

Comprehensive School Safety Plan SB 187 Compliance Document

**2018-2019
School Year**

School: Newberry Springs Elementary School
CDS Code: 36-73890-6035406
District: Silver Valley Unified School District
Address: 33713 Newberry Road
 Newberry Springs, CA 92365
Date of Adoption: November 2018

Approved by:

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Nikki Burcham	Parent	<i>Nikki Burcham</i>	12/10/18
Andreo Palacol	Asst. Principal	<i>Andreo Palacol</i>	12/10/18

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Senate Bill 187: Comprehensive School Safety Plan Purpose

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

Assessment of school crime committed on school campuses and at school-related functions

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

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

A copy of the Comprehensive School Safety Plan is available for review at Newberry Springs Elementary School's office.

Safety Plan Vision

All students at Newberry Springs Elementary School will be respectful and responsible students who strive to learn and grow into productive citizens in our community.

Newberry Springs Elementary School is a community of optimal learning for every student by Name, by Need, and by Skill. Through staff collaboration we will work together to promote a Responsible, Respectful and Safe learning environment for ALL students.

The Newberry Springs Elementary Schools Mission or Vision cannot be achieved without safety being the highest priority. First and foremost, all students and staff must both be safe and feel safe before teaching and learning can take place.

Components of the Comprehensive School Safety Plan (EC 32281)

Newberry Springs Elementary School Safety Committee

Michael Cox - Principal
Elaine Lambert - Teacher
Cyndy Gaastra - Teacher
Nikki Burcham - Parent
Andreo Palacol - Asst. Principal

Assessment of School Safety

SUMMARY OF SITE SAFETY ASSESSMENT DATA

Accomplishments/Areas of Pride

1. School-wide Disaster Drill, including community members
2. Monthly Fire Drills
3. Lockdown drills (inside classrooms & playground)
4. Physical safety items are reported and handled in a timely manner using MOT's work order system.
5. Continual Positive Behavior Interventions and Supports for ALL students and Staff
6. Tier 2 PBIS established and utilized. Working on Tier 3 PBIS interventions for students
7. Cafeteria emergency evacuation routes cleared to allow safe egress
8. Gaps eliminated between tunnel slide bed sections (interior).
9. Repaired playground equipment and structure

Findings & Desired Improvements

1. Inspect cafeteria vent hood for proper airflow velocity and post inspection tag.
2. Replace spring in guillotine paper cutter
3. Replace acoustic ceiling tiles that are damaged/stained.
4. Clear area surrounding fire extinguisher to allow free access
5. Remove any combustible items from within 36 inches of electrical panels/transformers
6. Secure compressed gas cylinders to wall with a chain, strap or clamp.
7. Exposed tree roots need to be covered/removed to reduce tripping hazard
8. Fix warped wall(s) (i.e. outside of Room 12)

Priorities/Goals

1. Engage the entire staff in practicing risk prevention by continuing to assess areas on campus for safety needs and alerting the office
2. Continue to Review and Revise our site PBIS program (yearly).
3. Work with the Maintenance, Operations and Facilities department to monitor work order completion and mutual support for workarounds.

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

ACTION PLAN

"Physical Environment"

SCHOOL SAFETY STRATEGY:

GOAL #1:

I. Related Strategies and Activities

1. Discuss safety issues as a regular item on staff meeting agenda.
2. Encourage all staff to report safety issues immediately.

3. Report safety issues with specific, clear requests immediately.

II. Funding Resources Required

1. Funds for repairs are from the MOT budget

III. Evidence/Evaluation

1. Safety issues identified, reported and entered into the service request system in a timely manner so issues may be resolved quickly.

IV. Responsibility: Who & When.

1. All staff and visitors to the site are responsible for reporting safety issues to the office.

ACTION PLAN

“School Climate”

SCHOOL SAFETY STRATEGY:

GOAL #1: We will provide a safe and equitable environment in which students receive personal, emotion, and physical support to meet the challenges of the future

I. Related Strategies and Activities

1. Positive Behavior Interventions and Supports
2. Professional Learning Communities at Work

II. Funding Resources Required

1. Training and support provided by D/M Selpa and paid for through NSES site budget

III. Evidence/Evaluation

1. Decrease bullying activities to 10% or lower
2. Decrease behavior problems to 10% or lower

IV. Responsibility; Who & When

1. Principal, staff and students

GOAL #2: Improve playground/recess behavior

I. Related Strategies and Activities

1. Document where/when incidents happen – this will take place using PBIS

II. Funding Resources Required

1. Title I/training for staff and noon duty

III. Evidence/Evaluation

1. Playground incidents will decrease by 25%

IV. Responsibility; Who & When

1. Principal and all NSES staff

Safe School Compliance

Mandatory Policies to Include in Plan:

Child Abuse Reporting and Procedures
Suspected Child Abuse Reporting Procedures
Suspension and Expulsion/Due Process
Procedures for Notifying Teachers about Dangerous Pupils
Sexual Harassment Policy
School Wide Dress Code
Procedure for Safe Ingress to and Egress from School
Procedures to Ensure A Safe and Orderly Environment
Rules and Procedures on School Discipline
Other School Site Policies

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

CHILD ABUSE REPORTING PROCEDURES

Definitions

Child Abuse or neglect includes the following:

1. A physical injury 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
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment
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

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 the student

5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student

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; administrators and employees of a licensed day care facility; Head Start teachers, district police or security officers; licensed nurses or health care providers; and administrators, presenters or counselors of a child abuse prevention program.

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.

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.

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 emotion 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.

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.

Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person.

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 by mutual agreement and a single report may be made and signed by the elected 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.

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report.

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.

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 (including the military police if the family lives on post, but excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or the county welfare department.

CHILD ABUSE REPORTING PROCEDURES

Fort Irwin residence: Any time a mandated reporter contacts the Sheriff's Department, they may also contact the Fort Irwin Military Police.

San Bernardino County Sheriff's Department
225 E. Mountain View
Barstow, CA 92311
(760) 256-1796

Fort Irwin Military Police
(760) 380-4444

Child Protective Services
170 N. Yucca Ave., Suite D
Barstow, CA 92311
(760) 255-5400

Valley Residence (Yermo, Daggett, Ludlow, Newberry Springs, or Barstow)

San Bernardino County Sheriff's Department
225 E. Mountain View
Barstow, CA 92311
(760) 256-1796

Child Protective Services
170 N. Yucca Ave., Suite D
Barstow, CA 92311
(760) 255-5400

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 (Form SS 8572).

The Department of Justice form may be obtained from the district office or other appropriate agency, such as the county probation or welfare department or the police or sheriff's department.

The designated agency for reporting and sending written report is the San Bernardino County Sheriff's Department.

Reports of suspected child abuse or neglect shall include, if known:

- a. The name, business address and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location and, where applicable, school, grade and class
- c. The names, addresses and telephone numbers of the child's parents/guardians
- d. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source of that information
- e. The name, address, telephone number and other relevant personal information about the person who might have abused or neglected the child

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her.

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 section 11166.05.

3. Internal Reporting

The mandated reporter shall not be required to disclose his/her identity to his/her supervisory, the principal, or the Superintendent or designee.

However, employees reporting child abuse or neglect to the appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to an 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, school principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency.

Training

Training of mandated reporters shall include identification and mandated reporting of child abuse and neglect.

Training shall also include guidance in the appropriate discipline of students, physical contact with students, and maintenance of ethical relationships with students to avoid actions that may be misinterpreted as child abuse.

Victim Interviews

Whenever a representative from the Department of Social Services or another governmental agency investigating suspected child abuse or neglect deems it necessary, a suspected victim may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements:

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. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation.

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

Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with a copy of this administrative regulation which contains 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 to any district employee, that employee 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 all new employees who are mandated reporters a statement that informs them that they are mandated reporters, of their reporting obligations under Penal Code 11166, and of their confidentiality rights under Penal Code 11167. The district shall also provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167.

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 statements shall be retained by the Superintendent or designee.

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

The Superintendent or designee shall also notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report 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 reports.
2. If a mandated report fails to report an incident of known or reasonably suspected child abuse or neglect, he/she is guilty of a crime punishable by a fine and/or imprisonment.
3. No employee shall be subject to any sanction by the district for making a report.

Regulation

Adopted: 4-14-97

Revised: 12-10-01, 12-9-02, 11-14-05, 11-13-12 Silver Valley Unified School District

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

Disaster Plan (See Appendix C-F)

Disaster Procedures, Routine and Emergency

A contingency plan for emergencies is contained in a handbook available to each staff member. The District's Emergency Disaster Plan - EDP has been developed and provided as a separate document for each school site within Silver Valley Unified School District. The plan is reviewed at the beginning of each school year. This plan also contains information regarding available district and outside agency resources, emergency disaster procedures and information on both Standardized Emergency Management System (SEMS) and National Incident Management Systems (NIMS).

EMERGENCY PROCEDURES

Each teacher is responsible for reviewing and becoming familiar with the site disaster plan.

