



**Stockton Unified School District
Adams School Comprehensive School Safety Plan**





Comprehensive School Safety Plan

School Year:

2023-2024

School:

John Adams Elementary

District:

Stockton Unified School District

Address:

6402 Inglewood Ave, Stockton, CA 95207



Contents

Comprehensive School Safety Plan3

Philosophy, Goals, Objectives, and Comprehensive Plans BP 0450.....5

School Safety Committee 13

Child Abuse Reporting Procedures BP 5141.4..... 14

Child Abuse Prevention And Reporting AR 5141.4..... 16

Disaster Procedures BP 3516..... 21

Disaster Procedures AR 3516 23

Suspension and Expulsion / Due Process - BP 5144.1 26

Legal Reference: 29

Suspension and Expulsion / Due Process AR - 5144.1..... 31

Procedures to Notify Teachers of Dangerous Pupils..... 44

Sexual Harassment - BP 5145.7(EC 212.6 & 48900.2)..... 48

Sexual Harassment - AR 5145.7..... 51

School Dress Codes/Uniforms BP- 5132 (EC 35183) 54

Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School 56

A Safe and Orderly School Environment Conducive to Learning 58

School Discipline Rules and Consequences..... 64

Hate -Motivated Behavior BP 5145.9 70

Procedures for Preventing Acts of Bullying and Cyber-bullying..... 72

Safety Plan Appendices 76

Notification of Parent/Guardian(s) Role in Emergencies..... 88

PARENT REUNIFICATION CARD 89

Post-Crisis Debriefing/Assessment 90

Threat and Hazard Analysis 91

Emergency Procedures for Substitute Teachers..... 92

Evacuation and Preparation Checklist 93



Philosophy, Goals, Objectives, and Comprehensive Plans BP 0450

Comprehensive Safety Plan

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

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 3515 - Campus Security)
(cf. 3515.2 - Disruptions)
(cf. 3515.3 - District Police/Security Department)
(cf. 3515.7 - Firearms on School Grounds)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5131.4 - Student Disturbances)
(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5136 - Gangs)
(cf. 5137 - Positive School Climate)
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

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

(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)

The school safety plan shall take into account the school's staffing, available resources, and building design, as well as other factors unique to the site.

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year and forwarded to the board for approval. (Education Code 32286, 32288)

The Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

(cf. 0500 - Accountability)
(cf. 9320 - Meetings and Notices)

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



Tactical Response Plan

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

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

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 9011 - Disclosure of Confidential/Privileged Information)
(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)

Public Access to Safety Plan(s)

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

(cf. 1340 - Access to District Records)

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32260-32262 Interagency School Safety Demonstration Act of 1985

32270 School safety cadre

32280-32289 School safety plans

32290 Safety devices

35147 School site councils and advisory committees

35183 School dress code; uniforms

35291 Rules

35291.5 School-adopted discipline rules

35294.10-35294.15 School Safety and Violence Prevention Act

48900-48927 Suspension and expulsion

48950 Speech and other communication

49079 Notification to teacher; student act constituting grounds for suspension or expulsion

67381 Violent crime



PENAL CODE

422.55 Definition of hate crime

626.8 Disruptions

11164-11174.3 Child Abuse and Neglect Reporting Act

CALIFORNIA CONSTITUTION

Article 1, Section 28(c) Right to Safe Schools

CODE OF REGULATIONS, TITLE 5

11987-11987.7 School Community Violence Prevention Program requirements

11992-11993 Definition: persistently dangerous schools

UNITED STATES CODE, TITLE 20

7111-7122 Student Support and Academic Enrichment Grants

7912 Transfers from persistently dangerous schools

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

Management Resources:

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex discrimination, July 2016

Safe Schools: Strategies for Boards of Education to Ensure Student Success, October 2011

Community Schools: Partnerships Supporting Students, Families and Communities, Policy Brief, October 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2010

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Safe Schools: A Planning Guide for Action, 2002

FEDERAL BUREAU OF INVESTIGATION PUBLICATIONS

Uniform Crime Reporting Handbook, 2004

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007

U.S. SECRET SERVICE AND U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates, 2004



WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Safe Schools: <http://www.cde.ca.gov/ls/ss>

California Governor's Office of Emergency Services: <http://www.caloes.ca.gov>

California Healthy Kids Survey: <http://chks.wested.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov/ViolencePrevention>

Federal Bureau of Investigation: <http://www.fbi.gov>

National Center for Crisis Management: <http://www.schoolcrisisresponse.com>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education: <http://www.ed.gov>

U.S. Secret Service, National Threat Assessment Center: <http://www.secretservice.gov/protection/ntac>

Policy STOCKTON UNIFIED SCHOOL DISTRICT

adopted: January 8, 2019, Stockton, California

AR 0450 Philosophy, Goals, Objectives, and Comprehensive Plans

Development and Review of a Comprehensive School Safety Plan

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

(cf. 0420 - School Plans/Site Councils)

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

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

(cf. 1220 - Citizen Advisory Committees)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

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

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



1. The local mayor
2. A representative of the local school employee organization
3. A representative of each parent organization at the school, including the parent-teacher association and parent teacher clubs
(cf. 1230 - *School-Connected Organizations*)
4. A representative of each teacher organization at the school
(cf. 4140/4240/4340 - *Bargaining Units*)
5. A representative of the school's student body government
6. All persons who have indicated that they want to be notified

In addition, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting: (Education code 32288)

1. Representatives of local religious organizations
2. Local civic leaders
3. Local business organizations
(cf. 1700 - *Relations Between Private Industry and the Schools*)

Content of the Safety Plan

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

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

- (cf. 0500 - *Accountability*)
(cf. 0510 - *School Accountability Report Card*)

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

1. Child abuse reporting procedures consistent with Penal Code 11164
(cf. 5141.4 - *Child Abuse Prevention and Reporting*)
2. Routine and emergency disaster procedures including, but not limited to:
 - a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act
(cf. 6159 - *Individualized Education Program*)
 - b. An earthquake emergency procedure system in accordance with Education Code 32282
(cf. 3516 - *Emergencies and Disaster Preparedness Plan*)
(cf. 3516.3 - *Earthquake Emergency Procedure System*)
 - c. A procedure to allow public agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare



- (cf. 1330 - Use of School Facilities)*
- (cf. 3516.1 - Fire Drills and Fires)*
- (cf. 3516.2 - Bomb Threats)*
- (cf. 3516.5 - Emergency Schedules)*
- (cf. 3543 - Transportation Safety and Emergencies)*

3. Policies pursuant to Education Code 48915(d) for students who commit an act listed in Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations

- (cf. 5131.7 - Weapons and Dangerous Instruments)*
- (cf. 5144.1 - Suspension and Expulsion/Due Process)*
- (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079

- (cf. 4158/4258/4358 - Employee Security)*

5. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4

- (cf. 0410 - Nondiscrimination in District Programs and Activities)*
- (cf. 1312.3 - Uniform Complaint Procedures)*
- (cf. 4119.11/4219.11/4319.11 - Sexual Harassment)*
- (cf. 5131.2 - Bullying)*
- (cf. 5145.3 - Nondiscrimination/Harassment)*
- (cf. 5145.7 - Sexual Harassment)*
- (cf. 5145.9 - Hate-Motivated Behavior)*

6. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel" pursuant to Education Code 35183, the provisions of that dress code and the definition of "gang-related apparel"

- (cf. 5132 - Dress and Grooming)*

7. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school

- (cf. 5142 - Safety)*

8. A safe and orderly school environment conducive to learning

- (cf. 5137 - Positive School Climate)*

9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5

- (cf. 5144 - Discipline)*

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

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution

- (cf. 5138 - Conflict Resolution/Peer Mediation)*
- (cf. 6141.2 - Recognition of Religious Beliefs and Customs)*

2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, hazing, and cyberbullying, as well as behavioral expectations and consequences for violations.

- (cf. 5113 - Absences and Excuses)*
- (cf. 5113.1 - Chronic Absence and Truancy)*



(cf. 5131 - Conduct)

3. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education, character/values education, media analysis skills, conflict resolution, community service learning, and education related to the prevention of dating violence

(cf. 6142.3 - Civic Education)

(cf. 6142.4 - Service Learning/Community Service Classes)

(cf. 6142.8 - Comprehensive Health Education)

4. Parent involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus

(cf. 1240 - Volunteer Assistance)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

5. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.61 - Drug Testing)

(cf. 5131.62 - Tobacco)

(cf. 5131.63 - Steroids)

6. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction

(cf. 1020 - Youth Services)

7. District policy related to possession of firearms and ammunition on school grounds

(cf. 3515.7 - Firearms on School Grounds)

8. Measures to prevent or minimize the influence of gangs on campus

(cf. 5136 - Gangs)

9. Procedures for receiving verification from law enforcement when a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime

(cf. 5116.1 - Intradistrict Open Enrollment)

10. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for closing campuses to outsiders, installing surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus

(cf. 1250 - Visitors/Outsiders)

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

(cf. 3530 - Risk Management/Insurance)

(cf. 5112.5 - Open/Closed Campus)

(cf. 5131.5 - Vandalism and Graffiti)

11. Guidelines for the roles and responsibilities of mental health professionals, community intervention professionals, school counselors, school resource officers, and police officers on school campuses. Guidelines may include, but are not limited to, the following:

- a. Strategies to create and maintain a positive school climate, promote school safety, and increase student



achievement

b. Strategies to prioritize mental health and intervention services, restorative and transformative justice programs, and positive behavior interventions and support

c. Protocols to address the mental health care of students who have witnessed a violent act at any time, including, but not limited to, while on school grounds, while coming or going from school, during a lunch period whether on or off campus or during or while going to or coming from a school-sponsored activity

12. Strategies for suicide prevention and intervention

(cf. 5141.52 - Suicide Prevention)

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

(cf. 3515.2 - Disruptions)

14. Crisis prevention and intervention strategies, which may include the following:

a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate

(cf. 3515.5 - Sex Offender Notification)

(cf. 5131.4 - Student Disturbances)

b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)

c. Assignment of staff members responsible for each identified task and procedure

d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan

e. Coordination of communication to schools, Board of Education members, parents/guardians, and the media

(cf. 1112 - Media Relations)

(cf. 9010 - Public Statements)

f. Development of a method for the reporting of violent incidents

g. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

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

(cf. 3510 - Green School Operations)

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 3514.2 - Integrated Pest Management)

Regulation STOCKTON UNIFIED SCHOOL DISTRICT approved: January 8, 2019, Stockton, California.



School Safety Committee

School School Site Safety Planning Committee 2023-2024	
Title	Member Name
*Principal & President, School Site Council: Assistant Principals	Sharon Womble Eddie 'Van' Bun
*Certificated Teacher Representative (1):	MyChau Sou Fontez Dale
*Classified representative (1): Counselor	Lexi Davies Diana Guillen
*Parent Representative PTA (1):	
Law Enforcement Representative:	
Lead Custodian	Mark Wright (AM) 6:00-2:30 Khai Lee (PM) 2:00-10:30
Secretary	Kay Lo Alejandra Reyna

*INDICATES MANDATORY

Safety Plan Review, Evaluation and Amendment Procedures

Stockton Unified School District Elementary School Site Council participates in an annual review of its Comprehensive School Safety Plan, including a review and analysis of data from the School Plan for Student Achievement (SPSA) as well as observational and less formal engagement with stakeholders and community members.

The School Site Council which includes staff and parents, reviews the safety plan to provide input prior to bringing their approval of the plan which then moves to the SUSD Board of Trustees for final approval. Once approved by the Stockton Unified School District Elementary School Site Council and SUSD Board of trustees, the Comprehensive Safety plan will be available for viewing at each school site upon request.



Child Abuse Reporting Procedures BP 5141.4

The Governing Board recognizes that the district has a responsibility to facilitate the prompt reporting of incidents of child abuse and neglect. The Superintendent or designee shall ensure that parents/guardians have access to procedures whereby they can report suspected child abuse at a school site to appropriate child protective agencies.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 5141.41 - Child Abuse Prevention Program)

The Superintendent or designee shall establish regulations for use by employees in identifying and reporting child abuse.

District employees shall report known or suspected incidences of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse.

(cf. 4112.9 - Employee Notifications)

The Superintendent or designee shall provide training in child abuse identification and reporting for all certificated personnel.

The Superintendent or designee shall also provide training in the duties of child abuse identification and reporting to instructional and teacher aides, teacher assistants and other classified employees. (Penal Code 11165.7)

As part of their training in child abuse identification and reporting, employees shall receive written notice of state child abuse reporting requirements and employees' confidentiality rights. (Penal Code 11165.7)

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

In order to reduce or eliminate unfounded child abuse accusations directed at school employees, child abuse in-service training shall include guidance in disciplining students and maintaining ethical relationships with them.

