendent's Office. The Superintendent's office will notify local law enforcement.

Strictly follow the above notification procedures and do not discuss or notify others of the bomb threat since this may create an unwarranted panic response at the location.

3. **Action Plan Procedures**

If required to develop an action plan, the principal/administrator may consult with the following: other administrators, head counselor, and head custodian utilizing their expertise.

If the location of the bomb is not specifically designated, students will be kept in the classroom.

The principal will make the decision to evacuate the building. However, if possible, this decision should be made in conjunction with law enforcement authorities after they arrive at the site.

The decision to search the building will be made in conjunction with law enforcement authorities and performed by them.

The principal will authorize reoccupation of an evacuated building only after consulting with law enforcement authorities.

Willow School
Section 3: Disaster Procedures
Part 3: Chemical or Hazardous Material Incident

If a hazardous material incident occurs off site, stay indoors and close all doors and windows (referred to as taking “Shelter in Place”).

Notify 9-1-1 of the Chemical or Hazardous Material Incident.

If possible, determine the location of the spill in relation to facility buildings and wind direction.

Do not evacuate buildings until you are sure you will not be evacuating into an area, which could be more hazardous.

Follow all instructions given by the Fire Department when they arrive at the facility.

Willow School
Section 3: Disaster Procedures
Part 4: Earthquake Procedures

Indoors
DUCK, COVER, AND HOLD, get under desk or table. Move away from windows and objects that could fall. Stay under desk or table until shaking stops.

Outdoors
Move away from buildings, utility poles and vehicles. Avoid all down wires or electrical lines. Do not run.

In School Bus
Stop vehicle in safe location away from power lines, overpasses or large buildings. Stay in vehicle and establish radio contact with Transportation and/or District Emergency Operations Center (EOC).

General
Be prepared for immediate aftershocks and ground motion.

Evaluate immediate area for earthquake related hazards (fire, building collapse, gas leaks, broken electrical lines, wires etc.)

Evaluate immediate area (classroom, bus, etc.) for injuries or medical aid situations.

Call 9-1-1, if you have an immediate emergency such as a fire or serious injury.

Assist injured with First Aid treatment.

Do not evacuate buildings or vehicles unless you have a hazard related reason to do so.

Conduct a headcount to account for all personnel and students.

Establish communications with your supervisor, principal or District EOC and follow emergency checklist and procedures.

Assist any police or fire units that respond to your location.

Willow School
Section 3: Disaster Procedures
Part 5: Explosion, Aircraft Crash or Similar Incident

1. If possible, Duck and Cover under a desk or table.

1. Notify 9-1-1 of the explosion or crash.

2. Assist any injured requiring first aid treatment.

3. If necessary because of fire, building damage etc., evacuate building.

4. Assist any persons who would have physical problems evacuating the building.

5. Go to an outdoor evacuation/assembly area, which is hazard free and not affected by the explosion or crash.

6. Keep fire lanes, streets and walkways open for emergency responders.

7. Stay in assembly area and account for all personnel and students.

8. Do not return to buildings until authorized by fire department or principal.

Willow School
Section 3: Disaster Procedures
Part 6: Fire Procedures

1. Call 9-1-1 to report a fire, stay on line and give specific information (name, address of school or facility).
2. Utilize manual pull station to activate building alarm system and evacuate building when you hear an alarm.
3. In the event of a small fire, notify 9-1-1 and then use the nearest fire extinguisher to control the fire if you have been trained in their use.
4. Do not attempt to fight large fires, call 9-1-1 and evacuate building.
5. Assist students in building evacuation and proceed to outdoor school evacuation areas.
6. When evacuating buildings walk, do not run.
7. Do not use elevators for building evacuation or in an emergency.
8. If heavy smoke is present, crawl or stay near floor for breathable air.
9. Assist any individuals who would have physical problems evacuating the building.
10. Stay in the designated assembly area and account for all personnel and students.
11. Do not block fire lanes or areas used by the fire department.
12. Do not reenter building until authorized by fire department or the principal.
13. If the fire is off site, wait for instructions from the principal or District EOC.

Willow School
Section 3: Disaster Procedures
Part 7: Flood Procedures

If a flood warning is received, notify the District Superintendent immediately.

If a major flood warning is received at the District Office, the District EOC should be activated.

Based upon the specific threat, the District EOC in conjunction with the Operational Area EOC and Standardized Emergency Management Systems (SEMS) system will develop an action plan to protect personnel, students and facilities.

Evacuation of specific schools, facilities or other areas will be directed by the District EOC in coordination with SEMS.

Willow School
Section 3: Disaster Procedures
Part 8: Riot/Lockdown Procedures

Any threatening disturbance should be reported immediately to the Principal or Administrator if the disturbance occurs at school site. If this occurs at District Office, the disturbance should be reported to Superintendent's Office.

If the disturbance is affecting normal school or facility operations, the Principal/Administrator should notify law enforcement authorities immediately.

As necessary, alert all site employees of the situation by telephone or two-way radio and site staff must follow the instructions below:

If you are inside:

- Close and lock all doors and windows immediately upon notification of situation
- Keep all students inside and take roll
- If feasible, move all students to a center point and keep low to the ground. Stay away from all doors and windows.
- Never open the door or window to anyone
- Keep students inside classroom, regardless of lunch or recess until the Superintendent/designee or local law enforcement tells you that the situation has been resolved.

If you are outside:

- Immediately have students and staff seek shelter if it is safe to do so. Drill with students and staff to go to the nearest room to them.
- If shelter is not available, ensure students lie flat on the ground immediately.
- Children in restrooms should be instructed to stay there until retrieved by a site administrator after all clear is given.

If situation is violent and may include the use of firearms, the principal should instruct all staff and students to lie face down on the floor and remain immobile.

Principal and staff must follow all instructions given by responding law enforcement.

If the event is major, the Superintendent will activate the District EOC to develop an Action Plan to deal with the situation as well as the following:

A. Telephone inquiries and rumor control
B. Media relations and public information
C. Employee/Student crisis counseling
D. Assessment of property damage

Willow School
Section 3: Disaster Procedures
Part 9: Severe Windstorm Procedures

If a severe wind warning is received at a school or site, notify the District Superintendent immediately.

If a severe wind warning is received at the District Office, the District EOC should be activated.

Based upon the specific threat, the District EOC, in conjunction with the Operational Area EOC or City EOC, will develop an action plan to protect personnel, students and facilities.

In general, if severe winds are affecting a school or facility, employees and students should be moved to the interior core area of the building (inside wall on the ground floor) away from outside windows and doors.

Close all windows and blinds and avoid auditoriums, gymnasiums and other building locations that have large roof areas or spans.

Avoid all areas that have large concentrations of electrical equipment or power cables.

Evacuation of specific schools, facilities or other areas will be directed by the District EOC in coordination with SEMS.

Willow School
Section 4: Notification of Dangerous Pupils
Part 1: Employee Security SYSD BP 4158 (a), 4258, 4358

The Board of Education desires to provide a safe, orderly working environment for all employees. As part of the district's comprehensive school safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for assisting them in the event of an emergency situation.

Any employee may use reasonable force necessary to protect himself/herself from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects upon the person or within control of a student. However, employees are prohibited from inflicting corporal punishment on students. All security equipment must be authorized and issued by the district. (Education Code 44807, 49001, 49331-49333)

The Superintendent or designee shall ensure that employees are informed, in accordance with law, regarding crimes and offenses by students who may pose a danger in the classroom.

When any individual directs violence against an employee and the employee so notifies the Superintendent or designee, the Superintendent or designee shall take steps to ensure that appropriate legal measures are instituted. When the employee notifies the Superintendent or designee of a threat of bodily harm, the district shall take appropriate measures to enable the employee to request assistance if a threat occurs on school grounds.

The Superintendent or designee shall ensure that employees are trained in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication techniques, and crisis resolution.

Employees may not carry or use weapons, including but not limited to, mace, pepper spray, handcuffs, or other devises reserved for police and/or security officers while on school property or at school activities. On a case-by-case basis, however, the Superintendent or designee may give written permission for the possession of a pepper spray weapon that meets the requirements of Penal Code 12403.7 when justified by unusual dangerous circumstances. Any employee who is negligent or careless in the possession or handling of pepper spray

Reporting of Injurious Objects

The Board requires school employees to take immediate action upon being made aware that any person is in possession of an injurious object on school grounds or at a school-related or school-sponsored activity. The employee shall use his/her own judgment as to the dangerousness of the situation and act appropriately.

The information provided shall be from the previous school years.

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

If criminal or civil proceedings are brought against an employee alleging that the employee committed an assault in connection with his/her employment, such employee may request the Board of Education to furnish legal counsel to defend the employee in any civil action or proceeding brought against him/her within the limits set by law. (Government Code 995)

An employee whose person or property is injured or damaged by willful misconduct of a student may request the school district to pursue legal action against the student or the student's parent/guardian. (Education Code 48905)

Willow School
Section 4: Notification of Dangerous Pupils
Part 2: Employee Security - Administrative Regulations – AR4258

An employee may use reasonable and necessary force when necessary for self-defense, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects on or within the control of a student. (Education Code 44807, 49001) When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of the persons involved, witnesses, location, and the circumstances of any seizure.

Employees shall promptly report to their principal or other immediate supervisor any attack, assault, or physical threat made against them by a student.

Both the employee and the principal or other immediate supervisor shall promptly report such instances to the appropriate local law enforcement agency. (Education Code 44014)

In addition, employees shall promptly report to their principal or supervisor, and may report to law enforcement, any attack, assault, or threat made against them on school grounds by any other individual.

Reports of attack, assault, or threat also shall be forwarded immediately to the Superintendent or designee.

An employee whose person or property is injured or damaged by willful misconduct of a student when the property is either (1) located on district property, (2) being transported to or from a district-sponsored event, (3) present at a district-sponsored event, or (4) injured or damaged in retaliation for conduct engaged in by the employee in the exercise or his/her duties, may ask the district to pursue legal action against the student or the student's parent or guardian. (Education Code 48905)

Notice Regarding Student Offenses Committed While Under School Jurisdiction

Each school site shall have a system in place that affords teachers and other appropriate staff the opportunity to review student records in the office. The Superintendent or designee shall inform the teacher and other appropriate staff of each student who has engaged in, or is reasonably suspected of, any act during the previous three school years which could constitute grounds for suspension or expulsion under Education Code 48900, with the exception of the possession or use of tobacco products, or Education Code 48900.2, 48900.3, 48900.4, or 48900.7. This information shall be based upon district records maintained in the ordinary course of business or records received from a law enforcement agency. (Education Code 49079) Employees shall receive the information in confidence and shall not disseminate it further.

Upon receiving a transfer student's record regarding acts committed by the student that resulted in his/her suspension or expulsion, the Superintendent or designee shall inform any of the student's teacher(s) and other appropriate staff that the student was suspended from his/her former district and of the act that resulted in the suspension or expulsion. (Education Code 48201)

Information received by teacher(s) and other appropriate staff shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher. (Education Code 49079)

Notice Regarding Student Offenses Committed While Outside School Jurisdiction

When informed by the court that a minor student has been found by a court to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Penal Code 290, assault or battery, larceny, vandalism, or graffiti, the Superintendent or designee shall so inform the school principal, the teacher, and other appropriate staff. (Welfare and Institution Code 827)

Any court-initiated information that a teacher, counselor, or administrator receives shall be kept confidential and used only to rehabilitate the student and protect other students and staff. The information shall be further disseminated only when communication with the student, parent/guardian, law enforcement staff, and probation officer is necessary to rehabilitate the student or to protect students and staff. (Welfare and Institutions Code 827)

When a student is removed from school as a result of his/her offense, the Superintendent or designee shall hold the court's information in a separate confidential file until the student is returned to public school. If the student is returned to a different district, the Superintendent shall transmit the information provided by the student's parole or probation officer to the Superintendent of the new district of attendance. (Welfare and Institutions Code 827)

Any confidential file of court-initiated information shall be kept until the student becomes 18, graduates from high school, or is released from juvenile court jurisdiction, whichever occurs first; it shall then be destroyed. (Welfare and Institutions Code 827)

Willow School
Section 5: Suspension and Expulsion
Part 1: Discipline SYSD BP 5144(a-b), AR 5141(a)

The Board of Education believes that one of the major functions of the public schools is the preparation of youth for responsible citizenship. The district shall foster a learning environment that reinforces the concepts of self-discipline and the acceptance of personal responsibility. Students are expected to progress from being adult-directed to self-directed with minimal application of disciplinary measures.

In order to maintain an environment conducive to attaining the highest quality of education in the district, there must exist certain disciplinary policies and regulations relating to student conduct which delineate acceptable behavior and provides the basis for sound disciplinary practices within each school in the district. These policies and regulations will be enforced fairly and uniformly and consistently without regard to race, creed, color, or sex.

The administration, teachers, and classified staff share the mutual responsibility for student conduct and safety and the enforcement of district policies and regulations. The Board shall give all reasonable support and assistance to all employees with respect to the student discipline.

