Comprehensive School Safety Plan

2025-26
School Year

School:	La Mariposa Elementary School
CDS Code:	56-72553-6120117
District:	Pleasant Valley School District
Address:	4800 Corte Olivas Camarillo, CA 93012
Date of Adoption:	December 10, 2023
Date of Update:	2/14/26
Date of Review:	
- with Staff	
- with Law Enforcement	2/27/26
- with Fire Authority	
Approved by:	

Date 2/12/26
Date 2/12/26
Date 2/12/2026
Date 2-12-26
Date 2-12-26
Date 2-12-26
Date 2/12/2026
Principal's signature Date 2-12-26
School Resource Officer's signature SRO Date 2-12-26
Ventura County Sheriff's Office

2-12-2026

Table of Contents

---- --- 1

California Comprehensive School Safety Plan (CSSP) Overview 4

Safety Plan Vision 5

Components of the Comprehensive School Safety Plan (EC 32281) 7

(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166) 9

(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100) 14

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines 24

(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079) 40

(E) Sexual Harassment Policies (EC 212.6 [b]) 43

(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183) 44

(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2) 46

(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2) 49

(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5) 52

(K) Hate Crime Reporting Procedures and Policies 53

(J) Procedures to Prepare for Active Shooters 60

Procedures for Preventing Acts of Bullying and Cyber-bullying 62

Opioid Prevention and Life-Saving Response Procedures 66

Response Procedures for Dangerous, Violent, or Unlawful Activities 67

Instructional Continuity Plan 68

Procedures for Immigration Enforcement Notification 78

Procedures Regarding Pupil Smartphone Use During Emergencies 85

Safety Plan Review, Evaluation and Amendment Procedures 86

Emergency Contact Numbers 87

Safety Plan Review, Evaluation and Amendment Procedures 88

La Mariposa Elementary School Incident Command System 89

Incident Command Team Responsibilities 90

California Comprehensive School Safety Plan (CSSP) Overview

The California Comprehensive School Safety Plan (CSSP) is a **mandated framework for all K-12 schools in California**. This includes public schools, public charter schools, community schools, and court schools. For school districts with fewer than 2,501 students, a single district-wide safety plan may cover all schools.

Purpose: The CSSP is designed to **identify and address potential risks on campus, prepare for emergencies, and ensure a safe and secure learning environment** for students and staff. It also aims to prevent violence and behaviors that undermine safety and security. Designated stakeholders must annually engage in a systematic planning process to develop strategies and policies for a wide range of incidents, including:

- Emergencies, natural, and other disasters
- Hate crimes and violence
- Cyberbullying, discrimination, and harassment
- Child abuse and neglect
- Discipline, suspension, and expulsion

How to write your School Safety Plan

The CSSP must be **written and developed by the school site council (SSC)** or a designated safety planning committee. This committee typically includes the principal/designee, a teacher, a parent of a child attending the school, and a classified employee. It is also recommended to include students, mental health specialists, nurses, athletic coaches, multilingual community liaisons, food staff, custodians, local businesses, and nonprofits.

Key Elements and Procedures (Required Components): Your CSSP must include, but is not limited to, the following components:

- **Assessment of current school crime status** (reviewing office referrals, attendance, suspension/expulsion data, etc.).
- **Child abuse and neglect reporting procedures**, consistent with California Penal Code. This includes clear identification of child abuse/neglect signs and mandatory reporting obligations for all school/district employees and athletic coaches who have a "reasonable suspicion".
- **Disaster procedures**, routine and emergency plans, and crisis response plans, with adaptations for students with disabilities.
- **Earthquake emergency procedures**, including a school building disaster plan, a "drop" procedure practiced quarterly in elementary schools and semiannually in secondary schools, and protective measures.
- **Fire drills** (monthly for elementary/intermediate, twice yearly for secondary).
- **School building disaster plans** for situations like bomb threats, bioterrorism, intruders, weapons, explosions, gas/fumes, and power failures.
- Procedures allowing public agencies (e.g., American Red Cross) to **use school facilities for mass care and welfare shelters** during an emergency.
- **Suspension/expulsion policies and procedures**. Note that recent legislation (SB 274) prohibits suspensions and expulsions for willful defiance in K-12, with limited exceptions. Alternatives to suspension that focus on addressing root causes and improving behavioral and academic outcomes are encouraged.
- Procedures to **notify teachers of dangerous students**.
- **Discrimination and harassment policy**, including hate crime reporting procedures.
- **Schoolwide dress code**, if it exists, including prohibition of gang-related apparel.
- Procedures for **safe ingress and egress** of pupils, parents/guardians, and employees.
- Maintenance of a **safe and orderly learning environment**.
- **Rules and procedures on school discipline**.
- Procedures for **conducting tactical responses to criminal incidents**, including individuals with guns on school campuses and at school-related functions. Procedures for active shooters or other armed assailants should be based on specific needs and context. High-intensity drills are prohibited.
- Procedures to assess and respond to **dangerous, violent, or unlawful activity**.
- Procedures to respond to incidents involving **sudden cardiac arrest or other life-threatening medical emergencies** (required by July 1, 2025).
- A **protocol for opioid overdose** for grades 7-12.
- An **Instructional Continuity Plan** to provide instruction when in-person instruction is disrupted (required by July 1, 2025).

- Collaboration with **other school site councils or safety planning committees**.
- Annual access to the CDE's **online training resources for bullying and cyberbullying prevention** for certificated staff and all other school site employees who regularly interact with students. The CDE recommends including bullying/cyberbullying prevention policies in the CSSP.

Recommended Components and Best Practices:

- **Staff Training**: Ensure all staff receive proper training on the CSSP.
- **Collaboration with First Responders**: Annually consult with local law enforcement, fire departments, and other first responders when updating the CSSP, and notify them of any changes. Establishing strong connections before an emergency is crucial.
- **Community Input**: Present the safety plan goals at a **public meeting** at the school site to allow for public opinions before adopting the plan.
- **Clear Guidelines & Roles**: Include clear guidelines for roles and responsibilities of mental health professionals, athletic coaches, community intervention professionals, and school resource officers.
- **Age-Appropriate Protocols**: Design lockdown, shelter-in-place, and evacuation procedures, and conduct drills that are age-appropriate for students.
- **Youth Suicide Prevention Policy**: Include this policy in the CSSP.
- **Pandemic and COOP Plans**: Incorporate a Pandemic Influenza Checklist and Resources, a dedicated Pandemic Plan, and a Continuity of Operations Plan (COOP).
- **Plan Protection**: Implement physical security and cybersecurity measures to protect the sensitive information within your safety plan.
- **Diversity and Communication**: Ensure reunification plans are communicated to parents/guardians in languages they understand, and safety materials are available for limited English proficient families.
- **Ongoing Task and Leadership**: Designate a school site safety leader to work with the SSC/safety planning committee.
- **Student Participation**: Encourage active student participation in SSC or School Safety Committee meetings.
- **Crisis Response Box & Emergency Supplies**: Create a centralized crisis response box with critical resources (maps, keys, emergency cards) and an emergency supplies kit.
- **Regular Safety Assessments**: Conduct safety/security site assessments regularly and after critical incidents to identify vulnerabilities.
- **Threat Assessment Team**: Partner with your district to establish or enhance a Threat Assessment Team to identify, assess, and handle threats.
- **Substitute Teacher Awareness**: Ensure substitute teachers and classified staff receive briefings and materials on school safety procedures.
- **Safety Tools**: Consider using access control systems, security cameras, burglar and fire alarms, and effective communication systems.

Safety Plan Completion Timeline

Effective school safety planning is an **ongoing process**, requiring regular review and evaluation, especially after critical incidents.

1. **Annual Update and Adoption**: Each school is required by law to **update and adopt its CSSP by March 1 every year**.
2. **District/COE Approval**: The adopted plan must then be forwarded to the school district or County Office of Education (COE) for approval. While there's no specific deadline for approval, the CDE recommends approval within a month of school adoption or as soon as practical before October 15.
3. **Notification to CDE**: Each school district or COE must annually notify the California Department of Education (CDE) **by October 15** of any schools that have not complied with the requirements. Failure to make this required report can result in an assessment of up to $2,000 against the district or COE.
4. **Public Inspection**: An updated file of all non-sensitive safety-related plans and materials must be **readily available for inspection by the public** if requested.

https://lms.pleasantvalleysd.org/about-la-mariposa/facts-reports
A copy of the Comprehensive School Safety Plan is available for review at .

Safety Plan Vision

Our vision is to maintain a safe, inclusive, and supportive learning environment where all students and staff feel protected, respected, and prepared. Through collaborative planning with staff, families, students, and community partners, our Comprehensive

School Safety Plan proactively addresses prevention, preparedness, response, and recovery. We are committed to minimizing risks, responding effectively to emergencies, preventing violence and discrimination, and supporting the physical, social-emotional, and mental well-being of our school community. By using data-informed practices, clear procedures, regular training, and age-appropriate safety protocols, we ensure safety planning is an ongoing, responsive process that supports student learning and belonging.

Components of the Comprehensive School Safety Plan (EC 32281)

La Mariposa Elementary School Safety Committee

The School Site Council writes, develops, and oversees the CSSP. The SSC is made up of the principal, 3 teachers, 1 classified employee, and 5 parent representatives. The SSC consults with local law enforcement to ensure the CSSP is a holistic and well-informed safety plan. The roster of the SSC is:

Claudia Stepan - principal
Danielle Jansen - teacher
Alyssa West - teacher
Travis Russell - teacher
Dana Yuhasz - classified employee - instructional assistant
Tan Pham - parent
Chris Valenzuela - parent
Corey Riley - parent
Kelsey Trujillo - parent
Libby Higgins - parent

School Resource Officer: Angelica Lathrop

Assessment of School Safety

La Mariposa Elementary School conducted a comprehensive assessment of school crime and overall safety conditions to inform the development of this Comprehensive School Safety Plan (CSSP). In addition to examining school crime data, as required by Education Code, the school expanded this review to include a broader Risk Assessment addressing potential threats, hazards, vulnerabilities, and consequences. This process established a clear understanding of the school's current safety landscape and identified priorities for continued improvement.

Assessment Team and Process

The assessment was conducted by a collaborative team, including school administrators, staff representatives, and members of the School Site Council (SSC).

Review of School Crime and Safety Data

The committee reviewed multiple data sources, including office discipline referrals, attendance and chronic absenteeism data, suspension and expulsion records, California Healthy Kids Survey (CHKS) results, staff climate survey data, the School Improvement Plan, property damage records, and fire inspection reports.

Chronic Absenteeism: ALL students: 5.9% chronically absent - Groups: EL 12.2%, Socioeconomically disadvantaged: 13.4%, Students with Disabilities: 19.2%
Number of students suspended at least once in 24-25: 2

Overall, the data indicated that La Mariposa Elementary experiences very low levels of serious school crime, with most behavioral incidents involving minor, age-appropriate concerns typical of an elementary setting. Suspension and expulsion rates have remained low, reflecting the school's emphasis on positive behavior supports and early intervention. Survey data showed that students and staff generally feel safe and supported at school, while attendance data identified chronic absenteeism as an area requiring continued attention.

Key Findings

The assessment concluded that La Mariposa Elementary is a safe and well-supervised campus with strong staff-student relationships and effective safety practices in place. Areas identified for continued improvement include addressing chronic absenteeism, implementing consistent teaching and reinforcing behavior expectations, and maintaining clear communication with families regarding school safety.

The findings from this assessment directly inform the goals, objectives, and action steps outlined in this CSSP.

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

Our school maintains a comprehensive, proactive approach to safety that prioritizes prevention, preparedness, and student well-being. Through a combination of mental health supports, positive school climate practices, staff training, and coordinated emergency procedures, we work to ensure a safe, supportive learning environment for all students. These programs and strategies are designed to meet legal requirements while also fostering strong relationships, early intervention, and shared responsibility among staff, students, families, and community partners.

Roles and Responsibilities of Support Personnel
School counselors, mental health professionals, and administrators collaborate to provide social-emotional support, crisis response, and intervention services for students. When applicable, school resource officers and local law enforcement support campus safety through coordination and emergency response, with a focus on prevention and student well-being rather than discipline.

Mental Health and Intervention Supports
Mental health professionals and school counselors provide individual and group support, crisis counseling, and referrals to outside agencies as needed. Protocols are in place to support students who have witnessed or experienced traumatic or violent incidents, both on and off campus, to ensure timely care and emotional recovery.

Staff, Student, and Parent Training
Ongoing training is provided to staff on school safety procedures, threat assessment, mandated reporting, and bullying and cyberbullying prevention. Students receive age-appropriate instruction on reporting concerns, conflict resolution, and positive behavior, while families are informed of safety practices and resources through school communication.

Volunteer and Visitor Management
All visitors and volunteers are required to check in through the main office, present identification, and wear visible badges while on campus. These procedures help ensure that all individuals on campus are authorized and accounted for during the school day.

Supervision and Extended Learning Programs
Adult supervision is provided before school, during recess and lunch, and after school to monitor student safety and behavior. Before- and after-school programs follow established supervision and safety guidelines to maintain consistency and structure beyond instructional hours.

Positive Behavioral Interventions and Supports (PBIS)
The school implements PBIS to clearly define behavioral expectations, teach positive behaviors, and reinforce a respectful school climate. This proactive approach reduces disciplinary incidents and supports students in making safe and responsible choices.

Restorative Practices
Restorative practices are used to address conflict, repair harm, and strengthen relationships among students and staff. These practices promote accountability, empathy, and problem-solving while contributing to a positive and inclusive school climate.

Emergency Drills and Preparedness
The school conducts regular emergency drills, including fire, earthquake, and lockdown exercises. These drills help students and staff practice appropriate responses and ensure readiness in the event of an emergency.

Environmental Safety and Hazard Mitigation

Campus design and supervision practices support natural surveillance and hazard reduction, including secure entry points and clear sightlines. Facilities and grounds are regularly reviewed to identify and address potential safety concerns.

Anonymous Reporting Options
Students and families are encouraged to report safety concerns, bullying, threats, or mental health concerns through anonymous reporting systems. These tools promote early intervention and allow concerns to be addressed before they escalate.

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

Pleasant Valley School District Board Policy 5141.4: Child Abuse Prevention And Reporting

Last Revised Date: 10/21/2021

The Governing Board is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

The Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 5141.5 - Mental Health)
(cf. 5141.6 - School Health Services)
(cf. 6164.2 - Guidance/Counseling Services)
Child Abuse Prevention

The district's instructional program may provide age-appropriate and culturally sensitive child abuse prevention curriculum, which explains students' right to live free of abuse, includes instruction in the skills and techniques needed to identify unsafe situations and react appropriately and promptly, informs students of available support resources, and teaches students how to obtain help and disclose incidents of abuse.
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6143 - Courses of Study)

The district's program may also include age-appropriate curriculum in sexual abuse and sexual assault awareness and prevention. Upon written request of a student's parent/guardian, the student shall be excused from taking such instruction. (Education Code 51900.6)
The Superintendent or designee may display posters in areas on campus where students frequently congregate, notifying students of the appropriate telephone number to call to report child abuse or neglect. (Education Code 33133.5)
In addition, student identification cards for students in grades 7-12 shall include the National Domestic Violence Hotline telephone number. (Education Code 215.5)
(cf. 5142 - Safety)
The Superintendent or designee shall, to the extent feasible, seek to incorporate community resources into the district's child abuse prevention programs and may use these resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

Child Abuse Reporting
The Superintendent or designee shall establish procedures for the identification and reporting of known and suspected child abuse and neglect in accordance with law.
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.71 - Title IX Sexual Harassment Complaint Procedures)
Procedures for reporting child abuse shall be included in the district and/or school comprehensive safety plan. (Education Code 32282)
(cf. 0450 - Comprehensive Safety Plan)

District 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.
The Superintendent or designee shall provide training regarding the duties of mandated reporters as required by law and as specified in the accompanying administrative regulation. (Education Code 44691; Penal Code 11165.7)

Pleasant Valley School District Administrative Regulation 5141.4: Child Abuse Prevention And Reporting
Last Revised Date: 09/21/2021

Definitions
Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)
1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.71 - Title IX Sexual Harassment Complaint Procedures)

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 employment (Penal Code 11165.5, 11165.6)
(cf. 3515.3 - District Police/Security Department)
3. An injury resulting from 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 legally 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 injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, for purposes of self-defense, or to obtain weapons or other dangerous objects within the control of a student (Education Code 49001)
(cf. 5131 - Conduct)
(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5144 - Discipline)
(cf. 6159.4 - Behavioral Interventions for Special Education Students)
5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by a student (Education Code 49001)
(cf. 6142.7 - Physical Education and Activity)
(cf. 6145.2 - Athletic Competition)
6. Homelessness or classification as an unaccompanied minor (Penal Code 11165.15)

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; athletic coaches, administrators, and directors; licensees, administrators, and employees of a licensed child day care facility; Head Start program teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on the person's training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred, nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

Reportable Offenses
A mandated reporter shall make a report using the procedures provided below whenever, acting in a professional capacity or within

the scope of employment, the mandated reporter has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering severe emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11165.9, 11166.05, 11167)

Any district employee who reasonably believes to have 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 against a victim who is a child under age 14 shall notify a peace officer. (Penal Code 152.3, 288)

Responsibility for Reporting
The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)
When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement, and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)
No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)
Any person not identified as a mandated reporter who has knowledge of or observes a child whom the person knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)
(cf. 1240 - Volunteer Assistance)

Reporting Procedures
1. Initial Telephone Report
Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to 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 county welfare department. (Penal Code 11165.9, 11166)
Such reports shall be made to the following agency(ies):
Ventura County Human Services Agency
855 Partridge Drive
Ventura, CA 93003
1-805-654-3200

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

2. Written Report
Within 36 hours of becoming aware of or observing information concerning the incident, the mandated reporter shall prepare and either send, fax, or electronically transmit to the appropriate agency a written follow-up report that includes a completed California Department of Justice (DOJ) form (BCIA 8572). (Penal Code 11166, 11168)
The DOJ form may be obtained from the district office or other appropriate agencies, such as the police department, sheriff's department, or county probation or welfare department.
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 name, address, telephone number, and other relevant personal information about the person(s) who might have abused or neglected the child
e. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

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

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

3. Internal Reporting
The mandated reporter shall not be required to disclose the mandated reporter's identity to a supervisor, the principal, or the Superintendent or designee. (Penal Code 11166)
However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

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

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

Training
Within the first six weeks of each school year, or within the first six weeks of employment if hired during the school year, the Superintendent or designee shall provide training on mandated reporting requirements to district employees and persons working on their behalf who are mandated reporters. (Education Code 44691; Penal Code 11165.7)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

The Superintendent or designee shall use the online training module provided by the California Department of Social Services (CDSS). (Education Code 44691)
The training shall include, but not necessarily be limited to, training in the identification and reporting of child abuse and neglect. In addition, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified. (Education Code 44691; Penal Code 11165.7)
The Superintendent or designee shall obtain and retain proof of each mandated reporter's completion of the training. (Education Code 44691)
In addition, at least once every three years, school personnel may receive training in the prevention of child abuse, including sexual abuse, on school grounds, by school personnel, or in school-sponsored programs. (Education Code 44691)
Victim Interviews by Social Services
Whenever CDSS or another government agency is investigating suspected child abuse or neglect that occurred within the child's home or out-of-home care facility, the student may be interviewed by an agency representative during school hours, on school premises. The Superintendent or designee shall give the student the option to be interviewed in private or in the presence of any adult school employee or volunteer aide selected by the student. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the chosen person accepts, the principal or designee shall inform the person of the following requirements before the interview: (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 the child 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, but rather shall provide the peace officer with the

address and telephone number of the child's parent/guardian. (Education Code 48906)
(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)
Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with procedures for reporting suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is not English, such procedures shall be in their primary language and, when communicating orally regarding those guidelines and/or procedures, an interpreter shall be provided.

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 about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee shall also file a report when obligated to do so pursuant to Penal Code 11166 using the procedures described above for mandated reporters.
(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 3320 - Claims and Actions Against the District)
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 3200-3205.

Notifications
The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, their reporting obligations under Penal Code 11166, and their confidentiality rights under Penal Code 11167. The district also shall provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
Before beginning employment, any person who will be a mandated reporter by virtue of the person's position shall sign a statement indicating knowledge of the reporting obligations under Penal Code 11166 and compliance with such provisions. The signed statement shall be retained by the Superintendent or designee. (Penal Code 11166.5)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.
The Superintendent or designee also shall 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, and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of the mandated reporter's professional capacity or outside the scope of employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that the person 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 timely report an incident of known or reasonably suspected child abuse or neglect, the mandated reporter may be guilty of a crime 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 unless it can be shown that the employee knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11166, 11172)

Pleasant Valley School District Procedures
Staff members must complete the online Child Abuse Reporting training by September 30 each year.
If a staff member suspects a child is being abused or has a concern for the safety and welfare of a child, they should take the following steps to report it immediately:

1) Access the form here.
2) Fill out the form – then call (805) 654-3200 to report
3) Mail the form to Human Services Agency, 855 Partridge Drive, Ventura, CA 93003
4) Mandated Reporters are to be anonymous; however, it is a best practice to inform your supervisor when you have made a report.

