

Comprehensive School Safety Plan

**2020/21
School Year**

School: Concow School @ Spring Valley School
CDS Code: 6003131
District: Golden Feather Union Elementary School District
Address: 2771 Pentz Rd
Oroville, CA 95965
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Approved by:

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Comprehensive School Safety Plan Purpose

Effective January 1, 2019, Assembly Bill 1747 (Rodriguez), School Safety Plans, became law. This bill requires that during the writing and development of the comprehensive school safety plan (CSSP), the school site council or safety committee consult with a fire department and other first responder entities in addition to currently required entities. It requires the CSSP and any updates made to the plan to be shared with the law enforcement agency, the fire department, and the other first responder entities.

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

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

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

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

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

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

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

A copy of the Comprehensive School Safety Plan is available for review at the District Office currently located at 2771 Pentz Rd. Oroville, CA 95965.

Safety Plan Vision

Our vision is to create a warm, nurturing educational environment that is safe and conducive to learning, which includes high expectations for students' academic achievement, citizenship and attendance.

The safety committee will:

- Work to promote a safe work place.
- Work to prevent all work and students related accidents.
- Conduct educational exercises that promote safety and effective crisis response. (Fire drill, disaster drill, etc.).
- Enforce the campus safety and crisis response procedures and regulations as set forth.
- Develop processes in which safety hazards and accidents can be reported, investigated, and ratified or prevented.

Components of the Comprehensive School Safety Plan (EC 32281)

Concow School @ Spring Valley School Safety Committee

Josh Peete, Pearl Lankford, and the Golden Feather Reopening Committee

Assessment of School Safety

The School Site Council or Golden Feather Reopening Committee shall evaluate – and amend as necessary – the safety plan at least once a year to ensure that the plan is properly implemented.

The principal or designee shall ensure that an updated file of all safety-related plans and materials is available for inspection by the public.

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

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.

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

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

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

Disaster Plan (See Appendix C-F)

EMERGENCY ACTION PLANS

PLAN PREPARATION

HAZARD ASSESSMENT

Hazard assessment is to be conducted by the district's Emergency Response Manager (Head MOT), or similarly qualified individual.

Assessment will include evaluation of the interior and exterior of the buildings and grounds of each school site and the district office. The assessment will include but will not be limited to:

- Proximity to hazardous or dangerous materials, or individuals,
- Proximity to high voltage lines, power lines, and service panels,
- Safety of evacuation centers after an earthquake, flood, or other potentially catastrophic disaster, and
- Listing of potential hazards from lighting fixtures, cupboards, shelves, water heaters, and windows.

EMERGENCY SUPPLIES/ EQUIPMENT / INFORMATION

The District will maintain certain emergency supplies at a central location for distribution to individual schools as needed. Further, the District will provide on-site emergency supplies that might be needed immediately.

There will be one {1} gallon of distilled or bottled water available at the school for each classroom, and an additional four (4) gallons of distilled or bottled water in the school office.

First aid kits will be available in the classrooms, kitchen, all vans/buses, as well as in the school office area.

Fire extinguishers are placed in each classroom, teachers' work area, cafeteria, library, office area, and other areas frequented by either students or adults.

A plot plan of the school site, including shut-off valves for gas and water, and location and access to master electricity control panel as well as the names of those individuals authorized to disconnect service will be available in the district office.

A list of those individuals, both district staff and parents/community members, who are trained in first aid and CPR is available in the district office.

Duplicate copies of students' emergency information sheets will be kept on file at both the District Office and in the Operations & Transportation Department.

A list of students requiring special medications and the location of those medications will be kept in the school office.

PREPARATION OF THE STUDENTS

The school will conduct monthly fire drills. The same drill will be used in the event there is a threat of a bomb in one of the classrooms or other school areas.

The school will conduct periodic earthquake drills. The students will be trained as to what is expected of them during an emergency, with an emphasis on maintaining order.

Children need to be silent during the emergency and attentive to the teacher's directions.

The teacher must assume the same posture as the students during an earthquake drill.

Whenever it is necessary to evacuate the classrooms in an emergency, the teachers must take a copy of their roll and take attendance to account for any missing children. If it is determined that a child is missing, the teacher will notify the office immediately. Teachers will notify the office by holding up a red card. Teachers will hold up a green card if all students are accounted for.

When evacuated from a classroom, students will remain in line, attentive, and quiet.

The office staff will conduct a sweep of the restrooms and cafeteria. All students will remain out of the room until directed to do otherwise.

ADMINISTRATIVE RESPONSIBILITIES

The superintendent will review the hazard assessment and determine the safety of all buildings and grounds after a meeting with the MOT staff.

The superintendent will provide for training of staff in emergency preparedness.

PLAN EXECUTION

1) Mass panic can be one of the greatest dangers to students. Staff members should remember that in times of stress students will look for leadership to those who are normally in an authoritative position. Remain calm, size up the situation, and take action based on known facts.

2) The teacher should keep a copy of the class list at all times in order to take roll in an emergency. A class record book will serve as a class list.

3) Injured students or adults should be taken to the office if possible. Do not move a person if you suspect a broken bone or possible neck or back injury.

4) The office, teachers' room, or any other available, safe place can be used for caring of the injured.

5) A well-prepared and tested plan for prompt and positive actions minimizes injuries and loss in a major disaster.

6) This Plan outlines actions which the school staff may be called upon to execute in an emergency.

7) In the absence of orders from the superintendent or Emergency Response Manager, the assistant principal or head teacher is authorized and directed to implement plans as described herein; or take such other action as may, in his/her judgment, be necessary to save lives and mitigate the effects of disasters. As soon as possible thereafter, he/she shall notify the superintendent or Emergency Response Manager.

8) The principal may implement one or more of these Emergency Actions in coping with a disaster:

(1) Action STAND-BY

(a) The warning at the school shall be disseminated by the principal or designated authority.

(b) Action STAND-BY consists of:

(i) Bringing students into the classroom or holding in the classroom pending receipt of further Instructions.

(2) Action GO HOME

(a) WARNING: The warning at school shall be disseminated by the principal or designated authority.

(b) Action GO HOME should be considered by the principal only if there is time to return students safely to their homes. Notification of parents by regular radio broadcast / all-call or text - or other means regarding the early dismissal is an important consideration.

(c) Action GO HOME consists of:

(i) Dismissal of all classes.

(ii) Expeditiously returning students to their homes.

(d) Action GO HOME is appropriate for, but not limited to, the following:

(i) Flood, or threat of flood (ii) Severe windstorm threat (iii) Fire

(iv) Strategic Alert

(v) Threat of severe snowstorm

(3) Action LEAVE BUILDING

(a) WARNING: The warning signal at the school for Action Leave Building shall be by fire alarm.

(b) Action LEAVE BUILDING consists of:

(i) Orderly movement of students and staff from inside school building to an outside area of safety.

(c) Action LEAVE BUILDING is considered appropriate for, but not limited to the following:

(i) Fire

(ii) Bomb threat

(iii) Chemical accident

- (iv) Explosion or threat of explosion
- (v) After an earthquake
- (vi) Other occurrences which severely damage a building.

(4) Action TAKE COVER

(i) WARNING:

1. Enemy Attack:

a. The TAKE COVER signal at the school is an intermittent ringing of the bell, at intervals long enough so as to prevent confusion with a fire alarm.

2. Other disasters:

a. Notification shall be by public address system or messenger.

(ii) Action TAKE COVER:

1. If adequate shelters are not available, full utilization will be made of shielded areas within the school building. Every precaution will be made to minimize the possibility of flying objects such as glass or window coverings.

(iii) Action TAKE COVER is considered appropriate for, but not limited to, the following:

- 1. Severe windstorm (little or no warning)
- 2. Biological and/or chemical warfare attacks
- 3. Gunman on campus

(5) Action DROP

(a) WARNING: The warning for this type of emergency is the beginning of the disaster itself.

(i) Earthquake: Shaking of the earth

(ii) Surprise Nuclear Attack: Intense light and sound

(b) Action DROP consists of:

a. Inside the school building:

- i. Command DROP is given (See footnote*) 1
- ii. Students and staff immediately take Civil Defense Protective Position under desks or furniture, with backs to windows.
- iii. Civil Defense Protective Position means drop to knees, clasp both hands behind the neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms.
- iv. Defense Protective Position under desks or furniture, with backs to windows.
- v. Civil Defense Protective Position means drop to knees, clasp both hands behind the neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms.

b. Outside:

- i. Earthquake
- ii. Command Drop is given (see footnote*)
- iii. Move away from buildings
- iv. Take Civil Defense Protective Position

v. Surprise Attack

vi. Command DROP is given

vii. If within a few steps of any solid object (e.g., tree, ditch, or curbing), get behind it and lie prone with head away from light or blast; cover head, face, and as much of the skin surface as possible; close eyes, and cover ears with forearms.

c. Action DROP is considered appropriate for, but not limited to the following:

- i. Earthquake
- ii. Explosion
- iii. Surprise attack

(6) Action DIRECTED TRANSPORTATION

(a) WARNING: Under certain disaster conditions, Office of Emergency Services officials may attempt to move an entire community, or portion thereof, from an area of danger to an area of safety. Instructions from the authorities may come to the school via telephone, shortwave radio, AM radio regular broadcast, or on the Emergency Broadcast System. The method of disseminating this warning at school shall be from the principal or his/her designee.

Teachers should instruct students to react in the same manner on their own to this type of catastrophe in case it occurs while they are on their way to or from school, away from school, or teachers are temporarily not present.

(b) Action DIRECTED TRANSPORTATION consists of loading students and staff into buses and/or cars, and moving them from an area of danger to an area of safety.

(c) Action DIRECTED TRANSPORTATION is considered appropriate only when directed by competent civil authority or by the Office of Emergency Services (OES). It may be appropriate for, but not limited to the following:

- (i) Flood
- (ii) Fire
- (iii) Blast Area/Fall out
- (iv) Chemical spill and/or biological/chemical warfare agents.

(7) Action CONVERT SCHOOL

(a) Notification

(i) Notification to the school staff to convert the school will be disseminated by the principal or designated authority.

(b) Action CONVERT SCHOOL consists of

(i) During School Hours:

1. Dismissal of all classes
2. Preparation of school for conversion into an Emergency Hospital, First Aid Station, or Evacuation Center.
3. Action CONVERT SCHOOL will be implemented only upon request or direction of proper authority (e.g., OES, Sheriff, or Fire Department), or American Red Cross officials.

EMERGENCY EVACUATION PROCEDURES AT SPRING VALLEY SCHOOL

CIRCUMSTANCES NECESSITATING EVACUATION OF SPRING VALLEY SCHOOL

When it is determined that it is necessary to evacuate the students from Spring Valley School, the following procedure will be enacted:

- 1) When students are outside, a bell will be sounded and all students will report to their respective homeroom classes.
- 2) The homeroom teacher will take roll. Any absences will be reported to the office.
- 3) Students will be escorted by the classroom teacher in class groups to the van/bus loading zone and will board each bus in succession from the first to last. The teacher will bring the roll sheet and will also board and ride the bus to assist in maintaining order.
- 4) When the vans/buses and district vehicles are loaded they will proceed via the safest route to the Butte College cafeteria. Students will remain in class groups. If the emergency requires immediate exit from the campus, then students will load adult vehicles to meet at Butte College.
- 5) The superintendent will have notified local area news media, social media, both radio and television, of the evacuation as well as the Office of Emergency Services. The notification will include a phone number and where the students may be picked up, after authorization to release students has been given by the designated school officials.
- 6) The school secretary will follow the vans/buses to Butte College. She will take the student emergency cards, school attendance registers, and a cellular phone.
- 7) When all personnel and students have been evacuated, the school principal and head MOT will make a sweep of the school, securing all exterior doors as they leave.
- 8) All district personnel will report to the Butte College cafeteria to assist until such time as the students can be safely taken home or are picked up by parents.
- 9) Because it is imperative that school site phone lines are available for communication with the Office of Emergency Services and other emergency personnel, parents are instructed to please not place calls to the school, district office, or transportation department.