The Board recognizes that not all students will adhere to district rules for appropriate behavior. Sufficient support services shall be provided so that continually disruptive students will not be returned to regular classes without some modification of behavior. Students may be assigned to other alternative programs or be subject to removal from school.

School-Adopted Rules

Each site is required to file a copy of its rules and procedures on school discipline with the Superintendent.

In order to ensure that school site rules for student discipline are enforced fairly and uniformly and consistently, the Superintendent shall establish procedures for the development of such rules. All school site rules shall be strictly based on district policy, regulation, and existing law.

All avenues provided in policy, regulation and law for the discipline of students might be utilized in developing site level rules. These include, but are not limited to, positive reinforcement for appropriate behavior, advising and counseling students, conferencing with parents/guardians, detention during and after school hours, alternative educational environments and, if necessary, suspension and expulsion.

Districts are specifically authorized to adopt reasonable regulations to restrict recess time for disciplinary purposes. (Education Code 44807.5)

Each school shall solicit the participation, views and advice of the school community, including administrators, teachers, school security personnel, parents/guardians, and students, grades K-12, in developing the site level rules when appropriate.

The adoption of each school's rules on student discipline is the responsibility of the school principal or designee and a representative selected by the classroom teachers employed at the school.

All adopted school site rules shall be subject to Board review and approval at an open meeting prior to implementation.

School site rules shall be revised periodically as required by any changes in district policy, regulation or law, and shall undergo the site level rule review and adoption process at least every four years.

Each new school in the district shall operate under a district model discipline plan until such time that the discipline committee at the new site has developed its own plan. The new school shall follow the procedures outlined in this policy in developing its plan, but shall not be required to submit its official site discipline plan for Board review until December of the year following the school's opening.

Notice to Parents/guardians and Students

The principal of each school shall ensure that every student and his or her parent/guardian is notified in writing of all Board policies, administrative regulations, and individual school rules related to discipline at the beginning of each school year and that transfer students and their parents/guardians are so advised at the time of enrollment in school.

The notice shall include the fact that these rules and regulations are available on request at the principal's office in all district schools.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. School administrators and teachers shall employ other means of disciplining students who violate school rules, district regulations, or district policies.

The use of reasonable and necessary force by an employee to protect oneself or students or to prevent damage to district property shall not be considered corporal punishment for purposes of this policy. (Education Code 49001)

Willow School
Section 5: Suspension and Expulsion
Part 2: Expulsion AR 5144.1(a-y)

Expulsion

The Board of Education recognizes that maintaining an environment that promotes learning and protects the health, safety, and welfare of all students may require the suspension or expulsion of a student from regular classroom instruction. District policies and school site rules shall clearly identify district behavior standards.

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

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

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

Each principal shall annually inform all students and parents/guardians of the school's discipline rules and procedures and of the availability of all district policies and regulations dealing with student discipline, suspension and expulsion. (Education Code 35291, 35291.5)

Alternatives to suspension or expulsion will be used with students who are truant, tardy, or otherwise absent from assigned school activities. (Education Code 48900)

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

Willow School
Section 5: Suspension and Expulsion
Part 3: Student Due Process; Required Parental Attendance SYSD BP 5144.1 (b-c)

Student Due Process

The Board shall provide for the fair treatment of students facing suspension and expulsion by affording them their due process rights under the law. The administration and staff shall comply with procedures for notices and appeals as specified in regulation. Procedures governing student due process shall conform in all aspects to provisions in law. (Education Codes 48911, 48915 and 48915.5)

Whenever a student is suspended, school officials may (but are not required to) meet with the parent/guardian to discuss the causes and duration of the suspension, the school policy involved, and any other pertinent matters. (Education Code 48914).

Required Parental Attendance

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise. The Board recognizes, however, that initial efforts sometimes fail to bring about improvement, and that current law enables parents/guardians to be absent from work without endangering their employment status in order to attend a portion of their child's school day at a teacher's request. Besides furthering improved classroom behavior, such attendance can promote positive parent-child interactions. When appropriate, the school may inform parents/guardians of available school and community resources and counseling which may assist them in developing more effective parenting skills.

Whenever a student is suspended from a class because he or she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class from which the student was suspended may require the student's parent/guardian to attend a portion of a school day in that class. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)

The Board encourages teachers, before requiring parental attendance, to make reasonable efforts to have the parent/guardian visit the class voluntarily. The teacher also may consider informing the parent/guardian about available resources that may provide help in the development of parenting skills. Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and the parent/guardian and to improve classroom behavior.

Parental attendance may be required on the day the student returns to class or within one week thereafter. The principal or designee shall contact any parents/guardians who do not respond to the

request to attend school. The Board recognizes that parental compliance with this policy may be delayed, modified or prevented by serious illness/injury/disability, absence from town, or inability to get certain release time from work.

District regulations and school site rules for student discipline shall include procedures for implementing parental attendance requirements.

This policy shall apply only to a parent/guardian who actually lives with the student. (Education Code 48900.1)

Parents/guardians shall be notified of this policy before it is implemented and at the beginning of each subsequent school year. (Education Codes 48900.1, 35291, 48980)

Please refer to Appendix D – Sequential Discipline Standards for both Elementary and Secondary for school year 2014-2015

Willow School
Section 5: Suspension and Expulsion
Part 4: Suspension and Expulsion/Due Process (Student with Disabilities) AR 5144.2

A student identified as an individual with disabilities pursuant to the Individuals with Disabilities Education Act (IDEA) is subject to the same grounds for suspension and expulsion, which apply to students without disabilities. All the procedural safeguards established by district policies and regulations shall be observed in considering the suspension of special education students, including the requirement that, depending on the nature of the conduct, some form of in-school intervention be used prior to suspension to show that suspension was imposed only when other means of correction failed to bring about proper conduct. (Education Code 48900.5) However, a student may be suspended upon a first offense, as indicated in AR 5144.1.

For students who are in need or who are believed to be in need of special education or related services the Individualized Education Program (IEP) team shall convene when the student accumulates 10 days of suspension during the school year. The team shall meet as soon as possible after the tenth day of suspension to review the appropriateness of the student's placement, the need for any additional services, and the relationship, if any, between the identified disability and the misconduct.

The Superintendent or designee may suspend a special education student for up to five school days for a total of not more than 10 days for any one occurrence.

Procedures for Students Not Yet Eligible for Special Education Services

A student who has not been identified as an individual with disabilities pursuant to IDEA and who has violated the district's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if the district had knowledge that the student was disabled before the behavior occurred. (20 USC 1415(k)(8))

The district shall be deemed to have knowledge that the student had a disability if one of the following conditions exists: (20 USC 1415(k)(8); 34 CFR 300.527)

1. The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, that the student is in need of special education or related services.

2. The behavior or performance of the student demonstrates the need for such services, in accordance with 34 CFR 300.7.

3. The parent/guardian has requested an evaluation of the student for special education pursuant to 34 CFR 300.530-300.536.

4. The teacher of the student or other district personnel has expressed concern about the behavior or performance of the student to the district's director of special education or to other personnel in accordance with the district's established child find or special education referral system.

The district would be deemed to not have knowledge as specified in items 1 through 4 above if, as a result of receiving such information, the district either conducted an evaluation and determined that the student was not a student with a disability or determined that an evaluation was not necessary and provided notice to the parent/guardian of its determination. (34 CFR 300.527)

If it is determined that the district did not have knowledge that the student was disabled prior to taking disciplinary action against the student, then the student shall be disciplined in accordance with procedures established for students without disabilities. (20 USC 1415(k)(8))

If a request is made for an evaluation of a student during the time period in which the student is subject to disciplinary measures, the evaluation shall be conducted in an expedited manner. Until the evaluation is completed, the student shall remain in the educational placement determined by school authorities. (34 CFR 300.527)

Suspension

The Superintendent or designee may suspend a student with a disability for up to 10 consecutive school days for a single incident of misconduct, and for up to 20 school days in a school year, as long as the suspension(s) do not constitute a change in placement pursuant to 34 CFR 300.519. (Education Code 48903; 34 CFR 300.520)

The principal or designee shall monitor the number of days, including portions of days, that students with valid individualized education programs (IEP) have been suspended during the school year.

Services During Suspension

Students suspended for more than 10 school days in a school year shall continue to receive services during the term of suspension, to the extent necessary to provide the student a free and appropriate public education. (20 USC 1412(a)(1)(A); 34 CFR 300.520)

If a student with disabilities is excluded from school bus transportation, the student is entitled to be provided with an alternative form of transportation at no cost to the student or parent/guardian, provided that transportation is specified in the student's IEP. (Education Code 48915.5)

Interim Alternative Placement Due to Dangerous Behavior

A student with a disability may be placed in an appropriate interim alternative educational setting for up to 45 days when he or she commits one of the following acts: (20 USC 1415(k)(1); 34 CFR 300.520)

1. Carries a weapon, as defined in 18 USC 930, to school or to a school function.

2. Knowingly possesses or uses illegal drugs while at school or a school function.

3. Sells or solicits the sale of a controlled substance while at school or a school activity as identified in 21 USC 812(c), Schedules I-V.

The student's IEP team shall determine the student’s alternative educational setting. (20 USC 1415(k)(2))

A hearing officer may order a change in placement of a student with a disability to an appropriate interim educational setting if the hearing officer: (20 USC 1415(k)(2); 34 CFR 300.521, 300.522)

1. Determines that the district has established by substantial evidence, meaning beyond a preponderance of the evidence that maintaining the current placement of the student is substantially likely to result in injury to the student or others.

2. Considers the appropriateness of the student's current placement.

3. Considers whether the district has made reasonable efforts to minimize the risk of harm in the student's current placement, including the use of supplementary aids and services.

4. Determines that the interim alternative educational setting proposed by school personnel who have met with the student's special education teacher allows the student to:

a. Progress in the general curriculum and continue to receive those services and modifications, including those described in his or her IEP, to enable the student to meet the goals of the IEP.

b. Receive services and modifications designed to address the behavior and ensure that the behavior does not recur.

The student may be placed in the interim alternative educational setting for up to 45 days, or until the conclusion of any due process hearing proceedings requested by the parent/guardian. (20 USC 1415(k)(2))

Behavioral Assessment and Intervention Plan

Not later than 10 business days after a student has been suspended for more than 10 school days or placed in an alternative educational setting, the district shall convene an IEP team meeting to conduct a functional behavior assessment and implement a behavioral intervention plan. If the student already has a behavioral intervention plan, the IEP team shall review the plan and modify it as necessary to address the behavior. (20 USC 1415(k)(1); 34 CFR 300.520)

As soon as practicable after developing the behavioral intervention plan and completing the required assessments, the IEP team shall meet to develop appropriate behavioral interventions to address the behavior and shall implement those interventions. (34 CFR 300.520)

Procedural Safeguards/Manifestation Determination

The following procedural safeguards shall apply when a student is suspended for more than 10 consecutive school days, when disciplinary action is contemplated for a dangerous behavior as described above, or when a change of placement is contemplated: (20 USC 1415(k)(4); 34 CFR 300.523)

1. The parents/guardians of the student shall be immediately notified of the decision and provided the procedural safeguards notice pursuant to 34 CFR 300.504 on the day the decision to take action is made.

2. Immediately if possible, but in no case later than 10 school days after the date of the decision, a manifestation determination review shall be made of the relationship between the student's disability and the behavior subject to the disciplinary action.

At this review, the IEP team and other qualified personnel shall consider, in terms of the behavior subject to the disciplinary action, all relevant information, including: (20 USC 1415(k)(4); 34 CFR 300.523)

a. Evaluation and diagnostic results, including the results or other relevant information supplied by the student's parents/guardians.

b. Observations of the student.

c. The student's IEP and placement

In relationship to the behavior subject to the disciplinary action, the team shall then determine whether the IEP and placement were appropriate and whether supplementary aids, services, and behavioral intervention strategies were provided consistent with the student's IEP and placement. The team shall also determine that the student's disability did not impair the ability of the student to understand the impact and consequences of the behavior, nor did it impair his or her ability to control the behavior subject to the disciplinary action. (20 USC 1415(k)(4); 34 CFR 300.523)

If the team determines that the student's behavior was not a manifestation of his or her disability, then the student may be disciplined in accordance with the procedures for students without disabilities, as long as the student continues to receive services to the extent necessary to provide that student a free and appropriate public education. (20 USC 1415(k)(4); 34 CFR 300.524)

If the team determines that the student's behavior was a manifestation of his or her disability, then the student's placement may be changed only via the IEP process. (20 USC 1415(k)(4))

Due Process Appeals

If the parent/guardian disagrees with a decision that the behavior was not a manifestation of the student's disability or with any decision regarding placement, he or she has a right to appeal the decision. (20 USC 1415(k)(6); 34 CFR 300.525)

If the student's parent/guardian initiates a due process hearing to challenge the interim alternative educational setting or the manifestation determination, the student shall remain in the interim alternative setting pending the decision of the hearing officer or the expiration of the 45-day time period, whichever occurs first, unless the parent/guardian and district agree otherwise. (34 CFR 300.526)

If school personnel maintain that it is dangerous for the student to be placed in the current placement (placement prior to removal to the interim alternative education setting), during the pendency of the due process proceedings, the Superintendent or designee may request an expedited due process hearing. (34 CFR 300.526)

Expulsion

The Board of Education may expel a student who is in need or believed to be in need of special education or related services only if an individualized education program team has determined that (1) the misconduct was not caused by, or a direct manifestation of, the student's identified handicap; and (2) the student was appropriately placed at the time the misconduct occurred. (Education Code

48915.5)

If a student is in need or believed to be in need of special education or related services at the time the recommendation for expulsion is made, the procedures and timelines governing expulsion shall be the same as those for other students recommended for expulsion specified in AR 5144.1, except that an Individualized Education Program (IEP) team meeting shall be held under conditions and with possible consequences as follows: (Education Code 48915.5)

1. The IEP meeting shall be held within four school days after recommendation for expulsion by the site administrator, unless the Superintendent or designee extends the suspension to 10 days. In the event of an extension, the IEP meeting shall be held within 10 days after the recommendation for expulsion by the site administrator.

