

# Comprehensive School Safety Plan

*EdCode 32280*



Eastside High School  
Antelope Valley Union High School District

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**EASTSIDE HIGH SCHOOL  
COMPREHENSIVE SCHOOL SITE  
SAFETY PLAN**

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## DRILL LOG

## COMMENTS

[illegible]

# Policies And Procedures





## EASTSIDE HIGH SCHOOL SAFE SCHOOL PLAN

It is the intent of the Board of Trustees of the Antelope Valley Union High School District to provide a safe and secure environment for our staff, students, parents, and guests while at school. Following the plans and procedures written in this Plan is necessary to secure the health and safety of staff, students, and visitors. These procedures comply with the Comprehensive School Safety Plan (CSSP) legislation and the Standardized Emergency Management System (SEMS) developed by the California Office of Emergency Services.

- I. Safe Ingress and Egress
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I. Safe Ingress/Egress of Pupils, parents, and school Employees Safety of students, parents, and school personnel begins with the access to the school site. The following District rules have been instituted to support a safe environment for all:

- All visitors entering our campus are to sign in at the school office.
- All students are to exit and enter vehicles at the designated areas.
- All students are to be in designated areas under adult supervision.
- Students are not to leave the campus unless they have permission.
- Students are not to leave the school campus unless they are being picked up by a parent or authorized person whose name appears on the student's emergency card on file in the school office, or unless a notification is given by the parent in writing. Acceptance of a facsimile with the parent's signature may be approved by the school administration in emergency situations.
- Parents or designee must sign in students coming to school late, and all students leaving before dismissal must be signed out through the attendance office.

### II. Day-to-Day Safe and Orderly Environment

#### A. Standards of Student Behavior

Each year the school publishes a Standards of Student Behavior Guide for students and parents. Students and parents must sign that they have reviewed the rules and agree to follow them during the year. General Rules and Consequences for negative behavior are covered in the rule guide.

#### B. School Dress Code

While the school does not require students to wear school uniforms, students are not allowed to wear clothing that distracts from the purpose of school, or could threaten the health and safety of the student or other students. Students wearing clothing deemed inappropriate to school welfare will be directed to call their parents for assistance in acquiring appropriate clothing for the school day.

Students may be excluded from class until appropriate dress has replaced the original apparel worn by the student. This includes strapless shirts, spaghetti strap shirts (not less than one inch), midriff tops, clothing with x-rated or violent-type messages, inappropriate shoes for physical education, house shoes, etc.

#### C. Physical Education, School Sports Programs

- See School Rules in the Standards of Student Behavior Guide
- Injuries: See (L) Medical Emergencies
- D. Serious Acts Leading to Suspension/Expulsion  
Serious acts, which would lead to suspension, expulsion or mandatory expulsion, include all acts designated in Education Code Section 48900.
- E. Teacher Notification of Dangerous Pupil(s)  
Included in this Safety Plan is a form used to notify teachers as per Ed Code Section 49079, should the pupil be reasonably suspected of engaging, or having engaged in the acts described in Section 48900.
- F. Assessment of School Crime  
The District follows procedures mandated by the Federal and State Government in reporting school crime. The District works on school safety with the Los Angeles County Valley Sheriff's Department, and to reduce and mitigate school crime.
- G. Emergency Planning  
Staff is instructed to pay ongoing attention to the following in order to prevent accidents and injuries to students, parents, staff, and visitors:

#### Non-Structural Hazards

- Shelves, cabinets and bookcases are securely anchored and cannot be pulled over by students, or toppled in an earthquake.
  - Pathways are kept free of hazardous obstructions.
  - Doors maintained so students cannot lock them.
  - All persons must be able to exit through all locked doors.
  - Hot water in sinks is kept at an appropriate temperature for students.
  - Dangerous items such as poisons, medicines, cleaners, etc, which are allowable per health and safety compliance, are stored out of students reach, and have Materials and Safety Data Sheets (MSDS) filed as required.
  - Learning materials are safe (non-toxic, flame-retardant, free of sharp edges, etc.)
- H. Child Protective Service Mandated Reporter Requirements  
Staff are directed to follow the Antelope Valley Union School District Procedures for Assessing Students and Reporting Suspected Physical Abuse, Neglect, Sexual Abuse, which is included in Appendices of this plan.
- I. Sexual Harassment  
Refer to policy on Sexual Harassment
- J. Emergency Supplies
- Director of Security is assigned (see job description) responsibility for August review/restock. Update class lists, fresh batteries, radios, flashlights, etc.
  - Emergency telephone numbers and student medical information are kept up to date in the nurse's office.
  - First aid supplies are kept safely and stocked in the nurse's office.
  - Evacuation procedures and routes are posted near each room exit door.
  - Safe School Plan will be reviewed annually in February and updated.  
( Updated Due March 1 )
- K. Prevention of Illness and Communicable Diseases:

School Personnel are expected to incorporate the instruction of ways to prevent the spread of the common cold, flu, and other communicable diseases. This includes the teaching of appropriate hand washing techniques, good sleeping, exercise, and eating habits, procedures for disposing of contaminated tissues, and appropriate techniques to use for coughing, sneezing, etc.

L. Medical Emergencies:

Accidents:

- See Disaster Plan.

Illness - General:

- I. Check – Patient's temperature should be taken; an overall assessment of the student made by communication with the student and observation by the caregiver.
- II. Call – Parent will be called if student has a fever of 100 degrees or higher; has sore throat or cough; has symptoms that impede learning at school; has symptoms that indicate he/she is contagious to others in the school environment.
- III. Care – Patient should be isolated from peers and made as comfortable as possible. The student's emergency information should be accessed and followed. If no contact can be made to have the child picked up, the school office staff will keep the child in the health office, and if warranted, contact the physician listed on the emergency to determine the most appropriate course of action.

Illness – Communicable Diseases:

The same procedure as those for General Illnesses is to be followed. Cases of certain communicable diseases must be reported to other families whose students attend the same classes. The following diseases must be reported and necessary precautions taken immediately: Meningitis, strep, scarlet fever, infectious hepatitis, head lice, scabies, measles and mumps. The school office will send out the appropriate exposure notices.

M. Student Searches

A search of a student is permissible to support the substantial need of teachers and administrators for freedom to maintain order in the schools. Three elements are usually required for a constitutional school search.

- First, the school must have reasonable grounds to believe the search will produce evidence of a student's wrongdoing.
- Second, the search can't be excessively intrusive in light of the age and sex of the student and the nature of the infraction.
- Third, the search itself must be reasonably related to the reason for searching in the first place. No search will be conducted without first obtaining the permission of the principal or principal's designee, who has reviewed the facts and obtained a legal opinion from the District's legal counsel.

N. Peace Officers Interviewing Students

Law officers regularly visit schools to contact students regarding community problems. School personnel shall make every effort to be cooperative and supportive of law enforcement agencies while meeting the District's responsibility of protecting

the individual rights of students and ensuring that parents have the opportunity to exercise their legal rights.

The following guidelines are presented for use by school personnel.

1. Ascertain the identity and official capacity of the officer; i.e., is the officer seeking a pupil who is a suspect to a crime, or a witness thereto.
2. The officer should be informed that the parent or guardian will be notified and requested to be present. Parent notification of interviews and removals shall not be made in cases of suspected child abuse investigations.
3. Upon objection by the officer, because of time constraints, etc., the Superintendent/Principal or representative should be present during the interview. If such procedure is objectionable to the officer, the parent or guardian should be duly informed and notice made.
4. The school official must recognize the right of the law enforcement officer to take the pupil into custody. Law officers may take a minor into temporary custody without a warrant. When the Superintendent/Principal releases a minor pupil to a peace officer for the purpose of removing the minor from the school premises, the Superintendent/Principal shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to such officer and the place to which the minor is reportedly being taken except as prohibited by law.
5. Student Removal Form

O. Disaster and Safety Drills Fire, Earthquake, Lockdown/Shelter-In-Place Drills will be conducted according to Federal and State compliance mandates.

#### P. Parent Volunteers

- General Information – Classroom teachers solicit volunteers according to annual needs. Job descriptions and related expectations are distributed to parents at Back-To-School Night and throughout the year as necessary for recruitment.
- Health History/Mantoux Skin Test – Negative Verification is required every 4 years of all volunteers who work in the school.
- Parent Field Trip Driver – Must have the following information on file: Proof of Auto Liability Insurance, Negative T.B. Test Verification, Permission granted for school to conduct DMV clearance.

### III. Disaster Procedures

#### SCHOOL CLOSURE PROCEDURES:

- Office personnel will establish a phone tree within the office, and call for student pick up by a person on the authorized list of each student's enrollment form.
- Office personnel will call the public media to announce closure. IT MAY BE NECESSARY TO USE CELL PHONES DUE TO POWER OUTAGE.
- Office personnel will release students to parents who come to pick up their children using the every-day SIGN-OUT procedures.
- Teachers will stay with their students until all students have been picked up or appropriate arrangements have been made by the administration for students not picked

- up.
- If necessary, an assembly area will be set up for students remaining at the school. If necessary, the student sign-out area will be moved from the school office and located as close to the assembly area as is practical. In this case, every student released will be recorded on the Student Release Form.

*Legal Reference:*

*EDUCATION CODE*

*52-53 Designation of schools*

*8240-8244 General child care and development programs*

*8750-8754 Conservation education*

*18100-18203 School libraries*

*41500-41573 Categorical education block grants*

*44500-44508 Peer Assistance and Review Program*

*Management Resources:*

*CDE PUBLICATIONS*

*Voluntary Template for the Single Plan for Student Achievement*

*WEB SITES*

*California Department of Education, Single Plan for Student Achievement:*  
*<http://www.cde.ca.gov/nclb/sr/le/singleplan.asp>*

*Center for Comprehensive School Reform and Improvement:*  
*<http://www.centerforcsri.org>*

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

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Policy adopted: November 13, 1990 (as School-based Management/Site Councils)

Policy revised: May 15, 2002, November 9, 2005

Lancaster, California

**COMPREHENSIVE SAFETY PLAN**

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

Each principal or designee shall ensure the development of a site-level plan, in accordance with law, tailored to the specific concerns of each school. The plan shall take into account the school's staff, available resources and building design, as well as other factors unique to the site.

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

The school safety plan shall be reviewed and updated annually by March 1 of each year. The School Safety Plan shall be submitted to the Superintendent or designee for approval.  
(Education Code 35294.6)

By October 15 of each year, the Superintendent or designee shall notify the State Department of Education of any schools that have not complied with the requirements of Education Code 35294.1. (Education Code 35294.8)

*Legal Reference:*

EDUCATION CODE

231.5 Sexual harassment

32260-32262 Interagency School Safety Demonstration Act of 1985

35147 School site councils and advisory committees

35183 School dress code; uniforms

35291 Rules

35291.5 School-adopted discipline rules

35294-35294.9 School safety plans

35294.10-35294.15 School Safety and Violence Prevention Act

48900-48926 Suspension and expulsion

48950 Speech and other communication

PENAL CODE

11164-11174.3 Child Abuse and Neglect Reporting Act

CALIFORNIA CONSTITUTION

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

*Management Resources:*

**CSBA PUBLICATIONS**

*Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1995, revised 1999*

**CDE PUBLICATIONS**

*Safe Schools: A Planning Guide for Action, 1995*

**COMPREHENSIVE SAFETY PLAN**

*WEB SITES*

*CDE, Safe Schools and Violence Prevention Office:*

*<http://www.cde.ca.gov/spbranch/safety/safetyhome>*

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

**COMPREHENSIVE SAFETY PLAN**

**Development of School Site Safety Plan**

The school site council shall write and develop a comprehensive safety plan relevant to the needs and resources of that particular school. The site council shall consult with local law enforcement in the writing and development of the plan, as well as other school site councils and safety committees, when practical. (Education Code 35294.1, 35294.2)

*(cf. 0420 - School Plans/Site Councils)*

In addition, the school site council may consult with other local agencies as appropriate, including health care and emergency services.

*(cf. 1400 - Relations between other Governmental Agencies and the Schools)*

The school site council may delegate, or if a school site council does not exist, the responsibility for writing and developing a school safety plan to a school safety planning committee. This committee shall be composed of the following members: (Education Code 35294.1)

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

Before adopting its comprehensive school safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the school safety plan. (Education Code 35294.8)

*(cf. 1220 - Citizen Advisory Committees)*

**Elements of the Safety Plan**

The safety plan shall include, but not be limited to: (Education Code 35294.2)

1. An assessment of the current status of school crime committed on campuses and at school-related functions; and



**COMPREHENSIVE SAFETY PLAN**

*(cf. 3515.1 - Crime Data Reporting)*

2. Appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which shall include the development of all of the following:

- a. Child abuse reporting procedures consistent with Penal Code 11164.

*(cf. 5141.4 - Child Abuse Reporting Procedures)*

- b. Routine, emergency disaster, and crisis intervention procedures.

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

*(cf. 3516.1 - Fire Drills and Fires)*

*(cf. 3516.2 - Bomb Threats)*

*(cf. 3516.3 - Earthquake Emergency Procedure System)*

*(cf. 3516.5 - Emergency Schedules)*

*(cf. 3543 - Transportation Safety and Emergencies)*

*(cf. 3515.2 - Disruptions)*

*(cf. 3515.5 - Sex Offender Notification)*

*(cf. 5131.4 - Campus Disturbances)*

*(cf. 1112 - Media Relations)*

*(cf. 9010 - Public Statements)*

- c. Policies pursuant to Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion or mandatory expulsion recommendations.

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

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

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

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

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

- e. A sexual harassment policy pursuant to Education Code 231.5.

*(cf. 5145.7 - Sexual Harassment)*

- f. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel," the provisions of that dress code.

*(cf. 5132 - Dress and Grooming)*

**COMPREHENSIVE SAFETY PLAN**

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

*(cf. 5142 - Safety)*

- h. A safe and orderly environment conducive to learning at the school. A positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management and conflict resolution.

*(cf. 5131 - Conduct)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

*(cf. 6141.2 - Recognition of Religious Beliefs and Customs)*

- i. The rules and procedures on school discipline behavioral expectations and consequences for violations adopted pursuant to Education Code 35291 and 35291.5.

*(cf. 5144 - Discipline)*

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

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

*(cf. 5113 - Absences and Excuses)*

*(cf. 5136 - Gangs)*

*(cf. 5145.12 - Search and Seizure)*

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

*(cf. 5131.6 - Alcohol and Other Drugs)*

*(cf. 5131.61 - Drug Testing)*

*(cf. 5131.62 - Tobacco)*

- k. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for the closing of campuses to outsiders, securing the campus perimeter, and protecting buildings against vandalism. In addition, methods for effective enforcement and prevention may be considered, including the presence of law enforcement on campus.

