Santa Paula Unified School District

2018-19 Comprehensive School Safety Plan

Santa Paula High School
56 76828 5635776

Contact Information:
Elizabeth Garcia, Principal
egarcia@santapaulaunified.org
404 North 6th Street
Santa Paula, CA 93060
(805) 525-4400
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I. The Comprehensive School Safety Plan Overview

The Comprehensive School Safety Plan (CSSP) is required by Education Code 32282-32289 to be reviewed and updated by March 1 annually and subsequently submitted for approval to the School Site Council (or School Safety Planning Committee) as well as to the district’s governing board or county office of education. The contents of the CSSP should include at a minimum, information assessing the current status of school crime committed on school campus and at school-related functions, strategies and programs that provide or maintain a high level of school safety, and procedures for complying with existing laws related to school safety. For additional information on school safety programs, policies, or procedures and how you may become involved locally, please contact:

Elizabeth Garcia, Principal
Santa Paula High School
404 North 6th Street
Santa Paula, CA 93060
(805) 525-4400
eygarca@santapaulaunified.org

Prepared by:
Safety Planning Committee
School Site Council

Reviewed and Approved by:

- School Site Council
- Santa Paula City Police Department Officer
- Santa Paula Unified School District Governing Board

- An evaluation of the 2018-19 School Safety Plan goals took place on December 4, 2018. (EC 32282)
- A hearing was held on December 4, 2018 at the School Site Council meeting to obtain public input pursuant to (EC 32288).
- School staff was advised of the updated school safety plan on December 18, 2018 during a school staff meeting. (EC 32282)
- The most current copy of the school plan is available in the school office for public review.
II. General School Information

A. School Profile

Santa Paula High School is located in the city of Santa Paula and serves students in grades 9-12. The high school offers a comprehensive high school curriculum with opportunities for students to participate in a wide range of extracurricular activities as well as college-prep coursework. Student enrollment included 16.9% qualifying for English learner support, 11.4% receiving Special Education services, and 85.8% enrolled in the Free or Reduced Price Meal program.

Fiscal year 2017-18 enrollment: 1,583
Grades 9-12
Certificated teachers: 75
Classified staff: 48

B. Safe School Mission

Students and staff will have a safe and secure campus where they are free from physical and psychological harm. The principal and staff are committed to maximizing school safety and to creating a positive learning environment that teaches strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior, and respect for others.

C. Description of School Facilities

Exterior areas of the campus are monitored through a closed-circuit video surveillance system. There are eight designated points of entry to the campus; entrances are supervised either by a campus supervisor or administrator. During school hours, all entrance gates are locked except one main gate which leads visitors to the school’s main office. Security staff monitor incoming visitors and direct them to the main entrance.

<table>
<thead>
<tr>
<th>Campus Description</th>
<th>Auxiliary Buildings</th>
<th>Qty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year Built</td>
<td>Number Restrooms (in sets)</td>
<td>3 sets</td>
</tr>
<tr>
<td>Acreage</td>
<td>Square Footage</td>
<td>180,904</td>
</tr>
<tr>
<td># Permanent Classrooms</td>
<td># Portable Classrooms</td>
<td>0</td>
</tr>
<tr>
<td>Auditorium</td>
<td>Auto Shop</td>
<td>1</td>
</tr>
<tr>
<td>Band Room</td>
<td>Cafeteria</td>
<td>1</td>
</tr>
<tr>
<td>Career Center</td>
<td>Computer Labs</td>
<td>4</td>
</tr>
<tr>
<td>Gyms</td>
<td>Library</td>
<td>1</td>
</tr>
<tr>
<td>Sports Stadium</td>
<td>Swimming Pool</td>
<td>1</td>
</tr>
<tr>
<td>Technology Shop</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>
D. Personal Characteristics of Students and Staff

The charts below show Student Enrollment Demographics as well as both Certificated and Classified Staff Demographics for the 2017-18 school year.

Date Source: 2017-18 DataQuest

<table>
<thead>
<tr>
<th>Student Demographics</th>
<th>Ethnicity</th>
<th>%</th>
<th>Ethnicity</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian or Alaskan Native</td>
<td>0</td>
<td></td>
<td>Hispanic or Latino</td>
<td>95.5</td>
</tr>
<tr>
<td>Asian</td>
<td>0.2</td>
<td></td>
<td>African American</td>
<td>0.1</td>
</tr>
<tr>
<td>Pacific Islander</td>
<td>0.1</td>
<td></td>
<td>Caucasian</td>
<td>3.9</td>
</tr>
<tr>
<td>Filipino</td>
<td>0.1</td>
<td></td>
<td>Two or More Races/No Response</td>
<td>0.3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certificated Staff Demographics</th>
<th>Ethnicity</th>
<th>%</th>
<th>Ethnicity</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian or Alaskan Native</td>
<td>1.3</td>
<td></td>
<td>Hispanic or Latino</td>
<td>16.0</td>
</tr>
<tr>
<td>Asian</td>
<td>2.7</td>
<td></td>
<td>African American</td>
<td>0</td>
</tr>
<tr>
<td>Pacific Islander</td>
<td>0</td>
<td></td>
<td>Caucasian</td>
<td>41.3</td>
</tr>
<tr>
<td>Filipino</td>
<td>0</td>
<td></td>
<td>Two or More Races/No Response</td>
<td>38.7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Classified Staff Demographics</th>
<th>Ethnicity</th>
<th>%</th>
<th>Ethnicity</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian or Alaskan Native</td>
<td>0</td>
<td></td>
<td>Hispanic or Latino</td>
<td>77.7</td>
</tr>
<tr>
<td>Asian</td>
<td>0</td>
<td></td>
<td>African American</td>
<td>2.1</td>
</tr>
<tr>
<td>Pacific Islander</td>
<td>0</td>
<td></td>
<td>Caucasian</td>
<td>16.6</td>
</tr>
<tr>
<td>Filipino</td>
<td>0</td>
<td></td>
<td>Two or More Races/No Response</td>
<td>3.6</td>
</tr>
</tbody>
</table>
E. School Site Council Membership

Education Code Section 32282 requires that the Comprehensive School Safety Plan be reviewed and updated at least annually by the school site council. The School Site Council for Santa Paula High School during the 2018-19 school year was comprised of the following individuals.

<table>
<thead>
<tr>
<th>School Site Council Members</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elizabeth Garcia</td>
<td>Principal</td>
</tr>
<tr>
<td>Christina Fahey</td>
<td>Certificated</td>
</tr>
<tr>
<td>Catherine Reed</td>
<td>Certificated</td>
</tr>
<tr>
<td>Alfred Varela</td>
<td>Certificated</td>
</tr>
<tr>
<td>Betty Warring</td>
<td>Certificated</td>
</tr>
<tr>
<td>Blythe Waltrip</td>
<td>Certificated</td>
</tr>
<tr>
<td>Karen Giroux</td>
<td>Other</td>
</tr>
<tr>
<td>Brianna Rodriguez</td>
<td>Classified</td>
</tr>
<tr>
<td>Nora Perez</td>
<td>Classified</td>
</tr>
<tr>
<td>Nancy Gonzalez</td>
<td>Parent/Community Member</td>
</tr>
<tr>
<td>Yuvany Luna</td>
<td>Parent/Community Member</td>
</tr>
<tr>
<td>Isela Munoz</td>
<td>Parent/Community Member</td>
</tr>
<tr>
<td>Kathryn Benner</td>
<td>Parent/Community Member</td>
</tr>
<tr>
<td>Robert Nunez</td>
<td>Student</td>
</tr>
<tr>
<td>David Banegas</td>
<td>Student</td>
</tr>
<tr>
<td>Marlen De Silva</td>
<td>Student</td>
</tr>
<tr>
<td>Jasmin Toledo</td>
<td>Student</td>
</tr>
<tr>
<td>Mirka Vargas</td>
<td>Student</td>
</tr>
</tbody>
</table>
F. Notifications and Communications

Required Notifications of Hearing

The following persons and entities were notified in writing of the public hearing concerning input on this Comprehensive School Safety Plan in accordance with the district’s administrative regulations (AR 0450) (EC 32282):

- Local mayor
- A representative of the local school employee organization
  Certificated - SPFT
  Classified - CSEA
- PTSA President
- Student Council/ASB President

Notice to Public

The Comprehensive School Safety Plan prepared for the 2018-19 school year was shared with:
(EC 32282 and 32288)

- Parents on December 4, 2018 at the monthly School Site Council Meeting.
- All school staff will have access to a copy of the safety plan within seven days after it is approved by the School Site Council.
- Communicated to the following entities:
  - Law Enforcement Agencies (by Student Support Services)
  - Local Fire Stations (by Student Support Services)

Assurances

The school site council may include the following three essential components and/or strategies into this plan (AR 0450):

- Assuring each student a safe physical environment
- Assuring each student a safe, respectful, accepting and emotionally nurturing environment
- Providing each student resiliency skills

Evidence of these assurances is embedded throughout this school safety plan.
III. Safe School Reports

A. School Crime Status
Santa Paula High School does not experience high incidents of crime on campus or during school-related functions. The environment immediately surrounding the campus includes a fire station, municipal buildings, single family homes, condominiums, a post office and a small shopping center/mall. The crime rate in local neighborhoods is low.

<table>
<thead>
<tr>
<th>2017-18 Summary Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Suspensions</td>
</tr>
<tr>
<td>Total Expulsions</td>
</tr>
</tbody>
</table>

This chart provides an unduplicated count of students involved in one or more incidents during the academic year who were subsequently suspended or expelled from school.

B. Safe School Assessment Resources
The following resources were analyzed to develop an understanding of current conditions of school safety and standard practices to develop a comprehensive plan of action and procedures to ensure students, staff, and visitors are provided a safe and secure environment.

- School Needs Assessment
- School Climate Data Summary
- Student Survey Results
- Suspension, Truancy, and Expulsion Data
C. Evaluation of 2017-18 Action Plans/Goals

An evaluation of the school’s progress in fulfilling Action Plans/Goals outlined in the 2017-18 Comprehensive School Safety Plan was performed by:

- School Site Council
- School Safety Committee

### Component #1 – People and Programs

**Goal #1 – Assure a safe physical environment.**

**Objective 1.1 - Improve the internal and external security of campus.**
**Objective 1.2 - Increase students’ collaborative skills and abilities to communicate, have positive interactions that minimize conflict and show acceptance toward others.**

| Were objectives met? Why? | The objectives were not met because there is no camera and recording system that has been installed on the SPHS campus. There is not adequate security coverage of all entrances and exits due to difficulty recruiting personnel, including substitute security officers. Due to changes and transfers, students have not been introduced to new custodial staff. SPHS needs to communicate what the phone relay system is |
| Identify deficiencies in meeting objectives. | • The issue of a camera system, security coverage and uniforms has been brought forward numerous times to the Safety Committee and district personnel. • Phone relay system needs to be communicated |
| Explain how the objectives/action plans can be strengthened. | • District custodial staff and substitutes need to have a uniform that is issued • Communicate the site phone relay system |

### Component #2 – Places

**Goal #1 - Assure a safe, respectful, accepting, and emotionally nurturing environment.**

**Objective 1.1 – Expansion of student participation in academic activities.**

| Were objectives met? Why? | The objectives were partially met because we developed a peer mentoring program and expanded Restorative Justice and Counseling student groups. We did not implement a school wide character education curriculum. |
| Identify deficiencies in meeting objectives. | There has been no identification of a character education high school curriculum. Teachers need to be trained and funding needs to be allocated. |
| Explain how the objectives/action plans can be strengthened. | A determination needs to be made about how to rollout a character education curriculum that is schoolwide and has teacher buy-in with implications for negotiating a schedule change. |
D. 2018-19 Safe School Needs Assessment

<table>
<thead>
<tr>
<th>Assure a Safe Physical Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improve safety of school grounds</td>
</tr>
<tr>
<td>Improve safety of buildings/classrooms</td>
</tr>
<tr>
<td>Improve internal security</td>
</tr>
<tr>
<td>Improve exterior and/or perimeter security</td>
</tr>
<tr>
<td>Improve dropping off/picking up students</td>
</tr>
<tr>
<td>X Other: Addition of security cameras/system</td>
</tr>
<tr>
<td>Improve ingress/egress routes</td>
</tr>
<tr>
<td>Improve safety of field/equipment</td>
</tr>
<tr>
<td>Prepare students and staff for crisis emergencies</td>
</tr>
<tr>
<td>Prevent and reduce vandalism and graffiti</td>
</tr>
<tr>
<td>Prevent weapons on campus</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Provide each Student with Resiliency Skills (Expectations, Caring and Participation) by enhancing:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community service opportunities</td>
</tr>
<tr>
<td>Parent involvement</td>
</tr>
<tr>
<td>Alternatives to violence</td>
</tr>
<tr>
<td>X Good Communication skills</td>
</tr>
<tr>
<td>Character/value education</td>
</tr>
<tr>
<td>Social competence</td>
</tr>
<tr>
<td>Problem solving skills</td>
</tr>
<tr>
<td>Autonomy (sense of self/identity)</td>
</tr>
<tr>
<td>Sense of purpose and future</td>
</tr>
<tr>
<td>X Participation in academic activities</td>
</tr>
<tr>
<td>High academic self-expectations</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assure a Safe, Respectful Accepting, and Emotionally Nurturing Environment by promoting:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Positive structure in classroom</td>
</tr>
<tr>
<td>Fair, consistent discipline and consequences</td>
</tr>
<tr>
<td>X Acceptance of diversity</td>
</tr>
<tr>
<td>Drug-Free school</td>
</tr>
<tr>
<td>Character/values education</td>
</tr>
<tr>
<td>Parent Involvement</td>
</tr>
<tr>
<td>Nurture positive self-esteem</td>
</tr>
<tr>
<td>High behavior expectations</td>
</tr>
<tr>
<td>X Conflict resolution skills</td>
</tr>
<tr>
<td>X Anger Management</td>
</tr>
<tr>
<td>Personal and social responsibility</td>
</tr>
<tr>
<td>Collaboration among agencies, law enforcement and judicial system</td>
</tr>
<tr>
<td>X Participation in and collaboration of parents/students/community</td>
</tr>
<tr>
<td>Prevention and intervention strategies</td>
</tr>
<tr>
<td>Anti-bullying/hazing</td>
</tr>
<tr>
<td>Ongoing staff development</td>
</tr>
<tr>
<td>Attendance enhancement</td>
</tr>
<tr>
<td>Gang suppression</td>
</tr>
<tr>
<td>Effective teacher/student relationships</td>
</tr>
<tr>
<td>Suicide prevention/response plans</td>
</tr>
<tr>
<td>Extra-curricular activities</td>
</tr>
<tr>
<td>Student recognition</td>
</tr>
<tr>
<td>Supervision of students across all settings</td>
</tr>
<tr>
<td>Student support</td>
</tr>
</tbody>
</table>
E. Conclusions of 2018-19 Safe Schools Assessment

- Areas of Pride and Strength: (Components 1 & 2)
  - Implementation of Restorative Justice practices
  - Social emotional support by Link program
  - High student involvement in extra-curricular activities and sports by at least 2/3 of the student body
  - Committed and caring teachers, staff, community
  - College and career focus leading to steady increases of student achievement
  - Small school atmosphere

- Areas to Change: (Components 1 & 2)
  - Continue to improve the overall security of the school’s campus, and safety at dismissal times.

- Analysis of how the data, needs, and perceptions about the school’s safety determined the goals: (EC 32282)
  - The California Healthy Kids student survey, staff and school site council feedback informed needs identified.

- Generalized statement of goals for 2018-19: (EC 32282)
  - We strive to enhance the social emotional climate and have set goals that we believe can be achieved in 2018-19 school year.
IV.2018-19 Safe School Action Plans

After analyzing data, resources, and desired areas of change, Santa Paula High School has determined that the following priorities for action are necessary to create a safe, secure campus and a positive learning environment emphasizing responsible and respectful behavior.