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

Disaster Plan

Please refer to the Pleasant Valley School District Emergency Operations Procedures ("EOP") notebook, which outlines PVSD disaster procedures in detail.

Below is a depiction of the fully activated school site emergency management.

Fully Activated ICS for School Site
This model represents a fully developed emergency organization. Sections and Units should only be staffed as necessary. School Sites coordinate and communicate with the District through each of the Branches under the Operations Section. The Incident Command System will be used at school sites.

(Picture of Incident Command System - Here)

Earthquake

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to buildings, and injuries. It is important to note that even a mild tremor can create a potentially hazardous situation, and the following procedures should be implemented in response to all earthquakes, regardless of magnitude.

Procedures
Necessary: Keep calm and remain where you are. Assess the situation, and then act. Remember, most injuries or deaths are caused by falling or flying debris.
Upon the first indication of an earthquake, staff should immediately direct students to Drop, Cover, and Hold procedures.

Staff and students should move away from windows and overhead hazards to avoid glass and falling objects.

Once the shaking stops, the School Administrator will initiate the On-Campus Evacuation action and the On-Campus Evacuation procedures. Staff and students will evacuate the buildings using pre-designated routes or other safe routes and convene at the Assembly Area.

In the event of an evacuation, all school staff must bring their student rosters and take attendance at the Assembly Area to account for all students. Staff members must notify the Care and Shelter of any missing students.

The School Administrator will direct the Security/Traffic Coordinator to post staff a safe distance away from building entrances to prevent access.

The Security/Traffic Coordinator will notify the School Administrator of fallen electrical wires and instruct them to avoid any areas with fallen wires. The Security/Traffic Coordinator will also notify the appropriate utility companies (i.e., gas, power, water, sewer) of damages (Refer to the Essential Contacts in the Appendices of this Plan).

Staff and school medical personnel will assess student injuries and provide appropriate first aid.

The area Search and Rescue staff will make an initial inspection of school buildings to identify any injured or trapped students.

The School Administrator initiates contact with the Superintendent and Facilities.

The District Superintendent should contact the City of Camarillo's EOC to request damage assessment information from the City of Camarillo. School staff and students should not return to the buildings until the Building and Safety teams provide clearance and the School Administrator authorizes their return.

In coordination with the Superintendent, the School Administrator will issue an Off-Campus Evacuation if warranted by changes in

school conditions.

If students need to be released from the school site, refer to the Parent-Child Reunification procedures.

If an earthquake occurs during non-school hours:

The School Administrator and Facilities staff will assess damages to determine any necessary corrective actions.

The School Administrator should discuss the damage with the District Superintendent to determine whether the school should be closed.

The School Administrator and the District Superintendent will coordinate with the District PIO to disseminate information.

School Administrator Checklist- Earthquake

Issue “Drop, Cover, and Hold” directive
After the shaking stops, issue an On-Campus Evacuation directive
Account for all students and staff at the evacuation assembly area
Initiate further Immediate Action Responses, if needed
Assess student injuries and initiate medical response
Initiate Search and Rescue to inspect buildings and look for trapped students/staff
Initiate contact with the Superintendent and Facilities
Initiate Off-Campus evacuation if needed
Initiate Parent-Child Reunification procedure, if needed

Drop, Cover, and Hold
This action is taken to protect students and staff from flying or falling debris.
Description of Action

Upon the first indication of an earthquake or upon instructions from the Site Administrator to implement the procedure, students and staff should immediately begin the drop, cover, and hold procedure.

If inside, school staff must instruct students to drop under their desks and cover their heads with their arms, while holding onto the desk. Those students and staff who are physically unable to fall into a protected position under a table or desk should remain seated or, if possible, move to an interior wall away from windows and heavy objects, and cover their heads with their arms.

If outside, school staff must instruct students to drop to the ground, place their heads between their knees, and cover their heads with their arms. For students and staff who are physically unable to drop to the ground, they should remain seated and cover their heads with their arms.

After the initial shaking has completely stopped, or after the risk that prompted the procedure has been eliminated, the School Administrator at each school site in the PVSD must announce the Public Address (PA) system. If the PA system is not available, the School Administrator will use other means of communication (e.g., sending messengers to deliver instructions). The School Administrator should remain calm, convey reassurance that the situation is under control, and provide clear, consistent directions. Below is an example of an announcement to be made by the School Administrator:

“YOUR ATTENTION PLEASE. AS YOU ARE AWARE, WE SEEM TO HAVE HAD AN EARTHQUAKE. FOR EVERYONE’S PROTECTION, ALL STUDENTS AND STAFF SHOULD CONTINUE TO IMPLEMENT DROP, COVER, AND HOLD PROCEDURES IN THE EVENT OF ADDITIONAL SHAKING. PLEASE MAINTAIN A SAFE DISTANCE FROM WINDOWS AND HEAVY OBJECTS UNTIL FURTHER INSTRUCTIONS ARE PROVIDED. PLEASE FOLLOW SCHOOL SITE EARTHQUAKE PROCEDURES.”

DROP, COVER, AND HOLD

INITIATION
Upon the first indication of an earthquake
OR
Site Administrator Initiates

ACTION
Staff members instruct students to DROP, COVER, and HOLD
Students implement DROP, COVER, and HOLD outside
Students implement DROP, COVER, and HOLD inside

ANNOUNCEMENT
The site administrator announces with instructions.
· If an earthquake initiates further earthquake procedures.
· If the other threat is resolved, announce All Clear
· If another threat is not resolved, initiates further Immediate Action Responses

EARTHQUAKE

Staff proceeds to follow earthquake procedures.

IMMEDIATE ACTION RESPONSES

The Site Administrator initiates other Immediate Action Responses warranted by the situation.

ALL CLEAR

Classroom activities resume
-All Clear procedures are followed

Fire Drills
Fire and other emergency drills are conducted monthly, and the drill reports for the current school year are kept in a binder in the front office of every school and are available for inspection upon request. Each school should conduct a fire drill monthly, and at least two lockdown drills throughout the year, with one being observed by law enforcement.

Tactical Response to Criminal Incidents Including Active Shooters

This response is adopted from the Ventura County Sheriff's Office Emergency Preparedness Considerations Manual.

Active Shooter/Armed Assailant
These steps can be done in any order. It is not necessary to act in the given order. In some instances, you may have to fight right away and then run after. Every situation is different.

Avoid/Run:
- Have an escape route and plan in mind for both students and staff.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- If possible, help others escape.
- Prevent individuals from entering an area where the assailant may be.

- Follow instructions from Law Enforcement.
- Call 9-1-1 when you are safe and away from the threat and give updated information.

Deny/Hide:

- Lock the door(s).
- Be out of the assailant's view.
- Silence cell phone(s) or any other electronic devices.
- Hide behind large items (e.g., cabinets, desk, etc.).
- Remain quiet and calm.
- If possible, cover windows/conceal windows.
- Designate one person to call 9-1-1 and alert Law Enforcement of the assailant's location (Note: if you cannot speak, leave the line open so the dispatcher can listen).

Defend/Fight:

- Act as aggressively as possible against the threat or the assailant(s).
- Throw items and use improvised weapons (fire extinguishers, chairs, scissors, etc.)
- Yell and use noise to disorient assailant(s).
- Work together to overcome/overwhelm the assailant(s).
- Do not stop until the assailant is neutralized and/or flees the area.
- Note: When law enforcement arrives, be quiet and compliant. Keep your hands empty and hold them up when law enforcement approaches. If known, tell law enforcement where the assailant is located.

Lockdown

A school lockdown is necessary when the threat of violence or gunfire is identified or when directed by law enforcement, and it is necessary to prevent the perpetrator(s) from entering occupied areas. During lockdown, students are to remain in the classroom or designated locations at all times.

Description of Action

If a lockdown is required, the School Administrator will announce it over the PA system. If the PA system is not available, the School Administrator will use other means of communication. The School Administrator should remain calm, convey reassurance that the situation is under control, and provide clear, consistent directions. Below is an example of an announcement to be made by the School Administrator:

"YOUR ATTENTION PLEASE. WE HAVE AN EMERGENCY SITUATION AND NEED TO IMPLEMENT LOCKDOWN PROCEDURES. TEACHERS ARE TO LOCK CLASSROOM DOORS UNTIL NOTIFIED BY AN ADMINISTRATOR OR LAW ENFORCEMENT. IF OUTSIDE, STUDENTS AND STAFF ARE TO PROCEED TO THE NEAREST CLASSROOM OR BUILDING. PLEASE REMAIN INDOORS UNTIL FURTHER INSTRUCTIONS ARE PROVIDED."

If inside, school staff should instruct students to gather in the room's safe zone (low to the floor and below window level), lock the doors (if possible), and close any shades or blinds if it appears safe to do so. Students and staff who are physically unable to lie on the ground should move away from doors and windows. Staff should instruct students to stay quiet and still.

If outside, students should proceed to their classrooms if it is safe to do so. If it is not secure, staff must direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, gymnasium).

School staff and students must remain in the classroom or secured area until the School Administrator or law enforcement provides further instructions.

Landline phones should not be used. School staff should use cell phones and speak quietly. If safe to do so, teachers should email the office a list of any missing students.

All campus entrances and exits must be locked, and no visitors other than appropriate law enforcement or emergency personnel are to be allowed on campus.

ACTIVE THREAT LOCKDOWN PROCEDURES
Pleasant Valley School District

INITIATION
School receives a call from the District Office, Police Department, and SRO
OR
Site Self-Initiates

SECURE OFFICE BUILDING
· Lockdown office
· Call or Text 911
· Get Go Bags for Law Enforcement
· Communicate with District Office

SIGNAL
· Lockdown announcement is made over the intercom and the radio
· The person who first sees the threat yells to lock down across campus and notifies all possible people, including the site administrator
· Message sent to staff via agreed-upon messaging system

LOCKDOWN CAMPUS
· All students immediately go to the nearest room
· Teachers/staff immediately go to the nearest room
· If Staff/Students can't get to a room, or if safer, go offsite run/hide
· Teachers/staff approach the door, scan the area outside the room for students; direct nearby students to immediately enter the room
· Lock and close the door; test the door to ensure that it has latched
· If possible, move a piece of furniture to barricade the door
· Turn off the room lights
· Instruct students to gather in a safe zone of the room- low to the floor, below window level; against a wall that is not an outside wall
· Close the window blinds
· Create the appearance of an unoccupied room: keep everyone calm, quiet, without unnecessary movement
· Do NOT open the door for anyone until you receive the "all clear."
· Text "911" with information if you have any, including the location of the threat and if there are any injured people in the room
· Listen for further instructions from the site administrator or law enforcement

On-Campus Evacuation
The need to evacuate a building on campus should occur only after it has been determined that it is unsafe to remain in the building.

Description of Action

Once a building has been determined as unsafe, the School Administrator should initiate a fire alarm.

If a building has been identified as unsafe, the School Administrator will make an announcement on the PA system. If the PA system is not available, the School Administrator will use other means of communication (e.g., sending messengers to deliver instructions). The School Administrator should remain calm, convey reassurance that the situation is under control, and provide clear, consistent directions. Below is an example of an announcement to be made by the School Administrator:

"YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN EVACUATION OF ALL BUILDINGS. TEACHERS ARE TO TAKE THEIR STUDENTS

TO THE ASSEMBLY AREA AND REPORT TO THEIR DESIGNATED AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR ROLLBOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM".

School staff must instruct students to evacuate the building, in accordance with the school site evacuation plan and using designated routes, and assemble in their assigned assembly area.

School staff must take their student rosters when leaving the building and take attendance once the class is assembled in a safe location.

Once assembled, school staff and students will stay in place until further instructions are given.

ON-CAMPUS EVACUATION

INITIATION

Site administrator initiates the on-campus evacuation procedure.

Announcement is made

PROCEDURE

- School staff instruct students to evacuate according to evacuation routes, meeting at the on-campus Assembly Area
- Staff must bring student rosters to the Assembly Area
- Once all students have exited the building, staff must lock the doors

ASSEMBLY AREA
-All students and staff meet at the on-campus Assembly Area
-Staff take attendance and report any missing students
-Stay in place / wait for further instructions

Off-Campus Evacuation
This action is taken after a decision is made that it is unsafe to remain on campus, and evacuation to an off-site assembly area is required.

Description of Action

If an off-campus evacuation is necessary, the School Administrator will make an announcement on the PA system. If the PA system is not available, the School Administrator will use other means of communication (e.g., sending messengers to deliver instructions). The School Administrator should be calm, convey reassuring comments that the situation is under control, and provide clear and consistent directions. Below is an example of an announcement to be made by the School Administrator:

"YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN OFF-CAMPUS EVACUATION. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE PRE-DESIGNATED OFF-CAMPUS ASSEMBLY AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR STUDENT ROSTERS AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE ROOM."

The School Administrator will determine the safest method for evacuating the campus. Each school site is responsible for identifying appropriate evacuation routes.

School staff will secure the student rosters when leaving the classroom and take attendance once the class is assembled in a pre-designated safe location.

Once assembled off-campus, school staff and students will stay in place until further instructions are given.

Upon receiving clearance from the appropriate agencies, the School Administrator may authorize students and staff to return to their classrooms.

Elementary and Intermediate Schools – Sister Sites

If the appropriate authorities deem a particular elementary school site unsafe for occupancy, the Site Administrator will direct school staff and students to a primary or secondary sister site.

Each elementary school site is responsible for inserting its sister site location and map in its individual emergency operations plan (EOP).

The following contains the list of Sister Sites:

· Los Primeros K-8 & Monte Vista Middle School
· Camarillo Heights Elementary & Las Posas Elementary
· Dos Caminos Elementary & La Mariposa Elementary
· Las Colinas Middle School & Tierra Linda Elementary
· Pleasant Valley School of Engineering and Arts & Rancho Rosal Elementary
· Santa Rosa K-8 & Las Colinas/Los Primeros

Bus Evacuation
If the Off-Campus evacuation assembly area is unsafe and students must be transported out of the area, a bus evacuation will be initiated. The Site Administrator will receive instructions from the Superintendent and EOC.

Off-Campus Evacuation

INITIATION

Site administrator initiates off-campus evacuation procedure.

Announcement is made

PROCEDURE

- School staff instruct students to evacuate according to evacuation routes
- Staff lead students in groups to the Off-Campus Assembly Area
- Staff must bring student rosters to the Assembly Area
- Once all students have exited the building, staff must lock the doors

ASSEMBLY AREA
-All students and staff meet at the on-campus Assembly Area
-Staff take attendance and report any missing students
-Stay in place / wait for further instructions

All Clear
This action is taken to notify school staff that normal school operations should resume.
Description of Action

Once the emergency event is over, the School Administrator will make an announcement on the PA system. If the PA system is not

available, the School Administrator will use other means of communication (e.g., sending messengers to deliver instructions). The School Administrator should remain calm, convey reassurance that the situation is under control, and provide clear, consistent directions. Below is an example of an announcement to be made by the School Administrator:

"YOUR ATTENTION PLEASE. IT IS NOW OKAY TO RETURN TO YOUR CLASSROOM AND RESUME NORMAL OPERATIONS. I WOULD LIKE TO THANK AND COMMEND STUDENTS AND STAFF FOR THEIR COOPERATION."

This action signifies the emergency is over.

If appropriate, school staff should immediately begin discussions and activities to address students' fears, anxieties, and other concerns.

Fire on School Grounds

The following procedure outlines the actions to take in the event of a fire on school grounds. A timely response to this situation is critical to prevent injuries and further property damage.

Procedure
If a fire is discovered on campus, school staff will immediately signal the fire alarm and direct students out of the building. The School Administrator will immediately initiate the On-Campus Evacuation procedures. Staff and students will evacuate buildings using pre-designated routes or other safe routes and convene at the Assembly Area.

The School Administrator will initiate simultaneous calls to 911, the Superintendent's Office, and Facilities.

School staff members must bring their student rosters and take attendance at the Assembly Area to account for all students. Staff will notify the Care and Shelter Branch of any missing students.

If safe to do so, staff will use fire extinguishers to suppress the fire until the local fire department arrives. All fires, regardless of size, extinguished by school personnel require a call to VCFD to indicate "the fire is out."

The School Administrator will ensure that the Security/Traffic Coordinator secures the area to prevent unauthorized entry and keeps access roads clear for emergency vehicles.

If students need to be released from the school site, refer to the Parent-Child Reunification procedures.

If necessary, initiate Off-Campus Evacuation procedures

Any affected areas will not be reopened until VCFD or the appropriate agency provides clearance and the School Administrator issues authorization to do so.

For fires during non-school hours, the School Administrator and the District Superintendent will determine if the school will open the following day.

School Administrator Checklist- Fire on School Grounds
Signal fire alarm and initiate On-Campus Evacuation procedures
Initiate calls to 911, the Superintendent, and Facilities.
Attempt to suppress fire, if safe to do so
Keep students and staff from blocking emergency vehicle access routes on the campus
Initiate Parent-Child Reunification procedure if needed
Initiate Off-Campus Evacuation procedures if needed
Affected buildings may not be reopened until deemed safe by the appropriate authority
Drills for All Procedures
Drills should be conducted monthly, and the following log should be completed to reflect the type of drill held. This log should be turned in monthly to the Student Services Department, as well as a copy kept on file with this plan.

Per 5 CCR Section 550, drills triggered by a fire alarm are to be held monthly.
Pleasant Valley School District Board Policy 3516: Emergencies And Disaster Preparedness Plan
Last Revised Date: 08/15/2024
The Governing Board recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. The district shall take all reasonable steps to prevent and/or mitigate the impact of a disaster on district students, staff, and schools.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which contains routine and emergency disaster procedures, including, but not limited to, earthquake emergency procedures, and adaptations for individuals with disabilities in accordance with the Americans with Disabilities Act, the federal Individuals with Disabilities Education Act, and Section 504 of the federal Rehabilitation Act of 1973. Such procedures shall be incorporated into the comprehensive school safety plan. (Education Code 32282)

In developing the disaster preparedness plan, the Superintendent or designee shall involve district staff at all levels, including administrators, district police or security officers, facilities managers, transportation managers, food services personnel, school psychologists, counselors, school nurses, teachers, classified employees, and public information officers. As appropriate, the Superintendent shall also collaborate with law enforcement, fire safety officials, emergency medical services, health and mental health professionals, parents/guardians, and students.

The plan shall comply with state-approved Standardized Emergency Management System (SEMS) guidelines established for multiple-jurisdiction or multiple-agency operations and with the National Incident Management System.

The Superintendent or designee shall provide training to employees regarding their responsibilities, including periodic drills and exercises to test and refine staff's responsiveness in the event of an emergency.

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

District employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

Pleasant Valley School District Board Regulation 3516: Emergencies And Disaster Preparedness Plan
Last Revised Date: 07/30/2024

The Superintendent or designee shall ensure that district and/or school site plans address, at a minimum, the following types of emergencies and disasters:
Fire on or off school grounds that endangers students and staff

Earthquake, flood, or other natural disasters

Environmental hazards, such as leakages or spills of hazardous materials

Attack or disturbance, or threat of attack or disturbance, by an individual or group

Bomb threat or actual detonation

Biological, radiological, chemical, and other activities, or heightened warning of such activities

Medical emergencies and quarantines, such as a pandemic influenza outbreak

Attack or threat of attack to the district's digital network and technology infrastructure

The Superintendent or designee shall ensure that the district's procedures include strategies and actions for prevention/mitigation,

preparedness, response, and recovery, including, but not limited to, the following:
Regular inspection of school facilities and equipment, identification of risks, and implementation of strategies and measures to increase the safety and security of school facilities

Routine monitoring of the security of the district's digital network and technology infrastructure

Instructions for district staff and students regarding emergency plans, including:

Training of staff in first aid and cardiopulmonary resuscitation

Regular practice of emergency procedures by students and staff

Specific determination of roles and responsibilities of staff during a disaster or other emergency, including determination of:

The appropriate chain of command at the district and, if communication between the district and site is not possible, at each site

Individuals responsible for specific duties

Designation of the principal for the overall control and supervision of activities at each school during an emergency, including authorization to use discretion in situations that do not permit execution of prearranged plans

Identification of at least one person at each site who holds a valid certificate in first aid and cardiopulmonary resuscitation

Assignment of responsibility for the identification of injured persons and the administration of first aid

Personal safety and security, including:

Identification of areas of responsibility for the supervision of students

Procedures for the evacuation of students and staff, including posting of evacuation routes

Procedures for the release of students, including a procedure to release students when reference to the emergency card is not feasible

Identification of transportation needs, including a plan that allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety

Provision of a first aid kit to each classroom

Arrangements for students and staff with special needs

Upon notification that a pandemic situation exists, adjustment of attendance policies for students and sick leave policies for staff with known or suspected pandemic influenza or other infectious disease

Closure of schools, including an analysis of:

The impact on student learning and methods to ensure continuity of instruction

How to provide for continuity of operations for essential central office functions, such as payroll and ongoing communication with students and parents/guardians

Communication among staff, parents/guardians, the Governing Board, other governmental agencies, and the media during an emergency, including:

Identification of spokesperson(s)

Development and testing of communication platforms, such as hotlines, automatic dialing devices, telephone trees, websites, social media, and electronic notifications

Development of methods to ensure that communications are, to the extent practicable, in a language and format that is easy for parents/guardians to understand

Distribution of information about district and school site emergency procedures to staff, students, and parents/guardians

Cooperation with other state and local agencies, including:

Development of guidelines for law enforcement involvement and intervention

Collaboration with the local health department, including the development of a tracking system to alert the local health department of a substantial increase in student or staff absenteeism, as indicative of a potential outbreak of an infectious disease

Steps to be taken after the disaster or emergency, including:

Inspection of school facilities

Provision of mental health services for students and staff, as needed
The Superintendent or designee shall assemble critical information that would be needed in an emergency. Such information may include, but is not limited to, a list of individuals and organizations who should be contacted for assistance in an emergency, current layouts and blueprints of school buildings, aerial photos of the campus, maps of evacuation routes and alternate routes, a roster of employees with their work locations, student photographs and their emergency contact information, a clearly labeled set of keys, location of first aid supplies, procedures and locations for turning off fire alarms, sprinklers, utilities, and other systems, information to access the district's technology infrastructure, and insurance information. Such information shall be stored in a box in a secure, easily accessible location, with a duplicate kept at another location in case the primary location is inaccessible.