(cf. 3514 - Environmental Safety)
(cf. 5142 - Safety)
(cf. 5145.7 - Sexual Harassment)



Legal Reference

EDUCATION CODE

33308.1 Guidelines on the procedure for filing child abuse complaints

44690-44691 Staff development in the detection of child abuse and neglect

48906 Notification when student released to a peace officer

PENAL CODE

273a Willful cruelty or unjustifiable punishment of child; endangering life or health

11164-11174.3 Child Abuse and Neglect Reporting Act, especially:

11165-11165.15 Definitions relating to child abuse

11166-11170 Reporting known or suspected cases of child abuse

11172 Immunity from liability

11174.3 Interviewing victim at school

WELFARE AND INSTITUTIONS CODE

600-601.2 Referral to school attendance review board; minors habitually disobedient or truant

15630-15637 Dependent adult abuse reporting

STATUTES OTHER THAN CODE

Chapter 1102, Statutes of 1991, Section 6

Management Resources:

CDE LEGAL ADVISORIES

0514.93 Guidelines for parents to report suspected child abuse by school district employees or other persons against a pupil at school site



Child Abuse Prevention And Reporting AR 5141.4

Definitions

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

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

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 5145.7 - Sexual Harassment)

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)

(cf. 3515.3 - District Police/Security Department)

3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)
4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property to protect himself/ Herself, or to obtain weapons or other dangerous objects within the control of a student (Education Code 49001)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144 - Discipline)

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

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

(cf. 6142.7 - Physical Education and Activity)

(cf. 6145.2 - Athletic Competition)

6. Homelessness or classification as an unaccompanied minor (Penal Code 11165.15)

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

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



Reportable Offenses

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

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

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

Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency.
(Penal Code 11166)
(*cf. 1240 - Volunteer Assistance*)

Reporting Procedures

1. Initial Telephone Report

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports or county welfare department. (Penal Code 11165.9, 11166)

Child Protective Services (CPS)

Human Services Agency

333 East Washington Street Stockton, CA. 95202

(209) 468-1000

CPS Hotline (209) 468-1333

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

2. Written Report

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

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



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

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

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

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

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

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

The mandated reporter shall make a report even if some of this information is unknown or uncertain to him/her. (Penal Code 11167)

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

3. Internal Reporting

The mandated reporter shall not be required to disclose his/her identity to his/her supervisor, principal, Superintendent, or designee. (Penal Code 11166)

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

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

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

Training

Within the first six weeks of each school year, the Superintendent or designee shall provide training on mandated reporting requirements to district employees and persons working on their behalf who are mandated reporters. Any school personnel hired during the school year shall receive such training within the first six weeks of employment. (Education Code 44691; Penal Code 11165.7)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

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

The training shall include, but not necessarily be limited to, training in identifying and reporting child abuse and neglect. In addition, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified. (Education Code 44691; Penal Code 11165.7)

The Superintendent or designee shall obtain and retain proof of each mandated reporter's completion of the training. (Education Code 44691)

In addition, at least once every three years, school personnel may receive training in preventing child abuse, including sexual abuse, on school grounds, by school personnel, or in school-sponsored programs. (Education Code 44691)



Victim Interviews by Social Services

Note: Penal Code 11174.3 authorizes a representative from the Department of Social Services or another government agency investigating suspected child abuse or neglect to interview a student during school hours, on school grounds, concerning a report of child abuse or neglect that occurred at home or in an out-of-home care facility. However, there is no clear guidance regarding the procedures to be followed if a social worker is accompanied by law enforcement. In *Greene v. Camreta*, the 9th Circuit Court of Appeals had ruled that, absent exigent circumstances, a social worker and sheriff could not question a student in school without obtaining a warrant, court order, or parent/guardian consent. Subsequently, that ruling was vacated by the U.S. Supreme Court on appeal (*Camreta v. Greene*) since the case was then moot. Districts should proceed with caution and consult with legal counsel as necessary.

Whenever the Department of Social Services or another government agency investigates suspected child abuse or neglect within the child's home or out-of-home care facility, the student may be interviewed by an agency representative during school hours on school premises. The Superintendent or designee shall give the student the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the student. (Penal Code 11174.3)

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

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

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

Release of Child to Peace Officer

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

(cf. 5145.11 - *Questioning and Apprehension by Law Enforcement*)



Parent/Guardian Complaints

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

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated, pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

(cf. 1312.1 - Complaints Concerning District Employees)

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.

(cf. 1312.3 - Uniform Complaint Procedures)

Notifications

The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, their reporting obligations under Penal Code 11166, and their confidentiality rights under Penal Code 11167. The district also shall provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Before beginning employment, any person who will be a mandated reporter by virtue of his/her position shall sign a statement indicating that he/she has knowledge of the reporting obligations under Penal Code 11166 and will comply with those provisions. The signed statement shall be retained by the department of Human Resource. (Penal Code 11166.5)

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

The Superintendent or designee also shall notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report, and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)
2. If a mandated reporter fails to timely report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the district for making a report unless it can be shown that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11166)

Disaster Procedures BP 3516

Emergencies and Disaster Preparedness Plan

The Governing Board recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. The district shall take all reasonable steps to prevent and/or mitigate the impact of a disaster on district students, staff, and schools.

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

(cf 0400 - Comprehensive Plans)

(cf 0450 - Comprehensive Safety Plan)

(cf 3516.3 - Earthquake Emergency Procedure System)

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

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

(cf 0400 - Comprehensive Plans)

(cf 0450 - Comprehensive Safety Plan)

(cf 3516.3 - Earthquake Emergency Procedure System)

(cf 0420 - School Plans/Site Councils)

(cf 1220 - Citizen Advisory Committees)

(cf 3513.3 - District Police/Security Department)

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

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

(cf 4131 - Staff Development)

(cf 4231 - Staff Development)

(cf 4331 - Staff Development)

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

(cf 1330 - Use of School Facilities)



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

(cf 4112.3/4212.3/4312.3 - Oath or Affirmation)

(cf 4119.3/4219.3/4319.3 - Duties of Personnel)

Legal Reference:

EDUCATION CODE

32001 Fire alarms and drills

32040 Duty to equip school with first aid kit 32280-32289

School safety plans

32290 Safety devices

39834 Operating overloaded bus

46390-46392 Emergency average daily attendance in case of disaster

49505 Natural disaster; meals for homeless students; reimbursement

CIVIL CODE

1714.5 Release from liability for disaster service workers and shelters

GOVERNMENT CODE

3100-3109 Public employees as disaster service workers; oath or affirmation

8607 Standardized emergency management system

CALIFORNIA CONSTITUTION

Article 20, Section 3 Oath or affirmation

CODE OF REGULATIONS, TITLE 5

550 Fire drills

560 Civil defense and disaster preparedness plans

CODE OF REGULATIONS, TITLE 19

2400-2450 Standardized emergency management system

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Crisis Response Box, 2000

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES PUBLICATIONS

Active Shooter Awareness Guidance, February 2018

State of California Emergency Plan, 2017

School Emergency Response: Using REMS at Districts and Sites, June 1998

FEDERAL EMERGENCY MANAGEMENT AGENCY PUBLICATIONS

National Incident Management System, 3rd ed., October 2017

U.S. DEPARTMENT OF EDUCATION PUBLICATION

Guide for Developing High-Quality School Emergency Operations Plans, 2013

WEBSITES

CSBA: <http://www.csba.org>

American Red Cross: <http://www.redcross.org> California Attorney General's Office: <https://oag.ca.gov>

California Department of Education, Crisis Preparedness: <http://www.cde.ca.gov/ls/ss/cp> California

Governor's Office of Emergency Services: <http://www.caloes.ca.gov>

California Seismic Safety Commission: <http://www.seismic.ca.gov> Centers for Disease Control and

Prevention: <http://www.cdc.gov> Federal Emergency Management Agency: <http://www.fema.gov>

U.S. Department of Education, Emergency Planning:

<http://www2.ed.gov/admins/lead/safety/erisisplanning.html>

U.S. Department of Homeland Security: <http://www.dhs.gov>

Disaster Procedures AR 3516

EMERGENCIES AND DISASTER PREPAREDNESS PLAN

The Superintendent or designee shall ensure that district and/or school site plans address, at a minimum, the following types of emergencies and disasters:

1. Fire on or off school grounds which endangers students and staff

(cf 3516.1 - Fire Drills and Fires)

2. Earthquake, flood, or other natural disasters

(cf 3516.3 - Earthquake Emergency Procedure System)

3. Environmental hazards, such as leakages or spills of hazardous materials

(cf 3514 - Environmental Safety)

(cf 3514.2 - Integrated Pest Management)

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

(cf 3515.2 - Disruptions)

(cf 3515. 7 - Firearms on School Grounds)

(cf 5131.4 - Student Disturbances)

5. Bomb threat or actual detonation

(cf 3516.2 - Bomb Threats)

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

7. Medical emergencies and quarantines, such as a pandemic influenza outbreak

(cf 5141.22 - Infectious Diseases)

The Superintendent or designee shall ensure that the district's procedures include strategies and actions for prevention/mitigation, preparedness, response, and recovery, including, but not limited to, the following:

1. Regular inspection of school facilities and equipment, identification of risks, and implementation of strategies and measures to increase the safety and security of school facilities

(cf 3513.3 - District Police/Security Department)

(cf 3515 - Campus Security)

(cf 3517 - Facilities Inspection)

(cf 3530 - Risk Management/Insurance)

2. Instruction for district staff and students regarding emergency plans, including:

- a) Training of staff in first aid and cardiopulmonary resuscitation

- b) Regular practice of emergency procedures by students and staff

(cf 4131 - staff development)

(cf 4231 - staff development)

(cf 4331 - Staff development)



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

- a) The appropriate chain of command at the district and, if communication between the district and site is not possible, at each site
- b) Individuals responsible for specific duties
- c) Designation of the principal for the overall control and supervision of activities at each school during an emergency, including authorization to use his/her discretion in situations which do not permit execution of prearranged plans
- d) Identification of at least one person at each site who holds a valid certificate in first aid and cardiopulmonary resuscitation

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

4. Personal safety and security, including:

- a) Identification of areas of responsibility for the supervision of student
- b) Procedures for the evacuation of students and staff, including posting of evacuation routes
- c) Procedures for the release of students, including a procedure to release students when reference to the emergency card is not feasible

(cf 5141 - Health Care and Emergencies)

(cf 5142 - Safety)

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

(cf 3543 - Transportation Safety and Emergencies)

- e) Provision of a first aid kit to each classroom
- f) Arrangements for students and staff with special needs

(cf 4032 - Reasonable Accommodation)

(cf 6159 - Individualized Education Program)

(cf 6164.6 - Identification and Education Under Section 504)

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

(cf 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf 4261.1 - Personal Illness/Injury Leave)

(cf 5113 - Absences and Excuses)

(cf 6183 - Home and Hospital Instruction)

5. Closure of schools, including an analysis of:

- a) The impact on student learning and methods to ensure continuity of instruction
- b) How to provide for continuity of operations for essential central office functions, such as payroll and ongoing communication with students and parents/guardians

(cf 3516.5 - Emergency Schedules)

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

- a) Identification of spokesperson(s)



(cf 1112 - Media Relations)

- b) Development and testing of communication platforms, such as hotlines, telephone trees, websites, social media, and electronic notifications

(cf 1113 - District and School Web Sites)

(cf 1114 - District-Sponsored Social Media)

- c) Development of methods to ensure that communications are, to the extent practicable, in a language and format that is easy for parents/guardians to understand
- d) Distribution of information about district and school site emergency procedures to staff, students, and parents/guardians

7. Cooperation with other state and local agencies, including:

- a) Development of guidelines for law enforcement involvement and intervention
- b) Collaboration with the local health department, including development of a tracking system to alert the local health department of a substantial increase of student or staff absenteeism as indicative of a potential outbreak of an infectious disease

(cf 1400 - Relations Between Other Governmental Agencies and the Schools)

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

- a) Inspection of school facilities
- b) Provision of mental health services for students and staff, as needed

(cf 6164.2 - Guidance/Counseling Services)

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

The Stockton Unified School District will take all necessary measures to keep students, staff, and visitors safe during a disaster. The Stockton Unified School District Crisis Response Plan is shown in the Appendices and accomplishes the following:

Incorporates strategies of the Incident Command System, Standardized Emergency Management System, and National Incident Management System.

Describe evacuation procedures within the school disaster plan.

Provides guidance for emergency response to various potential hazards and incidents, including “duck and cover” procedures following an earthquake. Identifies emergency response training and exercise opportunities for students and staff.

Public Agency Use of School Buildings for Emergency Shelters

We offer our schools public shelters in case of a natural disaster or pandemic event. We cooperate with the San Joaquin County Emergency Response Team and the Red Cross. If our buildings are used as shelters during the school day, non-students are supervised to protect the safety of our students. The school district or county office of education shall cooperate with the public agency in furnishing and maintaining the services as the school district or county office of education may deem necessary to meet the community's needs. (Ed code 32282 B (V ii))

Note: SUSD EOP has a more detailed description of all emergency guidelines



Suspension and Expulsion / Due Process - BP 5144.1

The Governing Board desires to provide District students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of District students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

(cf 5131- Conduct)
(cf 5131.1- Bus Conduct)
(cf 5131.2 Bullying)

To correct the behavior of any student who is subject to discipline, the Superintendent or designee shall, to the extent allowed by law, first use alternative disciplinary strategies specified in AR 5144.1 – Discipline. (Education Code 48900.5)

(cf 1020 – Youth Services)
(cf 5138 – Conflict Resolution)
(cf 5144 – Discipline)
(cf 6142.4 – Service Learning/Community Service Classes)
(cf 6164.5 – Student Success Teams)

Suspended or expelled students shall be denied the privilege of participation in all extracurricular activities during the period of suspension or expulsion.

(cf. 6145 - Extracurricular and Cocurricular Activities)

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

(cf 5113– Absences and Excuses)
(cf 5113.1 – Chronic Absence and Truancy)

Except for single acts of grave nature or offenses for which suspension or expulsion is required by law, suspension or expulsion shall be imposed only when other means of correction have failed to bring about proper conduct or the student's presence causes a continuing danger to himself/herself or others. (Education Code 48900.5)

(cf 5131.7 – Weapons and Dangerous Instruments)

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

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

Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices and appeals as specified in administrative regulation and/or law. (Education Code 48911, 48915, 48915.5)

(cf. 5119 - Students Expelled from Other Districts)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))



Supervised Suspension Classroom

The Board recognizes that students who are suspended from school often have no supervision or guidance during the school hours when they are off campus and may fall behind in the coursework. The Board believes that, in many cases, it would be better to manage the student's behavior by keeping the student at school and providing him/her with supervision that is separated from the regular classroom.

The Superintendent or designee may establish a supervised classroom suspension program which meets the requirements of law for students suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, who pose no imminent danger or threat at school, and for whom an expulsion action has not been initiated.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

Removal From Class and Required Parental Attendance

When suspending a student from class for committing an obscene act, engaging in habitual profanity or vulgarity, disrupting school activities, or otherwise willfully defying valid staff authority, the teacher of the class may require any parent/guardian who lives with the student to attend a portion of the school day in the class from which the student is being suspended, to assist in resolving the classroom behavior problems. (Education Code 48900.1)

Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the teacher and the student and his/her parents/guardians and to improve the student's behavior.