A. Component 1: People and Programs
   Goal #1: Assure a safe physical environment.

B. Component 2: Places
   Goal #1: Assure a safe, respectful, accepting, and emotionally nurturing environment.
## Component 1: People and Programs – Create a Caring and Connected School Climate

### Goal #1  Assure a safe physical environment.

#### Objective 1.1  Improve the internal and external security of campus

- **Related activities:**
  - Hire enough campus aides/security officers to supervise all entrances and exits to campus or add automatic gates
  - Add a camera system to school campus
  - Develop a site emergency directory & directory by department
  - Setup a phone relay sequence so that someone in the office is always available
  - Provide rooms without window coverings with tape and material to cover windows
  - Introduce security staff to students’ class by class
  - Introduce students to custodial staff

- **Resources needed:** Funds to add campus aides or automatic gates, cameras
- **Personnel:** District and Site Administration, Risk Manager, campus security
- **Training:** Training will be needed to operate gates and cameras
- **Administration:** This will be done by site administration working together with district administration

- **Person(s) Responsible:** Administration at site and district; security officers
- **Timeline for Implementation:** January 2018 to ongoing

#### Objective 1.2  Increase students’ collaborative skills and abilities to communicate, have positive interactions that minimize conflict and show acceptance toward others

- **Related Activities**
  - Develop peer mentoring program
  - Have a schoolwide character education curriculum
  - Expand Restorative Justice and Counseling Student Groups

- **Resources needed:** funding
- **Personnel:** ASB/Activities Director; Administration, Teachers, Counselors and Staff, RJ Facilitator
- **Training:** Training will be needed to support RJ, peer mentor trainers and students; Training will be needed on implementation of character education curriculum
- **Administration:** Site administration will coordinate and work with participating students and staff

- **Person(s) Responsible:** Administration, teachers, counselors and staff
- **Timeline for Implementation:** January 2018 to ongoing
### Component 2: Places – Create a Physical Environment That Communicates Respect for Learning and for Individuals

<table>
<thead>
<tr>
<th>Goal #2</th>
<th>Assure a safe, respectful, accepting, and emotionally nurturing environment.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Objective 1.3</strong></td>
<td><strong>Expansion of student participation in academic activities</strong></td>
</tr>
<tr>
<td></td>
<td>Related activities:</td>
</tr>
<tr>
<td></td>
<td>- Expanding the SOAR card program</td>
</tr>
<tr>
<td></td>
<td>- Recognition assemblies</td>
</tr>
<tr>
<td></td>
<td>- Celebrate academic successes classroom by classroom and schoolwide</td>
</tr>
<tr>
<td></td>
<td>Resources needed: Funds to support incentives</td>
</tr>
<tr>
<td></td>
<td>Personnel: Administration, staff and teachers</td>
</tr>
<tr>
<td></td>
<td>Training: N/A</td>
</tr>
<tr>
<td></td>
<td>Administration: Administration will work together with Activities Director and staff to establish incentives and programs</td>
</tr>
<tr>
<td><strong>Person(s) Responsible:</strong></td>
<td>Administration, ASB Director, Teachers</td>
</tr>
<tr>
<td><strong>Timeline for Implementation:</strong></td>
<td>Jan 2018 to ongoing</td>
</tr>
</tbody>
</table>
V. School Safety Practices, Policies and Procedures

A. Bully Prevention

"The Santa Paula Unified School District's Board of Education recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm". No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

School administration at Santa Paula High School enforces this policy and will not tolerate bullying of any type.

B. Safe Ingress/Egress Procedures

Supervision of Students
As students arrive on campus each morning, campus security officers and administrators are strategically placed on campus to monitor student behavior. When students are dismissed at the end of the day, campus security officers and administrators ensure students either travel to afterschool activities or leave campus in a safe and orderly manner.

Visitors
Many individuals visit the campus as volunteers or to participate in school events. To maintain a safe and secure environment, all parents and visitors are required to check in at the school office upon arrival, obtain and wear a visitor's badge, and then return to the school office upon departure.
VI. Sample Communications Forms and Postings

A. Pandemic Influenza

PANDEMIC FLU
PANDEMIC INFLUENZA

Pandemic flu is a worldwide outbreak of disease that occurs when a new flu virus appears that can spread from person to person. Because people have not been exposed to the new virus they have little or no immunity.

Therefore, serious illness or death is more likely to result. The illness rates for both seasonal and pandemic flu are high among children.

Because schools are the most densely populated environments in society, they are likely to contribute significantly to the containment or to the spread of flu in the community. Therefore, school closures may result as a means of reducing the overall illness rates within communities.

GOAL
Plan and increase preparedness for the possibility of an influenza pandemic.

Stages of Preparation include planning for:

- Mitigation and Prevention - anticipating needs
- Preparedness - planning what to do and how to do it
- Response - implementing your plan
- Recovery - what to do to return to normal

Principal/Designee
- Review instructions for staff and students
- Implement prevention policies and procedures including:
  - Posting of health education materials more frequently
  - Education of staff/students on how to cover coughs and sneezes
  - Education of staff/students on frequent hand washing
  - Use of waterless hand sanitizers and wipes
- Develop platoon system for rotation of staff, and identify a priority list for staff release.
- Plan for possible use of facility by Public Health Officials.

All Personnel
Basic elements required for pandemic influenza preparedness:
Any staff member can be designated to serve as Civil Service Worker
- Each employee will be assigned priority for serving as a Civil Service Worker depending on the need.
- The platoon system for rotation purposes will be implemented and a general plan made for systematic dismissal of staff.
- Students will be dismissed according to standard student release procedures as outlined for any emergency.
- “All Call” system will communicate with parents and staff as needed.

For more information:

http://www.pandemicflu.gov/plan/
B. Death or Serious Injury Procedures/Checklist for a School Site

Death Or Serious Injury Procedures/Checklist For A School Site

Business Services Office (805) 933-8819

SUPERINTENDENT or SUPT. DESIGNEE’S RESPONSIBILITIES:

☐ 1. Contact School Board, Assistant Superintendents, Directors, Risk Manager, and the Public Information Officer as appropriate.
☐ 2. Contact Educational Services or Special Education to assign psychologists and counselors to the site (do you need bilingual assistance?).
☐ 3. Receive permission from affected family regarding information to be shared.
☐ 4. If appropriate, contact families before school resumes. May invite parents to accompany their child(ren) to school the next day and provide counseling for parents. Assign a Parent Liaison.
☐ 5. If necessary, contact elementary, middle, and high school schools.
☐ 6. Allow one voice for the press (usually the Superintendent or Public Information Officer under direction of the Superintendent).

Public Information Officer

a. Statements to media should include the following: cause, time, event, current situation, care being given, etc. Convey that everything is going to be OK. Answer questions completely and truthfully. Avoid talking off the record, arguing, or using the phrase “No comment”. Repeat what you want the press to hear.

b. Remind staff and volunteers to refer all questions from media or waiting parents to the Public Information Officer.

c. Ensure announcements and other information are translated into other languages as needed.

d. Monitor new broadcasts about incident; correct any misinformation heard.

PRINCIPAL’S RESPONSIBILITIES:

☐ 1. Inform staff that all press/news inquiries go to the Superintendent.
☐ 2. Identify three rooms/areas for student counseling with available crayons, paper, pencils, construction paper, etc.; if age appropriate; and 1 room for staff counseling.
☐ 3. Update staff.
☐ 4. Develop a fact sheet for office manager/secretary/clerk to use when responding to inquiries (see attached example).
☐ 5. Update students regarding what happened (offer students journaling, poetry, art, sharing of stories, etc. to express their thoughts).
☐ 6. Prepare a letter to go home to parents in English and Spanish (see attached example).
☐ 7. Make arrangements for staff to be relieved of duties to participate in counseling.
☐ 8. Debrief staff at end of school day (share stories).
☐ 9. Plan support for the next school day (counseling, food, etc.).
☐ 10. If any staff were involved in emergency procedures to save a life; have Superintendent’s Office contact Santa Paula Police or Santa Paula Fire Dept. to access their Critical Incidence Stress Teams for debriefing of the school staff members involved.
☐ 11. Debrief support staff who helped at the school.
☐ 12. Take care of witnesses.
C. Responding to Inquires – Principal’s Template

SAMPLE – SCRIPT FOR OFFICE MANAGER/SECRETARY/CLERK
Responding to Inquires

What has happened?
Share the information honestly:
e.g… “This morning one of our kindergarten students, (NAME), was hit by a car outside of his home. According to the family (he/she) ran out into the street and was seriously injured. He/she died this afternoon.”

What actions are being taken?
Security measures, emotional issues, correspondence.
e.g… “The Standardized Emergency Management System was activated. School support staff including school psychologist, counselor, and nurse have been and will continue to be available to students, teachers, and parents.

A written correspondence will be sent home sharing pertinent and resource information.”

When to retrieve students?
Explain that safety and welfare of students is of the foremost concern. Be prepared for an influx of students wanting to go home or parents trying to retrieve.
e.g… “Your son or daughter is not in immediate danger and therefore will be dismissed as usual.”

What can the parent/community member do to help?
Immediate and long term.
e.g…”As per the request of the family, monetary donations can be sent to defray the cost of the funeral. If you wish for your son/daughter to attend the funeral, parents/guardians are expected to attend with their child.

If victim is hospitalized, respect hospital visitation hours and respect the privacy of the family.

Be observant of your child’s feelings and listen to them. If you have concerns about how your child is coping, seek support from family members, clergy, doctor, or contact the school site support staff.”
D. Notification of Student Death – Sample Letter to Parents/Guardians - English

Date:

Dear Parents and Guardians:

We are extremely saddened to learn today that Student, 6th grader at School has died. He/she collapsed at school. Emergency care was provided and he/she was immediately transported by ambulance to the hospital where he/she passed away. Student attended ________________ School.

We are all saddened by Student’s death and we send condolences to his/her family and friends.

Today we have shared the information of Student’s death with the student’s in each classroom. We have also enlisted the help of Name school psychologist, Name and Name, school counselors and other psychologists, administrators, nurses and counselors throughout the district to help children who need to express their feelings, concerns, and questions.

The death of a student like Student is very hard for us to understand or accept. For the children who knew Student, it may be especially difficult to deal with, but even those who did not know him/her may still have strong emotional reactions upon receiving this news. It is very important for you to be available to discuss this tragic event if your children want to talk to you. Please be alert to special possible behavior changes in our child because this might indicate a need for support. If you think you child needs to talk to a counselor, please call us at Phone Number.

Sincerely,

Name
Principal
E. Notification of Student Death – Sample Letter to Parents/Guardians – Spanish

Fecha:

Estimados padres y tutores:

Es con mucha tristeza que le informamos que hoy falleció el/la estudiante NOMBRE DEL ALUMNO que cursaba el a grado en Escuela. Se desmayó en la escuela, se le dieron primeros auxilios; inmediatamente se le transportó por ambulancia al hospital a donde el/ella dejó de existir. NOMBRE DEL ALUMNO asistió las escuelas de________________________.

Se que todos estamos muy entristecidos por la defunción de NOMBRE DEL ALUMNO y participamos nuestras condolencias a su familia y amistades.

Hoy hemos compartido información del fallecimiento de NOMBRE DEL ALUMNO con los alumnos en sus salones de clases. También hemos solicitado la ayuda del Nombre, el/la psicólogo(a) la escuela, Nombre y Nombre, los consejeros y otros psicólogos, administradores, enfermeras y consejeros de todo el Distrito para asistir a los niños que necesiten ayuda para expresar sus sentimientos, dudas y preguntas.

La muerte de un estudiante como NOMBRE DEL ALUMNO no es fácil comprenderla ni aceptarla. Para los niños que conocían a NOMBRE DEL ALUMNO, va a ser especialmente difícil encarar esto, pero aun los que no lo conocían podrían tener una reacción emocionalmente difícil al recibir la mala noticia. Es muy importante que esté disponible en caso de que su hijo o hija quiera hablar con usted este trágico evento. Por favor esté al tanto de cualquier cambio emocional en el comportamiento de su hijo o hija que pueda indicar la necesidad de apoyo emocional. Si siente que hijo o hija necesita hablar con un consejero, por favor llámenos al teléfono.

Atentamente,

Nombre
Director(a)
F. Lockdown – Sample Blackboard Connect Message – English

**Initial message:**

Hello families.

This is ______________________, the principal of __________________________ School. This message is to inform/update you on an existing situation at our school this morning/afternoon. We are currently in a lockdown mode due to a suspect pursued by the Santa Paula Police Department near our school. All the children are safe in their classrooms with their teachers at this time. The Santa Paula Police have secured the perimeter of our school to ensure that our campus is safe. It is best for your children to remain in the safe surroundings of their locked classroom at this time. The Santa Paula Police Department has requested that no one approach the school at this time. Please do not come to _________________ School. As soon as the Police give us the go ahead to open the school, we will contact you immediately. We appreciate your support and cooperation as we ensure the safety of your children as our number one priority.

**All clear message:**

This is ______________________, the principal of __________________________ School and I am happy to report that the situation with the intruder on campus has been resolved safely and the school is no longer in lockdown. (Add any pertinent details.) Students will be released from school at the usual time. We appreciate your support and cooperation as we ensure the safety of your children as our number one priority.
G. Lockdown – Sample Blackboard Connect Message – Spanish

Initial message / Mensaje inicial:

(Buenas padres de familia) Habla el/la directora/directora, ___________________ de la Escuela ______________________. Este mensaje es para informarle de un incidente en nuestra escuela esta mañana/tarde. En el momento nos encontramos en una situación de confinamiento debido a que el departamento de policía de Santa Paula está tras un sospechoso alrededor de nuestra escuela. Actualmente todos los niños se encuentran a salvo con sus maestros en sus salones de clases. El departamento de policía de Santa Paula ha asegurado el perímetro de nuestra escuela para cerciorarse que el campo escolar esté seguro. Actualmente lo mejor es que sus niños se mantengan protegidos en el salón de clases que está cerrado con llave. El departamento de policía de Santa Paula nos ha solicitado que nadie se acerque a la escuela por el momento. Por favor no venga a la Escuela _________________. Tan pronto que la policía no dé el visto de bueno para abrir la escuela, no podremos en contacto con ustedes inmediatamente. Le agradecemos su apoyo y cooperación para garantizar la seguridad de sus niños, que son nuestra mayor prioridad.

All clear message / Mensaje de que pasó el peligro:

(Buenas padres de familia) Habla el/la director/directora, ___________________ de la Escuela ______________________; tengo el placer de reportarles que se ha resuelto el incidente con el intruso en el campo escolar y, ya la escuela no se encuentra en situación de confinamiento. (Add any pertinent details.) La salida de los estudiantes será a la hora de costumbre. Le agradecemos su apoyo y cooperación para garantizar la seguridad de sus niños, que son nuestra mayor prioridad.
H. Bomb Threat – Sample Blackboard Connect Message – English

**Initial message:**

This is ________________________, the principal of ______________________ School. This message is to inform/update you on an existing situation at our school this morning/afternoon. A suspicious item was found this morning/afternoon on the school campus. The school is now in a lockdown mode. Working collaboratively with the Santa Paula Police Department, we are being guided through the process and children and staff are all safe. At this time, it is best for your children to remain in the safe surroundings of their locked classroom. The Santa Paula Police Department has requested that no one approach the school at this time or use their cell phone to call or text message their children because of the suspicious item. As soon as the police give us the go ahead to open the school, we will contact you immediately. We appreciate your support and cooperation as we ensure the safety of your children as our number one priority.

**All clear message:**

Hello families, this is ________________________, the principal of ______________________ School and I am happy to report that the situation with the suspicious item on campus has been resolved safely and the school is no longer on lockdown. The Santa Paula Police Department removed the item and it is being analyzed. There is an ongoing investigation at this time. Students will be released from school at the usual time. We appreciate your support and cooperation as we ensure the safety of your children as our number one priority.
I. Bomb Threat – Sample Blackboard Connect Message – Spanish

**Initial message / Mensaje inicial:**

(Buenas padres de familia) Habla el/la director/directora, ________________ de la Escuela _________________. Este mensaje es para informarle de un incidente en nuestra escuela esta mañana/tarde. La escuela se encuentra actualmente en situación de confinamiento porque esta mañana/tarde se encontró un artículo sospechoso en nuestro campo escolar. Trabajando conjuntamente con el departamento de policía de Santa Paula se nos ha guiado a través del proceso y los niños de mantengan protegido en el salón de clases que está cerrado con llave. El departamento de policía de Santa Paula nos ha solicitado que nadie se acerque a la escuela por el momento y, que se envíen llamadas telefónicas ni mensajes de texto con el celular debido al artículo sospechoso. Tan pronto que la policía nos dé el visto bueno para abrir la escuela, nos podremos en contacto con ustedes inmediatamente. Le agradecemos su apoyo y cooperación para garantizar la seguridad de sus niños, que son nuestra mayor prioridad.

**All clear message / Mensaje de que pasó el peligro:**

(Buenas padres de familia) Habla el/la director/directora, ________________ de la Escuela ________________; tengo el placer de reportarles que se ha resuelto el incidente con el artículo sospechoso en el campo escolar y, ya la escuela no se encuentra en situación de confinamiento. El departamento de policía de Santa Paula retiró el artículo y está siendo analizado. Por el momento se está realizando una investigación. La salida de los estudiantes será a la hora de costumbre. Le agradecemos su apoyo y cooperación para garantizar la seguridad de sus niños, que son nuestra mayor prioridad.
J. Sample Letter Notifying Community Members of Public Hearing or Public Display

Printed on School Letterhead

Date:

Dear Mayor of Santa Paula, SPFT President, CSEA President, PTA/PTO President, and Student Council/ASB President:

You are invited to a public meeting or public display for review of our Comprehensive School Safety Plan at ____________ School in the ____________ on ____________ from ____________, as per Education Code 32288(a).

Our school updates and revises the Comprehensive School Safety Plan annually through a systematic planning protocol. A few of the key elements in our plan include the following:

- Goals to assure each student a safe physical environment, provide each student with resiliency skills, and assure each student a safe, respectful, accepting, and emotionally nurturing environment
- School Procedures Relating to School Safety
- Emergency Response Plan

We are seeking your input and hope that you can attend. If you have any questions regarding this public meeting or public display of the plan, please do not hesitate to contact our principal, ______________ at ______________.