CIRCUMSTANCES WHERE EVACUATION IS NOT ADVISABLE OR IS IMPOSSIBLE:

When it is determined that an emergency condition exists whereby evacuation of students is not advisable or is impossible, the following procedure will be instituted:

- 1) The Head MOT will call the Butte County Office of Emergency Services (OES) and report the nature of the problem, the severity of conditions, and the reasons why evacuation is inadvisable or impossible.

2) The Head MOT or his/her designee will notify the local news media, social media, both radio and television, of conditions and procedures being followed.

3) A bell will be rung and all students will report to their homeroom class where roll will be taken and the office notified of any absence.

4) In the event that power has not been lost, the students will be allowed to remain in class during daylight hours. At dusk, or if power has been lost, the students will be taken to the cafeteria, where they will be fed an evening meal.

5) Students will remain in the cafeteria until such time as it is determined by OES that they can be safely evacuated or taken home. In any event, students will remain under the direction of their teacher until they are released to their parents via checkout through the appropriate school administrative council. Teachers will not have the authority to release students to parents.

In the event of loss of power, it is possible to provide lighting to the cafeteria. The cafeteria also allows the students to be consolidated in one area should other type of evacuation be mandated by the Office of Emergency Services.

Public Agency Use of School Buildings for Emergency Shelters

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

The Board of Trustees 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/Peer Mediation)

(cf. 5144 - Discipline)

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

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6164.5 - Student Success Teams)

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

(cf. 5131.7 - Weapons and Dangerous Instruments)

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 administrative regulation.

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, and in accordance with the district's nondiscrimination policies.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

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, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5)

(cf. 5119 - Students Expelled from Other Districts)

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

Removal from Class by a Teacher and 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.

Any teacher requiring parental attendance pursuant to this policy shall apply the policy uniformly to all students within the classroom. (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 required pursuant to law. (Education Code 48900.1)

(cf. 5145.6 - Parental Notifications)

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 also shall 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.

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)

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 shall establish a supervised suspension classroom program which meets the requirements of law.

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

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.

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(u))

Notice of Regulations

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

(cf. 5144 - Discipline)

(cf. 5145.6 - Parental Notifications)

Grounds for Suspension and Expulsion

Any student, including a student with disabilities, may be subject to suspension or expulsion when it is determined that he/she:

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

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon another person, 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, such a student may be suspended or expelled pursuant to Education Code 48900(a) when 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(t))

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

(cf. 5131 - Conduct)

(cf. 5131.7 - Weapons and Dangerous Instruments)

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

(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 such controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))

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

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

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

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

(cf. 5131.62 - Tobacco)

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

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

11. 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))

(cf. 5131.4 - Student Disturbances)

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

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

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

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 (Education Code 48900(q))

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

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

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 (items #20-22 below), that has any of the effects described above on a reasonable student.

Electronic act means the transmission of a communication, including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet web site shall include, but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.

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

(cf. 1114 - District-Sponsored Social Media)

(cf. 5131.2 - Bullying)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6164.6 - Identification and Education under Section 504)

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

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

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

20. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)

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

(cf. 5145.7 - Sexual Harassment)

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

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

(cf. 5145.9 - Hate-Motivated Behavior)

22. 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 or within any other school district, at any time, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds

2. While going to or coming from school

(cf. 5131.1 - Bus Conduct)

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

(cf. 5112.5 - Open/Closed Campus)

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

Removal from Class by a Teacher and Parental Attendance

A teacher may remove 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)

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. If that action requires the continuing presence of the student at school, he/she shall be appropriately supervised during the class periods from which he/she has been removed. (Education Code 48910)

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

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 require the parent/guardian of a student whom the teacher has removed to 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)

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.

This notice shall also:

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

Suspension by Superintendent, Principal, or Designee

The Superintendent, principal, or designee may suspend a student for any of the acts listed in "Grounds for Suspension and Expulsion" above. A student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct in the student. (Education Code 48900.5)

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

(cf. 5125 - Student Records)

However, the Superintendent, principal, or designee may impose a suspension upon a first offense if he/she determines that the student violated any of items #1-5 listed in "Grounds for Suspension and Expulsion" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

In addition, the Superintendent, principal, 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)
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
4. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
5. Possessing an explosive as defined in 18 USC 921

The Superintendent, principal, or 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)

A student may be suspended from school for not more than 20 school days in any school year unless, for purposes of adjustment, the student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class, in which case suspension shall not exceed 30 days in any school year. However, this restriction on the number of days of suspension does not apply when the suspension is extended pending an expulsion. (Education Code 48903, 48911, 48912)

(cf. 6184 - Continuation Education)

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

Suspensions shall be initiated according to the following procedures:

1. Informal Conference: Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, presented with the evidence against him/her, and given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911)

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of the conference. The conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

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

3. Notice to Parents/Guardians: At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall 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 cause(s) and duration of the suspension, the school policy involved, and any other pertinent matter. (Education Code 48914)

Although the parent/guardian is required to respond without delay to a request for a conference about his/her child'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 the conference. (Education Code 48911)

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

Any extension of the original period of suspension shall be preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension. Extension of the suspension may be made only if the Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)

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

(cf. 6173.1 - Education for Foster Youth)

In addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct his/her behavior and keep him/her in school.

Suspension by the Board

The Board may suspend a student for any of the acts listed in "Grounds for Suspension and Expulsion" above and within the limits specified in "Suspension by Superintendent, Principal, or Designee" above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester 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 a closed session if a public hearing would lead to disclosure of information violating a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

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

Supervised Suspension Classroom

A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff may be assigned to a supervised suspension classroom in a separate classroom, building, or site 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 completion of schoolwork and tests missed by the student during the suspension.

4. The student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to 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. (Education Code 48918(j))

The Board shall expel, as required by law, any student found to have committed any offense listed below under "Mandatory Recommendation and Mandatory Expulsion." (Education Code 48915)

For all other grounds listed above under "Grounds for Suspension and Expulsion," the Board shall order a student expelled upon the recommendation of the Superintendent, principal, or designee, only if the Board makes a finding of either or both of the following: (Education Code 48915(b) and (e))

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

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

Mandatory Recommendation for Expulsion

Unless the Superintendent, principal, or designee determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, he/she shall recommend a student's expulsion for any of the following acts: (Education Code 48915(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 (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician

4. Robbery or extortion

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

In determining whether or not to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 48915)

Mandatory Recommendation and Mandatory Expulsion

The Superintendent, principal, 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, selling, or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the firearm from a certificated school employee, with the principal or designee's concurrence

However, possession of an imitation firearm, as defined in Education Code 48900(m), shall not be regarded as an offense requiring a mandatory recommendation for expulsion and mandatory expulsion.

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 as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4

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

Any student recommended for expulsion shall be entitled to a hearing to determine whether he/she should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed one of the acts listed above under "Grounds for Suspension and Expulsion." (Education Code 48918(a))

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

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

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

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

After a determination that one of the grounds listed above under "Grounds for Suspension and Expulsion" has occurred, the Superintendent, principal, or designee shall offer the student and his/her parent/guardian the option to waive a hearing and stipulate to the expulsion. The stipulation agreement shall be in writing and shall be signed by the student and his/her parent/guardian.

Rights of Complaining Witness

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

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

1. Receive five days' notice of his/her scheduled testimony at the hearing

2. Have up to two adult support persons of his/her choosing present at the hearing at the time he/she testifies
3. Have a closed hearing during the time he/she testifies

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

Written Notice of the Expulsion Hearing

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

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

(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 nonattorney advisor.

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

Nonattorney 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.

Additional Notice of Expulsion Hearing for Foster Youth

At least 10 days prior to a hearing to determine if a student who is a foster youth as defined under Education Code 48853.5 should be expelled for an offense not requiring a mandatory recommendation for expulsion, the Superintendent or designee shall notify the student's attorney and a representative of an appropriate county child welfare agency. If the hearing is pursuant to an offense requiring a mandatory expulsion recommendation, the Superintendent or designee may provide the same notification. The notice shall be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)

Conduct of Expulsion Hearing

1. Closed Session: Notwithstanding 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 a 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 also shall be allowed to attend the closed session. (Education Code 48918(c))

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

2. Record of Hearing: A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))

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

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

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

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

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

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

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

- a. Any complaining witness shall be given five days' notice before being called to testify.
- b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during his/her testimony.
- c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
- d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
- e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.

f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.

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

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

(2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.

(3) The person conducting the hearing may:

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

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

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

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

Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. 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 applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue its decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918(a) and (d))

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated. The Superintendent or designee shall place the student in a classroom instructional program, any other instructional program, a rehabilitation program, or any combination of these programs after consulting with district staff, including the student's teachers, and with the student's parent/guardian. The decision to not recommend expulsion shall be final. (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. (Education Code 48917, 48918)

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 any act listed under "Mandatory Recommendation and Mandatory Expulsion" above, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

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

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

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

Written Notice to Expel

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

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion" (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 order, the Board shall take into account the following criteria:

1. The student's pattern of behavior
2. The seriousness of the misconduct

3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program

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

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)
2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)
3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion" above or violates any of the district's rules and regulations governing student conduct. (Education Code 48917)
4. When the suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code 48917)
5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)
6. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of his/her status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(j))
7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code 48917)

Right to Appeal

The student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion order is suspended and the student is placed on probation. (Education Code 48919)

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

Notification to Law Enforcement Authorities

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

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance. In addition, law enforcement authorities shall be notified regarding any acts by students regarding the possession, sale, or furnishment of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or Penal Code 626.9 and 626.10. (Education Code 48902)

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

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. 6158 - Independent Study)

(cf. 6185 - Community Day School)

When the placement described above is not available and when the County Superintendent so certifies, students expelled for acts described in items #6-13 and #20-22 under "Grounds for Suspension and Expulsion" above may be 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 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)

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

Maintenance of Records

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

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

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

(cf. 5119 - Students Expelled from Other Districts)

Outcome Data

The Superintendent or designee shall maintain the following data: (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

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

Golden Feather Un SD | BP 4157 Personnel

Employee Safety

The Board of Trustees is committed to maximizing employee safety and believes that workplace safety is every employee's responsibility. Working conditions and equipment shall comply with standards prescribed by federal, state, and local laws and regulations.

(cf. 0450 - Comprehensive Safety Plan)

No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthful. (Labor Code 6402)

The Board expects all employees to use safe work practices and, to the extent possible, correct any unsafe conditions which may occur. If an employee is unable to correct an unsafe condition, he/she shall immediately report the problem to the Superintendent or designee.