*(cf. 1250 - Visitors/Outsiders)*

*(cf. 3515 - Campus Security)*

*(cf. 3515.3 - District Police Department)*

**COMPREHENSIVE SAFETY PLAN**

**Evaluation of the Safety Plan**

*(cf. 3530 - Risk Management/Insurance)*

*(cf. 5112.5 - Open/Closed Campus)*

*(cf. 5131.5 - Vandalism, Theft and Graffiti)*

The school site council or safety planning committee shall evaluate, and amend as necessary, the safety plan at least once a year to ensure that the plan is properly implemented. (Education Code 35294.2)

The principal 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 35294.2)

**School Accountability Report Card**

Each school shall report on the status of its school safety plan, including a description of its key elements in the annual school accountability report card prepared pursuant to Education Code Sections 33126 and 35256. (Education Code 35294.6)

THE LOCATION OF THE CLOSEST FIRE EXTINGUISHER IS: \_\_\_\_\_



**Antelope Valley Union High School District Disaster/Incident Reference Sheet**

AVUHSD 44811 N. Sierra Highway, Lancaster, CA 93534 (661) 948-7655. Superintendent – Ext. 225; Educational Services – Ext. 230; Business Services – Ext. 218; Personnel – Ext. 216; Risk Management – Ext. 292; Student Support – 729-2321; Maint. /Facilities – Ext. 290; Transportation 945-3621; AVAE 942-3042; AVHS 948-8552; DWM 948-7555; DWW 943-2091; HHS 538-0304; LnHS 726-7649; LHS 944-5209; PHS 273-3181; PxHS 729-3936; KHS 533-9000; QHHS 718-3100; EHS 946-3800; RRP 944-6510; ROP 575-1000.

**Emergency Phone Numbers (9-9-1-1):** Lancaster Sheriff 948-8466; Fire 948-2631, Palmdale Sheriff 267-4300; Fire 948-2631.

**Operator "0"**

**Principal ext. 1003**

**Campus Security ext. 1151**

**Lock Down (CODE RED):** Please keep in mind that there are times when a decision to evacuate may actually put students and staff in harms way. If the situation dictates that it is best for students to remain locked down in their classrooms, a **CODE RED** will be called an immediate lock down will occur. All doors are to be immediately locked and students who are outside are to come indoors. If a fire alarm is sounding and you hear a verbal/PA command for a **Code Red**, obey the verbal/PA commands. During a **Code Red**, remain in the locked room until directed to leave by the police or school/staff administration.

**General Information:** Always call **Campus Security (1151 or 0)** or one of the numbers listed above. Clearly identify your exact location. If safe, remain on the line and do not hang up. Keep other lines clear for emergency calls. Your school site may well be a crime scene and everyone needs to take steps to preserve the evidence and to identify potential witnesses. Gather roll sheets or other class records for student accountability. Consider the impact on students and your peers. Anticipate the involvement of the school psychologist or district procedures for releasing students. There have been situations where attempted kidnappings have occurred during earthquakes and other disasters.

**Accidents:** If an accident happens near campus or if a student or staff member is seriously injured call the Switchboard. Identify your exact location. Remain calm and respond to the situation.

**Armed Student in Class:** **Do not** confront the student! Wait for the Campus Security. **Do not** attempt to retrieve the weapon! **Do not** restrain or discipline the student! **STAY CALM!** Wait for the Police.

**Bomb Threat:** If available, immediately refer to the "Bomb Threat Checklist" below. Keep the caller on the line as long as possible. Ask him/her to repeat the message. If the caller does not indicate the location of the bomb or the time of the possible detonation, ask him/her for this information. If possible, have more than one person listen in on the call. Alert the principal/site administrator. Keep the matter confidential. Immediately complete the "Bomb Threat Checklist". If you find a suspicious device, immediately contact the principal/site administrator. Anticipate that all students and staff will be evacuated from the danger zone. Be prepared to report the location and an accurate description of the object. If possible, check to see that all doors and windows are open. Expect the police department to examine rooms. Anticipate being asked if you have seen any objects that are out of place or are in places where they do not normally belong. Identify potential witnesses. Please keep in mind that there is a higher probability of an explosion outside of buildings than inside of buildings.

**Earthquake: DURING THE QUAKE:** At first sign of shaking, you should give the **DROP** command. If **Indoors**, everyone should get under a desk or table. If that is not possible, stand next to an inside wall or under an inside doorway. Stay away from computers, televisions, and stacks of books, file cabinets, and other heavy objects. Get as far away from the window(s) as possible. Drop to knees with back to the window(s) and knees together. Clasp one hand firmly behind head, covering neck. Wrap other arm around a table or chair leg. Bury your face in your arms, protecting head. Close eyes tightly. Stay until the earthquake is over. If **outdoors**, staff should direct students away from buildings, trees, poles and wires. Call **DROP** command. Everyone should cover as much skin surface as possible, close eyes and cover ears. If students are **on the way** to or from school, instruct them to stay in the open away from buildings, signs, trees and wires. Do **not** run. After the quake, continue home or to school. **FOLLOWING THE QUAKE, ANTICIPATE AFTER SHOCKS:** Anticipate that all students and staff will be evacuated in an orderly manner using pre-planned evacuation routes. **All teachers should take roll and note missing students or staff.** Students should remain outdoors, in evacuation area, until buildings are declared safe. Be prepared to operate without Police or Fire assistance for an unknown time. Keep in mind (1) the first concern is with physical safety; (2) attention can and should be given to the emotional trauma; (3) everyone will need facts; (4) everyone will need an opportunity to share feelings and experiences; (5) children need to be together with adults, friends or family members; (6) if possible, engage children in activities.

**Fire/Explosion:** The injured should be treated as much as possible while awaiting Police or Fire. Anticipate an evacuation away from threatened buildings using fire drill. Maintain control of students and take roll. If smoke is in the immediate vicinity, instruct students to "Stay low and Exit," crawling to avoid breathing fumes. If no escape is possible, close as many doors as possible between you and the fire. Stuff cracks and openings with wet clothing/rags and avoid fanning flames. Lay on floor to avoid smoke. Wait for help. Identify witnesses. Anticipate being bused to alternative location.

**Gang Fight/Riot/Threatening Group:** Contact the main office immediately. Wait for Campus Security. If there is fighting, do not try to break it up. Identify yourself and issue an order to disperse. Let the police handle the situation. *(For Office Staff): Call 9-9-1-1 and identify your school site and exact location. Stay on the phone with police until they arrive. Relay as much information as possible. Who and how many are involved? Specific location of occurrence? Number of wounded? Weapons involved? Any background knowledge of trouble or participants? Treat injured as much as possible. If possible, remove students from the area. Anticipate that a JCK DOWN will be implemented to contain students in the classroom. If students are out of class, instruct them to report to their next period immediately. Do not disturb the fight area. It is a crime scene. Send the name of potential witnesses to the office. Attempt to calm students. Contact the office with any rumors of potential conflicts or fights.*

**Hostage Situation:** Do not use words such as "hostage", "captives", or "negotiate". Stay Calm, No Confrontation, No Challenges, No Heroics. **IF A CLASSROOM IS TAKEN HOSTAGE:** Obey the suspect's commands. Don't argue or fight. Go into a rest mode. Be passive. Tend to display more restful, sleepy behavior as opposed to being active. Try to calm the suspect and listen to complaints or demands. Once again, do not use words such as "hostage", "captives", or "negotiate". Keep the students calm and don't allow them to agitate the suspect. Ask permission of the suspect in all matters. Make an effort to establish rapport with suspect. Provide your first name. Find out his/her first name and use first names, including the student's first name, throughout the conversation. If you do not know first names, refer to the hostage(s) as boys, girls, men, women, or students. This will help personalize hostage(s) as people rather than objects. Encourage suspect to release everyone. **KEEP ALL RADIOS, TELEVISION SETS, AND COMPUTERS TURNED OFF.** If possible and without increasing risk to yourself, minimize any possibility that the suspect can hear or see "NEWS REPORTS." This could escalate the situation and keeping these devices off may help the situation. Be calm and patient and wait for help. Keep in mind that the average hostage incident lasts approximately six (6) to eight (8) hours and the average barricade incident last approximately three (3) hours. "TIME IS ON YOUR SIDE." Based on the situation and the age of the suspect, anticipate at the point of rescue that all "possible suspects" in the room will be handcuffed by the police department. The police will then make a positive identification of the suspect and release the victims. Anticipate a **LOCK DOWN** to protect student and staff members in their classrooms/offices.

**Rape:** Offer the victim care and first aid until authorities arrive. Avoid destroying any evidence. Do not permit the victim to use the restroom until instructed to do so by the police. Wait with the victim until the site administrator arrives. Identify potential witnesses. If you talk to the victim prior to the police arriving on the scene, restrict the conversation to immediate medical needs. If discussion occurs on the situation, speak only in general terms. **DO NOT DISCUSS THE SPECIFICS** of the case. It is better in court that the initial specific statements about the crime are recorded by the police department and are not heard second hand with you as the witness. Take steps to protect the victim's identify. Protect the "PRIVACY" and "Rights of Confidentiality" of the student and family. Confer with site administrator regarding contacting Child Protective Services.

**Shooting:** At the first indications of shooting, sound of gunfire, loud cracking, popping, banging noises, windows shattering, glass ploding in classrooms, bullets ricocheting: Instruct students to drop to the ground immediately, face down as flat as possible. If you are within 15-20 feet of a safe position, duck and run for it. Move or crawl away from gunfire, trying to create obstruction between you and the gunfire. **IMPORTANT: KEEP IN MIND THAT MANY OBSTRUCTIONS MAY VISUALLY CONCEAL YOU FROM THE GUNFIRE, BUT THEY MAY NOT BE BULLET PROOF AND WILL NOT PROTECT YOU FROM GUNFIRE.** Try to get behind or inside a building and stay down. When you reach a relatively safe area, stay down and do not move. Do not peek or raise your head. If possible, call the office from a classroom, or run to the office (only if safe!) to report the situation. Listen for directions from the Police. **IF INSIDE CLASSROOM (WITH ASSAILANT OUTSIDE):** Duck and cover. Keep students inside. Close and lock the outside door to the classroom. Close the blinds, turn off the lights, and stay on the floor. Call the office (if possible) to report location of the sniper. **OFFICE PERSONNEL:** Duck and cover on the floor, making phone calls from this position. Keep students out of danger. Consider if a **LOCK DOWN** should be implemented to contain those students in their classrooms. **Call 9-9-1-1. Identify your school site and exact location.** As Police are in transit, relay information: Is suspect still on-campus? Where did he/she go? Specific location of occurrence. Number of wounded. Description of all weapon(s), dangerous object(s) and any visible ammunition. Describe suspect(s) if known. **LOOK FOR MULTIPLE WEAPONS AND REPORT ALL WEAPONS.** Any shots fired? Describe sound and number of shots fired. Keep the P.A. System on to provide instant announcements.

**Suicide/Threat:** Suicide rarely happens without some warning to someone. Staff and faculty need to take all comments about suicidal thoughts seriously, especially if details of a suicide plan are shared. **Verbal Suicide Threat:** If a student suggests he/she is thinking about committing suicide in the near future: **LISTEN! SHOW YOU CARE! GET HELP!** Trust your feelings that this student may be self-destructive. Notify the office immediately. They will contact the counselor and/or school psychologist. **Under no circumstances should an untrained person attempt to assess the severity of suicidal risk.** The psychologist will notify the student's parent, guardian or other emergency contact. **When a Student is Threatening Suicide on Campus and Has a Lethal Weapon Available:** Stay with the student. Remain calm. Get vital information if possible. Clear other students from the scene. Assure the student that he or she has done the right thing by talking to you. Get the student to talk. Listen! Listen! Listen! Repeat back! Speak in a calm low voice. Make a mental note of what the student says. Monitor the student's behavior constantly. Try to get the student to agree to a verbal "no suicide" contract. ("I will not kill myself before talking to a counselor.")

Prepared by Risk Management/Campus Security 8/02

## Bomb Threat checklist

1. If you observe a suspicious object or a potential bomb on campus. **DO NOT HANDLE THE OBJECT.** Clear the area and immediately call campus security at "1151, 0".
2. Any person receiving a phone call that a bomb or other explosive device has been placed on campus is to ask the caller:
  - a. When is the bomb going to explode? \_\_\_\_\_
  - b. Where is the bomb located? \_\_\_\_\_
  - c. What kind of bomb is it? \_\_\_\_\_
  - d. What does it look like? \_\_\_\_\_
  - e. Why did you place the bomb? \_\_\_\_\_
3. Keep talking to the caller as long as possible and record the following:
  - a. Time of call. \_\_\_\_\_
  - b. Age and sex of the caller. \_\_\_\_\_
  - c. Speech pattern, accent. \_\_\_\_\_
  - d. Emotional state. \_\_\_\_\_
  - e. Background noises. \_\_\_\_\_
  - f. Is the voice familiar? Who did it sound like? \_\_\_\_\_
  - g. Other \_\_\_\_\_
4. Immediately notify campus security at "1151,0 " and supply them with the information above.
5. If the bomb threat is received by mail, do not further handle the letter, envelope, or package. Vacate the area at once, immediately notify campus security at "1151, 0".

## CAMPUS DISTURBANCE PROCEDURES

Only three people can call codes: The Director of Security, On Scene Administrator (OSA), and the Principal.

### Defcon I

1. All conditions normal
2. Follow routine daily assignments and maintain vigilance

### Defcon II

1. Heighten alert.
2. Follow routine daily assignments but at a higher awareness of potential disruption.
3. Report all suspicious activity.

### Defcon III

1. Clear radios – minimal discussion, only about incident.
2. All personnel report to assigned posts.

MS TEPPER	Roving
MR. NAJAR	Roving
Ms..Stanley	Administration (notify nurse and attendance), then to cafeteria
Ms SCHMIDT	Respond to incident, then to command post
Mr. MERCIER	Respond to incident, then to command post
Ms. Robison	Using the intercom, have teachers return to their rooms and notify the Principal.
Director of Security	Respond to incident and coordinate response.
AP Secretary	Manage all incoming and outgoing communications
VP Secretary	Report to cafeteria with appropriate paper work
VP Secretary	Report to cafeteria with appropriate paper work
Attendance Secretary	Assist where needed in the office/cafeteria
Attendance	Assist with incoming phone calls
Security	Assist where needed under direction of Director of Security
Teachers	Return to classrooms and <b>DO NOT RELEASE STUDENTS</b> until Defcon I/II is called.
Day Custodian I	Administration building gate. Lock & monitor egress of emergency personal
Maintenance I	Prepare to turn off gas and electrical systems, if necessary
Maintenance 2	Assist Maintenance as needed
Cafeteria Manager	Lock doors and secure money.
Cafeteria personnel	Lock doors and secure merchandise
Student store supervisor	Lock doors and secure money.
Truancy Officer (CAW)	Report to Cafeteria
All Available Coaches	Secure the locker rooms and observe PE area. Stay with class. If you have no class, help on campus detaining students.
Library	Lock doors

### Defcon IV

1. Close and pin all steel gates. **Do not lock gates.** Allow egress of emergency personal.
2. Teachers remain with students and lock doors.
3. Bring all disruptive students to the cafeteria and suspend.
4. Principals secretary to call Sheriff, if LASD liaison deputy is not present

Administration will assess the situation. Participants who refuse to disperse may be taken to the cafeteria to be assessed and possibly arrested in violation of the State Penal and Education Codes.