Sincerely,

Principal

Addresses to send letters:

Mayor of Santa Paula
870 Ventura Street
Santa Paula, CA 93060

SPFT President
201 S. Steckel
Santa Paula, CA 93060

CSEA President
221 S. 4th Street
Santa Paula, CA 93060
VII. Emergency Response Plan

A. Emergency Contact Datasheet

School/Site: Santa Paula High School
IC (Incident Commander): Elizabeth Garcia, Principal
Command Center Location: Under shelter outside main cafeteria on Cardinal Way
Release of Students Location: Front of flag pole on Cardinal Way

PHONE NUMBERS
Emergency – 911
Fire/Paramedic Emergency – 911
Non-Emergency Police – 525-4474

PUBLIC UTILITIES
Electricity (800) 655-4555 (So. Calif. Edison)
Gas (800) 427-2200 (SoCal Gas Co.)
Water (805) 525-4478 (SP Water Services)
Technology/Telephone (805) 933-8830

Santa Paula USD District Office – 933-8800
Superintendent…………………………(805) 933-8802
Educational Services………………………….(805) 933-8804
Business Services…………………………….(805) 933-8819
Risk Manager……………………………………(805) 933-8829
District Nurse………………………………………(805) 933-8841
Maintenance & Operations…………………………(805) 368-6058
M&O After Hours……………………………………(805) 368-3380

American Red Cross
Camarillo (main office)……………………………..(805) 987-1514
Ventura……………………………………………..(805) 339-2234
24-Hour Number……………………………………...(800) 951-5600

Ventura County
Office of Emergency Services……………….(805) 654-2551

Santa Paula Police Department
Main Desk……………………………..(805) 525-4474
Traffic…………………………………………..(805) 525-4474

Hospitals
Santa Paula Hospital (VCMC)………………………..(805) 933-8632
Center for Family Health, Urgent Care (CMH) ……..(805) 652-6353

Radio Stations
KVTA 1590 AM
KHAY 100.7 FM
KMLA 103.7 FM (Spanish)

Emergency Web Site Info
Santa Paula Unified School District www.santapaulaunified.org
Natl. Weather Service (Western Region): www.wrh.noaa.gov
Ventura County Sheriff www.vcsd.org

Emergency Supplies
Location/s: Outside emergency bin
Gas Wrench: Located by gas shut off valve

Staff w/Walkie Talkies
Principal
School Office
Assistant Principals
Campus Security Officers
Cafeteria Staff
Custodians
School Resource Officer
B. Initial Contact to Launch District Emergency Response Phone Tree
C. Communication Signals

PRIMARY SIGNALS

Evacuate: short continuous bells or Fire Siren

Lockdown: announce “lockdown”; then, rapid, erratic, succession of bells with pauses to announce lockdown over telephone/intercom

Duck, Cover, and Hold: teacher signals “Duck, cover, and hold”

All-Clear: one continuous bell (Police Only to signal; if present)

BACK-UP (if bells don’t work)

Inside
Evacuate/Lockdown/All-Clear: verbal signal via:
  a. telephone paging system
     1. Dial ____ – internal paging
     2. Dial ____ – external paging
     3. ____ – both internal and external paging
  b. telephone
     1. e-mail
     2. *Police Only to signal all clear; if present*

Outside
Evacuate/Lockdown/All-Clear: verbal signal via:
  • bullhorns
  • walkie talks
  • cell phones (not reliable in an emergency)
  • outside speaker
  • police car speaker
  • *Police Only to signal all-clear; if present*

Persons responsible for fields and hallways:

<table>
<thead>
<tr>
<th>1) Parent Pick-Up</th>
<th>George Williams</th>
</tr>
</thead>
<tbody>
<tr>
<td>2) Student Supervision</td>
<td>All teachers and counselors</td>
</tr>
</tbody>
</table>

Persons responsible for rooms in each wing:

<table>
<thead>
<tr>
<th>Person(s)</th>
<th>Wing/Rooms</th>
<th>Person(s)</th>
<th>Wing/Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tony Atlano</td>
<td>Search &amp; Rescue</td>
<td>Jeff Argend</td>
<td>Search &amp; Rescue</td>
</tr>
</tbody>
</table>
D. Action Evacuate

a. **Warning:** The warning signal at the school for Action “Evacuate” or Evacuate shall be the ringing of the usual fire alarm. **Call 911. Contact the district to initiate Phone Tree.**

b. **Action “Evacuate”** consists of:

1) Students and staff shall move in an orderly fashion from inside of the school building(s) to the designated assembly area. Close but do not lock doors.

2) Removal of student/staff Emergency Data Cards from office to an outside area of safety.

c. **Action “Evacuate”** is considered appropriate for, but not limited to, the following:

1) Fire

2) Bomb threat

3) Chemical accident

4) Explosion, or threat of explosion

5) Post earthquake

6) Other occurrences which make the school building(s) uninhabitable
E. **Action “Drop – Take Cover”**

a. **Warning**: The warning for this type of emergency is the beginning of the disaster itself.

b. **Action “Drop – Take Cover”** consists of:

   1) Command “Drop – Take Cover” is given
   2) Move away from buildings, trees, fences and power lines
   3) Drop to your knees
   4) Clasp both hands behind your neck
   5) Bury your face in your arms
   6) Make your body as small as possible
   7) Follow instructions and stay away from buildings, trees, and fences. Should a power line fall on a fence, it will be electrified and very dangerous.

c. **Action “Drop – Take Cover”** is effective for students and staff who are outdoors, and is considered appropriate for, but not limited to, the following:

   1) Earthquake: shaking of the earth
   2) Explosion
F. Action “Duck, Cover and Hold”
   a. **Warning:** The warning for this type of emergency is the beginning of the disaster itself
   
   b. **Action “Duck, Cover, and Hold”** consists of:
      
      1) Command “Duck, Cover, and Hold” is given.
      
      2) Each student and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows.
      
      3) Students and staff immediately duck under a desk or table and, with both hands, hold onto the desk leg or table leg.
      
      4) Hang on with both hands and be prepared to move with the desk or table and keep your head and body under the top of the desk or table at all times. Try to stay on your knees when the furniture is moving to keep your face off the floor.
      
      5) After all movement and noise stops, stay under desk or table until a teacher gives you instructions. Listen carefully and following instructions.
      
   c. **Action “Duck, Cover, and Hold”** is effective for students and staff who are indoors, and is considered appropriate for, but not limited to, the following:
      
      1) Earthquake: shaking of the earth
      
      2) Explosion
      
      3) Surprise nuclear attack:
         a) Intense light
         b) Tremendous sound
G. Action “Lockdown”

Types of Crisis: Dangerous Intruder, Drive-by Shooting, Riot, Unauthorized Weapons on Site, Assault, Battery, or Kidnapping on or near the school site or Crimes or Emergencies in the neighborhood off site.

a. Action:

1) Signal “Lockdown” – Announce “Lockdown”, then use bells as appropriate. Move away from danger, help students with Disabilities

2) Call 911 (used landline). Specify if “Intruder” or “Active Assailant.”

3) Contact District Office to Initiate Phone Tree. If grounds or maintenance staff is on campus, use the following as a “universal signal” for those who are far away or have earplugs: put wrists together and fists clinched.

4) Set up and man Command Center.

5) Contact Superintendent’s Office to update status as soon as the situation is under control.

6) Post sign on office door notifying public of lockdown.

7) Activate SEMS (Standardized Emergency Management System) as needed.

b. If students are in classrooms (Office staff should lockdown in a safe area of office area with computer):

1) Quickly scan hallway for students walking by. Close and lock classroom doors, close and lock windows and close window treatments, if available.

2) Once the Lockdown has started, teachers should not, under any circumstance open their doors until the end of the lockdown.

3) Teaching activities are to be stopped.

4) Silence all mobile telephones; keep the classroom computer turned on.

5) Continue to check email for updates.

6) Assemble students in one area on the floor. Keep students quiet and away from doors and windows. Maintain a calm environment.

7) Lights should only be left on if it would help the police search, without compromising the safety of the students.

8) If gunshot(s) or an explosion is heard, begin action “Duck, Cover, and Hold.”

9) Take roll and prepare a list of missing students.

10) Call or email attendance information to the office, after the threat is contained.

11) If there are no problems, place a green sheet of paper on the front window of the classroom.

12) If there are problems, place a red sheet of paper on the window.

13) If evacuated, bring roll sheets. Office staff takes emergency cards to the designated evacuation area.

c. If students are not in classrooms:

1) Go to the safest and closest area or room. DO NOT try to go to your classroom. Instead enter any available room.

2) Physical Education students should be taken to the nearest room and held there until the end of the lockdown.

3) Follow steps 1-12 above.
d. **Action “Soft Lockdown”** consists of:
   1) All procedures above from **“Lockdown”**, 
   2) Lights can remain on, teachers may continue teaching, and students may remain in their seats. 
   3) Transition from a lockdown to a soft lock down must be authorized by the police. 
   4) During a soft lockdown if students need to leave, only for an urgent need, they must be escorted by staff. 

 e. If lockdown is due to **Active Assailant**:
   1) Do not use placards until situation is resolved.
   2) If Assailant enters an occupied Room: **Have a Plan of Action (Run, Hide, Fight)**.
H. Action “Directed Transportation”

a. **Warning:** Under certain conditions, public safety officials may attempt to move people from an area of danger to an area of safety. Instructions from the authorities could come to the school via telephone, regular radio broadcast, or on the Emergency Alert System. The method of disseminating this warning at the school will, if at all possible, be by telephone message from the district office.

b. **Action “Directed Transportation”** consists of:
   
   1) Transporting students to a safe area.

c. **Action “Directed Transportation”** is considered appropriate only when directed by a competent public safety authority. It may be appropriate for, but not limited to, movement away from:

   1) Flood or tsunami
   2) Fire
   3) Hazardous materials incident
   4) Or Blast Area
I. **Action “Student Release”**

May be appropriate for active assailant, earthquake, fire, flood, severe windstorm.

a. **Warning:** Verbal communication by the principal or designee. Action **“Student Release”** will be considered by the principal or designee if directed by the Superintendent. Students will be held at school until released to an authorized adult.

b. **Action “Student Release”** consists of:

1) Dismissal of all classes.
2) Release of students to their parents or guardian or other authorized adult at principal’s or designee’s judgment.
   a) Names on emergency contact cards should be compared to an identification card with a photograph of the person to whom the student is released.

c. **Student Release Procedures:**

1) Use signs to designate “Student pick-up area.”
2) Use signs to direct parents to line up (e.g. alpha, grade levels or room #’s).
3) Release younger students first.
4) Provide escort to parent/guardian if necessary.
J. Action “Civil Disturbance”

a. A public or student demonstration or riot on or near school grounds that has the potential to disrupt school activities, cause injury to staff and students, and/or cause property damage.

b. **Warning:** The principal or designee will signal for a “**Lockdown**”.

c. **Action:**

2) Follow Principal’s or designee’s direction for possible “**Lockdown**”.

3) Account for all students and staff.

4) Remain in classroom or designated areas until contacted.

4) Remain calm and reassuring
K. Action “Flood or Tsunami”
   a. Flooding on a school site may be caused by heavy rain, failure of a dam, or for coastal sites, a tsunami.
   b. Warning:
      1) Method: direct communication with principal or designee.
      2) How Received: by telephone or notification from civil agency or district administrator.
   c. The extent of the flood or tsunami and the estimated time before it arrives will dictate the course of action to be taken. The principal may initiate the following emergency actions:
      1) Execute Action “Evacuate” (fire alarm), or
      2) Execute Action “Student Release”, or
      3) Execute Action “Directed Transportation”, or
      4) Provide care for students at school.
L. Action “Hazardous Material Incident”
   a. A hazardous material spill may include one or more of the following:
      1) Natural gas leak,
      2) Science lab spill,
      3) Chemical release from a nearby facility,
      4) A collision or accident involving a tank truck or railroad car, or
      5) An unknown powder or substance received in a letter or package.
   b. Warning: Location, quantity, concentration, and other factors affect how a spill will be handled. Unless you are familiar with the material, risks and specific clean-up procedures, do not try to clean up the spill.
      1) First priority is students and staff safety, then the environment, and then property.
   c. Actions:
      1) Notify office immediately.
      2) If possible, close all doors and windows. Ensure that the heating, ventilation and air conditioning system is off.
      3) Office will notify fire/law enforcement agency and district office.
      4) Determine the need to implement Action “Evacuate” (fire alarm).
      5) Check for adverse medical symptoms (loss of breath, fainting, etc.) and request immediate medical attention.
      6) Isolate, identify and get names of students and staff that could have been exposed or contaminated.
      7) Account all students and staff.
      8) Principal will direct other action as required.
      9) Remain in designated area until contacted.
M. Action “Medical Emergency”

a. Medical emergencies including the following:
   1) Heart attack
   2) Stopped breathing
   3) Severe bleeding
   4) Poisoning
   5) Diabetic emergencies
   6) Heat Stroke

b. **Warning**: Medical emergencies usually occur without warning.

c. If a medical emergency occurs during school hours, the following emergency actions will be accomplished:
   1) Evaluate the scene of the injury or illness. Isolate and secure the area.
   2) Notify the school office.
   3) Call (Access Code) 9-1-1, as appropriate.
   4) If indoors, determine the need to implement Action “Evacuate” (affected classroom only) so that students are not unnecessarily exposed to trauma or danger.
   5) Stabilize the victim and administer first aid.
   6) Use standard precautions as outlined in the District’s “Blood-borne Pathogens Exposure Control Plan.”
   7) Rejoin students as soon as possible.
   8) Account for all students and remain with them.
   9) Remain calm and reassure students that all possible actions are being taken to care for the injured or ill person and to protect others.
N. Action “Fire”

a. **Signal “Evacuation”** fire bell. Help Students with Disabilities. Close, but do not lock doors. Office staff takes student emergency cards to evacuation area.

b. **Call 911.** (Use landline if possible, as cell phone contacts CHP).

c. **Principal notifies** (or assigns designee to notify) assistant principals, campus supervisors, support staff, on-campus childcare, and initiate District phone tree by calling 933-8802.

d. Principal activates **SEMS Plan** (Standardized Emergency Management System) as needed.

e. If students are in classrooms:
   1) Evacuate. Close but do not lock doors.
   2) Teacher takes roll sheets and office staff takes student emergency cards to evacuation area.
   3) Teacher takes roll and alerts command center of any student not accounted for (telephone, intercom, walkie talkie, runner or email).

f. If students are not in classrooms:
   1) Reunite with students in evacuation area
   2) Follow procedure above e. 3).

g. **Follow the instructions of Law Enforcement** and/or other competent authority upon their arrival. Have extra school maps available for authorities.

h. **All Clear** will be signaled by Principal or their designee.

i. **Principal debriefs** staff, parents/community (Blackboard Connect, etc.) and students.

j. **Follow Student Release Procedures** (if directed by Superintendent)
O. Action “Fallen Aircraft”
   a. Aircraft can fall on schools near airports or in flight paths.
   
b. Warning:
      1) The engine of an aircraft may sputter or explode prior to the aircraft falling.
      2) The aircraft will give no warning before falling.
   
c. Action:
      1) If an aircraft falls on a portion of the school, the following will be accomplished:
         a) Staff will evacuate students from buildings as per fire drill to safe area.
         b) All students and staff will be kept at a safe distance, up wind, allowing for possible explosion. (Note: in case of a jet aircraft, minimum safe distance is 400 yards.)
         c) School office will immediate notify:
            i. Fire Department 911
            ii. Law Enforcement Agency 911
            iii. District office (805) 933-8802
      2) If an aircraft falls near the school, the following will be accomplished:
         a) All students and staff will be kept at a safe distance, up wind, allowing for possible explosion. (Note: in case of jet aircraft, minimum safe distance is 400 yards)
         b) School office will immediately notify:
            i. Fire Department 911
            ii. Law Enforcement Agency 911
            iii. District office (805) 933-8802
P. Action “Active Assailant on Campus”

a. A dangerous person could be someone with a legitimate purpose on campus (student, staff, or authorized visitor) or an unauthorized person:
   1) Active assailant/armed suspect
   2) Trespasser
   3) Thief or vandal
   4) Registered sex offender

b. Warning: The principal or designee will signal for a “Lockdown”.

c. Action: In the event of a dangerous person on campus, do the following:

1) Inside school building
   a) Implement “Lockdown”, however do not post red or green placards
   b) Construct barriers using furniture, desks, etc., as far from the door and windows as possible
   c) Instruct students to lie down behind the barriers
   d) Do not open doors until after the lockdown is cancelled or you are absolutely sure of the identity or you are absolutely sure of the identity of the person asking to open the door
      i. Ask for identification, it can be slid under the door.
   e) If the assailant enters an occupied room be ready with a Plan of Action:
      i. If possible, run away from the threat to a safe location
         • An open room or behind a block wall or building, or off campus
         • It is OK to leave campus if it leads to safety

2) Outside
   a) Follow procedure e) under c.1) “Inside school building.”