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise.

Before requiring parental attendance, the teacher shall make reasonable efforts to have the parent/guardian visit the class voluntarily. The teacher also may inform the parent/guardian about available resources and parent education opportunities. Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and the parent/guardian and to improve classroom behavior.

The teacher shall apply this policy uniformly to all students within the classroom. This policy shall apply only to a parent/guardian who lives with the student. (Education Code 48900.1)

When a teacher requires parental attendance, the principal shall send a written notice to the parent/guardian stating that his/her attendance is pursuant to law. (Education Code 48900.1)

The notice shall specify that the attendance may be on either the date the student is scheduled to return to class or within one week thereafter.

A parent/guardian who has received a written notice shall attend class as specified in the notice. After completing the classroom visit and before leaving school premises, the parent/guardian shall also meet with the principal or designee. (Education Code 48900.1)

At the meeting with the student's parent/guardian, the principal or designee shall explain the district's and school's discipline policies, including the disciplinary strategies that may be used to achieve proper student conduct.

The principal or designee shall contact a parent/guardian who does not respond to the request to attend school. When a parent/guardian does not respond to the request to attend school, the principal or designee shall contact him/her by telephone, mail, or other method that maintains the confidentiality of the student's records.

(cf. 5125 - Student Records)

The Board recognizes that parent/guardian compliance with this policy may be delayed, modified, or prevented for reasons such as serious illness/injury/disability, absence from town, or inability to get release time from work.

District regulations and school-site rules for student discipline shall include procedures for implementing parental attendance requirements. Parents/guardians shall be notified of this policy prior to its implementation. (Education Code 48900.1)



Supervised Suspension Classroom

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent

danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee may establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

Decision Not to Enforce Expulsion Order

On a case-by-case basis, the enforcement of an expulsion order may be suspended by the Board pursuant to the requirements of law and administrative regulation. (Education Code 48917)

Monitoring the Use of Suspension and Expulsion

At the end of each school year, the Superintendent or designee shall present a report to the Board regarding the use of suspension and/or expulsion in District schools. The report shall include, but is not limited to, outcome data which the District is required by law to collect and data related to the effect of suspension and/or expulsion on the District's minority student populations or groupings.

(cf. 9320 – Meetings and Notices)



Legal Reference:

EDUCATION CODE

212.5 Sexual harassment

233 Hate violence

1981 Enrollment of students in community school 17292.5 Program for expelled students

32261 Interagency School Safety Demonstration Act of 1985 35145 Open board meetings

35146 Closed sessions (regarding suspensions)

35291 Rules (for government and discipline of schools) 35291.5 Rules and procedures on school discipline

48645.5 Readmission; contact with the juvenile justice system 48660-48667 Community day schools

48853.5 Foster youth

48900-48927 Suspension and expulsion 48950 Speech and other communication 48980 Parental notifications

49073-49079 Privacy of student records CIVIL CODE

47 Privileged communication

48.8 Defamation liability

CODE OF CIVIL PROCEDURE

1985-1997 Subpoenas; means of production GOVERNMENT CODE

11455.20 Contempt

54950-54963 Ralph M. Brown Act HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia

11053-11058 Standards and schedules LABOR CODE

230.7 Discharge or discrimination against an employee for taking time off to appear in school on behalf of a child

PENAL CODE

31 Principal of a crime, defined 240 Assault Defined

241.2 Assault fines

242 Battery Defined

243.2 Battery on school property

243.4 Sexual battery

245 Assault with a deadly weapon

245.6 Hazing

261 Rape defined

266c Unlawful sexual intercourse 286 Sodomy defined

288 Lewd or lascivious acts with child under age 14 288a Oral copulation

289 Penetration of genital or anal openings

417.27 Laser pointers

422.55 Hate crime defined

422.6 Interference with exercise of civil rights

422.7 Aggravating factors for punishment

422.75 Enhanced penalties for hate crimes

626.2 Entry upon campus after written notice of suspension or dismissal without permission

626.9 Gun-Free School Zone Act of 1995

626.10 Dirks, daggers, knives, razors, or stun guns

868.5 Supporting person; attendance during the testimony of witness WELFARE AND INSTITUTIONS CODE

729.6 Counseling

UNITED STATES CODE, TITLE 18

921 Definitions, firearm

UNITED STATES CODE, TITLE 20

1415(K) Placement in an alternative educational setting 7151 Gun-free schools

COURT DECISIONS

T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267 Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421

Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H. (2001) 85 Cal.App.4th 1321

Garcia v. Los Angeles Board of Education (1991) 123 Cal. App. 3d 807

Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 1182 John A. v. San Bernardino School District (1982) 33 Cal. 3d 301



**Stockton Unified School District
Adams School Comprehensive School Safety Plan**



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84 Ops.Cal.Atty.Gen. 146 (2001)

80 Ops.Cal.Atty.Gen. 91 (1997)

80 Ops.Cal.Atty.Gen. 85 (1997)

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CSBA PUBLICATIONS

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Civil Rights Data Collection Summary, March 2012 **WEB SITES**

CSBA: <http://www.csba.org>

California Attorney General's Office: <http://www.oag.ca.gov> California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr/docs/crdc-2012-data-summary.pdf>

U.S. Department of Education, Office of Safe and Drug-Free Schools: <http://www.ed.gov/about/offices/list/osdfs>

Replaces BP 5144.1 (11/12)



Suspension and Expulsion / Due Process AR - 5144.1

Definitions

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

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the 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. (Education Code 48925)

Day means a calendar day unless otherwise specifically provided. (Education Code 48925)

School day means a day upon which the schools of the district are in session or weekdays during the summer recess. (Education Code 48925)

Student includes a student's parent/guardian or legal counsel. (Education Code 48925)

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. (Education Code 48911)

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

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. (Education Code 48900.1, 48980)
Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5)

(cf. 5144 - Discipline)

(cf. 5145.6 - Parental Notifications)

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. (Education Code 48900(a))

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 aider or abettor, a crime of physical violence in which the victim suffered great or serious bodily injury. (Education Code 48900(s))

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



(cf. 5131 - Conduct)

(cf. 5131.7 - Weapons and Dangerous Instruments)

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. (Education Code 48900(c))

(cf. 5131.6 - Alcohol and Other Drugs)

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 a controlled substance, alcohol beverage or intoxicant. (Education Code 48900(d))
5. Committed or attempted to commit robbery or extortion. (Education Code 48900(e))
6. Caused or attempted to cause damage to school property or private property. (Education Code 48900(f))
7. Stole or attempted to steal school property or private property. (Education Code 48900(g))
8. Possessed or used tobacco or 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. (Education Code 48900(h))
9. Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code 48900(i))
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5. (Education Code 48900(j))
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. (Education Code 48900(k))
12. Knowingly received stolen school property or private property. (Education Code 48900(l))
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. (Education Code 48900(m))
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. (Education Code 48900(n))
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. (Education Code 48900(o))
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. (Education Code 48900(p))
17. Engaged in, or attempted to engage in, hazing as defined in Education Code 32050. (Education Code 48900(q))
18. Made terrorist threats against school officials and/or school property. (Education Code 48900.7)
A student in grades 4-12 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 (Education Code 48900.2)

(cf. 5145.7 - Sexual Harassment)

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

(cf. 5145.9 - Hate-Motivated Behavior)

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



(cf. 5145.3 - Nondiscrimination/Harassment)

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: (Education Code 48900(r))

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. (Education Code 48900(t))

(cf. 5138 - Conflict Resolution/Peer Mediation)

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

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Truancy)

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. (Education Code 48910)

A teacher may also refer a student to the principal or designee for consideration of suspension from school. (Education Code 48910)

When removing a student from his/her class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action.

The student shall be appropriately supervised during the class periods from which he/she has been removed.

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

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. (Education Code 48910)

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. (Education Code 48913)

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. (Education Code 48900.1)

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. Describe the legal protections afforded to the parent/guardian as an employee under Labor Code 230.7



3. 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
4. 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, principal or principal's designee may suspend a student from school for not more than five consecutive school days unless the suspension is extended pending expulsion. (Education Code 48911)

The Superintendent or designee shall immediately suspend any student found at school or at a school activity to be: (Education Code 48915)

1. Possessing, as verified by a district employee, 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

Suspension also may be imposed upon a first offense if the Superintendent, principal or designee determines that 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. (Education Code 48900.5)

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 a 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. (Education Code 48903, 48912)

The Superintendent or designee may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903)

Suspensions shall be initiated according to the following procedures:

1. **Informal Conference:** Suspension shall be preceded by an informal conference conducted by the principal, designee or the Superintendent 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 and the evidence against him/her; the student shall be given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911(b))

This conference may be omitted if the principal, designee, or the Superintendent 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 a 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. (Education Code 48911(c))

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. (Education Code 48911)



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

In addition, the notice may state the date and time when the student may return to school. 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. (Education Code 48914)

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. (Education Code 48911)

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

Any extension of the original suspension period shall be preceded by a notice of such extension with an offer to hold a conference concerning the extension, allowing the student 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. (Education Code 48911)

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. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester if any of the acts listed in "Grounds for Suspension and Expulsion" occurred. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action or any other action (except expulsion) against any student, it shall hold closed sessions if a public hearing would lead to

disclosure of information violating a student's right to privacy under the Education Code 49073- 49079.

(cf. 9321 - Closed Session Purposes and Agendas)

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 a closed session. (Education Code 35146, 48912)

On-Campus Suspension Program

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 separate, supervised suspension classroom for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

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 the 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 the student will miss while



suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

When 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. (Education Code 48911.1)

Authority to Expel

A student may be expelled only by the Board. The Board shall expel, as law requires, any student found to have committed any offense 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): (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

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: (Education Code 48915(a))

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: (Education Code 48915(c))

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. Possessing 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. (Education Code 48915)

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. (Education Code 48918(a))

The student is entitled to 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. The Stockton Unified School District Governing Board has delegated its authority to grant or deny a postponement of an expulsion hearing beyond 30 calendar days to the Superintendent or Deputy Superintendent (Resolution No. 03-122 dated June 8, 2004). (Education Code 48918(a))

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

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

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

Rights of Complaining Witness

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

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of his/her right to: (Education Code 48918.5)

1. Receive five days' notice of his/her scheduled testimony at the hearing
2. Have up to two adult support persons of his/her choosing present 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. (Education Code 48918.5)

Written Notice of the Expulsion Hearing

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

1. The date and place of the hearing.
2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based.
3. A copy of district disciplinary rules which relate to the alleged violation.
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment. This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).

(cf. 5119 - Students Expelled from Other Districts)

5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal



counsel or by a non-attorney 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.
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. (Education Code 48918(c))

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. (Education Code 48918(c))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including but not limited to videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

2. **Record of Hearing:** A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))
3. **Subpoenas:** Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with the Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20 (Education Code 48918(i))

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

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

4. **Presentation of Evidence:** While technical rules of evidence do not apply to expulsion hearings, 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 must be supported by substantial evidence that the student committed any of the acts 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. (Education Code 48918(f) and (h))



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: (Education Code 48918)
 - 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 nonthreatening environment.
 - 1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.
 - 2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.
 - 3) The person conducting the hearing may:
 - (a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness
 - (b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours
 - (c) Permit one of the support persons to accompany the complaining witness to the witness stand
6. **Decision Within 10 School 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. (Education Code 48918(a))
7. **Decision Within 40 School 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. (Education Code 48918(a))

Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. 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. (Education Code 48918(d))

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures as apply 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. (Education Code 48918(e))

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

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion 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 or as otherwise allowed by law unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

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. (Education Code 48918(j))

(cf. 9321.1 - Closed Session Actions and Reports)

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. (Education Code 48916)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

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

Written Notice to Expel

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed in Education Code 48900(a)-(q), Education Code 48900.2-48900.4, 48900.8, and 48915(c). (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian. (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board of Education. (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion.



(Education Code 48918)

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

Decision 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: (Education Code 48917)

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. 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 of Education.
7. 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 of Education. (Education Code 48918(j)).

Right to Appeal

The student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board of Education. 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. (Education Code 48919)

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 of Education. The district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

Post-Expulsion Placements

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

1. Appropriately prepared to accommodate students who exhibit discipline problems
2. Not provided at a comprehensive middle, junior or senior high school or at any elementary school, unless the program is offered at a community day school established at such a site
3. Not housed at the school site attended by the student at the time of suspension



(cf. 6185 - Community Day School)

When the placement described above is not available, and when the County Superintendent of Schools so certifies, students expelled for acts described in items #6-13 and #18-21 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. (Education Code 48915)

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

Readmission After Expulsion

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. (Education Code 48916)
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 a 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. (Education Code 48916)
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. (Education Code 48916)
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. (Education Code 48916)

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. (Education Code 48900.8, 48918(k))

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

(cf. 5119 - Students Expelled from Other Districts)

(cf. 5125 - Student Records)



Notifications to Law Enforcement Authorities

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

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

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

Outcome Data

The Superintendent or designee shall maintain the following data and report such data annually to the California Department of Education, using forms supplied by the California Department of Education: (Education Code 48900.8, 48916.1)

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



Procedures to Notify Teachers of Dangerous Pupils

Procedures to notify teachers of dangerous students pursuant to Education Code 49079
(cf. 4158/4258/4358 – *Employee Security*)

Employee Security BP4158/4258/4358

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

(cf. 3515 – *School Safety and Security*)
(cf. 5131.4 – *Campus Disturbances*)

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

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

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

(cf. 4131 - *Staff Development*)
(cf. 4231 - *Staff Development*)
(cf. 4331 – *Staff Development*)

The Board recognizes that access to two-way communications devices allows employees to call for assistance from their supervisor or law enforcement in the event of a threat of violence or medical emergency. The district shall provide such communication devices in classrooms to the extent possible.

(cf. 5141-*Health Care and Emergencies*)

Employees may not carry or possess pepper spray on school property or as part of school activities.