Fire

1. A fire drill map is to be posted in a conspicuous place in your classroom at all times. The office will give each teacher a copy of the map. Please post it near the door to be used as an exit where it can easily be seen.
2. The fire drill signal is a series of short, high-pitched rings from the school's fire alarm system. When this signal is heard, students are to immediately leave the classroom without talking or running.
3. The teacher should be the last one out of the classroom door. This way the teacher will know that all students are out of the classroom.
4. The classroom door is to be closed by the teacher. This is to prevent the spread of fire.
5. Teach your children to move quickly and quietly out to the playground. Once there, they are to line up quietly in designated area and wait for you to take attendance.
6. If students are not in the classroom, they are to proceed in an orderly fashion to their designated area.
7. The teacher is to carry out his/her attendance sheet, take attendance and account for all students. Hold up the Green or Red card to report your attendance. (Green=all students present; Red=student or students missing.)
8. Wait for the bell to ring to announce the end of the fire drill.
9. Return quietly without talking or running to the classroom.

Earthquake

1. During an earthquake drill, a bell will ring and you will be instructed to duck and cover.
2. Everyone on the campus is to duck, cover and hold on to his or her desk or table leg. Students should duck under their desks.
3. When the "shaking" stops, evacuate all students from the buildings to the field and account for all students, as in a fire drill.
4. The school's disaster team will canvass the entire campus to see that we can account for all students. Custodians will turn off the gas and electricity. Any classroom disaster supplies are to be brought out of the classroom with the students when you evacuate.
5. Each teacher will work with his or her students, help with the disaster team and remain at the school site until students are released to parents.
6. Each teacher will have a planned program of songs, games and lessons for use during periods of forced confinement of students. A planned program will help to maintain order, morale, relieve tension and prevent panic and hysteria.
7. Teachers will release children only to their parent/guardians or adults listed on their emergency card.

Government Code, Chapter 8, Division 4, Title 1, Section 3100 and 3101: All school district employees are civil defense workers subject to such civil defense activities as may be assigned to them.

Lockdown

This procedure will be used in the event of a "dangerous condition" on or around the campus, i.e., a campus intruder, gunshots heard, police chase, etc.

1. A verbal announcement on the P.A. system will alert teachers of the lockdown situation. ("Lockdown.")
2. Teachers are to lock doors and pull drapes. Students should take cover in a pre-established safe area.
3. If outside, students should immediately enter the nearest classroom, drop and take cover as in an earthquake drill. All persons should stay put until notified that the emergency situation no longer exists.
4. The announcement, "All Clear," on the "All Call" system will mark the end of the Lock Down.

Public Agency Use of School Buildings for Emergency Shelters

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines
SUSPENSION AND EXPULSION POLICIES

Definitions

Suspension from school means removal of a student from ongoing instruction for adjustment purposes. However, "suspension" does not mean any of the following:

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 Governing Board 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. Removal from a particular class shall not occur more than once every five school days.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision, of school personnel.

Day means a calendar day unless otherwise specifically provided.

School day means a day upon which the schools of the district are in session or weekdays during the summer recess.

Student includes a student's parent/guardian or legal counsel.

Principal's designee means one or more administrators or, if there is not a second administrator at one school site, a certificated person specifically designated by the principal, in writing, to assist with disciplinary procedures. Only one such person may be designated at any time as the principal's primary designee and only one such person may be designated as secondary designee for the school year. The names of such persons shall be on file in the principal's office.

School property, for the purposes described in Education Code 48900, includes, but is not limited to, electronic files and databases.

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, suspension and expulsion.

Grounds for Suspension and Expulsion

A student may be subject to suspension or expulsion when it is determined that he/she:

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense.

A student who aids or abets the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31, may be suspended, but not expelled. However, a student may be suspended or expelled pursuant to Education Code 48900(a) once he/she has been adjudged by a juvenile court to have committed, as an aide or abettor, a crime of physical violence in which the victim suffered great or serious bodily injury.

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.

3. Unlawfully possessed, used, sold, or 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.

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 controlled substance, alcohol beverage or intoxicant.

5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stole or attempted to steal school property or private property.
8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
12. Knowingly received stolen school property or private property.
13. Possessed an imitation firearm, i.e. 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.

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.

14. 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.
15. 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.
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

17. Engaged in, or attempted to engage in, hazing as defined in Education Code 32050.
 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.

18. Made terrorist threats against school officials and/or school property.
 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.

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

19. Committed sexual harassment as defined in Education Code 212.5.
 Sexual harassment means that conduct, 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.
20. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 33032.5.

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating another person, interfering with the exercise of a person's civil rights, or damaging a person's property because of the person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation.

21. Intentionally engaged in harassment, threats, or intimidation against district personnel or a students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment.

22. Engaged in an act of bullying, including, but not limited to, bullying by means of an electronic act, directed toward a student or school personnel.

Bullying means one or more acts by a student or group of students that constitutes sexual harassment pursuant to Education Code 48900.2, as defined in item #19 above; hate violence pursuant to Education Code 48900.3, as defined in item #20 above; or harassment, threats, or intimidation pursuant to Education Code 48900.4, as defined in item #21 above.

Electronic act means the transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any district school under the jurisdiction of the Superintendent or principal or within any other school district, including but not limited to the following circumstances:

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.

The Superintendent or principal may use his/her discretion to provide alternatives to suspension or expulsion for a student subject to discipline under this administrative regulation, including, but not limited to, counseling and an anger management program.

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

Removal from Class by a Teacher/Parental Attendance

A teacher may suspend any student from his/her class for the remainder of the day and the following day for any act listed in "Grounds for Suspension and Expulsion" above.

A teacher also may refer a student to the principal or designee for consideration of suspension from school.

When removing a student from his/her class, the teacher shall immediately report this action to the principal and send the student to the principal for appropriate action. The student shall be appropriately supervised during the class periods from which he/she has been removed.

As soon as possible, the teacher shall ask the student's parent/guardian to attend a parent-teacher conference regarding the removal. 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.

A student removed from class shall not be returned to class during the period of removal without the approval of the teacher of the class and the principal.

A student removed from class shall not be placed in another regular class during the period of removal. However, if a student is assigned to more than one class per day, he/she may be placed in any other regular classes except those held at the same time as the class from which the student was removed.

The teacher of any class from which a student is removed may require the student to complete any assignments and tests missed during the removal.

Pursuant to Board policy, a teacher may provide that the parent/guardian of a student whom the teacher has removed attend a portion of a school day in his/her child's classroom. When a teacher makes this request, the principal shall send the parent/guardian a written notice that the parent/guardian's attendance is requested pursuant to law.

This notice shall also:

1. Inform the parent/guardian when his/her presence is expected and by what means he/she may arrange an alternate date.
2. State that if the parent/guardian does not have a means of transportation to school, he/she may ride the school bus with the student.
3. Ask the parent/guardian to meet with the principal after the visit and before leaving school, as required by Education Code 48900.1.

Suspension by Superintendent, Principal or Principal's Designee

The Superintendent, or principal, may suspend a student from a school for not more than five consecutive school days unless the suspension is extended pending expulsion.

The Superintendent or designee shall immediately suspend any student found at school or at a school activity to be:

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence.
2. Brandishing a knife, as defined in Education Code 48915(g), at another person.
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058.
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above.
5. Possession of an explosive as defined in 18 USC 921.

Explosive means a destructive device and includes, but is not limited to, any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or similar device. A destructive device includes any other type of weapon (except a shotgun or shotgun shell recognized by the United States Secretary of Army as suitable for sporting purposes) which might be converted to project an explosive.

Suspension also may be imposed upon a first offense if the Superintendent, or principal, determines the student violated items #1-5 listed in "Grounds for Suspension and Expulsion" above or if the student's presence causes a danger to persons or property or threatens to disrupt the instructional process.

A student may be suspended from school for not more than 20 school days in any school year unless, for purposes of adjustment, the student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class, in which case suspension shall not exceed 30 days in any school year. However, this restriction on the number of days of suspension does not apply when the suspension is extended pending an expulsion.

The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which a student may be suspended in any school year.

Suspensions shall be initiated according to the following procedures:

1. **Informal Conference:** Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or principal's 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, presented with the evidence against him/her; and given the opportunity to present his/her version in support of his/her defense.

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists. An "emergency situation" involves 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. 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 case, the conference shall be held as soon as the student is physically able to return to school.

2. **Administrative Actions:** All requests for student suspension are to be processed by the principal or designee of the school in which the student is enrolled at the time of the misbehavior. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee.

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 be notified in writing of the suspension. This notice shall state the specific offense committed by the student.

In addition, the notice may also state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may add that state law requires the parent/guardian to respond to such requests without delay.

4. **Parent/Guardian Conference:** Whenever a student is suspended, school officials may meet with the parent/guardian to discuss the causes and duration of the suspension, the school policy involved and any other pertinent matter.

While the parent/guardian is required to respond without delay to a request for a conference about a student's behavior, 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 readmission solely because the parent/guardian failed to attend.

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.

Any extension of the original period of suspension shall be 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. Extension of the suspension may be made only if 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.

Suspension by the Board

The Board may suspend a student for any of the acts listed in "Grounds for Suspension and Expulsion" above and within the limits specified in "Suspension by Superintendent, Principal or Principal's Designee" above.

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester if any of the acts listed in "Grounds for Suspension and Expulsion" occurred. The suspension shall meet the requirements of Education Code 48915.

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

The Board shall provide the student and his/her parent/guardian with written notice of the closed session by certified mail. 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.