3) When law enforcement arrives, be quiet and compliant, do not look like a threat:
   a) Keep hands empty and hold them up when law enforcement approaches
   b) If known, tell where the assailant is located
   c) Report status to command center and post placards at instructed
Q. Action “Earthquake”

a. Hazards of ground movement in an earthquake include: items falling from shelves, breaking glass, moving furniture, and building damage and/or collapse

b. **Warning:** Earthquakes usually strike without warning.

c. The following actions, as time permits, will be accomplished:

1) Inside school building:

   a) The teacher, or staff member in authority, will implement **Action “Duck, Cover, and Hold”**.

   b) Try to avoid glass and falling objects, areas where there are large panels of glass and/or heavy suspended light fixtures.

   c) Implement **Action “Evacuate”** when, in the judgment of the staff member, the earthquake is over and tremors have subsided. Special consideration should be given to exit routes as some exits have heavy roof structures over the doorways. Follow the approved route to the assembly area, keep away from trees, power poles, etc. **Do not run!**

   d) **Take roll** and maintain control of students.

   e) Avoid touching electrical wires and metal objects such as chain link fences.

   f) Render first aide if necessary.

   g) Take roll, issue student name tags, alert command center of any injured or missing student(s).

   h) If possible, school office will immediately notify appropriate agencies/offices (Call 911) and District Office as per fire drill.

   i) Do not return to building for any reason until they have been declared safe by authorized official(s).

   j) The principal or designee will determine the advisability or necessity of **Action “Student Release.”** Prior approval must be obtained by superintendent.

2) On school grounds:

   a) The staff member in authority implements **Action “Drop – Take Cover”**.

   b) The safest place is in the open. Stay there until the earthquake is over.

   c) Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed wires, and wet areas. **Do not run!**

   d) Follow procedures d) through i) under “Inside school building”.

   e) Active **SEMS** as/if necessary.
R. Action “Bomb Threat – Bomb or Suspicious Device”

a. Bomb threats are usually received by telephone. Bomb threats are serious until proven otherwise. Obtain information with the checklist on the reverse of this sheet.

b. Warning:
   1) Bomb threats are usually received as an anonymous telephone call
   2) Bomb threats may arrive as a letter or handwritten note, email message, or suspicious package

c. Action:
   1) Recipient of the threatening telephone call
      a) Remain calm. Keep the caller on the line as long as possible. Do Not Hang Up, even if the caller does
      b) Listen carefully. Be polite and show interest.
      c) Notify a coworker via note or hand signals or if in a classroom, contact the office immediately.
      d) Completed the Bomb Threat Checklist on the reverse side of this sheet. Write down as much detail as
         can be remembered. Try to use exact words.
      e) If the telephone has a display, copy the number and/or letters on the display window.
      f) Attempt to get information on location of bomb, and any identification characteristics of caller. Have them
         repeat the message
      g) Immediately upon termination of the call, do not hang up, but from a different telephone, call (acce3ss
         code) 9-1-1,

   2) If a bomb threat is received by letter or handwritten note:
      a) Handle the letter or note as minimally as possible.
      b) Notify the office or call (access code) 9-1-1

   3) If a bomb threat is received by email:
      a) Do not delete the email message.
      b) Notify the office or call (access code) 9-1-1

   4) Bomb or Suspicious Device
      a) Do not touch or approach the device
      b) Notify the office immediately
      c) Get students out of the immediate areas and wait for directions from the office.
      d) Follow principal’s or designee’s instructions for appropriate emergency procedures
Bomb Threat Checklist

Date of call
Time call began
Time caller hung up

Your telephone number
Extension
Number or letters on caller ID

Exact wording of the bomb threat:

Ask the caller:

When is the bomb going to explode?
Where is the bomb right now?
What does the bomb look like?
What kind of bomb is it?
What will cause the bomb to explode?
Did you place the bomb?
Why?
What is your name?

Information about the caller:

Male Female Estimated age: ________________

Accent: ____________________ Familiar Voice, if so who? ______________________________________________

Caller’s Voice:

Angry Calm Clearing throat Coughing
Cracking voice Crying Deep Deep breathing
Disguised Distinct Excited Laughter
Lisp Loud Nasal Normal
Ragged Rapid Raspy Slow
Slurred Soft Stutter

Threat Language:

Well spoken Foul Incoherent Irrational
Message read Taped

Background sounds:

Factory House Office Street
Conversation Music Animal PA System
Clear Static Local Long distance
S. Action “Hazardous Weather”
a. Hazardous weather can consist of any of the following:

1) Windstorms can be hazardous when wind speed causes damage to property or when wind combined with cold weather cause wind chill.

2) Thunderstorms

3) Heat

b. Warning: Telephone call from district office or public safety agency such as fire, police or sheriff’s department.

c. Action:

1) If high winds develop during school hours, the following emergency actions will be accomplished:

   a) Students and staff should be assembled inside buildings

   b) Implement Action “Duck, Cover, and Hold” (take cover signal).

   c) Close windows and blinds.

   d) Remain near an inside wall if possible.

   e) Evacuate classrooms bearing full force of wind.

   f) Keep tuned to one of the suggested radio stations for latest advisory information (see “Radio Stations”)

   g) Take roll.

   h) School office will notify utility companies of an actual or suspected break in the utility service.

   i) If necessary/possible, school office will contact the fire department, district office and/or district maintenance/operations office.

2) Thunderstorm

   a) Upon seeing lightning or hearing thunder, immediately move all students and staff indoors. Do not wait for the rain to begin falling.

   b) While indoors, stay away from windows and doors; refrain from using telephones, electrical appliances, computers, or plumbing fixtures; and do not lie on concrete floors or lean against reinforced masonry walls.

   c) Remain indoors for at least 30 minutes after the last lightning is observed or the last thunder is heard.

3) Heat

   a) Keep students out of direct sunlight

   b) Provide water

   c) Follow actions for medical emergencies, as appropriate
T. Action “Nuclear Fallout”

a. Fallout is a radioactive combination of dirt, fission products, and anything else that is picked up by a nuclear explosion that then settles over surrounding areas.

1) Fallout from an explosion by an improvised nuclear device in Los Angeles can spread to Ventura County.

2) Fallout from an explosion in Los Angeles is expected to reach eastern Ventura County in approximately two to three hours.

3) Radiation levels of fallout over Ventura County are not expected to be fatal but may cause radiation illness.
   a) The hazard from fallout is not from breathing the particles, but from exposure to the ionizing radiation given off after the fallout particles have settled on the ground and building roofs.

b. Warning:

1) An explosion of an improvised nuclear device may exhibit the following:
   a) A bright flash of light
   b) A sound of an explosion
   c) Shaking ground

2) Other warnings will be distributed over the news media.

c. Announcement:

1) The warning announcement at the school shall be: “We have a hazard in the community and are instituting Shelter in Place procedures. Students and staff should remain inside. Those who are outside should immediately move to the protection of an inside room.”

2) Additional information (example): “Doors and windows should be securely closed. Do not go outdoors until you receive further instructions.”

3) Cancellation: “The Shelter in Place has been cancelled, the campus is safe.”

d. Actions:

1) Get inside, stay inside, stay informed

2) Immediately clear students from outdoor areas

3) Close and lock classroom doors, close and lock windows and close window treatments, if available

4) Physical Education students should be taken to the gymnasium or multipurpose room and held there until the end of the shelter in place.

5) If possible, shelter as many students as possible in larger buildings before fallout arrives. The ability of students and staff to distance themselves from exterior walls and the roof make larger structures ideal.

6) Send someone to the emergency storage container to bring food and water back to the classroom.

7) Keep students quiet and away from doors and windows. Maintain a calm environment.

8) Ensure that the heating, ventilation and air condition system is off. Turn off any other fans.

9) Seal major gaps under doors and windows with wet towels or duct tape. Allow some air exchange for breathing.

10) Take roll and prepare a list of missing students.
11) If parents or visitors are present, they should remain indoors at the site.

12) Parents who contact the site should be advised to stay inside at home until it is safe to pick up their children.

13) Tune in to local news for updates.

14) Principal or designee will direct other action as required.

15) Remain in designated area until contacted.
U. Staff “Buddy” List

When necessary, a “buddy” or buddy group will take charge of the students of other classes.

Following the incident and a classroom status check; buddy teachers check with each other to determine: the health of each other, the need to assist with injuries, the need to stay with injured students, etc. Remember: the teacher’s responsibility is to do the greatest good for the greatest number. Students should practice exiting to the evacuation site without the teacher leading them. Teacher should stay back to check the classroom and close the door. IMMEDIATELY FOLLOWING STUDENT ACCOUNTING, IF MEMBER OF BUDDY TEAM HAS ACTIVATED ICS DUTY, THEY GIVE THEIR CLASS TO BUDDY AND REPORT FOR ASSIGNMENT AT COMMAND. (If buddy is not available, give class to another teacher who is remaining on the field and tell Command and Parent Emergency Pick Up who has your class).
V. School Map
W. School Map – Safe Routes to School
VIII. SEMS (Standardized Emergency Management System Plan)

A. Organization Chart

<table>
<thead>
<tr>
<th>Plans Chief</th>
<th>Operations Chief</th>
<th>Logistics Chief</th>
<th>Finance Chief</th>
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<tbody>
<tr>
<td>Elizabeth Garcia</td>
<td>George Williams</td>
<td>Elizabeth Garcia</td>
<td>Sheri Staszewski</td>
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<td>George Williams</td>
<td>George Williams</td>
<td>Elizabeth Garcia</td>
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<thead>
<tr>
<th>COMMAND STAFF</th>
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<tbody>
<tr>
<td>Emergency Operations Coordinator (Coordinates with Command Staff): Tony Atilano</td>
</tr>
<tr>
<td>Liaison to outside agencies: Elizabeth Garcia, Jeff Argend</td>
</tr>
<tr>
<td>Safety: George Williams, Jeff Argend</td>
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<tr>
<td>Training: George Williams, Jeff Argend</td>
</tr>
<tr>
<td>PIO (Public Information Officer): Ed Cora, Superintendent</td>
</tr>
<tr>
<td>Crisis Response Leader: Katherine Aguirre, Karen Giroux</td>
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<thead>
<tr>
<th>Documentation</th>
<th>Search/Rescue</th>
<th>Command Team</th>
<th>Claims:</th>
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<tr>
<td>Christy Diaz</td>
<td>Tony Atilano</td>
<td>Tony Atilano</td>
<td>FEMA/State</td>
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<td></td>
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<td>Sheri Staszewski</td>
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<td>Yicel Huante</td>
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<td>Sheri Staszewski</td>
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<tr>
<td>Facilities/Haz. Mat</td>
<td>Guido Orsini Custodial Staff</td>
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<tr>
<td>Search/Rescue</td>
<td>Marguerite Lopez</td>
<td></td>
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<tr>
<td>(Supplies)</td>
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<tr>
<td>Security</td>
<td>Tony Atilano</td>
<td></td>
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<tr>
<td>Medical Supplies</td>
<td>Marguerite Lopez</td>
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<tr>
<td>Community Helpers (retired doctors, firefighters, etc.)</td>
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<tr>
<th>Communication</th>
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<tr>
<th>Damage Assessment</th>
<th>Patient Transport &amp; Morgue</th>
<th>Staff w/Students</th>
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<tr>
<td>Student/Staff Supplies (food, water, etc.)</td>
<td>Cafeteria Staff</td>
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<td>Medical First Aid</td>
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<td>Transport &amp; Morgue Supplies</td>
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<td>All teachers and counselors</td>
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<td>Buildings/Sanitation</td>
<td>Guido Orsini Custodial Staff</td>
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<tr>
<td>(Supplies)</td>
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<td>Disaster Plan Updates</td>
<td>Parent Pick-up</td>
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<tr>
<td>George Williams</td>
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<td>Staff w/Students</td>
<td>All teachers and counselors</td>
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<tr>
<td>Crisis Team</td>
<td>Teachers/Staff Wing Leaders</td>
<td></td>
</tr>
<tr>
<td>Bianca Lopez</td>
<td>George Williams</td>
<td></td>
</tr>
<tr>
<td>Shelter Set-up &amp; Memos of Understanding w/Red Cross</td>
<td>Jeff Argend</td>
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B. Roles and Responsibilities

1. Incident Commander (Principal)
   The Incident Commander (Principal) is the decision maker for the impacted school. He/she is responsible for emergency operations to ensure safety of students, staff and others who are on campus. The Incident Commander (Principal) shall remain at the Command Center to observe and direct all operations. Below is a checklist of responsibilities (can be delegated).

   ___1. Assume command
   ___2. Communicate a "signal" to the students and staff identifying the type of emergency
   ___3. Call 911
   ___4. Notify Assistant Principals, Campus Supervisors, Support Staff, and on-campus child care of the emergency
   ___5. Call the district 933-8800 ext. 0. Switchboard will initiate the phone tree and contact Superintendent
   ___6. Activate the SEMS Plan components as needed (Command Staff, Plans, Operations, Logistics, and/or Finance) and establish a Command Center
   ___7. Conduct initial briefing with the Command Staff
   ___8. Monitor local emergency radio stations for local news
   ___9. Utilize your Deputy Incident Commander to cover the Command Center, take regular breaks (5 minutes each hour, away from the Command Center)
   ___10. Create an action plan with specific objectives including strategies to review and evaluate
   ___11. Make provisions for language translators
   ___12. Release teachers, as appropriate
   ___13. Superintendent/Public Information Officer Review all incident information before release to the news media, parents or general public
   ___14. Signal all-clear (Police Only will signal; if present)
   ___15. Begin “Student Release Procedures” when appropriate. Only Superintendent can direct that students be sent home before the end of the regular school day.
   ___16. Create an action plan with specific objectives for returning to normal operations
   ___17. Debrief staff, parents/community, and students

2. Deputy IC (Deputy Incident Commander)
   The Deputy Incident Commander assists the IC (Principal) and takes over the duties of the IC (Principal) if the IC (Principal) is absent, has to leave or is unable to do his/her job. Below is a checklist of responsibilities.

   ___1. Report to, attend briefings, and assist the IC (Principal)
   ___2. Keep unauthorized people away from the IC (Principal)
   ___3. Responsible for “Plans” in SEMS
3. **Command Staff - Emergency Operations Coordinator**

The *Emergency Operations Coordinator* facilitates the overall functioning of the Command Staff. Below is a checklist of responsibilities.

___1. With the assistance of the Liaison Officer, coordinate outside agencies and define roles/responsibilities
___2. Report to IC (Principal) and attend briefings
___3. Assist unit coordinators (Plans, Operations, Logistics and Finance), as needed
___4. Indicate the process for emergency declarations
___5. Develop status boards
___6. Maintain a “position” log of staff
___7. Monitor Command Staff for signs of stress or under-performance
___8. Fill any unstaffed positions

4. **Command Staff - Liaison Officer**

The role of the *Liaison Officer* is to serve as the point of contact for Agency Representatives from assisting organizations and agencies outside the school district (Fire, Police, County, etc.). Below is a checklist of responsibilities.

___1. Assist the Emergency Operations Coordinator and attend briefings
___2. Ensure proper flow of communication between assisting organizations and agencies outside the school district (Fire, Police, County, etc.)
___3. Keep records of assisting organizations, agencies and departments

5. **Command Staff - Safety Officer**

The *Safety Officer* ensures that all activities are conducted in as safe a manner as possible under the circumstances. The *Safety Officer* is the only person other than the IC (Principal) who has the authority to stop an authorized plan from being put into action. Below is a checklist of responsibilities.

___1. Attend briefings with IC (Principal)
___2. Monitor, assess, and correct operational activities for dangerous and unsafe conditions
___3. Monitor stress levels of personnel involved in the response
___4. If directed by IC (Principal), turn off gas supply, water supply and/or electricity
___5. Oversee “Logistics” for equipment and supplies

6. **Command Staff - Training Coordinator – Principal/Student Support Services**

The *Training Coordinator* is responsible for all training prior to the incident. Below is a checklist of responsibilities.

___1. Attend briefings with IC (Principal)
___2. Train staff prior to an emergency
7. **Command Staff - Crisis Response Leader - Psychologist**

The Crisis Response Leader addresses the psychosocial needs of students/staff prior to, during and after an incident. Below is a checklist of responsibilities.

___1. Attend briefings with IC (Principal)
___2. Act as referral resource for students, staff and volunteers
___3. Obtain Santa Paula Unified School District’s Crisis Response Manual for resources, materials, etc.
___4. Develop support systems as needed
___5. Conduct group meetings with parents or staff as needed

8. **Command Staff - PIO (Superintendent/Public Information Officer)**

The Public Information Officer acts as the official spokesperson for the school/district site in an emergency situation. A school site-based PIO should only be used if the media is on campus and the district PIO is not available or forthcoming. Below is a checklist of responsibilities.