Adaptations for Students with Disabilities

All schools list their students with disabilities on their Crisis Plan sites. Any adaptations or assistance needed for students with disabilities are addressed at the site level.

Public Agency Use of School Buildings for Emergency Shelters

The Pleasant Valley School District works in conjunction with other public agencies, such as the Camarillo Police Department, throughout the year. In the event of an emergency, public agencies have immediate access to PVSD facilities. In non-emergency situations, public agencies use the Facility and Maintenance reservation system to secure use of PVSD facilities.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

Suspension/Expulsion Policies and Procedures

Pleasant Valley School District Board Policy 5144.1
Last revised 4/10/25

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.
The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.
Except when otherwise permitted by law, a student may be suspended or expelled only when the behavior is related to a school

activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))
While on school grounds

While going to or coming from school

During the lunch period, whether on or off the school campus

During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.
Appropriate Use of Suspension Authority
Except when a student's act violates Education Code 48900(a)-(e), as listed in Items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when the student's presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)
A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.
No student may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)
Students shall not be suspended or expelled based solely on a student's truancy, tardiness, or absenteeism from assigned school activities. (Education Code 48900)

On-Campus Suspension
To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.
Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)
Authority to Expel
A student may be expelled only by the Board. (Education Code 48918(j))
As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)
Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence

Selling or otherwise furnishing a firearm

Brandishing a knife at another person

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

Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 287, 288, or 289, or former 288a, or committing a sexual battery as defined in Penal Code 243.4

Possessing an explosive as defined in 18 USC 921
For all other violations listed in the accompanying administrative regulation, the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))
That other means of correction are not feasible or have repeatedly failed to bring about proper conduct

That, due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student

or others
A vote to expel a student shall be taken in an open session of a Board meeting. (Education Code 48918(j))
The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)
No student shall be expelled for disruption or willful defiance. (Education Code 48900)
No child enrolled in a preschool program shall be expelled or unenrolled except under limited circumstances in accordance with Education Code 8489.1 and as specified in Administrative Regulation 5148.3 - Preschool/Early Childhood Education.
Due Process
The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording the students due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

Maintenance and Monitoring of Outcome Data
The Superintendent or designee shall maintain outcome data related to student suspensions and expulsions in accordance with Education Code 48900.8 and 48916.1, including, but not limited to, the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period. For any expulsion that involves the possession of a firearm, such data shall include the name of the school and the type of firearm involved, as required pursuant to 20 USC 7961. Suspension and expulsion data shall be reported to the Board annually and to the California Department of Education when so required.
In presenting the report to the Board, the Superintendent or designee shall disaggregate data on suspensions and expulsions by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, long-term English learners, students with disabilities, foster youth, and homeless students. Based on the data, the Board shall address any identified
disparities in the imposition of student discipline and shall determine whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

Pleasant Valley School District Administrative Regulation 5144.1
Last Revised 03/31/25

Definitions

Suspension means the removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)
Reassignment to another education program or class at the same school, where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level

Referral to a certificated employee designated by the principal to advise students

Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910, so long as removal from a particular class does not occur more than once every five school days
Expulsion means the removal of a student from the immediate supervision and control or the general supervision of school personnel. (Education Code 48925)

Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, including suspension and expulsion. (Education Code 35291, 48900.1, 48980)

Grounds for Suspension and Expulsion: Grades K-12

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows and in "Additional Grounds for Suspension and Expulsion: Grades 4-12," below:
Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in

which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t))

Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code 48900(b))

Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11059, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))

Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11059, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the same as a controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))

Committed or attempted to commit robbery or extortion (Education Code 48900(e))

Caused or attempted to cause damage to school property or private property (Education Code 48900(f))

Stole or attempted to steal school property or private property (Education Code 48900(g))

Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing prescription products (Education Code 48900(h))

Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))

Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))

Knowingly received stolen school property or private property (Education Code 48900(l))

Possessed an imitation firearm (Education Code 48900(m))

Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))

Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 287, 288, 289, or former 288a, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))

Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))

Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))

Engaged in, or attempted to engage in, hazing (Education Code 48900(q))

Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events. (Education Code 48900(q))

Engaged in an act of bullying (Education Code 48900(r))

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of

an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student(s) in fear of harm to self or property; cause the student to experience a substantially detrimental effect on physical or mental health; or cause the student to experience substantial interferences with academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))
Bullying includes any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 and below in "Additional Grounds for Suspension and Expulsion: Grades 4-12," that has any of the effects described above on a reasonable student.

Bullying also includes an act of cyber sexual bullying by a student through the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, semi-nude, or sexually explicit photograph or other visual recording of an identifiable minor, when such dissemination is to another student or to school personnel by means of an electronic act and has or can be reasonably predicted to have one or more of the effects of bullying described above. Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

Electronic act means the creation or transmission originated on or off the school site by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication including, but not limited to: (Education Code 48900(r))
A message, text, sound, video, or image

A post on a social network, Internet website, including, but not limited to, posting to or creating a burn page or creating a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of the student's age, or for a person of the student's age and disability. (Education Code 48900(r))

Burn page means an internet website created for the purpose of causing a reasonable student any of the effects of bullying described above. (Education Code 48900(r))

Credible impersonation means knowingly and without consent impersonating a student for the purpose of bullying the student, in a manner that would reasonably lead the student to believe, or has reasonably led the student to believe, that the student was or is the student who was impersonated. (Education Code 48900(r))

A false profile means a profile of a fictitious student or a profile using the likeness or attributes of an actual student other than the student who created the false profile. (Education Code 48900(r))

An electronic act is not considered pervasive conduct solely on the basis that it has been transmitted to the internet or is currently posted on the internet. (Education Code 48900(r))
When a student has been suspended or other means of correction have been implemented against the student, for an incident of racist bullying, harassment, or intimidation, the principal or designee may, as appropriate, engage both the victim and perpetrator in a restorative justice practice suitable to the needs of the students. The principal or designee shall also require the perpetrator to engage in a culturally sensitive program that promotes racial justice and equity and combats racism and ignorance, and shall regularly check on the victim to ensure that the victim is not in danger of suffering from any long-lasting mental health issues. (Education Code 48900.5)

Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31 (Education Code 48900(t))

Made terrorist threats against school officials and/or school property (Education Code 48900.7)

A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of $1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying out the crime. (Education Code 48900.7)

A student may not be suspended or expelled for disruption or willful defiance. (Education Code 48900)

Additional Grounds for Suspension and Expulsion: Grades 4-12

A student in grades 4-12 shall be subject to suspension or recommendation for expulsion when it is determined that the student: Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)

Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)

Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

Suspension from Class by a Teacher

A teacher may suspend a student from class for the remainder of the day and the following day for any of the acts specified in Education Code 48900 and listed as Items #1-19 under "Grounds for Suspension and Expulsion: Grades K-12" above or for disruption or willful defiance at any grade level. (Education Code 48910)

When suspending a student from class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, the student shall be appropriately supervised during the class periods from which the student has been suspended. (Education Code 48910)

As soon as possible after the teacher has suspended the student, the teacher shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if requested by the parent/guardian or teacher. (Education Code 48910)

A student suspended from class shall not be returned to class during the period of the suspension without the approval of the teacher of the class and the principal or designee. (Education Code 48910)

A student suspended from class shall not be placed in another regular class during the period of suspension. However, a student assigned to more than one class per day may continue to attend other regular classes except those held at the same time as the class from which the student was suspended. (Education Code 48910)

A teacher may also refer a student, for any of the acts specified above in Education Code 48900, to the principal or designee for consideration of a suspension from school. (Education Code 48910)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

Suspension by Superintendent, Principal, or Principal's Designee

To implement disciplinary procedures at a school site, the principal may, in writing, designate as the principal's designee another administrator or, if the principal is the only administrator at the school site, a certificated employee. As necessary, the principal may, in writing, also designate another administrator or certificated employee as the secondary designee to assist with disciplinary procedures when the principal and the principal's primary designee are absent from the school site.

The Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity away from school to have committed any of the acts listed in the Board policy under "Authority to Expel" for which a recommendation of expulsion is required. (Education Code 48915(c))

The Superintendent, principal, or designee may impose a suspension for a first offense if it is determined that the student violated any of Items #1-5 listed under "Grounds for Suspension and Expulsion: Grades K-12" above, or if the student's presence causes a danger to persons. (Education Code 48900.5)

For all other offenses, a student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

When other means of correction are implemented prior to imposing suspension upon a student, including supervised suspension, the Superintendent, principal, or designee shall document the other means of correction used and retain the documentation in the student's record. (Education Code 48900.5)

Length of Suspension

The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days. (Education Code 48911)

A student may be suspended from school for not more than 20 school days in any school year. However, if a student enrolls in or is transferred to another regular school, an opportunity school or class, or continuation school or class for the purpose of adjustment, the student may be suspended for not more than 30 school days in a school year. The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903, 48911, 48912)

These restrictions on the number of days of suspension shall not apply when the suspension is extended pending an expulsion. (Education Code 48911)

Due Process Procedures for Suspension

Suspensions shall be imposed in accordance with the following procedures:
Informal Conference: Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, including the other means of correction that were attempted before the suspension as required pursuant to Education Code 48900.5, and the evidence against the student, and shall be given the opportunity to present the student's version and evidence in the student's defense. (Education Code 48911)

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, the student, the student's parent/guardian, or if the student is a foster youth, the foster youth's educational rights holder, attorney, and county social worker, or if the student is an Indian child, the Indian child's tribal social worker and, if applicable, county social worker, shall be notified of the student's right to a conference and the right to return to school for the purpose of the conference. The conference shall be held within two school days, unless the student waives the right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to

return to school for the conference. (Education Code 48911)

Administrative Actions: All requests for student suspension are to be processed by the principal or designee. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (Education Code 48911)

Notice to Parents/Guardians: At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian, or if the student is a foster youth, the foster youth's educational rights holder, attorney, and county social worker, or if the student is an Indian child, the Indian child's tribal social worker, and, if applicable, the county social worker, in person, by email, or by telephone. Whenever a student is suspended, the parent/guardian, or, if applicable, the foster youth's educational rights holder, attorney, and county social worker, or the Indian child's tribal social worker and, if applicable, the county social worker, shall also be notified in writing of the suspension. (Education Code 48911)

This notice shall state the specific offense committed by the student. (Education Code 48900.8)

In addition, the notice shall state the date and time when the student may return to school.

Parent/Guardian Conference: Whenever a student is suspended, school officials may conduct a meeting with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved, and any other pertinent matter. (Education Code 48914)

If school officials request to meet with the parent/guardian, a foster youth's educational rights holder, attorney, and county social worker, or an Indian child's tribal social worker, and, if applicable, the county social worker, the notice may state that the law requires such individuals to respond to the request without delay. However, the student shall not be penalized for the failure of the parent/guardian, a foster youth's educational rights holder, attorney, and county social worker, or an Indian child's tribal social worker, and, if applicable, the county social worker, to attend such a conference. The student may not be denied reinstatement solely because such individuals failed to attend the conference. (Education Code 48911)

Extension of Suspension: If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision, provided the following requirements are followed: (Education Code 48911)

The extension of the original period of suspension is preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard

This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension.

The Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process

If the student involved is a foster youth or Indian child, the Superintendent or designee shall notify the district's educational liaison of the need to invite the foster youth's educational rights holder, attorney and county social worker, or the Indian child's tribal social worker or, if applicable, the county social worker, to attend the meeting (Education Code 48853.5, 48911, 48918.1)

If the student involved is a child or youth experiencing homelessness, the Superintendent or designee shall notify the district liaison for homeless students (Education Code 48918.1)

In lieu of or in addition to suspending a student, the Superintendent, principal, or designee may provide services or require the

student to participate in an alternative disciplinary program designed to correct the behavior and keep the student in school

Suspension by the Board

The Board may suspend a student for any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12," and "Additional Grounds for Suspension and Expulsion: Grades 4-12," above and within the limits specified under "Suspension by Superintendent, Principal, or Designee," above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold a closed session if a public hearing would lead to disclosure of information that would violate a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

The Board shall provide the student and parent/guardian with written notice of the closed session by registered or certified mail or personal service. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

On-Campus Suspension

A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff may be assigned to on-campus suspension in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)
The on-campus suspension classroom shall be staffed in accordance with the law

The student shall have access to appropriate counseling services

The on-campus suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension

The student shall be responsible for contacting the student's teacher(s) to receive assignments to be completed in the supervised suspension classroom, and the teacher(s) shall provide all assignments and tests that the student will miss while suspended

If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.
At the time a student is assigned to an on-campus suspension classroom, the principal or designee shall notify the student's parent/guardian, or if the student is a foster youth, the foster youth's educational rights holder, attorney, and county social worker, or, if the student if an Indian child, the Indian child's tribal social worker and, if applicable, county social worker, in person, by email, or by telephone. When the assignment is for longer than one class period, this notification shall be made in writing. (Education Code 48911.1)

Superintendent or Principal's Authority to Recommend Expulsion

Unless the Superintendent or principal determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, the Superintendent or principal shall recommend a student's expulsion for any of the following acts: (Education Code 48915)
Causing serious physical injury to another person, except in self-defense

Possession of any knife or other dangerous object of no reasonable use to the student

Unlawful possession of any controlled substance as listed in Health and Safety Code 11053-11059, except for:

The first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis

The student's possession of over-the-counter medication for use by the student for medical purposes

Medication prescribed for the student by a physician

Robbery or extortion

Assault or battery, as defined in Penal Code 240 and 242, upon any school employee
In determining whether to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 48915)

Student's Right to Expulsion Hearing

Any student recommended for expulsion shall be entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed the act(s) that form the basis for the expulsion recommendation. (Education Code 48918(a))

The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code 48918(a))

If the Board finds it impractical during the regular school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

Stipulated Expulsion

After a determination that a student has committed an offense for which the student may be expelled, the Superintendent, principal, or designee shall offer the student, the student's parent/guardian, or, when applicable, other person holding the right to make educational decisions for the student, the option to waive a hearing and stipulate to the expulsion or to a suspension of the expulsion under certain conditions. The offer shall be made only after written notice of the expulsion hearing pursuant to Education Code 48918 has been given.

The stipulation agreement shall be in writing and shall be signed by the student, the student's parent/guardian, or, when applicable, the person holding the right to make educational decisions for the student. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of the right to have a full hearing, to appeal the expulsion to the County Board of Education, and to consult legal counsel.

A stipulated expulsion agreed to by the student, the student's parent/guardian, or, when applicable, the person holding the right to make educational decisions for the student, shall be effective upon approval by the Board.

Rights of Complaining Witness

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental, or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, the Superintendent or designee shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of the right to: (Education Code 48918.5)
Receive five days' notice of the scheduled testimony at the hearing

Have up to two adult support persons present at the hearing at the time the witness testifies

Have a closed hearing during the time the witness testifies
Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

Written Notice of the Expulsion Hearing

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))
The date and place of the hearing

A statement of the specific facts, charges, and offense upon which the proposed expulsion is based

A copy of district disciplinary rules which relate to the alleged violation

Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment

This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).

The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney adviser

Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

Nonattorney adviser means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case and has been selected by the student or student's parent/guardian to provide assistance at the hearing.

The right to inspect and obtain copies of all documents to be used at the hearing

The opportunity to confront and question all witnesses who testify at the hearing

The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses

Additional Notice of Expulsion Hearing for Foster Youth, Homeless Students, and Indian Children

If the student facing expulsion is a foster student or Indian child, the Superintendent or designee shall also send notice of the hearing to the foster youth's educational rights holder, attorney, and county social worker, or the Indian child's tribal social worker and, if applicable, county social worker, at least 10 calendar days prior to the hearing. (Education Code 48918.1)

If the student facing expulsion is a student experiencing homelessness, the Superintendent or designee shall also send notice of the hearing to the district liaison for homeless students at least 10 calendar days prior to the hearing. (Education Code 48918.1)

Any notice for these purposes may be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)

Conduct of Expulsion Hearing
Closed Session: Notwithstanding Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public to the extent that privacy rights of other students are not violated. (Education Code 48918)
Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code 48918(c))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to testify in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, a videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c)
Record of Hearing: A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))

Subpoenas: Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20. (Education Code 48918(i))

Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in Item #6 below. (Education Code 48918(i))

Presentation of Evidence: Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion: Grades K-12," and "Additional Grounds for Suspension and Expulsion: Grades 4-12," above. (Education Code 48918(h))

Findings of fact shall be based solely on the evidence at the hearing. Although no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

Testimony by Complaining Witnesses: The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)

Any complaining witness shall be given five days' notice before being called to testify

Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during the testimony

Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential

The person presiding over the hearing may remove a support person who is disrupting the hearing

If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5

Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard

Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.

In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment

The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony

At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which the complaining witness may leave the hearing room

The person conducting the hearing may:

Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness

Limit the time for taking the testimony of a complaining witness to normal school hours, if there is no good cause to take the testimony during other hours

(Permit one of the support persons to accompany the complaining witness to the witness stand

Decision: The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from school, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. The Board may also appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918)

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue a decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918(a) and (d))

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the

student shall be immediately reinstated and permitted to return to the classroom instructional program from which the referral was made, unless another placement is requested in writing by the student's parent/guardian. Before the student's placement decision is made by the student's parent/guardian, the Superintendent or designee shall consult with the parent/guardian and district staff, including the student's teachers, regarding other placement options for the student in addition to the option to return to the classroom instructional program from which the student's expulsion referral was made. The decision to not recommend expulsion shall be final. (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code 48918(f))

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion. If the hearing officer or administrative panel recommends that the Board expel a student but suspend the enforcement of the expulsion, the student shall not be reinstated and permitted to return to the classroom instructional program from which the referral was made until the Board has ruled on the recommendation. (Education Code 48917, 48918)

Final Action by the Board

Whether the expulsion hearing is conducted in closed or open session by the Board, a hearing officer, or an administrative panel or is waived through the signing of a stipulated expulsion agreement, the final action to expel shall be taken by the Board in public. (Education Code 48918(j))

The Board's decision is final. If the decision is to not expel, the student shall be reinstated immediately. If the decision is to suspend the enforcement of the expulsion, the student shall be reinstated under the conditions of the suspended expulsion.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for any "mandatory recommendation and mandatory expulsion" act listed in "Authority to Expel" in the accompanying Board policy, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)
Periodic review, as well as assessment at the time of review, for readmission

Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or other rehabilitative programs

With parent/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

Written Notice to Expel

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:
The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion: Grades K-12" or "Additional Grounds for Suspension and Expulsion: Grades 4-12" (Education Code 48900.8)

The fact that a description of readmission procedures will be made available to the student and parent/guardian (Education Code

48916)

Notice of the right to appeal the expulsion to the County Board (Education Code 48918)

Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)

Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

Decision to Suspend Expulsion Order

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion order, the Board shall take into account the following criteria:
The student's pattern of behavior

The seriousness of the misconduct

The student's attitude toward the misconduct and willingness to follow a rehabilitation program
The suspension of the enforcement of an expulsion shall be governed by the following:
The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation

This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)

During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status (Education Code 48917)

The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12" or "Additional Grounds for Suspension and Expulsion: Grades 4-12" above, or violates any of the district's rules and regulations governing student conduct (Education Code 48917)

When the suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order (Education Code 48917)

Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school

Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)

The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian

The notice shall inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(j))

Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board (Education Code 48917)

Appeal

If a student is expelled from school, the student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion order is suspended and

the student is placed on probation. (Education Code 48919)

If the student submits a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board, the district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

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 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 of any student acts involving the possession, sale, or furnishing of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or 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 county or district 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)

Placement During Expulsion

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)
Appropriately prepared to accommodate students who exhibit discipline problems

Not provided at a comprehensive middle, junior, or senior high school or at any elementary school, unless the program is offered at a community day school established at any of these

Not housed at the school site attended by the student at the time of suspension
When the placement described above is not available and when the County Superintendent so certifies, students expelled for only acts described in Items #6-12 under "Grounds for Suspension and Expulsion: Grades K-12" and Items #1-3 under "Additional Grounds for Suspension and Expulsion: Grades 4-12" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school or at an elementary school. (Education Code 48915)

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code 48916.1)

Readmission After Expulsion

Prior to the date set by the Board for the student's readmission:
The Superintendent or designee shall hold a conference with the student's parent/guardian, or other person holding the right to make educational decisions for the student, and the student

At the conference, the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and the student's parent/guardian or other person holding the right to make educational decisions for the student shall be asked to indicate in writing their willingness to comply with these regulations.