Supervised Suspension Classroom

Students for whom an expulsion action has not been initiated and who pose no imminent danger or threat to the school may be assigned to a supervised suspension classroom in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply:

1. The supervised suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.
3. The supervised suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.
4. Each 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 a supervised 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 shall be made in writing.

Authority to Expel

A student may be expelled only by the Board. The Board shall expel, as required by law, any student found to have committed certain offenses listed below under "Mandatory Recommendation and Mandatory Expulsion."

The Board may also order a student expelled for any of the acts listed above under "Grounds for Suspension and Expulsion" upon recommendation by the principal, Superintendent, hearing officer or administrative panel, based on either or both of the following finding(s):

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.

Mandatory Recommendation for Expulsion

Unless the principal, Superintendent or designee finds that expulsion is inappropriate due to particular circumstances, the principal, Superintendent or designee shall recommend a student's expulsion for any of the following acts:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife as defined in Education Code 48915(g), explosive 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 the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee.

Mandatory Recommendation and Mandatory Expulsion

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be:

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence.
2. Brandishing a knife as defined in Education Code 48915(g) at another person.
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058.
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above.
5. Possession of an explosive as defined in 18 USC 921

Upon finding that the student committed any of the above acts, the Board shall expel the student.

Student's Right to Expulsion Hearing

The student is entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within 30 school days after the principal or Superintendent or designee determines that one of the acts listed under "Grounds for Suspension and Expulsion" has occurred.

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.

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.

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.

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay.

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.

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:

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 in 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.

Written Notice of the Expulsion Hearing

Written notice of the 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:

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 to employ and be represented by legal counsel or by a nonattorney advisor;

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.

Non-attorney advisor 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; and
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf; including witnesses.

Conduct of Expulsion Hearing

1. **Closed Session:** Notwithstanding the provisions of Government Code 54953 and 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 request is made, the meeting shall be public unless another student's privacy rights would be violated.

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 shall also be allowed to attend the closed session.

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 videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television.

2. **Record of Hearing:** A record of the hearing shall be made and maybe maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

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 the Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20.

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.

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.

4. **Presentation of Evidence:** Technical rules of evidence do 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" above.

Findings of fact shall be based solely on the evidence at the hearing. While 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.

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 hearings involve allegations of sexual assault or sexual battery by a student:

- 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 according to 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 non-threatening 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 Within 10 Days:** The Board's decision on whether to expel a student shall be made within 10 school days after the conclusion of the hearing, unless the student requests in writing that the decision be postponed

7. **Decision Within 40 Days:** If the Board does not meet on a weekly basis, its decision on 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.

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. Alternatively, the Board may 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.

A hearing conducted by the hearing officer or administrative panel shall conform to the same applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing."

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 student shall be immediately reinstated. The Superintendent or designee shall place the student in a classroom instructional program, any other instructional program, a rehabilitation program, or any combination of these programs after consulting with district staff, including the student's teachers and with the student's parent/guardian. The decision to not recommend expulsion shall be final.

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.

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion for a period of one year.

The Board shall make its decision about the student's expulsion within 40 school days after the date of the student's removal from school unless the student requests in writing that the decision be postponed.

Stipulated Agreement Alternative to Expulsion Hearing

A student, his parent/guardian, and the District may enter into a stipulated agreement for expulsion in lieu of conducting an expulsion hearing. The District may not enter into a stipulated agreement for expulsion unless all of the following are met:

1. The student and/or his/her parents/guardian admit that the student committed the acts alleged by the Superintendent or Principal to have violated Education Code 48900 and/or 48915 and that the acts are grounds for expulsion.
2. The student and/or his/her parent/guardian have been fully informed of their right to an expulsion hearing and the conduct of the hearing as described herein.
3. The student and/or his/her parent/guardian have been fully informed of and voluntarily waive their rights to a hearing and appeal of the expulsion order.

The Board shall take final action to approve or disapprove a stipulated agreement for expulsion.

If the Board modified the terms of the agreement, the student and/or his/her parent/guardian may request in writing, within five (5) school days from such modification, that a hearing be conducted.

If the Board does not approve a stipulated agreement, an expulsion hearing shall be conducted.

The hearing shall be conducted within thirty (30) days from the date the agreement was modified or disapproved by the Board.

Final Action by the Board

Whether the expulsion hearing is conducted in closed or public session by the Board, a hearing officer, or an administrative panel, the final action to expel shall be taken by the Board at a public meeting.

If the Board conducts the hearing and reaches a decision not to expel, this decision shall be final and the student shall be reinstated immediately.

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 an 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 the 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.

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include:

1. Periodic review, as well as assessment of the student at the time of review, for readmission.
2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service and other rehabilitative programs.

With parental 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.

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 in Education Code 48900, 48900.2, 48900.3, 48900.4, 48900.7 or Education Code 48915.
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian.
3. Notice of the right to appeal the expulsion to the County Board of Education.
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion.
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.

Decision Not to Enforce Expulsion Order

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion, 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.
2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status.
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" above or violates any of the district's rules and regulations governing student conduct.

4. When the suspension of the enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order.
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.
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 also inform the parent/guardian of the right to appeal the expulsion to the County Board.
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.

Right to Appeal

The student or parent/guardian is entitled to file an appeal of the Board's decision to the County Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion action is suspended and the student is placed on probation.

The student shall submit 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.

Notifications 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.

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

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.

Post-Expulsion Placements

The Board shall refer expelled students to a program of study that is:

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 such a site.
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 acts described in items #6-13 and #20-22 under "Grounds for Suspension and Expulsion" above may be instead referred to a program of study that is provided at another comprehensive middle, junior, or senior high school, or at an elementary school.

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.

Readmission after Expulsion

Readmission procedures shall be as follows:

1. On the date set by the Board when it ordered the expulsion, the district shall consider readmission of the student.
2. 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.

3. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session if information would be disclosed in violation of Education Code 49073-49079. If a written request for open session is received from the parent/guardian or adult student, it shall be honored.
4. 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.
5. 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.
6. 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.
7. 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.

Maintenance of Records

The Board shall maintain a record of each expulsion, including the specific cause of the expulsion. The expulsion record shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls, upon receipt of a written request by the admitting school.

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

Outcome Data

The Superintendent or designee shall maintain the following data:

1. The number of students recommended for expulsion.
2. The specific grounds for each recommended expulsion.
3. Whether the student was subsequently expelled.
4. Whether the expulsion order was suspended.
5. The type of referral made after the expulsion.
6. The disposition of the student after the end of the expulsion period.

Regulation

Adopted: 10-11-84

Revised: 10-26-98, 2-11-02, 1-13-03, 7-14-03, 5-10-04, 02-10-09, 07-31-12, 07-30-13

Revised: Silver Valley Unified School District

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

State law requires every school to create a comprehensive school safety plan. Although the California Education Code, as well as federal laws, have their own requirements, a best practices approach is to have a single comprehensive plan which facilitates school site coordination of safety efforts and avoids duplication of effort.

The comprehensive plan should include procedures for notifying teachers of "dangerous pupils" pursuant to Education Code section 49079. Teachers must be notified of pupils who have committed certain offenses within the last three years, or of any student "reasonably suspected" to have engaged in any such offense within the last three years. The types of offenses teachers must be notified of include, but are not limited to:

- Causing, attempting to cause, or making threats of physical injury
- Unlawful possession of a firearm, knife, explosive or other dangerous object
- Possession of controlled substances (unlawfully), alcohol, or drug paraphernalia
- Actual or attempted robbery or extortion
- Causing or attempting to cause damage to school property
- Material disruption of school activities
- Actual or attempted sexual assault

- Hazing or bullying
- Sexual harassment
- Hate violence

Teachers are notified about current and new potentially dangerous students by the following notice:

Confidential Notice Regarding Student Behavior:

Current Law (Assembly Bill 29) requires that teachers be informed regarding acts committed by pupils that result in suspension or expulsion from school. The information shall be received in confidence for the limited purpose for which it is provided and shall not be further disseminated by the teacher.

All copies of suspensions and expulsions are in the student's cumulative file for your review. Please note that the cumulative files must not leave the front office.

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

Sexual Harassment Policy

SEXUAL HARASSMENT: Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, and 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, when made on the basis of sex and under any of the following conditions:

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 or 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

School Level Complaint Process/Grievance Procedure

Complaints of sexual harassment, or any behavior prohibited by the district's Nondiscrimination/Harassment policy – BP5145.3, shall be handled in accordance with the following procedure:

1. **Notice and Receipt of Complaint:** Any student who believes he/she has been subjected to sexual harassment or who has witnessed sexual harassment may file a complaint with any school employee. Within 24 hours of receiving a complaint, the school employee shall report it to the Principal. In addition, any school employee who observes any incident of sexual harassment involving a student shall, within 24 hours, report this observation to the Coordinator/Principal, whether or not the victim files a complaint.

In any case of sexual harassment involving the Principal to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall instead report to the Superintendent or designee.

2. **Initiation of Investigation:** The Principal shall initiate an impartial investigation of an allegation of sexual harassment within five school days of receiving notice of the harassing behavior, regardless of whether a formal complaint has been filed. The district shall be considered to have "notice" of the need for an investigation upon receipt of information from a student who believes he/she has been subjected to harassment, the student's parent/guardian, an employee who received a complaint from a student, or any other employee or student who witnessed the behavior.