2. The parent/guardian shall be notified of his or her right to participate in the meeting at least 48 hours before the meeting.

3. Unless a parent/guardian has requested a postponement, the meeting may be conducted without the parents/guardians' participation.

4. A parents/guardians' request that the meeting be postponed shall be granted for up to three additional school days. The district shall extend any suspension of the student for the period of postponement.

5. The IEP team shall determine if the misconduct was caused by, or a direct manifestation of, the student's identified handicap. The IEP team shall also determine if the student had been appropriately placed at the time the misconduct occurred.

6. In reaching its decision, the team shall base its decision on results of a comprehensive evaluation. (34 Code of Federal Regulations 104.35) In addition, it may base its decision on relevant information that has been acquired within three years of the date of the alleged misconduct.

Relevant information shall include all of the following:

a. A review of the student's school progress and behavior, if available, including, but not limited to, a review of the student's individualized education program, teacher progress reports and comments, school health records, and school discipline records.

b. A review of the ability of the student to conform his or her behavior to the prescribed standards, and a determination of the relationship, if any, between the student's behavior and his or her handicapping condition.

7. If the IEP team determines that the alleged misconduct was not caused by, or a direct manifestation of, the student's handicapping condition, and if it is determined that the student was appropriately placed, the student shall be subject to the applicable disciplinary actions and procedures prescribed for suspension and expulsions of all students.

8. The parent/guardian of each student with previously identified exceptional needs has a right to a due process hearing conducted pursuant to Section 1415 of Title 20 of the United States Code if the parent/guardian disagrees with the decision of the IEP team.

9. If the state's special education due process hearing is initiated by the parent/guardian due to a disagreement with the IEP team recommendations, the district shall cooperate with the State Department of Education towards achieving an expeditious resolution to the disagreement.

10. If a parent/guardian demands a due process hearing concerning the IEP determination, the student shall remain in his then current placement pending resolution of the due process proceeding unless:

> a. He or she has been suspended. Such suspension may not exceed five consecutive school days for a single incident of misconduct, unless extended by five additional days when the student poses an immediate threat to the safety of others. (Education Code 48911, Honig v. Doe
>
> b. The student and his or her parents/guardians agree to a change in placement. (Education Code 56505)
>
> c. A court order has been obtained permitting such a change in placement.
>
> d. The change is a "minor" change in program or services rather than a "significant" change in placement. (Doe v. Maher)

11. Parental consent is not required as a condition for expulsion proceedings or the decision to expel. (Education Code 48915.5)

12. If a student with a disability possesses at school or at a school activity a weapon as defined in the 18 USC 921, he or she shall be immediately suspended and may be placed in an alternative educational setting for not more than 45 calendar days, or until the conclusion of any due process proceedings requested by the parent/guardian. The student's alternative educational setting shall be determined by the student's IEP team or school site committee. (Education Code 48915; 20 USC 1415)

Services During Expulsion

Expelled students shall continue to receive services during the term of the expulsion to the extent necessary to provide the student a free and appropriate public education. Any alternative program must provide services to the extent necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the student's IEP. (20 USC 1412(a)(1)(A); 34 CFR 300.121, 300.520)

Readmission

Readmission procedures for students with disabilities shall be the same as those used for all students. Upon readmission, an IEP team meeting shall be convened.

Suspension of Expulsion

The Board's criteria for suspending the enforcement of an expulsion order shall be applied to students with disabilities in the same manner as they are applied to all other students.

Notification to Law Enforcement Authorities

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

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

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

Willow School
Section 5: Suspension and Expulsion
Part 5: Students Expelled From Other Districts AR 5144.1

The Board of Education realizes that students expelled from school for serious offenses represent a possible danger to the students or staff at other schools in which they may seek to enroll. The Board of Education, therefore, shall request expulsion information from the sending District whenever it receives a request to enroll someone who has been expelled.

Students expelled for infractions of the following Education Code 48915, 48915.1, and 48915.2, will be referred to Charter School Community Learning Center:

1. Causing serious physical injury to another person, except in self-defense.

2. Possessing any knife; possession or furnishing a firearm, explosive or other dangerous object of no reasonable use to the student; brandishing a knife at another person.

3. Unlawfully possessing or selling any controlled substance, as listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

4. Robbery or extortion.

Pursuant to Education Code 46601, students who are under consideration for expulsion or who have been expelled pursuant to Education Code 48915 and 48918 may not appeal inter-district attendance denials or rescissions while expulsion proceedings are pending or during the term of the expulsion.

Willow School
Section 5: Suspension and Expulsion
Part 6: Students Expelled From Other Districts Administrative Regulations - AR 5119

No student shall be enrolled until after the term of his or her expulsion if the expulsion was for any of the following acts: (Education Code 48915, 48915 (c), 48915.2)

1. Possessing or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.

2. Brandishing a knife.

3. Unlawfully selling a controlled substance as listed in Health and Safety Code 11053-11058.

4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code 48900(n).

5. Causing serious physical injury to another person, except in self-defense.

6. Possessing any knife, explosive or other dangerous object of no reasonable use to the student.

7. Unlawfully possessing any controlled substance, as listed in the Health and Safety Code, except for the first offense for possessing not more than one ounce of marijuana, other than concentrated cannabis. (Health and Safety Code 11053-11058)

8. Robbery or extortion.

9. Assault or battery upon a school employee as defined in Penal Code 240 and 242.

As student expelled for acts other than those specified above may be admitted or conditionally admitted during the term of expulsion when the Board of Education determines, after a re-entry hearing, that the student does not pose a potential danger to District students or employees. If the student is found to pose a potential danger, the Board of Education may deny enrollment for the remainder of the expulsion period. (Education Code 48915.1) Students are to be referred to Charter School Community Learning Center for the remainder of the expulsion.

If the parent/guardian or student, upon seeking enrollment, did not inform the district as required by law, of the student's status with his or her previous District, this lack of compliance shall be recorded and discussed during the re-entry hearing at the end of the expulsion term. (Education Code 48915.1)

Students who are under consideration for expulsion or who have been expelled pursuant to Education Code 48915 and 48918 may not appeal inter-district attendance denials or decisions while expulsion proceedings are pending, or during the term of the expulsion. (Education Code 4660

Willow School
Section 6: Sexual Harassment Policy
Part 1: Student Sexual Harassment - BP 5145.7 (a-c)

The Board of Education is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or any school-related activity.

The principal or designee shall ensure that students receive age-appropriate information related to sexual harassment. Students shall be assured that they need not endure any form of sexual behavior or communication, including harassment because of sexual orientation. They shall be assured that they need not endure, for any reason, any harassment that impairs the educational environment or a student's emotional or physical well-being at school or any school-related activity.

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion.

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

Students shall be informed that they should immediately contact a staff member if they feel they are being harassed. Within 24 hours, staff shall report complaints of sexual harassment to the principal or designee or to the Assistant Superintendent, Human Resources, who is also the District's Title IX Coordinator. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained. The principal or designee shall immediately investigate any report of sexual harassment of a student. Upon verifying that sexual harassment has occurred, he or she shall ensure that appropriate action is taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. If a situation involving sexual harassment is not promptly remedied by the principal or designee, a complaint of sexual harassment can be filed in accordance with AR 1312.3 - Uniform Complaint Procedures.

The district prohibits retaliatory behavior against any complainant or participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

Willow School
Section 6: Sexual Harassment Policy
Part 2: Student Sexual Harassment AR 5145.7

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.

2. Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual.

3. The conduct has the purpose or effect of having a negative impact on an individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through the school.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions.

2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.

3. Graphic verbal comments about an individual's body or overly personal conversation.

4. Sexual jokes, notes, stories, drawings, pictures, or gestures.

5. Spreading sexual rumors.

6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.

7. Touching an individual's body or clothes in a sexual way.

8. Purposefully cornering or blocking normal movements or limiting a student's access to educational tools.

9. Displaying sexually suggestive objects in the educational environment.

10. Any act of retaliation against an individual who reports a violation of the district's harassment policy, or who participates in the investigation of a sexual harassment complaint.
Each principal has the responsibility for maintaining an educational environment free of sexual harassment. This responsibility includes discussing and implementing the district's sexual harassment policy with students and assuring them that they are not required to endure sexually insulting, degrading, or exploitative

treatment, or any other form of sexual harassment.

Notifications

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

1. Be displayed in a prominent location in the administrative offices of the district.

2. Be displayed in a prominent location near each school principal's office.

3. Be provided to each employee and employee organization at the beginning of each school year or each time a new employee is hired.

4. Be provided to each new student at the time the student is enrolled in the school and as part of any orientation program for new students at the beginning of each quarter, semester, or summer session.

5. Appear in any school or district publication that sets forth the school or district's comprehensive rules, regulations, procedures, and standards of conduct.

6. Be included in the notifications sent out to parents/guardians at the beginning of each school year.

7. Include the name, office address, and telephone number of the Title IX coordinator:

J. Arturo Sanchez-Macias
Business Services and District Operations
San Ysidro School District
San Ysidro , California, 92173

1. The principal or designee shall promptly and fully investigate any complaint of harassment made by or about a District student. In so doing, the principal or designee shall speak individually with the following:

a. The student making the complaint.

b. The person accused of harassment.

c. Anyone who saw or heard the harassment take place.

d. Anyone mentioned as having related information.

2. The student who complained shall have an opportunity to describe the incident, present witnesses, and other evidence of the harassment, and put his or her complaint in writing.

3. The principal or designee shall discuss the complaint only with the people described above. Where necessary to carry out the investigation or for other good reasons that apply to the particular situation, the principal or designee may also discuss the complaint with the following persons:

a. The parents/guardians of the student who complained.

b. The parents/guardians of the person accused of harassing someone.

c. Teacher(s) or staff member(s) who have knowledge of the student(s) involved and may be of assistance in determining who is telling the truth about what might have occurred.

d. The district's Title IX coordinator (the Title IX coordinator may contact legal counsel, where appropriate).

e. Appropriate child protective service and law enforcement authorities.

4. When the student who complained and the person accused of harassment so agree, the principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator, or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided.

5. The principal or designee shall tell the student who complained that he or she has the right to file a formal complaint at any time in accordance with the district's uniform complaint procedures. If the student wishes to file a formal complaint, the principal or designee shall assist the student in doing this.

6. In reaching a decision about the complaint, the principal or designee may take into account:

a. How the misconduct affected one or more students' education.

b. The type, frequency and duration of the misconduct.

c. The number of persons involved.

d. The age and sex of the person accused of harassment.

e. The subject(s) of harassment.

f. The place and situation where the incident(s) occurred.

g. Other incidents at the school, including incidents or harassment that were not related to sex.

8. The principal or designee shall write a report of his or her findings, decision, and reasons for the decision and shall present this report to the student who complained and the person accused. In the absence of good cause for delay, this report shall be due within 30 days of the inception of the investigation.

9. The principal or designee shall give the Superintendent or designee a written report of the complaint and investigation. If he or she verifies that sexual harassment occurred, this report shall describe the actions he or she took to end the harassment, address the effects of the harassment on the person harassed, and prevent retaliation or further harassment.

Within two weeks after receiving the complaint, the principal or designee shall determine whether the student who complained has been harassed further. The principal or designee shall keep a record of this information.

The principal or designee shall keep a record of the report, materials gathered in the course of his or her investigation, and student complaint(s). These materials shall be kept in strict confidence.

10. Disciplinary action, up to and including expulsion, will be taken if appropriate according to the uniform discipline procedures stated in the student handbook. Documents will be forwarded to the CWA office as necessary. Due Process timelines will be followed.

The principal or designee shall take appropriate actions to enforce the district's sexual harassment policy. As needed, these actions may include the following:

1. Removing vulgar or offending graffiti.

2. Providing staff in-service and student instruction or counseling.

3. Notifying parents/guardians.

4. Notifying child protective services.

5. Taking appropriate disciplinary action. In addition the principal or designee may take disciplinary action against any person who is found to have made a complaint of sexual harassment, which he or she knew was not true.