___1. Contact School Board, Assistant Superintendents, Risk Manager, Directors, and Public Information Officer as appropriate.
___2. Contact Assistant Superintendent of Educational Services/Special Education to assign psychologists and counselors to the site (do you need bilingual assistance?).
___3. Attend briefings with IC (Principal)
___4. Identify yourself as the “PIO” with a vest, visor, sign, etc.
___5. Establish a media information center away from the command post and students. Advise arriving media that the site is preparing a press release and approximate time of its issue.
___6. Statements to media should include the following: cause, time, event, current situation, care being given, injuries, evacuation plans, student release location, resources in use, best routes to school, and any other information school wishes to be released to the public.
___7. Convey that everything is going to be O.K., Answer questions completely and truthfully. Avoid speculation, bluffing, lying, talking off the record, arguing and using the phrase “No comment.” Repeat what you want the press to hear.
___8. Ensure announcements and other information are translated into other languages as needed.
___9. Assist with rumor control
___10. Keep all documentation to support the history of the event
___11. Remind staff and volunteers to refer all questions from media or waiting parents to the Superintendent/PIO.
___12. Monitor new broadcasts about incident; correct any misinformation heard.
9. Plans Chief

The Plans Chief oversees the function of the action plan by documenting, disseminating information, assessing the seriousness of the incident, demobilization, etc. Staff is assigned to assist with these jobs. Below is a checklist of responsibilities.

___1. Attend briefings with IC (Principal)

___2. Documentation Team
  ▪ Develop, distribute, and document all actions and site maps
  ▪ Receive and record student/staff attendance rosters
  ▪ Collect completed student release forms from the Parent Emergency pick-up location
  ▪ Complete a list of students/staff missing, absent, and medical for Emergency pick-up location

___3. Message Team
  ▪ Maintain a message board

___4. Communication Team
  ▪ Record, collect, and evaluate information (keep all original notes – they are legal documents)
  ▪ Monitor radio for local news
  ▪ Maintain display boards for shelter status, transportation status, telephone numbers, school status, etc.

___5. Damage Assessment Team
  ▪ Report damage to Plans Chief who will report to IC (Principal)
  ▪ Use site and area maps to record site and surrounding area damages (i.e. road closures, utility outages, etc.)

___6. Demobilization Team
  ▪ Deploy and supervise personnel as needed to gather and assess intelligence information

___7. Disaster Plan Update Team
  ▪ Provide ongoing analysis of situation to Plans Chief who will report it to IC (Principal)
  ▪ Report status of resources
  ▪ Prepare estimates of incident escalation or de-escalation
  ▪ Report missing, absent, and medical students/staff to IC (Principal)

___8. Web Page Update Team
  ▪ Using the school’s or district’s web page, communicate disaster updates to the community
10. Operations Chief

The Operations Chief exercises the functions of the operation by carrying out the plan, developing tactical objectives and directing all resources. Staff is assigned to assist with the jobs. Below is a checklist of responsibilities.

___1. Attend briefings with IC (Principal)

___2. Search and Rescue Team
   - Remain in contact with Operations Chief by radio
   - Search rooms both visually and vocally. Use chalk, grease pencil, etc. to mark slash (/) on door when entering room, and when leaving room complete search by closing slash in (X) on door.
   - As rooms are reported clear, radio to Operations Chief to mark “C” on site map
   - Utilize other teams as needed (Patient Transport, Morgue and First Aid). Do not use names of students/staff on radio/map
   - Record Triage on site map (I – Immediate; D – Delay; and DEAD – Dead)

___3. Facilities/Hazardous Materials Team
   - Report gas/water leaks, fires or structural damage, to Operations Chief (gas, water and electricity shut-off needs approval of IC (Principal)). Use yellow caution tape where necessary
   - Record assessment of facilities and hazardous materials on site map
   - Photograph damage if possible before repair

___4. Security Team
   - Lock gates and secure major external doors
   - Verify that campus is locked down to Operations Chief, who will report it to IC (Principal)
   - Report non-staff and non-students to Operations Chief, who will report it to IC (Principal)
   - Route all parents to “Parent Pick-up Area”

___5. Patient Transport and Morgue Team
   - Transport patients to First Aid; do not transport to morgue unless directed by Operations Chief
   - Mark DEAD on tag listing date/time found, exact location found, name of DEAD, person who identified, and name of person filling out tag; attach one tag to DEAD and one tag to plastic bag if body is in bag

___6. Medical-First Aid Team
   - Keep accurate records
   - Report deaths immediately to Operations Chief who will report it immediately to IC (Principal)
   - Establish what I-Immediate and D-Delayed treatments will be
   - Consult with Wing Leaders regarding health care, medications, and meals for students and staff with known medical conditions (asthma, diabetes, etc.)
   - Establish scope of disaster with Operations Chief and determine probability of outside emergency medical support and transport needs. Emergency card must accompany student removed from campus to receive advanced medical treatment

___7. Parent Pick-up Team
   - Designate “Request Area/Gate” and “Release Area/Gate” for parents to pick-up; mark with signs
   - Verify that adult completing student release form is on student’s emergency card; retain form for record
   - If student is in class, use communication to get student to pick-up area. If there is no communication, have runner go to class and bring student to pick-up area
   - Release younger students first
   - Escort parent to Crisis Response Team if student is missing or with Search and Rescue Team
   - Escort parent to medical area if student is receiving treatment
8. Teachers/Staff Wing Leaders
   - Liaison between teams and students/staff for communication, assistance, etc.
   - Assist teachers with attendance; buddy system and supervisor, if needed

9. Shelter Set-up Team
   - Sleeping/living areas should be 40 square feet per person and good ventilation
   - Designate storage area for food and supplies that can be accessed by truck
   - Improvise toilets, if necessary using 5 gallon buckets/trash cans and trash liners
   - Keep medication locked up, if possible

11. Logistics Chief
    The Logistics Chief is responsible for providing facilities, personnel, services and resources to meet the needs of the incident. Below is a checklist of responsibilities.

   1. Attend briefings with IC (Principal)
      - Supply Teams (Command, Search and Rescue, Medical, Student/Staff, Transport, Morgue, and Builders/Sanitation)
      - Maintain a visible chart of resources
      - Determine water supply needs (1/2 gallon/day/person and 5 gallons/day for other uses)
      - Determine food supply needs (2500 calories/day/person; approximately 3 ½ pounds unprepared food)
      - Obtain supplies other than food and water
      - Provide ability to transport staff/students if necessary throughout city (i.e. medical, etc.)

   2. Builders/Sanitation Team
      - Set up food preparation facilities, command post shelter area, parent pick-up area, supply check-out area, medical area, assembly area, morgue, etc.
      - Obtain sanitary supplies (1 toilet/40 persons; 6 toilets/200 persons; 14 toilets/500 persons)
      - Maintain computer support

12. Finance Chief (Office Manager/Secretary)
    The Finance Chief is responsible for monitoring costs related to incident, procurements, claims and community helpers. Below is a checklist of responsibilities.

   1. Attend briefings with IC (Principal)

   2. Claims/Procurements /Community Helpers Team
      - Track financial records, staff hours, purchasing, etc.
      - Complete state and federal claim forms for IC (Principal)
      - Make prior agreements with close stores (i.e. Vons, etc.) for supplies
      - Make prior arrangements with community helpers (i.e. retired doctors, etc.)
      - Do a cost analysis of incident/disaster
IX. Policies and Regulations Related to Student Safety

Santa Paula Unified School District has adopted the following board policies and administrative regulations to provide guidance and procedures for students, staff, and parents in an effort to provide a safe and orderly environment during regular school hours and during the event of an emergency. Legal citations and references may be found by viewing the original board policies. Please visit the district’s website at www.santapaulaunified.org to access full versions of board policies and administrative regulations referred to herein.

1. Bomb Threats – AR 3516.2

To maintain a safe and secure environment for district students and staff, the Superintendent or designee shall ensure that the district’s emergency and disaster preparedness plan and/or each school’s comprehensive safety plan includes procedures for dealing with bomb threats. He/she also shall provide training regarding the procedures to site administrators, safety personnel, and staff members who customarily handle mail, telephone calls, or email.

Receiving Threats

Any staff member receiving a telephoned bomb threat shall try to keep the caller on the line in order to gather information about the location and timing of the bomb and the person(s) responsible. To the extent possible, the staff member should also take note of the caller’s gender, age, any distinctive features of voice or speech, and any background noises such as music, traffic, machinery, or voices.

If the bomb threat is received through the mail system or in writing, the staff member who receives it should handle the letter, note, or package as minimally as possible. If the threat is received through electronic means, such as email or text messaging, the staff member should not delete the message.

Response Procedure

The following procedure shall be followed when a bomb threat is received:

1. Any employee who receives a bomb threat shall immediately call 911 and also report the threat to the Superintendent or designee. If the threat is in writing, the employee shall place the message in an envelope and take note of where and by whom it was found.
2. Any student or employee who sees a suspicious package shall promptly notify the Superintendent or designee.
3. The Superintendent or designee shall immediately use fire drill signals and initiate standard evacuation procedures as specified in the emergency plan.
4. The Superintendent or designee shall turn off any two-way radio equipment which is located in a threatened building.

Law enforcement and/or fire department staff shall conduct the bomb search. No school staff shall search for or handle any explosive or incendiary device.

No one shall reenter the threatened building(s) until the Superintendent or designee declares that reentry is safe based on law enforcement and/or fire department clearance.

To the extent possible, the Superintendent or designee shall maintain communications with staff, parents/guardians, the Board of Education, other governmental agencies, and the media during the period of the incident.

Following the incident, the Superintendent or designee shall provide crisis counseling for students and/or staff as needed.

Any employee or student found to have made a bomb threat shall be subject to disciplinary procedures and/or criminal prosecution.

Regulation SANTA PAULA UNIFIED SCHOOL DISTRICT
Approved: August 15, 2013 Santa Paula, California
2. Bullying - BP 5131.2

The Board of Education recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

Cyberbullying includes the creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans.

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

Bullying Prevention

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

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

Staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective response.

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

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.

The Superintendent, principal, or principal's 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)

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that 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. Within one business day of receiving such a report, a staff member shall notify the
principal of the report, whether or not 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 his/her observation to the principal or a district compliance officer, whether or not 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 AR 1312.3 Uniform Complaint Procedures.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

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 AR 1312.3. 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.

Investigation and Resolution of Complaints
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 a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Discipline
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.

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

Policy SANTA PAULA UNIFIED SCHOOL DISTRICT
Adopted: September 2, 2015 Santa Paula, California

3. Bus Conduct – BP 5131.1
In order to help ensure the safety and wellbeing of students, bus drivers, and others, the Board of Education expects students to exhibit appropriate and orderly conduct at all times when using school transportation, including while preparing to ride, riding, or leaving the bus.

The Superintendent or designee shall establish regulations related to student conduct on buses, bus driver authority, and the suspension of riding privileges. He/she shall make these rules available to parents/guardians, students, and other interested parties. (5 CCR 14103)

Students found to be in violation of the district's bus conduct rules shall be subject to discipline in accordance with Board policy and administrative regulation.

The Superintendent or designee may deny a student the privilege of using school transportation upon the student’s continued disorderly conduct or his/her persistent refusal to submit to the authority of the driver. (5 CCR 14103)

Policy SANTA PAULA UNIFIED SCHOOL DISTRICT
Adopted: August 15, 2013 Santa Paula, California
4. **Bus Conduct – AR 5131.1**

**Bus Rider Rules**
The following rules apply at all times when students are riding a school bus, including when on school activity trips:

1. Riders shall follow the instructions and directions of the bus driver at all times.
2. Riders should arrive at their designated bus stop on time and stand in a safe place at the stop to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall sit down and fasten any passenger restraint systems. Riders shall remain seated while the bus is in motion.
5. Riders shall not block the aisle or emergency exit with their body or personal belongings. Riders may bring large or bulky items, such as class projects or musical instruments, on the bus only if the item does not displace any other rider or obstruct the driver's vision.
6. Riders should be courteous to the driver and to fellow passengers. Vulgarity, rude, or abusive behavior is prohibited.
7. Any noise or behavior that could distract the driver, such as loud talking, scuffling or fighting, throwing objects, or standing or changing seats, is prohibited and may lead to suspension of riding privileges.
8. Riders shall not use tobacco products, eat, or drink while riding the bus.
9. Riders may bring electronic devices onto the bus only if such devices are permitted at school. If the use of cellular telephones or similar devices disrupts the safe operation of the school bus, the bus driver may direct the student to no longer use the device on the bus.
10. Riders shall not put any part of the body out of the window nor throw any item from the bus.
11. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
12. Service animals are permitted on school transportation services; all other animals are prohibited.
13. Upon reaching their destination, riders shall remain seated until the bus comes to a complete stop and upon the signal from the driver, unfasten any restraint system, enter the aisle, and go directly to the exit.
14. Riders should be alert for traffic when leaving the bus and shall follow the district's transportation safety plan when crossing the road and exiting the bus.

The driver or any passenger shall report any violation of the district's bus rules to the principal or designee. The principal or designee shall notify the student's parent/guardian of the misbehavior, determine the severity of the misconduct, and take action accordingly. In instances of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined appropriate by the principal or designee.

Bus drivers shall not deny transportation services except as directed by the principal or designee.

**Regulation SANTA PAULA UNIFIED SCHOOL DISTRICT**
Approved: August 15, 2013, Santa Paula, California

5. **Campus Security – BP 3515**

The Board of Education is committed to providing a school environment that promotes the safety of students, employees, and visitors to school grounds. The Board also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft.

The Superintendent or designee shall develop campus security procedures which are consistent with the goals and objectives of the district's comprehensive safety plan and site-level safety plans. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.

**Surveillance Systems**
The Board believes that reasonable use of surveillance cameras will help the district achieve its goals for campus security. In consultation with relevant staff, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Any audio capability on the district's surveillance equipment shall be disabled so that sounds are not recorded.
Prior to the operation of the surveillance system, the Superintendent or designee shall ensure that signs are posted at conspicuous locations at affected school buildings and grounds. These signs shall inform students, staff, and visitors that surveillance may occur and shall state whether the district's system is actively monitored by school personnel. The Superintendent or designee shall also provide prior written notice to students and parents/guardians about the district's surveillance system, including the locations where surveillance may occur, explaining that the recordings may be used in disciplinary proceedings, and that matters captured by the camera may be referred to local law enforcement, as appropriate.

To the extent that any images from the district's surveillance system create a student or personnel record, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining agreements.

Policy SANTA PAULA UNIFIED SCHOOL DISTRICT
Adopted: August 15, 2013 Santa Paula, California

6. Campus Security – AR 3515
The Superintendent or designee shall ensure that the district's campus security plan includes strategies to:

1. Secure the campus perimeter and school facilities in order to prevent criminal activity
2. Secure buildings from outsiders and discourage trespassing
3. Discourage vandalism and graffiti
4. Control access to keys and other school inventory
5. Detect and intervene with school crime

Regulation SANTA PAULA UNIFIED SCHOOL DISTRICT
Approved: August 15, 2013 Santa Paula, California

7. Child Abuse and Reporting – BP 5141.4
The Board of Education is committed to supporting the safety and wellbeing 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.

Child Abuse Prevention
The district's instructional program shall include age appropriate and culturally sensitive child abuse prevention curriculum. This curriculum shall explain students' right to live free of abuse, include instruction in the skills and techniques needed to identify unsafe situations and react appropriately and promptly, inform students of available support resources, and teach students how to obtain help and disclose incidents of abuse.

The district's program also may 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 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.
Procedures for reporting child abuse shall be included in the district and/or school comprehensive safety plan. (Education Code 32282)

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.

Policy SANTA PAULA UNIFIED SCHOOL DISTRICT
Adopted: March 18, 2015 Santa Paula, California

8. Child Abuse and Reporting – AR 5141.4

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

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)
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 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, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of a student (Education Code 49001)
5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by a student (Education Code 49001)
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; administrators and employees of a licensed child day care facility; Head Start 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 his/her 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, in his/her professional capacity or within the scope of his/her employment, he/she 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 serious 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 11166.05, 11167)
Any district employee who reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury 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 he/she 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)

**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)

   County of Ventura Human Service Agency
   4651 Telephone Road, Suite 101
   Ventura, CA 93003
   (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 contacted, and any instructions or advice received.

2. **Written Report**
   Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

   The Department of Justice form may be obtained from the district office or other appropriate agencies, such as the county probation or welfare department or the police or sheriff's 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 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 him/her. (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 his/her identity to his/her 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, coworker, 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, the Superintendent or designee shall provide training on mandated reporting requirements to district employees and persons working on their behalf who are mandated reporters. Any school personnel hired during the school year shall receive such training within the first six weeks of employment. (Education Code 44691; Penal Code 11165.7)

The Superintendent or designee shall use the online training module provided by the California Department of Social Services. (Education Code 44691)

The training shall include, but not necessarily be limited to, training in 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 the Department of Social Services 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 choice of being 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 selected person accepts, the principal or designee shall inform him/her of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

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

Release of Child to Peace Officer
When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. (Education Code 48906)
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 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 also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650.

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)

Before beginning employment, any person who will be a mandated reporter by virtue of his/her position shall sign a statement indicating that he/she has knowledge of the reporting obligations under Penal Code 11166 and will comply with those 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 1563015637.