If the Principal receives an anonymous complaint or media report about alleged sexual harassment, he/she shall determine whether it is reasonable to pursue an investigation considering the specificity and reliability of the information, the seriousness of the alleged incident, and whether any individuals can be identified who were subjected to the alleged harassment.

3. **Initial Interview with Student:** When a student or parent/guardian has complained or provided information about sexual harassment, the Principal shall describe the district's grievance procedure and discuss what actions are being sought by the student in response to the complaint. The student who is complaining shall have an opportunity to describe the incident, identify witnesses who may have relevant information, provide other evidence of the harassment, and put his/her complaint in writing. If the student requests confidentiality, he/she shall be informed that such a request may limit the district's ability to investigate.

4. **Investigation Process:** The Principal shall keep the complaint and allegation confidential, except as necessary to carry out the investigation or take other subsequent necessary action.

The shall interview individuals who are relevant to the investigation, including, but not limited to, the student who is complaining, the person accused of harassment, anyone who witnessed the reported harassment, and any mentioned as having relevant information. The Principal may take other steps such as reviewing any records, notes, or statements related to the harassment or visiting the location where the harassment alleged have taken place.

When necessary to carry out his/her investigation or to protect student safety, the Principal also may discuss the complaint with the Superintendent or designee, the parent/guardian of the student who complained, the parent/guardian of the alleged harasser if the alleged harasser is a student, a teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth, law enforcement and/or child protective services, and district legal counsel or the district's risk manager.

5. **Interim Measures:** The Principal shall determine whether interim measures are necessary during and pending the results of the investigation, such as placing students in separate classes or transferring a student to a class taught by a different teacher.

6. **Optional Mediation:** In cases of student-on-student harassment, when the student who complained and the alleged harasser so agree, the Principal may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator, or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree, and he/she shall be advised of the right to end the informal process at any time.

7. **Factors in Reaching a Determination:** In reaching a decision about the complaint, the Coordinator/Principal may take into account:

- a. Statements made by the persons identified above
- b. The details and consistency of each person's account
- c. Evidence of how the complaining student reacted to the incident
- d. Evidence of any past instances of harassment by the alleged harasser
- e. Evidence of any past harassment complaints that were found to be untrue

To judge the severity of the harassment, the Principal may take into consideration:

- a. How the misconduct affected one or more students' education
- b. The type, frequency, and duration of the misconduct
- c. The identity, age, and sex of the harasser and the student who complained, and the relationship between them
- d. The number of persons engaged in the harassing conduct and at whom the harassment was directed
- e. The size of the school, location of the incidents, and context in which they occurred
- f. Other incidents at the school involving different students

8. **Written Report on Findings and Follow-Up:** No more than 30 days after receiving the complaint, the Principal shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause. If an extension is needed, the Principal shall notify the student who complained and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If it is determined that harassment occurred, the report shall also include any corrective actions that have or will be taken to address the harassment and prevent any retaliation or further harassment. This report shall be presented to the student who complained, the person accused, the parents/guardians of the student who complained and the student who was accused, and the Superintendent or designee.

In addition, the Principal shall ensure that the harassed student and his/her parent/guardian are informed of the procedures for reporting any subsequent problems. The Coordinator/Principal shall make follow-up inquiries to see if there have been any new incidents or retaliation and shall keep a record of this information.

Enforcement of District Policy

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

1. Removing vulgar or offending graffiti
2. Providing to students, staff, and parents/guardians about how to recognize harassment and how to respond
3. Disseminating and/or summarizing the district's policy and regulation regarding sexual harassment
4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to parents
5. Taking appropriate disciplinary action. In addition, disciplinary measures may be taken against any person who is found to have made a complaint of sexual harassment, which he/she knew was not true.

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
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, including web sites
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session.
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

5. Be provided to employees and employee organizations

Regulation

Adopted: 4-14-97

Revised: 6-17-02, 06-19-12

Revised:

Silver Valley Unified School District

SEXUAL HARASSMENT

The Governing Board is committed to maintaining safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complainant, testifies, or otherwise participates in district complaint processes.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and 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
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
5. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable

Complaint Process

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 (e.g., by a visiting athlete or coach) shall immediately contact his/her teacher or any other employee. An employee who receives such a complaint shall report it in accordance with administrative regulation.

The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

Disciplinary Actions

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and 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.

Confidentiality and Record-Keeping

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.

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 schools.

Regulation

Adopted: 2-13-96

Revised: 6-17-02, 06-19-12 Silver Valley Unified School District

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

DRESS CODE- STUDENT

All staff members are expected to enforce and model the dress code assertively. 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. . Pants must fit at the waist and must not be more than one size too large. Baggy shorts or pants are not acceptable. If belts are worn, they must not be more than one size too large. Walking shorts and skirts must be mid-thigh length or longer. Jogging shorts or bicycle shorts are not acceptable. Leggings and tights are acceptable only under skirts, shorts or culottes. Violators or possible violators are to be referred to the office.

Student Dress Code Standards: Board Policy 5132-5132.a

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.

Board Policy 5132.a

In cooperation with teachers, students and parents/guardians, the principal or designee establish school rules governing dress and grooming which are consistent with law, Governing Board 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.

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

1. Shoes must be worn at all times.
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 fishnet fabrics, halter tops, off the shoulder, tank tops 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.

PE, Music and Classroom 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.

The principal, staff, students and parent/guardians at each school may establish reasonable dress codes.

** In case of questionable dress (not covered in the rules listed above), the site administrator will make the final decision. Appropriate action will be taken at the time. When necessary, a home contact will be made seeking parental cooperation and assistance.

Dress should be appropriate for normal school activities; it should reflect pride and respect. Health and safety are guides to acceptable school attire. It is the responsibility of all employees to adhere to and enforce the Dress Code.

DRESS AND GROOMING

The Governing Board 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.

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

Adopted Date: 9-13-84

Revised: 2-13-96

Revised: 6-17-02 Silver Valley Unified School District

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

Transfers into the District

Students who apply for admission to district schools will be placed at the grade level they have reached elsewhere pending observation and evaluation by teachers, guidance personnel and the principal or designee.

Within 30 days of the student's enrollment, staff shall complete its observation and evaluation and the principal or designee shall determine the student's appropriate grade placement.

Transfers out of the District

When a student transfers out of the district, a brief statement will be attached to his/her permanent record showing which basic proficiency, if any, have been assessed and satisfactorily met according to the standards of this district. This statement will be appended to any permanent record sent to another school in or outside California.

Students who transfer out of the district during their senior year may receive a diploma from this district, provided they have met all district graduation requirements.

Students in grades 9-12 transferring out of the district prior to 90% of the semester being completed will receive leave grades but will not receive credit for the class. Students in grades K-8 transferring out of the district more than 10 days prior to the end of the semester will receive withdrawal grades but will not be promoted to the following grade.

Students transferring or withdrawing from school must settle any unpaid fines and return all schoolbooks and materials on or before their last day of attendance. Transcripts and grades may be withheld from students who damage or fail to return school property.

Legal Reference:

EDUCATION CODE

48011 Admission from kindergarten or other school

48904 Withholding grades, diplomas or transcripts

Date Approved: 2-13-96

Revised: 11-13-00

Revised: 3-3-09 Silver Valley Unified School District

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

Component:

People and Programs

Element:

Assure each student a safe and respectful learning environment

Opportunity for Improvement:

Objectives	Action Steps	Resources	Lead Person	Evaluation
Through the PBIS model our site will continue to hold a safe and respectful learning environment in which every student has access to positive connections with adults on campus	Ensure all staff members understand what PBIS is. Continue to refine the program. Work with staff and students for a positive school culture	School and Community Support Programs	Jeff Koenig, Cindy Anderson	Ongoing
	Continue the Tier 2 program for students who need extra support (5%)	School and Desert Mountain SELPA	Jeff Koenig, Cindy Anderson, Morgan Vilorio	Ongoing
	Continue the Tier 3 program for students who need the most support (2%)	School and Desert Mountain SELPA	Jeff Koenig, Cindy Anderson, Gabrielle Hemphill	Ongoing

Component:

N/A

Element:

Opportunity for Improvement:

Objectives	Action Steps	Resources	Lead Person	Evaluation

Component:

N/A

Element:

Opportunity for Improvement:

Objectives	Action Steps	Resources	Lead Person	Evaluation

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

Newberry Springs Elementary School Student Conduct Code

DISCIPLINE POLICY - follows our School Wide and Classroom Wide PBIS Expectations of being Responsible, Safe and Respectful

Classroom Discipline Procedures

Procedure to Address Minor Problems

- 1) Warning—student counseled
- 2) Teacher assigned consequences
- 3) Parent contacted by classroom teacher
- 4) Teacher/parent conference(s)
- 5) Visit with the Principal
- 6) Classroom suspension

Major Problems include:

- Profanity
- Fighting
- Drugs/Alcohol
- Theft
- Sexual Harassment
- Dangerous Objects or Weapons (real or play)
- Obscene Act

Possible Consequences

- Referral to Principal
- Parent notification (required) by principal or regular teacher
- Loss of any or all recesses/free time
- Work detail (parent notification required by principal or regular teacher)
- In-school suspension (parent notification required by principal or classroom teacher)
- Loss of privilege to attend assemblies, field trips and/or activities
- Suspension (1-5 days) from school
- Expulsion

Off Limits Play Areas

- Behind and between portables and the side-walks from Head Start to Office
- Fences
- Grassy area behind the Library
- North playground is for TK-2 students only.
- South playground is for 3rd – 5th students only.