The Superintendent or designee shall promote safety and correct any unsafe work practices through education and enforcement.

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

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

The Superintendent or designee shall establish and implement a written injury and illness prevention program in accordance with law. (Labor Code 6401.7)

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 4157.2/4257.2/4357.2 - Ergonomics)

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

The Superintendent or designee shall ensure the ready availability of first aid materials at district workplaces and shall make effective provisions, in advance, for prompt medical treatment in the event of an employee's serious injury or illness. (8 CCR 3400)

No employee shall be discharged or discriminated against for making complaints, instituting proceedings, or testifying with regard to employee safety or health or for participating in any occupational health and safety committee established pursuant to Labor Code 6401.7. (Labor Code 6310)

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

The Board of Trustees prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 4030 - Nondiscrimination in Employment)

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation

2. Publicizing and disseminating the district's sexual harassment policy to staff

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

3. Ensuring prompt, thorough, and fair investigation of complaints

4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (5 CCR 4964)

Any district employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her supervisor, the principal, district administrator or Superintendent.

A supervisor, principal or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

Complaints of sexual harassment shall be filed in accordance with AR 4031 - Complaints Concerning Discrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

(cf. 4031 - Complaints Concerning Discrimination in Employment)

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a district employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

Definitions

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 work or educational setting when: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or has the purpose or effect of creating an intimidating, hostile, or offensive work environment. The conduct is sufficiently severe, persistent, pervasive, or objectively offensive so as to create a hostile or abusive working environment or to limit the individual's ability to participate in or benefit from an education program or activity.
4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs, or activities available at or through the district.

Other examples of actions that might constitute sexual harassment, whether committed by a supervisor, a co-worker, or a non-employee, in the work or educational setting, include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

Prohibited sexual harassment may also include any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Training

Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All newly hired or promoted supervisory employees shall receive training within six months of their assumption of the supervisory position. (Government Code 12950.1)

The district's training and education program for supervisory employees shall include information and practical guidance regarding the federal and state laws on the prohibition against and the prevention and correction of sexual harassment, and the remedies available to the victims of sexual harassment in employment. The training shall also include all of the content specified in 2 CCR 7288.0 and practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation. (Government Code 12950.1; 2 CCR 7288.0)

In addition, the Superintendent or designee shall ensure that all employees receive periodic training regarding the district's sexual harassment policy, particularly the procedures for filing complaints and employees' duty to use the district's complaint procedures.

Notifications

A copy of the Board policy and this administrative regulation shall: (Education Code 231.5)

1. Be displayed in a prominent location in the main administrative building, district office, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted
2. Be provided to each faculty member, all members of the administrative staff, and all members of the support staff at the beginning of the first quarter or semester of the school year or whenever a new employee is hired

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

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

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing (DFEH) or a copy of district information sheets that contain, at a minimum, components on: (Government Code 12950)

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples
4. The district's complaint process available to the employee

(cf. 4031 - Complaints Concerning Discrimination in Employment)

5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)
6. Directions on how to contact DFEH and the EEOC
7. The protection against retaliation provided by 2 CCR 7287.8 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

In addition, the district shall post, in a prominent and accessible location, DFEH's poster on discrimination in employment and the illegality of sexual harassment. (Government Code 12950)

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

The Board of Trustees 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)

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.

The purpose of a dress code is to help ensure that all students have a suitable learning environment. In order to accomplish this, the teachers and administrators work jointly to limit distractions and provide a safe place for children.

Clothing may not be obscene, vulgar, or likely to have a disruptive effect on the educational process. Clothing, jewelry, backpacks, hats & caps, etc. shall be free of writing, pictures, logos, or any other insignia which are crude, vulgar, profane or sexually suggestive or which advocate racial, ethnic, gang affiliation or religious prejudice including the use of drugs, alcohol, or tobacco. Chains secured between wallets and trousers are not allowed as they can be used as a weapon (diameter of links, and weight to be determined).

Shoes should be worn at all times. Students should wear appropriate footwear for the educational environment. Not included as appropriate footwear, and therefore, not allowed at school for reasons of student safety are heeled shoes and similar footwear. Students need to wear athletic shoes when participating in sports, recess in the outer field, as well as physical education. If a student needs a storage area for athletic shoes, one will be made available. Hats, caps, and other head coverings shall not be worn indoors. Clothes shall be sufficient to conceal undergarments at all times; see-through or fish-net fabrics, shirts with over-sized arm openings, halter tops, off-the-shoulder or low-cut tops, bare midriffs are prohibited. Appropriate skirts and shorts are measured by the end of fingertips when placed to the students' sides. During swimming season, bathing suits may be worn under clothing. Students are encouraged to be clean and neatly groomed. Student clothing and personal appearance should promote an environment of school pride and respect.

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

The Board of Trustees recognizes the importance of providing a safe school environment that is conducive to learning and helps ensure student safety and the prevention of student injury. The Superintendent or designee shall implement appropriate practices to minimize the risk of harm to students, including, but not limited to, practices relative to school facilities and equipment, the outdoor environment, educational programs, and school-sponsored activities.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3320 - Claims and Actions Against the District)

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 3514.2 - Integrated Pest Management)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3530 - Risk Management/Insurance)

(cf. 3542 - School Bus Drivers)

(cf. 3543 - Transportation Safety and Emergencies)

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.22 - Infectious Diseases)

(cf. 5142.1 - Identification and Reporting of Missing Children)

(cf. 5143 - Insurance)

(cf. 5144 - Discipline)

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

(cf. 6145.2 - Athletic Competition)

(cf. 6161.3 - Toxic Art Supplies)

(cf. 6163.2 - Animals at School)

(cf. 7111- Evaluating Existing Buildings)

Staff shall be responsible for the proper supervision of students during school hours, during school-sponsored activities, and while students are using district transportation to and from school.

The Superintendent or designee shall ensure that students receive appropriate instruction on topics related to safety, as well as injury and disease prevention.

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

Component:

Health & Safety

Element:

Current safety and preventative measures

Opportunity for Improvement:

Staff will maintain current CPR, AED certification, and participate in blood borne pathogen training.

Objectives	Action Steps	Resources	Lead Person	Evaluation
All staff will be CPR, First Aid, and AED trained and certified.	Call Red Cross Schedule training Give staff notice	General Fund	Superintendent / Principal	On-going
Create and maintain communication system between all staff members at any time.	Keep two-way radios charged Provide radios to staff	General Fund	Superintendent / Principal	On-going
Provide emergency preparedness supplies including disaster kits, first aid kits, and water supplies for each classroom.	Purchase disaster preparedness kits including non-perishable items. Maintain emergency water for each classroom. Inspect emergency folders and/or backpacks for appropriate supplies; replenish and update	General Fund: Supplies / maintenance; lottery or other unrestricted funds	Superintendent / Principal	On-going
Provide PPE to all staff and students on campus.	Purchase and distribute PPE	COVID / CARES Act	Head MOT / Maintenance	On-going
Install and maintain hand sanitizer station in various areas on campus.	Maintenance installation of stations Monitor and replace inserts when empty	COVID / CARES Act	Head MOT / Maintenance	On-going

Component:

Health & Safety

Element:

Emergency Communication System

Opportunity for Improvement:

Practice efficient use of two-way radios and train staff to use.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Create a viable emergency communication between classrooms and / or between all staff at any time.	During recess times and lock-down scenarios, staff will practice communicating with the two-way radios.	General Fund	Superintendent / Principal	Inspection records
Install and train use of the intercom system	Install intercom system Train staff on use of the intercom	Restart Grant	Superintendent / Principal	On-going

Component:
Heath & Safety

Element:
Disaster Preparedness

Opportunity for Improvement:
Need to purchase and distribute new disaster kits by March 2020

Objectives	Action Steps	Resources	Lead Person	Evaluation
Provide emergency preparedness supplies including disaster kits, first aid kits, and water supplies for each classroom.	Purchase disaster preparedness kits including non-perishable items. Maintain emergency water for each classroom. Inspect emergency folders and/or backpacks for appropriate supplies; replenish and update	General Fund: Supplies / maintenance; lottery or other unrestricted funds	Superintendent / Principal	On-going

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

Concow School @ Spring Valley School Student Conduct Code

The Board of Trustees desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, effective classroom management, and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible. In addition, discipline shall be used in a manner that corrects student behavior without intentionally creating an adverse effect on student learning or health.

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5137 - Positive School Climate)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 6020 - Parent Involvement)

Board policies and administrative regulations shall outline acceptable student conduct and provide the basis for sound disciplinary practices. Each school shall develop disciplinary rules to meet the school's particular needs.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

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

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

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

(cf. 5136 - Gangs)

(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)

(cf. 6164.5 - Student Success Teams)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

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

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5145.3 - Nondiscrimination/Harassment)

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.

Disciplinary Strategies

To the extent possible, staff shall use disciplinary strategies that keep students in school and participating in the instructional program. Disciplinary strategies may include, but are not limited to:

1. Discussion or conference between school staff and the student and his/her parents/guardians

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

2. Referral of the student to the school counselor or other school support service personnel for case management and counseling

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6164.2 - Guidance/Counseling Services)

3. Convening of a study, guidance, resource panel, or other intervention-related team to assess the behavior and develop and implement an individual plan to address the behavior in partnership with the student and his/her parents/guardians

(cf. 6164.5 - Student Success Teams)

4. When applicable, referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program or a Section 504 plan

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education under Section 504)

5. Enrollment in a program for teaching prosocial behavior or anger management

6. Participation in a restorative justice program

7. A positive behavior support approach with tiered interventions that occur during the school day on campus

8. After-school programs that address specific behavioral issues or expose students to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups

(cf. 5148.2 - Before/After School Programs)

9. Recess restriction as provided in the section below entitled "Recess Restriction"

10. Detention after school hours as provided in the section below entitled "Detention After School"

11. Community service as provided in the section below entitled "Community Service"

12. In accordance with Board policy and administrative regulation, restriction or disqualification from participation in extracurricular activities

(cf. 6145 - Extracurricular/Cocurricular Activities)

13. Reassignment to an alternative educational environment

(cf. 6158 - Independent Study)

(cf. 6181 - Alternative Schools/Programs of Choice)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

14. Suspension and expulsion in accordance with law, Board policy, and administrative regulation

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

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

Recess Restriction

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

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.

2. The student shall remain under a certificated employee's supervision during the period of restriction.

3. Teachers shall inform the principal of any recess restrictions they impose.

(cf. 5030 - Student Wellness)

(cf. 6142.7 - Physical Education and Activity)

Detention After School

Students may be detained for disciplinary reasons up to one hour after the close of the maximum school day. (5 CCR 353)

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

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

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

(cf. 6176 - Weekend/Saturday Classes)

Community Service

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

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

Notice to Parents/Guardians and Students

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

(cf. 5145.6 - Parental Notifications)

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

Conduct Code Procedures

PHILOSOPHY

The Golden Feather Union School District, committed to excellence in its school program, considers discipline essential to the educational process. Our goal is to provide students with a calm, safe, secure environment for education.

The district believes all students can behave at school, and have a responsibility to behave in a manner that allows teachers to teach and students to learn. Students cannot violate the best interest of any person in the school community.