(cf. 4118 - *Suspension/Disciplinary Action*)
(cf. 4218 – *Dismissal/Suspension/Disciplinary Action*)

Legal Reference:

EDUCATION CODE

- 32210-32212 Willful disturbance, public schools or meetings
- 32225-32226 Communication devices
- 35204 Contract with attorney in private practice or use of administrative advisor
- 35205 Contract for legal services
- 35208 Liability insurance
- 35213 Reimbursement for loss, destruction, or damage of school property
- 44014 Report of assault by pupil against school employee
- 44807 Duty concerning conduct of students
- 48900 Grounds for suspension or expulsion
- 48902 Notification of law enforcement authorities if student violates assault or Controlled substance provision
- 48904 Parental liability
- 48905 Injury or damage to person or property of school district employee; request for legal action
- 49079 Notification to teacher; student who has engaged in acts constituting grounds for suspension or expulsion
- 49330 Definition of injurious object
- 49331 Removal of injurious object from possession of pupil by designated employee

GOVERNMENT CODE

- 995-996.4 Defense of public employees
- 3543.2 Scope of representation

PENAL CODE

- 71 Threatening Jpublic officers and employees and school officials
- 240 Definition of assault
- 241.2 Assault on school or park property against any person
- 241.3 Assault against school bus drivers
- 241.6 Assault on school employee includes board member
- 242 Definition of battery
- 243 Battery; definition of “injury” and “serious bodily injury”
- 243.2 Battery on school or park property against any person
- 243.3 Battery against School Bus Drivers
- 243.6 Battery against school employee includes board member
- 245.5 Assault with deadly weapon; school employee includes board member
- 290 Registration of sex offenders
- 601 Trespass by person making credible threat
- 626.9 Gun-Free School Zone Act of 1995
- 626.10 Exceptions to bringing weapons on school grounds
- 646.9 Stalking

CIVIL CODE

- 51.7 Freeom From violence or intimidation

CODE OF CIVIL PROCEDURE

- 527.8 Workplace Violence Safety Act

WELFARE AND INSTITUTIONS CODE

- 827 Juvenile court proceedings; reports; confidentiality
- 828.1 District police or security department, disclosure of juvenile records



AR 4158/4258/4358

An employee may use reasonable force when necessary to protect himself/herself from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects on or within the control of a student.
(Education Code 44807, 49331)

(cf. 5131.7 - Weapons and Dangerous Instruments)

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

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

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

(cf. 3515.2 - Disruptions)

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

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

(cf. 3515.4 - Recovery for Property Loss or Damage)

Notice Regarding Student Offenses Committed While Under School Jurisdiction

The Superintendent or designee shall inform the teacher of any student in his/her class who has engaged in, or is reasonably suspected of, any act during the previous three years which could constitute grounds for suspension or expulsion under Education Code 48900, with the exception of the possession or use of tobacco products. This information shall be based upon written district records or records received from a law enforcement agency. Teachers shall keep the information confidential.
(Education Code 49079)

Notice Regarding Student Offenses Committed While Outside School Jurisdiction

When informed by the court that a minor student has committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Penal Code 290, assault or battery, larceny, vandalism or graffiti, the Superintendent or designee shall so inform the school principal. The principal shall keep this information in a separate confidential file and give it to the counselors who directly supervise or report on the student's behavior or progress. The principal also may inform any teacher or administrator he/she thinks may need the information so as to work with the student appropriately, avoid being needlessly vulnerable, or protect others from vulnerability. (Welfare and Institutions Code 827)

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



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

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

Procedures to Maintain Confidentiality of Student Offenses

In order to maintain confidentiality when providing information about student offenses to counselors and teachers of classes/programs to which a student is assigned, the principal or designee shall send the staff member a written notification requesting him/her to review a student's file in the school office. This notification shall not name or otherwise identify the student. The staff member shall be asked to initial the notification and return it to the principal or designee.

The staff member shall also initial the student's file when reviewing it in the school office. Once the district has made a good faith effort to comply with the notification requirement of Education

Code 49079 and Welfare and Institutions Code 827, an employee's failure to review the file may be construed as a waiver of the district's liability.

(cf. 5125 - Student Records)

(cf. 5145.1 - Privacy)



Sexual Harassment - BP 5145.7(EC 212.6 & 48900.2)

The Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment targeted at any student within any District program or activity. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about alleged sexual harassment.

The District designates the following individual as the Title IX Coordinator:

Director, Constituent Services
Stockton Unified School District
56 South Lincoln Street, Stockton, CA. 95203

The Title IX Coordinator shall coordinate and oversee the District's efforts to comply with Title IX of the Education Amendments of 1972 and Education Code Section 234.1.

The District strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult or who has experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact a teacher, school principal, school counselor, Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the appropriate principal and the District Title IX Coordinator. Once notified, the Title IX Coordinator or designee shall take the steps to investigate and address the allegation, as specified in AR 5145.7.

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

Instruction/Information

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the District's primary concern and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the District's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the District investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the District will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment



Complaint Process and Disciplinary Actions

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and District procedures specified in AR 5145.7.

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

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline in accordance with law and the applicable collective bargaining agreement.

Record-Keeping

The Superintendent or designee shall maintain for a period of at least seven years (34 CFR § 106.45) the following:

1. Records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment as well as a statement as to why the District's response was not deliberately indifferent in any instance where a complainant was not provided with supportive measures, the District shall document the reasons why supportive measures were not reasonable in light of the known circumstances;
2. A record of each sexual harassment investigation, including any determination regarding responsibility, disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant, any appeal and the result of the appeal, any informal resolutions and the results thereof; and
3. All materials used to train Title IX Coordinators, decision-makers, and any person who facilitates an informal resolution process. The training materials shall be publicly available on the District website.

Notifications

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

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code § 48980; 5 CCR § 4917)
2. Be displayed in a prominent location in the main administrative building or other area where notices of District rules, regulations, procedures, and standards of conduct are posted (Education Code § 231.5)
3. Be posted on District and school websites (34 CFR § 106.8)
4. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code § 231.5)
5. Appear in any school or District publication that sets forth the school's or District's comprehensive rules, regulations, procedures, and standards of conduct (Education Code § 231.5)
6. Be included in any school student handbook
7. Be provided to employees and employee organizations



References:

BP 0410 - Nondiscrimination in District Programs and Activities
BP/AR 1312.1 - Complaints Concerning District Employees
BP/AR 1312.3 – Uniform Complaint Procedures
AR 4117.7 - Employment Status Report
BP/AR 4218 - Dismissal/Suspension/Disciplinary Action
BP/AR 4119.11/4219.11/4319.11 - Sexual Harassment
BP 5131 - Conduct BP 5131.2 - Bullying
BP 5137 - Positive School Climate
BP/AR 5141.4 - Child Abuse Prevention and Reporting
BP/AR 5144 - Discipline
BP/AR 5144.1 - Suspension and Expulsion/Due Process
AR 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities)
BP/AR 5145.3 - Nondiscrimination/Harassment
BP 5145.6 - Parental Notifications
BP/AR 6142.1 – Family Life/Sex Education Legal References:
EDUCATION CODE
200-262.4 Prohibition of discrimination on the basis of sex 48900-48926 Student discipline
48980 Parental notifications
GOVERNMENT CODE
12950.1 Sexual harassment training
CODE OF REGULATIONS, TITLE 5
4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
1221 Application of laws
1232g Family Educational Rights and Privacy Act 1681-1688 Title IX, discrimination
UNITED STATES CODE, TITLE 42
1983 Civil action for deprivation of rights
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy
106.1-106.71 Nondiscrimination on the basis of sex in education programs
Replaces: 2/25/20



Sexual Harassment - AR 5145.7

Director, Constituent Services Stockton Unified School District
56 South Lincoln St.
Stockton, CA 95203
(209) 933-7000 Ext. 2195

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code § 212.5; 5 CCR § 4916; 34 CFR § 106.30)

1. An explicit or implicit “quid pro quo” (something for something), such as when:
 - a) Submission to or participation in the conduct is explicitly or implicitly made a term or condition of a District aid, benefit, or service available at or through any District program or activity.
 - b) Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
 - c) 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.
2. The conduct is so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the District’s educational program or activity or 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.
3. The conduct constitutes “sexual assault,” as defined in 20 U.S.C. § 1092(f)(6)(A)(v), “dating violence,” as defined in 34 U.S.C. § 12291(a)(10), “domestic violence,” as defined in 34 U.S.C. § 12291(a)(8), or “stalking,” as defined in 34 U.S.C. § 12291(a)(3).

The complaint and grievance procedures described in this Administrative Regulation shall be used to address any complaint governed by Title IX of the Education Amendments of 1972 filed by or against a student while in an education program or activity in which a District school exercises substantial control over the context and respondent, alleging one or more of the above forms of sexual harassment. (34 CFR §§ 106.30, 106.44)

All other sexual harassment complaints or allegations brought by or on behalf of students shall be investigated and resolved in accordance with District BP/AR 1312.3 – Uniform Complaint Procedures. The District Title IX Coordinator shall determine whether the allegations meet the definition of sexual harassment under Title IX.

Examples of unwelcome verbal, visual, or physical conduct of a sexual nature include, but are not limited to:

- Unwelcome leering, sexual flirtations, or propositions;
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions;
- Graphic verbal comments about an individual’s body or overly personal conversation;
- Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature;
- Spreading sexual rumors;
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class
- Massaging, grabbing, fondling, stroking, or brushing the body;
- Touching an individual’s body or clothes in a sexual way;
- Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex;
- Displaying sexually suggestive objects;
- Sexual assault, sexual battery, or sexual coercion;
- Electronic communications containing comments, words, or images described above.



Reporting Sexual Harassment

A student who believes that they have been subjected to sexual harassment or witnessed sexual harassment within any District program or activity is strongly encouraged to report the sexual harassment to the Title IX Coordinator, a teacher, the principal, or any other available school employee. A student's parent or guardian may submit a report of sexual harassment on the student's behalf. Any District employee who receives a report of sexual harassment involving a student shall forward the report to the District Title IX Coordinator within one school day of receiving such a report.

In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the District Title IX Coordinator. The employee shall take these actions whether or not the alleged victim files a complaint. Employees who fail to do so may be subject to disciplinary action.

Upon receiving a report of sexual harassment, the Title IX Coordinator shall inform the complainant of the right to file a formal written complaint and the process for filing a formal complaint pursuant to this Administrative Regulation. The Title IX Coordinator shall also promptly contact the alleged victim to confidentially discuss the availability of supportive measures, inform them that supportive measures are available with or without filing a formal complaint, and consider their wishes with respect to supportive measures. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of class schedules, campus escort services, mutual restrictions on contact between the parties, leaves of absence, and other similar measures as may be appropriate and reasonably available (34 CFR § 106.44)

If the alleged victim chooses not to file a formal complaint, the Title IX Coordinator shall file a formal complaint on the alleged victim's behalf if the Title IX Coordinator finds that the situation presents a safety threat.

A formal complaint shall be physically or electronically signed by the complainant and delivered to the Title IX Coordinator by mail, email, or personal delivery. (34 CFR § 106.30)

Investigation and Grievance Procedure

Upon receiving a formal complaint pursuant to this regulation, the Title IX Coordinator, designee, or other outside investigator appointed by the District shall:

- Within five days, commence the investigation and notify the complainant and the respondent of the allegations in the complaint.
- Send the complainant and the respondent written notice of any investigative interviews, meetings, or hearings;
- Not restrict either the complainant or respondent from discussing the allegations or gathering relevant evidence;
- Within 40 days, complete the investigation and provide the complainant and respondent with a copy of the relevant evidence as well as an investigative report that fairly summarizes relevant evidence.

The complainant and respondent shall have 10 days to inspect, review, and respond to the evidence and investigative report. (34 CFR § 106.45)

A neutral decision-maker (who is not the Title IX Coordinator or investigator) shall review the relevant materials and issue a written decision within 60 days of the date of the formal complaint. Before issuing a written decision, the decision-maker shall provide the complainant and respondent the opportunity to: (34 CFR § 106.45)

1. Submit written, relevant questions that they want to ask the other party or a witness who was interviewed for the investigation;
2. Provide answers to the questions asked by the other party and
3. Ask limited follow-up questions within five days of the investigative report.

The written decision shall include findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and any remedies to be provided to the complainant. A copy of the written decision will be sent to the complainant and respondent simultaneously, along with information on how to file an appeal.



Stockton Unified School District Adams School Comprehensive School Safety Plan



If, at any time, the Title IX Coordinator finds that the allegations in a formal complaint do not meet the definition of sexual harassment, did not occur within the District’s educational program or activity, or that the respondent is not a person in the United States, the formal complaint will be dismissed for purposes of Title IX.

In addition, the Title IX Coordinator may, at his/her discretion, dismiss a formal complaint or allegations therein at any time if: the complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein; the respondent is no longer enrolled or employed by the District; or specific circumstances prevent the District from gathering sufficient evidence to reach a determination (34 CFR § 106.45)

Appeal

Either the complainant or the respondent may appeal the District’s written decision or decision to dismiss a formal complaint by submitting a written request to the Title IX Coordinator within 30 days of the written decision. A party may request an appeal for the following reasons only: procedural irregularity that affected the outcome of the matter; there is newly discovered evidence that could affect the outcome of the matter; and/or Title IX personnel had a conflict of interest or bias, that affected the outcome of the matter.

The appeal shall be heard by a different decision-maker (not the same person who issued the decision on appeal). On appeal, the decision-maker shall provide both parties equal opportunity to submit a written statement and shall issue a written decision simultaneously to both parties. (34 CFR § 106.45)

The Title IX Coordinator, investigator, decision-maker, and anyone facilitating an informal resolution process for a complaint shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent specifically. Such persons shall receive Title IX training in accordance with 34 CFR 106.45.