School Rules

- Show respect for your teacher and others around you.
- Keep hands, feet, and objects to yourself--no physical contact.
- Turn in completed assignments on time.
- Bring binders/planners and books to class every day.
- In addition to crude words, disrespectful language is not allowed—such as “shut up,” “stupid,” “sucks,” etc.
- No pets/wildlife are allowed at school without prior approval by the teacher and principal.
- No toys, no type of trading cards, no electronic equipment, no video games, no CD’s or CD players may be brought to school. These items will be confiscated by staff during the year and may be returned to the parent on the last day of school.
- Candy, gum, soda, sunflower seeds and pumpkin seeds are not allowed at school.
- At your own risk, cell phones are allowed, however they must be turned off and in the student’s backpack at school. If they are on or taken out of the backpack at school, they will be confiscated and parents will have to pick them up.
- Walk, don’t run, at all times in the classroom and on sidewalks.
- No party invitations may be passed out in the classroom unless there is one for every student in the classroom. When limiting invitations, they must be sent to students by mail.
- No buying, selling or trading at school.
- No student use of microwave oven at school is allowed.
- No laser pointers are allowed at school

Playground Rules

- No harmful physical contact.
- A football can only be thrown as a game of catch.
- Slide properly: seated, facing forward, one person at a time.
- Jump ropes to be used on concrete areas only. Do not attach ropes to anything.
- Running on grass areas only.
- Use hand-over-hand on Monkey Bars, and remain below the bars.
- Sit properly on the swings, facing forward, swinging back and forth.
- Leave all wood chips, rocks, leaves and branches alone.
- Walk when on the concrete areas.
- No chasing/catching wildlife on campus.
- No playing tag on playground equipment
- USE GOOD SPORTSMANSHIP!

Conduct Code Procedures

Rules and Procedures on School Discipline

STUDENT DISCIPLINE: It is the professional responsibility and the duty of ALL STAFF to actively participate in campus discipline. Each teacher should have a progressive classroom discipline plan, which is on file with the administration. It is always preferable for teachers to deal with minor classroom disruptions.

Classroom discipline can best be approached from an assertive standpoint. Teachers should inform all students of the type of conduct that will be acceptable in the classroom. For example, what might be acceptable conduct in one class may be unacceptable in another. There should be no doubt in the mind of the student as to what is expected of him/her in each classroom situation. Also, emphasize things the student may do.

Basic classroom problems such as tardies, nonparticipation, talkativeness, etc., should be dealt with immediately. The teacher should confer with the student and attempt to resolve the problem at its inception on a counseling and guidance basis. The next step should be for the teacher to make a parent contact. If the problem continues and cannot be resolved by the teacher, a conference should be scheduled with the parent and student. Referral to the office should be made only after the previous interventions have been made.

Harassment

All pupils at Newberry Springs Elementary School shall have the right to attend school and participate in all school related activities without fear of or subjection to disruption, intimidation, violence or crime.

Harassment can be anything from teasing to racial slurs and physically pushing someone around trying to frighten him/her. We are dedicated to doing all we can to stop this type of behavior. Since this behavior usually happens when adults are not present, it is important for students to inform their parents, teachers or school personnel when this happens. The administration will handle harassment complaints seriously and with the utmost confidentiality in order to protect students who are being harassed. Any initiation into a group by punishment or harassment is strictly forbidden.

San Bernardino County Sheriff Department

In cooperation with the San Bernardino County Sheriff's Department, Silver Valley High School is a Clean SWEEP Campus. Operation Clean SWEEP is a coalition of law enforcement, educators and courts whose focus is to promote a safe learning environment for our children. Citations will be issued to students for violation of law in cooperation with our San Bernardino County Sheriff's Department School Resource Officer (SRO) located on campus.

Causes of Suspension or Expulsion

California Education Code 48900: (Grades K-12)

- (a) (1) Caused, attempted to cause or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another except in self defense
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- (c) Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Had unlawfully possession, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm.
- (n) Committed or attempted to commit a sexual assault.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.

(r) A pupil may not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following: (1) While on school grounds. (2) While going to or coming from school. (3) During the lunch period whether on or off the campus. (4) During, or while going to or coming from, a school sponsored activity.

(s) A pupil who aids or abets, as defined in Section 31 of the PC, the infliction or attempted infliction of physical injury to another person.

(t) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(u) A superintendent or principal may use his or her discretion to provide alternatives to suspension or expulsion including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.

(v) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

California Education Code:

48900.2 Committed sexual harassment.

48900.3 Cause, attempted to cause, threatened to cause, or participated in, an act of hate/violence.

48900.4 Intentionally engaged in harassment, threats, or intimidation.

48900.7 Has made terrorist threats against school officials or school property, or both.

48915 Mandatory Recommendations for Expulsion:

(A) 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 pupil.

3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.

4. Robbery or extortion.

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

(C)1. Possessing, selling, or otherwise furnishing a firearm.

2. Brandishing a knife at another person.

3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053)

4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

5. Possession of an explosive.

(J) Hate Crime Reporting Procedures and Policies

Hate Motivated Behavior

In order to create a safe learning environment for all students, the Governing Board 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.

Date Adopted: 10-13-09 Silver Valley Unified School District

Safety Plan Review, Evaluation and Amendment Procedures

The Governing Board 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 teaches strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior and respect for others.

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.

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.

Each school shall forward its comprehensive safety plan to the Board for approval.

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year.

The Board shall review the comprehensive district-wide and/or school safety plan(s) in order to ensure compliance with state law, Board policy and administrative regulation 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.

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.

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.

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

Policy Adopted: 5-7-01

Revised: 4-5-04, 3-7-05

Revised: 7-31-12 Silver Valley Unified School District

Safety Plan Appendices

Emergency Contact Numbers

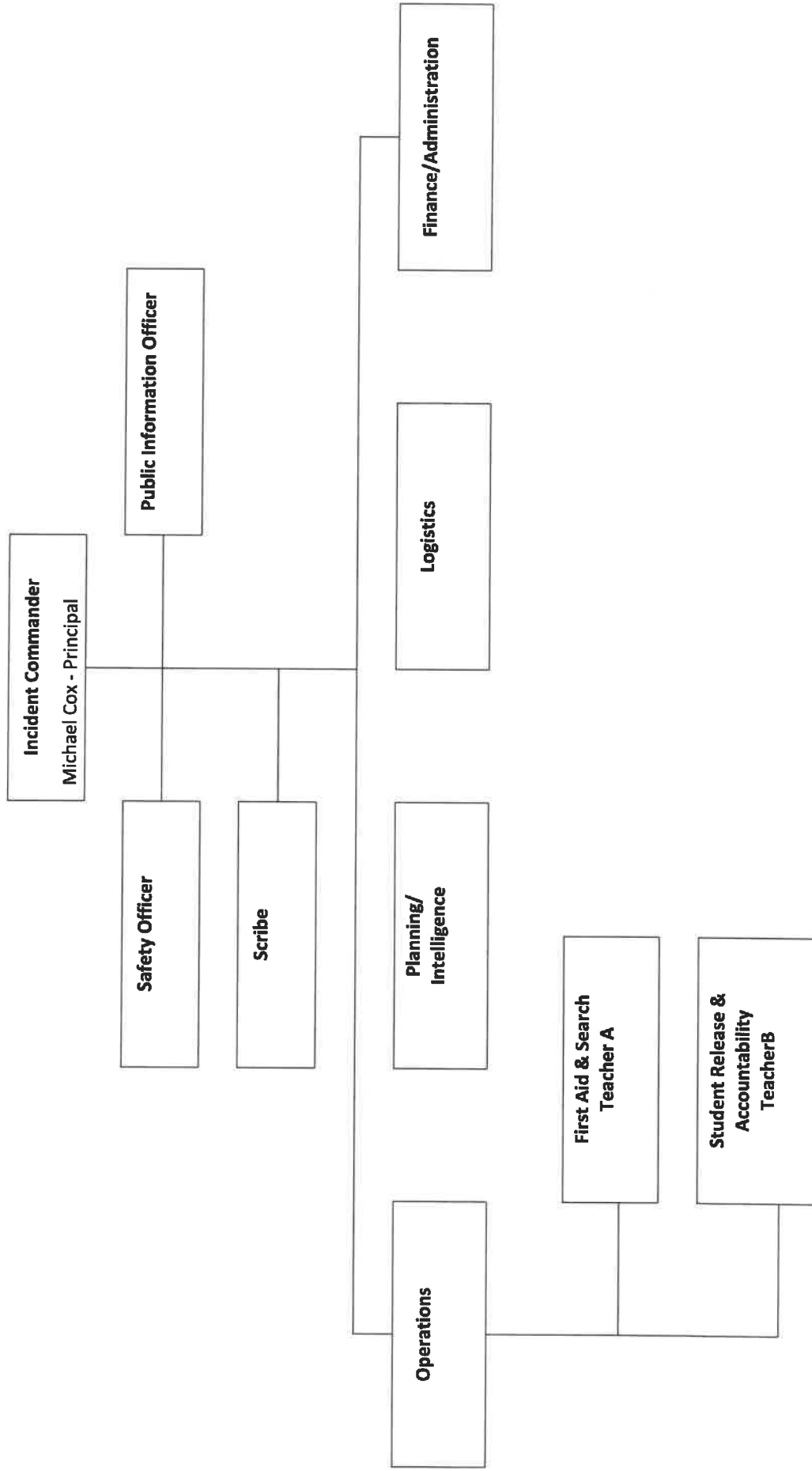
Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Emergency	9-1-1	
Law Enforcement/Fire/Paramedic	San Bernardino County Sheriff	760-256-1796	Service Line
Law Enforcement/Fire/Paramedic	California Highway Patrol	760-255-8700	Service Line
Law Enforcement/Fire/Paramedic	Newberry Springs Fire Department	760-254-4342	
Law Enforcement/Fire/Paramedic	Barstow Police Department	760-256-2211	
American National Red Cross	Red Cross	800-733-2767	
School District	SVUSD	760-256-2916	Main Line
School District	Jesse Najera	760-254-2916 ext 1130	Interim Superintendent - cell number 760-403-5367
School District	Michael Cox	760-257-3211 ext 6010	Principal Newberry Springs Elementary School - cell number 760-373-6320

Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)
Every year Newberry Springs Elementary School Site Council meets to review and approve the Comprehensive Safe School Plan. On Monday, December 10, 2018 the school site council met to review and approve the 2018-19 Comprehensive Site Safety Plan.	12/10/2018 @ 3:00 p.m.	

Newberry Springs Elementary School Incident Command System



Incident Command Team Responsibilities

Standardized Emergency Response Management System Overview

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

See below

Management

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

Planning & Intelligence

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

Operations

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

Logistics

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

Finance & Administration

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

Emergency Response Guidelines

Step One: Identify the Type of Emergency

Step Two: Identify the Level of Emergency

Step Three: Determine the Immediate Response Action

Step Four: Communicate the Appropriate Response Action

Types of Emergencies & Specific Procedures

Aircraft Crash

AIRCRAFT ACCIDENT

Aircraft in trouble have been known to seek out large open areas for emergency landings. School playgrounds sometimes serve this purpose.

The following procedures should be taken in the event of an accidental injury to students or staff:

1. Access the situation
2. Determine if evacuation is necessary
3. Call 9-1-1
 - (a) Give school site name
 - (b) Your name and call-back phone number
 - (c) Exact location of the aircraft with nearest cross street

If there appears to be imminent danger, fire drill procedures may be called while approval for student release or site evacuation is sought.

Approval for student release or site evacuation must be granted by the Superintendent or designee.

1. Determine if the Site Emergency Operations Plan requires activation
2. Secure the immediate impact area
3. Notify District Superintendent's Office

Animal Disturbance

If there is an animal on campus. The staff will ensure students safety by keeping the students away from the animal. Animal control will be contacted and informed about the location of the animal. If needed students will remain inside until Animal Control has been able to safely secure the animal.

Armed Assault on Campus

Lockdown

This procedure will be used in the event of a "dangerous condition" on or around the campus, i.e., a campus intruder, gunshots heard, police chase, etc.

1. A verbal announcement on the P.A. system will alert teachers of the lockdown situation. ("Lockdown.")
2. Teachers are to lock doors and pull drapes. Students should take cover in a pre-established safe area.
3. If outside, students should immediately enter the nearest classroom, drop and take cover as in an earthquake drill. All persons should stay put until notified that the emergency situation no longer exists.
4. The announcement, "All Clear," on the "All Call" system will mark the end of the Lock Down.

Release of Students

1. During an emergency situation, students may be released only to the parent, guardian or other adult legally responsible for their care. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.
2. The dismissal of students from the school shall be governed by the emergency procedures outlined in this disaster guide. However, this would not preclude the exercise of professional judgment by Site Administrator when the circumstances indicate dismissal to be in the best interest of the Students.

Identification of Students

Few students will be wearing identification pins or bracelets. It is important that teachers keep their roll book with them at all times. In the event one group of students is temporarily placed in the care of another staff person, the roll book will accompany that group of students.

Depending on the time and circumstances, roll will be taken periodically. This will help the teacher maintain close contact with authorities in location particular students and provide officials with necessary data.

HOSTAGE OR SNIPER SITUATION

The greatest danger in a hostage situation is the actual process of being taken a hostage and the first fifteen minutes afterward. If the hostages survive this period of time, the probability of survival is good.

Hostage Situation: If any is taken hostage,

1. Do exactly as the suspect demands. DO NOT RESIST! Avoid antagonizing the suspect.
2. Evacuate from the affected area.
3. If parent of a hostage group, try to blend in with the crowd. Do nothing to be obvious.
4. The teacher must establish her/himself as understanding and humane. Any hostage may develop "Stockholm Syndrome" (building sympathetic relationship with suspect)
5. Move student to one side or the end of the room
6. Keep students very quiet and low to the floor
7. Ignore all conversation between negotiators and suspect.
8. Be prepared for utilities being turned off.

If a hostage situation is occurring at a school site:

1. Isolate the affected area.
2. Evacuate all classes to the most distant part of the campus. If possible, move student to Marshaling Area.
3. Administrator-in-charge call 9-1-1
4. Alert the Superintendent's Office
5. Take roll count of students and report findings to administrator-in-charge as soon as it is safe.
6. Keep telephone lines clear.
7. Refer parents to the Superintendent's Office, Police Department

Sniper Situation:

The most important factors in a sniper situation are DO NOT PANIC and BE ALERT TO WHAT IS HAPPENING AROUND YOU.

1. If inside a building, STAY INSIDE. Implement ACTION: DUCK, COVER.
2. If outside a building, Implement ACTION: DUCK, COVER.
3. Administrator-in-charge call 9-1-1
4. Alert the Superintendent's Office
5. Do not move until told to do so by an authorized official
6. During a major emergency incident, students will only be released to the parent, guardian, or other Adult specified on the emergency card. Require identification. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY. Students who are not picked up by their parents may be transported to another student shelter.

Biological or Chemical Release

BIO-TERRORISM (Anthrax Threat)

Many facilities in communities around the country have received anthrax threat letters. Most were empty envelopes; some have contained powdery substances. The purpose of these guidelines is to recommend procedures for handling such incidents.

DO NOT PANIC

Anthrax organisms can cause infection in the skin, gastrointestinal system or the lungs. In order for this to happen, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.

For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

How to identify suspicious letters or packages

Some characteristics of suspicious letters or packages include the following:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discoloration or odors
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum
- Visual distractions
- Excessive security material such as masking tape, string, etc.
- No return address
- Ticking sound
- Marked with restrictive endorsements, such as "Personal" or "Confidential"
- Shows a city or state in the postmark that does not match the return address

Suspicious unopened letter or package marked with threatening message such as "Anthrax"

- Do not shake or empty the contents of any suspicious envelope or package.
- Place the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
- If you do not have a container, then cover the envelope or package with anything (e.g. clothing, paper, trash can, etc.) and do not remove this cover.
- Leave the room and close the door, or section off the area to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any powder to your face.
- If you are at home, report the incident to the local police. If you are at work, report the incident to the local police and your site administrator.
- List all people who were in the room or area when this suspicious letter or package was recognized. Give the list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.

Envelope with powder or powder spills out onto surface

- Do not try to clean up the powder. Cover the spilled contents immediately with anything and do not remove this cover.
- Leave the room and close the door, or section off the area to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any powder to your face.
- If you are at home, report the incident to the local police. If you are at work, report the incident to the local police and your site administrator.
- Remove heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. The clothing bag should be given the emergency responders for proper disposal.
- Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin. If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give the list to both the local police and public health authorities so that proper instructions can be followed.

Possible room contamination by aerosol

(Example: small devices triggered, warning that air handling systems is contaminated, or warning that a biological agent is released in a public space.)

- Turn off local fans or ventilation units in the area
- Leave the area immediately
- Close the door or section off the area to prevent others from entering
- If you are at home, report the incident to the local police. If you are at work, report the incident to the local police and your site administrator.
- Shut down air handling systems in the building, if possible
- If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give the list to both the local police and public health authorities so that proper instructions can be followed.

Bomb Threat/ Threat Of violence

Bomb Threats

ALL BOMB THREATS ARE SERIOUS!

Most likely, threats of a bomb or other explosive devices will be received by telephone.

THE PERSON RECEIVING THE BOMB THREAT WILL:

- Attempt to gain as much information as possible when the threat is received. Do not hang up on the caller
- Use the "bomb threat checklist" form as a guide to collect the information needed. Don't be bashful about asking direct, specific questions about the threat. Keep the caller on the phone as long as possible. If the threat is received by phone, attempt to gain more information.