Willow School
Section 7: School Dress and Grooming – AR5132 (b)
Part 1: Policy, Gang Related Apparel & Uniforms

Board of Education policy based on State Education Code states that all students shall be required to dress and groom for school with attention and emphasis on the following: a) neatness; b) cleanliness; c) safety; and d) modesty. Regulations regarding student dress shall be imposed whenever the mode of dress in question is unsafe for the student or those around the student, or is disruptive or distracting to school operations and the education process in general.

The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board of Education expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction, which would interfere with the educational process.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

Gang-Related Apparel

The Principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board of Education for approval. The Board of Education shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

Uniforms

In order to promote student safety and discourage theft, peer rivalry and/or gang activity, the Principal, staff and parents/guardians at a school may establish a reasonable dress code requiring students to wear uniforms. Such a dress code may be included as part of the school safety plan and must be presented to the Board of Education for approval. The Board of Education shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

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

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms.

Willow School
Section 7: School Dress and Grooming AR 5123
Part 2: Policy, Gang Related Apparel & Uniforms

Students are expected to attend school in clean, neat clothing. It is the mission of the District not only to provide academic education but also to provide education in morals, manners, dress, and grooming because these are elements of good citizenship. Research has shown that student dress and appearance affect student attitudes and conduct. These guidelines are intended to define "appropriate student attire" and personal grooming. Their purpose is to prevent disruption of classroom atmosphere, enhance classroom decorum, eliminate disturbances among other students in attendance, and minimize distraction of other students so as not to interfere with the educational process. It is also intended to help protect the health and welfare of the individual student. Final decision as to whether student dress or grooming is, in fact, disruptive or distracting shall be made by the Principal or designee.

Gang-Related Apparel

The Principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board of Education for approval. The Board of Education shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the Principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

All students shall abide by the following:

1. Hair and physical appearance shall be clean and neatly groomed. Aerosol cans of any kind are not permitted at school, i.e., hair color, hair spray. No excessive makeup is allowed.

2. Shoes must be worn at all times. For safety purposes, sandals must be held in place with heel strap. Steel-toed shoes, skate shoes and slippers are not permitted. Cleats are not permitted accept as required for athletic/sports purposes.

3. Lettering or printing will be allowed on shirts, sweatshirts, jewelry, personal items (backpacks, fanny packs, gym bags, water bottles, etc.) and other apparel as long as it is acceptable for school attire. Crude or vulgar printing or pictures depicting tobacco, drugs, alcoholic beverages, gang-related names or symbols, or those that are sexually suggestive are not allowed. Site administration reserves the right to declare

unacceptable any item of clothing, printing, or accessory depicting any logo that has been identified to be gang related (including sport team jerseys), per site policy.

4. Pant size must be appropriate. The fullness must not interfere with the normal school activities. If the student removes the belt, pants must not fall more than two inches below the hipbone. The crotch should not drop lower than the fingertips of the extended hand. The length of the pant should not extend past the heel of the shoe. When side seams are pulled out straight and then are crossed to the front, the edge of the pants should not cross the mid-point of the leg.

5. All clothing shall be within the bounds of decency and good taste as appropriate for school. Garments shall be sufficient to conceal undergarments at all times. Night clothing (pajamas) and slippers are not to be worn to school.

6. Dresses, skirts and shorts shorter than mid-thigh are prohibited.

7. No garment may be worn that is cut-off, ragged or torn.

8. No "see through" or "fish net" type of blouse or shirt may be worn. Students must wear shirts at all times. No muscle shirts, undershirts, tank tops, halter-tops, off-the-shoulder or low-cut tops; or bare midriffs are permitted.

9. No gang-related apparel (as determined by site guidelines).

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

The Principal, staff, students and parents/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

At least six months before a school uniform policy is implemented, the principal or designee shall notify parents/guardians of this policy. (Education Code 35183)

Parents/guardians shall also be informed of their right to have their child exempted.

Wearing of Shorts

Students may be allowed to wear Bermuda shorts, walking shorts, or shorts of this type within the following guidelines:

1. Shorts must be hemmed and straight legged.

2. The length of the shorts must be within the bounds of decency and in good taste as appropriate for school.

3. The shorts length should not be shorter than the end of the extended fingertips.

4. Short shorts are not to be worn at school.

Shorts that do not meet these criteria are not allowed. Tops worn with shorts must adhere to the guidelines previously stated.

Colors

Students shall not wear clothing or apparel identified by school personnel as "colors." The term "colors" is defined as a display by the wearing or placement of apparel by a group of students, or an individual student, which would signify the membership or intent of membership in a student group known to advocate or participate in disruptive or illegal behavior.

Students violating any part of this dress code will be issued one warning and sent home to change into appropriate clothing if necessary. The second violation of the same nature will result in the student being referred to the principal for discipline.

Willow School
Section 8: Safe Ingress and Egress
Part 1: Safe Ingress and Egress

Safe Ingress and Egress

Willow School will ensure safe ingress and egress to and from the school for pupils, parents, and school employees. Safe ingress and egress will be maintained by periodic reviews of the procedures for ingress and egress. The school will ensure that all passageways to and from school buildings, corridors within school buildings and emergency exits remain clear of all obstruction to allow flow of pedestrian traffic. The school will also ensure that potential obstructions and hazards are removed from such areas. To assist school staff in conducting evaluations, the school may utilize consultants to conduct periodic inspections of the school.

Any problems associated with safe ingress and egress will be addressed immediately.

Willow School
Section 9: Weapons and Dangerous Instruments
Part 1: Weapons and Dangerous Instruments - BP 5131.7

The Board of Education desires students and staff to be free from the danger presented by firearms and other weapons and recognizes that they have the right to a safe and secure campus free from psychological and physical harm.

Weapons

The Board of Education desires students and staff to be free from the danger presented by firearms and other weapons and recognizes that they have the right to a safe and secure campus free from psychological and physical harm.

Possession of Weapons

The Board of Education prohibits any person other than authorized law enforcement or security personnel from possessing weapons, imitation firearms, or dangerous instruments of any kind in school buildings, on school grounds or buses, or at school-related or school-sponsored activities away from school, or while going to or coming from school.

Unless he/she has obtained prior written permission as specified below, any student who is determined to have brought a firearm to school or possessed a firearm at school, as verified by a school employee, shall be expelled for not less than one year, except that the Board of Education may set an earlier date for readmission on a case-by-case basis, in accordance with Board of Education policy and administrative regulation. (Education Code 48915; 20 USC 7151)

Students possessing or threatening others with any weapon, dangerous instrument, or imitation firearm are subject to suspension and/or expulsion in accordance with law, Board of Education policy and administrative regulations.

Under the power granted to the Board of Education to maintain order and discipline in the schools and to protect the safety of students, staff and the public, any school employee is authorized to confiscate a weapon, dangerous instrument or imitation firearm from any person on school grounds.

The Principal or designee shall notify law enforcement authorities when any student possesses a weapon without permission or commits any act of assault with a firearm or other weapon. (20 USC 7151; Education Code 48902; Penal Code 245, 626.9, 626.10)

Advanced Permission for Possession of a Firearm for Educational Use

A student who desires to possess or transport a firearm or imitation firearm on school grounds for an educational purpose shall request prior permission from the Principal at least five school days in advance of the planned possession. The student's parent/guardian shall provide written permission explaining the planned use of the weapon and the duration. The student shall also submit a written explanation from the staff person responsible for the school-sponsored activity or class.

On a case-by-case basis, the Principal shall determine whether to grant permission for such possession when necessary for a school-sponsored activity or class or as part of the educational program. Factors that shall be considered include, but are not limited to, the planned use of the weapon, the duration and location of the planned use, whether an audience is expected, and any perceived adverse effects to the safety and well being of students or staff. If the Principal grants such permission, he/she shall provide the student and staff person with a written explanation regarding any limitations and the permissible duration of the student's possession.

The Principal and/or a staff member with knowledge of firearm safety shall inspect the weapon to ensure that necessary safety precautions have been taken, including inspection to ensure that no live ammunition is present. The firearm shall be stored in a locked vehicle or in an appropriate, locked container before and after the educational activity.

A student granted permission to possess a firearm may be suspended and/or expelled if he/she possesses or uses the weapon inappropriately.

Possession of Pepper Spray

To prevent potential misuse that may harm students or staff, students are prohibited from carrying tear gas or tear gas weapons such as pepper spray on campus or at school activities.

Reporting of Dangerous Objects

The Board of Education encourages students to promptly report the presence of weapons, injurious objects or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

The Superintendent or designee shall develop strategies designed to facilitate student reporting of the presence of injurious objects on school grounds, such as tip hotlines, electronic transmissions, or other methods that preserve the student's anonymity. Incident reports and records shall not identify the student who reported the possession. The strategy shall also provide a method of informing staff, students and parents/guardians that students who report the presence of injurious objects on school campuses are to be protected and their identity shielded.

Willow School
Section 9: Weapons and Dangerous Instruments
Part 2: Weapons and Dangerous Instruments - AR 5131.7

Students shall not possess weapons, look-alikes, or dangerous instruments of any kind on school grounds or buildings, nor on school buses, nor on any school-related or school-sponsored activity away from school facilities unless written permission has been obtained from the principal.

Weapons and dangerous instruments include, but are not necessarily limited to:

1. Firearms: pistols, revolvers, shotguns, rifles, "zip guns," "stun guns," tasers, and any device capable of chemically propelling a projectile.

For school purposes, this includes air-guns, CO2 guns, paint guns, BB guns, pellet guns and dart or spring action guns and non-operating devices made to look like a firearm, which might be used for intimidation.

2. Cutting and puncturing devices: Dirks, daggers, legal knives, illegal knives (blades longer than three and one-half inches, folding knives with a blade that locks into place), razors with an unguarded blade, Kirpans, and any other device capable of cutting or puncturing.

3. Explosive and/or incendiary devices: pipe bombs, time bombs, tear gas and tear gas weapons, firecrackers, cap guns, caps, containers of inflammable fluids, and other hazardous devices.

4. Any other dangerous device, instrument or weapon, especially those defined in Penal Code 12020, including a blackjack, slingshot, billy club, nunchakus, sandclub, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon.

5. Other: any other objects that could be used to inflict harm.

Possession of or bringing such weapons or devices on school grounds may also be a violation of the Penal Code, and therefore any violation of this regulation shall be reported to the local law enforcement agency. Students who violate this regulation will be subject to immediate suspension and possible expulsion by the Board of Education.

Any school employee may confiscate any of the above devices and any other dangerous device, instrument or weapon, especially those defined in Penal Code 12020, including a blackjack, slingshot, billy club, nunchuks, sand club, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon. Objects may not be returned.

Every employee seizing any weapon or dangerous instrument under the provision of this regulation shall report the incident to the building Principal immediately, and deliver the seized device to the Principal, together with name(s) of persons involved, witnesses, location and circumstances of the seizure.

If it is known that a student has possession of such a device but the device has not been seized, the employee should report the matter to the Principal immediately, and the Principal shall take such action as is

appropriate. This Principal shall report all student violations of this regulation to the Superintendent or designee.

If an employee knows that a student possesses a weapon or dangerous device that has not been confiscated, the employee shall report the matter to the Principal immediately, and the Principal shall take appropriate action.

When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

In accordance with law, the Principal or designee shall notify law enforcement authorities of any acts of assault by a student with a firearm or any other deadly weapon or instrument, and of any possession or seizure of a firearm or any cutting or puncturing device identified in Item 2 above. (Education Code 48902, Penal Code 245, 626.9, 626.10)

The Principal or designee may notify law enforcement authorities regarding the seizure or possession of other dangerous devices. The Principal shall take disciplinary action which he or she determines proper in accordance with Board of Education policies and regulations.

The Principal shall report any possession of a weapon or dangerous instrument, including replicas, to the student's parents/guardians by telephone or in person, and followed by written notification.

Gangs

The Board of Education desires to keep District schools free from the threats or harmful influence of any groups or gangs which exhibit drug use, violence or disruptive behavior. The Board of Education therefore prohibits the presence of any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in such a group. This policy shall be applied at the Principal's discretion as the need for it arises at individual school sites. The Superintendent or designee shall take steps to deter gang intimidation of students and staff and confrontations between members of different gangs. He/she shall exchange information and establish mutually supportive efforts with local law enforcement authorities.

The Superintendent or designee shall provide in-service training, which helps staff to identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior. Staff shall be informed about conflict management techniques and alerted to intervention measures and community resources.

The Board of Education realizes that students become involved in gangs for many reasons, such as peer pressure, the need for a sense of belonging, and lack of refusal skills. Age-appropriate gang violence prevention education shall start with students in the early elementary grades and may start in kindergarten. To further discourage the influence of gangs, the Superintendent or designee shall ensure that school rules of conduct and any school dress code prohibiting gang-related apparel are enforced consistently. If a student exhibits signs of gang affiliation, staff shall so inform the parent/guardian.

Drugs and Alcohol

The Board of Education believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Board of Education desires to keep District schools free of alcohol and other drugs in order to help prevent violence, promote school safety and create a well-disciplined environment conducive to learning.