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 his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)

2. If a mandated reporter fails to timely report an incident of known or reasonably suspected child abuse or neglect, he/she 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 he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11166)

Regulation SANTA PAULA UNIFIED SCHOOL DISTRICT
Approved: July 13, 2016 Santa Paula, California


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

Districts with more than 2,500 ADA that choose to develop school site plans

The school site council at each district school shall develop a comprehensive school safety plan relevant to the needs and resources of that particular school. New school campuses shall develop a safety plan within one year of initiating operations. (Education Code 32281, 32286)

The school safety plan shall take into account the school’s staffing, available resources, and building design, as well as other factors unique to the site.
The Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)

Tactical Response Plan
Notwithstanding the process described above, any portion of a comprehensive safety plan that includes tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with a representative of an employee bargaining unit, if he/she chooses to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

Public Access to Safety Plan(s)
The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed.

Policy SANTA PAULA UNIFIED SCHOOL DISTRICT
Adopted: September 14, 2016 Santa Paula, California


Development and Review of Comprehensive School Safety Plan
The school site council shall consult with local law enforcement in the writing and development of the comprehensive school safety plan. When practical, the school site council also shall consult with other school site councils and safety committees. (Education Code 32281, 32282)

The school site council may delegate the responsibility for developing a comprehensive safety plan to a school safety planning committee composed of the following members: (Education Code 32281)

1. The principal or designee
2. One teacher who is a representative of the recognized certificated employee organization
3. One parent/guardian whose child attends the school
4. One classified employee who is a representative of the recognized classified employee organization
5. Other members, if desired

Before adopting the comprehensive safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the plan. (Education Code 32288)

The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting: (Education Code 32288)

1. The local mayor
2. A representative of the local school employee organization
3. A representative of each parent organization at the school, including the parent teacher association and parent teacher clubs
4. A representative of each teacher organization at the school
5. A representative of the school's student body government
6. All persons who have indicated that they want to be notified
In addition, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting: (Education Code 32288)

1. Representatives of local religious organizations
2. Local civic leaders
3. Local business organizations

Content of the Safety Plan
Each comprehensive safety plan shall include an assessment of the current status of any crime committed on campus and at school-related functions. (Education Code 32282)

The assessment may include, but not be limited to, reports of crime, suspension and expulsion rates, and surveys of students, parents/guardians, and staff regarding their perceptions of school safety.

The plan also shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including all of the following: (Education Code 32282)

1. Child abuse reporting procedures consistent with Penal Code 11164
2. Routine and emergency disaster procedures including, but not limited to:
   a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act
   b. An earthquake emergency procedure system in accordance with Education Code 32282
   c. A procedure to allow public agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare
3. Policies pursuant to Education Code 48915(d) for students who commit an act listed in Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations
4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079
5. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4
6. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel" pursuant to Education Code 35183, the provisions of that dress code and the definition of "gang-related apparel"
7. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school
8. A safe and orderly school environment conducive to learning
9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5

Among the strategies for providing a safe environment, the school safety plan may also include:

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution
2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, hazing, and cyberbullying, as well as behavioral expectations and consequences for violations
3. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education, character/values education, media analysis skills, conflict resolution, community service learning, and education related to the prevention of dating violence
4. Parent involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus
5. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students
6. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction
7. District policy related to possession of firearms and ammunition on school grounds
8. Measures to prevent or minimize the influence of gangs on campus
9. Procedures for receiving verification from law enforcement when a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime
10. Assessment of the school’s physical environment, including a risk management analysis and development of ground security measures such as procedures for closing campuses to outsiders, installing surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus

11. Guidelines for the roles and responsibilities of mental health professionals, community intervention professionals, school counselors, school resource officers, and police officers on school campuses. Guidelines may include, but are not limited to, the following:
   a. Strategies to create and maintain a positive school climate, promote school safety, and increase student achievement
   b. Strategies to prioritize mental health and intervention services, restorative and transformative justice programs, and positive behavior interventions and support
   c. Protocols to address the mental health care of students who have witnessed a violent act at any time, including, but not limited to, while on school grounds, while coming or going from school, during a lunch period whether on or off campus, or during or while going to or coming from a school-sponsored activity

12. Strategies for suicide prevention and intervention

13. Procedures to implement when a person interferes with or disrupts a school activity, remains on campus after having been asked to leave, or creates a disruption with the intent to threaten the immediate physical safety of students or staff

14. Crisis prevention and intervention strategies, which may include the following:
   a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate
   b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)
   c. Assignment of staff members responsible for each identified task and procedure
   d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan
   e. Coordination of communication to schools, Board of Education members, parents/guardians, and the media
   f. Development of a method for the reporting of violent incidents
   g. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling

15. Staff development in violence prevention and intervention techniques, including preparation to implement the elements of the safety plan

16. Environmental safety strategies, including, but not limited to, procedures for preventing and mitigating exposure to toxic pesticides, lead, asbestos, vehicle emissions, and other hazardous substances and contaminants

Regulation SANTA PAULA UNIFIED SCHOOL DISTRICT
Approved: September 14, 2016 Santa Paula, California

11. Conduct – BP 5131

The Board of Education believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation.

The Superintendent or designee shall ensure that each school develops standards of conduct and discipline consistent with Board policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes, but is not limited to:
1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats
2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption
3. Conduct that disrupts the orderly classroom or school environment
4. Willful defiance of staff's authority
5. Damage to or theft of property belonging to students, staff, or the district
The district shall not be responsible for students' personal belongings which are brought on campus or to a school activity and are lost, stolen, or damaged.

6. Obscene acts or use of profane, vulgar, or abusive language
7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs
8. Possession or use of a laser pointer, unless for a valid instructional or other school related purpose (Penal Code 417.27)

Prior to bringing a laser pointer on school premises for a valid instructional or school related purpose, a student shall obtain permission from the principal or designee.

9. Use of a cellular/digital telephone, pager, or other mobile communications device during instructional time

Such devices shall be turned off in class, except when being used for a valid instructional or other school related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. (Education Code 48901.5)

10. Plagiarism or dishonesty on school work or tests
11. Inappropriate attire
12. Tardiness or unexcused absence from school
13. Failure to remain on school premises in accordance with school rules

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or an administrator for further investigation.

When a school official suspects that a search of a student or his/her belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 Search and Seizure.

When a student uses any prohibited device, or uses a permitted device in any unethical or illegal activity, a district employee may confiscate the device. The employee shall store the item in a secure manner until an appropriate time.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or co-curricular activities or other privileges in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during non-school hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

Policy SANTA PAULA UNIFIED SCHOOL DISTRICT
Adopted: August 15, 2013 Santa Paula, California

12. Discipline – BP 5144

The Board of Education is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and to preparing students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.
The Superintendent or designee shall develop effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.

In addition, the Superintendent or designee's strategies for correcting student misconduct shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required or permitted by law or when other means of correction have been documented to have failed. (Education Code 48900.5)

School personnel and volunteers shall not allow any disciplinary action taken against a student to result in the denial or delay of a school meal. (Education Code 49557.5)

The Superintendent or designee shall create a model discipline matrix that lists violations and the consequences for each as allowed by law.

The administrative staff at each school may develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and district regulations. The Board, at an open meeting, shall review the approved school discipline rules for consistency with Board policy and state law. Site-level disciplinary rules shall be included in the district's comprehensive safety plan. (Education Code 32282, 35291.5)

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively implement the disciplinary strategies adopted for district schools, including, but not limited to, consistent school and classroom management skills, effective accountability and positive intervention techniques, and development of strong, cooperative relationships with parents/guardians.

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety, and other local measures, shall be included in the district's local control and accountability plan, as required by law.

At the beginning of each school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in district schools in the immediately preceding school year and their effect on student learning.

Policy SANTA PAULA UNIFIED SCHOOL DISTRICT
Adopted: June 18, 2014 Santa Paula, California
Revised: March 14, 2018 Santa Paula, California

13. Discipline – AR 5144

Site Level Rules
Site level rules shall be consistent with district policies and administrative regulations. In developing site level disciplinary rules, the principal or designee shall solicit the participation, views, and advice of one representative selected by each of the following groups: (Education Code 35291.5)

1. Parents/guardians
2. Teachers
3. School administrators
4. School security personnel, if any
5. For junior high and high schools, students enrolled in the school

Annually, site level discipline rules shall be reviewed and, if necessary, updated to align with any changes in district discipline policies or goals for school safety and climate as specified in the district's local control and accountability plan. A copy of the rules shall be filed with the Superintendent or designee for inclusion in the comprehensive safety plan.

School rules shall be communicated to students clearly and in an age appropriate manner.

It shall be the duty of each employee of the school to enforce the school rules on student discipline. (Education Code 35291)

Disciplinary Strategies
To the extent possible, staff shall use disciplinary strategies that keep students in school and participating in the instructional program. Except when a student's presence causes a danger to himself/herself or others or he/she commits a single act of a grave nature or an offense for which suspension or expulsion is required by law, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct. Disciplinary strategies may include, but are not limited to:

1. Discussion or conference between school staff and the student and his/her parents/guardians
2. Referral of the student to the school counselor or other school support service personnel for case management and counseling
3. Convening of a study team, guidance team, resource panel, or other intervention related team to assess the behavior and develop an individual plan to address the behavior in partnership with the student and his/her parents/guardians
4. When applicable, referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program or a Section 504 plan
5. Enrollment in a program for teaching prosocial behavior or anger management
6. Participation in a restorative justice program
7. A positive behavior support approach with tiered interventions that occur during the school day on campus
8. Participation in a social and emotional learning program that teaches students the ability to understand and manage emotions, develop caring and concern for others, make responsible decisions, establish positive relationships, and handle challenging situations capably
9. Participation in a program that is sensitive to the traumas experienced by students, focuses on students' behavioral health needs, and addresses those needs in a proactive manner
10. Afterschool programs that address specific behavioral issues or expose students to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups
11. Recess restriction as provided in the section below entitled "Recess Restriction"
12. Detention after school hours as provided in the section below entitled "Detention After School"
13. Community service as provided in the section below entitled "Community Service"
14. In accordance with Board policy and administrative regulation, restriction or disqualification from participation in extracurricular activities
15. Reassignment to an alternative educational environment
16. Suspension and expulsion in accordance with law, Board policy, and administrative regulation

When, by law or district policy, other means of correction are required to be implemented before a student could be suspended or expelled, any other means of correction implemented shall be documented and retained in the student's records. (Education Code 48900.5)

Recess Restriction
A teacher may restrict a student's recess time only when he/she believes that this action is the most effective way to bring about improved behavior. When recess restriction may involve the withholding of physical activity from a student, the teacher shall try other disciplinary measures before imposing the restriction. Recess restriction shall be subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under a certificated employee's supervision during the period of restriction.
3. Teachers shall inform the principal of any recess restrictions they impose.
Detention After School
Students may be detained for disciplinary reasons up to one hour after the close of the maximum school day. (5 CCR 353)

If a student will miss his/her school bus on account of being detained after school, or if the student is not transported by school bus, the principal or designee shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. The student shall not be detained unless the principal or designee notifies the parent/guardian.

In cases where the school bus departs more than one hour after the end of the school day, students may be detained until the bus departs. (5 CCR 307, 353)

Students shall remain under the supervision of a certificated employee during the period of detention.

Students may be offered the choice of serving their detention on Saturday rather than after school.

Community Service
As part of or instead of disciplinary action, the Board, Superintendent, principal, or principal's designee may, at his/her discretion, require a student to perform community service during non-school hours on school grounds or, with written permission of the student's parent/guardian, off school grounds. Such service may include, but is not limited to, community or school outdoor beautification, campus betterment, and teacher, peer, or youth assistance programs. (Education Code 48900.6)

This community service option is not available for a student who has been suspended, pending expulsion, pursuant to Education Code 48915. However, if the recommended expulsion is not implemented or the expulsion itself is suspended, then the student may be required to perform community service for the resulting suspension. (Education Code 48900.6)

Notice to Parents/Guardians and Students
At the beginning of the school year, the Superintendent or designee shall notify parents/guardians, in writing, about the availability of district rules related to discipline. (Education Code 35291, 48980)

The Superintendent or designee shall also provide written notice of disciplinary rules to transfer students at the time of their enrollment in the district.

Regulation SANTA PAULA UNIFIED SCHOOL DISTRICT
Approved: June 18, 2014 Santa Paula, California

14. Dress and Grooming – BP 5132
The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

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

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

Uniforms
In order to promote student safety and discourage theft, peer rivalry and/or gang activity, the principal, staff and parents/guardians at a school may establish a reasonable dress code requiring students to wear uniforms. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.
If a school's plan to require uniforms is adopted, the Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against or denied attendance to school if their parents/guardians so decide. (Education Code 35183)

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

Policy SANTA PAULA UNIFIED SCHOOL DISTRICT
Adopted: August 15, 2013 Santa Paula, California

15. Dress and Grooming – AR 5132

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Board of Education policy and administrative regulations. These school dress codes shall be regularly reviewed.

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

In addition, the following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. Sandals must have heel straps. Thongs or backless shoes or sandals are not acceptable.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
3. Hats, caps and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
5. Gym shorts may not be worn in classes other than physical education.
6. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

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

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

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

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 "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

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

Uniforms
In schools where a schoolwide uniform is required, the principal, staff and parents/guardians of the individual 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 principal or designee shall also repeat this notification at the end of the school year so that parents/guardians are reminded before school clothes are likely to be purchased.

The Superintendent or designee shall establish criteria for determining student eligibility for financial assistance when purchasing uniforms.

The Superintendent or designee shall establish a method for recycling or exchanging uniforms as students grow out of them.

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)


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

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

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

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

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

1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff

2. A drop procedure whereby each student and staff member takes cover under a table or desk, dropping to his/her knees, with the head protected by the arms and the back to the windows

Drop procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools.

3. Protective measures to be taken before, during, and following an earthquake

4. A program to ensure that students and staff are aware of and properly trained in the earthquake emergency procedure system

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

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

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

The Superintendent or designee shall consider the danger of a post-earthquake tsunami when developing evacuation routes and locations, including the need to evacuate to higher ground.

The Superintendent or designee shall identify at least one individual within each building to determine if an evacuation is necessary, the best evacuation location, and the best route to that location when an earthquake occurs.

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

**Earthquake While Indoors at School**

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

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

**Earthquake While Outdoors on School Grounds**

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

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

**Earthquake While on the Bus**

If students are on the school bus when an earthquake occurs, the bus driver shall take proper precautions to ensure student safety, which may include pulling over to the side of the road or driving to a location away from outside hazards, if possible. Following the earthquake, the driver shall contact the Superintendent or designee for instructions before proceeding on the route or, if such contact is not possible, drive to an evacuation or assembly location.
Subsequent Emergency Procedures
After an earthquake episode has subsided, the following actions shall be taken:

1. Staff shall extinguish small fires if safe.
2. Staff shall provide first aid to any injured students, take roll, and report missing students to the principal or designee.
3. Staff and students shall refrain from lighting any stoves or burners or operating any electrical switches until the area is declared safe.
4. All buildings shall be inspected for water and gas leaks, electrical breakages, and large cracks or earth slippage affecting buildings.
5. The principal or designee shall post staff at safe distances from all building entrances and instruct staff and students to remain outside the buildings until they are declared safe.
6. The principal or designee shall request assistance as needed from the county or city civil defense office, fire and police departments, city and county building inspectors, and utility companies and shall confer with them regarding the advisability of closing the school.
7. The principal or designee shall contact the Superintendent or designee and request further instructions after assessing the earthquake damage.
8. The Superintendent or designee shall provide updates to parents/guardians of district students and members of the community about the incident, any safety issues, and follow-up directions.

Regulation SANTA PAULA UNIFIED SCHOOL DISTRICT
Approved: September 14, 2016 Santa Paula, California

17. Fire Drills and Fires – AR 3516.1

Fire Drills
The principal shall cause the fire alarm signal to be sounded at least once every month. (Education Code 32001)

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

1. The principal shall notify staff as to the schedule for fire drills.
2. Whenever a fire drill is held, all students, teachers and other employees shall be directed to leave the building.
3. Teachers shall ascertain that no student remains in the building.
4. Teachers shall be prepared to select alternate exits and shall direct their classes to these exits whenever the designated escape route is blocked.
5. The principal or designee shall keep a record of each fire drill conducted and file a copy of this record with the office of the Superintendent or designee.

Fires
When a fire is discovered in any part of the school, the following actions shall be taken:

1. The principal or designee shall sound fire signals, unless the school and/or building is equipped with an automatic fire detection and alarm system. (Education Code 32001)
2. The principal or designee shall call 911.
3. All persons shall be directed to leave the building and shall proceed outside to designated assembly areas.
4. Staff shall give students clear direction and supervision and help maintain a calm and orderly response.
5. In outside assembly areas, teachers shall take roll, report missing students, and provide assistance to any injured students.
6. In outside assembly areas, the principal, designee and/or each department head shall account for their staff, report missing staff, and provide assistance to any injured staff.
7. If the fire is extensive, students shall be taken to an alternate location for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes.