Confidentiality

All complaints and allegations of sexual harassment shall be kept confidential except as required or permitted by law and as may be necessary to carry out the investigation or take other subsequent necessary action. (5 CCR § 4964)

However, when a complainant or victim of sexual harassment notifies the District of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the District's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the District will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

Reference:

- BP/AR 1312.3 - Uniform Complaint Procedures
- BP 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information
- BP/AR 5125 - Student Records
- BP 5131 - Conduct BP 5131.2 - Bullying
- BP 5137 - Positive School Climate)
- BP/AR 5141.4 - Child Abuse Prevention and Reporting
- BP/AR 5145.3 - Nondiscrimination/Harassment
- BP/AR 6142.1 - Family Life/Sex Education

Regulation STOCKTON UNIFIED SCHOOL DISTRICT
approved: 11/9/21 Stockton, California

Replaces: 10/22/19



School Dress Codes/Uniforms BP- 5132 (EC 35183)

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.

(cf. 4119.22 - *Dress and Grooming*)

(cf. 5145.2 - *Freedom of Speech/Expression: Publications Code*)

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.

(cf. 5144 - *Discipline*)

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.

(cf. 0450 - *Comprehensive Safety Plan*)

(cf. 5136 - *Gangs*)

Uniforms

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

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

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

Legal Reference:

EDUCATION CODE

35183 School dress codes; uniforms 35294.1 School safety plans

48907 Student exercise of free expression

49066 Grades; effect of physical education class apparel

CODE OF REGULATIONS, TITLE 5

302 Pupils to be neat and clean on entering school

Hartzell v. Connell (1984) 35 Cal. 3d 899

Arcadia Unified School District v. California Department of Education, (1992) 2 Cal. 4th 251

Marvin H. Jeglin et al v. San Jacinto Unified School District et al 827 F.Supp. 1459

(C.D. Cal. 1993)



Students may not wear clothing or jewelry containing inappropriate images or wording that include, but are not limited to, sexual content, alcohol, tobacco, other drugs, or violence.

Clothing must be sufficient to conceal all undergarments at all times.

Halter tops, bare midriffs, spaghetti straps, low cut or revealing tops, mesh or see-through tops, bareback tops, crop tops, and half-shirts are not allowed. Straps on blouses must be at least one inch wide.

Shorts, skirts, and dresses must pass the following to be considered acceptable: Standing, with arms relaxed at each side, the ends of your index finger shall touch the bottom of the garment.

If leggings, “yoga” pants, and /or tights are worn, the top hem must reach at or below the index finger, and if there is a slit or holes in the clothing, these must be below your index finger.

Shoes should be appropriate for walking and running and cannot interfere with the P.E. program or recess activities. Shoes without a back (e.g., flip-flops or clogs) or heel greater than two inches are unsafe to wear during physical activities and, therefore, are not allowed.

Any kind of accessory that is deemed inappropriate is not allowed. This includes but is not limited to wallet chains, spikes, and handcuffs.

Students wearing inappropriate attire or footwear will be sent to the office and will first call their parent or guardian. Students will be allowed to change into appropriate clothing at the site. Students who repeatedly violate the dress code will receive disciplinary consequences.



Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School

EC35294.2

John Adams Elementary School Lies within a quiet neighborhood but is located at 6402 Inglewood Avenue, Stockton, CA 95207. John Adams Elementary School campus has multiple entry/exit points. There are two primary routes for entering and leaving next to the front office and at the bus loop. An emergency road is located at the corner of Glendora and Inglewood and is kept gated and locked. There is another entry point at the lower campus (blacktop at the lower front parking lot. Students, staff, and faculty daily commute to John Adams Elementary School via walking, biking, and driving. Fencing has been installed around the entire perimeter of the campus.

The majority of students arrive and depart from school via parent transportation or school bus. We provide adult supervision 20 minutes before the beginning of the school day and until all buses depart at the end of the school day.

Supervision is provided on the blacktop starting at 8:30 a.m. until the Five-Minute Bell at 8:45 a.m. During the school day, classrooms and all entry points except the gate near the front office remain locked. At dismissal, kindergarten students are dismissed by classroom teachers who escort students to meeting points on campus for pick up by parents. Students in grades 1 through 5 walk independently to meet their after-school ride, walk to the bus zone, or walk/ride their bike home independently. Discovery Club has a room on-site for after-school care.

All staff members will notify the principal's secretary, extension XXXX, by telephone or "in person" if they leave campus during business hours so that all staff members are accounted for should an emergency occur. During the school day, all students must be checked out through the main office by an adult listed on their emergency card and must check in at the main office upon their return. A log sheet is maintained in the main office. Parents and visitors must check in at the main office before entering school grounds for school-related business, wear a visitor badge while on campus, and check out when they leave.



**Stockton Unified School District
Adams School Comprehensive School Safety Plan**





A Safe and Orderly School Environment Conducive to Learning

Students will learn in an engaging and culturally responsive environment that is emotionally and physically safe.

Element:

Opportunity for Improvement:



Objectives	Action Steps	Resources	Lead Person	Evaluation



Component:

Maintain a quality educational program in which all students have access to the basic educational services that comprise a quality educational program. All teachers will be credentialed in the subject areas and grade levels they are teaching; students will have access to standards-aligned instructional materials; facilities will be maintained and in good repair.

Element:

Maintain a quality educational program in which all students have access to the basic educational services that comprise a quality educational program. All teachers will be credentialed in the subject areas and grade levels they are teaching; students will have access to standards-aligned instructional materials; facilities will be maintained and in good repair.

Opportunity for Improvement:

We are continuously seeking opportunities for improvement in providing facilities that are well-maintained, in good repair, and physically safe. This year, we have collaborated with our district's Maintenance Director to revise job duties of site custodial and maintenance staff to ensure regular maintenance of interior and perimeter campus landscaping/lawns. New fencing has been installed to enclose Rooms K1 and K2 into the rest of the campus to improve safety and security. FIT report results indicate our school facilities are in good repair.



Objectives	Action Steps	Resources	Lead Person	Evaluation



Component:

Method for Communicating Plan and Notifying Public: Ed Code 32288

Element:

School Safety Planning Committee is encouraged to notify, in writing, persons and entities regarding all public meetings pertaining to the School Safety Plan.

Opportunity for Improvement:

Continuous effort on providing opportunities for individuals, families, and community members to participate in school-related functions.



Objectives	Action Steps	Resources	Lead Person	Evaluation



School Discipline Rules and Consequences

Stockton Unified School District Student Conduct Code (EC 35291 & EC35291.5)

The Governing Board desires to provide a safe, supportive, and positive school environment conducive to student learning and to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, the use of effective school and classroom management strategies, and parent involvement can minimize the need for discipline.

The Superintendent or designee shall approve, for each school, a complement of effective, age-appropriate strategies for correcting student behavior. Such strategies may include, but are not limited to: conferences with students and their parents/guardians; use of study, guidance, or other intervention-related teams; enrollment in a program teaching pro-social behavior or anger management; and participation in a restorative justice program. Staff shall use preventative measures and positive conflict resolution techniques whenever possible. Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as suspension and expulsion, shall be imposed only when required by law and when other means of correction have failed. (Education Code 48900.5).

Board policies and administrative regulations shall outline acceptable student conduct and provide the basis for sound disciplinary practices.

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

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

Persistently disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy and administrative regulation.

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

The Superintendent or designee shall provide professional development as necessary to assist staff in developing consistent classroom management skills, implementing effective disciplinary techniques, and establishing cooperative relationships with parents/guardians.

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

School Values

Stockton Unified School District has three primary values:

Be Safe ~ Be Responsible ~ Be Respectful

Our school reinforces these values through acknowledgments, incentives, and consequences. Behavior standards are maintained in accordance with the California Education Code. The resolution of behavior problems is a joint effort between the students, parents, teachers, and school administrators. Communication will be timely and respectful. Our discipline is progressive in nature, and consequences increase with repeat occurrences. Teachers and administrators will follow these progressive discipline steps when working with students and their families.

Definition Of Discipline

Training that enables the student to make safe, respectful, and responsible choices in a climate of warmth and support always beginning with clear, concise limits and with follow-up consequences.



This Code of Conduct sets forth behavior expectations and supports established on our campus to maintain a culture of learning that is safe, responsible, and respectful, including the following behavior strategies:

Expectations

Cell Phones and Other Electronics:

Cell phones must be turned off throughout the entire school day. Staff members and other adults may have phones on them but should place the phones on silent. If a student has received permission and is being supervised by a staff member, he or she may turn on and use the cell phone to contact their parent/guardian. If a cell phone is found in the “on” position or used during the school day without permission, it may be confiscated by a staff member. Parents may pick up their child’s confiscated cell phone in the main office. Students who chronically violate this cell phone policy may be required to turn in their cell phones to the main office during the school day or may not be permitted to have it on campus for the remainder of the school year. The same rules apply to all non-school-provided electronics. Unauthorized video recording with a cell phone or other electronic device is prohibited.

Smartwatches:

Smartwatches: Stockton Unified School District Elementary School acknowledges that Smartwatches may be a part of some families’ direct communication and are considered to support child safety and students can wear these devices if they do not pose a disruption; however, if any functions are used during the course of the school day, they will be treated as a cell phone and the above cell phone policy will apply.

Positive Incentives and Recognition

Verbal praise

Telephone calls to parents for good behavior
Personal notes home

Thumbs up - Given to students for doing "Good Deeds". These cards may be redeemed on Fridays for a treat. Community recognition certificates

High 5 positive promotion: Along with our monthly Character Traits & Thumbs-up, students are continuously encouraged to do the right thing and follow the “Golden Rule - to treat others the way you want to be treated”. Every other week, two students from each class are recognized for their behavior or for being a shining example for their classmates and peers. Each Teacher has been working with their class to make this a part of their classroom atmosphere. Every other Friday, all students attend a school wide assembly to be recognized. Student names are drawn and they are invited to the front of the cafeteria, where they receive a “High Five” from all teachers & staff and they are recognized by their peers with a warm round of applause. Once a month, an assembly is held and one student from each class will receive a “High Five” t-shirt to be worn each Friday. Each of these students will paint his/her golden hand print on the front of their t-shirt. Students wearing their t-shirts on Friday will take an active part in following assemblies by giving High Fives and being inspiring examples to their fellow students.

Each Trimester, Fourth and fifth-grade students who qualify will be recognized for their academic achievement for either Principal’s Honor Roll (all A’s).

Minor Behaviors

Minor student disciplinary problems, such as excessive talking or distractions, not bringing materials/assignments to class, homework-related issues, and failure to follow classroom rules, will be addressed directly among the teacher, student, and parents/guardians.

Consequences For Poor Choices

Citation issued, taken home by the student, signed by parent or guardian, and returned to school the next day. Parent called Time to refocus

Loss of a portion of recess to support campus staff in a manner that relates back to the poor choice or recess restrictions, with parent consent



Parent-Teacher conferences

Conferences with the school administrator Suspension from school

Loss of special activities, including the end of the year activities without parent chaperone, based on the demerit system below Student Success Team Meeting and possible Behavior Contract

*The students must display respectful, safe, & responsible classroom, playground, and overall behavior in order to attend any study trip. To be determined by the teacher.

Major Behaviors

Major student disciplinary problems such as those items addressed in California Education Code; including but not limited to physical injury, possession of weapons, vandalism, theft, bullying, harassment, obscene acts, and electronic acts. For a complete list of California Education Code violations which may result in suspension or expulsion by administrator or designee see (California Education Code 48900).

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to California Education Code Section 48900, subdivisions (a) to (r), inclusive. The maximum number of allowable suspensions within a single school year is 20. If a student reaches twenty days of suspension, he or she may be expelled from the school district.

Bullying

Bullying is intended to cause some kind of harm, either physical or psychological. The person doing the bullying purposely says or does something to hurt the target of his or her behavior and it always involves an imbalance of strength, whether physical or social. In other words the “bully” has or is perceived to have greater physical strength or social status than the person targeted. Bullying is aggressive, deliberate and unwanted or unprovoked and the “bully” is often unemotional or even gains a sense of satisfaction from the behavior, rather than exhibiting sorrow or regret. While bullying can occur in a single incident, it is usually a pattern of behavior repeated over time and can take many forms –physical, verbal or social.

School Rules

Students and adults will walk on campus, remain in assigned areas and not arrive at school before 8:35 a.m.

Students will obey all adults, including bus drivers, teachers, instructional aides, cafeteria personnel, office staff, and noon supervisors.

Students will keep their hands, feet, and objects to themselves. Students will complete all their work.

Students will use common sense --- if you think there’s a chance you might get hurt or hurt someone else, “DON’T DO IT”. Students will only use kind and reasonable words toward others. Students will not put each other down (making fun of a person’s name, appearance, beliefs, or abilities).

Students will respect and allow other students the “right to learn” and they will settle their differences peacefully. Students will only throw school balls on the playground.

Students will stop playing when the bell rings, return equipment, and walk back to class. Students will not bring gum or chew gum at school.

Electronic hand-held games or equipment, radios, headphones, sports equipment, iPods, battery-operated toys, cards, legos, and toys from home are not allowed at school. They will be taken away, and a parent will have to pick them up. If any item is taken away a second time, it will be held until the end of the school year.

Students will not bring tobacco, drugs, alcohol, fireworks, matches, knives, weapons, or like paraphernalia to school. Students will not sell non-approved items at school.



Play Equipment Rules

Students will play safely and politely.

Students will not chase or play tag around the play equipment. Students will use the slides properly (facing forward)

Students will not block the exits and entrances to the slides Students will stay off the wall and fence

Students will not eat in the play equipment areas

Discipline

The Governing Board desires to provide a safe, supportive, and positive school environment conducive to student learning and to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, provision of appropriate intervention and support, effective classroom management and parent involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

The Superintendent or designee shall develop a complement of effective, age-appropriate strategies for maintaining a positive school climate and correcting student behavior at district schools. Such strategies may include, but are not limited to, conferences with students and their parents/guardians; use of study, guidance, or other intervention-related teams; enrollment in a program teaching prosocial behavior or anger management; participation in a restorative justice program communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices. In addition, the Superintendent or designee's strategies for correcting student misconduct shall reflect the Board's preference and the requirements in state law for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures.