The Superintendent or designee shall develop, implement and evaluate a science-based/research-based comprehensive prevention and intervention program designed to prevent or reduce alcohol or other drug use. It shall include primary prevention activities such as decision-making skills and conflict management, instruction, referral to a rehabilitation program, enforcement/discipline, activities that promote the involvement of parents/guardians and coordination with appropriate community agencies and organizations.

The Board of Education and Superintendent shall agree upon measures that will be used to monitor and determine the effectiveness of the District's program in reducing drug and alcohol use. The Superintendent or designee shall develop and implement an evaluation process that includes ongoing assessment and analysis of objective data regarding the incidence of drug and alcohol use among District students, including discipline problems, and the prevalence of risk factors.

The Superintendent or designee shall consult with Principals, teachers, counselors, other school personnel, students and parents/guardians when developing the District's program.

The Superintendent or designee shall clearly communicate to all students, staff and parents/guardians the District's policies, regulations and school rules related to the use of alcohol and other drugs on school campuses or at school activities. Information about program needs and goals shall be widely distributed in the community.

Staff should encourage students to participate as responsible partners in efforts to maintain a safe, constructive school climate.

The District's Title IV Coordinator or designee shall collaborate with the Riverside County Office of Education (RCOE) in the establishment of planning and implementing Alcohol and Drug Prevention programs by networking with other Title IV coordinators throughout the county.

Instruction

The District shall provide science-based/research-based preventative instruction, which has been proven effective in helping students avoid the use of alcohol and other drugs.

All instruction and related materials shall consistently state that unlawful use of alcohol or other drugs is wrong and harmful. Instruction shall not include the concept of responsible use of drugs or alcohol when such use is illegal. (20 USC 7114, 7162; Health and Safety Code 11999.2)

The District shall offer staff development activities for staff to include Student Assistance Program (SAP) counselors who implement the comprehensive drug and alcohol prevention and intervention program.

Intervention, Referral and Recovering Student Support.

The Board of Education believes that effective interventions should be available to assist students who use alcohol and other drugs. School staff, students and parents/guardians shall be informed about early warning signs which may indicate alcohol and other drug use and about appropriate agencies offering intervention programs, counseling referral and other student assistance programs. The District shall help recovering students to avoid re-involvement with alcohol and other drugs by providing school and/or community service activities designed to increase students' sense of community.

The Board of Education strongly encourages any student who is using alcohol or drugs to discuss the matter with his or her parent/guardian or with any staff member. Students who disclose their use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be disciplined for such use.

Enforcement/Discipline

The Superintendent or designee shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds or at school-sponsored activities.

Students possessing, using or selling alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures including suspension or expulsion and/or referral to law enforcement in accordance with law, Board of Education policy and administrative regulation. In addition, such students may be referred to an appropriate counseling program, transferred to an alternative placement, and/or be restricted from extracurricular activities, including athletics.

Willow School
Section 10: Bullying Policy
Part 1: Bullying BP 5131.2 and AB1156

In compliance with AB 1156 San Ysidro School District has implemented policies, programs, trainings and activities in the prevention of physical, psychological and emotional harm to students, which interfere with the pupil's ability to learn and participate in school activities.

According to AB 1156, it defines "Bullying" as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act and including one or more acts committed by a pupil or group or pupils engaging in sexual harassment, hate violence, harassment, threats, or intimidation directed toward one or more pupils that has or can be reasonably predicted to have the effect or one or more of the following:

a. Placing a reasonable pupil or pupils in fear of harm to that pupils' person or property;
b. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health
c. Causing a reasonable pupil to experience substantial interference with his or her academic performance; or
d. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities or privileges provided by a school.

For the complete text of AB 1156, effective July 1, 2012 please refer to Appendix E.

The District shall be free from discrimination, including harassment, with respect to the actual or perceived ethnic group, religion, gender, color, race, ancestry, national origin and physical or mental disability, age or sexual orientation.

It is intended that harmonious relationships be promoted that enable students to gain a true understanding of civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

Willow School
Safe Schools Committee

Willow School's Safe School Action Plan
2016 - 2017

1

Goal #1

All students are safe and secure while at school, when traveling, to and from school, and when traveling to and from school related-activities.

2

Goal #2

All students and staff members are provided a safe teaching and learning environment.

WILLOW SCHOOL'S SAFE SCHOOL ACTION PLAN 2016-2017

Goal 1: All students are safe and secure while at school, when traveling to and from school, and when traveling to and from school-related activities.

The School's Physical Environment
(The physical setting and condition of the school)

<u>Objective 1:</u> Willow School shall have visible staff and parental presence.

<u>Objective 2:</u> Students attending Willow School will have strategies in place to be able to respond when they feel threatened or in need of assistance.

WILLOW SCHOOL'S SAFE SCHOOL ACTION PLAN 2016-2017

Goal 1: All students are safe and secure while at school, when traveling to and from school, and when traveling to and from school related-activities.

Objective 1: Willow School shall have visible staff and parental presence

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. Willow School's administration will encourage local law enforcement, staff members, and parents to be visible at all times during which students are en route to and from school.(Develop/revise map outlining designated areas for supervision. Review supervision procedures. Provide revised map to all staff.)	Staff; Parents, Noon Time Supervisors, Security Officer, Administration	Visible presence	Site Administration; Security Officer, SDPD	07/25/16	On-going
2. Willow School shall conduct regular safety meetings and include invitations to local law enforcement, community agencies and district officials.	Site Administration, Safety Comm.	Minutes of Meetings	Site Administration	"	"
3. Willow School shall implement board policies and procedures to secure the school site during school hours.	Board Policies; Police Dept.	Daily Monitoring	Site Administration; District Maintenance Staff, Safety Officer, Staff	"	"
4. Willow School shall work closely with local law enforcement and district administration in responding to potential community threats to the safety of students, staff and parents.	Police Dept.: Fire Dept.; District Administration	Evaluation of Individual Situation Responses	Site Administration; Police Dept.	"	"
5. Willow School should provide jackets and or shirts for noon supervision staff and get ID badges for all staff.	Site Administration, Safety Comm.	Daily Monitoring	Site Administration	"	"

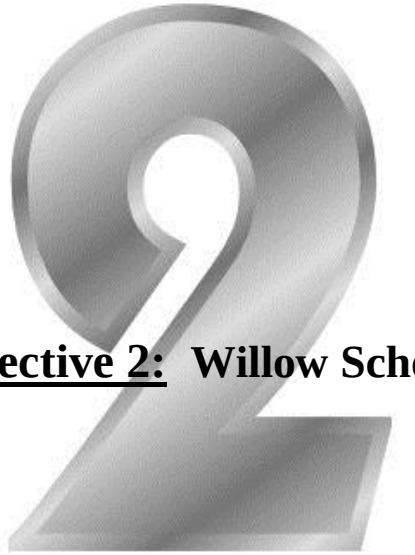
Objective 2: Students attending Willow School will have strategies in place to be able to respond when they feel threatened or in need of assistance.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. Willow School's administration will provide strategies to all staff members and students. (Willow School Rules and Procedures)	Site Administration	Strategies taught	School Staff, Students	7/25/16	On-going
2. All students at Willow School will identify an adult staff member who they can talk to and share any potential problems or situations that could escalate into a genuine conflict.	Faculty; Staff; Site Administration	Annual Evaluation	Site Employees	"	Bi-annual
3. A survey will be distributed to Willow School students to solicit their opinions in regards to what is needed to make the school safer and more conducive of learning.	Committee survey instrument	Distribution and results of survey	Administration; Safety School Committee	"	On-going
				"	"
				"	"

WILLOW SCHOOL SAFE SCHOOL ACTION PLAN 2016-2017

Goal 2: All students and staff members are provided a safe teaching and learning environment.

The School's Physical Environment
(The physical setting and condition of the school)



<u>Objective 1:</u> Willow School has effective PBIS strategies to intervene at the earliest possible point when students exhibit anti-social behavior.

<u>Objective 2:</u> Willow School sets a standard for students to interact with each other in a caring, supportive manner.

WILLOW SCHOOL SAFE SCHOOL ACTION PLAN 2016-2017

Goal 2: All students and staff members are provided a safe teaching and learning environment.

Objective 1: Willow School has effective strategies to intervene at the earliest possible point when students exhibit anti-social behavior.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. Willow School shall provide to parents/guardians information of agencies that can provide counseling services.	Resource Listing School Linked Services *ACT program to be housed at Willow	Completed Directory	Counselors; Community Liaison	7/25/16	On-going
2. Willow School shall provide to staff identified effective research-based strategies that address anti-social behavior in grades K-8.	Research	Completed Material; Documentation	Site Administration; Counselors, School Psychologist	"	"
3. Willow School shall hold regularly scheduled Student Study Team Meetings (SST's). Students with maladaptive behaviors shall be placed on the agenda. The team shall include a psychologist, administrator, teacher(s), and a counselor. (A member of the Special Education Department, the student, and parent will be encouraged to attend.	Administration, School Psychologist, Counselor, Teacher	SST Agendas and minutes	Site Administration; Counselors; School Psychologist	"	"
4. Willow School's staff shall contact the counselor or the school psychologist when it is reported to a staff member that a student has discussed the possibility of self-harm or harm to others.	Administrator, Behavior Specialist, District	Individual Referrals	Staff, Site Administration	"	"

Objective 2: Willow School sets a standard for adults and students to interact with each other in a caring, supportive manner.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. Willow School shall develop strategies to encourage parents/guardians to become proactively involved in the education of their children.	District sponsored; PIQE Parent Meetings Coffee w/Principal	Strategies implemented	Site Administration; Faculty	7/25/16	On-going
2. Willow School shall encourage parents to volunteer for school-related activities.	PTA, Parent Volunteer List Willow market	Extent of Parent Involvement and Volunteers	Site Administration, PTA, Community Liaison and Staff	"	"
3. Willow School shall encourage all parents to participate in Parent Advisory Council, its subcommittees, the School Site Council, Site Advisory Committees, and the District Advisory Committees.	Superintendent, School Site Council; Site Administration	Amount of Parent Participation	District/Site Administration	"	"
4. Willow School teachers and counselors shall notify parents/guardians immediately when a student begins to exhibit academic or social problems.	School Faculty, and Administration	Synergy Documentation, SST minutes; Faculty Logs;	Faculty; Administrators	"	"
5. Willow School shall hold annual events that bring students, parents and staff members together in a positive environment	Back to School, Open House; Student of the Month Assemblies PTA Events Winter Program	Back to School; Open House; Assemblies	Site Administration	"	"

Comprehensive School Safety Plan

Section 11

APPENDENCES

Appendix A: Education Code Sections 35294 – 35294.9 Text

35294.10. (a) It is the intent of the Legislature that all public schools with any combination of instructional settings from kindergarten to grade 7, inclusive, have access to supplemental resources to establish programs and strategies that promote school
safety and emphasize violence prevention among children and youth in he public schools. It is further the intent of the Legislature to fund and coordinate the programs and activities carried out pursuant o the Interagency School Safety Demonstration Act of 1985 (Chapter 2.5 (commencing with Section 32260)), relating to safe school model programs; Article 5 (commencing with Section 32280) of Chapter 2.5 of Part 19, relating to the development of school safety plans; and Article 6 (commencing with Section 32296) of Chapter 2.5 of Part 19, relating to school community policing, in a cooperative and interactive effort to promote school safety and violence prevention in the public schools.

(b) It is further the intent of the Legislature that the Superintendent of Public Instruction and the Attorney General shall utilize available resources to make every effort to coordinate activities and the distribution of resources to maximize their effective and efficient use in establishing and maintaining safe schools.

35294.11. (a) The School Safety and Violence Prevention Strategy Program is hereby established to be administered by the Superintendent of Public Instruction for the purpose of promoting school safety and violence prevention programs among children and youth in the public schools.

(b) The Superintendent of Public Instruction, in conjunction with the Attorney General, shall develop standards and guidelines for evaluating proposals, and shall award grants on a competitive basis, as authorized by this article, to schools and school districts
serving any combination of instructional settings from kindergarten to grade 7, inclusive, that meet the following conditions:

(1) The school has developed a school safety plan as required by
Article 5 (commencing with Section 32280) of Chapter 2.5 of Part 21.

(2) The school demonstrates its ability to carry out a collaborative and coordinated approach for implementing a comprehensive school safety and violence prevention strategy.

(3) After initial eligibility has been determined, a process of random selection for grants awarded pursuant to this article shall be used that ensure that, at a minimum, all of the following criteria are met:

(A) Schools are selected from the northern, central, and southern areas
of the state.

(B) Schools selected represent large, medium, and small sized numbers
in their pupil populations.

(C) Schools are selected from urban, suburban, and rural areas.

35294.12. A school or school district that applies for funding pursuant to this article shall submit an application that includes but is not limited to, all of the following:

(a) A school safety plan required by Article 5 (commencing with Section 32280) of Chapter 2.5 of Part 19.

(b) A school violence prevention strategy for improving and marshaling the resources set forth in the school safety plan to promote school safety and violence prevention programs among children and youth.