Regulation SANTA PAULA UNIFIED SCHOOL DISTRICT
Approved: August 15, 2013 Santa Paula, California
18. Gangs – BP 5136

The Board of Education desires to keep district schools free from the threats or harmful influence of any groups or gangs which exhibit drug use, violence or disruptive behavior. The Superintendent or designee shall take steps to deter gang intimidation of students and staff and confrontations between members of different gangs. He/she shall exchange information and establish mutually supportive efforts with local law enforcement authorities.

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

The Board realizes that students become involved in gangs for many reasons, such as peer pressure, the need for a sense of belonging, and lack of refusal skills. Age-appropriate gang violence prevention education shall start with students in the early elementary grades and may start in kindergarten.

To further discourage the influence of gangs, the Superintendent or designee shall ensure that school rules of conduct and any school dress code prohibiting gang-related apparel are enforced consistently.

If a student exhibits signs of gang affiliation, staff shall so inform the parent/guardian.

Policy SANTA PAULA UNIFIED SCHOOL DISTRICT
Adopted: August 15, 2013 Santa Paula, California


Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009), ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), and SB 70 (Ch. 7, Statutes of 2011), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs. The Santa Paula Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-09 through 2014-15 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

Prevention and Intervention Measures
In order to discourage the influence of gangs, school staff shall take the following measures:

2. Any student displaying behavior, gestures, apparel or paraphernalia indicative of gang affiliation shall be referred to the principal or designee.
   a. The student’s parent/guardian shall be contacted and may be asked to meet with school staff.
   b. The student may be sent home to change clothes if necessary.
3. Staff members shall be provided with the names of known gang members.
4. Students who seek help in rejecting gang associations may be referred to community-based gang suppression and prevention organizations.
5. Any gang graffiti on school premises shall be removed, washed down or painted over as soon as discovered.
   a. Daily checks for graffiti shall be made throughout the campus.
   b. Graffiti shall be photographed before it is removed. These photographs shall be shared with local law enforcement authorities and used in future disciplinary or criminal action against the offenders.
6. Classroom and afterschool programs at each school shall be designed to enhance individual self-esteem, provide positive reinforcement for acceptable behavior, and foster interest in a variety of constructive activities. These programs shall also:
   a. Explain the dangers of gang membership
   b. Provide counseling for targeted at-risk students
   c. Include lessons or role-playing workshops in gang avoidance skills and nonviolent conflict resolution, including communication skills, anger management, ethnic/cultural tolerance, and mediation skills
   d. Assign individual gang members to cooperative learning groups in which they may work toward common goals with students who are not members of their gang
   e. Provide school-to-career instruction
   f. Provide positive interaction with local law enforcement staff

Gang prevention lessons may be taught jointly by teachers and law enforcement staff.
7. Staff shall actively promote membership in authorized student organizations which can provide students companionship, safety, and a sense of purpose and belonging, including:
   a. Positive sports and cultural activities and affiliations with the local community
   b. Structured, goal-oriented

Community Outreach
Gang prevention classes or counseling offered for parents/guardians shall address the following topics:

1. The dangers of gang membership
2. Warning signs which may indicate that children are at risk of becoming involved with gangs
3. The nature of local gang apparel and graffiti
4. Effective parenting techniques
5. Conflict resolution techniques

Community programs shall address:
1. The scope and nature of local gang problems
2. Strategies by which each segment of the community may alleviate gang problems

Regulation SANTA PAULA UNIFIED SCHOOL DISTRICT
Approved: August 15, 2013 Santa Paula, California

20. Hate Motivated Behavior – BP 5145.9

In order to create a safe learning environment for all students, the Board of Education desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. These efforts shall be focused on providing an efficient use of district and community resources.

The district shall provide age-appropriate instruction to help promote an understanding of and respect for human rights, diversity, and tolerance in a multicultural society and to provide strategies to manage conflicts constructively.

The Superintendent or designee shall ensure that staff receive training on recognizing hate-motivated behavior and on strategies to help respond appropriately to such behavior.

Grievance Procedures
Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the Coordinator for Nondiscrimination/Principal. Upon receiving such a complaint, the Coordinator/Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation.

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the Coordinator/Principal, Superintendent or designee, and/or law enforcement, as appropriate.

As necessary, the district shall provide counseling, guidance, and support to students who are victims of hate-motivated behavior and to students who exhibit such behavior.

Policy SANTA PAULA UNIFIED SCHOOL DISTRICT
Adopted: August 15, 2013 Santa Paula, California
21. Nondiscrimination/Harassment – BP 5145.3

The Board of Education desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and 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.

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 includes the creation of a hostile environment through prohibited conduct that 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 school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates 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. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of 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. He/she shall report his/her 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, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

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.

Policy SANTA PAULA UNIFIED SCHOOL DISTRICT
Adopted: November 9, 2016 Santa Paula, California
22. Nondiscrimination/Harassment – AR 5145.3

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

Assistant Superintendent of Educational Services
201 S. Steckel Drive
Santa Paula, CA 93060

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

1. Publicize the district's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public by posting them on the district's web site and other prominent locations and providing easy access to them through district-supported social media, when available.

2. Post in a prominent and conspicuous location on the district and school web sites information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the following: (Education Code 221.61)
   a. The name and contact information of the district's Title IX coordinator, including the phone number and email address
   b. 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 web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR).
   c. A description of how to file a complaint of noncompliance with Title IX in accordance with AR 1312.3 - Uniform Complaint Procedures, which shall include:
      (1) 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
      (2) 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 the OCR's web site
      (3) 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
3. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior. (Education Code 234.1)
4. 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, including transgender and gender-nonconforming students. The notice shall inform students and parents/guardians that they may request to meet with the compliance officer to determine how best to accommodate or resolve concerns that may arise 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.

5. The Superintendent or designee shall 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.

6. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and 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, including transgender and gender-nonconforming students.

7. 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)

8. 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' privacy rights and ensure their safety from threatened or potentially discriminatory behavior.

Enforcement of District Policy
The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti

2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination, how to report it or file a complaint, and how to respond

3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination

4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to students, parents/guardians, and the community

5. Taking appropriate disciplinary action against students, employees, and anyone determined to have engaged in wrongdoing in violation of district policy, including any student who is found to have filed a complaint of discrimination that he/she knew was not true

Process for Initiating and Responding to Complaints
Any student who feels that he/she has been subjected to unlawful discrimination described above or in district policy is strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, any student who observes any such incident is strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.
Any school 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 or principal within a school day, whether or not 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 verbal report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal or compliance officer, he/she shall make a note of the report and encourage the student or parent/guardian to file the complaint in writing, pursuant to the provisions in AR 1312.3 - Uniform Complaint Procedures. Once notified verbally or in writing, the principal or compliance officer 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, 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.

Transgender and Gender-Nonconforming Students

Gender identity of a student means the student's gender-related identity, appearance, or behavior as determined from the student's internal sense of his/her gender, whether or not 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 means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

Gender transition refers to the process in which a student changes from living and identifying as one sex to living and identifying as the sex that corresponds to the student's gender identity.

Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.

Transgender student means a student whose gender identity is different from the gender he/she was assigned at birth.

Regardless of whether they are sexual in nature, acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, 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 are prohibited. Examples of the types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with his/her gender identity
2. Disciplining or disparaging a student or excluding him/her from participating in activities for behavior or appearance that is consistent with his/her gender identity or that does not conform to stereotypical notions of masculinity or femininity, as applicable
3. Blocking a student's entry to the bathroom that corresponds to his/her gender identity
4. Taunting a student because he/she participates in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's transgender status to individuals who do not have a legitimate need for the information, without the student's consent

6. Use of gender-specific slurs

7. Physical assault of a student motivated by hostility toward him/her because of his/her gender, gender identity, or gender expression

The district's uniform complaint procedures (AR 1312.3) shall be used to report and resolve complaints alleging discrimination against transgender and gender-nonconforming students.

Examples of bases for complaints include, but are not limited to, the above list, as well as improper rejection by the district of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's transgender status, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:

1. Right to privacy: A student's transgender or gender-nonconforming status is his/her private information and the district shall only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In any case, the district shall only allow disclosure of a student's personally identifiable information to employees with a legitimate educational interest as determined by the district pursuant to 34 CFR 99.31. Any district employee to whom a student's transgender or gender-nonconforming status is disclosed shall keep the student's information confidential. When disclosure of a student's gender identity is made to a district employee by a student, the employee shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless he/she is required to disclose or report the student's information pursuant to this administrative regulation, and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to his/her status as a transgender or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

As appropriate given the student's need for support, the compliance officer may discuss with the student any need to disclose the student's transgender or gender-nonconformity status or gender identity or gender expression to his/her parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The district shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.

2. Determining a Student's Gender Identity: The compliance officer shall accept the student's assertion of his/her gender identity and begin to treat the student consistent with his/her gender identity unless district personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose.

3. Addressing a Student's Transition Needs: The compliance officer shall arrange a meeting with the student and, if appropriate, his/her parents/guardians to identify and develop strategies for ensuring that the student's access to education programs and activities is maintained. The meeting shall discuss the transgender or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to his/her status as a transgender or gender-nonconforming individual, so that prompt action could 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 meeting his/her educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.
4. 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, intramural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity. To address any student's privacy concerns in using sex-segregated facilities, the district shall offer available options such as 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, access to a staff member's office, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because he/she is transgender or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with his/her gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with his/her gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

5. Student Records: A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed pursuant to a court order. However, at the written request of a student or, if appropriate, his/her parents/guardians, the district shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district-related documents. Such preferred name may be added to the student's record and official documents as permitted by law.

6. Names and Pronouns: If a student so chooses, district personnel shall be required to address the student by a name and the pronouns consistent with his/her gender identity, without the necessity of a court order or a change to his/her official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns will, in general, not constitute a violation of this administrative regulation or the accompanying district policy.

7. Uniforms/Dress Code: A student has the right to dress in a manner consistent with his/her gender identity, subject to any dress code adopted on a school site.

Regulation SANTA PAULA UNIFIED SCHOOL DISTRICT
Approved: November 9, 2016 Santa Paula, California
Revised: July 12, 2017 Santa Paula, California

23. Notification of Dangerous Pupils – BP 4158, 4258, 4358

The Board of Education desires to provide a safe, orderly working environment for all employees.

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

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

The Board recognizes that access to two-way communications devices allows employees to call for assistance from their supervisor or law enforcement in the event of a threat of violence or medical emergency. The district shall provide such communications devices in classrooms to the extent possible. Employees may not carry or possess pepper spray on school property or at school activities. On a case-by-case basis, however, the Superintendent or designee may allow the possession of a pepper spray weapon that meets the requirements of Penal Code 12403.7 when justified by unusual dangerous circumstances. Any employee who is negligent or careless in the possession or handling of pepper spray shall be subject to appropriate disciplinary measures.

Reporting of Injurious Objects

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

Policy SANTA PAULA UNIFIED SCHOOL DISTRICT
Adopted: November 21, 2013 Santa Paula, California

24. Employee Security – AR 4158, 4258, 4358
An employee may use reasonable and necessary force when necessary for self-defense, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects on or within the control of a student. (Education Code 44807, 49001)

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

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

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

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

An employee whose person or property is injured or damaged by willful misconduct of a student may ask the district to pursue legal action against the student or the student’s parent/guardian. (Education Code 48905)
disseminated only when communication with the student, parent/guardian, law enforcement staff and probation
officer is necessary to rehabilitate the student or to protect students and staff. (Welfare and Institutions Code
827)

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

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

Policy SANTA PAULA UNIFIED SCHOOL DISTRICT
Adopted: November 21, 2013 Santa Paula, California

25. School Safety and Security - BP 3515

The Board of Education is committed to providing a school environment that promotes the safety of students,
employees, and visitors to school grounds. The Board also recognizes the importance of protecting district
property, facilities, and equipment from vandalism and theft.

The Superintendent or designee shall develop campus security procedures which are consistent with the goals
and objectives of the district's comprehensive safety plan and site-level safety plans. Such procedures shall be
regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school
objectives.

Surveillance Systems
The Board believes that reasonable use of surveillance cameras will help the district achieve its goals for
campus security. In consultation with relevant staff, the Superintendent or designee shall identify appropriate
locations for the placement of surveillance cameras. Cameras shall not be placed in areas where students, staff,
or community members have a reasonable expectation of privacy. Any audio capability on the district's
surveillance equipment shall be disabled so that sounds are not recorded.

Prior to the operation of the surveillance system, the Superintendent or designee shall ensure that signs are
posted at conspicuous locations at affected school buildings and grounds. These signs shall inform students,
staff, and visitors that surveillance may occur and shall state whether the district's system is actively monitored
by school personnel. The Superintendent or designee shall also provide prior written notice to students and
parents/guardians about the district's surveillance system, including the locations where surveillance may occur,
explaining that the recordings may be used in disciplinary proceedings, and that matters captured by the camera
may be referred to local law enforcement, as appropriate.

To the extent that any images from the district's surveillance system create a student or personnel record, the
Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance
with law, Board policy, administrative regulation, and any applicable collective bargaining agreements.

Policy SANTA PAULA UNIFIED SCHOOL DISTRICT
Adopted: August 15, 2013 Santa Paula, California

26. School Safety and Security - AR 3515

The Superintendent or designee shall ensure that the district's campus security plan includes strategies to:

1. Secure the campus perimeter and school facilities in order to prevent criminal activity
2. Secure buildings from outsiders and discourage trespassing
3. Discourage vandalism and graffiti
4. Control access to keys and other school inventory
5. Detect and intervene with school crime

Regulation SANTA PAULA UNIFIED SCHOOL DISTRICT
Approved: August 15, 2013 Santa Paula, California
27. Student Disturbances - BP 5131.4

The Board of Education desires to provide orderly campuses that create a positive school environment and are conducive to learning. When students initiate or are involved in a campus disturbance that has the potential to threaten the safety of students or staff, the Superintendent or designee may request law enforcement assistance.

The Superintendent or designee and the principal of each school shall establish a school disturbance response plan that is intended to curb disruptions which may lead to riots, violence, or vandalism at school or at school-sponsored events. In developing each school’s plan, the Superintendent or designee shall consult with local law enforcement authorities to create guidelines for law enforcement support and intervention.

Staff are encouraged to be alert to conditions at school that may lead to a disturbance, such as racial or cultural conflict, student protests, or gang intimidation and confrontations. Staff who believe that a disturbance is imminent, or who see a disturbance occurring, shall immediately contact the principal and invoke the school disturbance response plan.

Students who participate in a campus disturbance shall be subject to disciplinary action in accordance with Board policy and administrative regulations.

Policy SANTA PAULA UNIFIED SCHOOL DISTRICT
Adopted: August 15, 2013 Santa Paula, California

28. Student Disturbances – AR 5131.4

Prohibited Activities
A student involved or attempting to be involved in any of the following prohibited activities shall be subject to discipline:

1. Disturbing the peace, including, but not limited to, causing or attempting to cause a riot, burning or destroying property, fighting, challenging another to fight, or using offensive words likely to provoke a fight

2. Disrupting school operations, including, but not limited to, exercising free expression which is obscene, libelous, or slanderous or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or substantially disrupting the orderly operation of the school (Education Code 48907)

   Other examples of activities that may be considered disrupting school operations include, but are not limited to:
   
   a. Organizing or participating in unauthorized assemblies on school premises
   b. Participating in sit-ins or stand-ins which deny students or employees normal access to school premises
   c. Interfering with or unauthorized use of the district’s computer system

3. Refusing to disperse, including, but not limited to, assembling for the purpose of causing a disruption and refusing to disperse upon the direction of school personnel

4. Boycotting school, including, but not limited to, participating in any protest that involves nonattendance where attendance is required at school, class, or at a school activity

Any student who participates in a boycott shall be given an unexcused absence and may be classified as truant, regardless of any parent/guardian approval of the absence.

Extension of Class Period and/or Dismissal of School
During any disturbance in which additional students might become involved while changing classes, the principal or designee may notify all staff that any class currently in session will be extended until further notice. Upon receiving this notification, staff shall ensure that all students in their charge remain in one location under their supervision and shall ask all students who are in the halls to return to their classes immediately.

The principal may also request that the Superintendent dismiss school in accordance with the school disturbance response plan.

Regulation SANTA PAULA UNIFIED SCHOOL DISTRICT
Approved: August 15, 2013 Santa Paula, California
29. Search and Seizure – BP 5145.12

The Board of Education is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the health and welfare of students and staff, school officials may search students, their property, and/or district property under their control and may seize illegal, unsafe, or otherwise prohibited items.

The Board urges that employees exercise discretion and good judgment. When conducting a search or seizure, employees shall act in accordance with law, Board policy, and administrative regulation.

The Superintendent or designee shall ensure that staff who conduct student searches receive training regarding the requirements of the district's policy and administrative regulation and other legal issues, as appropriate.

Individual Searches
School officials may search any individual student, his/her property, or district property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices.

Any search of a student, his/her property, or district property under his/her control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search shall include the danger to the health or safety of students or staff, such as the possession of weapons, drugs, or other dangerous instruments, and whether the item(s) to be searched by school officials are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation.