Staff shall use preventative measures and positive conflict resolution techniques whenever possible. Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension and expulsion, shall be imposed only when required by law and when other means of correction have failed. (Education Code 48900.5)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5137 - Positive School Climate)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 6020 - Parent Involvement)

(cf. 6164.5 - Student Success Teams)

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

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

(cf. 3553 - Free and Reduced Price Meals)

Board policies and administrative regulations shall outline acceptable student conduct and provide the basis for sound disciplinary practices. In addition, see Exhibit 5144, the Student Intervention and Behavior Matrix, which describes the appropriate responses by staff to specific student conduct.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.2 - Bullying)

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

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies. Disciplinary practices shall be consistent and provide equitable interventions and consequences across all district schools



and for all students, with a special focus on addressing disparities in discipline for those students who have been or who are disproportionately affected.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

The Superintendent or designee shall provide professional development as necessary to assist staff in developing effective and equitable classroom management skills, accountability and intervention techniques, and the tools to establish cooperative relationships with parents/guardians.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

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

(cf. 0460 - Local Control and Accountability Plan)
(cf. 3100 - Budget)

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

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. An employee's use of force that is reasonable and necessary to protect himself/herself, students, staff, or other persons from physical injury, to prevent damage to property, or to obtain possession of weapons or other dangerous objects within the control of the student, is not corporal punishment. (Education Code 49001)

(cf. 4158/4258/4358 - Employee Security)
(cf. 5131.7 - Weapons and Dangerous Instruments)

Physical Restraints and De-escalation Techniques and Training

Staff shall be trained not to use force, including the use of physical restraints, except in exigent circumstances. Any physical restraint technique shall be applied in compliance with state and federal law. Physical restraints may only be used to control behavior that poses a clear and present danger of serious harm to the student or to others that cannot be immediately prevented by a response that is less restrictive. (Education Code 49005.4)

Only staff who have been trained in the application of physical restraints shall apply physical restraint techniques in response to student misconduct. Each school site shall maintain a list of staff who have been trained in physical restraint techniques.

District training on the use of physical restraints shall use as a resource the U.S. Department of Education's "Restraint and Seclusion Resource Document." Any training shall include the Department of Education's advice that physical restraint techniques shall be avoided unless the student's behavior poses immediate danger of serious physical harm to the student or to others.

A procedure to document the use of physical restraints and to address any complaint of excessive force against a staff member shall be negotiated with each applicable bargaining unit. Complaints concerning the potential use of excessive force by district staff other than police officers shall be filed pursuant to the procedure established in AR 1312.1. Data on the use of physical restraints shall be reviewed regularly to determine whether staff and school sites are using physical restraint techniques inappropriately or disproportionately. If such a determination is made, a remediation plan for any staff member



and/or school site shall be developed on a case-by-case basis.

In addition to the review of the physical restraints used by district staff other than police officers, the district shall annually complete the report on the use of physical restraints and file it with CDE. (Education Code 49006)

Staff responsible for responding to student misconduct shall annually be trained on positive behavioral supports and other strategies, including de-escalation techniques and compliance with federal and state law relating to behavioral restraints, for the purpose of preventing student behavior that may lead to the use of physical restraints.

Legal Reference:

EDUCATION CODE

32280-32288 *School safety plans*

35146 *Closed sessions*

35291 *Rules*

37223 *Weekend classes*

44807.5 *Restriction from recess*

48900-48926 *Suspension and expulsion*

48980-48985 *Notification of parents or guardians*

49000-49001 *Prohibition of corporal punishment*

49005-49006.4 *Seclusion and restraint*

49330-49334.5 *Injurious objects*

49550-49564.5 *Meals for needy students*

52060-52077 *Local Control and Accountability Plane*

CIVIL CODE

1714.1 *Parental liability for child's misconduct UNITED STATES CODE, TITLE 42*

12101-12213 *Americans with Disabilities Act*

CODE OF REGULATIONS, TITLE 5

307 *Participation in school activities until the departure of the bus*

353 *Detention after school*

Management Resources: CSBA

PUBLICATIONS

BP 5144

Safe Schools: Strategies for Governing Boards to Ensure Student Success, October 2011

Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

Classroom Management: A California Resource Guide for Teachers and Administrators of Elementary and Secondary Schools, 2000

STATE BOARD OF EDUCATION POLICIES

01-02 School Safety, Discipline, and Attendance, March 2001

US DEPARTMENT OF EDUCATION ADVISORIES

Restraint and Seclusion: Resource Document, Washington D.C., 2012

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education: <http://www.ed.gov>



Hate -Motivated Behavior BP 5145.9

The Board of Trustees is committed to providing a safe learning environment that protects students from discrimination, harassment, intimidation, bullying, and other behavior motivated by a person's hostility towards another person's real or perceived ethnicity, national origin, immigrant status, sex, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic. The Superintendent or designee shall design strategies to promote harmonious relationships among students, prevent incidents of hate-motivated behavior to the extent possible, and address such incidents if they occur.

(cf. 0410 - Nondiscrimination in District Programs and Activities) (cf. 0450 - Comprehensive Safety Plan)
(cf. 3515.4 - Recovery for Property Loss or Damage) (cf. 5131- Conduct)
(cf. 5131.2 - Bullying)
(cf. 5131.5 - Vandalism and Graffiti) (cf. 5136 - Gangs)
(cf. 5137 - Positive School Climate) (cf. 5141.52 - Suicide Prevention)
(cf. 5145.3 - Nondiscrimination/Harassment) (cf. 5145.7 - Sexual Harassment)

The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. Such collaborative efforts shall focus on ensuring an efficient use of district and community resources, developing effective prevention strategies and response plans, providing assistance to students affected by hate-motivated behavior, and/or educating students who have perpetrated hate-motivated acts.

(cf. 1020 - Youth Services)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 1700 - Relations Between Private Industry and the Schools)
(cf. 5148.2 - Before/After School Programs)

The district shall provide students with age-appropriate instruction that includes the development of social-emotional learning, promotes their understanding of and respect for human rights, diversity, and acceptance in a multicultural society, and provides strategies to manage conflicts constructively.

(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 6142.3 - Civic Education)
(cf. 6142.4 - Service Learning/Community Service Classes)
(cf. 6142.94 - History-Social Science Instruction)

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.

(cf. 6164.2 - Guidance/Counseling Services)

The Superintendent or designee shall ensure that the rules prohibiting hate-motivated behavior and procedures for reporting a hate-motivated incident are provided to students and parents/guardians.

The Superintendent or designee shall provide staff with training on recognizing and preventing hate-motivated behavior and on effectively enforcing rules for appropriate student conduct.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Complaint Process

A student or parent/guardian who believes the student is a victim of hate-motivated behavior is strongly encouraged to report the incident to a teacher, the principal, or other staff member. Any staff member who is notified that hate-motivated behavior has occurred, observes such behavior or otherwise becomes aware of an incident shall immediately contact the principal or the compliance officer responsible for coordinating the district's response to complaints and complying with state and federal civil rights laws. As appropriate, he/she shall also contact law enforcement.



(cf. 3515.3 - District Police/Security Department)
(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)

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

(cf. 1312.1 - Complaints Concerning District Employees) (cf. 1312.3 - Uniform Complaint Procedures)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))



Procedures for Preventing Acts of Bullying and Cyber-bullying

BOARD POLICY 5131.2 BULLYING

The Board of Trustees recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student. No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

(cf. 5131 - Conduct) (cf. 5136 - Gangs)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images as defined in Education Code 48900. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

(cf. 5145.2 - Freedom of Speech/Expression)
(cf. 6163.4 - Student Use of Technology)

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

(cf. 0420 - School Plans/Site Councils)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 1220 - Citizen Advisory Committees)
(cf. 6020 - Parent Involvement)

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

(cf. 1020 - Youth Services)

Bullying Prevention

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

(cf. 5137 - Positive School Climate)

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

(cf. 6142.8 - Comprehensive Health Education)
(cf. 6142.94 - History-Social Science Instruction)

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

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the



legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

Discuss the diversity of the student body and school community, including their varying immigration experiences

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

Identify the signs of bullying or harassing behavior

Take immediate corrective action when bullying is observed

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias. Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously. School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so.

(Education Code 234.1)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement. The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate.

(Education Code 48900.9)

(cf. 6164.2 - Guidance/Counseling Services)

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint. Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

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

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



Investigation and Resolution of Complaints

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

Discipline

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

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

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

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)



Stockton Unified School District Adams School Comprehensive School Safety Plan





Safety Plan Appendices

Emergency Contact Numbers

Utilities, Responders, and Communication Resources

Type	Vendor	Number	Comment
School District	Stockton Unified School District Office	209-933-7000	
School District	SUSD - Superintendent's Office	209-933-7070	
School District	John Adam's Elementary School	209-933-7155	
Law Enforcement /Fire/Paramedic	SUSD Public Safety	209-933-7085	
Law Enforcement /Fire/Paramedic	SUSD Public Safety - Emergency	209-464-6911	
Law Enforcement /Fire/Paramedic	Stockton Police Department	209-937-8377	
Law Enforcement/ Fire/Paramedic	San Joaquin County Sherriff's Office	209-468-4400	
Public Utilities	PG & E	800-743-5000	
Law Enforcement/ Fire/Paramedic	San Joaquin County Dept./Cal Fire	209-937-8801	First point of contact for Fire/Emergency



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:

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

Assess the situation carefully yet quickly. Is there immediate danger to staff/students? Is the danger within the building or outside the building? What is the magnitude of the event?

Step Two: Identify the Level of Emergency

What is the magnitude of the event? Is it life threatening? What needs to be done immediately to protect the safety of students/staff while further information is gathered?

Step Three: Determine the Immediate Response Action

Do not delay in calling 911 and the District Office. It is better to have emergency responders arrive and not need them



than to delay calling them and risk injury or harm.

Step Four: Communicate the Appropriate Response Action

Clearly communicate to staff and students what they should do immediately. Activate the emergency response team at the school as needed.

Types of Emergencies & Specific Procedures

Aircraft Crash

Hazardous Material Accident, Train Derailment, Explosion, or Fallen Aircraft

If a Hazardous Material Accident, Train Derailment, Explosion, or Fallen Aircraft occurs near our school, staff will be notified via an intercom announcement, telephone call, or room visit by an administrator and/or emergency responder. Depending on the nature of the incident, staff and students may be directed to shelter-in place or to evacuate to a designated area.

SHELTER-IN-PLACE Staff and students will follow shelter-in-place instructions and turn off all fans, heating and air conditioning systems. Wait for additional instructions from an administrator or emergency responder.

EVACUATION Staff and students will be evacuated according to administrative and/or emergency responder instruction (s). Bring your RED and GREEN cards as well as your attendance roster.

Wait in the designated evacuation area for further instructions. Maintain your class rosters and take attendance.

Assess the situation (e.g., Student injuries) Keep your students together

Animal Disturbance

Keep staff and students indoors.

City of Stockton Animal Services
1575 S Lincoln St,
Stockton, CA 95206
Phone # (209) 937-7445

Armed Assault on Campus

A Lockdown Order is given if there is the potential of an immediate threat to the safety of the staff and students.

1. Ensure the safety of students and staff first.

- An alert tone accompanied by an announcement will come over the intercom stating, "There is a dangerous intruder at/near [insert location here]" Depending on where they are currently located, students, staff, and all visitors shall either run away from the danger or active threat /shooter lockdown.
- Students and staff will initiate the Run, Hide, fight protocol:
- Whenever feasible, run away from the location of the dangerous intruder and to a safe location. If necessary, flee the campus.
- If necessary to perform a lockdown, lock doors, windows, and close blinds/curtains/shades. Turn off the lights. Barricade door. All students and staff are on the ground. It is recommended NOT OPEN THE DOOR ONCE IT IS LOCKED!
- NO ONE LEAVES THE ROOM ONCE THE DOOR IS LOCKED. This includes a fire alarm or intercom announcements.
- Students and staff sit quietly on the floor, in the most secure location. Students and staff remain out of view from the door and windows. Students should not be using their cell phones or other media sources.
- In the event of a medical emergency, staff will contact 911 and the school office.
- Classroom doors will be opened from the outside by an administrator, a staff member, or a member of law



- enforcement.
 - Students and staff will transition from Active threat/shooter to soft Lockdown. All students, staff, and visitors will be accounted for.
 - All individuals must remain in the room until they are told otherwise.
2. Call 911
 3. Activate the Emergency Response Team when cleared to do so by law enforcement/emergency personnel
 4. Provide first aid when it is safe to do so.
 5. Implement Reunification Protocol

Biological or Chemical Release

Hazardous Material Accident, Train Derailment, Explosion, or Fallen Aircraft

If a Hazardous Material Accident, Train Derailment, Explosion, or Fallen Aircraft occurs near our school, staff will be notified via an intercom announcement, telephone call, or room visit by an administrator and/or emergency responder. Depending on the nature of the incident, staff and students may be directed to remain in their classrooms or directed to evacuate to a designated area.

SHELTER-IN-PLACES Staff and students will remain in their classrooms until notified by the administrator(s) and/or emergency responders.

1. Get your students in your classroom.
2. Lock your classroom door and close all windows.
3. Close window shades, blinds, or curtains.
4. Turn off all fans, heating, and air conditioning systems.
5. The teacher shall take attendance and may continue with class instruction during a shelter-in-place.
6. Wait for additional instructions from an administrator or emergency responder.

The custodian will turn off all school-wide fans, heating, and air conditioning systems.

EVACUATION Staff and students will be evacuated according to administrative and/or emergency responder instruction(s).

1. Lock your classroom door.
2. Bring your red and green cards as well as your attendance roster.
3. Wait in the designated evacuation area for further instructions.
4. Maintain your class rosters and take attendance.
5. Assess the situation (e.g., student injuries)
6. Keep your students together

Bomb Threat/ Threat Of Violence

If a bomb threat is made to our school, staff will be notified via a "Lockdown" announcement. Staff and students will remain in their classrooms until the school's administration is given direction by the emergency responders. An administrator or emergency responder (e.g., Deputy Sheriff) will open classroom doors.

Staff and students will be evacuated according to administrative and/or emergency responder

instruction(s). While wait in the designated evacuation area, staff members will:

- Take student roll and keep students together.
- Remain in their designated area while waiting for further instruction.
- Not touch or move any suspicious objects and will report their location to responding emergency responders and/or site administrator(s).
- Not use any electrical devices such as radios, walkie-talkies, pagers, or cell phones.