## DUTY ASSIGNMENTS DURING EMERGENCIES

Every staff member has a responsibility in an emergency to perform certain duties. Specific assignments are outline here and in the various emergency teams sections.

**ADDITION, ALL SCHOOL PERSONNEL ARE MANDATED BY THE GOVERNMENT AS DISASTER SERVICE WORKERS AND MAYBE ASKED TO REMAIN ON SITE FOR UP TO 72 HOURS. ONLY A SCHOOL ADMINISTRATOR OR ABOVE MAY RELEASE YOU FROM THE OBLIGATION. FAILURE TO COMPLY IS A FELONY (PER P.C. 3100).**

**Principal-** is responsible for the control and welfare of the staff and students. He directs the staff in the implementation of EMERGENCY PROCEDURES and directs the assignments of duties, as outlined.

**Administrators (AP, VP, and Dean) -** Assist with evacuation, communications, and coordination of classes in assembly area. Use cell phones and radios. Monitor evacuation assembly areas. Communicate between Command Post, staff, and students. Administrators are responsible for obtaining roles sheets from instructors and accountability of students.

- ◆ Maintain availability of runners to assist in communications, if necessary.

**Counselors-** assist in clearing all staff and students from the administration area and then report to the 1<sup>st</sup> Aid station for further instructions.

**The Director of Security-** under direction of the Principal will assume overall direction of disaster procedures. He will, among other things, do the following:

- a. Cause the evacuation of the staff and students when their safety is at risk.
- b. Cause the staff and students to relocate to designated areas of safety within the school when such action is deemed necessary.
- c. Direct the Emergency Response Teams (ERT)

**Security Personnel-** Assist with prompt evacuation of staff and students.

- a. Sweep school to ensure that all personnel have evacuated then report to your Emergency Response Team, as required.
- b. Assist in directing Community Emergency services
- c. Secure perimeter of campus, as directed

**Emergency Response Team (ERT) -** Designate campus staff having been trained to participate on the ERT. Team members will do the following:

- a. Conduct search and rescue operations
- b. Survey buildings for damage and re-entry
- c. Perform first aid
- d. Establish long term care priorities

**Attendance Clerks-** bring attendance role sheets and student schedules to the Command Post. In addition, they are to control the proper release of students to authorized parents or guardians. In the event of releasing students to parents, setup a release station.

**Faculty-** instructors are responsible for the direct supervision of their class. Each instructor will do the following:

- a. Direct the evacuation of students to designated areas, in accordance with written notification (Emergency Evacuation procedures) or orders from their superior.
- b. Seek medical attention for injured students.
- c. Report the names of any students who are unaccountably absent.

**Designated Facilities Services personnel-** will be responsible for the use of emergency equipment, handling of supplies, and the safe use of available utilities. They will do the following:

1. Maintenance
  - a. Check all main valves for proper utility services for gas, water, and electricity.
  - b. Check the Emergency generator or other power generators
2. Custodians
  - a. Survey the area of responsibility and report damage to the Emergency Command Post.
  - b. Assist in rescue operations, as required.
  - c. Assist in fire-fighting activities, if asked to do so.
  - d. Assist in controlling main shut-off valves for gas, water, and electricity.
3. Grounds
  - a. Assist with evacuation
  - b. Make sure all fences and evacuation points are open
  - c. Sanitation Team members - see Sanitation requirements



**Site Data Technician-** bring to commands post updated lists of all enrolled students that include names, phones numbers, and emergency contact information.

**Administrative Secretarial staff-** will operate telephones and act as messengers and couriers when directed.

- a. Athletic secretary- responsible for bringing sports roster and schedules and being able to ascertain if staff or students are away on field trips.
- b. Activities- Responsible for employee directory, activity calendar and schedules, and be able to ascertain if staff or students are away on field trips.

**Secretaries and general office staff-** will assist and provide for the safety of essential school records, documents, and assist where requested.

**Medical staff-** will administer first aid as needed. Bring first aid supplies and equipment to triage area.

**Cafeteria personnel-** Food services will make personnel, food stock, and water available to the emergency Command Post whenever feeding becomes necessary during a disaster.

**Switchboard-** is to be accountable for visitors that have signed in.

- a. Notify Community Emergency Services before evacuation, when directed.
- b. Take maps of school indicating utilities, floor plans, chemical shut off valve, etc

## **EHS Athletic/After Hours Emergency Plan**

Listed below are the steps necessary to handle most athletic injuries and emergencies in the stadium, practice fields, and gym areas after normal school hours. The school's chain of command will be follow in the discussion and responsibility making process during emergencies. This person will also be responsible for notifying the principal of the school.

### **WHO MAKES THE 911 CALL?**

A supervising administrator or designee covers all athletic events, with the exception of practice sessions. Many coaches carry cell phones with them during practice and this may be the most efficient method of communication. Coaches will be calling "911" during actice in most cases and an administrator or the designee, will be making the call most of the time from scheduled athletic events.

### **WHO WILL DIRECT THE EMERGENCY VEHICLES TO THE PROPER LOCATION?**

During an athletic event, security will probably direct the emergency vehicle to the site of the injury. During practice this procedure will be handled by coaching personnel or security personnel on duty. If neither is present send a responsible person.

### **WHO HAS THE ATHLETES PINK EMERGENCY CARD?**

Coaches have access and are responsible for the players pink emergency card during practices and games.

## **SWIMMING**

### **AWAY EVENTS**

The home team's school is responsible for the overall responsibility of the event. However, the head coach is responsible for the safety and security of the EHS team and students when an administrator or designee is not present. The Head Coach is responsible maintain the Pink emergency cards for all away events.

## EMERGENCY RESPONSE TEAM (ERT)

esignate campus staff having been trained to participate on the ERT. Team members will do the following:

1. ERT personnel are to know the locations of and how to:
  - a. Conduct search and rescue operations
  - b. Survey buildings for damage and re-entry
  - c. Perform first aid
  - d. Fire extinguishers
  - e. First Aid equipment
  - f. Flashlights
  - g. Emergency Cut-off for utilities
  - h. Search and Rescue equipment
2. While investigating, all ERT's are to *listen* for trapped or hurt people while visually checking rooms.
  - a. Use caution, as building may be unstable, structurally damaged and hazardous.
  - b. Proceed quietly as possible in order to hear calls for help.
  - c. Upon entering the area, call out and wait for an answer. Then proceed with the inspection of the area.
  - d. Remain in continual voice communication with other members of the ERT.
  - e. Are not to endanger themselves or others
3. Inform Director of Security of any concerns and status.
4. Provide emergency rescue operations to retrieve trapped and injured people from damaged buildings and structures
5. Establish long-term care priorities
6. Secure buildings and structures from further degradation to protect life until professional services arrive on scene.
7. If you are assigned to a class, hand over the responsibility to a near by teacher. Security persons are to follow instruction of the Director of Security before reporting to their ERT's.

**Team Members:**

<p><u>Team #1</u>          TL – Gabriel F. Canett          Eddie Moise          Clinton Edd</p> <p><u>Location</u>          Assemble at          Admin Building</p>	<p><u>Team #2</u>          TL – Scott Fish          Day Custodian 1          Day Custodian 2</p> <p>Paquita Diaz</p> <p><u>Location</u>          Assemble at          Admin Building</p>	<p><u>Team #3</u>          TL –Lisa SCHMIDT          Sheri Machin          Rosie Paez          Olga Magana          Available Counselors</p> <p><u>Location</u>          Assemble at          Designated triage          ( depending on incident)</p>	<p><u>Team #4</u>          TL – MERCIER          Jorge Vega</p> <p>Terry Rasch          Claudia Morales</p> <p><u>Location</u>          Assemble at          Admin Building</p>
<p><u>Team #5</u>          TL – Kathryn Stanley          Stephanie Garcher          Wendy Maldonado</p>			

## FIRST AID TEAM

Team members are to maintain current CPR and First aids certificates. This may be the only medical attention available for 72 hours or more.

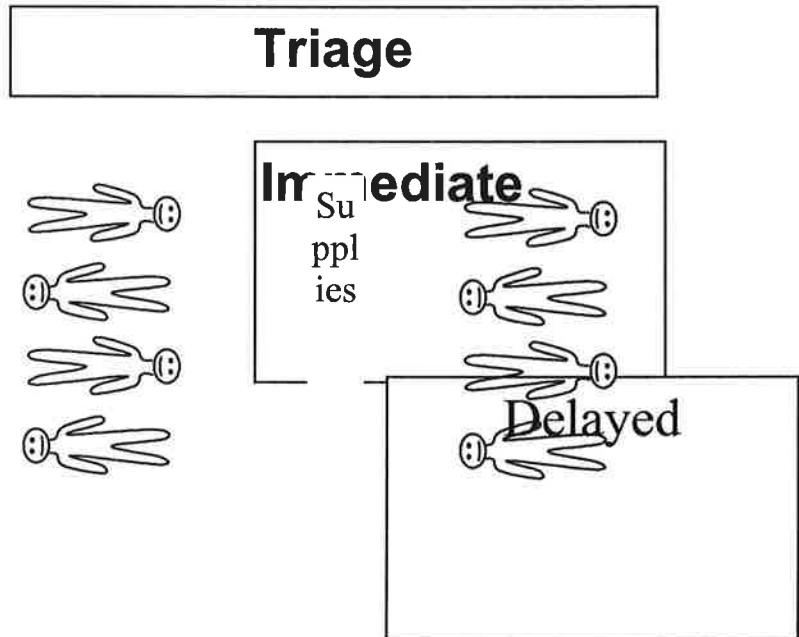
1. Team members should know the location of First aid equipment and supplies.
2. Activate a triage and administer first aid as necessary.
3. Supervise use of and distribution of first aid supplies.
4. Counselors- Assist with transporting, caring, and comforting the mentally and physically injured
5. Notify administration of condition of staff and students.
6. Assist emergency services with injured.
7. If you are assigned to a class, hand over the responsibility to a near by teacher.

### Team Members:

Rosie Paez-Team leader  
Olga Magana  
Sheri Machin  
All One-on-One Aides  
All Counselors

#### Location

**Outside room Cafeteria**



## FOOD TEAM

Food services will make personnel, food stock and water available to the emergency Command Post whenever feeding becomes necessary during a disaster.

1. Collect all food and place in one area near the command post.
2. Devise a cooking and preparation plan prior to an emergency.
3. Have utensils and cooking equipment available for a prolonged emergency.
4. If you are assigned to a class, hand over the responsibility to a near by teacher.

### Team Members:

Cafeteria Manager -Team leader  
All Cafeteria staff

#### Location

**Field**

## **MORGUE TEAM**

There is to the high probability of deaths in any major disaster. In the event of isolation and fatalities, an area must be set aside for placement of bodies. It will also be necessary to place covers over the bodies. Large leaf/garbage bags may be used for the initial containers.

1. The morgue site will be away from the triage/first aid area, locate the morgue in a safe building or room. It will be necessary in a prolonged emergency to move the bodies to the freezer in the cafeteria, if safe.
2. Cover the bodies with a tarp or large plastic bags and weigh down to avoid blowing off.
3. Attach cards or pin identification card for identifying proposes.
4. Keep all unauthorized persons away from the area.
5. If you are assigned to a class, hand over the responsibility to a near by teacher.

### **Team Members:**

**Rosie Paez-Team leader  
Nurse**

**Location  
Outside of Admin Building**

## **SANITATION TEAM**

Task to provide toilet facilities in the event of a prolonged disaster where no functioning toilets are available.

1. Location of this area should be well away from other areas, and separated by sexes.
  - a. Dig a pit in a rectangular shape, 3 to 4 feet long, as narrow as possible and 23" to 30" deep. It is more efficient to straddle the pit for use. Leave the dirt close by, with and available shovel. After use, a small amount of dirt thrown on will help with flies and odor. If lime is available, an occasional shovel full thrown into the pit discourages flies, keeps odor down, and increases waste biodegradation.
  - b. Privacy curtains, made from any opaque material, may be used.
2. Know where to find: Toilet paper, shovels, lime, and material for privacy curtains.
3. If you are assigned to a class, hand over the responsibility to a near by teacher.
4. Sanitation teams will only come into action during extended disasters only.

### **Team Members:**

**Maintenance Crew**

**Location  
Field**

## **WATER DISTRIBUTION TEAM**

The most critical survival item (other then immediate 1<sup>st</sup> aid) is water. If water mains are broken at any point from the source of supply to the source of delivery, the water is contaminated. Water purification materials should be stored along with other emergency supplies.

1. Periodically survey the water supply. This will include trapped water in the hot water and toilet tanks, or any other area of reserve.
2. Become familiar with water purification methods.

In an emergency:

1. Curtail use of all water immediately
2. No water should be considered safe to drink until it has been purified before drinking.
3. Collect all stored water and place it in one area.
4. Devise a distillation plan. Keep in mind the water may have to sustain your site personnel for an extended period of time.
5. Have cups or other drinking vessels available.
6. If you are assigned to a class, hand over the responsibility to a near by teacher.

### **Team Members:**

**Cafeteria Manager -Team leader  
All Cafeteria staff**

**Location  
Field**

## MEDICAL AND FIRST AID

1. In the case of injury or illness, contact campus security at "1151, 0" immediately.
  - a. Give your name
  - b. Describe the nature of the medical emergency
  - c. Location of injured person.
2. **LifeSavers** -- Treat injuries in this order
  - a. 1- Airway
    - ◆ Open airway - Head tilt/chin lift look, listen and feel for breathing
    - ◆ Sweep for tongue
    - ◆ Roll on side place object in center of back to maintain airway
  - b. 2- Bleeding
    - ◆ Direct pressure
    - ◆ Elevation
    - ◆ Pressure points
  - c. 3- Shock
    - ◆ Insulate from ground
    - ◆ Elevate the feet
    - ◆ Keep warm
  - d. 4- Minor injuries - Contact nurse at ext. 1043 , or a triage station
3. Continue to assist person(s) until help arrives.
  - a. Determine extent of injuries or probable cause of illness.
  - b. Protect and treat injured from all disturbance, reassure person, and do not move unless absolutely necessary.
  - c. Look for emergency ID, question witness and give all information to emergency personnel, campus security, or nurse.

### ASSISTING A HEARING IMPAIRED PERSON IN AN EMERGENCY

1. Flash lights on and off, wave or tap the shoulder of the deaf or hard of hearing person to alert him/her to an emergency.
2. Face deaf person directly and speak clearly and naturally, even if interpreter is present. He/she may be trying to read your lips. He/she will also know to whom you are speaking too.
3. Have a pad and pencil available so that both of you understand the same message; this is especially necessary if you cannot understand his/her speech. Write clearly and allow the deaf person to read as you write.

### ASSISTING A PERSON WITH LIMITED MOBILITY IN AN EMERGENCY

Students using a wheelchair and other who cannot manage stairs should go to the area in front of their room and WAIT for campus security or designated aides who expect to find them THERE. Campus security or designated aides will assist the person down the stairs.