Standard

Disciplinary

Procedures

When a student is involved in some form of misbehavior, a careful review of the incident will occur. Generally speaking, consequences are typically progressive when a student repeats behavior inappropriate for the educational environment. It should be noted that any offense or combination of offenses may lead to expulsion if other means of correction fail to bring about a change in behavior or if the student's presence on campus constitutes a danger to others. It is our intent to change misbehavior at the lowest possible level. In general, one of the following will happen:

- A) Warning, reinforcement of school rules, and/or classroom consequence
 B) Recess bench-time or detention
 C) Parent phone call
 D) Suspension
 E) Referral to Alternative Educational Placement/or expulsion

Guidelines

for

Appropriate

Behavior

- Students shall enter the classrooms in an orderly manner.
- They shall be seated, quiet, and ready for work.
- They shall bring all necessary materials.
- Rules of courtesy to teacher and fellow classmates shall be followed at all times:
- Giving courteous attention when anyone is addressing the class
- Raising of hand for permission to speak
- Respecting public and private property
- Holding private conversations during passing periods rather than in class time.

Students shall meet each teacher's standards concerning such class procedures as:

- Sharpening Pencils
- Getting needed materials
- Staying in seats
- Each student shall be responsible for keeping the schoolroom neat.
- The teacher shall dismiss the class, not by the passing bell.
- Students shall leave classrooms in an orderly manner.
- No student shall be out of class without permission.
- GUM IS NOT ALLOWED on campus at any time.
- SPITTING IS NOT ALLOWED.
- HATS & HOODS CANNOT BE WORN INSIDE ANY BUILDING.
- VALUABLE ELECTRONIC DEVICES should not be brought to school. The care of a V.E.D. is the responsibility of the student.
- TOYS and TRADING CARDS are not allowed. (The return of confiscated items will be made to the parent at the discretion of the administration.)

Conduct

Outside

the

Classroom

- There shall be orderly behavior at all times outside the school buildings. This requires walking on campus and keeping voices at a normal level.
- Students shall take good care of furniture, books, lavatories, and other facilities and equipment provided for their use. All school personnel shall be treated and addressed in a respectful manner.
- School offices are the center of business activities. Students entering any office shall have a legitimate purpose and shall conduct themselves accordingly.

Students shall be expected to comply with all rules and regulations for behavior on the school grounds and in the cafeteria, such as:

- Eating in assigned areas

- Helping maintain a neat and orderly cafeteria and campus
- No rough-housing, pushing, or shoving
- No public display of affection PDA (hugging, kissing, holding hands, etc.)

*Please note – Students using a cell phone or other recording device to record unsafe events or events disrespecting students or staff will not be permitted to bring the device back to school for the remainder of the year; additional disciplinary intervention may result. Electronic devices must not be disruptive to the educational environment.

Electronic Device / Cell Phone Policy
Electronic Devices (Cell Phones, Tablets, MP3 Players, CD Players, Gaming Devices, etc.): All electronic devices must be turned off from the time they arrive at school until the bell rings at the end of the school day. If the device is used or turned on, it will be confiscated and turned into the main office.

Consequence: The student's parent or guardian will be required to come to the school to pick up the device. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.

The school takes no responsibility for the loss or damage of such devices and will not investigate loss or theft. No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. (Education Code 48901.5)
School Board Approved with Parent, Staff, and Stakeholder Input – 2017

SCHOOLWIDE POSITIVE REINFORCEMENT

Positive rewards are an essential part of the Discipline Plan. Students following the school rules will be offered positive rewards.

- Students displaying appropriate behavior will earn:
- Satisfaction of learning
 - Teacher and Administrative recognition: glad notes, happy grams, and positive phone calls to parents
 - Friendly interactions from staff members and peers
 - Reward activity (root beer float party, popcorn, movie or extra recesses)
 - Award Assembly: Good Behavior Rewards and drawing for gifts
 - Honor Roll Activity/reward
 - Perfect Attendance Activity/reward
 - Classroom rewards/activities

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

All infractions of school rules or regulations that compels a staff member to document the incident by filling out a pink slip will result in intervention by the Principal (or his/her designee). In all such cases a reasonable effort will be made to notify parents.

DETENTION

- Detention is quiet.
 - Time will be allowed for a restroom break.
- A minor pink slip infraction of school rules and regulations will result in at least one recess detention. More than one recess detention may be assigned for repeated minor infractions or an escalation of inappropriate behavior.
- Students will reflect upon their behavior during this time.

SUSPENSION

Suspension means removal of a student from ongoing instruction in an attempt to bring about proper conduct. It also means that the student is not to attend or participate in school activities for the duration of the suspension. Students are not eligible to attend the weekly/monthly reward activity. Reasonable effort will be made to notify parents of a suspension immediately. Within forty-eight (48) hours of the incident, the student and parents will be offered an opportunity to meet with the Superintendent/Principal

(or designee) to discuss the matter. Students in danger of accumulating more than 20 days of suspension in a single year will be counseled to explore options to a regular schedule, i.e. referral to Community Day School or other alternative education program.

EXPULSION

Expulsion means removal of a student from the school in which the infraction(s) took place. A student who is expelled may be referred to an Alternative Educational placement.

CITIZENSHIP

Students will be receiving a citizenship grade each trimester on their report card in addition to academic grades. Citizenship grades will not be used for grade point average, but it will be used as criteria for participation in school related events. Concow students share in the responsibility of maintaining a learning atmosphere, which respects the right of others to learn.

FIELD TRIPS

Teachers will schedule field trips for their students periodically throughout the year. Field trips are an extension of the classroom and help to provide a real or hands-on experience that cannot be found in the classroom. All students going on a field trip must have a district-approved permission slip signed and on file at the school. Parents are encouraged to read, sign, and return the district permission slip in a timely fashion as notes written by the parent are no longer acceptable. Students who do not submit a signed district form will not be allowed to participate in the field trip. Permission for students participating in and being transported to and from athletic events must be provided on a different district-approved form. The athletic permission slip will be valid for all field trips within that sport activity. Appropriate behavior shall be a factor when considering eligibility of students to participate in an off campus field trip. Reward and/or Honor trips will have good behavior and academic achievement eligibility criteria that each student will need to attain to participate in the trip.

AUTHORITY OF BUS / VAN DRIVER

Pupils transported in a school bus / van or in a school pupil activity bus shall be under the authority of, and responsible to, the driver of the bus / van. The bus / van driver shall be held responsible for the orderly conduct of the pupils while they are on the bus / van or being escorted across a street, highway or road. As bus / van transportation is a privilege, disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus / van driver shall not require any pupil to leave the bus / van en route between home and school or other destinations.

BUS / VAN RULES

The following outlines student responsibilities for maintaining the privilege of riding a school bus / van. Each student will be expected to adhere to these regulations or possibly lose their bus / van privileges.

1. The driver has complete authority in operating his/her bus / van at all times. If for any reason a driver determines that a child's behavior is creating an unsafe situation on the bus, the driver has the authority to deny continued transportation privileges.
2. No pupil is permitted to interfere with or to molest the property of another pupil while riding on, waiting for, or going to and from the bus / van.
3. Playing musical instruments, eating, chewing gum, whistling, yelling, loud talking, profane language, throwing articles, shooting rubber bands, scuffling, or any other distracting commotion is strictly forbidden on the bus / van.
4. No animals, glass items, sharp objects, weapons, or incendiary devices may be transported on the bus / van. This is California State Law.
5. Any pupil damage to the bus / van that cannot be considered ordinary wear and tear must be paid for by the pupil or his/her parents/guardians.
6. After leaving the bus / van, the pupil shall go directly to his/her home.
7. While on the bus / van, no part of the pupil's body shall be out of the window. This includes hands, arms, legs, etc.
8. When the pupil enters the bus / van, he/she seats himself/herself as directed by the driver. He/she does not move from that seat until the driver stops the bus / van at the student's destination unless the student has permission from the driver.
9. No pupil shall leave the bus / van at any other designated stop than his/her regular stop unless there is a note from the parent/guardian to that effect. The note must also be signed by office personnel and presented to the driver as the student enters the bus / van on his/her way home.
10. The student is responsible to the school and must follow school rules from the time you leave home in the morning until you arrive back home after school, provided you go directly home from the bus / van stop.

PENALTIES:

1st Written Violation: Warning slip to parents stating the offense and requesting cooperation.

The signed and returned slip is necessary for continued transportation privileges.
 2nd Written Violation: Loss of transportation for up to three (3) days.
 3rd Written Violation: Loss of transportation for up to five (5) days.
 4th Written Violation: Loss of transportation for up to ten (10) days.
 NOTE: Continued violations or severe violations may result in permanent denial of transportation privileges.

Detention

Procedure

1. Fill out a detention slip and call the office before 11:30 notifying that there is a detention. If it is after 11:30 then the detention will be served on the following day.
 2. The office will notify support staff that detention supervision is needed and will provide the detention binder.
 3. Teachers will give the detention slip to the student who will report to detention in the cafeteria at the beginning of their lunch. Students should bring their lunch, detention slip, and their own pen/pencil since we eliminated shared utensil usage in our reopening plan.
 4. Students will write a paragraph describing what happened based on the information provided on the detention slip. A reflection form may be used.
 5. Detention time should be a silent reflective time. Students who break this silence can be issued an additional detention to reflect upon their behavior.
 6. Staff will read the paragraph / reflection to ensure that it matches the detention slip. If the child does not complete their paragraph / reflection, they will need report to the next detention. If the child reports to the next detention with the paragraph / reflection complete at the beginning of the detention period, they may simply do step 7 (phone call), turn in their paragraph / reflection to the supervising staff, and report back to class.
 7. At the end of the session, students will call home and read their completed paragraph or reflection form.
 8. Staple the detention slip to the paragraph / reflection form and file in the detention binder.
 9. Return the detention binder to the front office.
- Note: Detention slips will be available at the following link:

<https://tinyurl.com/DetentionForm1>

Updated:

11/20/20

(K) Hate Crime Reporting Procedures and Policies

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

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 0450 - Comprehensive Safety Plan)

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

(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. 5147 - Dropout Prevention)

(cf. 5149 - At-Risk Students)

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

(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)

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6020 - Parent Involvement)

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

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6142.3 - Civic Education)

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

(cf. 6141.94 - History-Social Science Instruction)

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Grievance Procedures

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

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5131- Conduct)

(cf. 5144 - Discipline)

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

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

(cf. 5145.7 - Sexual Harassment)

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

(cf. 3515.3 - District Police/Security Department)

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

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.

(J) Procedures to Prepare for Active Shooters

Procedures for Preventing Acts of Bullying and Cyber-bullying

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

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

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

a. A message, text, sound, video, or image

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

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

The Board desires to prevent bullying/cyberbullying by establishing a positive, collaborative school climate and clear rules for student conduct. When a student is suspected of or reported to be using electronic or digital communications to engage in cyberbullying against other students or staff or to threaten district property, the investigation shall include documentation of the activity, identification of the source, and a determination of the impact or potential impact on school activity or school attendance. Students shall be encouraged to save and print any messages sent to them that they feel constitutes cyberbullying and to notify a teacher, principal, or other employee so that the matter may be investigated.

Any student who engages in cyberbullying using district-owned equipment, on school premises, or off-campus in a manner that impacts school activity or school attendance, shall be subject to discipline in accordance with district policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator and may also request that their name be kept in confidence. The Superintendent or designee may establish other processes for students to submit anonymous reports of bullying. Complaints of bullying or harassment shall be investigated and resolved in accordance with site-level grievance procedures specified in Administrative Regulation 5145.7 - Sexual Harassment.