The Superintendent or designee shall transmit to the Board a recommendation regarding readmission

The Board shall consider this recommendation in closed session. If a written request for open session is received from the student's

parent/guardian or other person holding the right to make educational decisions for the student, or adult student, it shall be honored to the extent that privacy rights of other students are not violated.

If the readmission is granted, the Superintendent or designee shall notify the student and the student's parent/guardian, or other person holding the right to make educational decisions for the student, by registered mail, of the Board's decision regarding readmission

The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees (Education Code 48916)

If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school

The Board shall provide written notice to the expelled student and the student's parent/guardian, or other person holding the right to make educational decisions for the student, describing the reasons for denying readmittance into the regular program

This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district.

No student shall be denied readmission into the district based solely on the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other such contact with the juvenile justice system. (Education Code 48645.5)

Maintenance of Records
The district shall maintain a record of each suspension and expulsion, including its specific cause(s). (Education Code 48900.8)

Expulsion records of any student shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon written request by that school. (Education Code 48918(k))

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)

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

Notification to Teachers of Dangerous Pupils

Pleasant Valley School District Board Policy 4158 Employee Security

Last Revised 6/21/2018

The Board of Trustees desires to provide a safe and orderly work environment for all employees. As part of the district's comprehensive safety plan, the Superintendent or designee shall develop strategies to protect employees from potentially dangerous individuals and situations, and to provide necessary assistance and support during emergencies.
Any employee who is the target of violence or a threat of violence in the workplace shall notify the Superintendent or designee immediately. As appropriate, the Superintendent or designee shall initiate legal and security measures to protect the employee and others in the workplace.
The Superintendent or designee may pursue legal action on behalf of an employee against a student or his/her parent/guardian to recover damages to the employee or his/her property caused by the student's willful misconduct that occurred on district property,

at a school or district activity, or in retaliation for lawful acts of the employee in the performance of his/her duties. (Education Code 48904, 48905)
The Superintendent or designee shall ensure that employees receive training in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, practical communication techniques, procedures for responding to an active shooter situation, and crisis resolution.
The Superintendent or designee also shall inform teachers, in accordance with law, of crimes and offenses committed by students who may pose a danger in the classroom. (Education Code 48201, 49079; Welfare and Institutions Code 827)
The Superintendent or designee may make available at appropriate locations, including, but not limited to, district and school offices, gyms, and classrooms, communication devices that would enable two-way communication with law enforcement and others when emergencies occur.

Reporting of Injurious Objects
The Board requires employees to take immediate action upon being made aware that any person has a weapon or unauthorized 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 potential danger involved and shall do one of the following:
1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately call 911 and the principal

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.

Pleasant Valley School District Administrative Regulation 4158: Employee Security
Last Revised Date: 01/28/2022

An employee may use reasonable and necessary force for self-defense or to defend another person, to quell a disturbance threatening physical injury to others or property damage, or to obtain possession of weapons or other dangerous objects within a student's control. (Education Code 44807, 49001)
An employee shall promptly report to the principal or other immediate supervisor any attack, assault, or physical threat made against the employee by a student or by any other individual in relation to the performance of the employee's duties, and any action the employee took in response. Reports of an attack, assault, or threat shall be forwarded immediately to the Superintendent or designee.
In addition, the employee and the principal or other immediate supervisor shall promptly report to local law enforcement authorities an attack, assault, or physical threat made against the employee by a student. (Education Code 44014)

Notice Regarding Student Offenses
When a student commits certain offenses that may endanger staff or others, the following procedures shall be implemented to notify staff members as appropriate:
Acts That Are Grounds for Suspension or Expulsion
The Superintendent or designee shall inform the teacher(s) of each student who, during the previous three school years, has engaged in or is reasonably suspected to have engaged in any act, except the possession or use of tobacco products, that would constitute a ground for suspension or expulsion as specified in AR 5144.1 - Suspension and Expulsion/Due Process. 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)
Upon receiving a transfer student's record regarding acts committed by the student that resulted in suspension or expulsion, the Superintendent or designee shall inform the student's teacher(s) that the student was suspended from school or expelled from the former district and of the act that resulted in the suspension or expulsion. (Education Code 48201)
Information received by teacher(s) 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 48201, 49079)

Offenses Reported to the District by a Court
When informed by a court that a minor student has been found by the 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 expeditiously notify the school principal. (Welfare and Institutions Code 827)

The principal shall expeditiously disseminate this information to any counselor who directly supervises or reports on the student's behavior or progress and to any teacher or administrator directly supervising or reporting on the student's behavior or progress whom the principal thinks may need the information in order to work with the student appropriately, avoid being needlessly vulnerable, or protect others from vulnerability. (Welfare and Institutions 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 an offense, the Superintendent shall hold the court's information in a separate confidential file until the student is returned to the district. 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 court-initiated file shall be kept until the student becomes 18, graduates from high school, or is released from juvenile court jurisdiction, whichever occurs first, and shall then be destroyed. (Welfare and Institutions Code 827)
To maintain confidentiality when providing information about student offenses to a counselor or teacher, the principal or designee shall send the staff member a written notification that a student has committed an offense that requires a review of the student's file in the school office. This notice shall not name or otherwise identify the student. The staff member shall initial the notification and the student's file when reviewing them in the school office.
Accommodations for Victims of Domestic Violence, Sexual Assault, or Stalking
When requested by an employee who is a victim of domestic violence, sexual assault, or stalking, the district shall provide the employee reasonable accommodations, which may include the implementation of safety measures, including: (Labor Code 230)
A transfer, reassignment, or modified schedule
A changed work telephone or work station
An installed lock
Assistance in documenting domestic violence, sexual assault, stalking, or other crimes that occur in the workplace
Referral to a victim assistance organization
Another safety procedure or adjustment to a job structure, workplace facility, or work requirement in response to domestic violence, sexual assault, stalking, or other crime
The Superintendent or designee shall engage in a timely, good-faith, and interactive process with the employee to determine effective, reasonable accommodations that do not pose an undue hardship on the district. In determining whether an accommodation is reasonable, the Superintendent or designee shall consider any exigent circumstance or danger facing the employee. (Labor Code 230)
Upon the Superintendent's or designee's request, an employee requesting a reasonable accommodation shall provide a written statement, signed by the employee or an individual acting on the employee's behalf, certifying that the accommodation is for an authorized purpose. The Superintendent or designee may also request that the employee provide certification of the employee's status as a victim of domestic violence, sexual assault, or stalking.

Such certification may include: (Labor Code 230)
A police report indicating that the employee was a victim
A court order protecting or separating the employee from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney that the employee has appeared in court
Documentation from a licensed medical professional or health care provider, domestic violence or sexual assault counselor, victim advocate, or counselor that the employee was undergoing treatment or receiving services for physical or mental injuries or abuse resulting in victimization from the crime or abuse
Any other form of documentation that reasonably verifies that the crime or abuse occurred, including, but not limited to, a written statement signed by the employee or by an individual acting on the employee's behalf
Any verbal or written statement, police or court record, or other documentation identifying an employee as a victim shall be confidential and shall not be disclosed by the district except as required by federal or state law or as necessary to protect the employee's safety in the workplace. The employee shall be notified before any authorized disclosure. (Labor Code 230)

Every six months after the date of the certification, the Superintendent or designee may request recertification of the employee's status as a victim of domestic violence, sexual assault, or stalking or ongoing circumstances related to the crime or abuse. The employee shall notify the Superintendent or designee if, due to changing circumstances, the employee needs a new accommodation or no longer needs an accommodation. (Labor Code 230)

The district shall not retaliate against an employee because of the employee's status as a victim of crime or abuse or for requesting a reasonable accommodation, regardless of whether the request was granted. (Labor Code 230)

Use of Pepper Spray
The Superintendent or designee shall notify employees of the district's policy prohibiting the possession of pepper spray on school property or at school-related activities without prior approval of the Superintendent or designee. Employees wishing to carry pepper spray shall submit to the Superintendent or designee a written request setting forth the need for the pepper spray. The Superintendent or designee shall notify the employee in writing as to whether the request was approved or denied.
When approving an employee's request, the Superintendent or designee shall inform the employee of the following conditions:
The pepper spray shall be used only in self-defense pursuant to Penal Code 22810.
An employee who uses pepper spray other than in self-defense shall be subject to disciplinary action by the district and, in accordance with law, a fine and/or imprisonment.
The pepper spray must be stored in a secure place and not be accessible to students or other individuals.
Negligent storage of the pepper spray may subject the employee to disciplinary action.
Teacher Access to Student Behavior
Teachers can view each student's behavior on their roster by logging in to Q Teacher Connect, opening the Behavior Tab on the left-hand side, and clicking the note for any listed incidents.

(E) Sexual Harassment Policies (EC 212.6 [b])

Policy 4119.11: Sexual Harassment Status: ADOPTED
Original Adopted Date: 04/23/1998 | Last Revised Date: 12/18/2025 | Last Reviewed Date: 12/18/2025

The district does not discriminate on the basis of sex in any of its programs or activities and complies with Title IX of the Education Amendments of 1972 and its implementing regulations.

The Governing Board is committed to providing a safe work environment that is free of discrimination, harassment, and intimidation, including sexual harassment. The Board prohibits sexual harassment, as defined in the accompanying administrative regulation, in district programs and activities by and against district employees. For purposes of this policy and accompanying administrative regulation, employees include interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

Additionally, the Board prohibits retaliatory behavior or action against any person who complains or testifies about conduct that reasonably may constitute sexual harassment, reports such conduct, or otherwise participates or refuses to participate in the complaint process established for the purpose of this policy. (Education Code 220.1; 34 CFR 106.71)

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to: (Education Code 231.5; Government Code 12950.1; 2 CCR 11023; 34 CFR 106.8, 106.45)

Providing training to employees in accordance with the law and administrative regulations.

Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply

Publicize as specified in Exhibit (1) 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, the required notifications related to Title IX to employees, applicants for employment, and bargaining units

Ensuring prompt, thorough, fair, and equitable investigation of complaints through the appropriate state and/or federal procedures

Taking timely and appropriate corrective/remedial action(s)
The Superintendent or designee may periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the

district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to harassment policy(ies), complaint procedures, or training, as appropriate and in accordance with law.

Reports and Complaints

Any district employee who has experienced sexual harassment in the district's education program or activity may file a complaint with the district's Title IX Coordinator. (34 CFR 106.8)

Any employee with knowledge of conduct that reasonably may constitute sexual harassment by or against another district employee, a student, or a third party in a district education program or activity shall notify the Title IX Coordinator within one workday.

Once notified, the Title IX Coordinator shall ensure that the complaint alleging sexual harassment is addressed through Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures or Administrative Regulation 4030 - Nondiscrimination in Employment, as applicable. Additionally, the Title IX Coordinator shall ensure that any implementation of Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, concurrently meets the requirements of Administrative Regulation 4030 - Nondiscrimination in Employment.

Before or after the filing of a formal complaint or where no formal complaint has been filed, the Title IX Coordinator shall offer and coordinate supportive measures to be provided to the complainant and the respondent, as deemed appropriate under the circumstances. (34 CFR 106.30, 106.44)

Upon investigation of a sexual harassment complaint, any district employee found to have engaged or participated in sexual harassment or to have aided, abetted, incited, compelled, or coerced another to commit sexual harassment in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

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

The PVSD Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The board expects students to pay proper attention to personal cleanliness and to wear suitable clothing for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction that would interfere with the educational process (BP/AR 5132).

Wearing attire that suggests gang affiliation, promotes drugs, tobacco, or alcohol, or contains profanity or demeaning remarks is unacceptable. The definition of gang-related attire is apparel that, if worn or displayed on a school campus, reasonably could be determined to threaten the health and safety of the school environment.
Clothing that distracts from the learning process is considered inappropriate. The torso, from the shoulders to the belly, must be covered. The judgment of clothing being inappropriate is the sole decision of the administrator. Pants must be able to remain at waist level without a belt. Footwear must have closed toes, a heel strap, and flat or low heels (no sandals, flip-flops, Crocs, or slippers). Hats and sunglasses may be worn during nutrition, lunch, and PE. Additionally, appropriate school dress is expected during field trips and for before- and after-school events.
If a student's clothing or appearance creates an unnecessary distraction or safety hazard, the school administration reserves the right to ask the student to adjust his/her clothing/appearance. Consequently, students may be sent home to change or be asked to wear PE clothes for the remainder of the school day.
Students in violation of the dress code are subject to disciplinary action outlined in the school's student handbook.

The following guidelines shall apply to all regular school activities:

Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia that is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.
Appropriate shoes must be worn at all times.

Hats, caps, and other head coverings shall not be worn indoors.
Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited.
The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.

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)

Students shall be allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

Please see BP 5132 and AR 5132 below for more information.

Board Policy 5132: Dress And Grooming Status: ADOPTED
Last Reviewed Date: 05/21/2020
The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program. District and school rules pertaining to student attire shall be included in student handbooks, posted in school offices and classrooms, and periodically reviewed with all students as necessary. Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Education Code 212.1)
The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size. School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code. When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students. Repeated violations or refusal to comply with the district's dress code may result in 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 proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan. (Education Code 35183)

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.

Uniforms
The Board may approve a school-initiated dress code requiring students at the school to wear a school uniform
Whenever the Board determines that such a dress code will promote student achievement, a positive school climate, and/or student safety. The Superintendent or designee shall establish procedures for parents/guardians to request that their children be exempted from the school uniform policy. Students shall not be academically penalized, otherwise discriminated against, or denied school attendance 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. (Education Code 35183)

Regulation 5132: Dress And Grooming Status: ADOPTED

Last Reviewed Date: 04/26/2022
In cooperation with teachers, students, and parents/guardians, the principal or designee may establish school rules governing student dress and grooming that are consistent with law, Board policy, and administrative regulations. These school dress codes shall be regularly reviewed. The following guidelines shall apply to all regular school activities:

1. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia that is vulgar, lewd, obscene, profane, or sexually suggestive, or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.
2. Appropriate shoes must be worn at all times.
3. Hats, caps, and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited. The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities. 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)
Students shall be allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

Gang-Related Apparel
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 "gangrelated 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. As necessary, the school shall collaborate with law enforcement agencies to update definitions of gang-related apparel.

Uniforms

In schools that require a schoolwide uniform, the principal, staff, and parents/guardians of the school shall jointly select the specific uniform to be worn. (Education Code 35183)
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. The Superintendent or designee shall establish criteria for determining student eligibility for financial assistance when purchasing uniforms. Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting. (Education Code 35183)
Board Policy Manual Pleasant Valley School District

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

Pleasant Valley School District Board Policy 1250 Visitors/Outsiders

Last Revised Date: 04/10/2025
The Governing Board believes that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. Therefore, the Board encourages interested parents/guardians and community members to visit the schools and participate in the educational program consistent with this Board policy, the accompanying administrative regulation, and any procedures established by the Superintendent or designee.

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent or designee shall establish procedures that facilitate visits during regular school days. Visits during school hours shall be arranged with the principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during non-instructional time.

Any person who is not a student or staff member shall register immediately as a visitor upon entering any school building or grounds when school is in session.
The principal or designee shall provide a visible means of identification for all individuals who are not students or staff members while on school premises.

No electronic listening or recording device may be used by any person in a classroom without the teacher's and principal's permission. (Education Code 51512)

Any visitor who is in a school building or on school grounds when school is in session shall behave in an orderly manner while on school grounds and by utilizing the district's complaint process if they have concerns with any district program or employee. In accordance with Penal Code 626.7 and Administrative Regulation 3515.2 - Disruptions, the principal or designee shall request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

Presence of Sex Offender on Campus

Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/guardian of a district student, shall request written permission from the principal before entering the school campus or grounds, in accordance with Board Policy and Administrative Regulation 3515.5 - Sex Offender Notification. The principal shall report to the Superintendent or designee anytime such a request is received and notify the Superintendent or designee if permission is granted or denied. As necessary, the principal shall consult with local law enforcement authorities before allowing any such person to be present at school or at any school activity.
The principal shall indicate on the written permission the date(s) and times for which permission has been granted. (Penal Code 626.81)

Pleasant Valley School District Administrative Regulation 1250 Community Relations Visitors/Outsiders
Last Revised Date: 3/31/25
The Superintendent or designee shall post at every entrance to each school and school grounds a notice describing registration requirements, school hours, or hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements. (Education Code 32211; Penal Code 627.6)

Unless otherwise directed by the principal or designee, a staff member shall accompany visitors while they are on school grounds.

Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session. (Education Code 35160)

Registration Procedure

In order to register, a visitor shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3)
Name, address, and occupation

Age, if less than 21

Purpose for entering school grounds

Proof of identity

Other information consistent with the provisions of law

Principal's Registration Authority

The principal or designee may refuse to register any visitor if the principal or designee reasonably concludes that the individual's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee may revoke any visitor's registration if there is a reasonable basis for concluding that the individual's presence on school grounds would interfere, or is interfering, with the peaceful conduct of school activities or would disrupt or is disrupting the school, students, or staff. (Penal Code 627.4)

When a visitor fails to register, or when the principal or designee denies or revokes a visitor's registration privileges, the principal or designee shall request that the individual promptly leave school grounds. If there is reasonable cause to believe that a visitor has willfully disrupted the orderly operation of a school or district facility, the principal or designee may issue a "Stay Away Letter" in accordance with Penal Code 626.4.

When a visitor is directed to leave, the principal or designee shall inform the visitor that if the visitor reenters the school within seven days, the visitor may be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code 627.7)

Appeal Procedure

Any person who is denied registration or whose registration is revoked may appeal either of these determinations by submitting, within five days after the person's departure from school, a written request for a hearing to either the Superintendent or the principal of the school at which the registration was denied or revoked. This request must state why the person believes the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent or principal shall promptly mail a notice of the hearing to the person requesting it. A hearing before the Superintendent or principal shall be held within seven days after receipt of the request. (Penal Code 627.5)

Ingress/Egress

Safety at drop off and pick up are a top priority. Drivers are expected to drive slowly, be alert to pedestrians, and enter/exit through the designated areas. Parents may enter the parking lot and park their vehicle or use the designated drive-up lane. If parking, all pedestrians must use the designated crosswalks. When personnel are on duty, pedestrians must wait to be crossed. If using the drive-up lane, vehicles must pull all the way forward to the designated sign. Drivers must remain in their vehicles. Students entering or exiting the vehicle must do so from the passenger side.

Students and adults are instructed to practice good safety and citizenship at all times. Students are to cross the street at the crosswalk only.

1. Traffic flow in the parking lot is one way:
Cars enter the parking lot at the Corte Olivas driveway.
All cars exit onto Alta Vista.
The exit on Alta Vista is two lanes – 1 left turn, 1 right turn

2. RED CURBS in the parking lot must be kept clear – NO PARKING/NO STOPPING
ALLOWED.

3. WHITE CURB – Student loading is located in front of the Administration/Multi-purpose
Room Buildings. DO NOT LEAVE CARS UNATTENDED in this area. When dropping off or picking up, please pull all the way forward to the end of the white curb. Adults loading and
unloading students are to remain in their vehicles. If you would like to exit your vehicle, please park in a designated spot in the parking lot. Cars waiting for the student pickup area must not block empty parking places and must allow cars to back-out of parking spaces.
4. Children using the white curb area must enter/exit the car from the curb side. No child should
be let out or picked up in the second lane from the curb at the front of the school as it is not safe to send children between cars from the second lane.
5. Handicap spaces should only be used by someone with a designated handicap placard or plate.
6. An adult must cross the child to AND from parked cars. Children may not walk in the parking lot without an adult.

7. Please only use the two crosswalks in front of the school when walking through the drop off/pick up lane.
8. If you are riding your bike to pick up your child, please remember to walk your bike on the campus.

TRANSPORTATION: Bicycle/Skates /Rollerblades /Skateboard/Scooter Safety: Bicycles ridden to school should be licensed and in safe working order. Students must follow helmet laws. Bikes, skateboards, and scooters should be walked onto the grounds, and skates/rollerblades should be removed from the bike rack area. Bikes, skateboards, and scooters should be locked in the bike rack, as the school cannot assume responsibility for lost or stolen property.

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

Goal

To improve attendance and reduce chronic absenteeism for students identified as English Learners (EL), Socioeconomically Disadvantaged, and Students with Disabilities by strengthening schoolwide attendance systems, early intervention practices, and family engagement.