### ASSISTING A BLIND PERSON IN AN EMERGENCY

Assign a "buddy" to assist in the evacuation and following regular procedures.

### SEIZURE

1. A person may move violently. Breathing may stop in some seizures, or the person may bite his or her tongue so severely that it blocks the airway. Do not attempt to force anything into the person's mouth. You may injure the person and yourself. Protect the person from injury during the seizure.
2. During the seizure:
  - a. You cannot stop the seizure. Call for help. Let the seizure run its course. To avoid injury, help the person to lie down and keep from falling. Loosen restrictive clothing. Use no force. Do not try to restrain a seizure victim.
  - b. **Do not put anything in the persons mouth**
3. After the seizure:
  - a. Check to see if the person is breathing. If he/she is not give mouth-to-mouth resuscitation immediately.
  - b. Check to see if person is wearing an medical alert bracelet or necklace
  - c. Check to see if the person has burns around the mouth, this would indicate poison.

### MOUTH-TO-MOUTH RESUCITATION

1. Place the person on their back
2. Tilt the person's head back by place one hand on the person's forehead and gentle lifting the chin and open the airway.
3. Close the persons nostrils with your fingers
4. Inhale and place your mouth over person's mouth
5. Exhale until person's chest expands
6. Repeat every 5 seconds
7. Keep trying until qualified help arrives
8. If a problem with breathing arises check airway for obstruction.

## POISON AND OVERDOSE

1. Call campus security at "0, 1151 "
2. Determine what substance is involved and how taken
3. Stay with person and assist as necessary  
If choking, lower head or roll on to victim's side

## FAINTING, INCONSCIOUSNESS, AND SHOCK

1. Call campus security at "0, 1151 "
2. Have person lie down or sit down and rest
3. Keep person comfortable, not hot or cold
4. Keep person on side if unconscious
5. Ask or look for emergency ID
6. Treat other injuries as necessary.

## BURNS, THERMAL AND CHEMICAL

1. Call campus security at "0, 1151 "
2. Immerse burned area in cold water
3. Flood chemical burn with cool water
4. Cover burn with dry, clean bandage
5. Keep person quiet and comfortable

## SEVERE BLEEDING AND WOUNDS

1. Call campus security at "0, 1151"
2. Apply direct pressure on wounds
3. Use a clean cloth or hand
4. Elevate body part
5. Add more cloth if necessary. Do not remove soaked cloth
6. Keep pressure on until qualified help arrives

## CHOKING

1. With person either standing or sitting, stand behind and place your arms under the person's armpits and around the chest. Place the thumb of your fist on the middle of the breastbone. Be sure that your fist is centered on top of the breastbone and not on the ribs. Also, make sure that your fist is not on the lower tip of the breastbone.
2. Grasp your fist with your other hand and give backward thrusts.
3. Give thrust until the obstruction is cleared or until the person loses consciousness. You should think of each thrust as separate attempts to dislodge the object.  
If person loses consciousness look to see if you can remove the object and perform a finger sweep of the mouth.
5. Then perform mouth-to-mouth resuscitation until the person starts breathing on his/her own or until qualified help arrives.

## HEART ATTACK

1. Call campus security at "0, 1151"
2. Help person to a comfortable position
3. Give mouth to mouth resuscitation or CPR as necessary
4. Keep person comfortable, not hot or cold
5. Ask or look for emergency ID

## FRACTURES AND SPRAINS

1. Call campus security at "0, 1151"
2. Keep person still
3. Keep injured area immobile

# EMERGENCY EVACUATION

## ROUTES AND PROCEDURES

- 1) Evacuate rooms calmly using the "Buddy system"- when the evacuation alarm rings. Your designated "Buddy" is the teacher on both sides of your classroom. As your exit your classroom, communicate with your "Buddy" your status.
  - a) Teachers are to take "attendance folder".
    - i) Teachers are to maintain updated duplicate role sheets in their "attendance folder". Take both role sheets (original and duplicate) with you.
    - ii) On the outside of the "attendance folder" shall be, clearly written and in large font, the last name of the teacher.
  - b) Ensure that all students are out of the class - Teacher should be the last person out.
  - c) Stand at doorway of the classroom-checking students as they leave for injuries.
  - d) After the last student leaves the class check the room for injured students, if a injured student is down, notify your "Buddy" in the classroom next to yours that you have an injured person and that you are going to start 1<sup>st</sup> Aid and instruct them to take charge of your students by escorting them to the field.
    - i) Perform **LifeSavers** -- Treat injuries in this order
      - (1) Airway
        - (a) Open airway - Head tilt/chin lift look, listen and feel for breathing
        - (b) Sweep for tongue
        - (c) Roll on side, place object in center of back to maintain airway
      - (2) Bleeding
        - (a) Direct pressure
        - (b) Elevate feet
        - (c) Pressure points
      - (3) Shock
        - (a) Insulate from ground
        - (b) Elevate the feet & keep them warm
      - (4) 4- Minor injuries
    - ii) After treating injures, which should only take a few minutes, report to administration and then go to your classroom location at the field.
- 2) The teacher taking charge of the rest of your class, will report to administration via runner to the command post or to the nearest person with a radio that "in classroom   #   there are   #   students injured". **Do not wait to take role, send the person immediately.** Administration will send a ERT to that location
- 3) Leave doors locked.
- 4) Stay on the sidewalk and do not block driveways or remain in parking area. Assemble by class or office. Students are to stay with their teacher and not stray.
- 5) Walk calmly with students to the evacuation area.
- 6) Once at the Evacuation site.
  - a) Hold up the "attendance folder" to aide students whom are looking for your class. Do this until all students are accounted for.
  - b) Take role.
  - c) Instruct a reliable and trustworthy student to deliver role sheets (original and duplicate) to the administrator in charge in your evacuation area without delay. Teachers are to remain with students.
  - d) Inform Administration of all missing students.
- 7) **Stay with your students and hold class in assigned area until release bell rings.** Do not allow students to change groups at any time.
- 8) Walk students back to class in a group.
- 9) Take role and report any missing students to the VP/ Security.
- 10) **Teachers who are on Prep. periods, are to report to the administration area.**
  1. All One-on-One Aides are to assist all handicapped students to their evacuation sites and then report to the 1<sup>st</sup> aide station
  2. Wheelchair students are to stay with their class and teacher.

If an emergency occurs before/after school, during snack or lunch, or at any time that students are not in an assigned classroom. Students need to be advised, in advance, that they should report to their homeroom evacuation location. Teachers will hold up their "COLORED EMERGENCY FOLDER" at their assigned location to assist students in locating their homeroom.

### **Administration Buildings**

Exit to the front of the school, then to the athletics fields via a safe route.

Administrative areas of responsibility:

Ms. Tepper – Command post as designated by the situation.

MR NAJAR- Evacuation assembly area in the Athletic field

Ms. SCHMIDT -. Triage & 1<sup>st</sup> aide station ).

Ms. Stanley - Evacuation assembly area in the Athletic field.

Mr. MERCIER - Evacuation assembly area in the Athletic field

Administration offices staff- be prepared to assist when and where needed.

Attendance- assembles near front gate. Take class schedules with you and coordinate with an administration in locating students.

In the event of releasing students to parents, setup a release station.

Nurse- Bring student and staff medicine, emergency cards, and 1<sup>st</sup> aid supplies to the triage area.

Counselors - Assist nurse with supplies and wheel chairs. Assemble in triage area then assist with 1<sup>st</sup> Aid and psychological cases.

### **All Class Rooms, Library, Student store**

Exit your room and follow your emergency plan map to your assigned evacuation location. Maintain your students as a group, so that attendance can be taken. This will assist in any search effort that may need to be conducted.



## EASTSIDE HIGH SCHOOL SAFETYPLAN

### LOCKDOWN PROCEDURES

**(Lock Down):** Please keep in mind that there are times when a decision to evacuate may actually put students and staff in harm's way. If the situation dictates that it is best for students to remain locked down in their classrooms, a **VERBAL PA ANNOUNCEMENT** will be called for an immediate **LOCK DOWN**. All doors are to be immediately locked and students who are outside are to come indoors. If a fire alarm is sounding and you hear a verbal/PA command for a **Code Red**, obey the verbal/PA commands. During a **LOCKDOWN**, remain in a locked room until directed to leave by the police or school/staff administration.)

#### TEACHERS AND STAFF - RESPONSIBILITIES

MOVE ALL STUDENTS INDOORS TO THE NEAREST ROOM. DO SO AS QUICKLY AND SAFELY POSSIBLE.

CLOSE AND LOCK ALL DOORS DO NOT OPEN UNLESS YOU ARE ABSOLUTELY SURE IT IS SAFE TO DO SO, ONLY TO ALLOW STUDENTS OR STAFF TO SAFETY.

LISTEN FOR ANNOUNCEMENTS VIA THE PA SYSTEM AND OR YOU WILL BE ISSUED UPDATES VIA THE AVUHSD EMAIL SYSTEM.

KEEP STUDENTS CALM AND ABOVE ALL DO NOT ALLOW STUDENTS OUT OF THE ROOM UNTIL YOU HAVE RECEIVED AN "ALL CLEAR" FROM SCHOOL ADMINISTRATION.

#### SECURITY – RESPONSIBILITIES

SWEEP THE CAMPUS AND DIRECT ANY STUDENTS TOWARDS THE NEAREST ROOMS, DO NOT ALLOW STUDENTS TO LOITER OUTSIDE.

CLOSE ALL GATES TO THE BUILDINGS AND GROUNDS.

REPORT TO YOUR ASSIGNED AREAS, REPORT VIA RADIO TO THE DIRECTOR WHEN YOUR AREA IS LOCKED DOWN AND ALL STUDENTS ARE SAFELY IN CLASSROOMS.

GET INTO A CLASSROOM OR OFFICE BEHIND LOCKED DOORS.

MONITOR THE RADIO AND AWAIT FURTHER INSTRUCTIONS. REPORT ANY PERTINENT INFORMATION TO THE DIRECTOR. KEEP RADIO "TRAFFIC TO A MINIMUM" MAINTAIN RADIO DISCIPLINE.

#### ADMINISTRATION OFFICE – RESPONSIBILITIES

DESK PERSON, CLOSE AND LOCK FRONT AND BACK DOORS INTO THE ADMIN BUILDING ADVISE ANY STUDENT TO STAY IN THE OFFICE AND DO NOT ALLOW ONTO MAIN CAMPUS. DO NOT ALLOW ANY VISITORS IN THE DOORS ONCE LOCKED. MONITOR THE PHONES AND RADIO FROM BEHIND THE DESK IN A SAFE LOCATION.

PRINCIPAL AND ADMIN STAFF REPORT TO THE PRINCIPALS CONFERENCE ROOM AND ASSEMBLE THERE. (THIS WILL BE THE COMMAND CENTER) THE PRINCIPAL, DIRECTOR AND SHERIFFS DEPARTMENT WILL MONITOR AND ASSESS THE SITUATION FROM THERE.

ALL OTHER OFFICE AND SUPPORT STAFF STAY IN YOUR OFFICES AND WAIT FOR INSTRUCTIONS BY TELEPHONE OR EMAIL.

AN ALL CLEAR WILL BE ANNOUNCED VIA THE PA SYSTEM BY THE PRINCIPAL OR ADMIN STAFF ONCE THE SITUATION HAS BEEN DEALT WITH AND IT IS SAFE TO DO SO.

ALL PERSONS SHOULD STAY PUT UNTIL AN ALL CLEAR IS ISSUED VIA THE PA SYSTEM.

## SECURITY EVACUATION ASSIGNMENTS

THE FOLLOWING IS INFORMATION FOR ALL SECURITY PERSONELL DURING A REAL EMERGENCY OR DRILL IE: FIRE , EARTHQUAKE , WHEN AN EVACUATION OF THE FACILITY IS NESSESSARY TO PROTECT THE LIVES OF ALL STUDENTS , STAFF AND YOURSELVES. THE FOLLOWING ARE GUIDELINES TO PROMOTE THE ABOVE SAFELY AND EFFICIENTLY.

*AREAS 1 STEPHANIE GARCHER AND 2 LEAH VARELA:*

1:OPEN THE MAIN GATES NEXT TO THE C BUILDING ON THE EAST AND WEST SIDE TO ENABLE EVACUATION ROUTES TO THE REAR OF C BUILDING.

2:DIRECT STAFF AND STUDENTS IN YOUR AREA TO THE REAR OF C BLDG TO THE EVAC AREA.

3: SWEEP THE FLOOR ROOM BY ROOM AND ANNOUNCE VIA RADIO WHEN YOUR AREA IS CLEAR.

4. AWAIT FURTHER DIRECTIONS FROM THE EVAC AREA.

*AREAS 3 EDDIE MOISE AREAS 4 TERRY RAGLAND*

1: DIRECT STAFF AND STUDENTS IN YOUR AREA TO THE REAR OF C BLDG TO THE EVAC AREA.

2: SWEEP THE FLOOR ROOM BY ROOM AND ANNOUNCE VIA RADIO WHEN YOUR AREA IS CLEAR.

3: AWAIT FURTHER DIRECTIONS FROM THE EVAC AREA.

*AREA 5 CLINT EDD/ WENDY MALDONADO*

1: RESPOND TO LIBRARY AND DIRECT STAFF AND STUDENTS TO THE REAR OF C BLDG. TO EVAC AREA.

2: ASSIST WITH FLOOR SEARCH ROOM BY ROOM WITH UPPER AND LOWER FLOORS ASSIST JOGE VEGA WITH THE E BLDG EVAC.

3: AWAIT FURTHER DIRECTIONS FROM THE EVAC AREA.

*AREA 6 JORGE VEGA (MOBILE)*

1: RESPOND TO F BLDG AND ADMIN BLDG. DIRECT STAFF AND STUDENTS TO THE EVAC AREA. IF E BLDG IS OCCUPIED RESPOND THERE AS WELL WITH ASSISTANCE FROM JORGE VEGA.

2. SWEEP ALL BLDGS ROOM BY ROOM AND ADVISE WHEN CLEAR.

3. AWAIT FURTHER INSTRUCTIONS FROM EVAC AREA.

*AREA 7 CLINTON EDD WENDY MALDONADO (ROOM 151)*

1: ESCORT YOUR CLASS (STUDENTS) TO THE REAR OF C BLDG EVAC AREA. REPORT TO MR MERCIER AND LEAVE YOUR STUDENTS WITH HIM AND RESPOND TO ASSIST WITH EVAC WHEN POSSIBLE.

2:ADVISE WHEN AVAILABLE AND AWAIT FURTHER INSTRUCTIONS .

*PE AREA (LOCKER ROOM ATTENDANTS) T RASCH AND C. MORALES*

1: DIRECT STAFF AND STUDENTS IN YOUR AREA TO THE REAR OF PE AREA TO THE EVAC AREA.