Safety Plan Review, Evaluation and Amendment Procedures

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)

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 shall not be publicly disclosed

Safety Plan Appendices

Emergency Contact Numbers

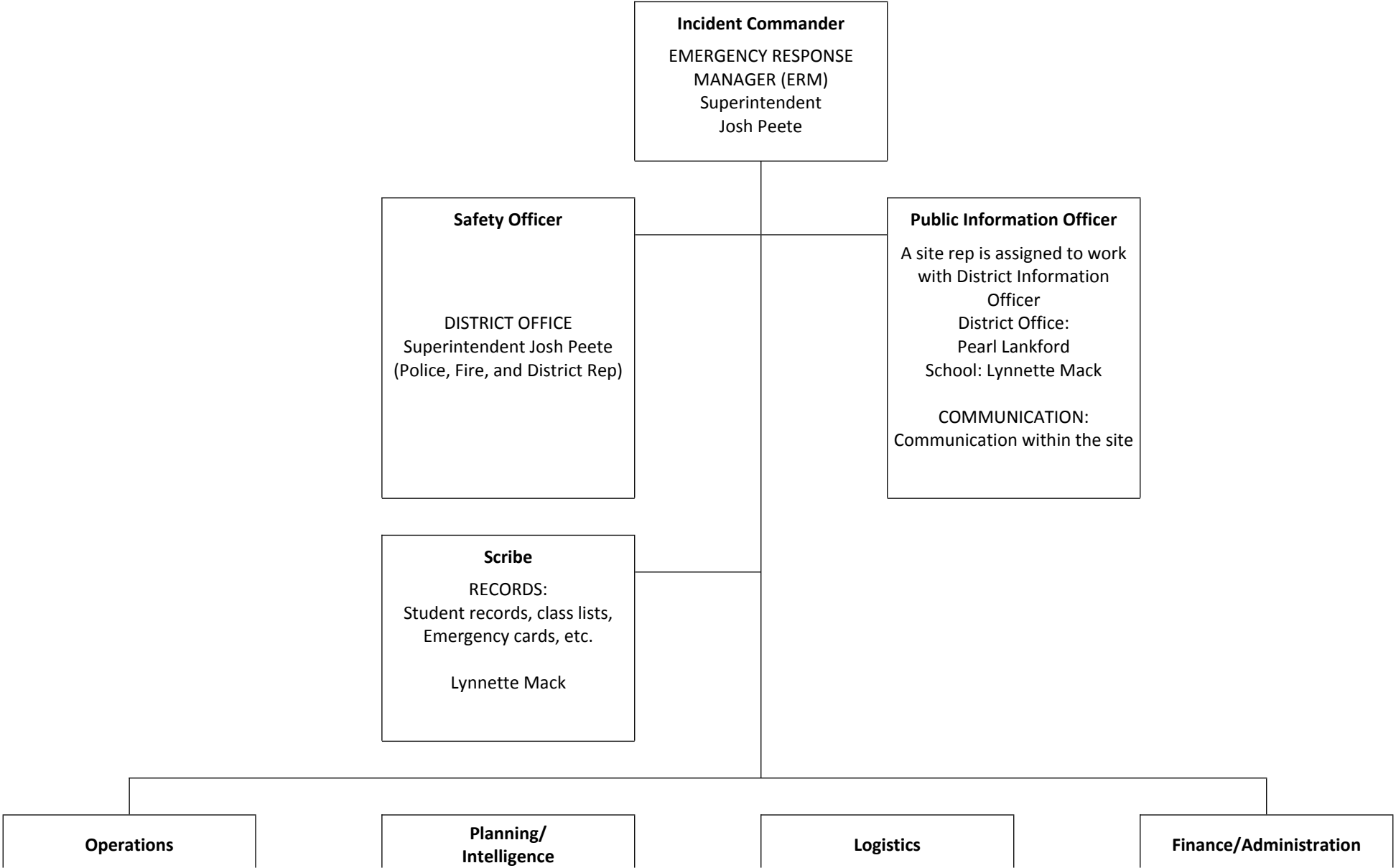
Utilities, Responders and Communication Resources

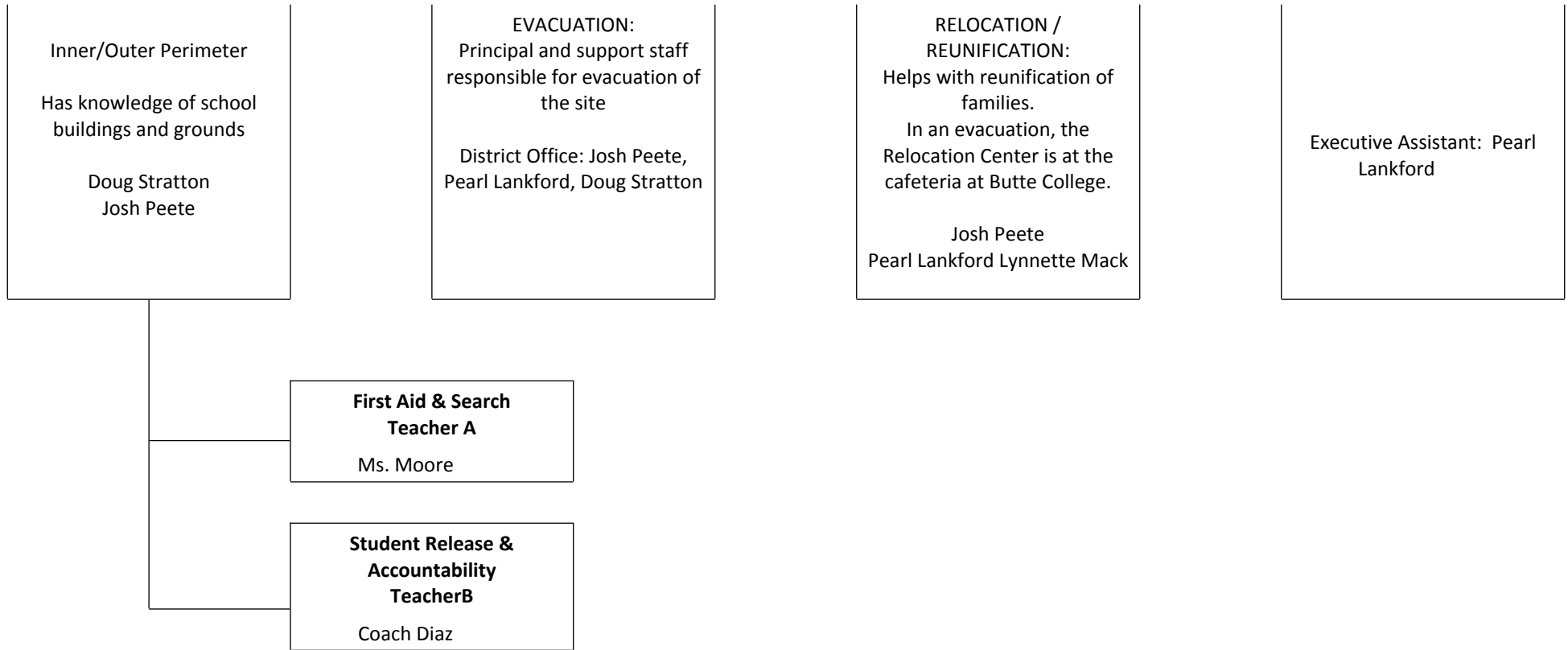
Type	Vendor	Number	Comments
Emergency Services	ALL EMERGENCIES	911	
Law Enforcement/Fire/Paramedic	Butte County Sheriff's Office	(530) 538-7321	
Law Enforcement/Fire/Paramedic	California Highway Patrol	(530) 538-2700	
Law Enforcement/Fire/Paramedic	CalFire (Business)	(530) 538-7111	
School District	Maintenance	(530) 533-3467 x208	
School District	Superintendent	(530) 533-3467	
American National Red Cross	American Red Cross	(530) 891-0885	
Other	CalTrans (Pulga Station)	1-800-427-7623	
Emergency Services	Pacific Gas & Electric	1-800-468-4743	
Local Hospitals	Oroville Hospital	(530) 533-8500	

Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)
School Site Council Meeting	12/9/2019 3pm	
GFUESD Board Meeting	12/18/2019 5pm	
Cal Fire	12/10/20 1PM	
Butte County Sheriff's Office	12/10/20 2PM	

Concow School @ Spring Valley School Incident Command System





Incident Command Team Responsibilities

Standardized Emergency Response Management System Overview

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

1. The Superintendent will:
 - a. Check the status of the school, buses / vans, local road condition, and the District Office.
 - b. Confer with fire and sheriff department officials regarding the situation at each school and the community.
 - c. Develop plan for resuming school once the emergency is over.
 - d. Notify principals and radio stations so that parents are informed of the situation at each school and what the plans will be.
 - e. Notify the Office of Emergency Services and County Office of Education as to the disposition of the emergency and ongoing plans, as well as notification when the emergency no longer exists.
2. The Principals or Head Teachers will:
 - a. Arrange for security to prevent unauthorized individuals from entering the school and also to keep teachers, staff, and students out of buildings until they are declared safe.
 - b. Assess soundness of the school and notify the superintendent as to what might be possible options.
 - c. Ensure that parent/guardians are notified as soon as possible of any injuries to their child(ren).
 - d. Notify the superintendent of other actions taken, such as release of students, then teachers and staff, and lock up school and leave.
3. Teachers will:
 - a. Remain with their students as long as they are on school property.
 - b. Provide emergency first aid to injured students until such time as an emergency station is established.
 - c. Prevent a child from being released to the parent of another child without written, dated, and signed note authorizing their child to be picked up by someone other than themselves.
 - d. Continue to work with students explaining the nature of the emergency and the results of their behavior (if positive) and wait until all children are taken home.
4. School Secretaries will:
 - a. Provide for the preservation of student records and evacuated current year attendance records.
 - b. Monitor emergency radio transmissions and keep a list of in-house emergencies such as missing students.
5. Maintenance Personnel will:
 - a. Check water, gas, and electric service mains, and if necessary, turn off service.
 - b. Assist in fire fighting and recovery/rescue activities.
 - c. Assist the principal in establishing controls to prevent use of contaminated water. Dispense bottled water at each location.
6. Bus / Van Drivers will:
 - a. When safe, the bus / van drivers will transport students to their homes and/or to their regular bus stop.
 - b. In the event that communication by telephone is impossible, the transportation radios will be used with the drivers serving as the operators.
7. All other staff is to report immediately to their supervisor for directions.

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

Hazard Assessment

Hazard assessment is to be conducted by the district's Emergency Response Manager (Head MOT), or similarly qualified individual.

Assessment will include evaluation of the interior and exterior of the buildings and grounds of each school site and the district office. The assessment will include but will not be limited to:

- Proximity to hazardous or dangerous materials, or individuals,
- Proximity to high voltage lines, power lines, and service panels,
- Safety of evacuation centers after an earthquake, flood, or other potentially catastrophic disaster, and
- Listing of potential hazards from lighting fixtures, cupboards, shelves, water heaters, and windows.

Emergency Supplies/Equipment/Information

The District will maintain certain emergency supplies at a central location for distribution to individual schools as needed. Further, the District will provide on-site emergency supplies that might be needed immediately.