Component:

Safe and Orderly School Environment

Element:

Student Attendance, Engagement, and Tiered Supports

Opportunity for Improvement:

The comprehensive Risk Assessment and analysis of attendance and school climate data indicate that students identified as English Learners, Socioeconomically Disadvantaged, and Students with Disabilities experience higher rates of chronic absenteeism compared to their peers. Chronic absence impacts student learning, social-emotional well-being, and overall school safety by reducing consistent engagement with school routines and supports. There is an opportunity to improve attendance outcomes by strengthening early identification of attendance concerns, increasing family outreach and support, and implementing targeted, tiered interventions to address barriers to regular school attendance.

Action Steps	Lead Person	Evaluation Metric
The school will run weekly attendance reports and implement timely, personalized communication with families regarding unexcused absences before reaching SARB Level 1, ensuring clarity on attendance expectations and providing proactive support to address barriers to regular attendance.	SOA and Principal	SARB letter totals for the year. Reduce number of families receiving SARB 1,2 and 3.
The school will continue to recognize and reinforce positive attendance by providing monthly classroom attendance awards for classes achieving 97% attendance and honoring individual students for strong attendance at each trimester report card period.	SOA and Principal	Month ADA report

Goal

To reduce the school's suspension rate by strengthening positive behavior supports, implementing consistent and equitable discipline practices, and providing targeted interventions for students most impacted by disciplinary actions.

Component:

Safe and Orderly School Environment

Element:

Student Discipline, Behavior Supports, and Equity

Opportunity for Improvement:

School discipline data indicate that suspension rates remain low, with only two suspensions during the previous school year. To maintain and further strengthen these positive outcomes, there is an opportunity to continue the intentional implementation of proactive and preventive behavior supports. This includes regularly teaching and reviewing schoolwide behavior expectations, consistently reinforcing positive behavior through PBIS practices, and delivering structured social-emotional learning instruction through the Second Step curriculum. Additional opportunities include expanding small-group social-emotional supports for students who require targeted intervention and continuing principal-led direct lessons focused on addressing hate speech, promoting inclusion, and reinforcing the school's commitment to the No Place for Hate initiative. These ongoing efforts support a safe, respectful, and inclusive school environment while minimizing the need for exclusionary discipline practices.

Action Steps	Lead Person	Evaluation Metric
To sustain low suspension rates and strengthen proactive discipline practices, the school will implement Tier 1 Second Step social-emotional learning lessons in all classrooms and provide Tier 2, counselor-supported small-group Second Step interventions for students identified through behavior and SEL data. These supports will promote consistent instruction in self-regulation, problem-solving, and respectful behavior while addressing student needs early and reducing reliance on exclusionary discipline practices.	Classroom teachers, school counselor	Suspension rate and behavior referrals
The school will regularly reinforce schoolwide behavior expectations through a coordinated communication plan that includes principal-led presentations, teacher-facilitated classroom lessons, and routine reminders during morning announcements. This consistent, visible approach will ensure shared understanding of expectations, promote positive behavior across all settings, and support a safe, respectful, and inclusive school climate.	Classroom teachers, principal	Suspension rate and behavior referrals

Goal

To strengthen school connectedness and student engagement by increasing meaningful participation, reinforcing positive peer behavior, and expanding social-emotional learning and antibullying supports, as measured by improved California Healthy Kids Survey (CHKS) outcomes.

Component:

Safe and Supportive School Climate

Element:

School Connectedness, Student Engagement, and Social-Emotional Supports

Opportunity for Improvement:

Results from the California Healthy Kids Survey indicate strong overall perceptions of safety and adult support, with high percentages of students reporting that they feel safe at school (92%), feel safe traveling to and from school (98%), experience caring adults (75%), and perceive high expectations from adults (81%). Academic motivation is also high at 90%, and facilities upkeep is rated positively at 93%.

At the same time, CHKS data reveal opportunities to further strengthen student connectedness and peer interactions. Meaningful participation is reported at 43%, suggesting a need to increase student voice and engagement opportunities. While students report being treated with respect by adults (96%) and rule clarity (83%), lower ratings for students being well behaved (55%) and antibullying climate (74%), along with reports of peer conflict and bullying behaviors (including being called mean names, rumors being spread, and physical contact), indicate a need for continued and expanded social-emotional and behavioral supports.

There is an opportunity to build on existing strengths by continuing to teach and reinforce behavior expectations through PBIS, implementing regular Second Step social-emotional lessons, increasing small-group social-emotional supports, and sustaining principal-led instruction focused on addressing hate speech, promoting inclusion, and reinforcing the school's commitment to the No Place for Hate initiative. These efforts will support stronger peer relationships, increased student belonging, and improved school connectedness.

Action Steps	Lead Person	Evaluation Metric
To increase student connectedness, meaningful participation, and positive peer interactions, the school will expand structured opportunities for student engagement by increasing participation in academic contests, implementing and strengthening peer buddy programs, offering a variety of lunch clubs, providing leadership opportunities for students, and enhancing recess with a wider range of organized activities and resources. These opportunities will foster student voice, build positive relationships, and support a stronger sense of belonging across the school community.	Principal, teachers	CHKS survey

To strengthen the school's anti-bullying climate, the school will implement explicit Second Step lessons focused on bullying prevention and response, including strategies for stopping, reporting, and supporting peers, and will reinforce these lessons through No Place for Hate instruction and activities. These coordinated efforts will promote respectful behavior, empower students to address bullying, and support a safe, inclusive, and supportive school environment.	Classroom teachers, counselor, principal	CHKS survey

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

La Mariposa Elementary School Student Conduct Code

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, including suspension and expulsion. (Education Code 35291, 48900.1, 48980).

Every school in the Pleasant Valley School District utilizes a uniform set of rules and procedures that are described in the PVSD Student Code of Conduct, in conjunction with each school's student handbook and their School Wide Positive and Progressive Behavior Intervention and Support (SWPPBIS) plan. The PVSD Student Code of Conduct is below, followed by the school's disciplinary procedures from their student handbook, and their SWPPBIS plan.

Student and Parent Agreement
Student Code of Conduct

We understand that all students have a right to learn in a safe environment and will make every attempt to show personal responsibility in allowing myself and others to accomplish this.

I will be seated in my classroom with the needed materials and be prepared to work promptly at my school's starting time.

I will leave class only with permission. I will make good use of class time for all academic work.

I understand that relationships with others are the basis of trust and a necessity for a wholesome community.

We are all citizens of the world and members of our school community. I will help create a positive school environment by following the school's policies and procedures.

I will not threaten the health and safety of others verbally, in writing, or electronically. I will not fight, push, shove, kick, trip, hit, throw objects at, or bring objects that might harm other students or the staff. I understand that any such action may result in immediate suspension.

I will be respectful of school personnel, fellow students, and parents, regardless of religion, nationality, ethnicity, race, or social origin. I will value diversity. I will not ridicule, ostracize, or demean others. I will use appropriate word choices, body language, and tone of voice that are free of profanity, anger, or sarcasm, epithets, or racial slurs.

I will not have my cell phone out or use it at any time during the school day except in the event of an emergency. I will be respectful to all students, staff, and schools in my school and in Pleasant Valley School District on any social media platform.
I will respect the property rights of all. I will not take or in any way damage anything that is not mine, whether it belongs to another student, teacher, or the school.

I will not at any time use, possess, sell, or encourage the use of drugs, alcohol, tobacco, or weapons on school property. I understand that any such action will result in immediate suspension and/or termination of my enrollment.

I will dispose of litter properly. I will help keep my school grounds and classroom neat so we can all be proud of our school.

I have read the school handbook and understand my responsibility in following all rules, procedures, and expectations of my school. I understand that violating any regulations or guidelines, or failing to meet expectations, will result in consequences, including potential suspension and/or expulsion.

As a parent, I will respect and partner with the school. I will demonstrate that all members of the school community should be treated with respect and therefore set a good example with my own speech and behavior. I will correct my own child's behavior, especially when it could otherwise lead to conflict, aggressive behavior, or unsafe behavior. I will approach the school, not other parents or students, to help resolve any issues of concern.

I will follow the above agreements at all school activities, whether on my school site or elsewhere, when I am on other school sites in the district, on the school bus, or on or at any District property or activity.

In accordance with Education Code, La Mariposa Elementary School maintains a student conduct code that promotes a safe, respectful, and inclusive learning environment. Students are expected to follow schoolwide behavior expectations, treat others with respect, use appropriate language and actions, and contribute to a safe and orderly campus. Behavioral expectations are explicitly taught, regularly reviewed, and reinforced through Positive Behavioral Interventions and Supports (PBIS).

The school emphasizes proactive and instructional approaches to behavior, including schoolwide PBIS practices, social-emotional learning through the Second Step curriculum, and targeted small-group supports for students who require additional assistance. Bullying, harassment, hate speech, cyberbullying, physical aggression, and other behaviors that interfere with learning or safety are addressed promptly. The school maintains a clear commitment to the No Place for Hate initiative and does not tolerate discriminatory or harmful behavior.

Disciplinary responses are developmentally appropriate, restorative when possible, and designed to correct behavior while preserving student dignity. Interventions may include reteaching expectations, restorative conversations, family communication, counseling supports, or administrative action when required by law or district policy. Suspension is used only when legally required or when other interventions have been unsuccessful. Discipline is implemented fairly and equitably, with attention to the individual needs of students, including English Learners, Students with Disabilities, and Socioeconomically Disadvantaged students. The student conduct code is reviewed annually and communicated to students, staff, and families through school handbooks, schoolwide instruction, and ongoing communication. The student/parent handbook can be reviewed at https://lms.pleasantvalleysd.org/about-la-mariposa/parent-student-handbook

Conduct Code Procedures

La Mariposa Elementary School implements discipline procedures that are consistent, fair, and aligned with the school's Schoolwide Positive and Progressive Behavior Intervention and Support Plan (PBIS Plan). All students are taught schoolwide expectations and receive reinforcement for positive behavior. When behavioral concerns arise, staff use progressive, developmentally appropriate interventions that emphasize reteaching expectations, restorative practices, and social-emotional skill development. Interventions may include teacher-led conferences, small-group support, parent/guardian communication, and counseling services. Administrative actions are taken only when required by law or when other interventions have been unsuccessful. Suspensions are rare and are used as a last resort. All disciplinary actions are guided by the principles of equity and inclusiveness, ensuring that English Learners, Students with Disabilities, and Socioeconomically Disadvantaged students are supported fairly. Procedures are reviewed annually and communicated to staff, students, and families to maintain a safe, respectful, and orderly learning environment.

(K) Hate Crime Reporting Procedures and Policies

Reporting any hate crime is of the utmost importance to the Pleasant Valley School District. If school personnel witness an act of discrimination, harassment, intimidation, bullying, or hate, they shall take immediate steps to intervene when safe to do so. School personnel must report a hate crime immediately. We encourage students or the community to report any hate crime immediately. The reporting procedures are included in our discrimination and harassment policies.

Nondiscrimination and Harassment Policy
Pleasant Valley School District Board Policy 5145.3 Students Nondiscrimination/Harassment

Last Revised Date: 10/16/2025

This policy shall apply to all acts constituting unlawful discrimination, hate crime, or harassment related to school activity or to school attendance occurring within a district school, to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school, and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district.

The Governing Board desires to provide a welcoming, safe, and supportive school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. This policy shall apply to all acts constituting unlawful discrimination or harassment related to district activity or attendance, to acts which occur off campus or outside of district-related or district-sponsored activities but which may have an impact or create a hostile environment at school, and to all acts of the Board and the Superintendent in enacting policies and procedures that govern the district.

The Board prohibits, at any district school or activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, against an individual or group based on one, or a combination of two or more, protected characteristics, which include, but may not be limited to, race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; and parental, marital, and family status; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (Education Code 200, 210.1, 210.2, 212, 212.1, 220, 221.51, 230, 260; Government Code 11135, 12926; 20 USC 1681-1688, 42 USC 2000d-2000d-7)

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in district programs or activities or the provision or receipt of educational benefits or services.

Because unlawful discrimination could occur when disciplining students, including suspension and expulsion, the Superintendent or designee shall ensure that staff enforce discipline rules reasonably, consistently and in a non-discriminatory manner, as specified in Board Policy and Administrative Regulation 5144 - Discipline, Board Policy and Administrative Regulation 5144.1 - Suspension and Expulsion/Due Process, and Administrative Regulation 5144.2 - Suspension and Expulsion/Due Process (Students With Disabilities).

The Board also prohibits any form of retaliation against any individual who reports or participates in reporting unlawful discrimination, files or participates in the filing of a complaint, or investigates, participates in, or refuses to participate in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying, and other required information on the district's website in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation. (Education Code 234.1, 234.6; 34 CFR 106.8)

The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures, and shall take other measures designed to increase understanding of the requirements of the law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination related to a district activity, attendance, or district-related or district-sponsored activity, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

When a student has been suspended or other means of correction have been implemented against the student for an incident of racist bullying, harassment, or intimidation, the principal or designee may engage both the victim and perpetrator in a restorative justice practice suitable to the needs of the students. The principal or designee may also require the perpetrator to engage in a culturally sensitive program that promotes racial justice and equity and combats racism and ignorance, and regularly check on the victim to ensure that the victim is not in danger of suffering from any long-lasting mental health issues. (Education Code 48900.5)

When appropriate, based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

Complaints alleging unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with Board Policy 1312.3 - Uniform Complaint Procedures, when required by law. However, complaints alleging sexual harassment under Title IX shall be investigated and resolved in accordance with the procedures specified in Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

Pleasant Valley School District Administrative Regulation 5145.3: Nondiscrimination/Harassment
Last Reviewed: 9/22/2025

The district designates the individual(s) identified below as the Compliance Officer(s). The employee(s) are responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the Compliance Officer(s) specified in Administrative Regulation 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination of a student, and the Title IX Coordinator specified in Administrative Regulation 5145.7 - Sexual Harassment as the responsible employee to handle complaints alleging unlawful sexual harassment, as permitted by law. The Compliance Officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

Katie Burchell, Assistant Superintendent, Certificated Human Resources
600 Temple Ave.
Camarillo, CA 93010
805-389-2100
kburchell@pleasantvalleysd.org

Measures to Prevent Discrimination

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at district schools or activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

Publicize the district's nondiscrimination policy and related complaint procedures, including the Compliance Officer's contact information, to students, parents/guardians, employees, volunteers, and the general public by posting them in prominent locations and providing easy access to them through district-supported communications

Post the district's policies and procedures prohibiting discrimination, harassment, student sexual harassment, hate crimes, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media, in a prominent location on the district's website in a manner that is easily accessible to parents/guardians and students (Education Code 234.1, 234.6)

Post the definition of sex discrimination and harassment as described in Education Code 230, including the rights outlined in Education Code 221.8, in a prominent location on the district's website in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)

Post in a prominent location on the district website in a manner that is easily accessible to parents/guardians and students, information regarding Title IX prohibitions against discrimination based on a student's sex, including the following: (Education Code 221.6, 221.61, 234.6)

The name and contact information of the district's Title IX Coordinator, including the phone number and email address

The rights of students and the public and the responsibilities of the district under Title IX, including a list of rights as specified in Education Code 221.8 and web links to information about those rights and responsibilities located on the websites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR)

A description of how to file a complaint of noncompliance under Title IX, which shall include:

An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred, and how a complaint may be filed beyond the statute of limitations

An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on OCR's website

A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office

A link to the Title IX information included on the California Department of Education's (CDE) website

Post CDE's standardized incident form to track racial discrimination, harassment, or hazing that occurs at high school sporting games or events, including information on how to submit a completed incident form to the district (Education Code 33353)

Post a link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families (Education Code 234.5. 234.6)

Such resources shall be posted in a prominent location on the district's website in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6)

Provide students with a handbook containing age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel they have been victims of such behavior.

Annually notify all students and parents/guardians of the district's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students.

The notice shall inform students and parents/guardians that they may request a meeting with the Compliance Officer to determine how best to accommodate or resolve concerns arising from the district's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the district will address any individual

student's interests and concerns in private.

Ensure that students and parents/guardians, including those with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

Provide to students, employees, volunteers, and parents/guardians age-appropriate training and/or information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them

Such training and information shall include details of guidelines the district may use to provide a discrimination-free environment for all district students.

Provide to certificated employees serving students in grades 7-12 information on existing school and community resources related to the support of lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) students, or associated with the support of students who may face bias or bullying based on any of the actual or perceived characteristics in Penal Code 422.55, including immigration status; Education Code 220; and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation; or association with a person or group with one or more of these actual or perceived characteristics (Education Code 234.1)

For the 2025-2026 school year through the 2029-2030 school year, provide annually to certificated employees serving students in grades 7-12 at least one hour of training to support LGBTQ+ cultural competency in accordance with Education Code 218.3

At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so (Education Code 234.1)

At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students from threatened or potentially discriminatory behavior and ensure their privacy rights.

Process for Initiating and Responding to Complaints

Students who feel that they have been subjected to unlawful discrimination described above or in district policy are strongly encouraged to immediately contact the Compliance Officer, Title IX Coordinator, principal, or any other staff member. In addition, students who observe any such incident are strongly encouraged to report the incident to the Compliance Officer, Title IX Coordinator, or principal, regardless of whether the alleged victim files a complaint.

Any district employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported, shall report the incident to the Compliance Officer, Title IX Coordinator, or principal within one workday, regardless of whether the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When a report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal, Compliance Officer, or Title IX Coordinator, the principal, Compliance Officer, or Title IX Coordinator shall notify the student or parent/guardian of the right to file a formal complaint in accordance with Administrative Regulation 1312.3 - Uniform Complaint Procedures or, for complaints of sexual harassment that meet the federal Title IX definition, Administrative

Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures. Once notified verbally or in writing, the Compliance Officer or Title IX Coordinator shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the principal, Compliance Officer, Title IX Coordinator, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Superintendent or designee, who shall determine how the complaint will be investigated.

Support for Intersex, Nonbinary, Transgender, and Gender-Nonconforming Students

Gender refers to a student's sex, and includes a student's gender identity and gender expression. (Education Code 210.7)

Gender identity refers to a student's gender-related identity, appearance, or behavior as determined from the student's internal sense, regardless of whether that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression refers to a student's gender-related appearance and behavior, regardless of whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

Gender transition refers to the process by which a student changes from living and identifying as the sex assigned at birth to living and identifying as the sex that corresponds to the student's gender identity.

Gender-nonconforming refers to when a student's gender expression differs from stereotypical expectations.

Intersex refers to when a student has natural bodily variations in anatomy, hormones, chromosomes, and other traits that differ from expectations generally associated with female and male bodies.

Nonbinary refers to when a student's gender identity falls outside of the traditional conception of strictly either female or male, regardless of whether the student identifies as transgender, was born with intersex traits, uses gender-neutral pronouns, or uses agender, genderqueer, pangender, gender nonconforming, gender variant, or such other more specific term to describe their gender.

Sex refers to the biological condition of being a female or male human being. (5 CCR 4910)

Transgender refers to when a student's gender identity is different from the sex assigned at birth.

The district shall ensure that all students, regardless of sex, gender, gender identity or gender expression, are afforded the same rights, benefits, and protections provided to students by law and Board policy. To do so, the Superintendent or designee shall address each situation that arises on a case-by-case basis and in accordance with the following guidelines:
Acceptance of a Student's Gender Identity: The district shall accept the student's assertion of the student's gender identity and treat the student consistently with that gender identity unless district personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose

Use of Names and Pronouns: Upon request by a student, district personnel shall address the student by the requested name and pronoun(s), without the necessity of a court order or a change to the student's mandatory permanent student record

Inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or pronouns may not constitute a violation of this administrative regulation or the accompanying Board policy.

Accessibility to Sex-Segregated Facilities, Programs, and Activities: When the district maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity

Additionally, a student shall be permitted to participate in accordance with the student's gender identity in other circumstances in which students are separated by sex, such as class discussions, yearbook pictures, and field trips.

To address any student's privacy concerns about using sex-segregated facilities, the district shall consider offering a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, or allowing the student to use the locker room before or after the other students. However, in no case shall the district require a student to utilize these options because of the student's sex, gender, gender identity, or gender expression. A student's right to participate in a sex-segregated activity in accordance with the student's gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

Beginning July 1, 2026, each school shall provide and maintain at least one all-gender restroom for student use that meets the requirements of Education Code 35292.5.

Adherence to Uniforms/Dress Code: A student has the right to dress in a manner consistent with the student's gender identity, subject to any dress code adopted on a school site, which may not discriminate based on sex, gender, gender identity, or gender expression

Equal Access to Educational Programs and Activities: Upon request by a student based on the student's gender identity or gender expression, the Compliance Officer shall identify and develop strategies for ensuring that the student's access to educational programs and activities is maintained

The Compliance Officer shall consider the rights of all students and how those rights may affect and be affected by the rights of other students. Additionally, the Compliance Officer shall identify specific school-site employee(s) to whom the student may report any problem related to the student's sex, gender, gender identity, or gender expression, so that prompt action can be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the arrangements for the student are providing equal access to programs and activities.