2:SWEEP THE BUILDING ROOM BY ROOM AND ADVISE WHEN CLEAR

3. AWAIT FURTHER INSTRUCTIONS FROM EVAC AREA.

THESE ARE BARE MINIMUM GUIDELINES FOR EVACUATION PURPOSES, EACH EMERGENCY WILL DICTATE DIFFERENT CIRCUMSTANCES AND WE WILL HAVE TO ADAPT TO OVERCOME THOSE ISSUES AS THEY ARE PRESENTED TO US. IN ANY EMERGENCY REMAIN CALM BE PROFESSIONAL AND ADHERE TO STRICT RADIO DISCIPLINE (KEEP RADIO TRAFFIC TO A MINIMUM) AND WE CAN OVERCOME ANY EMERGENCY SAFELY AND EFFICIENTLY..

**EMERGENCIES AND DISASTER PREPAREDNESS PLAN**

In order to save lives and protect property, all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters and events which threaten to result in a disaster.

The Superintendent or designee shall develop and maintain a disaster preparedness plan, which details provisions for handling all foreseeable emergencies and disasters. The Superintendent or designee may appoint a committee to regularly review the disaster preparedness plan and recommend changes.

The principal or designee shall augment the district plan with working plans and procedures specific to each school. He/she shall present a copy of these site plans and procedures to the Superintendent.

District and site plans shall address at least the following situations:

1. Fire on or off school grounds which endangers students.
2. Natural or man-made disasters.

*(cf. 3516.3 - Earthquake Emergency Procedure System)*

3. Bomb threat or actual detonation.

*(cf. 3516.2 - Bomb Threats)*

4. Attack or disturbance by individuals or groups.

*(cf. 0450 - Comprehensive Safety Plan)*

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

*(cf. 3514 - Environmental Safety)*

*(cf. 3515 - Campus Security)*

*(cf. 3515.2 - Disruptions)*

*(cf. 3530 - Risk Management/Insurance)*

*(cf. 5131.4 - Campus Disturbances)*

The Superintendent or designee should ensure that the plan includes:

1. Procedures for personal safety and security.
2. Ways to ensure smooth administrative control of operations during a crisis.
3. Procedures to establish a clear, effective communications system.

**EMERGENCIES AND DISASTER PREPAREDNESS PLAN**

4. Guidelines for law enforcement involvement, including specific steps for law enforcement intervention depending upon the intensity of the crisis.

The Superintendent or designee shall use state-approved Standard Emergency Management System guidelines when updating district and site-level emergency and disaster preparedness plans.

The Superintendent or designee shall consult with city and/or county agencies so that district and site plans may provide the best possible way of handling each situation and also provide for emergency communications systems between these agencies and each district school.

The Superintendent or designee may provide a plan, which allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety. (*Education Code 38051*)

(*cf. 3543 - Transportation Safety and Emergencies*)

Disaster preparedness exercises shall be held regularly at each school site and shall demonstrate how safety procedures may be applied to various types of emergencies. All students and employees shall receive instruction regarding emergency plans.

The Board encourages all employees to become proficient in first aid and cardiopulmonary resuscitation (CPR). The Superintendent or designee shall ascertain that at least one staff member at each school holds a valid certificate in these areas. The Superintendent or designee shall provide for CPR in-service training to be offered at least once a year for district staff.

*Legal Reference:*

EDUCATION CODE

32001 Fire alarm and drills

32040 Duty to equip school with first aid kit

35295-35297 Earthquake emergency procedures

38132 Mass care and welfare shelters

39834 Operating overloaded bus

46390-46392 Emergency average daily attendance in case of disaster

49505 Natural disaster; meals for homeless students; reimbursement

GOVERNMENT CODE

3100 Public employees as disaster service workers

8607 Standard emergency management system

CODE OF REGULATIONS, TITLE 5

550 Fire drills

560 Civil defense and disaster preparedness plans

CODE OF REGULATIONS, TITLE 19

2400 et seq. Standardized Emergency Management System Regulations

**EMERGENCIES AND DISASTER PREPAREDNESS PLAN**

*Management Resources:*

*CDE PROGRAM ADVISORIES*

*0224.94 Contingency Planning for School Campus Emergencies, CIL: 93/94-04*

*GOVERNOR'S OFFICE OF EMERGENCY SERVICES*

*Standardized Emergency Management System (SEMS) Guidelines, March 1995*

*SEMS Approved Course of Instruction, March 1995*

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Policy Adopted: September 5, 2001

Lancaster, California

Technical revision: January 28, 2002

**EMERGENCIES AND DISASTER PREPAREDNESS PLAN**

The district disaster preparedness plan shall be available to staff, students and the public in the office of the Superintendent and in the office of each principal. Individual school site disaster plans shall be provided to each teacher and shall be available for public inspection at the principal's office. The principal shall make certain that students and staff are familiar with their site plan.

The Governing Board shall grant the use of school buildings, grounds and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services it deems necessary to meet the community's needs. (Education Code 38132)

**Release of Students**

The following procedures shall be followed in releasing students in the event of an emergency or disaster:

1. The principal or designee shall receive authorization from the Superintendent or designee before releasing students.
2. Individual students shall not leave a school site without receiving permission from the principal or designee.
3. If possible, staff shall release students only to persons authorized on the student emergency card.
4. In absence of an emergency card or in an emergency in which reference to the emergency card is impossible, individual students shall be released, upon presentation of identification, to parents/guardians, persons authorized by the parents/guardians, or to authorized persons representing public agencies that may take responsibility, when necessary, for the safety of the student.
5. The principal or designee shall record the release of all students.

**Role of Staff**

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

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

**EMERGENCIES AND DISASTER PREPAREDNESS PLAN**

During an emergency, staff shall fulfill roles as defined in the District and site Disaster Preparedness Plan.

*(cf. 4119.3 - Duties of Personnel)*

**EARTHQUAKE EMERGENCY PROCEDURE SYSTEM**

Earthquakes occur without warning. For their safety, students shall be taught methods of protecting themselves.

The Superintendent or designee shall establish an emergency procedure system to be followed in case of earthquakes. This system shall include, but not be limited to, the following:

1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff. This plan should outline roles, responsibilities and procedures for students and staff.
2. A DROP procedure, whereby each student and staff member takes cover under a table or desk, drops to the knees, protects the head with arms, and faces away from the window.
3. Protective measures to be taken before, during and after an earthquake.
4. A training program to ensure that all students and all certificated and classified staff are aware of, and properly skilled in, the earthquake emergency procedure system. (Education Code 35297)

Drop procedures shall be practiced at least once each semester in secondary schools. (Education Code 35297)

*Legal Reference:*

*EDUCATION CODE*

*35295-35297 Emergency earthquake procedures*



**EARTHQUAKE EMERGENCY PROCEDURE SYSTEM**

**Earthquake While Indoors at School**

When an earthquake occurs, the following actions shall be taken inside the school building and in individual classrooms:

1. The teacher or other person in authority shall implement the DROP and HOLD action. Each student shall:
  - a. Get under furniture (desk, table, etc.) where available. Otherwise get next to an inside wall or under an inside doorway.
  - b. Drop to knees with back to the windows and knees together.
  - c. Clasp both hands firmly behind the head, covering the neck. Clasp other hand to furniture providing protection.
  - d. Bury face in arms, protecting the head. Close the eyes tightly.
  - e. Stay there until the procedure or emergency is over or until subsequent instructions are given. Such instructions will depend upon circumstances and the extent of damage to the buildings.
2. As soon as possible, teachers shall move the students away from windows and out from under heavy suspended light fixtures.
3. Teachers shall implement action to LEAVE THE BUILDING when the earthquake is over. Teachers shall ensure that students do not run, particularly on stairways.

**Earthquake While on School Grounds**

When an earthquake occurs, the following actions shall be taken if teachers and students are on school grounds:

1. The teacher or other person in authority shall direct the students to WALK away from buildings, trees, poles, or exposed wires.
2. The teacher shall implement the DROP action. Teachers and students shall cover as much skin surface as possible, close eyes, and cover ears.
3. Teachers and students shall stay in the open until the earthquake is over, or until further directions are given.

**EARTHQUAKE EMERGENCY PROCEDURE SYSTEM**

**Subsequent Emergency Procedures**

1. Teachers shall see that students avoid touching electrical wires that may have fallen.
2. Teachers or students shall not light any fires after the earthquake until the area is declared safe. Laboratory or shop teachers shall be watchful of students' relighting burners or stoves.
3. Teachers shall render first aid if necessary.
4. Teachers shall take roll of their classes.
5. The principal shall see that security are posted at a safe distance from all building entrances to see that no one reenters for any reason until the buildings are declared safe. Guards may be custodians, teachers, or students.
6. The principal shall direct a custodian to shut off all pilot lights on water heaters or furnaces, as well as stoves in homemaking classrooms.
7. The principal shall request assistance as needed, through appropriate channels, from the county or city civil defense office or fire and police departments.
8. The principal shall notify utility companies of any break or suspected break in lines which may present an additional hazard. If damage has occurred, the custodian shall shut off all utilities at the main valve.
9. The principal shall, if possible, contact the district office for further instructions.
10. The principal shall determine the advisability of closing the school, after a site inspection has been conducted by site and/or district personnel.
11. The status of site facilities shall be communicated to the principal or designee.
12. The principal or designee shall notify the Superintendent or designee of the operational status of the site.

**General Procedures**

Students shall be taught the following safety precautions to be taken during an earthquake in the event that adults are not present to give specific directions:

1. The safest place to be is in the open. Stay there.

**EARTHQUAKE EMERGENCY PROCEDURE SYSTEM**

2. Move away from buildings, trees, and exposed wires. DO NOT RUN!
3. After the earthquake, if you are on your way to school, continue to school.
4. After the earthquake, if you are on your way home, continue home.

**Inspections After Earthquake**

1. The school custodian shall make a thorough inspection immediately after a severe earthquake.

Check points: Large cracks affecting buildings

Earth slippage affecting buildings

Water leaks

Gas leaks

Electrical breakages

If leaks are detected, the custodian shall shut off the utility in the building affected and notify the maintenance department.

2. The building principal shall inspect the facility and if the principal believes the school is damaged sufficiently to be a hazard, he/she shall notify the Superintendent or designee and ask the City Building Inspector to check for structural failure and equipment adequacy. Until this is done, the building shall not be occupied.
3. The City Building Inspector shall be responsible for determining if the structure is safe for occupancy. The Superintendent or designee shall expedite reconstruction and replacement of equipment.

## EASTSIDE HIGH SCHOOL SAFETYPLAN

### LOCKDOWN PROCEDURES

**(Lock Down):** Please keep in mind that there are times when a decision to evacuate may actually put students and staff in harm's way. If the situation dictates that it is best for students to remain locked down in their classrooms, a **VERBAL PA ANNOUNCEMENT** will be called for an immediate **LOCK DOWN**. All doors are to be immediately locked and students who are outside are to come indoors. If a fire alarm is sounding and you hear a verbal/PA command for a **Code Red**, obey the verbal/PA commands. During a **LOCKDOWN**, remain in a locked room until directed to leave by the police or school/staff administration.)

#### TEACHERS AND STAFF - RESPONSIBILITIES

MOVE ALL STUDENTS INDOORS TO THE NEAREST ROOM. DO SO AS QUICKLY AND SAFELY POSSIBLE.

CLOSE AND LOCK ALL DOORS DO NOT OPEN UNLESS YOU ARE ABSOLUTELY SURE IT IS SAFE TO DO SO, ONLY TO ALLOW STUDENTS OR STAFF TO SAFETY.

LISTEN FOR ANNOUNCEMENTS VIA THE PA SYSTEM AND OR YOU WILL BE ISSUED UPDATES VIA THE AVUHSD EMAIL SYSTEM.

KEEP STUDENTS CALM AND ABOVE ALL DO NOT ALLOW STUDENTS OUT OF THE ROOM UNTIL YOU HAVE RECEIVED AN "ALL CLEAR" FROM SCHOOL ADMINISTRATION.

#### SECURITY – RESPONSIBILITIES

SWEEP THE CAMPUS AND DIRECT ANY STUDENTS TOWARDS THE NEAREST ROOMS, DO NOT ALLOW STUDENTS TO LOITER OUTSIDE.

CLOSE ALL GATES TO THE BUILDINGS AND GROUNDS.

REPORT TO YOUR ASSIGNED AREAS, REPORT VIA RADIO TO THE DIRECTOR WHEN YOUR AREA IS LOCKED DOWN AND ALL STUDENTS ARE SAFELY IN CLASSROOMS.

GET INTO A CLASSROOM OR OFFICE BEHIND LOCKED DOORS.

MONITOR THE RADIO AND AWAIT FURTHER INSTRUCT INFORMATION TO THE DIRECTOR. KEEP RADIO "TRAF DISCIPLINE.

#### ADMINISTRATION OFFICE – RESPONSIBILITIES

DESK PERSON, CLOSE AND LOCK FRONT AND BACK ADVISE ANY STUDENT TO STAY IN THE OFFICE AND NOT ALLOW ANY VISITORS IN THE DOORS ONCE L FROM BEHIND THE DESK IN A SAFE LOCATION.

PRINCIPAL AND ADMIN STAFF REPORT TO THE PR ASSEMBLE THERE. (THIS WILL BE THE COMMAND SHERIFFS DEPARTMENT WILL MONITOR AND ASSESS)

ALL OTHER OFFICE AND SUPPORT STAFF STAY IN OFFICE FOLLOWING INSTRUCTIONS BY TELEPHONE OR EMAIL.

AN ALL CLEAR WILL BE ANNOUNCED VIA THE PA SYSTEM BY THE PRINCIPAL OR ADMINISTRATION ONCE THE SITUATION HAS BEEN DEALT WITH AND IT IS SAFE TO DO SO.

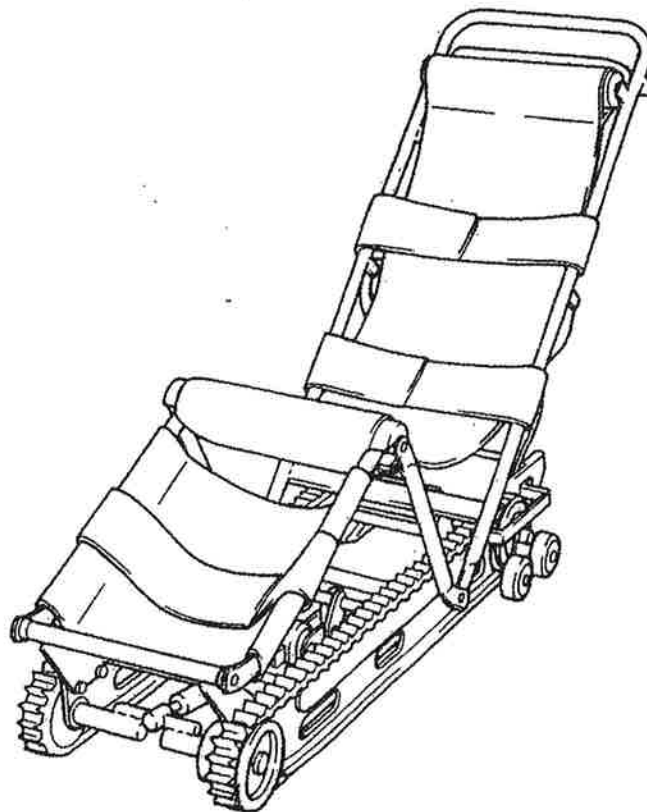
ALL PERSONS SHOULD STAY PUT UNTIL AN ALL CLEAR IS ISSUED VIA THE PA SYSTEM.