Bus Disaster

These procedures are for use by bus drivers and school administrators in the event of an emergency that occurs while students are on a field trip or being transported to or from school. In all circumstances, drivers should report to the Director of Transportation via 2-way radio or cell phone if necessary.

Procedure - The driver is to take the following steps:

1. Pull to a safe point on the side of the road, away from buildings, poles, wires, and bridges.
2. Set brakes and turn off the ignition.
3. Contact emergency personnel as appropriate.
4. Contact dispatch via 2-way radio or cell phone with pertinent information as soon as it is safe to do so, or when directed by public safety personnel.
5. Teachers and the driver should remain calm and reassure the passengers.
6. Assess injuries to passengers /self. Provide first aid as appropriate.
7. Using route manifests account for all students and staff.
8. When necessary, evacuate the bus per evacuation procedures if there is smoke or fire.
9. If applicable, activate emergency hazard flashers and place reflectors in the designated locations.
10. The bus company should maintain communication with the school site and school district office.

Disorderly Conduct

Disorderly conduct may involve a student or staff member exhibiting threatening or irrational behavior. Procedure

1. Upon witnessing Disorderly Conduct, staff will immediately notify the School Administrator.
2. The School Administrator will initiate the appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, LOCKDOWN, EVACUATE BUILDING or OFF-SITE EVACUATION.
3. The School Administrator will call Stockton Unified School District Police at 209-933-7085 and provide the exact location and nature of the incident. If determined to be appropriate, the School Administrator will call "911."
4. If an immediate threat is not clearly evident, the School Administrator or a staff member may attempt to diffuse the situation. Approach the perpetrator in a calm, non-confrontational manner and request he or she leave the campus. Avoid any hostile situations.
5. If the perpetrator is a student, an attempt should be made to notify the family. (Family members may provide useful information on handling the situation.)
6. The School Administrator will notify the District Superintendent of the situation.

Earthquake

During an earthquake, please have students get as much of their bodies as possible under their desks. Teachers should be either under their desks, or under the door frame during an actual earthquake.

- At cessation of earthquake tremors, assess the situation (e.g., injuries to students and damage). ~
- Remain in place until notified by an emergency responder (e.g., Deputy Sheriff) or an administrator.
- Staff and students will be evacuated according to administrative and/or emergency responder instructions.
- Teachers will evacuate their classrooms according to emergency personnel instructions.



Explosion or Risk Of Explosion

This section addresses two possible scenarios involving an Explosion/Risk of Explosion: Scenario 1 - Explosion on school property; Scenario 2 – Risk of explosion on or near school property. It is necessary to first determine which scenario applies and then implement the appropriate response procedures.

Procedure

Scenario 1: Explosion on school property.

- a) In the event of an explosion, all persons should initiate DROP, COVER and HOLD ON.
- b) The School Administrator will consider the possibility of another imminent explosion and take appropriate action.
- c) After the explosion, the School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER IN-PLACE, EVACUATE BUILDING or OFF-SITE EVACUATION. Evacuation may be warranted in some buildings and other buildings may be used as shelter.
- d) In the event of an evacuation, staff and students will use prescribed routes or other safe routes and proceed to the Assembly Area.
- e) In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
- f) The School Administrator will call “911” and provide the exact location (e.g., building, room, area) and nature of the emergency.
- g) The First Aid/Medical Team will check for injuries and provide appropriate first aid.
- h) Staff should attempt to suppress fires with extinguishers. Note: Ensure the use of the proper type of extinguishers, i.e. Class A, B, or C for ordinary combustibles; Class B or C for fires involving flammable liquids; or Class C only for fires involving electrical equipment.
- i) The Security/Facilities Team Chief will notify the appropriate utility company of any damages to water lines, sewers, power lines and other utilities.
- j) The School Administrator will notify the District Superintendent of the situation.
- k) The Security/Facilities Team will post guard a safe distance away from the building entrance to prevent persons from entering the school buildings.
- l) When it is determined safe to enter affected areas, the School Administrator will advise the Search and Rescue Team to initiate search and rescue activities.
- m) The School Administrator will contact the Director of Maintenance and Operations to ensure buildings are safe for re-entry. When safe to do so, the Fire Suppression and HazMat Team will conduct an inspection of school buildings. The Fire Suppression and HazMat Team will maintain a log of their findings, by building, and provide a periodic report to the Incident Commander.
- n) Any areas affected by the explosion will not be reopened until the appropriate agency provides clearance and the School Administrator gives the authorization to do so.
- o) The School Administrator will initiate an OFF-SITE EVACUATION if warranted by changes in conditions.

Scenario 2: Risk of Explosion on or Near School Property

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include DROP, COVER and HOLD ON, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
2. If the School Administrator issues EVACUATE BUILDING action, staff and students will evacuate the building using prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
4. The School Administrator will call “911” and provide the exact location (e.g., building, room, area) and nature of the emergency.
5. Staff should attempt to suppress fires with extinguishers. Note: Ensure the use of the proper type of extinguishers, i.e. Class A, B, or C for ordinary combustibles; Class B or C for fires involving flammable liquids; or Class C only for fires involving electrical equipment.



6. The School Administrator will advise the Search and Rescue Team to initiate rescue operations.
7. The Security/Facilities Team Chief will notify the appropriate utility company of any damages to water lines, sewers, power lines and other utilities.
8. The School Administrator will notify the District Superintendent of the situation.
9. All affected areas will not be reopened until the appropriate agency provides clearance and the School Administrator issues authorization to do so.
10. In the event of an explosion on campus, refer to the procedures listed under *Scenario 1 above*.
11. The School Administrator will initiate an OFF-SITE EVACUATION if warranted by changes in conditions.

Shelter In Place

Staff and students will remain in their classrooms until notified by the administrator(s) and/or emergency responders.

1. Get your students in your classroom.
2. Lock your classroom door and close all windows.
3. Close window shades, blinds, or curtains.
4. Turn off all fans, heating, and air conditioning systems.
5. The teacher shall take attendance and may continue with class instruction during a shelter-in-place.
6. Wait for additional instructions from an administrator or emergency responder.

Evacuation

Staff and students will be evacuated according to administrative and/or emergency responder instruction(s).

1. Lock your classroom door.
2. Bring your red and green cards as well as your attendance roster.
3. Wait in the designated evacuation area for further instructions.
4. Maintain your class rosters and take attendance.
5. Assess the situation (e.g., student injuries)
6. Keep your students together

The custodian will turn off all school-wide fans, heating and air conditioning systems.

Conditions will always dictate the type of evacuation our campus will initiate.

Subsequently, we may have to respond to a variety of potential hazards outside our campus as well as threats from within our campus (e.g., fire, intruder on campus, etc.).

Three evacuation destinations (e.g., Primary, secondary, and tertiary) will be available should campus and/or conditions around the campus deteriorate. Conditions will dictate the destination.

Fire in Surrounding Area

1. Any person viewing a fire in the surrounding area is to call 911 and to contact the school office.



2. The School Administration will work with emergency personnel to assess the immediate danger of students and staff.
3. The School Administration will notify the district office of the status of the fire.
4. As directed, the School Administration will initiate the EVACUATE BUILDING action. Students and staff will be directed to proceed to follow Fire Drill protocol while situation continues to be assessed or Staff and students will evacuate buildings using the prescribed routes or other safe routes to the Assembly Area.
5. In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
6. The Maintenance Team and School Administration will suppress fires and initiate rescue procedures until the local fire department arrives.
7. The Security/Facilities Team will secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles.
8. The School Administration will direct the fire department to the fire and brief fire department official on the situation.
9. The Security/Facilities Team will notify the appropriate utility company of damages.
10. The School Administrator will notify the District Superintendent of the fire.
11. If needed, the School Administrator will notify Bus Dispatch to request buses for staff and student evacuation.
12. Any affected areas will not be reopened until the appropriate agency provides clearance and the School Administrator issues authorization to do so.
13. For fires during non-school hours, the School Administrator and the District Superintendent will determine if the school will open the following day.
14. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Fire Department to indicate "fire is out."

Fire Drill Protocol

Before school hours students proceed to the blacktop area. Staff members will help usher students to the blacktop. During school hours staff members escort students in a quiet orderly manner to the blacktop.

Teachers

- Take an Emergency Drill packet with you and leave the doors unlocked.
- Once students are lined up on the blacktop, take roll.
- If all students are accounted for, hold up the GREEN sign.
- Print the name(s) of all students who are missing from your class and hold up the RED sign.
- When missing students have been accounted for, you will be notified to take down the RED sign and hold up the GREEN sign.
- Wait for the "all clear" announcement.
- Once the "all clear" has been given, walk your students in an orderly and calm manner back to campus where they will return to their classroom.
- When back in class, take roll to ensure all students are accounted for.



Fire on School Grounds

1. Any person viewing a fire is to immediately call 911 and contact the school office.
2. The School Administration will notify the district office of the status of the fire.
3. The School Administration will initiate the EVACUATE BUILDING action. Students and staff will be directed to proceed to follow Fire Drill protocol.
4. The Maintenance Team and School Administration will work suppress the fire, as safety allows until the local fire department arrives.
5. The Security/Facilities Team will secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles.
6. The School Administration will direct the fire department to the fire and brief fire department official on the situation.
7. The Security/Facilities Team will notify the appropriate utility company of damages.
8. The School Administrator will notify the District Superintendent of the fire.
9. If needed, the school administrator will notify Bus Dispatch to request busses for staff and student evacuation.
10. Any affected areas will not be reopened until the appropriate agency provides clearance and the School Administrator issues authorization to do so.
11. For fires during non-school hours, the School Administrator and the District Superintendent will determine if the school will open the following day.
12. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Fire Department to indicate "fire is out."

Fire Drill Protocol

Before school hours students proceed to the blacktop area. Staff members will help usher students to the blacktop. During school hours staff members escort students in a quiet orderly manner to the blacktop.

Teachers

- Take Emergency Drill packet with you and leave doors unlocked.
- Once students are lined up on the blacktop, take roll.
- If all students are accounted for, hold up the GREEN sign.
- Write the name(s) of any and all students who are missing from your class and hold up the RED sign.
- When missing students have been accounted for, you will be notified to take down the RED sign and hold up the GREEN sign.
- Wait for the "all clear" announcement.
- Once the "all clear" has been given, walk your students in an orderly and calm manner back to campus where they will return to their classroom.
- When back in class, take roll to ensure all students are accounted for.

Parents will be directed out of the parking lot areas by office staff to clear the area for emergency vehicles. Bus drivers will move their buses into the bus loop where they will stage for student pick-up.

Fire lane gate at the corner of Bean and Kemper Roads will be unlocked and opened for emergency vehicles to enter campus.



Flooding

This procedure applies whenever storm water or other sources of water inundate or threaten to inundate school grounds or buildings.

Procedure

The School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.

1. The School Administrator will notify “911” and then the district office and describe the nature and extent of the flooding.
2. The School Administrator will monitor the local news station and/or work with emergency services for updated information.
3. If the School Administrator issues the EVACUATE BUILDING or OFF-SITE EVACUATION action, staff and students will evacuate affected buildings using prescribed routes or other safe routes to the Assembly Area.
4. In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students. (Evacuation Procedures)
5. The School Administrator will notify the District Superintendent of the emergency situation.
6. As appropriate, the School Administrator will activate Blackboard Connect informational system to inform parents.
7. The School Administrator will initiate an OFF-SITE EVACUATION if warranted by changes in conditions.

Loss or Failure Of Utilities

This procedure addresses situations involving a loss of water, power or other utility on school grounds. This procedure should also be used in the event of the discovery of a gas leak, an exposed electrical line, or a break in sewer lines.

Procedure - If water or an electrical line is broken

1. If water or an electrical line is broken, notify the School Administrator immediately.
2. School Administration will call the Director of Maintenance and Operations, site custodial and/or maintenance staff, or 911 as appropriate to provide the location and nature of emergency. Appropriate personnel will also be notified at the discretion of the School Administrator.
3. School Administration and Maintenance & Operations Team will secure the area.
4. Upon notice of loss of utilities, the School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, or EVACUATE BUILDING.
5. The Maintenance & Operations Department, working with school administration, will contact the affected utility company to determine whether their assistance is required and the potential length of time service will be interrupted.
6. The School Administrator will notify the District Superintendent of the loss of utility service.
7. As needed, school emergency supplies will be utilized to compensate for the loss of a utility.
8. If the loss of utilities may generate a risk of explosion, such as a gas leak, refer to Section Explosion/Risk of Explosion.



Procedure - In the event of loss of water:

1. Principal will contact Director of Maintenance and Operations and Superintendent. Director of Maintenance and Operations and the Superintendent will assess the situation and school needs to evaluate the feasibility of keeping school open.
2. Toilets: Maintenance and Operations may install portable toilets. During an emergency when M&O would be unable to access school site, temporary toilets should be used which are in every school classroom. may be made in each classroom by using a trash receptacle, plastic bags, and where privacy is afforded).
3. Drinking Water: Principal will provide water as available from the Child Nutrition Department to students and staff.
4. Food Service: Principal or Superintendent will contact Director of Child Nutrition to assess possibility of providing food for students and staff.

Motor Vehicle Crash

This procedure addresses situations involving a motor vehicle crash on or immediately adjacent to school property. If a crash results in a fuel or chemical spill on school property, see section Biological or Chemical Release. If a crash results in a utility interruption, see section Loss or Failure of Utilities.

Procedure

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include DROP, COVER and HOLD ON, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
2. If the School Administrator issues the EVACUATE BUILDING action, staff and students will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
4. The School Administrator will call “911” and provide the exact location (e.g., building, area) and nature of emergency.
5. The School Administrator will notify the District Superintendent of the situation.
6. The Security/Facilities Team will secure the crash area to prevent unauthorized access until emergency personnel arrive.
7. The First Aid/Medical Team will check for injuries to provide appropriate first aid.
8. Any affected areas will not be reopened until the agency provides clearance and the School Administrator issues authorization to do so.
9. The School Administrator will initiate an OFF-SITE EVACUATION as directed by emergency personnel if warranted by changes in conditions.