Right to privacy: A student's sex, gender, gender identity, and gender status is private information

The district may disclose such information only when permitted by law, with the student's prior written consent, or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. (Education Code 220.3, 220.5; 34 CFR 99.31, 99.36)

Student Records: A student's sex and legal name shall be maintained as part of a student's mandatory permanent student record as specified in 5 CCR 432 and shall only be changed with proper documentation (Education Code 49061-49072)

When a request to change a student's gender or name is submitted without proper documentation, any change to the student's gender or name shall be applied only to documents not included in the mandatory permanent student record such as attendance sheets, report cards, and school identification.

The Superintendent or designee shall follow this guideline such that it does not change or alter the obligations of the district to maintain student records in accordance with Board Policy/Administrative Regulation 5125 - Student Records, and to ensure access to such records in accordance with Board Policy/Administrative Regulation 1340 - Access to District Records.
The district prohibits any act of verbal, nonverbal, or physical aggression, intimidation, or hostility, including any such act based on sex, gender, gender identity, or gender expression, or that have the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment, regardless of whether the acts are sexual in nature, including, but not limited to:
Refusing to address or refer to a student in a manner consistent with the student's gender identity

Disciplining a student or excluding the student from participating in activities, for behavior or appearance that is consistent with the student's gender identity or that does not conform to stereotypical notions of masculinity or femininity

Blocking, prohibiting, or restricting a student's entry to the restroom that corresponds to the student's gender identity

Disclosing student records that reveal a student's gender identity to individuals who do not have a legitimate need for the information, except as permitted by law

Verbally or physically assaulting a student because of the student's sex, gender, gender identity, or gender expression, including, but not limited to, causing, attempting to cause, threatening to cause, or participating in an act of hate violence based on sex, gender, gender identity, or gender expression.

(J) Procedures to Prepare for Active Shooters

Tactical Response to Criminal Incidents Including Active Shooters

This response is adopted from the Ventura County Sheriff's Office Emergency Preparedness Considerations Manual. If it is an active shooter situation, employees should activate their Active Threat Button immediately and, when safe to do so, follow up with a direct 911 call and follow all other applicable emergency procedures.

Armed Assailant
These steps can be done in any order. It is not necessary to act in the given order. In some instances, you may have to fight right away and then run after. Every situation is different.

Avoid/Run:
- Have an escape route and plan in mind for both students and staff.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- If possible, help others escape.
- Prevent individuals from entering an area where the assailant may be.
- Follow instructions from Law Enforcement.
- Call 9-1-1 when you are safe and away from the threat and give updated information.

Deny/Hide:
- Lock the door(s).
- Be out of the assailant's view.
- Silence cell phone(s) or any other electronic devices.
- Hide behind large items (e.g., cabinets, desk, etc.).
- Remain quiet and calm.
- If possible, cover windows/conceal windows.
- Designate one person to call 9-1-1 and alert Law Enforcement of the assailant's location (Note: if you cannot speak, leave the line open so the dispatcher can listen).

Defend/Fight:
- Act as aggressively as possible against the threat or the assailant(s).
- Throw items and use improvised weapons (fire extinguishers, chairs, scissors, etc.)
- Yell and use noise to disorient assailant(s).
- Work together to overcome/overwhelm the assailant(s).
- Do not stop until the assailant is neutralized and/or flees the area.
- Note: When law enforcement arrives, be quiet and compliant. Keep your hands empty and hold them up when law enforcement approaches. If known, tell law enforcement where the assailant is located.

Lockdown
A school lockdown is necessary when the threat of violence or gunfire is identified or when directed by law enforcement, and it is essential to prevent the perpetrator(s) from entering occupied areas. During lockdowns, students are to remain in the classroom or

designated locations at all times.

Description of Action
If a lockdown is required, the School Administrator will announce it over the PA system. If the PA system is unavailable, the School Administrator will use other means of communication (Radios, email, paper notes, etc.). The school administrator should remain calm, convey reassurance that the situation is under control, and provide clear, consistent directions. Below is an example of an announcement to be made by the school administrator:
"YOUR ATTENTION PLEASE. WE HAVE AN EMERGENCY SITUATION AND NEED TO IMPLEMENT LOCKDOWN PROCEDURES. TEACHERS ARE TO LOCK CLASSROOM DOORS UNTIL NOTIFIED BY AN ADMINISTRATOR OR LAW ENFORCEMENT. IF OUTSIDE, STUDENTS AND STAFF ARE TO PROCEED TO THE NEAREST CLASSROOM OR BUILDING. PLEASE REMAIN INDOORS UNTIL FURTHER INSTRUCTIONS ARE PROVIDED."
The school administrator can also use Lockdown Script #1, developed by the PVSD principal group.
If inside, school staff should instruct students to gather in the room's safe zone (low to the floor and below window level), lock the doors (if possible), and close any shades or blinds if it appears safe to do so. Students and staff who are physically unable to lie on the ground should move away from doors and windows. Staff should instruct students to stay quiet and still.

If outside, students should proceed to their classrooms if it is safe to do so. If it is not secure, staff must direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, gymnasium).

School staff and students must remain in the classroom or secured area until the School Administrator or law enforcement provides further instructions.

Landline phones should not be used. School staff should use cell phones and speak quietly. If safe to do so, teachers should email the office a list of any missing students.

All campus entrances and exits must be locked, and no visitors other than appropriate law enforcement or emergency personnel are to be allowed on campus.

ACTIVE THREAT LOCKDOWN PROCEDURES
Pleasant Valley School District

INITIATION
School receives a call from the District Office, Police Department, and SRO
OR
Site Self-Initiates

SECURE OFFICE BUILDING
· Lockdown office
· Call or Text 911
· Get Go Bags for Law Enforcement
· Communicate with District Office

SIGNAL
· Lockdown announcement is made over the intercom and the radio. If those methods are not available, other means of communication will be used.
· The person who first sees the threat yells to lock down across campus and notifies all possible people, including the site administrator.
· Message sent to staff via agreed-upon messaging system.

LOCKDOWN CAMPUS
· All students immediately go to the nearest room
· Teachers/staff immediately go to the nearest room
· If staff/students can't get to a room, or if safer, go offsite run/hide

· Teachers/staff approach the door, scan the area outside the room for students; direct nearby students to immediately enter the room
· Lock and close the door; test the door to ensure that it has latched
· If possible, move a piece of furniture to barricade the door
· Turn off the room lights
· Instruct students to gather in a safe zone of the room- low to the floor, below window level; against a wall that is not an outside wall
· Close the window blinds
· Create the appearance of an unoccupied room: keep everyone calm, quiet, without unnecessary movement
· Do NOT open the door for anyone until you receive the "all clear."
· Text "911" with information if you have any, including the location of the threat and if there are any injured people in the room
· Listen for further instructions from the site administrator or law enforcement

Procedures for Preventing Acts of Bullying and Cyber-bullying

Bullying

Pleasant Valley School District Board Policy 5131.2 Bullying
Last Revised Date 05/16/2024
The Governing Board recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel or retaliate against them for filing a complaint or participating in the complaint resolution process.

The Superintendent or designee shall develop strategies to address bullying in district schools, involving students, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations to develop and implement effective strategies to promote safety in schools and the community.

Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3. If, during the investigation, it is determined that the complaint concerns nondiscriminatory bullying, the principal or designee shall inform the complainant and take all necessary actions to resolve the complaint.

If the Superintendent or designee believes it is in the best interest of a student who has been the victim of an act of bullying, as defined in Education Code 48900, the Superintendent or designee shall advise the student's parents/guardians that the student may transfer to another school. If the parents/guardians of a student who has been the victim of an act of bullying request a transfer for the student pursuant to Education Code 46600, the Superintendent or designee shall allow the transfer in accordance with law and district policy on intradistrict or interdistrict transfer, as applicable.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

Pleasant Valley School District Administrative Regulation 5131.2 Bullying
Last Revised Date: 04/30/2024 Examples of Prohibited Conduct

Bullying is an aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause

emotional or physical harm. Bullying can be physical, verbal, or social/relational and may involve a single severe act or repetition or potential repetition of a deliberate act. Bullying includes, but is not limited to, any act described in Education Code 48900(r).

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images, which may be shared, sent, or posted publicly. Cyberbullying may include, but is not limited to, personal or private information that causes humiliation, false or harmful information to discredit or disparage, or threats of physical harm. Cyberbullying may also include breaking into another person's electronic account or assuming that person's online identity to damage that person's reputation.

Examples of the types of conduct that may constitute bullying and are prohibited by the district include, but are not limited to:
Physical bullying: An act that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking, or breaking someone's possessions, or making cruel or rude hand gestures

Verbal bullying: An act that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm

Social/relational bullying: An act that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public

Cyberbullying: An act that occurs on electronic devices such as computers, tablets, or cell phones, such as sending demeaning or hateful text messages, direct messages or public posts on social media apps, gaming forums, or emails, spreading rumors by email or by posting on social networking sites, shaming or humiliating by allowing others to view, participate in, or share disparaging or harmful content, or posting or sharing embarrassing photos, videos, website, or fake profiles
Measures to Prevent Bullying

The Superintendent or designee shall implement measures to prevent bullying in district schools, including, but not limited to, the following:
Developing a strategic plan for school connectedness and social skills with benchmark tracking, which may include providing regular opportunities and spaces for students to develop social skills and strengthen relationships and promoting adult support from family and school staff, peer-led programs, and partnerships with key community groups, implementing socially based educational techniques such as cooperative learning projects that can improve educational outcomes as well as peer relations, creating a supportive school environment that fosters belonging through equitable classroom management, mentoring, and peer support groups that allow students to lean on each other and learn from each other's experiences, and building social connection into health education courses including information on the consequences of social connection on physical and mental health, key risk and protective factors, and strategies for increasing social connection

Ensuring that each school establishes clear rules for student and staff conduct and implements strategies to promote a positive, supportive, and collaborative school climate

Providing information to students, through student handbooks, district and school websites, social media, and other age-appropriate means, about district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying

Encouraging students to notify school staff when they are being bullied or when they suspect that another student is being bullied, and providing means by which students may report threats or incidents confidentially and anonymously

Conducting an assessment of bullying incidents at each school and, if necessary, increasing supervision and security in areas where bullying most often occurs, such as playgrounds, hallways, restrooms, and cafeterias

Annually notifying district employees that, pursuant to Education Code 234.1, any school staff who witnesses an act of bullying against a student has a responsibility to immediately intervene to stop the incident when it is safe to do so
Staff Development

The Superintendent or designee shall annually make available to all certificated staff and to other employees who have regular interaction with students the California Department of Education (CDE) online training module on the dynamics of bullying and

cyberbullying, including the identification of bullying and cyberbullying and the implementation of strategies to address bullying. (Education Code 32283.5)

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:
Discuss the diversity of the student body and school community, including their varying immigration experiences

Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims

Identify the signs of bullying or harassing behavior

Take immediate corrective action when bullying is observed

Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior
Information and Resources

The Superintendent or designee shall post on the district's website, in a prominent location and in a manner that is easily accessible to students and parents/guardians, information on bullying and harassment prevention, which includes the following: (Education Code 234.6)

The district's policy on student suicide prevention, including a reference to the policy's age appropriateness for students in grades K-6

The definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8

Title IX information is included on the district's website pursuant to Education Code 221.61, and a link to the Title IX information is included on CDE's website pursuant to Education Code 221.6

District policies on student sexual harassment, prevention, and response to hate violence, discrimination, harassment, intimidation, bullying, and cyberbullying

A section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media

A link to statewide resources, including community-based organizations, compiled by CDE pursuant to Education Code 234.5

Any additional information the Superintendent or designee deems important for preventing bullying and harassment
Student Instruction

As appropriate, the district shall provide students with instruction in the classroom or other educational settings that promotes social-emotional learning, effective communication and conflict resolution skills, character development, respect for cultural and individual differences, self-esteem development, assertiveness skills, digital and media literacy skills, and appropriate online behavior.

The district shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

Students should be taught the difference between appropriate and inappropriate behaviors, how to advocate for themselves, how to help another student who is being bullied, and when to seek assistance from a trusted adult. As role models for students, staff are responsible for teaching and modeling respectful behavior, building safe and supportive learning environments, and demonstrating effective problem-solving and anger management skills.

To discourage cyberbullying, teachers may advise students to be cautious about sharing passwords, personal data, or private photos online and to consider the consequences of making negative comments about others online.

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes a student has been subjected to bullying, or who has witnessed bullying, may report the incident to a teacher, the principal, a compliance officer, or any other available school employee.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with Administrative Regulation 1312.3 - Uniform Complaint Procedures. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Within one business day of receiving such a report, a staff member shall notify the principal of the report, regardless of whether a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report such observation to the principal or a district compliance officer, regardless of whether the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in Administrative Regulation 1312.3.

Any individual with information about cyberbullying shall save and print any electronic or digital messages they believe constitute cyberbullying and shall notify a teacher, the principal, or another employee so that the matter may be investigated. If the activity could be considered pornography or includes nudity, the School Resource Officer or other law enforcement personnel should be contacted to capture the activity. When an investigation concludes that a student used a social networking site or service to bully or harass another student, the Superintendent or designee may report the cyberbullying to the social media platform and may request that the material be removed.

Discipline/Corrective Actions

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention, and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

When a student has been suspended or other means of correction have been implemented against the student, for an incident of racist bullying, harassment, or intimidation, the principal or designee shall engage both the victim and perpetrator in a restorative justice practice suitable to the needs of the students. The principal or designee shall also require the perpetrator to engage in a culturally sensitive program that promotes racial justice and equity and combats racism and ignorance, and shall regularly check on the victim to ensure that the victim is not in danger of suffering from any long-lasting mental health issues. (Education Code 48900.5)

When appropriate, based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

Support Services

The Superintendent, principal, or designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

If any student involved in bullying exhibits warning signs of suicidal thought or intention or of intent to harm another person, the Superintendent or designee shall, as appropriate, implement district intervention protocols which may include, but are not limited

to, referral to district or community mental health services, other health professionals, and/or law enforcement, in accordance with Board Policy and Administrative Regulation 5141.52 - Suicide Prevention.

Opioid Prevention and Life-Saving Response Procedures

The district may elect to make emergency naloxone hydrochloride or another opioid antagonist available at schools for the purpose of providing emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose. In determining whether to make this medication available, the Superintendent or designee shall evaluate the emergency medical response time to the school and determine whether initiating emergency medical services is an acceptable alternative to providing an opioid antagonist and training personnel to administer the medication. (Education Code 49414.3)

Additionally, if the district accepts emergency naloxone hydrochloride or another opioid antagonist from the county office of education (COE), the Superintendent or designee shall maintain at least two units of the medication at each district middle, junior high, high, and adult school. (Education Code 49414.8)

When available at the school site, the school nurse shall provide emergency naloxone hydrochloride or another opioid antagonist for emergency medical aid to any person exhibiting potentially life-threatening symptoms of an opioid overdose at school or a school activity. Other designated personnel who have volunteered and have received training may administer such medication when a school nurse or physician is unavailable and shall only administer the medication by nasal spray or auto-injector. (Education Code 49414.3)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer naloxone hydrochloride or another opioid antagonist, describing the training that the volunteer will receive, and explaining the right of the volunteer to rescind the offer to volunteer at any time, including after receiving training. The notice shall also include a statement that no benefit will be granted to or withheld from any employee based on the offer to volunteer and that there will be no retaliation against any employee for rescinding the offer to volunteer. (Education Code 49414.3)

The principal or designee shall designate two or more volunteer employees to receive initial and annual refresher training, based on standards adopted by the SPI, regarding the storage and emergency use of naloxone hydrochloride or another opioid antagonist. The training shall be provided at no cost to the employee, conducted during regular working hours, and be provided by a school nurse or other qualified person designated by an authorizing physician and surgeon. Written materials provided during the training shall be retained at the school for reference. (Education Code 49414.3, 49414.8)

Each volunteer shall meet the minimum standards of training for the administration of an emergency opioid antagonist as specified in Education Code 49414.3 or shall have undergone opioid overdose prevention and treatment training and reviewed material available on the California Department of Public Health's website. (Education Code 49414.8)

Any prescription for naloxone hydrochloride or another opioid antagonist shall be obtained by a school nurse, other qualified supervisor of health, or, if the district does not have a qualified supervisor of health, a district administrator from an authorized physician and surgeon. Such prescription may be filled by local or mail-order pharmacies or manufacturers. (Education Code 49414.3)

If the medication is used, the school nurse, other qualified supervisor of health, or district administrator, as applicable, shall restock the medication as soon as reasonably possible, but no later than two weeks after it is used. In addition, the medication shall be restocked before its expiration date. (Education Code 49414.3, 49414.8)

Employees and volunteers that render emergency treatment at the scene of an opioid overdose or suspected opioid overdose by administering an opioid antagonist shall not be liable for civil damages resulting from an act or omission, unless such act constitutes gross negligence or willful or wanton misconduct. (Health and Safety Code 1799.113)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering naloxone hydrochloride or another opioid antagonist for emergency aid shall be provided to each volunteer in writing and retained in the employee's personnel file. (Education Code 49414.3)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414.3, including, but not limited to, the acceptance of the naloxone hydrochloride or another opioid antagonist from a COE, manufacturer, or wholesaler. (Education Code 49414.3)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of naloxone hydrochloride or another opioid antagonist for a period of three years from the date the records were created. (Business and Professions Code 4119.8)

PVSD also maintains emergency EpiPens in each school health office to assist with allergic responses in those who may not have a known allergy. Each school site and the district office also have an automated external defibrillator (AED) to help those experienceing suddent cardiac arrest.

Response Procedures for Dangerous, Violent, or Unlawful Activities

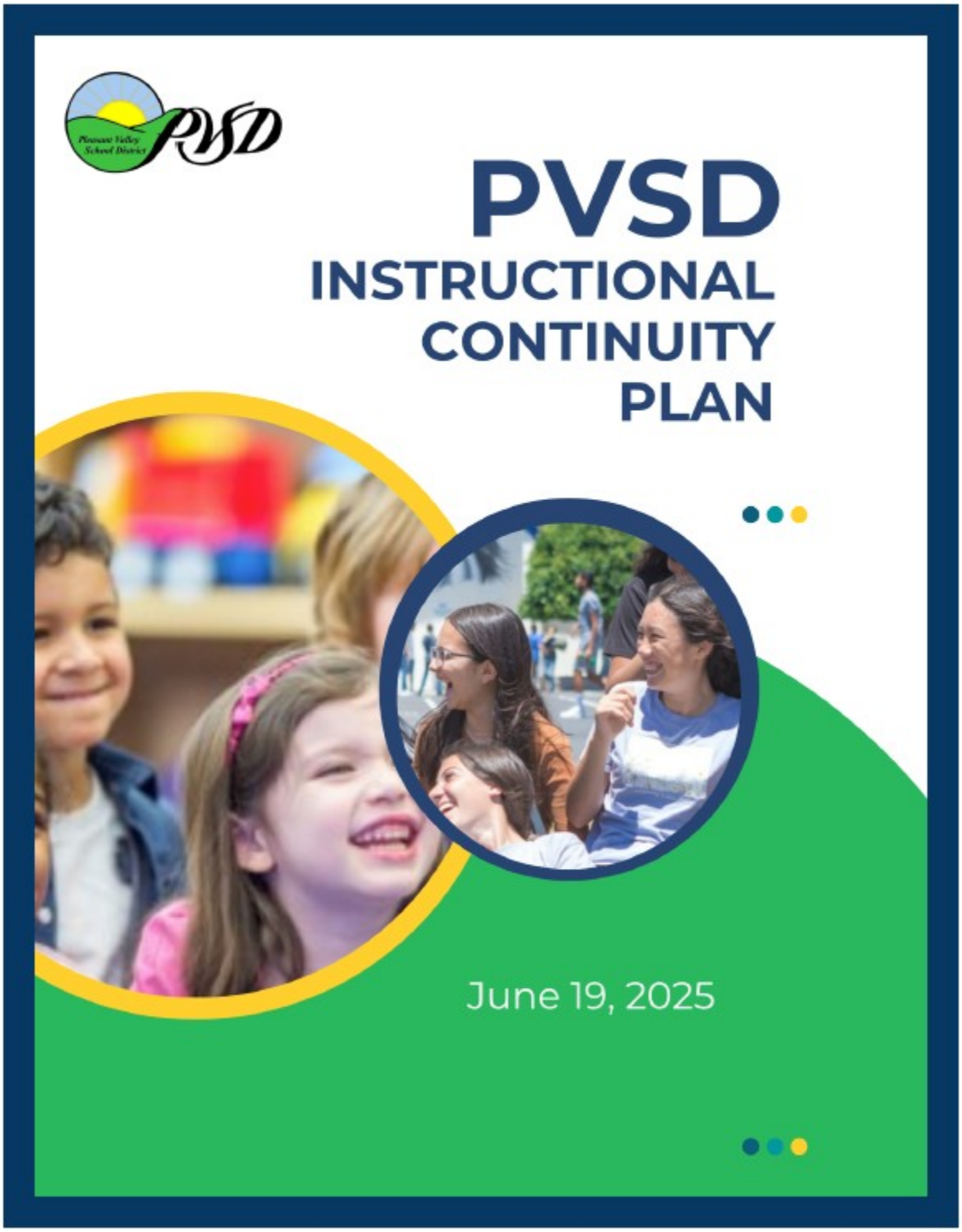
The Pleasant Valley School District has the following protocols:

- Any threat – whether it is verbal, written, symbolic, or electronic- must be dealt with immediately and assessed for safety concerns.
- All threats are considered credible and viable until an investigation determines otherwise.
- Consequences for “terroristic threats” can be issued based on how greatly the victim of the threat is caused to reasonably feel to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school district property, or the personal property of the person threatened or property of his or her immediate family.
- All threats should be reported to law enforcement; however, not all threats will warrant law enforcement intervention.