NEW  
①

# Garaventa EVACU-TRAC CD7

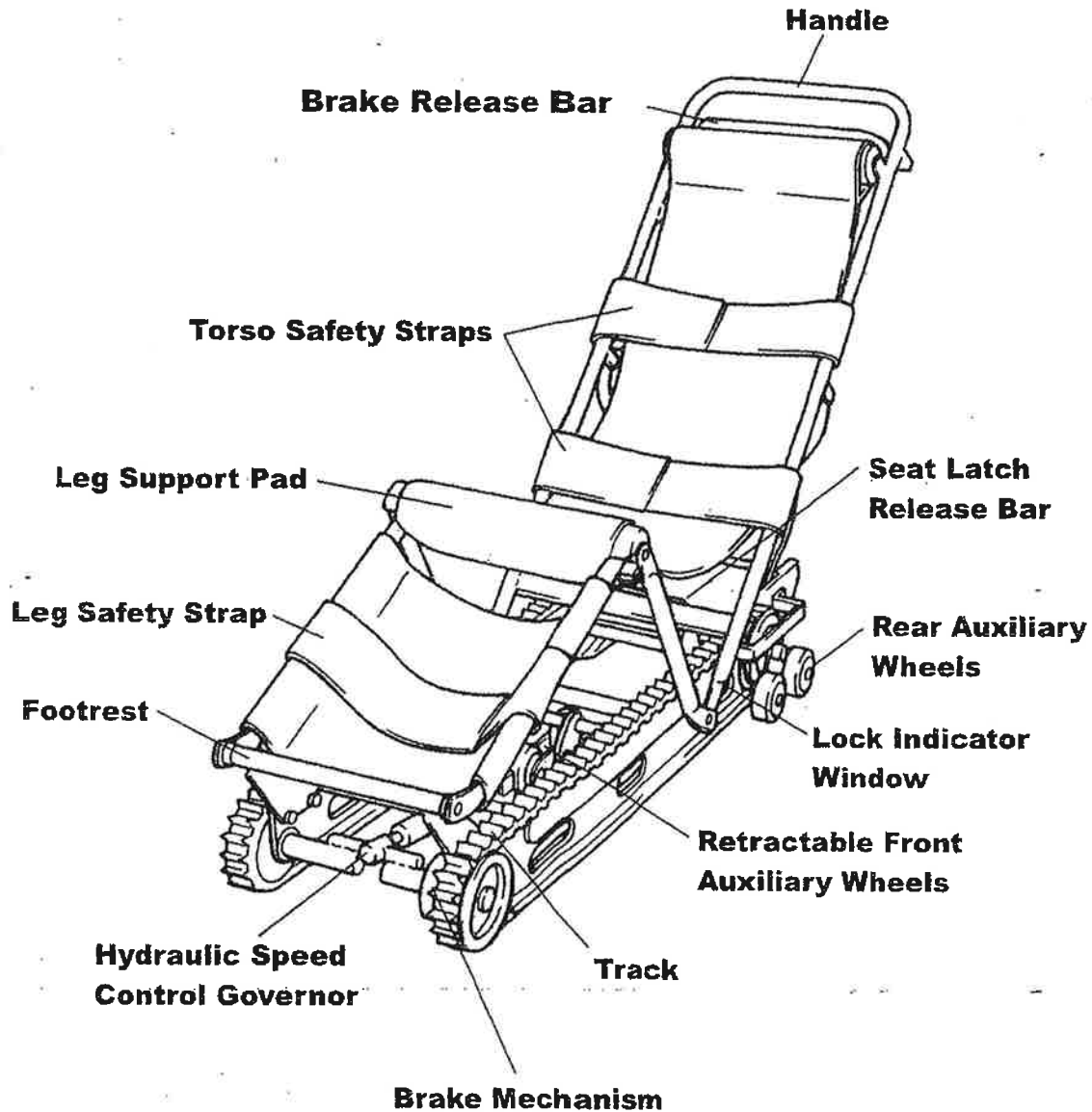
## Emergency Evacuation Chair

### Owner's Manual



## 2 Terminology

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### **Note On Leg Safety Strap:**

On more recent units the Leg Safety Strap has been repositioned to allow it to be used across the passenger's upper or lower legs, depending on leg length. This position also allows the legs to be held together in a more secure position.

# 3 Operating Instructions

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## INTRODUCTION



To ensure the safety of the passenger and operator, read these operating instructions carefully and view the Operator Training DVD. Practice sessions should be held on a regular basis (monthly is recommended) to maintain operator proficiency. In addition, building occupants for whom the Evacu-Trac is provided should be familiar with and comfortable in using Evacu-Trac.

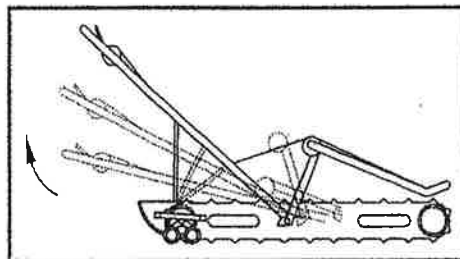
Descent speeds for lighter or heavier passengers will vary. If your passenger is heavy and you feel the descent speed is too fast, the operator should partially release the brake by lightly squeezing the Brake Release Bar until a comfortable descent speed is attained. Speed can also be reduced by increasing the track tension. See Page 11.

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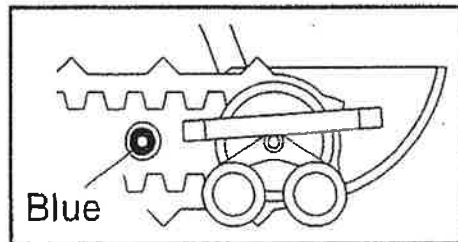
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## SET-UP AND LOADING

1. Place the unit on a flat surface. Grasp the end of the Handle. Pull it out and up in a quick, smooth motion. On completion of this motion the seat will latch into its locked, open position.



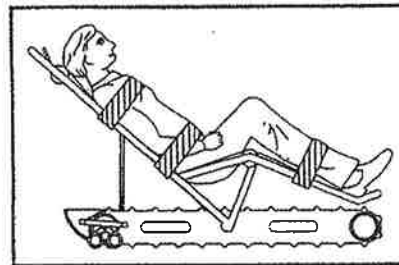
2. Ensure Evacu-Trac is properly locked in the open position. Check the Indicator Window on the side of the aluminum track frame. If it is **blue** the seat is properly locked.



3. Transfer the passenger into Evacu-Trac.



4. Fasten the Safety Straps. If you cannot be certain that the passenger's arms will remain in his or her lap, the arms should be wrapped inside the torso safety straps.



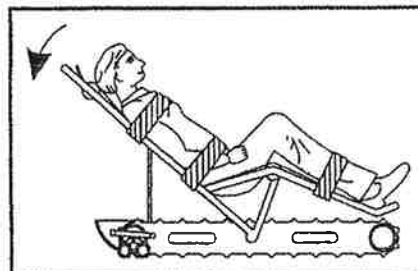
## OPERATING ON STAIRS



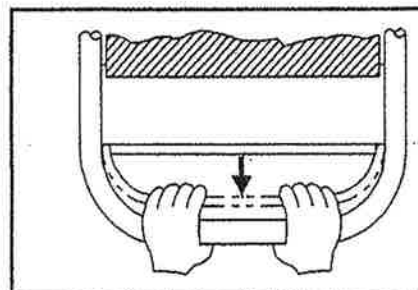
### Caution:

**When operating Evacu-Trac on stairs always wear footwear with flat soles.**

1. To roll on a flat surface push down on the handle.



2. Then squeeze the Brake Release Bar with both hands. This will deploy the Front Auxiliary Wheels, making Evacu-Trac easier to push.

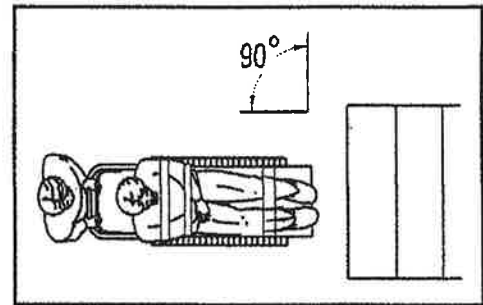


**Do not try to lower the Front Auxiliary Wheels by pulling the Brake Release Bar without first pushing down on the Handle. This may stretch the Brake Cable.**

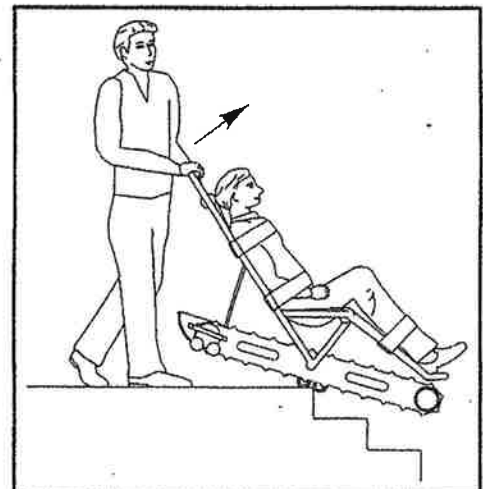


3. To turn on a flat surface, press down on the Handle and pivot Evacu-Trac on the Rear Auxiliary Wheels.

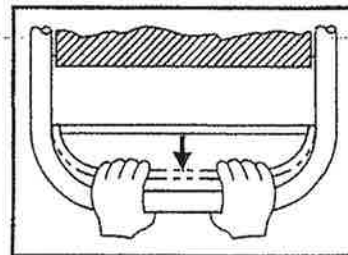
4. Position Evacu-Trac at the top of the stairs, at a right angle (90°) to the stairway, with the passenger facing towards the stairs. Operating Evacu-Trac near the inner core of a stairway will facilitate turning corners at landings.



5. Push Evacu-Trac forward until the Front Auxiliary Wheels drop off the top step. At this point Evacu-Trac will stop. To prevent Evacu-Trac from immediately beginning to descend the stairs, release your grip on the Brake Release Bar. This will engage the Track Parking Brake until you are ready to descend. Lift the handle and tilt Evacu-Trac to the angle of the stairs.

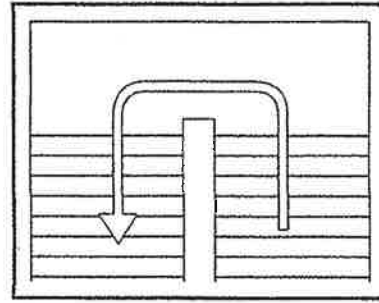


6. To descend the stairs, squeeze the Brake Release Bar. To slow the descent speed, if desired, simply loosen your grip on the Release Bar. This will partially engage the Brake.



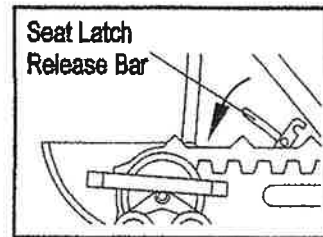
7. To stop Evacu-Trac on the stairs, slowly release the Brake Release Bar.

8. At landings, push down on the Handle and turn Evacu-Trac with all the weight on the Rear Auxiliary Wheels. Keep to the inside of the corner for maximum turning clearance. Align the machine at a right angle to the stairs and proceed down the next flight.



9. Find a flat surface to park Evacu-Trac. Let go of the Brake Release Bar. This will lower the front section of the Tracks to the floor, preventing the unit from rolling. Remove the passenger.

10. Unlock the Seat Latch by pushing down on the red Seat Latch Release Bar. Push down and forward on the Handle to fold Evacu-Trac closed.



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# **Evacu-Trac CD7**

## **OWNER'S MANUAL**

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# Garaventa Evacu-Trac CD7

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Congratulations on the purchase of your new Garaventa Evacu-Trac CD7.

Evacu-Trac has been designed to provide an easy method of evacuating people with disabilities from multi-floor buildings.

Before using the unit, please view the Operator Training DVD and take a moment to read this manual carefully so you will have a thorough understanding of the operation of Evacu-Trac. **Ensure that only someone who has been properly trained operates Evacu-Trac.**

Although Evacu-Trac will be used infrequently, operators must be very familiar with the operating procedures. For this reason we recommend that personnel who are required to operate Evacu-Trac hold regular practice drills on stairways that would be used during an emergency. Operating procedures are fairly simple, and the confidence of a competent attendant will help to relax the Evacu-Trac passenger.

If you have any questions contact Garaventa by phoning 800-663-6556, or 1-604-594-0422 or by writing:

In Canada: Garaventa Lift  
7505 – 134A St.  
Surrey, BC  
V3W 7B3

In USA: Garaventa Lift  
PO Box 1769  
Blaine, WA  
98231-1769

Email: [productinfo@garaventa.ca](mailto:productinfo@garaventa.ca)

If you purchased from an Authorized Garaventa Dealer, record contact info:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Record your Evacu-Trac serial number in the space below, and refer to it whenever you call your Garaventa dealer about Evacu-Trac.

Evacu-Trac CD7 Serial Number: \_\_\_\_\_

# 1 Safety First!

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The safety warning symbol shown to the left is used throughout this manual to draw your attention to instructions that must be carefully followed to avoid possible dangers.

The following procedures are important to ensure the safe operation of Evacu-Trac:



## **CHECK THE STAIRWAY**

Do not use Evacu-Trac on curved or spiral stairs, irregular or insecure stairs, or stairs with loose carpeting. Use extra caution on wet or slippery stairs.



## **DO NOT OVERLOAD**

Do not use Evacu-Trac with a passenger heavier than 136 kg (300 lbs).



## **ENSURE SEAT LATCH IS LOCKED**

Do not place a passenger in the Evacu-Trac unless the seat frame is fully opened and locked. Check the indicator window. If it is **blue**, the seat is properly locked.



## **SECURE THE PASSENGER**

Do not use Evacu-Trac without securely restraining the passenger using the safety straps provided.



## **WEAR APPROPRIATE FOOTWEAR**

Do not wear high-heeled or slippery shoes when operating Evacu-Trac.

# 4 Storage

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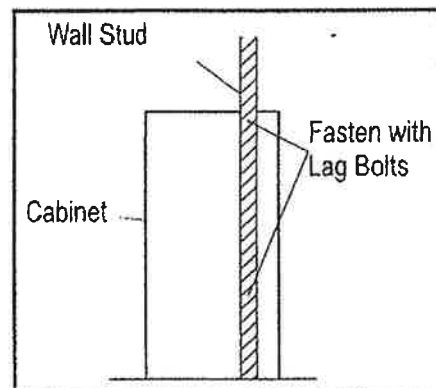
Evacu-Trac should be stored in an area that is readily accessible during an emergency and where there is sufficient room for making a transfer from a wheelchair. Recommended areas are in large upper stair landings or in the building interior as near as possible to the stairway that will be used.