35294.13. The Superintendent of Public Instruction shall award grants under this article for one or more of the following purposes:

(a) Providing schools with personnel, including, but not limited to, school counselors, school social workers, school nurses, and school psychologists, who are specially trained in identifying and supporting at-risk children and youth where the applicant demonstrates that appropriate support activities are necessary and would be desirable in addressing identified problems, issues, and needs, including, but not limited to, classes pertaining to anger management and conflict resolution.

(b) Providing effective and accessible on campus communication devices, where the applicant demonstrates that the use of these devices, beyond everyday, routine matters, is part of the school safety plan developed pursuant to Article 5 (commencing with Section
32280) of Chapter 2.5 of Part 19.

(c) Establishing an in-service training program for all school staff, designed to assist school staff in identifying at-risk children and youth, communicating effectively with those pupils, and appropriately referring those pupils for counseling.

(d) Establishing cooperative arrangements with local law enforcement agencies for appropriate school-community relationships.

(e) Proposals that allow school districts to respond to existing or subsequent research that establishes structural changes in the operation of schools, such as smaller schools or "schools within schools."

(f) Any other proposal that the applicant school or school district designs that demonstrates that the proposal would materially contribute to meeting the goals and objectives of current law in providing for safe schools and preventing violence among children and youth.

35294.14. The Superintendent of Public Instruction and the Attorney General shall cooperatively design an evaluation process for the programs and activities established pursuant to this article and shall report to the Legislature by January 1 of each year, commencing in 2001, any recommendations for modifications to existing law relative to school safety and violence prevention among children and youth.

35294.15. Unless otherwise required by law, the Superintendent of Public Instruction shall establish the rules and regulations for the application process to be utilized by schools and school districts to obtain funds made available by this or any other provision of law or by the annual Budget Act to promote school safety and violence prevention among children and youth. To perform the duties of this article or any of the activities in subdivision (a) of Section 35294.10, up to 5 percent of the total funds appropriated for purposes of this article may be utilized by the Superintendent of Public Instruction for administrative costs.

Appendix B: SB 187 Text

SB 187 – Comprehensive School Safety Plans

This bill:

1. Revises, and makes mandatory, provisions of existing law relating to comprehensive safety plans for school sites.

2. Requires each school site, by September 1, 1998, to develop a school safety plan, as specified, to be evaluated annually and amended, if needed. The bill provides that these plans be written and established by the School Site Council and shall include, but not be limited to, a number of specified components; current law only authorizes that safety plans include these components. The bill requires school sites to submit their completed plans to their districts or COE, and for the districts or COE's to notify the State Department of Education by October 15, 1998 of any school sites, which have not so complied.

3. Requires the school site council to consult with local law enforcement in developing the plan.

4. Allows schools to submit existing safety plans to comply with this requirement, so long as the plans are in existence by December 31, 1997 and contain the required information.

5. Requires schools to hold a public meeting to solicit public opinion on their school safety plans before approving them.

6. Establishes that nothing in the bill shall restrict the authority of school boards as established by the Education Code.

7. Authorizes the School Site Council to delegate its responsibility to develop a site safety plan to a school safety planning committee. The school safety committee would, at a minimum have to include the following members: the principal (or designee), a teacher who is a representative of the recognized certificated employee organization, a classified employee who is a representative of the recognized classified employee organization, a parent who's child attends the school, and others as desired. If there is no school site council, then the school safety planning committee, composed of the specified members, would be required to develop the school safety plan required by this bill.

8. Provides for a fine of up to $500 for the willful failure to establish a school safety plan as required by this bill.

9. Specifies that with regard to small school districts, they have the option of developing district-wide comprehensive school safety plans applicable to each school-site.

10.Provides a sunset of January 1, 2000; however, the comprehensive safety plan would continue to be evaluated and amended by the school-site council. Schools must maintain an updated file of safety-related plans and materials for public viewing.

Appendix C: SB 334 Text

SB 334 – Youthful Offenders: education

This bill establishes the School Safety and Violence Prevention Strategy Program for the purpose of promotion school safety and violence prevention among students in the public schools.

This bill extends the operative date of those provisions indefinitely and would instead require each school to adopt its comprehensive school safety plan by March 1, 2000, and to review and update the plan by March 1 every year thereafter.

The bill also requires each school district or county office of education to notify the State Department of Education annually of any schools that have not complied with the requirement of developing a comprehensive school safety plan. The bill requires, commencing in July 1,2000, and every July thereafter, each school to report on the status of its school safety plan, including a description of its key elements in the school accountability report card otherwise required by law.

This bill establishes the School Safety and Violence Prevention Strategy Program, to be administered by the State Superintendent of Public Instruction for the purpose of promoting school safety and violence prevention programs among children and youth in the public schools. The bill requires the State Superintendent of Public Instruction, in
conjunction with the Attorney General, to develop guidelines and standards for evaluating grant applications, and to award grants on a competitive basis to schools that
develop school safety plans and demonstrate a collaborate and coordinated approach for implementing a comprehensive school safety and violence prevention strategy to be used for certain purposes, including, but not limited to, providing counselors who are specially trained in identifying and supporting at-risk children and youth. The bill requires the State Superintendent of Public Instruction and the Attorney General to cooperatively design an evaluation process for the program and activities established under the School Safety and Violence Prevention Strategy, and to report to the Legislature by January 1 of
each year on those programs. The bill also requires a school principal to disseminate information regarding a minor who has been found to have committed any specified
felony or misdemeanor to a teacher or administrator, as specified.

This bill enacts numerous changes to juvenile court procedures. Addresses school safety and youth violence prevention programs and policy. Specifically, <u>this bill</u>:

1. Allocates $11.3 million from the General Fund for violence prevention and school safety.

2. Appropriates $3 million to San Diego County for residential placement, mental health treatment and education and skills training for dependent children.

3. Appropriates $1.8 million to the City and County of San Francisco for acquiring and installing surveillance cameras on public transit vehicles.

4. Distributes $5 million to the Superintendent of Public Instruction. Requires the Superintendent in consultation with the Attorney General (AG) to develop and implement a schedule for using the appropriation to promote school safety and violence prevention.

5. Allocates $1.5 million to the Board of Corrections (BOC) for funding the At-Risk Youth Early Intervention Program currently administered by the BOC.

6. Provides that K-7 schools must develop ongoing comprehensive school safety plans. The plans concern school-based crime, crime prevention, emergency services, sexual harassment, notification regarding dangerous pupils, and child abuse reporting.

7. Creates the "School Safety and Violence Prevention Strategy Program."
The Superintendent of Public Education and the AG evaluate and award grants to projects that provide counseling to at-risk youth, technical assistance, in-service training, and cooperation with local law enforcement.

8. Deletes sunset clauses and makes technical changes to various provisions concerning school safety plans. Requires notification within seven days of a petition alleging the commission of a violent felony to school superintendents.

9. Declares legislative intent to have the Superintendent of Public Instruction and the AG coordinate efforts funding and implementing violence prevention and school safety programs. Makes changes to procedures regarding At-Risk Youth Early Intervention Programs.

10. Provides that a minor 16 years of age or older shall be prosecuted in adult criminal court under the following circumstances:

A. Accused of committing murder in the first degree, attempted premeditated murder, an aggravated sex offense, aggravated kidnapping, or any specified felony where a firearm was used and discharged; or,

B. Previously adjudicated as a ward of the court by committing any felony when 14 years of age or older.

11. Provides that a minor directly charged as an adult has the right to a preliminary hearing. The case shall proceed in criminal court unless the defendant minor prevails in a motion to dismiss.

12. Provides that a minor who was prosecuted directly in adult court and convicted shall be sentenced as an adult convicted of the same offense subject to the specified provision Youth Authority (CYA).

13. Enacts a reverse remand provision authorizing the court to impose a juvenile disposition for a minor convicted after a direct file prosecution if the minor satisfies specified criteria.

Appendix D: Sequential Discipline Standards

ELEMENTARY
&
SECONDARY

Appendix E: AB1156 Text

AB – 1156 Pupils: Bullying

Summary: Makes several proposals related to bullying, including requiring training in the prevention of bullying, giving priority for inter-district transfers to victims of bullying, and revising the definition of bullying, beginning on July 1, 2012. Specifically, this bill:

1) Makes declarations and findings regarding the impact of bullying, including that bullying causes physical, psychological and emotional harm to pupils; interferes with pupils' ability to learn and participate in school activities; and, that bullying has been linked to other forms of antisocial behavior, such as vandalism, shoplifting, truancy and dropping out of school, fighting, using drugs and alcohol, sexual harassment and sexual violence.

2) Adds training in the prevention of bullying as a component in the workshops provided by the Department of Justice and the California Department of Education (CDE) to school districts, county offices of education, and school site personnel to assist them in the development of school safety and crisis response plans.

3) Specifies that as comprehensive school safety plans are reviewed and updated, the Legislature encourages all plans, to the extent that resources are available, to include policies and procedures aimed at the prevention of bullying.

4) Gives priority for inter-district attendance under any existing inter-district attendance agreement, or, in the absence of an agreement, be given additional consideration for the creation of an inter-district attendance agreement, to a pupil who has been determined by personnel of either the district of residence or the district of proposed enrollment to have been the victim of an act of bullying committed by a pupil of the district of residence, at the request of the person having legal custody of the pupil.

5 Specifies that "bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils engaging in sexual harassment, hate violence, harassment, threats, or intimidation directed toward one or more pupils that has or can be reasonably predicted to have
the effect of one or more of the following:

a) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property;

b) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health;

c) Causing a reasonable pupil to experience substantial interference with his or her academic performance; or,

d) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

6) Expands the definition of "electronic act" to include a post on a social network Internet Web site.

7) Relocates the definitions of "bullying" and "electronic act" from Education Code (EC) Section 32261 (Interagency School Safety Demonstration Act of 1985) to Section 48900 (expulsions and suspensions).

8) Defines "reasonable pupil" as a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his

or her exceptional needs.

9) Strikes an obsolete provision in the suspension and expulsion provisions of the Education Code.

The Senate amendments expand the definition of "electronic act" to include a post on a social Internet Web site, strike the provision regarding residency requirements and instead give a pupil determined to have been a victim of an act of bullying priority for an inter-district transfer, revise the definition of "reasonable pupil" to include exceptional needs pupils, and add co-authors.

Appendix F: Willow Emergency Plan

Disaster Drill Duties and Responsibilities

Staff (i.e. ELD, RSP, IA, librarian, speech….) that are not in charge of a particular class will go directly to the command center to be assigned a specific job, receive orange vests, and get a walkie talkie if needed for assigned duty.
If the ELD, RSP, Speech Teacher has kids, first they take them to the evacuation site and release them to their homeroom teacher. Then that person goes to the Control Center.

Here are the following assignments for the drill, but anyone may be assigned at any time depending on the needs:
Incident Commander: *Mr. Bojorquez, Principal*
Incident Commander Alternates: *Mrs. Aviles, Assistant Principal*
Safety Officer: *Mrs. Aviles, Assistant Principal, Mrs. Dalia Gonzalez-Garcia-Alternate*
Public Information Officer: *Mr. Bojorquez, Principal* (Meet media and direct them to D.O.—don't give out information)
Liaison Officer: *Mr. Federico Figueroa, Custodian* (Direct Fire Trucks and other agencies to proper location on site)
Operations Chief: *Mrs. Nadia Aviles* (Evacuation Site- *Playing Fields*)
Planning and Intel: Mrs. Erika Aviles (Parent Release Area: *OutsideCafeteria*)
Log/Scribe: *Mrs. Maria Gomez, Administrative Assistant*
Logistics Chief: *Mr. Bojorquez* (First Aid Station-Softball Field)
Finance/Administration: *Mr. Bojorquez* (Parent Release Area: outside cafeteria)
Situation Analysis Leaders/Runners: *Mr. Pablo Sainz***,** (Check buildings and then in front of evacuation site as runners)

Custodial Duties: Bring out cafeteria table in front of cafeteria for command center, put table out on blacktop for XXXX, unlock Arc with XXX, lock upper gate, check gas main if necessary…After students are evacuated, put up emergency tape around the evacuation site.

Command Center: XXX brings out cafeteria table. All members of incident command team, situation analysis, Redirect Traffic personnel, and parent release personnel report to Command Center in front of cafeteria.

Parent Release Area: *Outside of Cafeteria*,
Duties: Set up parent release with signs at the 3 picnic tables. Parents fill out release card and then go to Table #2 to XXX. You radio to the Situation analysis/Runners for the student that needs to be released.

Parent Release Table:
Duties: Set up small table with sign. Parents bring filled out form, check emergency card, check I.D., runner brings student after being radioed, runner gives you the name tag, you put the name tag and release form together in the box labeled "Released Students." Parent and student go to cement curb behind the library after released (for drill only).

First Aide Station:
Duties: Set up First Aid Station and provide first aid as needed

Redirect Parent Traffic:
Duties: Send all parents to Parent Release Table #1; do not allow parents to go to student lines to get students.