There will be one (1) gallon of distilled or bottled water available at the school for each classroom, and an additional four (4) gallons of distilled or bottled water in the school office.

First aid kits will be available in the kitchen, all buses, as well as in the school office area.

Fire extinguishers are placed in each classroom, teachers' work area, cafeteria, library, office area, and other areas frequented by either students or adults.

A plot plan of the school site, including shut-off valves for gas and water, and location and access to master electricity control panel as well as the names of those individuals authorized to disconnect service will be available in the district office.

A list of those individuals, both district staff and parents/community members, who are trained in first aid and CPR is available in the district office.

Duplicate copies of students' emergency information sheets will be kept on file at both the District Office and in the Operations & Transportation Department.

A list of students requiring special medications and the location of those medications will be kept in the school office.

Preparation of the Students

Each school will conduct monthly fire drills. The same drill will be used in the event there is a threat of a bomb in one of the classrooms or other school areas.

Schools will conduct periodic earthquake drills. The students will be trained as to what is expected of them during an emergency, with an emphasis on maintaining order.

Children need to be silent during the emergency and attentive to the teacher's directions.

The teacher must assume the same posture as the students during an earthquake drill.

Whenever it is necessary to evacuate the classrooms in an emergency, the teachers must take a copy of their roll and take attendance to account for any missing children. If it is determined that a child is missing, the teacher will notify the office immediately.

When evacuated from a classroom, students will remain in line, attentive, and quiet.

The school secretary and principal will conduct a sweep of the restrooms and library. All students will remain out of the room until directed to do otherwise.

Administrative Responsibilities

The superintendent will review the hazard assessment and determine the safety of all buildings and grounds after a meeting with the Sr. OP Techs.

The superintendent will provide for training of staff in emergency preparedness.

Step Two: Identify the Level of Emergency

1) Mass panic can be one of the greatest dangers to students. Staff members should remember that in times of stress students will look for leadership to those who are normally in an authoritative position. Remain calm, size up the situation, and take action based on known facts.

2) The teacher should keep a copy of the class list at all times in order to take roll in an emergency. A class record book will serve as a class list.

3) Injured students or adults should be taken to the office if possible. Do not move a person if you suspect a broken bone or possible neck or back injury.

4) The office, teachers' room, or any other available, safe place can be used for caring of the injured.

5) A well-prepared and tested plan for prompt and positive actions minimizes injuries and loss in a major disaster.

6) This Plan outlines actions which the school staff may be called upon to execute in an emergency.

7) In the absence of orders from the superintendent or Emergency Response Manager, the head teacher is authorized and directed to implement plans as described herein; or take such other action as may, in his/her judgment, be necessary to save lives and mitigate the effects of disasters. As soon as possible thereafter, he/she shall notify the superintendent or Emergency Response Manager.

8) The principal may implement one or more of these Emergency Actions in coping with a disaster:

(1) Action STAND-BY

(a) The warning at the school shall be disseminated by the principal or designated authority.

(b) Action STAND-BY consists of:

(i) Bringing students into the classroom or holding in the classroom pending receipt of further instructions.

(2) Action GO HOME

(a) WARNING: The warning at school shall be disseminated by the principal or designated authority.

(b) Action GO HOME should be considered by the principal only if there is time to return students safely to their homes. Notification of parents by regular radio broadcast or other means regarding the early dismissal is an important consideration.

(c) Action GO HOME consists of:

(i) Dismissal of all classes.

(ii) Expeditiously returning students to their homes.

(d) Action GO HOME is appropriate for, but not limited to, the following:

(i) Flood, or threat of flood

(ii) Severe windstorm threat

(iii) Fire

(iv) Strategic Alert

(v) Threat of severe snowstorm

(3) Action LEAVE BUILDING

(a) WARNING: The warning signal at the school for Action Leave Building shall be by fire alarm.

(b) Action LEAVE BUILDING consists of:

(i) Orderly movement of students and staff from inside school building to an outside area of safety.

(c) Action LEAVE BUILDING is considered appropriate for, but not limited to the following:

(i) Fire

(ii) Bomb threat

(iii) Chemical accident

(iv) Explosion or threat of explosion

(v) After an earthquake

(vi) Other occurrences which severely damage a building.

(4) Action TAKE COVER

(i) WARNING:

1. Enemy Attack:

a. The TAKE COVER signal at the school is an intermittent ringing of the bell, at intervals long enough so as to prevent confusion with a fire alarm.

2. Other disasters:

a. Notification shall be by public address system or messenger.

(ii) Action TAKE COVER:

1. If adequate shelters are not available, full utilization will be made of shielded areas within the school building. Every precaution will be made to minimize the possibility of flying objects such as glass or window coverings.

(iii) Action TAKE COVER is considered appropriate for, but not limited to, the following:

1. Severe windstorm (little or no warning)

2. Biological and/or chemical warfare attacks

3. Gunman on campus

(5) Action DROP

(a) WARNING: The warning for this type of emergency is the beginning of the disaster itself.

(i) Earthquake: Shaking of the earth

(ii) Surprise Nuclear Attack: Intense light and sound

(b) Action DROP consists of:

a. Inside the school building:

i. Command DROP is given (See footnote*)

ii. Students and staff immediately take Civil Defense Protective Position under desks or furniture, with backs to windows.

iii. Civil Defense Protective Position means drop to knees, clasp both hands behind the neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms.

b. Outside:

i. Earthquake

ii. Command Drop is given (see footnote*)

iii. Move away from buildings

iv. Take Civil Defense Protective Position

v. Surprise Attack

vi. Command DROP is given

vii. If within a few steps of any solid object (e.g., tree, ditch, or curbing), get behind it and lie prone with head away from light or blast; cover head, face, and as much of the skin surface as possible; close eyes, and cover ears with forearms.

c. Action DROP is considered appropriate for, but not limited to the following:

i. Earthquake

ii. Explosion

iii. Surprise attack

(6) Action DIRECTED TRANSPORTATION

(a) WARNING: Under certain disaster conditions, Office of Emergency Services officials may attempt to move an entire community, or portion thereof, from an area of danger to an area of safety. Instructions from the authorities may come to the school via telephone, shortwave radio, AM radio regular broadcast, or on the Emergency Broadcast System. The method of disseminating this warning at school shall be from the principal or his/her designee.

(b) Action DIRECTED TRANSPORTATION consists of loading students and staff into buses and/or cars, and moving them from an area of danger to an area of safety.

(c) Action DIRECTED TRANSPORTATION is considered appropriate only when directed by competent civil authority or by the Office of Emergency Services (OES). It may be appropriate for, but not limited to the following:

(i) Flood

(ii) Fire

(iii) Blast Area/Fall out

(iv) Chemical spill and/or biological/chemical warfare agents.

(7) Action CONVERT SCHOOL

(a) Notification

(i) Notification to the school staff to convert the school will be disseminated by the principal or designated authority.

(b) Action CONVERT SCHOOL consists of

(i) During School Hours:

1. Dismissal of all classes
2. Preparation of school for conversion into an Emergency Hospital, First Aid Station, or Evacuation Center.
3. Action CONVERT SCHOOL will be implemented only upon request or direction of proper authority (e.g., OES, Sheriff, or Fire Department), or American Red Cross officials.

Step Three: Determine the Immediate Response Action

When it is determined that it is necessary to evacuate the students from Spring Valley School, the following procedure will be enacted:

- 1) When students are outside, all students will report to their respective homeroom classes.
- 2) The homeroom teacher will take roll. Any absences will be reported to the office.
- 3) Students will be escorted by the classroom teacher in class groups to the bus loading zone and will board each bus in succession from the first to last. The teacher will bring the roll sheet and will also board and ride the bus to assist in maintaining order.
- 4) When the buses are loaded they will proceed via the safest route to Butte College where they will go to the cafeteria. Students will remain in class groups.
- 5) The superintendent will have notified local area news media, both radio and television, of the evacuation as well as the Office of Emergency Services. The notification will include a phone number and where the students may be picked up, after authorization to release students has been given by the designated school officials.
- 6) The school secretary will follow the buses / vans to Butte College. She will take the student emergency cards, school attendance registers, and a cellular phone.
- 7) When all personnel and students have been evacuated, the school principal and Head MOT will make a sweep of the school, securing all exterior doors as they leave.
- 8) All district personnel will report to Butte College to assist until such time as the students can be safely taken home or are picked up by parents.
- 9) Because it is imperative that school site phone lines are available for communication with the Office of Emergency Services and other emergency personnel, parents are instructed to please not place calls to the school, district office, or transportation department.

Circumstances Where Evacuation is not Advisable or is Impossible:

When it is determined that an emergency condition exists whereby evacuation of students is not advisable or is impossible, the following procedure will be instituted:

- 1) The Head MOT will call the Butte County Office of Emergency Services (OES) and report the nature of the problem, the severity of conditions, and the reasons why evacuation is inadvisable or impossible.
- 2) The Head MOT or his/her designee will notify the local news media, both radio and television, of conditions and procedures being followed.
- 3) Students will report to their homeroom class where roll will be taken and the office notified of any absence.
- 4) In the event that power has not been lost, the students will be allowed to remain in class during daylight hours. At dusk, or if power has been lost, the students will be taken to the cafeteria, where they will be fed an evening meal.
- 5) Students will remain in the cafeteria until such time as it is determined by OES that they can be safely evacuated or taken home. In any event, students will remain under the direction of their teacher until they are released to their parents via checkout through the appropriate school administrative council. Teachers will not have the authority to release students to parents.

In the event of loss of power, it is possible to provide lighting to the cafeteria. The cafeteria also allows the students to be consolidated in one area should other type of evacuation be mandated by the Office of Emergency Services.

Step Four: Communicate the Appropriate Response Action

Types of Emergencies & Specific Procedures

Aircraft Crash

FALLEN AIRCRAFT

If an aircraft falls on or near the school endangering students and staff, the following will be accomplished:

- 1) The principal will determine which action, if any, should be taken. Where necessary, teachers will take immediate action for the safety of students without waiting for directions from the principal.
- 2) All students and staff will be kept at a safe distance allowing for possible explosion.
- 3) If appropriate, take action to evacuate the area.
- 4) Notify the local fire department. If possible, state whether the plane is military, commercial, or private.
- 5) Notify the Sheriff's Department.
- 6) Notify the District Office and maintain communication.
- 7) Take roll and maintain control of the students. If students are missing, notify the on-scene fire official.
- 8) The principal will direct further action as needed.
- 9) Students and staff should not return to the school until the official in charge declares the area safe.
- 10) Provide the District with damage assessment and number of injuries incurred.

Animal Disturbance

Students will stay indoors. 911 as well as Fish and Game will be notified.

Armed Assault on Campus

GUNMAN ON CAMPUS:

When it is determined that a gunman is on campus and acting in a threatening manner to staff or students, the following action will be accomplished:

- 1) Implement Action LOCK DOWN.
- 2) The teacher will lock all exterior doors and close curtains if applicable.
- 3) Students will assume the Civil Defense Protective Position, as will the teacher.
- 4) Maintain control of the class. Take roll and notify the principal of any missing students.
- 5) Notify the Sheriff's department and the Highway Patrol, requesting immediate assistance.
- 6) If students are on recess, ring the bell and have students hurry back to class. Teachers must be at the door to let students into the room.
- 7) The teacher must remain calm to prevent panic from taking over the students.