When evaluating the level of a threat, there are two factors to consider:

Intentions: What was the level of intentionality of the danger? Was the threat target vague, general, or otherwise non-specific (low level intentionality) or very specific and can be named (high level)?

Impact: What was the level of impact the threat had? Was the threat written on a piece of paper that only one other person saw? Was the threat directed at the one person who saw it? Was the threat posted on a social platform and seen by many people, as indicated by the number of comments and likes? Did the school experience a high level of absenteeism the day after the threat was made? Police consider the impact on a victim when determining if an act is a crime and if so, the severity of a crime by documenting the victim's physical and emotional injuries, financial losses, and overall disruption to their life caused by the crime, which the District Attorney then uses to decide on appropriate charges and sentencing recommendations based on the severity of the impact on the victim.



Introduction and Purpose

The instructional Continuity Plan has been developed to ensure all students have access to instruction during a natural disaster or emergency, as mandated by Senate Bill 153, Chapter 38, Statutes of 2024 (SB 153), which adds a provision to California Education Code (EC) Section 32282.

This ICP will be included in the LEA's Comprehensive School Safety Plan (CSSP) by July 1, 2025. Inclusion of this ICP in the CSSP will be required to obtain approval of a Form J-13A waiver request beginning in fiscal year 2026-27. This plan is intended to minimize disruptions to instruction and provide support for pupils' social-emotional, mental health, and academic needs. The centralized plan will be added as an addendum to each of the comprehensive school safety plans.

The plan addresses SB 153 requirements that include:

1. A procedure for how the District will engage with pupils and their families as soon as practicable, and no later than five calendar days following an emergency. EC Section 32282(a)(3)(A)(i). The plan must address how the district will:
   - establish two-way communication with pupils and their families; and
   - identify and provide support for pupils' social-emotional, mental health, and academic needs.
2. A plan to provide access to in-person or remote instruction as soon as practicable, but no more than 10 instructional days following the emergency. EC Section 32282(a)(3)(A)(ii).

The plan will be presented for Board approval on June 19, 2025.

Component 1: Emergency Communication and Pupil Engagement Support

PVSD has a wide array of communication mechanisms that are regularly employed to ensure that all educational partners have access to current information.

In the event of an emergency, PVSD will activate the following structures to communicate accurately and efficiently:

- Parent Square is PVSD's mass communication system and will send information through text, phone, and email to apprise the community of the current status and updates.
- In the event that the mass communication system is not functioning, the Q Student Information System is available to provide updates to families.
- PVSD has social media channels that will be leveraged to communicate in an emergency situation.
- The district website will provide updated information and has the capacity to create an emergency banner notification on the district website.
- School marquees will provide updated communication
- The superintendent's office works with community partners and media to provide updated information.
    - Notices may be posted at emergency locations, including, if applicable, emergency shelters

To provide the greatest level of access, emergency communication will be provided in English and Spanish. The Parent Square platform has the capacity to translate messages into a variety of languages and will automatically translate to the home language for those who specify a home language during enrollment.

During an active emergency, updates will be sent throughout the incident, and staff will provide times in the message when follow-up communication will be sent. The updates will have date and enumerated titles to provide clarity regarding the most recent messaging. In the event of a school closure, the information will be sent as expeditiously as possible, but no later than 6:30 am the day of the closure, electricity and phone service availability permitting.

School site instructional staff have access to different communication platforms, including the messaging feature of the Q Student Information System, Google Classroom, Seesaw in grades TK-2, and standard district email.

District Communication Processes

The following communication processes have been developed to communicate with families:

PLEASANT VALLEY SCHOOL DISTRICT

COMMUNICATION METHODS

Our goal is to keep PVSD families informed about District and school news, important updates, and to collect family input. Here are some of the ways we share information with you.

WATCH PARENTSQUARE FOR:

WEEKLY SUPERINTENDENT UPDATES

Includes important updates for families from Dr. Cortes, Superintendent of PVSD Schools

E-NEWSFLASHES

Special announcements and news from Pleasant Valley School District

SURVEYS

A means of gathering family input and feedback related to PVSD's programs and services

BOARD HIGHLIGHTS

Important updates, presentations, and actions from the PVSD Board

MORE WAYS WE COMMUNICATE:

EMAILS & PHONE CALLS

Parent communications on important topics or urgent matters

Q INFORMATION SYSTEMS

Family access to student information, forms, and report cards

WEBSITE

Information, news, and resources pertaining to the District at www.PleasantValleySD.org

DISTRICT SOCIAL MEDIA ACCOUNTS

Official PVSD social media accounts provide updates, events, & school highlights. Follow @PVSDCamarillo on Facebook, Instagram, & Twitter

CHOICES FOR FAMILIES! FIND YOUR FIT IN PVSD.

In an emergency situation, the following communication structure has been established:

PLEASANT VALLEY SCHOOL DISTRICT

INCIDENT COMMUNICATIONS

Pleasant Valley School District takes all emergencies and threats seriously.

In the event of an incident or crisis, Pleasant Valley School District works closely and directly with local law enforcement, fire, and other safety authorities to:

- Investigate and address student and staff safety first
- Get the facts about the incident
- Determine what level of impact the incident may have on students
- Review communications before they go out to ensure accuracy and that PVSD is not compromising any on-going investigation

Based on student impact

LOW	• Minimal or no risk to student safety • Typical school operations • Only a small group is impacted
MODERATE	• No immediate threat to student safety • Possible minimal disruption to school operations • Potential for temporary lockdown of classrooms and schools
HIGH	• Serious threat to student safety • Disruptions to normal school operations • Evacuations or school closures possible

Pleasant Valley School District will communicate with families when:

- Your child may be impacted
- Potential threat to safety of students or staff
- Change to operations that impact families

Pleasant Valley School District communication channels:

- ParentSquare
- Email
- Social media
- Text
- PVSD website
- Phone

Needs assessment and Support

PVSD will, in a major emergency, send a needs assessment survey out to families. The needs assessment will identify supports needed for students' social emotional, mental health, and academic needs.

Within five days, principals will compile a list of families of students with whom contact has not been established. Specific follow-up will be initiated with these students and their families.

The district's Community Resource Guide will be sent to all families via the Parent Square System.

Social Emotional Support

PVSD has a variety of social emotional supports available to support students with their social emotional needs. School counselors, social workers, and school psychologists provide critical support for students who are struggling or disengaged.

In the immediate aftermath of an emergency, this team will convene to assess the situation's emotional impact. The team will develop a plan to provide support services. This may include the development of social stories to support students. The team will identify students and staff most affected (loss of home, injury, etc.) for priority support.

In previous emergencies, such as the Camarillo Mountain Fire, the team developed and curated resources to support students in that situation. Here is an example.

Tiered Re-Engagement Plan

A tiered re-engagement strategy (as required by EC 51747) will be implemented

Tier I: Universal supports
Provide clear expectations on attendance and engagement with the instructional program. Monitor reports from Q to track attendance concerns that could require additional intervention.

Tier II: Targeted Support
Once there is a pattern of absenteeism or disengagement with a lack of communication from the home, the teacher will reach out to the family to gather information on the causes of disengagement and document the attempt. The teacher will make a referral to the school counselor.

Tier III: Intensive Support
If the student continues to struggle with engagement, a referral will be made to the school administrator. The school support team, which could include the school counselor, school psychologist, district nurse, and administrator, will then make three attempts to engage the student. A meeting will be convened to ensure the student has access to materials and supports, and a plan will be codified. The school counselor will provide regular check-ins. Additional support may include a home visit from a school social worker.

Nutrition Services

Nutrition services will be provided via a centralized distribution location. In the event of power outages, items distributed will be shelf stable.

Component 2: Access to in-person instruction or remote instruction via independent study, as soon as practicable, but no later than 10 instructional days following the emergency

PVSD will endeavor to provide students with in-person full day instruction as soon as practicable. No later than ten instructional days following the emergency, PVSD will activate instruction for students either through in-person or remote instruction, depending on the nature of the emergency.

PVSD has incorporated criteria for in-person operations in alignment with Cal/OSHA standards. Additionally, the ability to provide in-person instruction will depend on the following:

- The school or schools affected are no longer under an evacuation order
- There is access to healthy air quality
- There is access to safe and clean water

- There are functioning restroom facilities or portable restrooms
- The campus is free from unhealthy debris or other environmental hazards
- The campus has access to emergency telephonic communication
- There is sufficient staff for on-site coverage
- There is the ability to provide Child Nutrition Services

Alternate Location

In the event of an emergency that impacts one school site, alternative school sites have been identified where there is available classroom space that could be used for classrooms on impacted campuses to be relocated/reassigned.

PVSD has developed a Status Reporting Process that provides a mechanism for site leaders to provide a baseline assessment of site conditions.

Site Status Report to Command Center

Schools will report status of school during an incident at intervals determined and communicated by the Command Center, which will be informed by the incident type. The report should include the number of students and staff still on campus and current color level the school site is at using the criteria from each level to describe why the color determination is being made.

Additional information may be needed depending on the incident type.

Green: The school is operating under normal operations. All students and staff have been accounted for. Staffing is sufficient for the number of students present. There is no imminent danger to the school. Cadence for status checks can be decreased.

Yellow: The school is operating under some typical conditions but there are operational challenges (i.e. power outage, smokiness in the outside air, students aren't able to be outside) All students and staff have been accounted for. There is no imminent danger to the school. Continue defined cadence of status checks.

Red: The school is not operating under normal conditions. Staffing is insufficent for the number of students present. There is imminent danger and the incident is directly affecting the school.

Independent Study

PVSD may initially utilize a short-term independent study agreement. Each principal will prepare a written independent study agreement for each student shifting to remote learning, as required by EC 51747(c). Parents/guardians and students will provide signatures (which may be collected electronically or deferred per emergency allowances).

Note: For short-term independent study (under 15 days), EC 51747 allows agreements to be signed at any time during the school year.

51745.5 For purposes of this article, the following definitions apply:

(a) "Live interaction" means interaction between the pupil and local educational agency classified or certificated staff, and may include peers, provided for the purpose of maintaining school connectedness, including, but not limited to, wellness checks, progress monitoring, provision of services, and instruction. This interaction may take place in person, or in the form of internet or telephonic communication.
(b) "Local educational agency" (LEA) means a school district, county office of education, or charter school.
(c) "Pupil-parent-educator conference" means a meeting involving, at a minimum, all parties who signed the pupil's written independent study agreement pursuant to subdivision (g) of Section 51747 or the written learning agreement pursuant to subdivision (b) of Section 51749.6.
(d) "Synchronous instruction" means classroom-style instruction or designated small group or one-on-one instruction delivered in person, or in the form of internet or telephonic communications, and involving live two-way communication between the teacher and pupil. Synchronous instruction shall be provided by a teacher or teachers of record for that pupil pursuant to Section 51747.5 or the certificated employee of the local educational agency providing instruction for course-based independent study.
(Amended by Stats. 2022, Ch. 52, Sec. 74. (AB 181) Effective June 30, 2022.)

51747 (e) (1) For pupils in transitional kindergarten and grades 1 to 3, inclusive, a plan to provide opportunities for daily synchronous instruction for all pupils throughout the school year.
(2) For pupils in grades 4 to 8, inclusive, a plan to provide opportunities for both daily live interaction and at least weekly synchronous instruction for all pupils throughout the school year.

Technology Access

Students in grades 6-8 are issued 1:1 Chromebook devices for at-school and at-home use. PVSD has a 1:1 device access in classrooms in grades 1-5, which can be deployed with a take-home charger to support students at home. Additional devices are available that can be distributed to kindergarten students during an extended emergency. In an emergency that extends several days, school sites would coordinate this distribution.

Additionally, the PVSD Technology Services Department has hotspots available for student checkout if families do not have internet access to support Chromebook use.

The PVSD technology services department has technicians who can support school-issued devices and educational software challenges.

Curricular Access

PVSD adopted instructional materials are accessible online through Classlink, including:

<u>Elementary</u>
ELA: Benchmark Advance
Math: Eureka Math 2
Science: Amplify Science
History-Social Science: Studies Weekly

<u>Middle School</u>
ELA: HMH Collections
Math: Big Ideas
Science: Amplify Science
History- Social Science: TCI

Additionally, standards-aligned lessons and resources are available for short-term instruction and can be accessed here.

Teachers have also developed emergency lesson plans that are standards-aligned and can be implemented in the event of an emergency.

PVSD will provide workbook/paper options for students of families who are experiencing power outages.

Other Instructional Platforms (can be accessed through ClassLink):

Google Classroom
Seesaw
IXL
Sora

Professional Learning and Planning

In the event of remote learning, an array of professional development resources has been developed to support the use of online tools.

Instructional coaches, content specialists, and district Educational Services administrators will support staff through consultation or professional development. These teams are available to help in the development of materials and lessons to support students in a variety of emergency situations. In the recent Camarillo Mountain Fire event, lessons with supportive instructional plans were developed for student re-entry.

Following an extended closure, when campus conditions allow and when practicable, staff will return to campus the day before an instructional shift to either in-person or remote learning for professional development and preparation of materials.

Collaboration and professional learning community structures will be leveraged for grade levels or subject teams to create resources and structures to support students.

Academic Screening and Progress Monitoring

With the incorporation of a universal reading screening tool (Multitudes) in grades K-2, instructional staff will be able to gain important information on the possible literacy challenges of students.

Concurrently, students will be screened through the universal screening tool through IXL, which provides norm-referenced data on each student in grades 2-8 in mathematics and for grades 3-8 in reading.

Additionally, students in grades 3-8 will also take benchmark assessments that are aligned to the district sequence guide, which is based on the priority standards identified by grade levels.

Students with Disabilities

In an emergency situation, students with disabilities will receive services as indicated on the emergency conditions provision page of their individualized education plan.

English Learner Supports

In an emergency situation, English learners will be provided with integrated and designated English Language Development (ELD) instruction, just as it is required in person. However, teachers may utilize district-adopted embedded ELD materials assigned digitally, IXL targeted English language lessons, or live instruction. The English Language Development Content Specialist is available to support teachers with lesson design.

Verification, Compliance, and Attendance Credit Procedures (Form J-13A)

PVSD will document and verify the implementation of this Instructional Continuity Plan during emergencies to ensure compliance with state requirements and to qualify for attendance credit for days of closure, if needed. In the event of a school closure or material decrease in attendance due to emergency conditions, the District will pursue a Form J-13A request for allowance of attendance and will certify that it has met the legal obligations related to instructional continuity or explain any extenuating circumstances that prevented it. The District recognizes that starting in fiscal year 2026–27, approval of J-13A requests is contingent on having a board-adopted ICP and offering instruction in alignment with that plan.

Procedures for Immigration Enforcement Notification

Confirmation Protocol

Detail the specific process and designated staff member (e.g., principal, superintendent) responsible for confirming the presence of immigration enforcement on the schoolsite, which triggers the notification requirement.

District staff shall report the presence of any law enforcement officer on district property for immigration enforcement purposes to on-site district police and other appropriate administrators. Staff have been instructed to immediately notify the site administrator and the Superintendent of the presence of immigration enforcement on campus.

The Superintendent or designee shall report to the Board in a timely manner any requests by an officer or employee of an agency conducting immigration enforcement for any of the following: (Education Code 234.7)
1. Education records of or any information about a student or a student's family or household

2. Personnel records of any district employee, personal information of any district employee as defined in Civil Code 1798.3, or any other confidential employee information

3. Permission to enter a school bus, any other transportation provided by the district, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring
Such reports shall be provided in a manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)

In accordance with law, Board Policy 0410 - Nondiscrimination in District Programs and Activities, and Board Policy 5145.3 - Nondiscrimination/Harassment, no student shall be denied equal rights and opportunities, nor be subjected to unlawful discrimination, harassment, intimidation, or bullying in the district's programs and activities on the basis of the student's or family's immigration status or for the refusal to provide information related to the student's or family's immigration status. (Education Code 200, 220, 234.1)

Resources and data collected by the district shall not be used, directly or indirectly, to compile a list, registry, or database of individuals based on national origin, immigration status, religion, or any other category of individual characteristics protected against unlawful discrimination. (Government Code 8310.3)

The Superintendent or designee shall provide parents/guardians with information and notifications as specified in Education Code 234.7, including information regarding their children's right to a free public education regardless of immigration status or religious beliefs and their rights related to immigration enforcement.

The Superintendent or designee shall develop procedures for, and may provide training to staff on, interactions with an officer or employee of an agency conducting immigration enforcement, including a request for any of the following:
1. Education records of or any information about a student or a student's family or household

2. Personnel records of any district employee, personal information of any district employee as defined in Civil Code 1798.3, or any other confidential employee information

3. Permission to enter a school bus, any other transportation provided by the district, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring
Complaints alleging discrimination, harassment, intimidation, and bullying based on actual or perceived immigration status shall be filed in accordance with Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures.

The Superintendent or designee shall provide to the California Department of Education, upon request and in the manner requested, copies of this policy, any associated administrative regulation, and any other Board policies and administrative regulations required by Education Code 234.7.

Required Notification Recipients

The procedures must ensure notification is issued to the following groups:

- Parents and guardians of pupils
- Teachers
- Administrators
- School personnel

Responding to Requests for Information or Documents

Upon receiving any request by an officer or employee of an agency conducting immigration enforcement for information about a student, a student's family or household, or a district employee as described in the accompanying Board policy, district staff shall deny the request, to the extent practicable, unless any of the following apply: (Education Code 234.7; 34 CFR 99.30, 34 CFR 99.31)
1. The request is for student directory information

District staff shall respond to the request in accordance with Board Policy/Administrative Regulation 5125.1 - Release of Directory Information.

2. The district is required to release the records or information by state or federal law, in order to administer a state or federally supported educational program, or due to a valid judicial subpoena, judicial warrant, or court order

3. For records or information about a student or a student's family or household, the parent/guardian has provided written consent unless prohibited by a valid judicial subpoena, judicial warrant, or court order, or in cases involving investigation of child abuse, neglect, or dependency or, if the student is at least 18 years age, the student has provided written consent

Such written consent shall include all of the following: (34 CFR 99.30)

a. The signature and signature date of the parent/guardian, or student, if the student is at least 18 years of age

b. A description of the records to be disclosed

c. The reason for the release of information

d. The parties or class of parties receiving the information

e. A copy of the records to be released, if requested by the parent/guardian or student

4. For records or information about a district employee, the employee has provided written consent, and the district's human resource department or equivalent has been consulted

Such written consent shall include all of the following:

a. The signature and signature date of the employee

b. A description of the records to be disclosed

c. The reason for the release of information

d. The parties or class of parties receiving the information

e. A copy of the records to be released, if requested by the employee
Regardless of whether the district discloses the requested records or information, district staff shall do all of the following when such a request has been received:
1. Make a copy of the request and notify the Superintendent or designee

2. For requests regarding student information, provide the student's parent/guardian, or the student, if the student is at least 18 years of age, with notice, a description of the request, and any documentation provided to the district describing the request, unless prohibited by a valid judicial subpoena, judicial warrant, or court order, or in cases involving investigation of child abuse, neglect, or dependency

3. For requests regarding district employee information, provide the employee with notice, a description of the request, and any documentation provided to the district describing the request, unless prohibited by a valid judicial subpoena, judicial warrant, or court order
In accordance with law and Board Policy 5125 - Student Records, the Superintendent or designee shall annually notify parents/guardians that the district will not release student information to third parties for immigration enforcement purposes, unless the parent/guardian consents or as required to do so by a valid judicial subpoena, judicial warrant, or court order.