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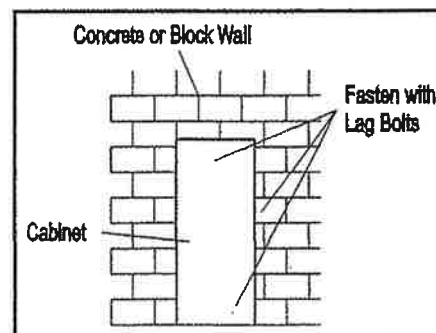
## SURFACE-MOUNTED STORAGE CABINETS

To install, find a suitable location and ensure that the cabinet rests on the floor with the back firmly against a wall.

To attach to a stud wall, locate the stud and drill two 8 mm (5/16 in) diameter holes in the back of the cabinet. Fasten the cabinet to the wall using two 7 mm (1/4 in) lag bolts.



To attach to concrete or to a concrete block wall, drill three 8 mm (5/16 in) diameter holes as shown in the back of the cabinet. Position the cabinet against the wall and, using the drilled holes as a guide, drill three holes in the wall. The size of the holes will depend on the type of insert or plug being used. Insert suitable plugs and fasten the cabinet to the wall using lag bolts.



# 5 Service

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## TRACKS

### Track Alignment



It is important that the Tracks are aligned with each other to ensure that the Track Lugs on both Tracks contact a stair nose at the same time.

Incorrectly aligned Tracks can cause Evacu-Trac to descend a stairway at an angle, reducing stability.

To check alignment, line up a specific point on one Track (e.g. the tip of a lug) with a specific point on the Evacu-Trac frame. Ensure that the same point on the opposite Track is aligned with the same reference point on the opposite side of the frame.

To adjust alignment, reposition one of the Tracks on the cog until the tracks are correctly aligned. To do this you will need to loosen the Tracks. See Track Tension Adjustment on Page 11. Note that you may have to try re-positioning the Track a few times to find a location that provides correct alignment.



After adjusting Track alignment, be sure to adjust Track tension to achieve the correct descent speed. See Track Tension Adjustment on Page 11.

### Track Tension Factory Setting

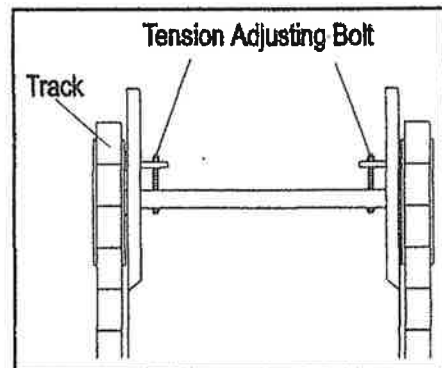
Evacu-Trac is shipped from the factory with the Track tension adjusted to accommodate passengers weighing 90 to 120 kg (200 to 265 lbs). This was done using a special machine to electronically measure the total speed control force of the Governor and Tracks.

## Track Tension Adjustment (Speed Adjustment)



Safety Warning

If passengers usually weigh between 45 and 90 kg (100 to 200 lbs), descent will be easier if Track tension is decreased. To do this, loosen the lock nuts and loosen the Track Tension Adjusting Bolts by one complete revolution counter-clockwise. Be sure to adjust each Track by the same amount. Tighten the lock nuts.



Test the unit on a stairway, loaded with the desired weight.

If passengers usually weigh less than 45 kg (100 lbs), descent will be easier if track tension is decreased further. Loosen the lock nuts and loosen the Track Tension Adjusting Bolts by 1 ½ revolutions counter-clockwise from the factory setting. Tighten the lock nuts.



Safety Warning

Test the unit on a stairway, loaded with the desired weight.

If passengers usually weigh more than 120 kg (265 lbs), increasing track tension can slow descent speed. To do so, loosen the lock nuts and tighten the Track Tension Adjusting Bolts by one complete revolution clockwise from the factory setting. Tighten the lock nuts.



Safety Warning

Test the unit on a stairway, loaded with the desired weight.

### Note:

Track tension adjustment has limited effect on descent speed. For heavier passengers use the brake for additional speed control. Lightly squeeze the Brake Release Bar until the desired descent speed is attained.



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## Track Removal and Replacement

Since Evacu-Trac will be used in emergency situations only, wear on the Tracks should be minimal and Track life will be determined by natural environmental conditions.

The Tracks contain hundreds of steel wires, which eliminate stretching, and are covered by a thick coat of rubber. They are very durable, but should be replaced if they are cut or cracked in any way, or show signs of deterioration.



When re-installing the Tracks, check Track alignment as outlined at the beginning of this chapter.

## Track Cleaning



To ensure maximum adhesion to stair surfaces, Tracks must be kept free of oil and dirt. Clean with a mild detergent and dry before using.

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## BRAKE CABLE ADJUSTMENT

Brake cable adjustment is set and tested at the factory. Under normal conditions it should not require further adjustment in the field.

The Track Parking Brake is a fail-safe design that is always engaged by the force of the Brake Spring in tension. The Track Parking Brake is released when the Brake Release Bar is squeezed. This action tightens the Brake Cable and releases the Brake.

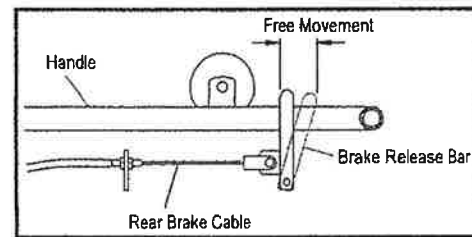
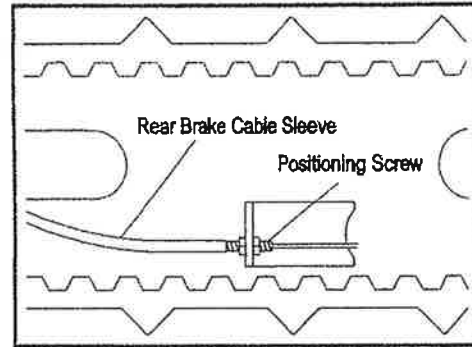


**If the Brake Cable is adjusted, it is critical that sufficient slack remains in the cable so that full Brake Spring tension is applied when the Brake Release Bar is in its neutral, parking position. Always test the Brake on the stairway, with rated load, after adjusting the Brake Cable.**

### Cable Adjustment Sequence

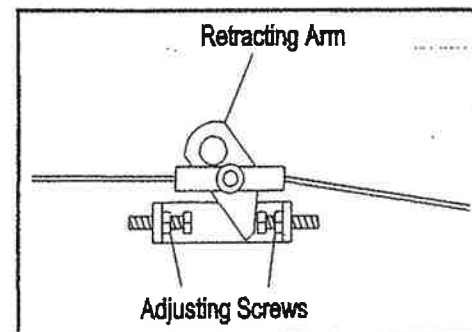
The Brake Cable is used to release the Track Parking Brake and to deploy the Front Auxiliary Wheels. For this reason it is important to use the following sequence when making Brake Cable adjustments:

1. Loosen the Rear Brake Cable Sleeve lock nuts and adjust their location on the Positioning Screw to provide approximately 13 mm (1/2 in) of free movement in the Brake Release Bar. This is the amount of motion that should occur when squeezing the Brake Release Bar before any movement of the Brake Cable occurs. If more adjustment is required you can also use the Cable Sleeve Positioning Screw at the other end of the Cable Sleeve, near the Brake Release Bar. Tighten the lock nuts after adjustment.

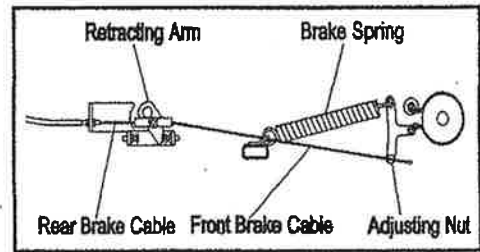


2. When you squeeze the Brake Release Bar it should travel until it just makes contact with the lime green Handle. This will allow you to comfortably hold Brake Release Bar in its released position when pushing Evacu-Trac on flat surfaces or descending a stairway.

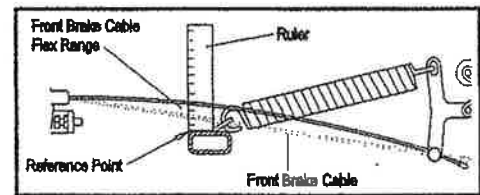
The Brake Release Bar travel range is adjusted using the Adjusting Screws that control the Front Auxiliary Wheel Retracting Arm. Loosen the lock nuts and adjust as required. Test the action of the Brake Release Bar and then tighten the lock nuts.



3. The final step is to ensure that the Track Parking Brake is functioning correctly. It is designed to stop and hold rated load on the stairway. To do this, the Brake Spring must pull on the Brake Mechanism without any resistance from the Brake Cable. This can happen if the Front Brake Cable does not have sufficient slack.



To check this, lay the open Evacu-Trac on its side. Locate the Front Brake Cable. It should have approximately 19 mm (3/4 in) of slack, when measured vertically from the reference point shown in the drawing to the right.



Adjust the cable as required using the Adjusting Nut on the Brake Actuation Arm. Tighten the Adjusting Nut and test the function of the Brake. It should stop and hold Evacu-Trac on the stairway with rated load. It should also release fully when the Brake Release Bar is squeezed all the way back to the handle, allowing Evacu-Trac to descend the stairway at a comfortable speed, as shown in the Training Video.

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## LUBRICATION

Evacu-Trac does not require any lubrication. Do not apply oil or grease to any parts or surfaces. This may attract dust and dirt. It may also get onto the track surfaces and brake mechanism.

### CAUTION:



Do not apply any form of lubricant to Evacu-Trac.



Ensure tracks are kept free of oil.

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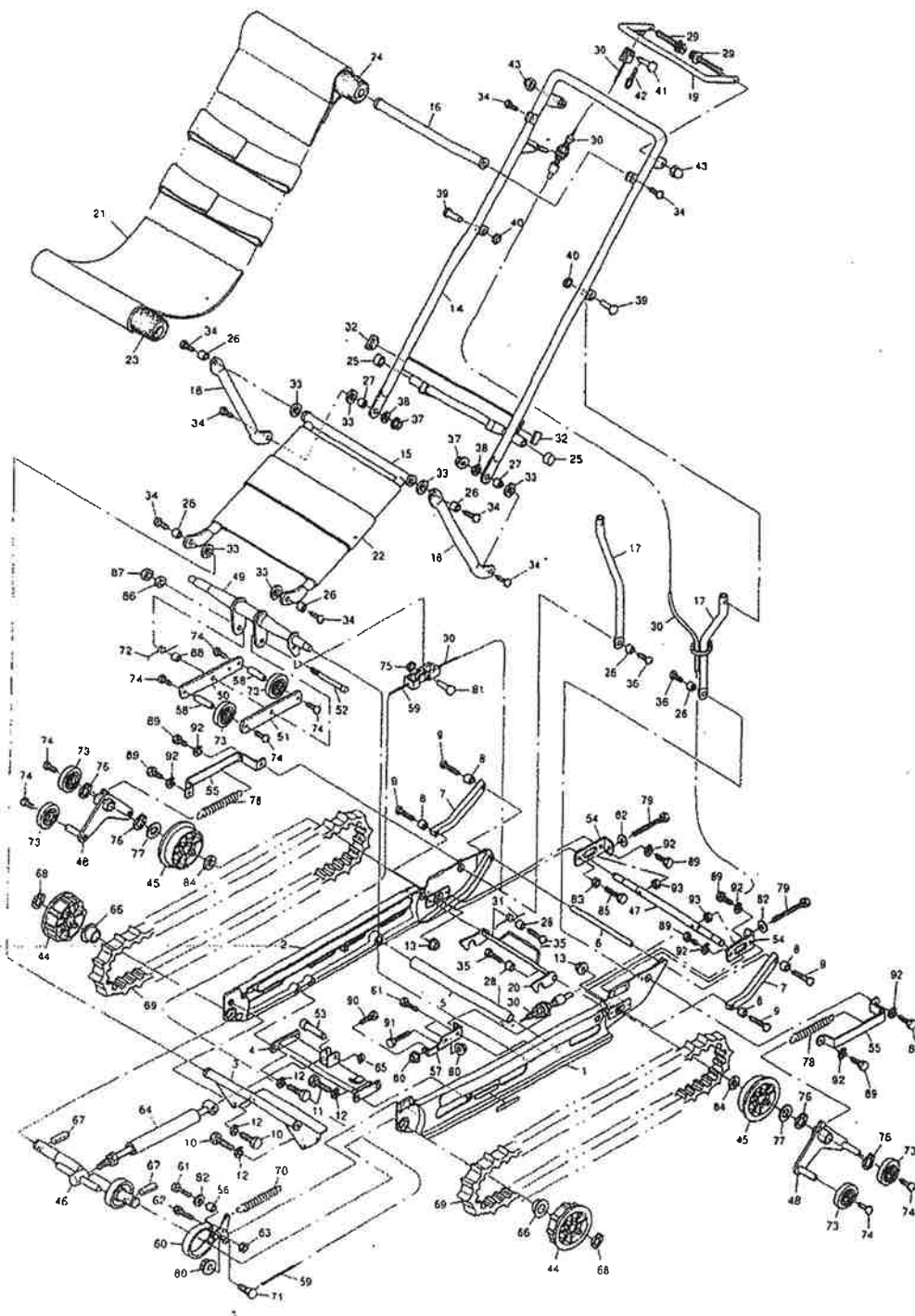
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## SPARE PARTS

It is very unlikely you will need replacement parts for your Evacu-Trac. However, should parts be required contact your authorized Evacu-Trac dealer or Garaventa. For your reference, a short list of serviceable parts is shown below. A detailed parts drawing is shown on the next page. Please refer to the ID # and Item # when ordering parts.

ID #	Item #	Description	Qty/per
21	12445	Body fabric,E/T,CD-7	1
22	12444	Leg fabric,E/T,CD-7	1
23	12690	Foam, Leg Rest,E/T,CD-7	1
24	12691	Foam, Head Rest,E/T,CD-7	1
64	12692	Damper,Oil,E/T,CD-7	1
68	12693	Ring,Snap,Front,E/T,CD-7	2
69	12483	Tread,Rubber,E/T,CD-7	2
70	12695	Spring, Return, Brake,E/T,CD-7	1
76	12694	Ring,Snap,Rear,E/T,CD-7	4
78	12696	Spring,Wheel,Idler,E/T,CD-7	2
N/A	12443	Paint,Touch-up, (Lime-Green)	N/A

## Evacu-Trac CD7 Parts Identification



# 6 Specifications

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## Evacu-Trac

Load Capacity ..... 136 kg (300 lbs)

Weight ..... 20.7 kg (46 lbs)

Descent Speed ..... 0.67 m/sec. (2.2 ft./sec.) to 1.22 m/sec. (4.0 ft./sec.)  
Descent speed will vary based on passenger weight,  
track tension, use of the hand brake and stair angle

Speed Control.....by hydraulic governor and manually released hand brake

Maximum Stair Angle .....40°

### Dimensions (operating):

Length ..... 1310 mm (51.6 in)

Width ..... 426 mm (16.8 in)

Height ..... 810 mm (31.9 in)

### Dimensions (folded):

Length ..... 1100 mm (43.3 in)

Width ..... 426 mm (16.8 in)

Height ..... 270 mm (10.6 in)

### Patents:

U.S. .... 5797606

Canada ..... 2190427

## Surface-Mount Storage Cabinet

### Dimensions:

Height ..... 1151 mm (45.3 in)

Width ..... 508 mm (20.0 in)

Depth ..... 279 mm (11.0 in)

# 7 Warranty

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Garaventa warrants Evacu-Trac CD7 to be free of defects in materials and workmanship under normal use and service for a period of one two years from the date of purchase, reasonable wear and tear excluded. Proof of purchase showing the purchase date is required to determine warranty period.