Teacher Leaders for situation analysis/Runners:

Duties: These teacher leaders will assign their class to the nearby teacher. Will go to the command center. First, will check assigned rooms and report findings to the command center. Then, will return to the parent release area near the evacuation site as a runner. The parent will have a colored index card with the student name/teacher name/rm # on it for each of their children that they will release. The Situation Analysis Person takes the student card and goes to the student line and gets student and escorts student back to parent. The teacher takes the card and the student name tag and puts it in the backpack. Will control the evacuation site. Will have a walkie talkie and be in contact with the command center. Redirect parents to Control Center. Do not allow parents to go to student lines to get students.

The following people will get a walkie talkie at the Command Center:
Mr. Bojorquez, Principal,
Mrs. Maria Gomez, Administrative Assistant
Mrs. Erika Aviles, Attendance Clerk
Mrs. Jovana Montes, Clerk
Mr. Rick Quintana, School Psychologist

Walkie Talkies (Channel 1):

District Walkie Talkies:

Other Staff : Mrs. Consuelo Carranza, Assistant Principal
Mr. Marlo Vasquez, Assistant Principal
Mrs. Dalia Gonzalez-Garcia, Counselor
Mr. Pablo Sainz, IMRA
Mrs. Irma Beltran, RSP Teacher
Mr. Federico Figueroa, Custodian
Mrs. Paola Little, Health Clerk
Mr. Alejandro Valencia, Security Officer
Ms. Monica Olivan, Community Outreach-TBD
Mr. Jose Herrera, PE Teacher
Noon Time Supervisors

Appendix G: Suspected Child Abuse Report Form

Print

SUSPECTED CHILD ABUSE REPORT

Reset Form

To Be Completed by **Mandated Child Abuse Reporters**
Pursuant to Penal Code Section 11166

PLEASE PRINT OR TYPE

CASE NAME: _____

CASE NUMBER: _____

A. REPORTING PARTY

NAME OF MANDATED REPORTER	TITLE		MANDATED REPORTER CATEGORY
REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS Street City Zip			DID MANDATED REPORTER WITNESS THE INCIDENT? ☐ YES ☐ NO
REPORTER'S TELEPHONE (DAYTIME) ( )	SIGNATURE		TODAY'S DATE

B. REPORT NOTIFICATION

☐ LAW ENFORCEMENT ☐ COUNTY PROBATION ☐ COUNTY WELFARE / CPS (Child Protective Services)	AGENCY		
ADDRESS Street	City	Zip	DATE/TIME OF PHONE CALL
OFFICIAL CONTACTED - TITLE			TELEPHONE ( )

C. VICTIM One report per victim

NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
ADDRESS Street	City	Zip	TELEPHONE ( )	
PRESENT LOCATION OF VICTIM	SCHOOL	CLASS	GRADE	
PHYSICALLY DISABLED? ☐ YES ☐ NO	DEVELOPMENTALLY DISABLED? ☐ YES ☐ NO	OTHER DISABILITY (SPECIFY)	PRIMARY LANGUAGE SPOKEN IN HOME	
IN FOSTER CARE? ☐ YES ☐ NO	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: ☐ DAY CARE ☐ CHILD CARE CENTER ☐ FOSTER FAMILY HOME ☐ FAMILY FRIEND ☐ GROUP HOME OR INSTITUTION ☐ RELATIVE'S HOME		TYPE OF ABUSE *(CHECK ONE OR MORE)* ☐ PHYSICAL ☐ MENTAL ☐ SEXUAL ☐ NEGLECT ☐ OTHER (SPECIFY)	
RELATIONSHIP TO SUSPECT	PHOTOS TAKEN? ☐ YES ☐ NO	DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? ☐ YES ☐ NO ☐ UNK		

D. INVOLVED PARTIES

VICTIM'S SIBLINGS

NAME	BIRTHDATE	SEX	ETHNICITY	NAME	BIRTHDATE	SEX	ETHNICITY
1.				3.			
2.				4.			

VICTIM'S PARENTS/GUARDIANS

NAME (LAST, FIRST, MIDDLE)	BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
ADDRESS Street City Zip	HOME PHONE ( )	BUSINESS PHONE ( )	
NAME (LAST, FIRST, MIDDLE)	BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
ADDRESS Street City Zip	HOME PHONE ( )	BUSINESS PHONE ( )	

SUSPECT

SUSPECT'S NAME (LAST, FIRST, MIDDLE)	BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
ADDRESS Street City Zip	TELEPHONE ( )		
OTHER RELEVANT INFORMATION			

E. INCIDENT INFORMATION

IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX ☐ *IF MULTIPLE VICTIMS, INDICATE NUMBER:* _____

DATE / TIME OF INCIDENT	PLACE OF INCIDENT

NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was determined not to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation Department; GREEN COPY- District Attorney's Office; YELLOW COPY-Reporting Party

Appendix H: Employee Acknowledgement of Child Abuse Reporting Requirements

Students **BP 5141.4** (a)
CHILD ABUSE PREVENTION

The Governing Board recognizes the district's responsibility to educate students about the dangers of child abuse so that they will acquire the skills and techniques needed to identify unsafe situations and to react appropriately and promptly.

The district's instructional program shall include age-appropriate and culturally sensitive child abuse prevention curriculum for grades 7 and 8, per Education Code Section 51220.5. This curriculum shall explain students' right to live free of abuse, inform them of available support resources, and teach them how to obtain help and disclose incidents of abuse. The curriculum also shall include training in self-protection techniques.

(cf. 6143 - Courses of Study)

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

(cf. 1020 - Youth Services)

Child Abuse Reporting

The Board recognizes that child abuse has severe consequences and that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

(cf. 0450 - Comprehensive Safety Plan)

Employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters. As part of their training in child abuse identification and reporting, employees shall receive written notice of state child abuse reporting requirments and employees' confidentiality rights. In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)

Students **BP 5141.4** (b)
CHILD ABUSE PREVENTION

Legal Reference:

EDUCATION CODE

32280-32288 Comprehensive school safety plans

33308.1 Guidelines on procedure for filing child abuse complaints

44690-44691 Staff development in the detection of child abuse and neglect

44807 Duty concerning conduct of students

48906 Notification when student released to peace officer

48987 Dissemination of reporting guidelines to parents

49001 Prohibition of corporal punishment

51220.5 Parenting skills education

PENAL CODE

152.3 Duty to report murder, rape, or lewd or lascivious act

273a Willful cruelty or unjustifiable punishment of child; endangering life or health

288 Definition of lewd or lascivious act requiring reporting

11164-11174.4 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

15630-15637 Dependent adult abuse reporting

CODE OF REGULATIONS, TITLE 5

4650 Filing complaints with CDE, special education students

Management Resources:

CDE LEGAL ADVISORIES

0514.93 Guidelines for parents to report suspected child abuse

WEB SITES

California Attorney General's Office, Crime and Violence Prevention Center: http://safestate.org

California Department of Education, Safe Schools: http://www.cde.ca.gov/ls/ss

California Department of Social Services, Children and Family Services Division: http://www.childsworld.ca.gov

U.S. Department of Health and Human Services, National Clearinghouse on Child Abuse and Neglect Information: http://nccanch.acf.hhs.gov

(3/01 7/02) 11/04

SAN YSIDRO SCHOOL DISTRICT

Board Approved: June 23, 2011 San Ysidro, California

Appendix I: Disciplinary & Suspension Forms

San Ysidro School District
4350 Otay Mesa Road, San Ysidro, CA 92173

Notice of Suspension –In School

	Student's Last Name: First: Middle			School Name	Phone
Sex	Age	Grade	Parent/Guardian		
Birthdate		Ethnic Code	Address		☐ Special Ed.
Incident Date		Period of Suspension: Date____ through _ _ ___ # of Days		Unless otherwise contacted, student may return to school on: Date:	

Immediate reason for suspension, violation of Education Code 48900 et. al

a-1 Physical injury to another person
- ❑ Attempted or threatened to cause (i.e. fighting)
- ❑ Caused injury
- ❑ Caused minor cuts and bruises
- ❑ Caused injury requiring medical attention✸
- ❑ Caused serious bodily injury✸ & ✸✸

a-2 ❑ Willfully used force or violence upon the person of another, except in self-defense

b Weapons (firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds)
- ❑ Possessing – selling - furnishing a firearm✸
- ❑ Possession of explosive✸
- ❑ Knife✸
- ❑ Dangerous object
  (Possession of a firearm, explosive, and brandishing a knife require a recommendation of expulsion)

c Alcohol/intoxicant/controlled substance, as defined in the Health and Safety Code✸
- ❑ Possessed/used
- ❑ Delivered or furnished
- ❑ Under the influence
- ❑ Sold (requires recommendation for expulsion)

d Substance represented to be alcohol, intoxicant, or a controlled substance in the Health and Safety Code✸
- ❑ Furnished/delivered
- ❑ Sold

e Committed or attempted to commit
- ❑ Robbery
- ❑ Extortion

f Damage to school/private property
- ❑ Attempted to cause damage
- ❑ Caused damage
- ❑ Caused major damage ✸

g Stealing school/private property
- ❑ Attempted to steal
- ❑ Stole

h Tobacco on school premises
- ❑ Possessed or furnished
- ❑ Used
- ❑ Habitual use

i Obscenity
- ❑ Committed an obscene act
- ❑ Engaged in habitual profanity/vulgarity
- ❑ Engaged in vulgarity

j Drug paraphernalia, as defined in the Health and Safety Code
- ❑ Unlawful possession
- ❑ Unlawfully offered, arranged, or negotiated to sell

k Disruption/defiance
- ❑ Disruption/defiance
- ❑ Major disruption/defiance involving threatening incident

l Knowingly received stolen school or private property
- ❑ Value less that $400
- ❑ Value $400 or more✸

m Imitation firearm ✸
- ❑ Possessed
- ❑ Used in a threatening manner

n ❑ Committed sexual assault and/or battery✸
(requires recommendation for expulsion)

✸ **Requires law enforcement contact:**
Date _____ **Agency** _____

o ❑ Harassed, threatened, or intimidated witness

p ❑ Selling the prescription drug Soma✸

q Hazing
- ❑ Attempted
- ❑ Engaged in

r Engaged in an act of bullying directed toward a student or school personnel
- ❑ Committed personally
- ❑ Committed by means of an electronic act

s Aiding and abetting
- ❑ Physical injury
- ❑ Attempted physical injury
  (Suspension only, except for court conviction)

.2 Sexual harassment (Grades 4–8 only)
- ❑ Verbal/visual
- ❑ Physical
- ❑ Continued sexual harassment

.3 Engaged in hate violence (Grades 4-8 only)
- ❑ Threat of force or use of force
- ❑ Caused injury

.4 Engaged in intimidation (Grades 4-8 only)
- ❑ Harassment
- ❑ Threats

.7 Terrorist threats against✸
- ❑ School officials
- ❑ School property
- ❑ Both

✸✸**Contact Learning Support Services**

Description of incident: _____.

- ❑ **Other means of correction:**
  _____

- ❑ **Upon completion of the investigation, student may be recommended for expulsion.**

- During the period of this suspension the student is to remain at home during school hours or under the direct supervision of the parent/guardian and is prohibited from entering the premises of SYSD schools (except in connection with an authorized or official meeting or other proceeding related to this suspension).
- The student's parent/guardian has the right to attend a meeting with school officials at which time the causes, duration, school policy involved, and other matters related to the suspension shall be discussed. Therefore, the parent or guardian is requested to **immediately** call the school to make an appointment to discuss this suspension.
- If the student has been recommended for expulsion, a 5-day suspension will be issued due to the seriousness of the offense.
- The parent or guardian of the student has a right of access to review all the student's school records.
- The parent or guardian also has the right to request a hearing with the superintendent's designee to appeal this suspension.

This form is to verify that the student has been informed of the reasons for this suspension, presented with the facts upon which the suspension is based, and given the opportunity to present his/her version of what occurred.