HOSTAGE ALERT

- 1) Give emergency alarm by written notice or over the phone system intercom.
- 2) Notify the Sheriff's Department and the Highway Patrol.
- 3) Implement Action DIRECTED TRANSPORTATION, moving all "free" students out of their rooms and assembling them in a safe area for evacuation. The principal will go room to room to gather students if necessary.
- 4) Bring any injured students to the office if possible.
- 5) Stay out of the way of law enforcement officials.
- 6) Notify the District Office of injuries suffered as soon as possible.

WAR

1) STRATEGIC WARNING

a. Description and Meaning:

- i. This is a notification that enemy-initiated hostilities may be imminent.
- ii. Dissemination will be by news media - radio, TV, and newspapers. No public warning devices will be sounded.
- iii. No estimate can be made of the duration of a STRATEGIC WARNING condition.

- iv. The warning time may vary from several hours to several days.
- b. The following will be accomplished:
 - i. Implement Action GO HOME. Notify the District Office.
 - ii. Take the necessary steps to close the school and notify District Office when this has been accomplished.
- 2) ALERT SIGNAL ATTACK PROBABLE
 - a. Description and Meaning:
 - i. Announcement of an EMERGENCY ACTION NOTIFICATION (implement Emergency Broadcast System).
 - ii. Indicates confirmed information received that an attack by hostile forces against the North American continent is anticipated. No further information available.
 - iii. Dissemination: 3 to 5 minute steady blast on a public warning device; monitor radio receivers, EBS Station.
 - b. The Civil Defense Plan establishes the following procedures in the event the ALERT SIGNAL is sounded:
 - i. Turn on the radio for information and instructions. The local station which is part of the Emergency Broadcast System is KHSL 96FM/1290AM.
 - ii. Take one of the following actions as directed:
 - 1. Prepare for an attack until the TAKE COVER SIGNAL is heard.
 - 2. Implement Action TAKE COVER. Take the best possible shelter.
 - 3. Implement Action DIRECTED TRANSPORTATION through coordination with Director of Operations/Maintenance & Transportation.
 - c. The Civil Defense Plan sets forth an automatic response to the Alert Signal. It may be any of the actions listed in ii. above. Specify the action to be taken by the school if an enemy attack occurs during school hours.
- 3) TAKE COVER SIGNAL ATTACK IMMINENT
 - a. Description and Meaning:
 - i. Attack Imminent
 - 1. Receipt of warning from the North American Air Defense Command (NORAD) through the Office of Civil Defense Warning System.
 - 2. Confirmed information that hostile forces have been detected and are committed to an attack against the North American continent.
 - 3. Confirmed information that an allied nation or a United States territory or possession has been attacked with nuclear weapons.
 - 4. Confirmed information that an attack has taken place within the North American continent.
 - ii. Dissemination:
 - 1. 3 minute warbling, or series of short blasts, on a public warning device.
 - 2. Monitor Radio Receiver, EBS Station.
 - b. The following will be accomplished:
 - i. Execute Action TAKE COVER.
 - ii. Turn on the battery-operated AM/FM radio and tune to the local station that is part of the Emergency Broadcast System for official information and instructions (KHSL 96FM/1290AM).
 - iii. Take precautions to minimize the possibility of persons being struck by flying objects such as glass and venetian blinds.
 - iv. Make contact with appropriate authorities if the shelter has civil defense shortwave radio.
 - v. If possible, notify the Office of Emergency Services of the action taken.
 - vi. Take roll.
 - vii. Plan quiet recreational activities that will relieve tension.
 - viii. Remain in the shelter until other action is advised or directed by competent authority.

Biological or Chemical Release

CHEMICAL ACCIDENT

- 1) Warning of a chemical accident is usually received from the Fire or Sheriff Departments or from the Office of Emergency Services (OES) when such an accident occurs near a school threatening the safety of students and staff.
- 2) Chemical accidents of disaster magnitude would include tank truck accidents involving large quantities of toxic gases. Should such an accident endanger the students and staff, the following will be accomplished:
 - a) Determine the need to implement the Action LEAVE BUILDING.
 - b) Determine whether the students and staff should leave the grounds.
 - c) If appropriate, take action to evacuate buildings and/or area.
 - d) Move crosswind, never up or downwind, to avoid fumes.
 - e) Render first aid as needed.

- f) Notify the sheriff or fire department if not already present.
- g) Teachers will take roll call. If a student is absent, notify the authorities on scene.
- h) Notify the District and maintain communications. Provide damage assessment/injuries to the District.
- i) The principal will direct other action as required.
- j) Follow the direction of the agency in charge.
- k) Students should not return to the school until the official in charge declares the area safe.

Bomb Threat/ Threat Of violence

BOMB THREAT

In the event of a bomb threat within the school, the following procedures will be followed:

- a) The person receiving the call should elicit as much information from the caller as possible (see below).
 - b) Notify the principal or person in charge.
 - c) Sound the fire alarm to initiate Action LEAVE BUILDING.
 - d) Caution all personnel about picking up any strange objects.
 - e) Notify the District Office and the Sheriff's Departments.
 - f) Notify the local fire department.
 - g) The principal and other volunteers will conduct a search of the buildings after members of the appropriate agencies have arrived.
 - h) Actual removal of the bomb will be left to the appropriate agency.
 - i) An all-clear signal will be given when it is determined the area is safe.
 - j) Students and staff should not return to building areas until the official in charge declares the school safe.
- 2) Bomb Threat Information
- a) Where is the bomb? (building, location)
 - b) What time is it set to go off?
 - c) What kind of a bomb is it? What does it look like?
 - d) Who set the bomb? Why? What is your name? How old are you? Where do you live? Man, woman, or child?
 - e) Approximate age of caller? Speech impediment? Intoxicated? Special Ethnic or other characteristics?
 - f) Background noise - music, conversation, typing, cars, machinery, etc.

Bus Disaster

See Transportation Plan

Disorderly Conduct

See Transportation Plan

Earthquake

EARTHQUAKE

Earthquakes usually strike without warning. The following actions, as time permits, will be accomplished:

- 1) Inside School Building:
 - a) The teacher, or person in authority, implements Action DROP.
 - b) Avoid glass and flying objects. Move away from windows where there are large panes of glass and out from under heavy suspended light fixtures.
 - c) Implement Action LEAVE BUILDING when the earthquake is over. Special consideration should be given to exit routes to avoid any potential hazards.
 - d) Do not light any fires after the earthquake.
 - e) Avoid electrical wires which may have fallen.
 - f) Take roll and render first aid as needed.
 - g) If communication lines are operative, notify the Sheriff's Department and Fire Department.
 - h) Notify PG&E of any down lines or damaged gas lines.

- i) Notify the District and maintain communication if possible.
- j) The principal will determine the advisability of closing the school. If necessary, the principal will try to procure the advice of competent authority about the safety of the building.
- k) The custodian or maintenance department will, as quickly as possible, turn off the electricity, gas, and water. These will remain off until:
 - i) All reasonable danger of aftershock has passed.
 - ii) It has been determined by inspection that there is no damage to any of the systems.
- 2) On School Grounds:
 - a) The teacher, or person in authority, implements Action DROP.
 - b) Stay out in the open areas until earthquake is over.
 - c) Move away from buildings, trees, and exposed wires. DO NOT RUN.
- 3) On the School Bus / Van:
 - a) If possible, the driver will pull to the side of the road away from any buildings and power poles and will issue Action DROP when the students are on the bus. The driver should exercise good judgment when driving in the mountains, carefully selecting where to stop.
 - b) Set handbrake; turn off engine.
 - c) Wait until earthquake is over, then follow procedures d) though l) under "Inside School building."
 - d) Contact the District Office or Emergency Response Manager for instructions.
- 4) Walking To or From School:
 - a) The safest place to stay is in the open.
 - b) Move away from buildings, trees, and electrical lines.
 - c) After the earthquake, continue to school or to home, depending on the time of day.

Explosion or Risk Of Explosion

EXPLOSION OR THREAT OF EXPLOSION

In the event of an explosion at the school or a threat of an explosion such as those caused by the leaking of gas or a faulty boiler within a school building, the following will be accomplished:

- 1) Explosion:
 - a) Action DROP is given.
 - b) If the explosion occurred within a building, or threatened a building, the teachers should immediately implement Action LEAVE BUILDING.
 - c) Sound the fire alarm.
 - d) Move to a safe area and maintain control of the students.
 - e) Render first aid as necessary.
 - f) Take roll.
 - g) Notify the fire department and law enforcement.
 - h) Fight fires without endangering life.
 - i) Notify district Office and maintain communications.
 - j) Notify PG&E of any breaks or outages.
 - k) The school principal will direct further action as required.
 - l) Students and staff should not return to the school until fire officials declare the area safe.
 - m) Provide damage assess/list of injured people to the District Office.
- 2) Threat of Explosion:
 - a) Sound the school fire alarm. This will automatically implement Action LEAVE BUILDING.
 - b) Follow steps d, e, f, g, l, j, k, l, and m under "Explosion."

Fire in Surrounding Area

FIRE NEAR SCHOOL:

In the event of a fire near the school, the principal shall:

- 1) Determine the need to execute Action LEAVE SCHOOL.

- 2) Determine whether the students and staff should leave the school grounds.
- 3) If appropriate, take action to evacuate the buildings and, if necessary, the area.
- 4) Maintain control of the students at a safe distance from the fire.
- 5) Once the building has been evacuated, take roll to determine if any students are missing. If a child is found to be missing, notify the principal and the fire department official.
- 6) Notify the District Office and maintain communications. Determine whether Action DIRECTED TRANSPORTATION or any further action should be implemented.
- 7) Coordinate transportation requirements with the District Office and Director of Operations/Maintenance & Transportation.
- 8) Students and staff should not return to the school until such time as fire officials declare the area safe.

Fire on School Grounds

FIRE WITHIN SCHOOL BUILDING:

In the event a fire is detected within a school building, the following will be accomplished:

- 1) Sound the school fire alarm. This will automatically implement Action LEAVE BUILDING.
- 2) Accompany your class to the designated location for safety of yourself and your students. Be sure to take roll sheet and take roll. Teachers hold up a red card if a student is missing. Teachers hold up a green card if all students are accounted for.
 - a) IN CASE A HALLWAY IS BLOCKED BY FIRE OR SMOKE, THE TEACHER MUST SELECT AN ALTERNATE ROUTE. TAKE YOUR TIME. KEEP CALM TO AVOID PANICKING THE STUDENTS. THINK!
 - b) USE AN ALTERNATE ROUTE ONLY IF THE MAIN ROUTE IS BLOCKED. MAKE SURE THE STUDENTS ARE ALL FAMILIAR WITH THE ALTERNATE ROUTE WITHIN THE FIRST WEEK OF SCHOOL.
- 3) Notify the Fire Department and the Sheriff's Department.
- 4) Maintain control of the students a safe distance from the fire and the fire-fighting equipment.
- 5) Fight incipient fires without endangering life. (Teachers are not fire fighters; their first duty is to secure the safety of their students. The teacher should, however, be aware of the location and operation of a fire extinguisher in or near his or her classroom.)
- 6) Keep access roads open for emergency vehicles. Keep students away from fire lanes.
- 7) Notify the District Office and maintain communication.
- 8) Notify PG&E of suspected breaks.
- 9) The principal will determine whether Action GO HOME, or other action, should be implemented.
- 10) Students and staff should not return to school until fire officials declare the area safe.
- 11) Provide damage assessment/injuries suffered to District Office/County Schools Office/OES.