Responding to Requests for Access to Students or for Access to District-Provided Transportation, Nonpublic Area of District Property or Facility, or Nonpublic Area in which District-Sponsored Activity is Occurring

If an officer or employee of an agency conducting immigration enforcement requests access to a student, such as for purposes of interviewing, searching, or detaining the student, or permission to enter a school bus, any other transportation provided by the district, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring, district staff shall take the following actions:

1. Advise the officer or employee that before district staff can respond to the request, they must first receive notification and direction from the Superintendent, principal, or designee

2. Request to see and record or otherwise document the officer's or employee's valid identification, including the officer's or employee's name and, if applicable, badge number, the phone number of the officer's or employee's supervisor

3. Request that the officer or employee produce any documentation that authorizes the officer's or employee's request, make copies of all such documentation, and retain at least one copy for district records

4. Contact and consult with the district's legal counsel, Superintendent, or designee

5. Follow the direction from the district's legal counsel, Superintendent, or designee
For a request to access a student, the district shall deny the request unless any of the following apply: (Education Code 234.7)
1. The officer or employee provides a valid judicial warrant or court order

2. District staff receives parent/guardian consent or, if the student is at least 18 years of age, the student's consent, unless the officer or employee presents a valid judicial warrant or court order that authorizes and directs the district to give such permission without parent/guardian consent or, if the student is at least 18 years of age, the student's consent
Regardless of whether the officer or employee is given access to the student, the student's parent/guardian shall be immediately notified, unless prohibited by a valid judicial warrant or court order, or in cases involving investigations of child abuse, neglect, or dependency. (Education Code 48906)

Additionally, district staff shall notify the Superintendent or designee as early as possible of any request by an officer or employee of an agency conducting immigration enforcement for access to a student. (Education Code 234.7)

For a request for permission to enter a school bus, any other transportation provided by the district, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring, the district shall deny the request unless any of the following apply: (Education 234.7)
1. The officer or employee provides a valid judicial warrant or court order

2. Permission is required to be granted by state or federal law or in order to administer a state or federally-supported educational program

3. The officer or employee is a sworn law enforcement officer, declares that exigent circumstances exist, and demands immediate access
In this situation, district staff shall comply with the officer's or employee's orders, immediately contact the Superintendent or designee, and then contact the district's legal counsel.

An officer or employee of an agency conducting immigration enforcement who, pursuant to this administrative regulation, is granted permission to enter district property or facilities which are not open to all visitors shall first register in accordance with Board Policy 1250 - Visitors/Outsiders, except in cases where the officer or employee is a sworn law enforcement officer and states that exigent circumstances exist. (Penal Code 627.2, 627.3)

The Superintendent or designee shall email the Bureau of Children's Justice in the California Department of Justice (BCJ@doj.ca.gov) regarding any attempt by a law enforcement officer to access a student or a school site for immigration enforcement purposes.

Responding to Immigration Enforcement Activity on District Property

When any officer or employee of an agency conducting immigration enforcement is actually or imminently present on district property, district staff shall notify staff working at the property and, if the district property is a school, the parents/guardians of students at the school in accordance with Board Policy/Administrative Regulation 0450 - Comprehensive Safety Plan.

District staff shall report the presence of any officer or employee of an agency conducting immigration enforcement on district property to district police and other appropriate administrators.

District staff shall not obstruct, interfere with, or otherwise impede, or attempt to obstruct, interfere with, or otherwise impede, any officer or employee of an agency conducting immigration enforcement, even if the officer or employee appears to be acting outside the law or in excess of the stated or documented authorization. If such an officer or employee enters the premises without consent, district staff shall document their actions but only to the extent that documentation does not impede their actions and shall, at all times, obey any direction from such officers or employees.

After all officers and employees of an agency conducting immigration enforcement leave, each district staff member who observed or interacted with them shall promptly provide the following to the district's legal counsel or other district official designated by the Superintendent:

1. Copies of any information and documents collected from the officers or employees, such as valid identification, name, badge number, phone number of the officer's or employee's supervisor, and documentation that authorizes the officer's or employee's request

2. The identity of all other district staff known to have communicated with the officers or employee

3. A description of all requests and activities by the officers and employees

4. The type of documentation, such as a warrant or subpoena, that authorized the officer's or employee's request or actions

5. District staff's response to the officer's or employee's request

6. Written notes of any other actions taken by and any other interactions with any officer or employee

Responding to the Detention or Deportation of a Student's Parent/Guardian

The Superintendent or designee shall encourage parents/guardians to update their emergency contact information as needed at any time. The Superintendent or designee shall notify parents/guardians that the district will use information provided on emergency cards only in response to specific emergency situations and not for any other purpose. (Education Code 234.7)

Additionally, the Superintendent or designee may encourage all students and families to learn their emergency phone numbers and be aware of the location of important documentation, including birth certificates, passports, social security cards, physicians' contact

information, medication lists, lists of allergies, and other such information that would allow the students and families to be prepared in the event that a student's parent/guardian is detained or deported.

If a student's parent/guardian is detained or deported, the Superintendent or designee shall release the student to the person(s) designated in the student's emergency contact information, or to any individual who presents a caregiver's authorization affidavit on the student's behalf. The Superintendent or designee shall only contact child protective services if district personnel are unable to arrange for the timely care of the student by the person(s) designated in the emergency contact information maintained by the school or identified on a caregiver's authorization affidavit. (Education Code 234.7)

In an instance where a student's parent/guardian was detained or deported, the Superintendent or designee shall notify the student, as well as the individuals designated in the student's emergency contact information and any individual who presented a caregiver's authorization affidavit on behalf of the student, that the student continues to meet the residency requirements for attendance in the district if the student and the student's parent/guardian who was detained or deported satisfy the conditions as specified in Education Code 48204.4.

The Superintendent or designee may refer a student or the student's family members to other resources for assistance, including, but not limited to, a U.S. Immigrant and Customs Enforcement detainee locator, legal assistance, or the consulate or embassy of the parent/guardian's country of origin.

Notification Timing

Specify the timeline for issuing notification following confirmation, ensuring it aligns with safety goals and minimizes panic.

The school administrator, working in conjunction with the Superintendent and the District's legal representative, will notify families as immediately as possible through the District communication channels (ParentSquare, phone, email, etc.,). When notifications take place, care will be taken to ensure messaging conveys that students are safe and the district is following correct protocol. The Superintendent will notify the PVSD Board of any immigration enforcement as immediately as possible.

Safety and Well-being Standard

The content and timing of the notification shall consider the safety and well-being of the pupils, employees, and community members of the schoolsite.

The content and the timing of immigration enforcement notifications will be written by school administration, and reviewed by the Superintendent in consultation with the District legal representative. Notification will consider the safety and well-being of pupils, employees, and community members at the school site so that it does not result in panic or extreme reactions to the immigration enforcement actions.

Privacy Constraint

The notification shall not include any personally identifiable information.

Unless required by state or federal law, required to administer a state or federally supported educational program, or presented with a valid judicial subpoena, judicial warrant, or court order, district staff shall not do any of the following:

1. Solicit or collect information or documents regarding the citizenship or immigration status of a student or the student's family members (Education Code 234.7)

2. Seek or require information or documents, to the exclusion of other permissible information or documents, regarding the citizenship or immigration status of a student or the student's family members (Education Code 234.7)

3. To the extent practicable, disclose or provide in writing, verbally, or in any other manner to an officer or employee of an agency conducting immigration enforcement:

a. The education records of or any information about a student or a student's family or household, such as personal information as

defined in Civil Code 1798.3, information about a student's home, or information about a student's travel schedule, without parent/guardian written consent (Education Code 234.7)

b. The personnel records of any district employee, personal information of any district employee as defined in Civil Code 1798.3, or any other confidential employee information (Education Code 234.7; Government Code 7285.2)

4. Grant permission to an officer or employee of an agency conducting immigration enforcement to enter a school bus, any other transportation provided by the district, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring (Education Code 234.7; Government Code 7285.1)
However, district staff shall not obstruct, interfere with, or otherwise impede an officer or employee of an agency conducting immigration enforcement who nonetheless enters district-provided transportation, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring.

Notification Methods

Specify the secure methods used for two-way communication to reach the required recipients, such as mass communication systems, email, or school portals, and detail how these methods are maintained.

The PVSD will utilize various forms of communication to reach the required recipients. Methods included a mass communication system (ParentSquare or Q mass notification), Google and Microsoft email systems, phones, and the PVSD radio system when needed. All these methods of communication are regularly maintained by the PVSD Technology Department.

Resource Provision (Optional but Encouraged)

The notification may include a hyperlink to additional resources for families regarding:

- Educational rights
- State laws that protect parents' and students' privacy and confidentiality
- Counseling or support services (including services that support families impacted by immigration enforcement and model policies adopted by the LEA).

Annual Evaluation

This plan will be evaluated and amended, as needed, by the school safety planning committee, but shall be evaluated at least once a year.

The plan for Immigration Enforcement Notification will be evaluated and amended as needed by the PVSD Leadership Cabinet so that any changes in laws or procedures can be centralized for all schools in the District. Any changes to the plan will then be sent to the individual school's safety committee to be reviewed and adopted. The Immigration Enforcement Notification will be evaluated and amended at least once a year.

Public Availability

An updated file of all safety-related plans and materials shall be readily available for inspection by the public.

An updated file of all safety-related plans and materials shall be maintained by the school site. It shall be available to the public upon request, either in electronic or hard copy form.

State Guidance

Compliance with this plan should align with the checklist for developing a comprehensive school safety plan, which the Department of Education is required to maintain and conspicuously post on its internet website

Compliance for Immigration Enforcement Notification will align with the checklist for developing a comprehensive school safety plan

from the California Department of Education, as well as any changes in California educational code and California state laws.

Procedures Regarding Pupil Smartphone Use During Emergencies

By policy or practice, the PVSD may regulate the right of students to possess or use electronic signaling devices, including cell phones, smartphones, and personal technology devices, during the school day, in school vehicles and buses, at school-sponsored activities, or while students are under the supervision or control of PVSD employees. Pursuant to AB 692, no student may be prohibited from possessing or using a smartphone or other electronic signaling device in an emergency or in response to a perceived threat. Students will be granted immediate access and the ability to use their cell phones in an emergency.

Mandatory Policy Adoption and Review Requirements

The date the policy was adopted/last updated, a summary of the policy's goal, and documentation of stakeholder involvement.

The PVSD cell phone policy was last updated on March 24, 2024. The goal of the policy is to limit the use of cell phones during both instructional and non-instructional time, unless a classroom teacher or school administration grants permission for educational use. Students will be allowed access and use their cell phones during a school emergency. The policy change resulted from a district-wide cell phone survey conducted among stakeholders prior to the change.

Non-Prohibitable Circumstances for Pupil Smartphone Use

Confirm procedures for recognizing and respecting these exceptions:

1. When a teacher or administrator grants permission, subject to any reasonable limitation imposed by that teacher or administrator.
2. When a licensed physician and surgeon determines that the possession or use of a smartphone is necessary for the health or well-being of the pupil.
3. When the possession or use of a smartphone is required in a pupil’s individualized education program (IEP).

Students can utilize a cell phone during non-emergency times if granted permission by school administration or the classroom teacher for an educational purpose. Students can also use a cell phone for medically necessary purposes provided the school is given a doctor's note that explains the medical reason for the use of a cell phone. A student can also use a cell phone if use of a cell phone is required as part of his/her IEP.

Safety Plan Review, Evaluation and Amendment Procedures

The CSSP must be evaluated (reviewed, evaluated, and updated) at least once a year by March 1. The CSSP should be amended throughout the year as legislation, conditions, and school processes change. The Camarillo Police Department and other first responders must be notified of any CSSP updates during the school year that affect their ability to assist the school.

The School Site Council (SSC) is responsible for regularly reviewing the CSSP. This process should include conducting regular safety/security assessments in conjunction with school administration and district office officials. The SSC must annually consult with a representative from a law enforcement agency (Camarillo Police Department or Ventura County Sheriff) and other first responders when updating the CSSP. Before adopting the plan, the SSC must present the school safety plan at a public meeting, most likely at a regular SSC meeting. The meeting must be open to the public and allow for public opinion. The community should be notified of this public meeting through various communication channels (email, the school's weekly newsletter, marquee, posted public agenda, etc.) at least 72 hours before the meeting. Once the SSC votes and adopts the new CSSP, it must be reviewed and signed off by a law enforcement representative.

Once adopted, the plan must be submitted to the Pleasant Valley School District Board of Trustees for approval. This happens at the Board meeting nearest the March 1 CSSP update deadline. The PVSD must then notify the California Department of Education of any schools that have not complied with the CSSP update requirements by October 15.

La Mariposa Elementary School ensures the effectiveness and legal compliance of its Comprehensive School Safety Plan (CSSP) through an ongoing cycle of review, evaluation, and amendment. The plan is reviewed and evaluated at least annually by the School Site Council (SSC) or designated safety planning committee, which conducts regular safety and security site assessments to identify areas for improvement. In updating the plan, the SSC/Planning Committee consults with representatives from law enforcement, fire departments, and other first responders to ensure alignment with current safety standards and practices.

The CSSP is formally reviewed, updated, and adopted by March 1 each year. Prior to adoption, the plan is presented at a public school meeting, providing the community an opportunity to give input, with notification provided through multiple communication channels, such as email, the school website, and the marquee.

Emergency Contact Numbers

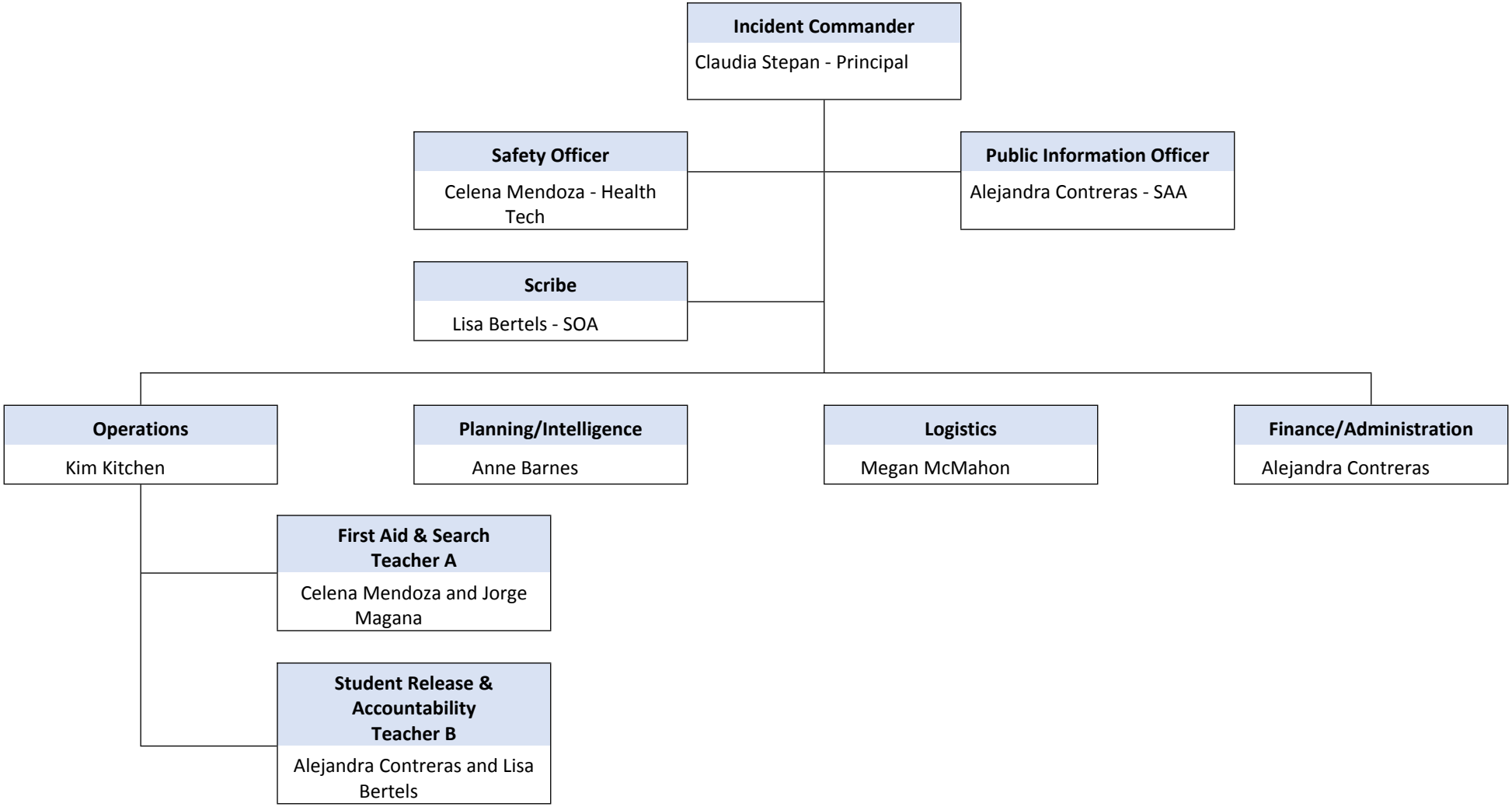
Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
School District	Mike Valdez	805-389-2100 x 1225	Director of Facilities
School District	Claudia Stepan	805-383-5315	Principal
Law Enforcement/Fire/Paramedic	Camarillo - PD	805-654-9511	Non-Emergency Number
Public Utilities	Camarillo - FD	805-371-1111 X54	Non-emergency Number

Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	**Date and Time**	**Attached Document** (description and location)
SSC meeting to approve School Safety Plan	February 12, 2026	Meeting held at La Mariposa school conference room.

La Mariposa Elementary School Incident Command System



Incident Command Team Responsibilities

Standardized Emergency Response Management System Overview
The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

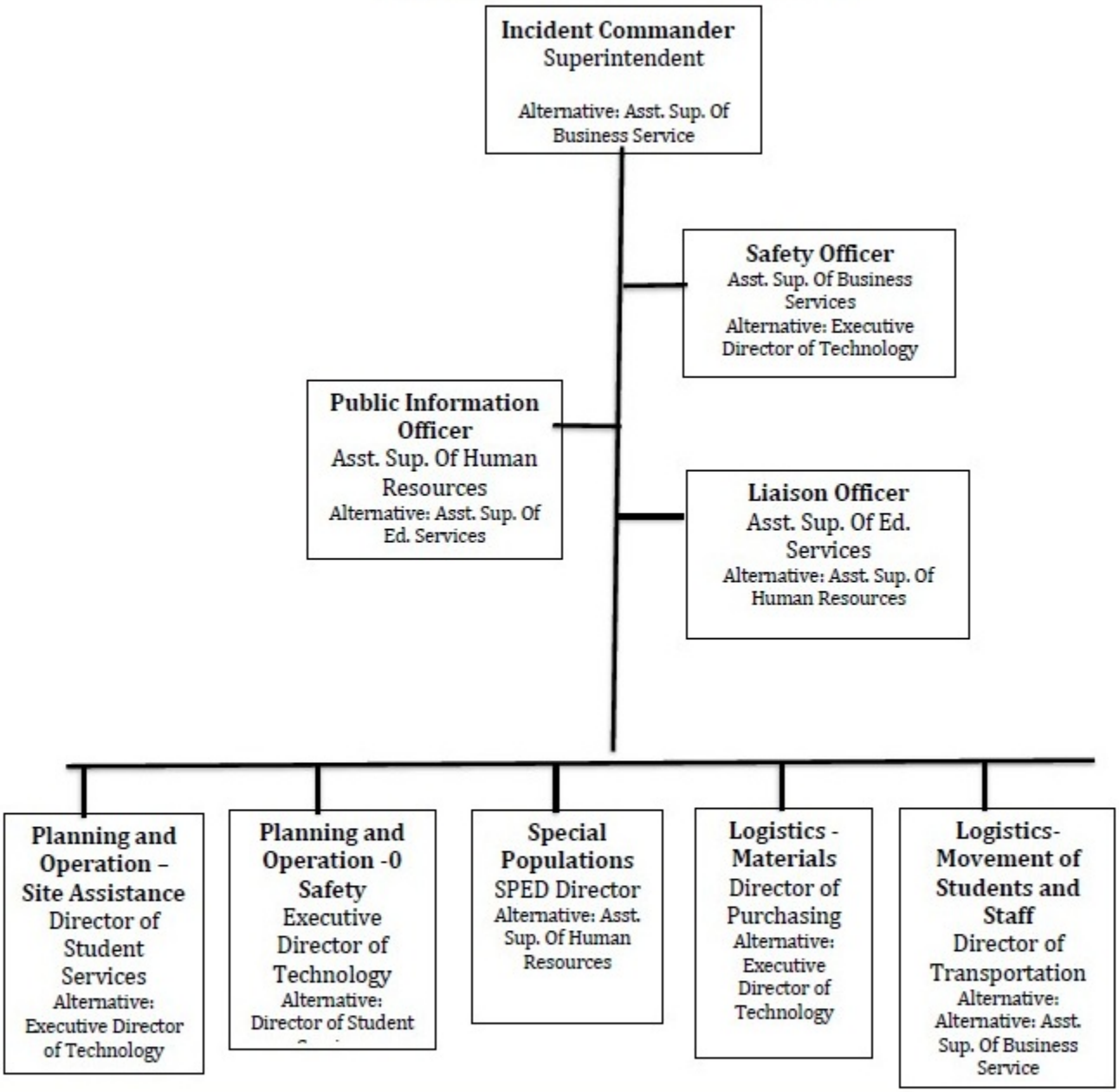
See PVSD Command System diagram below.

Management
During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

Planning & Intelligence
Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

Operations
All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

Logistics
Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

Finance & Administration
Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

PVSD Incident Command Structure