Employees shall not conduct strip searches or body cavity searches of any student. (Education Code 49050)

Searches of individual students shall be conducted in the presence of at least two district employees.

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

Student Vehicle Searches
The Board reserves the right for its school principal or designees to inspect a student's vehicle, parked on school property, if there exists a reasonable suspicion that the vehicle is a depository for a substance or object either prohibited by law or district or campus rule or regulation. Except where factors of health, safety, or the welfare of the campus dictates otherwise, reasonable efforts will be taken to contact the student in order to inform the student of the grounds for the inspection, and to give the student the opportunity to be present during the inspection.

Searches of Multiple Student Lockers/Desks
All student lockers and desks are the property of the district. The principal or designee may conduct a general inspection of school properties that are within the control of students, such as lockers and desks, on a regular, announced basis, with students standing by their assigned lockers or desks. Any items contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned.

Use of Contraband Detection Dogs
In an effort to keep the schools free of dangerous contraband, the district may use specially trained, nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy.

The dogs may sniff the air around lockers, desks, or vehicles on district property or at district-sponsored events. Dogs shall not sniff within the close proximity of students or other persons and may not sniff any personal items on those persons without their consent.

Seizure and Removal of Items
Items removed or confiscated by a principal or designee during the search of a student, their personal property, automobile, or locker, shall be identified and placed in a secure location accessible only to the school principal or designee, or when appropriate, turned over to law enforcement authorities. The person conducting the search
shall prepare a written statement articulating the grounds for conducting the search. The student shall be given an opportunity to explain the presence or possession of the removed or confiscated items. Appropriate disciplinary action shall be taken and appropriate law enforcement authorities shall be notified.

Dissemination of Policy
Principal’s shall work with staff, students, and parents/guardians to ensure that all students are made aware of and given a copy of this policy at the beginning of each school year.

Policy SANTA PAULA UNIFIED SCHOOL DISTRICT
Adopted: August 15, 2013 Santa Paula, California

30. Sexual Harassment – BP 5145.7

The Board of Education is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

Instruction/Information
The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence

2. A clear message that students do not have to endure sexual harassment under any circumstance

3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained

4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved

5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students

6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made

7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues

8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

IX-33
Complaint Process and Disciplinary Actions
Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

Record-Keeping
The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

Policy SANTA PAULA UNIFIED SCHOOL DISTRICT
Adopted: November 9, 2016 Santa Paula, California

31. Sexual Harassment – AR 5145.7
The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

Santa Paula Unified School District
201 S. Steckel Drive
Santa Paula, CA 93060
805 933 8802
cschieferle@santapaulaunified.org

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

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

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature

5. Spreading sexual rumors

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

7. Massaging, grabbing, fondling, stroking, or brushing the body

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

9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex

10. Displaying sexually suggestive objects

11. Sexual assault, sexual battery, or sexual coercion

12. Electronic communications containing comments, words, or images described above

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

**Reporting Process and Complaint Investigation and Resolution**

Any student who believes that he/she has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

When a report or complaint of sexual harassment involves off-campus conduct, the principal shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If he/she determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures. Regardless of whether a formal complaint is filed, the principal or compliance officer shall take steps to investigate the allegations and, if sexual harassment is found, shall take prompt action to stop it, prevent recurrence, and address any continuing effects.

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3.

In investigating a sexual harassment complaint, evidence of past sexual relationships of the victim shall not be considered, except to the extent that such evidence may relate to the victim's prior relationship with the respondent.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted to the Superintendent or designee who shall determine who will investigate the complaint.

**Confidentiality**

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)
However, when a complainant or victim of sexual harassment notifies the district of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the district of the harassment but requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

Response Pending Investigation
When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. To the extent possible, such interim measures shall not disadvantage the complainant or victim of the alleged harassment. Interim measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

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

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)
   (cf. 5145.6 - Parental Notifications)

2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)

3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5)

4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)

5. Be included in the student handbook

6. Be provided to employees and employee organizations

Regulation SANTA PAULA UNIFIED SCHOOL DISTRICT
Approved: November 9, 2016 Santa Paula, California

32. Suspensions and Expulsion/Due Process – BP 5144.1
The Board of Education 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 his/her 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))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus
4. 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 his/her 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 in grades K-3 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 for truancy, tardiness, or absenteeism from assigned school activities.

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)

1. 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
2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
6. Possessing an explosive as defined in 18 USC 921
For all other violations listed in the accompanying administrative regulation under “Grounds for Suspension and Expulsion: Grades K-12” and “Additional Grounds for Suspension and Expulsion: Grades 4-12,” 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))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. 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.

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)

Due Process
The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their 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 annually present to the Board a report of the outcome data which the district is required to collect pursuant to Education Code 48900.8 and 48916.1, including 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.

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, 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.

Policy SANTA PAULA UNIFIED SCHOOL DISTRICT
Adopted: March 18, 2015 Santa Paula, California
Revised: March 14, 2018 Santa Paula, California

33. Suspensions and Expulsions/Due Process – AR 5144.1

Definitions
Suspension means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)

1. 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 Board of Education for students of the same grade level
2. Referral to a certificated employee designated by the principal to advise students
3. 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

Expulsion means 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:

1. 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))

2. 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))

3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))

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

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

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

8. 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 his/her own prescription products (Education Code 48900(h))

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

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

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

12. 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))

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

14. 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))

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

16. 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))

17. 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 in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her 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 items #1-3 of "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. A message, text, sound, video, or image

   b. A post on a social network Internet web site, including, but not limited to, posting to or creating a burn page or creating a credible impersonation or false profile for the purpose of 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 his/her age, or for a person of his/her age with his/her disability. (Education Code 48900(r))

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

19. 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 it out. (Education Code 48900.7)

Additional Grounds for Suspension and Expulsion: Grades 4-12
Any student in grades 4-12 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))

A student in grades 4-12 shall be subject to suspension or recommendation for expulsion when it is determined that he/she:

   1. 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)
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)

3. 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, including a grade K-3 student, from class for the remainder of the day and the following day for disruption, willful defiance, or any of the other acts specified in Education Code 48900 and listed as items #1-18 under "Grounds for Suspension and Expulsion: Grades K-12" above. (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, he/she shall be appropriately supervised during the class periods from which he/she has been suspended. (Education Code 48910)

As soon as possible after the teacher decides to suspend the student, he/she 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 either the parent/guardian or teacher so requests. (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 he/she was suspended. (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 to have committed any of the acts listed in the Board policy under "Authority to Expel" and for which he/she is required to recommend expulsion. (Education Code 48915(c))

The Superintendent, principal, or designee may impose a suspension for a first offense if he/she determines 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 or supervised suspension upon a student, 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 continuation school or class for the purpose of adjustment, he/she 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:

1. 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 him/her, and shall be given the opportunity to present his/her version and evidence in support of his/her 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, both the parent/guardian and student shall be notified of the student’s right to return to school for the purpose of the conference and the conference shall be held within two school days, unless the student waives his/her 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. (Education Code 48911)

2. 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)

3. Notice to Parents/Guardians: At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian 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 may state the date and time when the student may return to school.

4. Parent/Guardian Conference: Whenever a student is suspended, school officials may request 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, the notice may state that the law requires the parent/guardian to respond to such requests without delay. However, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied reinstatement solely because the parent/guardian failed to attend the conference. (Education Code 48911)

5. 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)

   a. 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.

b. 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. (Education Code 48911)

c. If the student involved is a foster youth, the Superintendent or designee shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (Education Code 48853.5, 48911, 48918.1)

d. If the student involved is a homeless child or youth, 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 his/her behavior and keep him/her 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 violating a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

The Board shall provide the student and his/her 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)

1. The on-campus suspension classroom shall be staffed in accordance with law.

2. The student shall have access to appropriate counseling services.

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

4. The student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. 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 in person or by telephone. When the assignment is for longer than one class period, this notification may 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, he/she shall recommend a student's expulsion for any of the following acts: (Education Code 48915)
1. Causing serious physical injury to another person, except in self-defense

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

3. Unlawful possession of any controlled substance as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student’s possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician

4. Robbery or extortion

5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

In determining whether or not 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**

An expulsion 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 expellable offense, the Superintendent, principal, or designee shall offer the student and his/her parent/guardian 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 the student or his/her parent/guardian has been given written notice of the expulsion hearing pursuant to Education Code 48918.

The stipulation agreement shall be in writing and shall be signed by the student and his/her parent/guardian. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of his/her 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 and his/her parent/guardian 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, he/she shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of his/her right to: (Education Code 48918.5)

1. Receive five days’ notice of his/her scheduled testimony at the hearing
2. Have up to two adult support persons of his/her choosing present at the hearing at the time he/she testifies
3. Have a closed hearing during the time he/she 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))

1. The date and place of the hearing
2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based
3. A copy of district disciplinary rules which relate to the alleged violation
4. 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).

5. 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.

6. The right to inspect and obtain copies of all documents to be used at the hearing
7. The opportunity to confront and question all witnesses who testify at the hearing
8. 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 and Homeless Students
If the student facing expulsion is a foster student, the Superintendent or designee shall also send notice of the hearing to the student's attorney and a representative of an appropriate child welfare agency at least 10 days prior to the hearing. (Education Code 48918.1)

If the student facing expulsion is a homeless student, the Superintendent or designee shall also send notice of the hearing to the district liaison for homeless students at least 10 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
1. 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 or not 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 have his/her testimony heard 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))

2. 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))

3. 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 #4 below. (Education Code 48918(i))

4. 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.

5. 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)

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

b. 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 his/her testimony.

c. Before a complaining witness testifies, support persons shall be admonished that the hearing is
   confidential.
d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.

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

f. 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.

g. 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.

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

(2) 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 he/she may leave the hearing room.

(3) The person conducting the hearing may:

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

(b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours

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

6. 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 his/her school of attendance, 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 his/her 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 act listed under "Mandatory Recommendation and Mandatory Expulsion" above, 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)

1. Periodic review, as well as assessment at the time of review, for readmission
2. 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:

1. 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)
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)
5. 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:

1. The student's pattern of behavior
2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program

The suspension of the enforcement of an expulsion shall be governed by the following:

1. 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)
2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)
3. 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)
4. 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)
5. 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)
6. 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 suspension, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of his/her status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(j))
7. 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
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 also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance. In addition, law enforcement authorities shall be notified regarding any acts by students regarding 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 city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code 48902)

Placement During Expulsion
The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

1. Appropriately prepared to accommodate students who exhibit discipline problems

2. 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

3. 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:

1. The Superintendent or designee shall hold a conference with the parent/guardian 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 parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.

2. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session. If a written request for open session is received from the parent/guardian or adult student, it shall be honored to the extent that privacy rights of other students are not violated.

3. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.

4. 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)

5. 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.

6. The Board shall provide written notice to the expelled student and parent/guardian 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. (Education Code 48916)

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)

Regulation SANTA PAULA UNIFIED SCHOOL DISTRICT
Approved: March 14, 2018 Santa Paula, California

34. Transportation Safety Plan – AR 3543

Bus Evacuation and Safe Riding Practices
The Transportation Coordinator shall implement procedures to insure that twice during each school year each student who is transported in a school bus shall receive appropriate instruction in safe riding practices and shall participate in emergency bus evacuation drills. (5 CCR 14102)

Staff Responsibilities:
All staff shall support the bus and van drivers in carrying out their mandated responsibilities. Teachers and coaches should take steps to familiarize students of their responsibilities as outlined in this plan at least twenty-four (24) hours prior to the scheduled trip. In the event that this cannot be accomplished, teachers and coaches shall be responsible to review the plan with students before the start of the trip. In addition, coaches must read aloud the section entitled "Student Responsibilities" to each team before boarding the bus on the first athletic trip of the season.

1. Verify that all students designated to go on a trip are on board when they arrive at and depart from the destination.
2. Leave with the group at the assigned time of departure.
3. Be an example to the students by providing an atmosphere of respect for the driver and for each other, contributing to a safe and pleasant trip.
4. Do not invite unauthorized personnel including parents, siblings, friends of students, and unauthorized district personnel to ride the bus or van.
5. Do not ask or pressure the drivers to accommodate requests in violation of Board Policies and/or administrative directions

Regulation SANTA PAULA UNIFIED SCHOOL DISTRICT
Approved: August 15, 2013 Santa Paula, California

35. Visitors/Outsiders – BP 1250

The Board of Education 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.

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should 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 noninstructional time.

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.

The principal or designee may 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 and principal's permission. (Education Code 51512)

The Board encourages all individuals to assist in maintaining a safe and secure school environment by behaving in an orderly manner while on school grounds and by utilizing the district's complaint processes if they have
concerns with any district program or employee. In accordance with Penal Code 626.7, the principal or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

Policy SANTA PAULA UNIFIED SCHOOL DISTRICT
Adopted: August 15, 2013 Santa Paula, California

36. Visitors/Outsiders – AR 1250

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.

Registration Procedure
In order to register, a visitor shall, upon request, furnish the principal or designee with the following information:

1. His/her name, address, and occupation
2. His/her age, if less than 21
3. His/her purpose for entering school grounds
4. Proof of identity
5. Other information consistent with the provisions of law

Principal's Registration Authority
The principal or designee may refuse to register any visitor if he/she 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 or school security officer may revoke any visitor's registration if he/she has 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.

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 inform him/her that if he/she reenters the school within seven days he/she may be guilty of a misdemeanor subject to a fine and/or imprisonment.

Appeal Procedure
Any person who is denied registration or whose registration is revoked may appeal to the Superintendent or principal by submitting, within five days after the person's departure from school, a written request for a hearing. This request must state why he/she 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)

Regulation SANTA PAULA UNIFIED SCHOOL DISTRICT
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37. Weapons and Dangerous Instruments – BP 5131.7

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

Possession of Weapons
The Board prohibits any student from possessing weapons, imitation firearms, or other dangerous instruments, as defined in law and administrative regulation, in school buildings, on school grounds or buses, at school-related or school-sponsored activities away from school, or while going to or coming from school.
Under the power granted to the Board to protect the safety of students, staff, and others on district property and to maintain order and discipline in the schools, any school employee is authorized to confiscate any prohibited weapon, imitation firearm, or dangerous instrument from any student on school grounds.

Unless he/she has obtained prior written permission as specified below, a student possessing or threatening others with any weapon, dangerous instrument, or imitation firearm shall be subject to suspension and/or expulsion in accordance with law, Board policy, and administrative regulations.

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

Advance Permission for Possession of a Weapon for Educational Purposes

The parent/guardian of a student who desires to possess a firearm, imitation firearm, or other prohibited weapon on school grounds for an educational purpose shall, at least five school days in advance of the planned possession, submit a written request to the principal which explains the planned use of the weapon and the duration. The student shall also submit a written explanation from the staff person responsible for the school-sponsored activity or class.

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

When the principal or designee grants permission, he/she shall take all necessary precautions to ensure the safety of all persons on school grounds, including, but not limited to, inspecting a firearm to verify that no live ammunition is present. Any weapon allowed shall be stored in a locked vehicle or in an appropriate, locked container before and after its authorized use.

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

Reporting of Dangerous Objects

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

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

Policy SANTA PAULA UNIFIED SCHOOL DISTRICT
Adopted: August 15, 2013 Santa Paula, California

38. Weapons and Dangerous Instruments – AR 5131.7

Prohibited weapons and dangerous instruments include, but are not limited to: (Education Code 48915, 49330; Penal Code 626.10, 1610017350, 30310)

1. Firearm: pistols, revolvers, shotguns, rifles, "zip guns," "stun guns," tasers, and any other device capable of propelling a projectile by the force of an explosion or other form of combustion
2. Ammunition or reloaded ammunition
3. Knives, razor blades, and box cutters: any dirks, daggers, ice picks, or other weapons with a fixed, sharpened blade fitted primarily for stabbing, weapons with a blade fitted primarily for stabbing, weapons with a blade longer than 21/2 inches, folding knives with a blade that locks into place, and razors with an unguarded blade
4. Explosive and/or incendiary devices: pipe bombs, time bombs, cap guns, containers of inflammable fluids, and other hazardous devices

5. Any instrument that expels a metallic projectile, such as a BB or a pellet, through the force of air pressure, carbon dioxide pressure, or spring action, or any spot marker gun

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

7. Any imitation firearm, defined as 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

Any employee may take any weapon or dangerous instrument from the personal possession of a student while the student is on school premises or under the authority of the district. (Education Code 49331, 49332)

In determining whether to take possession of the weapon or dangerous instrument, the employee shall use his/her own judgment as to the dangerousness of the situation and, based upon this analysis, shall take one of the following actions:

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately notify the local law enforcement agency and the principal

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

The principal shall report any possession of a weapon or dangerous instrument to the student's parents/guardians by telephone or in person, and shall follow this notification with a letter.

The employee shall retain possession of the instrument until the risk of its use as a weapon has dissipated or, upon the request of the student's parent/guardian, until the parent/guardian appears and personally takes possession. (Education Code 49331, 49332)

Regulation SANTA PAULA UNIFIED SCHOOL DISTRICT
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X. References

A. Student Handbook

A copy of Santa Paula High School’s student handbook is available in the school office.