Flooding

FLOOD

- 1) Weather conditions are usually predicted with a high degree of accuracy. With information thus available in advance, special instructions will be issued as the need arises.
- 2) If information is received that any dams in the area have been damaged, flooding may be imminent.
- 3) Warning:
 - a) Method: County Director of Emergency Services will notify the school(s) by telephone.
- 4) The extent of the flood and the time before it arrives will dictate the course of action taken. The principal may initiate the following emergency actions:
 - a) GO HOME
 - b) LEAVE BUILDING
 - c) DIRECTED TRANSPORTATION
 - d) Provide care for students at school.
 - e) CONVERT SCHOOL
 - f) Coordinate actions with District Office and Office of Emergency Services.
 - g) Provide damage/injury assessment to the District Office and County Schools Office.

SEVERE WINDSTORM

- 1) Warning: From principal for designated authority.
- 2) The U.S. Weather Bureau can usually forecast severe windstorms with a high degree of accuracy. If time and conditions permit, Action GO HOME may be implemented prior to an emergency. However, if high winds develop during school hours with little or no warning, the following emergency actions will be accomplished:
 - a) Implement Action TAKE COVER.
 - b) Students and staff should be assembled inside classrooms or other sheltered areas.
 - c) Close windows and blinds or curtains.
 - d) Remain near an inside wall on the floor, away from windows if possible.
 - e) If time permits, the maintenance department will take in trash cans and tables which could become flying objects of debris.
 - f) Avoid cafeteria and other structures with large roof spans.
 - g) Evacuate classrooms bearing the full force of the wind.
 - h) Keep tuned to a local radio station for latest advisory.
 - i) Take roll and maintain control of the students.
 - j) Notify PG&E of any breaks or suspected breaks, if possible.
 - k) Contact the District Office and maintain communication.
 - l) Provide damage/injury assessment to the office.

Loss or Failure Of Utilities

Severe Windstorm

- 1) Warning: From principal for designated authority.
- 2) The U.S. Weather Bureau can usually forecast severe windstorms with a high degree of accuracy. If time and conditions permit, Action GO HOME may be implemented prior to an emergency. However, if high winds develop during school hours with little or no warning, the following emergency actions will be accomplished:
 - a) Implement Action TAKE COVER.
 - b) Students and staff should be assembled inside classrooms or other sheltered areas.
 - c) Close windows and blinds or curtains.
 - d) Remain near an inside wall on the floor, away from windows if possible.
 - e) If time permits, the maintenance department will take in trash cans and tables which could become flying objects of debris.
 - f) Avoid cafeteria and other structures with large roof spans.
 - g) Evacuate classrooms bearing the full force of the wind.
 - h) Keep tuned to a local radio station for latest advisory.
 - i) Take roll and maintain control of the students.
 - j) Notify PG&E of any breaks or suspected breaks, if possible.
 - k) Contact the District Office and maintain communication.
 - l) Provide damage/injury assessment to the office.

Motor Vehicle Crash

MOTOR VEHICLE ACCIDENT Procedure addresses situations involving Motor Vehicle Crash on or immediately adjacent to school property:

Procedure:

1. School Administrator initiates appropriate Immediate Response Actions, which may include Shelter-In-Place, Lock Down, Evacuate Building or Off-Site Evacuation.
2. School Administrator calls 911, District Maintenance and Operations Department and District Office.
3. Site Administration and/or custodian secures crash area to prevent unauthorized entry.
4. Crisis Center Team checks for injuries to provide appropriate first aid.
5. Any affected areas are not reopened until appropriate agency provides clearance and School Administrator issues authorization to do so.

Pandemic

During a pandemic safety protocols, including the wearing of facial covers, will be in place. Currently, all people indoors on campus 3rd grade and up are required to wear face coverings. Face coverings are strongly encouraged for TK-2nd grade students.

Sanitation

Personal Protective Equipment (PPE)

Health Screening

Social Distancing

Hand sanitizer dispensers are placed throughout the campus.

Disinfecting will be completed daily on high volume touch points throughout the campuses.

Cleaning protocols to ensure proper disinfecting.

The school will limit the sharing of supplies between students.

Face coverings are required as mandated by the State or local agencies.

Food handlers and health care staff will wear personal protective equipment.

Signage will be in place to remind the school community to not enter if they are experiencing any illness symptoms.

Families are recommended to take temperatures daily before going to school.

Anyone with a fever of 100.4 or higher cannot remain on the school campus.

Students and adults should self-monitor for respiratory symptoms such as cough and shortness of breath prior to coming to a school campus daily. Students and adults exhibiting symptoms cannot attend school. Social distancing signage will be in place.

Physical barriers may be installed in high traffic areas where social distancing is not possible.

Classroom furniture / equipment will be arranged for social distancing to the greatest extent possible.

GFUESD is closely monitor the Butte County Public Health.

The district has been working hard to prepare for the reopening of school. To reduce the amount of students in classrooms we have hired additional staff and your child may have a new teacher.

At this time, transportation will not yet be provided. Parents/Guardians will need to bring students to campus daily.

We plan to follow the county guidelines below should the school encounter any of the following scenarios:

Scenario Action

1. A student or staff member either exhibit COVID-19 symptoms, answers yes to a health screening question, or has a temperature of 100.4 or above. Student or Staff: Sent home

Contact Healthcare Provider / Public Health for testing

Cohort Open

2. A family member or someone in close contact with a student or staff member test positive for COVID-19 Student or Staff: Report information to administrator

Contact Healthcare Provider / Public Health for testing, Sent Home, Quarantine

Cohort Open

3. A student or staff member tests positive for COVID-19. Student or Staff: Report information to administrator

Contact Healthcare Provider / Public Health for testing, Sent Home, Quarantine

Families of Students or Staff: Quarantine and Contact Healthcare Provider / Public Health for testing

Cohort CLOSED for 14 days from last exposure

4. A student or staff member tests negative for COVID-19 after any of the reasons in scenarios 1 or 2. Student or Staff: May return to cohort 3 days after symptoms resolve, however must continue isolation if in contact with C19+ family member
Cohort Open
In the event of closure or quarantine, daily distance learning will be provided.

Families can choose from:

Traditional In-Person Instruction: Traditional classroom environment with students attending each day in school with face-to-face instruction with their teachers.

Daily Distance Learning: Online classroom environment with students attending virtually. Students will be required to participate and engage in online learning.

Psychological Trauma

PSYCHOLOGICAL TRAUMA/ AFTERMATH COUNSELING Crisis Management Actions are to be taken during and subsequent to any emergency that may have psychological impact on students and staff, such as act of violence; death of a student or staff member;

earthquake or other natural disaster; serious environmental problem; or ethnic and racial tensions.

Emergencies like those described above usually produce one or more of the following conditions:

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

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

Procedure

1. School Administrator establishes Medical Team, which has primary responsibility for providing necessary assistance after all types of crisis, including psychological first aid.
2. Medical Team assesses range of crisis intervention services needed during and following the emergency.
3. Medical Team provides for or arranges for direct intervention services.
4. If there is need for additional counseling services, School Administrator notifies District Superintendent or Designee.
5. Medical Team advises and assists School Administrator to restore regular school functions as efficiently and as quickly as possible.
6. In performing their duties, Medical Team members provide ongoing assessment of needs and follow-up services as required.

Suspected Contamination of Food or Water

SUSPECTED CONTAMINATION OF FOOD OR WATER

Procedure followed if site personnel report suspected contamination of food or water. 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 possible 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. School Administrator, Cafeteria Supervisor and Custodian isolate suspected contaminated food/water to prevent consumption and restrict access.
2. School Administrator calls 911.
3. Butte County and State of California notification protocols are followed at this time.

4. School Administrator provides list of all potentially affected students and staff.
5. Medical Team and Responding Emergency Personnel assess need for medical attention and provide first aid as appropriate
6. School Administrator maintains a log of affected students and staff and symptoms; food/water suspected to be contaminated, quantity and character of products consumed and other pertinent information.
7. School Administrator confers with all appropriate agencies before resumption of normal operations.
8. School Administrator notifies parents of incident, as appropriate.

Tactical Responses to Criminal Incidents

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)

Unlawful Demonstration or Walkout

1) STRATEGIC WARNING

a. Description and Meaning:

- i. This is a notification that enemy-initiated hostilities may be imminent.
- ii. Dissemination will be by news media – radio, TV, and newspapers. No public warning devices will be sounded.
- iii. No estimate can be made of the duration of a STRATEGIC WARNING condition.
- iv. The warning time may vary from several hours to several days.

b. The following will be accomplished:

- i. Implement Action GO HOME. Notify the District Office.
- ii. Take the necessary steps to close the school and notify District Office when this has been accomplished.

2) ALERT SIGNAL ATTACK PROBABLE

a. Description and Meaning:

- i. Announcement of an EMERGENCY ACTION NOTIFICATION (implement Emergency Broadcast System).
- ii. Indicates confirmed information received that an attack by hostile forces against the North American continent is anticipated. No further information available.

- iii. Dissemination: 3 to 5 minute steady blast on a public warning device; monitor radio receivers, EBS Station.

b. The Civil Defense Plan establishes the following procedures in the event the ALERT SIGNAL is sounded:

- i. Turn on the radio for information and instructions. The local station which is part of the Emergency Broadcast System is KHSL 96FM/1290AM.

ii. Take one of the following actions as directed:

1. Prepare for an attack until the TAKE COVER SIGNAL is heard.
 2. Implement Action TAKE COVER. Take the best possible shelter.
 3. Implement Action DIRECTED TRANSPORTATION through coordination with Director of Operations/Maintenance & Transportation.
- c. The Civil Defense Plan sets forth an automatic response to the Alert Signal. It may be any of the actions listed in ii. above. Specify the action to be taken by the school if an enemy attack occurs during school hours.

3) TAKE COVER SIGNAL ATTACK IMMINENT

a. Description and Meaning:

i. Attack Imminent

1. Receipt of warning from the North American Air Defense Command (NORAD) through the Office of Civil Defense Warning System.
2. Confirmed information that hostile forces have been detected and are committed to an attack against the North American continent.
3. Confirmed information that an allied nation or a United States territory or possession has been attacked with nuclear weapons.
4. Confirmed information that an attack has taken place within the North American continent.

ii. Dissemination:

1. 3 minute warbling, or series of short blasts, on a public warning device.
2. Monitor Radio Receiver, EBS Station.

b. The following will be accomplished:

- i. Execute Action TAKE COVER.

- ii. Turn on the battery-operated AM/FM radio and tune to the local station that is part of the Emergency Broadcast System for official information and instructions (KHSL 96FM/1290AM).
- iii. Take precautions to minimize the possibility of persons being struck by flying objects such as glass and venetian blinds.
- iv. Make contact with appropriate authorities if the shelter has civil defense shortwave radio.
- v. If possible, notify the Office of Emergency Services of the action taken.
- vi. Take roll.
- vii. Plan quiet recreational activities that will relieve tension.
- viii. Remain in the shelter until other action is advised or directed by competent authority.

Emergency Evacuation Map