Preparation and Assistance for Special Needs Students

DEFINITION: Students with physical limitations, hearing or vision loss, or cognitive limitations would be students with special needs. This does not include all students receiving special education. There are students in regular education with conditions requiring wheelchairs, braces, crutches, hearing aids, vision assistance, etc.

Identification of special needs students:

Student Accounting Group Supervisor at each site maintains a list of students with special needs and their class schedules which will be shared with the Police and Fire Liaison.

Police and Fire Group Supervisor will know which students will need extra assistance in evacuation, etc. and which students require wheelchair bus transportation and communicate this information to the police and fire personnel.

Emergency Drill/Tabletop Unit Leader will inform staff during trainings and table top exercise students at the site that may need special consideration during an emergency.

Identification of site conditions affecting special needs students during an emergency:

The emergency response crisis management team needs to explore school site factors affecting special needs students and implement a plan for addressing them. Such questions as the following may help with this:

- Are there elevators? Who has keys?
- How many floors does the school have?
- Where would busses pick up students if an evacuation?
- Can wheelchairs or other student adaptive equipment transit the evacuation route without problems?
- Are there any deaf students (or staff) who cannot hear the alarm?
- Are there any students dependent on electricity for medical devices?
- Are there staff members who need assistance?



Notification of Parent/Guardian(s) Role in Emergencies

If parents are not aware of your emergency plans, they are likely to risk their own lives and impede the operation of your response plan to retrieve their children. A plan for communicating with parents before and after an emergency is critical. It may not eliminate the problem, but it will help to reduce congestion, confusion, and anxiety.

If parents are not repeatedly made aware of your plan, you can expect:

- A flood of telephone calls (if the system is working);
- A major traffic jam in front of the school; and
- Unauthorized persons (neighbors, friends, etc.) volunteering to take students home.

When to inform

At the beginning of each academic year, parents must be advised of the school's emergency plans. It is recommended that the procedures and rules you expect parents to follow be firmly stated by way of:

- The opening school letter to parents;
- Various parent meetings;
- The back-to-school-night meeting; and
- The parent newsletter

In addition, consider using BLACKBOARD OR EMAIL to send letters or comments in the parent newsletter immediately after the occurrence of a significant disaster in the United States or other countries. You might start your letter with something like: **“On (date), a damaging earthquake occurred in (location), we want to take this opportunity to remind you of our plan...”**

What to Include in the Parent Notification

- The school's REMS plan has been designed for the safety of students. Parents have the responsibility to share in the planning, preparing, and carrying out of this plan in the event of an emergency.
- We are prepared to care for your children in times of critical situations. If you are not able to reach the school, we will care for your child here. We have a number of people trained in first aid, and we will be in communication with various local emergency services. We do ask for your help in the following areas:
 - Please do not call the school. We must keep the lines open for emergencies.
 - Following an earthquake or other emergency, do not immediately drive to the school. Streets and access to our school may be cluttered with debris. The school access route and street entrance areas must remain clear for emergency vehicles.
 - The District will send a notification to parents with instructions
- No student will be dismissed from school unless a parent (or an individual designated by the parent) comes for him or her.
- No child will be allowed to leave with another person, even a relative or babysitter, unless we have written permission to that effect or that person is listed on the student's up-to-date emergency card.
- All parents or designated parties who come for elementary students should bring a photo ID.
- Drill procedures for emergencies and disasters will periodically be practiced at school.



PARENT REUNIFICATION CARD

TO BE COMPLETED BY PARENTS

Reunification Information (Please print Clearly)

Have photo identification out and ready to show the school district personnel

Student's Name _____
Last Name First Name MI

Student Grade _____ Student Cell Number _____

Name of person picking up the student _____

Signature _____

Phone number of the person(s) picking up the student _____

Relationship to student being picked up _____

Photo identification matches the name of the person picking up the student Y or N **(STAFF COMPLETES)**

..... CUT/SPLIT

Student's Name _____
Last Name First Name MI

Student Grade _____

Student Birthday _____
Month Day Year

Student Release Gate Team personnel completes upon
release of the student(s)

DATE/TIME:

STAFF NAME:



Post-Crisis Debriefing/Assessment

Assessment after a crisis is a critical evaluation and learning step in crisis management. Conduct a post crisis debriefing/assessment, which includes the following:

Type Crisis Event: _____

Date of Occurrence: _____

Date of Post Crisis Debriefing: _____

REMS Team Members in Attendance: _____

1. Hold a debriefing meeting of all school-based personnel involved in resolving the crisis. List response procedures which are effective and identify areas of improvement.

2. Account for all personnel and resources following the crisis

3. Ensure there is proper follow-up on all necessary areas of concern.

4. Identify and request any additional resources needed to have the school return to normal.

5. Document findings and implement changes in the REMS plan to facilitate improvements



Threat and Hazard Analysis

Note: This required tabletop must be completed prior to the end of the first month of each school year.

1. After your REMS School Leadership Team’s review of your School Safety and Vulnerability assessment, what are the highest priority natural, technological, or man-made hazards or threats to your school?

2. What physical or geographical components of the school are most vulnerable to these threats?

3. What agencies and personnel need to participate your school’s tabletops, drills, and exercises?

- | | |
|---|--|
| <input type="checkbox"/> Police | <input type="checkbox"/> Hospital |
| <input type="checkbox"/> Fire | <input type="checkbox"/> Resource Officer |
| <input type="checkbox"/> EMS | <input type="checkbox"/> Local Authorities |
| <input type="checkbox"/> State Agencies | <input type="checkbox"/> Volunteer Organizations |
| <input type="checkbox"/> School Staff | <input type="checkbox"/> Others |

4. What crisis management functions are most in need of rehearsal?

- | | |
|--|---|
| <input type="checkbox"/> Evacuation | <input type="checkbox"/> Lockdown |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Fire Drills |
| <input type="checkbox"/> Violence Management | <input type="checkbox"/> Announcements |
| <input type="checkbox"/> Coordination & Control | <input type="checkbox"/> Weather Drills |
| <input type="checkbox"/> Injury Assistance | <input type="checkbox"/> Family Notification |
| <input type="checkbox"/> Resource Management | <input type="checkbox"/> Personnel Management |
| <input type="checkbox"/> External Agency Interaction | <input type="checkbox"/> Other |

5. Which type of exercise do you intend to conduct?

- Pre-Opening of School Staff REMS Orientation Meetings
- Drills
- Tabletop Exercises
- Functional Exercise
- Full-Scale Exercise



Emergency Procedures for Substitute Teachers

As a substitute teacher, it is imperative that you understand the procedures to follow if a crisis occurs at school.

- ✓ Locate the Emergency Classroom Folder (usually near the door) and review it's contents.
- ✓ Review evacuation routes for your classroom.
- ✓ Review the Emergency Action & Warning Signals.
- ✓ Stay calm; supervise and ensure student safety at all times.
- ✓ Immediately take student attendance.
- ✓ Notify school command center of missing/injured students; place red or green sign from Emergency Classroom Folder on or under classroom door.
- ✓ Administer first aid as necessary.
- ✓ Take the Emergency Classroom Folder with class roster when evacuating the room.
- ✓ Assist students with special needs.
- ✓ Follow instructions for parent reunification. Students can be released only to persons listed on the student's emergency card and who also present photo identification. See the emergency pupil release form in the Emergency Classroom Folder.

Evacuation: (leave the building as in fire drill)

- ✓ Students line up and follow normal fire drill procedures unless the principal alters route.
- ✓ Take the Emergency Classroom folder with class roster when evacuating the room.
- ✓ Close classroom door when all persons are out.
- ✓ Upon reaching the designated evacuation area, immediately take attendance.

Lockdown: (intruders, weapons on campus, bomb threat, nearby police activity)

- ✓ Follow lockdown procedures.
- ✓ Direct all students, staff and visitors into classroom.
- ✓ Lock classroom doors.
- ✓ Cover classroom windows; turn out the lights.
- ✓ Move all persons away from windows and doors. Have students seated out of the line of sight below window level.
- ✓ Assist persons with special needs. Do not remove persons from wheelchairs.
- ✓ Instruct students to stay calm, quiet, stay low and out of sight.
- ✓ Do not open the door for any reason until an "all clear" signal is received.
- ✓ Take attendance and note names of extra students/visitors.
- ✓ Report missing students or extra students/visitors via best method to command center.
- ✓ Place green card on window or under door if the room is safe and all students are present
- ✓ Place red card if someone is hurt or missing.
- ✓ Care for and reassure students. Provide first aid if necessary.
- ✓ Wait for guidance from the Command Center on the use of restroom.
- ✓ Maintain lockdown until "all clear" signal is received.

Stop, Drop, Cover, Hold on (inside) OR Drop, Cover (outside) (i.e. earthquake, explosion, tornado)

- ✓ Instruct students to drop to knees underneath tables/desks away from windows. Hold onto desk. Bury face in arms; close eyes.
- ✓ If outside, drop to the ground, lie on stomach with head protected by arms.
- ✓ Assist persons with special needs to shield heads.
- ✓ Move away from windows and outside walls.
- ✓ DO NOT use the elevators.



Evacuation and Preparation Checklist

Prepare or obtain materials such as medications, first aid kits, student rosters, emergency cards, signs, and student activity materials in advance.

Make Ready to Transport

- Student Emergency and Health Information cards.
- Emergency Pupil Release Forms (make an extra copy to use in an emergency, if needed)/Classroom Folders.
- Up-to-date class rosters.
- Large signs for each teacher containing teacher name, grade(s) and room number for use at the evacuation site.
- If time permits, bring materials for student activities (Site administrator consider bringing videos).
- Student medications and Medication Binder.
- Bring a first aid kit and emergency disaster kits.
- If time permits, write the departure bus number for each student on the roster.
- Assist students and staff with special needs.
- Prepare staff and substitutes on procedures.

School Closure

- Search all rooms, restrooms and exterior areas to ensure that all persons leave the site.
- Secure offices and classrooms, unless directed otherwise.
- Secure the building (Facilities Services staff are responsible for utilities shut off and if possible will remove or secure movable equipment such as computers, televisions, DVDs, VCRs and cum records).
- Post evacuation destination information and maps on the exterior doors.

Transportation

- Buses will come to pick up students.
- Buses may not all arrive at the same time due to their location in the city in the context of transporting other students.
- An adult will accompany each bus load of students.
- Teachers and other staff will bring their vehicles to the evacuation site
- Buses may run late throughout the district.

Destination Site Actions

- School staff at re-location site should notify and post location of visiting school staff parking.
- Check students leaving the buses - Take roll immediately
- Set up pupil release station and follow the pupil release procedures in the REMS plan.

DUPLICATE AND PROVIDE TO SCHOOL STAFF



Psychological Trauma

During or following an emergency event that may have a psychological impact on students and staff, such as those described in previous sections, usually produce one or more of the following conditions:

Temporary disruption of regular school functions and routines.
Significant interference with the ability of students and staff to focus on learning.
Physical and/or psychological injury to students and staff.
Concentrated attention from the community and media.

As a result of such emergencies, students and staff may exhibit a variety of psychological reactions. As soon as the physical safety of those involved has been insured, attention must turn to meeting the emotional and psychological needs of students and staff.

Procedure

1. The School Administrator will work with the Director of Student Services to assess the psychological support that may be needed as a result of the emergency/crisis situation.
2. The School Administrator and Director of Student Services will work with the school and/or district Psychological Team to ensure that appropriate psychological supports are provided to address student, staff, and family concerns.
3. The Psychological Team will provide direct intervention services.
4. The Psychological Team will advise and assist the School Administrator to restore regular school functions as efficiently and as quickly as possible.
5. In performing their duties, the Psychological Team members will limit exposure to scenes of trauma.
6. The Psychological Team should isolate students demonstrating externalized behavior.
7. The Psychological Team will provide ongoing assessment of needs and follow-up services as required for both student and staff.

Suspected Contamination of Food or Water

This procedure should be followed if site personnel report suspected contamination of food or water. This procedure applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or if notified of food/water contamination by District staff or local agencies.

Indicators of contamination may include unusual odor, color, taste, or multiple employees with unexplained nausea, vomiting, or other illnesses.

Procedure

1. The School Administrator will isolate the suspected contaminated food/water to prevent consumption and will restrict access to the area.
2. The School Administrator will notify the District Office, Director of Food and Nutrition Services and the District's Nurse.
3. The administrator will determine if they need to call "911."
4. The School Administrator will make a list of all potentially affected students and staff and will provide the list to the responding authorities.
5. The First Aid/Medical Team will assess the need for medical attention and provide first aid as appropriate.
6. The First Aid/Medical Team will maintain a log of affected students and staff and their symptoms, the food/water



suspected to be contaminated, the quantity and character of products consumed, and other pertinent information.

7. The School Administrator will notify the District Superintendent to determine necessary follow-up actions including the need to notify other potentially affected district facilities.
8. The School Administrator and the District Superintendent will confer with the County Department of Health Services before the resumption of normal operations.
9. The School Administrator will notify parents of the incident, as appropriate.

Tactical Responses to Criminal Incidents

School Administration and the District Superintendent will work in cooperation with local law enforcement and emergency personnel. Safety precautions may result in Drop and Cover, active threat Lockdown, or Evacuation, at the direction of emergency personnel.

Procedures for Tactical Response EC 32282 (2)(J)

- Procedures for conducting tactical responses to criminal incidents, including individuals with guns on school campuses and at school-related functions.
- Procedures to prepare for active shooters or other armed assailants based on specific needs.
- Tactical response procedures have been established, trained, but have been redacted, as per 6254(aa) CEC.

Unlawful Demonstration or Walkout

- Teachers stay on-site to supervise students
- Talk to students as they leave campus if this is manageable--do you understand that you will be marked absent? Do your parents know you are leaving campus and will be unsupervised?
- Principal and admin designee, depending on the size of the crowd, walk with students to protect their safety.
- School Administration notifies District Superintendent