The most important information is:

- When will the bomb explode and where is the bomb located?
- Immediately after receiving the bomb threat, the person receiving the call will verbally notify the building administrator of the threat received. Complete the "bomb threat checklist" form.
- Turn off cellular phones and/or walkie-talkie radios (transmits radio waves – could trigger a bomb)

BUILDING ADMINISTRATOR WILL (IF NECESSARY):

- Call school resources officer
- Call 9-1-1, if appropriate. Give the following information:

o You Give school site name

o Your name and call-back phone number

o Exact street location with the nearest cross street

o Nature of incident

o Number and location of people involved and/or injured

- Notify District Superintendent's Office
- Evacuate involved buildings using fire drill procedures. The Principal must have Superintendent's permission to evacuate the entire site.
- Implement a systematic inspection of the facilities to determine if everyone is out.
- The Fire Department or Sheriff's Deputies shall organize a search team to check for suspicious objects; a bomb can be disguised to look like any common object. Site employees should be ready to assist as needed.
- Maintain an open telephone line for communications.
- Secure all exits to prevent re-entry to building during the search period.
- Be certain people stay clear of all building; a bomb(s) may be planted against an outside wall. The blast will be directed in large part away from building
- Re-occupy buildings only when clearance is given by proper authorities

Bomb Threat Checklist

DO NOT HANG UP

Person Receiving the Call Completes the Following:

Date and Time call received: _____

Write down exact words of person making threat (Ask caller to repeat what he or she said: "I'm sorry, could you repeat that?")

Questions to ask caller:

When is the bomb going to explode? _____

Where is it right now? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? _____

Why? _____

What is your address? _____

What is your name? _____

Sex of caller: M / F Age: _____ Accent: _____ Length of call: _____

Caller's voice. Check all that are appropriate:

Calm Angry Excited

Slow Rapid Laughing

Crying Normal Distinct

Slurred Lisp Raspy

Ragged Clearing throat Cracking Voice

Accent Whisper Soft

Nasal Deep Stutter

Distinguished Loud Breathing

Familiar?

Whom did it sound like? _____

Background sounds. Check all that are appropriate:

Street noises Dishes banging Rapid

Long distance PA System Local Call

Children's voices Adults voices Phone Booth

Static Factory noises House noises

Other: _____

Language used. Check all that are appropriate:

Educated Incoherent Irrational Foul/Swearing Message read by caller Message taped

Other: Write anything else that was not covered above. _____

Name of employee taking the call: _____

Position: _____ Department: _____

Work Phone: _____ Date: _____

Recommendation: Each phone receiving incoming calls should have one 3x5 card at the phone with key words related to this checklist to be used as a reminder for whomever received a bomb threat.

Bus Disaster

BUS ACCIDENT

Bus Accident – Non-injury

- Driver reports details of accident by radio or second party.
- o Who? Bus number and drivers name.
- o Where? Exact location and direction of travel.
- o What? Describe incident
 - Notify M.O.T. of the incident. Call 9-1-1 with information. (In California, all occupied school bus accidents are investigated by the California Highway Patrol)
- o Who? Name of district department.
- o What? Describe briefly the vehicles involved/nature of accident.
- o Where? Exact location/address
- o When? Time of incident
 - M.O.T will dispatch bus, mechanic and replacement driver with route information and camera.
 - M.O.T. will notify the Director and Superintendent or Designee. Supervisor should go to the scene of the accident
 - M.O.T. will notify school regarding accident and delay or change of route.

Bus Accident – Involving Serious Injury or Death

Driver Response: Notify Office by radio

- Who – Bus number and driver's name
- Where – Exact location, address and direction of travel

Transportation Office Response:

- Call 9-1-1 with information

o Who – Name of School District and department

o What – Describe briefly the facts as known. Describe seriousness of injuries

o Where – Exact location and address

o When – Time of accident

- Notify the Superintendent and Assistant Superintendent
- Notify school and Crisis Team
- Complete student roster
- School will notify parents/legal guardians
- Activate support group for students
- District personnel will follow-up with an investigation of the accident and respond to the media.

Disorderly Conduct

UNLAWFUL ASSEMBLY, DISTURBANCE, OR DEMONSTRATION

Student Involvement

- Secure the classroom, notify office to secure building, keep students in classrooms and away from windows or areas of possible danger.
- 9-1-1 will be called to alert them of the situation and possible future need
- The Crisis Team will be alerted
- Superintendent/Assistant Superintendent will be notified of the situation
- Employees and students will be informed as necessary. Calm fears and keep operations as normal as possible. Passing times may be adjusted for student protection
- Principal will request to meet with a group of 3 to 5 students to discuss concerns, encouraging other to return to class
- Students will not be released until it is determined by the Principal that they will not be at risk of harm
- If necessary, students will be removed from the school grounds via an alternate route

Non-Student Involvement

- Secure the classroom, notify office to secure building, keep students in classrooms and away from windows or areas of possible danger.
- 9-1-1 will be called to alert them of the situation and possible future need
- The Crisis Team will be alerted
- Superintendent/Assistant Superintendent will be notified of the situation
- Employees and students will be informed as necessary. Calm fears and keep operations as normal as possible. Passing times may be adjusted for student protection
- Activate Shelter in Place protocol
- District Administrator or Principal will inform demonstrators of laws and policies regarding unauthorized assembly
- Demonstrators will be asked to leave school grounds. The Administrator will offer to meet with a spokesperson
- If negotiations fail, the authorities will be called to the scene
- Principal or Designee will be a spokesperson for the media
- Students will not be released until it is determined by the Principal that they will not be at risk of harm
- If necessary, students will be removed from the school grounds via an alternate route.

Staff Guidelines

- Exercise good judgment and reasonable action to guard against escalating the disturbance/demonstration
- Record observations of any incidents, including date, time, place, names, and actions of those involved, and any intervention attempts. Report to the Principal
- Maintain normal classroom operations as much as possible
- If the disturbance/demonstration is outside the building, keep students away from windows and shades down in order to keep students as safe as possible.

Earthquake

EARTHQUAKES

Earthquakes usually strike without warning. The immediate need is to protect lives by taking the best available cover. All other actions must wait until the tremor subsides. **DO NOT PANIC!** If protected from falling objects, the rolling motion of the earth is frightening but not necessarily dangerous.

Ordinarily the initial earthquake is the most severe and subsequent shocks are less violent.

If inside a Building:

1. Implement ACTION "DUCK, COVER, HOLD" (Do not face windows)
2. Take precautions from falling objects
 - a. Get beneath a desk, table, or bench and cover head with any article of clothing to minimize injuries
 - b. If cover is unavailable, get against an inside doorway or crouch against an inside wall and cover head.
3. All doors should be left OPEN to minimize jamming if the building shifts
4. Stay away from outside walls and areas where there are large panels of glass and/or heavy suspended light fixtures.
5. After the earthquake is over and the ground has stopped shaking, then implement ACTION "LEAVE BUILDING"
6. Remain in control. **DO NOT RUN!**

If Outside:

1. Implement ACTION "DUCK, COVER, HOLD"
2. After the earthquake is over, move quickly away from buildings, playground equipment, basketball courts, athletic field lights, utility poles, large signs, trees, exposed wires and wet areas.
3. Avoid touching electrical wires and metal objects, such as chain link fences.
4. Proceed to the site Marshaling Area
5. Remain in control. **DO NOT RUN!**

At the Site Marshaling Area:

1. Take roll count of students and report findings to administrator in charge
2. Assess medical needs
3. Request assistance as needed
 - a. The Human Resources Department will act as the Emergency Operations Center (EOC) for the District. District maintenance and grounds employees will be at each school site to assist as needed and will be under the direction of the administrator in charge.
 - b. The School District EOC (Human Resource Department), after shaking ends, will begin contacting all schools in alphabetical order beginning with elementary schools to ascertain damage assessment and needs requirements. If an emergency exists at your site, feel free to break in and communicate your needs.
 - c. If the School District cannot dispatch help, then the County EOC will be contacted to request assistance/aid.
4. Provide medical care.
5. Provide for mass care needs
6. Do not light fires or touch fallen wires
7. Be alert for instructions from the administrator in charge
8. Do not attempt to enter a building until it has been declared safe by an authorized official
9. During a major emergency incident, students will only be released to the parent, guardian, or to the adult specified on the emergency card. **THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.** Students who are not picked up by their parents may be transported to another student shelter.

If On a School Bus:

1. The driver will pull the bus to the side of the road and implement ACTION "DUCK, COVER, HOLD"
2. The Driver will turn off the ignition and set the brake
3. After the earthquake, the driver will contact the Transportation Center for Instructions

During Non-School Hours

1. If an earthquake occurs during non-school hours and the earthquake is a magnitude of 6.0 or greater, then the following applies:
 - a. It is the responsibility of all 8 hour Day Custodians to immediately visit their school and check for damage. The District will authorize overtime pay.
 - b. Determine what type of damage has occurred:
 - i. **No Damage** – no action is required

- ii. **Minor Damage** – (can wait for repair) Call the Maintenance Department the next workday and request repair.
- iii. **Major Damage** – (fire, electrical poles down, building collapse) Turn off main gas, water shut off valves (if no danger to you). Turn off main electrical switch (if no danger to you). Call emergency city/county service and call the supervisor

Yermo Fire Department – 911
Newberry Springs Fire Department – 911
Daggett Fire Department – 911
San Bernardino County Sheriff’s Department – Barstow – (760) 256-4838
Barstow Community Hospital – (760) 256-1761
Fort Irwin Fire Department – 911
Fort Irwin Military Police Department – (760) 380-3474
Fort Irwin Main Gate – (760) 380-6750

Earthquake Drills

- 1. During an earthquake drill, a bell will ring and you will be instructed to duck and cover.
- 2. Everyone on the campus is to duck, cover and hold on to his or her desk or table leg. Students should duck under their desks.
- 3. When the “shaking” stops, evacuate all students from the buildings to the field and account for all students, as in a fire drill.
- 4. The school’s disaster team will canvass the entire campus to see that we can account for all students. Custodians will turn off the gas and electricity. Any classroom disaster supplies are to be brought out of the classroom with the students when you evacuate.
- 5. Each teacher will work with his or her students, help with the disaster team and remain at the school site until students are released to parents.
- 6. Each teacher will have a planned program of songs, games and lessons for use during periods of forced confinement of students. A planned program will help to maintain order, morale, relieve tension and prevent panic and hysteria.
- 7. Teachers will release children only to their parent/guardians or adults listed on their emergency card.