Date prepared _____ Signature (Administrator) _____ Title: _____
Telephone contact with parent/guardian made by _____ on _____ at _____
Parent/guardian conference with _____arranged on _____ at _____

Distribution: White/Parent; Green & Pink/Educational Services; Canary/Site Discipline Notification Notebook; Goldenrod/Cumulative File

Student ID #

San Ysidro School District
4350 Otay Mesa Road, San Ysidro, CA 92173

Aviso de Suspensión

	Estudiante Apellido Nombre			Escuela Nombre	Teléfono
Sexo	Edad	Grado	Nombre del Padre o Guardián		
Fecha de Nacimiento		Código de Étnica	Dirección		☐ Educación Especial
Fecha del Incidente		Periodo de Suspensión Fecha___ _ __hasta__ _____ # de Días___		A menos que reciba una llamada, el estudiante puede regresar a la escuela el: Fecha: ___ _____	

Razón para la suspensión, violación del Código de Educación 48900 et. al

a-1 Daño físico a otra persona
- ❑ Trató o amenazó a causar (i.e. peleando)
- ❑ Causó daño
- ❑ Causó herida mínima y moratones
- ❑ Causó daño que requiere atención médica✸
- ❑ Causó daño físico grave✸ & ✸✸

a-2 ❑ Usó fuerza o violencia hacia otra persona intencionadamente, excepto en autodefensa

b Armas (armas de fuego, navajas, explosivos, u otro objeto peligroso sin ningún uso razonable para el estudiante en la escuela o en una actividad escolar fuera del campo escolar)
- ❑ Posesión-venta-proporción de un arma de fuego✸
- ❑ Posesión de explosivo✸
- ❑ Navaja✸
- ❑ Objeto peligroso

(Posesión de un arma de fuego, explosivo y blandir una navaja requiere una recomendación para la expulsión)

c Alcohol/embriagante/sustancia controlada, como se define en el Código de Salud y Seguridad✸
- ❑ Posesión/uso
- ❑ Entregó o proporcionó
- ❑ Bajo la influencia
- ❑ Vendió (requiere una recomendación para la expulsión)

d Sustancia representando alcohol, embriagante o sustancia controlada en el Código de de Salud y Seguridad✸
- ❑ Entregó o proporcionó
- ❑ Vendió

e Cometió o trató de cometer
- ❑ Robo
- ❑ Extorsión

f Daño a la propiedad escolar/privada
- ❑ Trató de causar daño
- ❑ Causó daño
- ❑ Causó daño considerable✸

g Robo de propiedad escolar/privada
- ❑ Trató de robar
- ❑ Robó

h Tabaco en propiedad escolar
- ❑ Posesión o proporcionó
- ❑ Usó
- ❑ Uso habitual

i Indecencia
- ❑ Cometió un acto indecente
- ❑ Se dedica a profanidad/vulgaridad habitual
- ❑ Se dedica a la vulgaridad

j Parafernalia de droga, como se define en el Código de Salud y Seguridad
- ❑ Posesión ilegal
- ❑ Ofreció, arregló o negoció la venta ilegal

k Interrupción/desafío
- ✓ Interrupción/desafío
- ❑ Interrupción/desafío considerable envolviendo un incidente amenazante

l Recibió propiedad escolar o privada robada intencionalmente
- ❑ Valor menos de $400
- ❑ Valor de $400 o más✸

m Imitación de arma de fuego✸
- ❑ Posesión
- ❑ Usó de manera amenazante

n ❑ Cometió asalto y/o maltrato sexual✸ (requiere una recomendación para la expulsión)

✸ **Requiere llamada al departamento de ley : Fecha_____ Agencia_____**

o ❑ Acosó, amenazó o intimidó a un testigo

p ❑ Venta del medicamento de receta Soma✸

q Novatada
- ❑ Trató
- ❑ Tomó parte en

r Tomo parte en un acto de acosamiento dirigido contra un estudiante o empleado escolar
- ❑ Personalmente cometido
- ❑ Cometido por medios de un acto electrónico

s Ayudó e instigó
- ❑ Daño físico
- ❑ Trató de cometer daño físico (Solamente para suspensión, excepto cuando sea convicto por la corte)

.2 Hostigamiento sexual (Grados 4-8 solamente)
- ❑ Verbal/visual
- ❑ Físico
- ❑ Hostigamiento sexual continuo

.3 Tomó parte en violencia de odio (Grados 4-8 solamente)
- ❑ Amenaza de usar fuerza o uso de fuerza
- ❑ Causo daño

.4 Tomó parte en intimidación (Grados 4-8 solamente)
- ❑ Acosamiento
- ❑ Amenazas

.7 Amenazas terroristas contra✸
- ❑ Oficiales escolares
- ❑ Propiedad escolar
- ❑ Ambos

✸ **Llame al Departamento de Servicios de Apoyo en el Aprendizaje**

Descripción del incidente:

_____

_____

❑ **Otros modos de corrección:**

_____

- ❑ **Al terminarse la investigación, se puede recomendar que el estudiante sea expulsado.**
- Durante el periodo de esta suspensión, el estudiante deberá permanecer en el hogar durante el horario escolar o bajo la supervisión directa del padre/guardián y se le prohíbe entrar en las localidades de las escuelas de SYSD (excepto en conexión con una junta autorizada u oficial u otro procedimiento relacionado con esta suspensión).
- El padre/guardián del estudiante tiene el derecho de asistir a una junta con los oficiales escolares en la cual se discutirán las causas, duración, política escolar envuelta y otros asuntos pertinentes a la suspensión. Así que, se le pide al padre o guardián que llame a la escuela **inmediatamente** para hacer una cita para discutir esta suspensión.
- Si el estudiante ha sido recomendado para expulsión, se establecerá una suspensión de 5 días debido a la seriedad de la ofensa.
- El padre o guardián del estudiante tiene el derecho al acceso de los documentos escolares del estudiante para repasarlos.
- El padre también tiene el derecho de solicitar una audiencia con la persona designada por el superintendente para apelar esta suspensión.

Esta forma es para verificar que el estudiante ha sido informado de las razones para esta suspensión, presentado con los hechos por los cuales se basa la suspensión y se le ha dado la oportunidad de presentar su versión de lo que ocurrió.

Fecha de la preparación: __ _____ Firma (Administrador): _____ Título:
Contacto telefónico con el padre o guardián hecho por ___ _____ el (fecha) __ __ ____ a las (hora) _____
Conferencia de padre/guardián con _____ organizada para el (fecha) _ _ a las (hora) _ ____

Distribution: *White/Parent; Green & Pink/Educational Services; Canary/Site Discipline Notification Notebook; Goldenrod/Cumulative File*

San Ysidro School District
Educational Services

INCIDENT REPORT

Fax to: District Superintendent @ (619) 428-1505
Director of Educational services @ (619) 428-1892

Site of Incident

☐ Beyer ☐ La Mirada ☐ Ocean View Hills ☐ Smythe

☐ Sunset ☐SYMS ■ Willow ☐ Vista Del Mar

Instructions: Use this form to report any major incident that has occurred on/off a school campus, i.e. serious family crisis, injury, or other incidents of serious nature. Fax a copy to the District Superintendent and to the Director of Pupil Personnel.

School: Willow	Date Submitted:
Date of incident:	Time of incident:

Students involved:

Place of incident:

Description of the incident. (Who was involved? What occurred exactly?)

Outcome:

Signature of Reporting Staff Member:

Signature of Site Administrator:

Appendix J: Request for Exemption from Uniform Program

Appendix K: Behavior Contract/ Behavior Support Plan

San Ysidro School District
4350 Otay Mesa Road Tel: (619) 428-4476
San Ysidro, CA 92173 Fax: (619) 428-6473

Behavior Support Plan

Last Name	First Name	M.I.	DOB	Age	Gender	ID

Ethnicity	Student Language	Home Language	OPL	Grade

School of Attendance	Managing Location	School of Residence

Primary Disability	Program	Teacher	Date
	.		

The behavior impending learning is:	
It impedes learning because:	
Team estimate of need for behavior support plan:	
Current frequency/intensity/duration of behavior:	
Describe any current predictors of behavior:	
RtI Team believes behavior occurs because (match to hypothesis):	
What Team believes SEBASTIAN should do instead of the problem behavior (match to hypothesis):	

Describe any factors that may contribute to the problem (in or missing in environment, in or missing in instruction):

Behavioral Goals/Objectives related to this plan, if previously developed?	

Teaching strategies and necessary curricula or materials for new behavior instruction (communication system/individual schedules, etc.):

By whom:	Frequency:

Environmental modifications and supports to be provided (time/space/materials/interactions):

By whom:	Frequency:

Proactive strategies (procedures to support replacement behaviors/new skills):

By whom: teacher and school staff	Frequency: daily

Reactive strategies to employ/debriefing procedures to use if problem behavior occurs again:

By whom:	Frequency:

Documentation Procedures (daily/weekly reports/record keeping): Frequency: daily

Projected Review Date:		Actual Review Date:
Outcomes:		
Plan developed by:	Title:	Date:

Willow School
Behavior Contract 2015-2016

At Willow School our priority is to provide an opportunity for all students to learn and reach their highest potential. The following contract lists expectations that are in place for each student in order for him/her to be successful here at Willow. By initialing each of these conditions, you are acknowledging that you will act in accordance.

Student: _____ Grade: _____ Date: _____
Address: _____ Phone: _____

Student:

_____ 1) I will attend school regularly and be on time (no later than 8:45). All absences must be verified illness.
_____ 2) I will maintain satisfactory citizenship by following school policies, classroom policies, directions from administrators, teachers and staff, as well as maintaining no more than 2 unsatisfactory marks during any grading period.
_____ 3) I will demonstrate appropriate behavior and remain free of incident reports/referrals, detentions, and suspensions.
_____ 4) I will be respectful to all staff and fellow students.
_____ 5) I will attend any and all assigned intervention programs.
_____ 6) I will develop a positive attitude about school and work on creating an acceptable pattern of behavior.
_____ 7) Other: _____
_____

Parent:

_____ 1) I will work with my child and the school to ensure that he/she attends school regularly and on time.
_____ 2) I will direct my child to follow the school and classroom policies, as well as all administrators, teachers, and staff.
_____ 3) I will provide an appropriate atmosphere for my child to use to complete school work on a daily basis. I will review this work with my child on a daily basis.
_____ 4) I will attend scheduled conferences regarding my child's academic progress and behavior.
_____ 5) I will maintain and promote a positive attitude regarding school with my child.
_____ 6) Other: _____
_____

I understand that if my child's behavior and/or attendance does not improve, this matter may be referred to the School Attendance Review Board (SARB)/Behavior Assessment Review Team (BART). If my child is on a intra/inter district transfer, the transfer can be rescinded and my child will be sent to their home school.

_____/_____	_____/_____	_____/____
Student Signature Date	Parent Signature Date	Administrator or Designee Signature Date

Escuela Willow
Contrato de Buena conducta 2015-2016

En la escuela Willow nuestra prioridad es proporcionar una oportunidad para que todos los estudiantes puedan aprender y alcanzar su potencial máximo. El siguiente contrato enumera las expectativas que existen para cada uno de los estudiantes para que logren tener éxito. Al poner sus iniciales en cada una de estas condiciones, tienes conocimiento que está de acuerdo.

Estudiante: _____ Grado: _____ Fecha: _____
Domicilio: _____ Teléfono: _____

Estudiante:

_____ 1) Voy a asistir a la escuela regularmente y llegaré a tiempo (nunca más tarde de las 8:45). Todas las ausencias deben ser por enfermedad.
_____ 2) Voy a mantener buena conducta siguiendo las pólizas escolares, las reglas de los administradores, maestros, y todo el personal, así como mantener no más de 2 malas calificaciones durante cualquier período de calificación.
_____ 3) Voy a demostrar un comportamiento apropiado y no tener reportes de mala disciplina, detención, y suspensión.
_____ 4) Seré respetuoso con todo el personal y mis compañeros.
_____ 5) Asistiré a cualquiera de los programas de intervención que me asignen.
_____ 6) Desarrollaré una actitud positiva hacia la escuela y el trabajo creando un comportamiento aceptable.
_____ 7) Otro: _____
_____

Padre/o Tutor:

_____ 1) Trabajaré con mi hijo/a y la escuela asegurándome que él/ella asistan diariamente y lleguen a tiempo.
_____ 2) Dirigiré a mi hijo/a a seguir las reglas de la escuela y el salón de clase, así como a los administradores, maestros y el personal.
_____ 3) Crearé un ambiente adecuado para que mi hijo/a realice sus tareas y se las revisaré diariamente.
_____ 4) Asistiré a las conferencias referentes a su progreso académico y su comportamiento.
_____ 5) Mantendré y una actitud positiva con todo lo relacionado a la escuela de mi hijo/a.
_____ 6) Otro: _____
_____

Entiendo que si mi el comportamiento y/o la asistencia de mi hijo/a no mejora, el/ella será referido a un comité que evalúa su asistencia (SARB) y/o un comité que evalúa su comportamiento (BART). También entiendo que mi hijo/a tiene un transfer dentro o fuera del distrito, se anulará el transfer y regresará a su escuela que le pertenece.

_____/_____	_____/_____	_____/____
Firma del estudiante Fecha	Firma del padre/tutor Fecha	Director o Persona Asignada Fecha

Appendix L: School Safety Committee

The Willow School Safety Committee

Name	**Title**	**Signature**
Mr. Manuel Bojorquez	**Principal, Willow School**	_____
Mr. Marlo Vasquez	**Vice-Principal, Willow School**	_____
Mrs. Maria Gomez	**Administrative Assistant**	_____
Mr. Alejandro Valencia	**Security Officer**	_____
Mrs. Dalia Gonzalez	**Counselor, Willow School**	_____
Mrs. Paola Little	**Health Clerk**	_____
Mr. Pablo Sainz	**IMRA, Willow School**	_____
Mrs. Minerva Downey	**Parent, PTA President**	_____
Mrs. Irma Beltran	**RSP, Teacher**	_____

Date and Location of Public Meeting:

The School Safety Plan was reviewed at a public meeting on (1/26/2017).

Reviewed by: Mr.Bojorquez Date: 1/26/2017

Print Name: Mr. Manuel Bojorquez

Willow School Site Council Reiview and Approved on: _____

Willow School Site Council President: _____ Date: 1-30-2017

San Ysidro School District Approval:

Reviewed by: _____ Date: _____

Print Name: _____