Government Code, Chapter 8, Division 4, Title 1, Section 3100 and 3101: All school district employees are civil defense workers subject to such civil defense activities as may be assigned to them.

Explosion or Risk Of Explosion

Fire in Surrounding Area

Fire on School Grounds

Fire or Lightning Strikes

Fire within School Building:

- 1. Administrator in charge will sound the school fire alarm, evacuate the building, and call 9-1-1
 - a. Yermo Fire 9-1-1
 - b. Newberry Springs Fire – 9-1-1
 - c. Daggett Fire – 9-1-1
 - d. Barstow Community Hospital – (760)256-1761
 - e. Fort Irwin Fire – 9-1-1
 - f. San Bernardino County Sheriff’s Department Barstow – (760)256-4838

g. Fort Irwin Military Police – (760)380-3473

2. Proceed to the Marshaling Area
3. Alert the Superintendent's Office
4. Remain in control. DO NOT RUN!
5. Keep access roads open for emergency vehicles
6. Students and staff should not return to the school until Fire Department officials declare the area safe
7. All further action will be directed by the administrator in charge

Never attempt to fight a fire larger than a wastebasket size. Even a small fire can generate enough smoke to cause serious injury. Never attempt to fight a fire by yourself. Call for help. Always stay between the fire and the exit.

Fire Extinguisher Instructions:

P – Pull safety pin from the handle

A – Aim at the base of the fire

S – Squeeze the trigger handle

S – Sweep from side to side

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

- Upon arrival, the Fire Department will assume command
- Principal will account for teachers and school district staff. Teachers will account for students.
- Notify Superintendent/Assistant Superintendent of incident

Lightening Strikes:

Lightening seeks the path of least resistance between cloud and earth. The path will course through any object that stands out because of its height or isolation. That object might be a building, a pole, a tree, an antenna or a human body. The time reference from seeing the stroke of lightening to hearing the thunder is the Flash-To-Bang measurement of lightening distance.

For each five second count, lightening is one mile away (e.g. 25 seconds = five miles away, 20 seconds = four miles away). At a count of 15 seconds (3 miles) take immediate defensive actions. There are four types of lightening conductions: direct, contact voltage, side flash and lightening channels.

If outdoors and lightning strikes near you:

- Avoid water, hilltops and trees
- Avoid all metal objects such as electrical wires, fences, machinery, motors, tools, etc.
- If any vehicle or building is nearby, get inside and close all windows and doors completely
- If you feel your hair stand on end, it is possible that you will be struck by lightning. Drop to your knees and bend forward. DO NOT LIE FLAT ON THE GROUND!

If indoors and lightning strikes the building:

- Sound alarm or sound bullhorn if it has not already been done
- Call 9-1-1 (USING CELLULAR PHONE). Identify problem and building address
- Avoid touching any metal structures or objects connected to the building that have been struck
- Avoid touching telephones, computer terminals, and anything metal/electrical inside and outside of the building. However, if the opportunity exists, turn off or unplug all electrical devices

- Stay away from windows
- Avoid plumbing and plumbing pipes/fixtures
- Do not handle flammable materials in open containers.

Flooding

Loss or Failure Of Utilities

Power Outage/Rolling Blackouts

IT IS THE DISTRICT'S INTENT THAT SCHOOLS WILL REMAIN OPEN DURING A POWER OUTAGE

There are several stages of alerts that are being broadcast over the radio:

- **STAGE 1 EMERGENCY** indicates that the operating reserves in the real-time market is forecasted to be less than the California Independent System Operator (CAISO) Minimum Operating Reserves criteria
- **STAGE 2 EMERGENCY** indicates that the operating reserves in the real-time market is forecasted to be less than five (5) percent
- **STAGE 3 EMERGENCY** indicates that the operating reserves in the real-time market is forecasted to be less than one point five (1.5) percent

If the district is notified of a **STAGE 3 EMERGENCY**, possible-affected sites will be contacted as soon as practicable. Once notified, turn off PCs, monitors, printers, copiers, and lights when not in use or not needed. If you cannot turn off the whole computer, turn off the monitor and the printer. Shut off lights in unoccupied rooms. In spite of everyone's best effort to communicate, it is possible that an outage will occur with no notice to the district. To keep abreast of the daily situation, listen to 1230 AM radio station as you are driving into work for the status of the day.

Preparing for an Outage

- Update each student's emergency card
- Determine availability of portable lighting at site (i.e., flashlights and batteries)
- Find out that when power is lost, do emergency lights go on and do the "Exit" signs remain lit?
- Clear away materials and boxes from hallways and pathways
- Check SVUSD PG&E Block list to determine in which PG&E block your site is located.
- Ask your teachers to have alternative teaching methods and plans to be used at **STAGE 3** only
- Conduct a survey of your site for the classrooms and offices with no windows and prepare relocation plans
- Plan alternative communication methods that suit your site, such as runners, cell phones, or radios
- Develop a site plan such as a buddy system or chaperon, for restrooms or any other necessary leave during this period
- Have flashlights and replacement batteries available for the restrooms and other locations with no windows
- Ask your staff and students to have seasonal warm clothing available
- Use surge protectors for all computer equipment, major appliances and electronic devices.
- If you have electric smoke detectors, use a battery-powered smoke detector as a back up

During an Outage

- **CONTACT M.O.T. IMMEDIATELY IF YOUR SITE IS EXPERIENCING A BLACKOUT**

According to Pacific Bell, phones connected directly to a phone jack will be operable. Phone that require power from an electrical outlet will not work

- If an outage lasts more than 30 minutes, have pre-designated people walk through the campus and check on the status of individuals in each building
- Use a buddy system when going to the restrooms
- **DO NOT USE** barbecues, Coleman-type stoves, hibachis and other outdoor cooking devices indoors
- **DO NOT USE** candles or gas lanterns

- Turn off PCs, monitors, printers, copiers, and lights when not in use or not needed. If you cannot turn off the whole computer, turn off the monitor and the printer.
- Shut off lights in unoccupied rooms

The rolling outages should not last more than two hours and, with some preparation, business can be conducted as close to normal as possible

SUDDEN LOSS OF UTILITIES IN SEVERE WEATHER

1. Take roll count of students and report findings to the administrator in charge. Wait for direction as to the next step
2. Contact the Director of Maintenance, Operations and Facilities
 - a. Superintendent – (760) 254-2916 ext 1147
 - b. Assistant Superintendent of Ed Services and Personnel - (760) 254-2916 ext 1130
 - c. Assistant Superintendent of Business Services – (760) 254-2916 ext 1117
 - d. Director of Maintenance, Operations and Facilities – (760) 254-2916 ext 1143

Motor Vehicle Crash

Psychological Trauma

Suspected Contamination of Food or Water

Unlawful Demonstration or Walkout

UNLAWFUL ASSEMBLY, DISTURBANCE, OR DEMONSTRATION

Student Involvement

- Secure the classroom, notify office to secure building, keep students in classrooms and away from windows or areas of possible danger.
- 9-1-1 will be called to alert them of the situation and possible future need
- The Crisis Team will be alerted
- Superintendent/Assistant Superintendent will be notified of the situation
- Employees and students will be informed as necessary. Calm fears and keep operations as normal as possible. Passing times may be adjusted for student protection
- Principal will request to meet with a group of 3 to 5 students to discuss concerns, encouraging other to return to class
- Students will not be released until it is determined by the Principal that they will not be at risk of harm
- If necessary, students will be removed from the school grounds via an alternate route

Non-Student Involvement

- Secure the classroom, notify office to secure building, keep students in classrooms and away from windows or areas of possible danger.
- 9-1-1 will be called to alert them of the situation and possible future need
- The Crisis Team will be alerted
- Superintendent/Assistant Superintendent will be notified of the situation
- Employees and students will be informed as necessary. Calm fears and keep operations as normal as possible. Passing times may be adjusted for student protection
- Activate Shelter in Place protocol

- District Administrator or Principal will inform demonstrators of laws and policies regarding unauthorized assembly
- Demonstrators will be asked to leave school grounds. The Administrator will offer to meet with a spokesperson
- If negotiations fail, the authorities will be called to the scene
- Principal or Designee will be a spokesperson for the media
- Students will not be released until it is determined by the Principal that they will not be at risk of harm
- If necessary, students will be removed from the school grounds via an alternate route.

Staff Guidelines

- Exercise good judgment and reasonable action to guard against escalating the disturbance/demonstration
- Record observations of any incidents, including date, time, place, names, and actions of those involved, and any intervention attempts. Report to the Principal
- Maintain normal classroom operations as much as possible
- If the disturbance/demonstration is outside the building, keep students away from windows and shades down in order to keep students as safe as possible.

Emergency Evacuation Map

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