This Warranty does not extend to any Evacu-Trac unit which has been subjected to misuse, neglect, accident, modifications, or damage from fire, lightning, or water, or used in violation of the instructions furnished, nor units repaired or altered by other than an authorized dealer.

Garaventa's liability hereunder is limited to repair and replacement only. Transportation charges are not covered. Garaventa accepts no liability for any loss or damage resulting from the use or misuse of Evacu-Trac, whether such loss or damage is direct, indirect or consequential. All other express or implied warranties, statutory or otherwise, are excluded.

## **WARRANTY REGISTRATION**

A postage-paid warranty registration card is enclosed with this Owner's Manual. Please complete and return the card within ten days of purchase.

Thank you for purchasing your Evacu-Trac CD7!





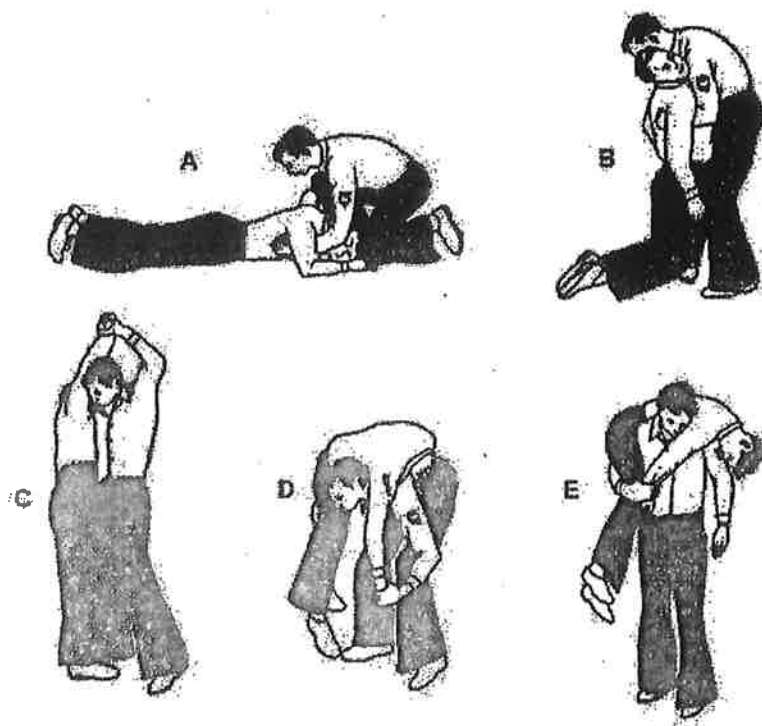
So you've built the strength to carry someone to safety...but do you know *how* to do it? Every man should know how to perform what is called the "fireman's carry." It's an effective way to distribute someone's weight, allowing you to haul them over long distances with minimal strain. Here's how it's done:

1. Raise the victim to a standing position. This is no easy task if they're dead to the world. Start by rolling them on their stomach and kneel by their head. Stick your arms under their armpits and around their back. Raise the victim to his feet. Lift with your legs, not with your back.
2. Shift your weight to your right leg and stick it between the victim's legs. Grab the victim's right hand with your left, and drape it over your shoulder. With your head under the victim's right armpit, wrap your arm around the back of his right knee. Squat down and position his body on your shoulders. Try to equally distribute his body weight on each side.

3. Grab the victim's right hand with your right hand. Your left hand is free to judo chop would-be assailants.

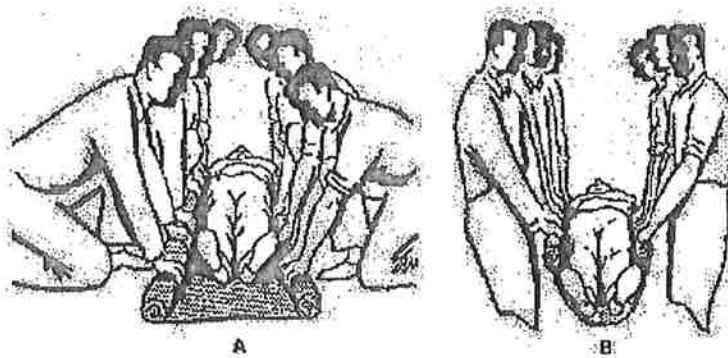
4. Transport your victim.

Here's a handy diagram:



### **Improvised Stretchers**

Standard stretchers should be used whenever possible to transport casualties. If none are available, it may be necessary for you to improvise. Sometimes a blanket may be used as a stretcher. The casualty is placed in the middle of the blanket on his or her back. Four people kneel (Fig. 11-13) on each side and roll the edges of the blanket toward the casualty. Stretchers may also be improvised (Fig. 11-14) by using two long poles (approx. 7 feet long) and a blanket. **Most improvised stretchers do not give sufficient support in cases where there are fractures or extensive wounds of the body!**



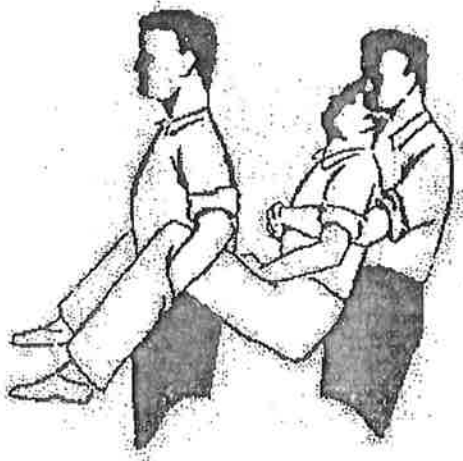
**Figure 11-13 - Blanket used as improvised transport stretcher.**

## Arm Carries

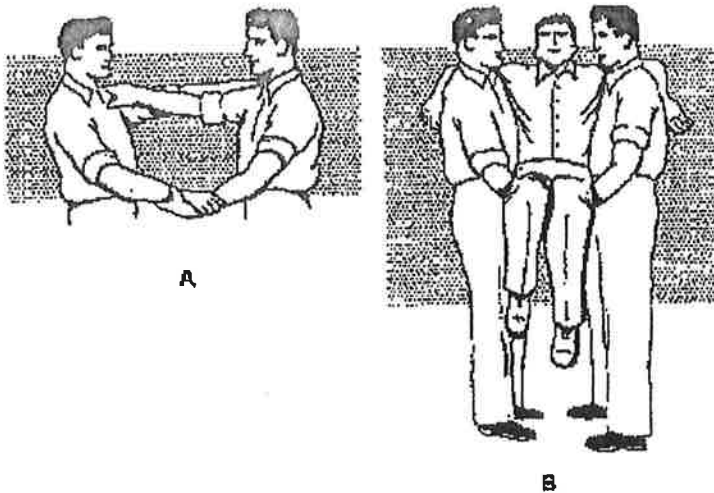
There are several kinds of arm carries that can be used in emergency situations to move a casualty to safety. The one-person arm carry (Fig. 11-20), should not be used to carry a casualty who is seriously injured. Unless the casualty is considerably smaller than you, you will not be able to carry the casualty very far. The two-person carry (Fig. 11-21), unless absolutely necessary, should not be used to carry a casualty who is seriously injured. An alternate two-person carry (Fig. 11-22) also can be used.

1. Two rescuers kneel beside the casualty at the level of the hips, and carefully raise them to a sitting position.
2. Each rescuer puts one arm under the casualty's thighs; hands are clasped and arms are braced.
3. Both rescuers rise slowly to a standing position.

**Do not attempt if the casualty is seriously injured!**



**Figure 11-21 - Two-Person Carry by Arms and Legs**



**Figure 11-22 - Two-Person Arm Carry**

## EARTHQUAKE EVACUATIONS"

### A Checklist for School Administrators and Faculty

"If I had needed to evacuate students, I don't know where I would have taken them. The campus was a mess: trees down, glass, stuff fell off the buildings and was lying all around, water mains were leaking and making geysers in the play field." -Principal, Northridge, 1994

- A. Evacuation Basics
- B. Before an Earthquake--inside
- B. Before--Outside
- C. After an Earthquake--Administrators
- C. After—Teachers

**A. Evacuation should NEVER be automatic.**

There may be more danger outside your building or facility than there is inside.

There may be no safe assembly area outside. There may be no clear routes to get outside, and alternate routes may need to be cleared.

The lighting inside your building or room will probably be out--it will be DARK.

Before any decision is made to vacate all or part of a school, someone must find out that there is: 1) a safe route out, and 2) a safe place to assemble the students outside.

**B. BEFORE an earthquake (NOW), survey your school with evacuation in mind.**

**1. Look for potential post-earthquake hazards INSIDE the building:**

Suspended ceilings

Pendant light fixtures

Large windows--either exterior or interior--not protected against shattering  
Tall bookcases or cabinets that may topple because they are not bolted to the wall

Classroom equipment such as computers, TVs, VCRs, stereos, and slide projectors

Stairwells

Science labs, especially chemistry

Storage areas for cleaning, painting or other hazardous materials

Places where the main gas supply or electric current enters the building

Designate evacuation routes that avoid as many of those areas as possible.

In addition, decide on alternate routes to your main routes.

Consider **students with disabilities** as you think about your evacuation routes.

**2. Look for potential post-earthquake hazards OUTSIDE the building:**

Power lines

Trees

Areas near buildings that may have debris fall on them--roof tiles, glass.

Routes past concrete block walls.

Covered walkways

Places under which large gas mains run.

Areas near chain link fences (can be electric shock hazard when live wires touch)

Hazardous materials storage areas

Designate open areas outside that are without overhead hazards and removed from potential danger spots; choose one, off-campus spot such as a park for back-up.

Assembly areas should not be so remote from the facility that students and staff won't have easy access to bathrooms, phones, and the student release point.

Choose which person(s) will have the responsibility to reconnoiter after a quake and report findings to administration and co-workers.

**"After the shaking stopped, I just wanted to get those kids out of there as fast as I could, but luckily I looked out the door first--trees, bricks and wires all over. It's a good thing we didn't leave the building." -Daycare program teacher, Santa Cruz, 1989**

3. Everyone should be informed about the plans:

Once routes and assembly areas have been chosen, make floor plans and maps; give them to everyone.

Tell all personnel and students about the plans made and the routes chosen.

Make it clear that a post-earthquake evacuation route differs from a fire evacuation route, and that alternate routes may need to be used.

Hold drills and exercises two or three times a year; practice alternate routes.

Include all students and staff with disabilities in the drills and exercises

**C. AFTER** the earthquake, gather information and make decisions.

#### **ADMINISTRATORS:**

1. Assess the situation--inside and outside
2. Decide how much evacuation is necessary--all or parts of buildings
3. Choose the route(s) and the assembly place
4. Communicate directions to all teachers

#### **TEACHERS:**

**Do NOT automatically rush your class out into the corridor or out an exterior door.**

1. Wait to hear from an administrator, or the designated scout, about what to do.

**In circumstances in which a lot of time passes and you do not hear anything, you will have to make decisions yourself:**

2. If you are in a dangerous classroom--the ceiling has collapsed, wires are crackling, broken glass or chemicals are all over the floor, you smell gas or smoke--you will want to leave, BUT you must do some reconnaissance before you move to safety.
3. Get your buddy to cover the students while you find the best way to get out and the safest place to go. You may not need to go outside, but merely move from one inside room to another.
4. Account for all your students before you leave the classroom.

**If your classroom is dangerous, you may want to take injured students with you, or move them a short way to a safer room. If you must leave an injured student, post a large, visible sign indicating the student is there. The lights will probably be out--ALWAYS have a flashlight that works.**

5. Be alert, as you lead students down stairwells or corridors, to anything(dangling lights, ceiling struts, broken glass, slippery floors) that could hurt them or you.

**In an aftershock, everyone should duck and cover until the shaking stops.**

6. Once you get to your new, safe place, communicate your location to the administrator--by sending a runner, using a walkie-talkie, or returning to your classroom to post a note.

**"We waited to see what the teacher did after the earthquake, but he didn't know what to do. He kept saying, 'Don't worry, don't worry, stay calm stay calm,' but it was scary" -Student, Afterschool program, Loma Prieta, 1989**

FROM THE DESK OF  
DARREL D BROWN  
DIRECTOR OF SCHOOL SAFETY

**“If you stay ready, you never have to get ready”  
General George S. Patton**

The purpose of this memorandum is to provide guidance to the School Site Safety Planners. The information provided covers procedures for site earthquake drills and assistance in developing and/or updating your current earthquake plans. A perfect plan is worked, reworked, discussed, and drilled. A plan, in a binder, sitting in the Principal's office, will not help mitigate and recover from the inevitable California earthquake. The plan must be shared with staff, students, and the community. The Director of School Safety is always available to assist in developing and reviewing your plan.

**Earthquake Drills**

1. Because it is essential to be able to react immediately and appropriately in an earthquake situation, preparation should provide for classroom discussions, demonstrations, and exercises designed to help students and staff learn and practice where to seek shelter and how to protect themselves from falling or flying objects.
2. Drills should cover what actions should be taken during the earthquake and what actions should be taken after the ground stops shaking.
3. Principals should provide teachers with a copy of the AVUHSD School Site Earthquake Plan.
4. Principals should inform parents, through a letter or routine school communications, of the school's intended actions in the event of an earthquake. The information provided should include:
  - No student will be dismissed from school unless a parent or designee comes for him/her.
  - Phone calls to the school are discouraged in order to maintain open lines for emergency use.
  - Encouragement to develop "in home" emergency procedures for earthquakes.



5. Principals should seek advice from experts (District Director of Risk Management and Director of School Safety) before determining response procedures for a particular AVUHSD school site. Building design and materials may be key indicators as to how drills and actual emergency procedures are to be carried out.
6. Prior to earthquake drills, explain what might be expected. Emphasize that during the ground shaking the school population is safest finding immediate shelter under desks, tables and counters in order to avoid being hit by falling objects. There should be an awareness of the noise and disorder that will accompany an earthquake and that a calm, quiet response by teachers and students is essential.

### **AVUHSD SCHOOL SITE EARTHQUAKE PLANS**

#### **1. Indicators of an earthquake to be included in your plan:**

- The first indication of a damaging earthquake may be gentle shaking, as evidenced by: swaying of hanging plants, light fixtures and other suspended objects; objects wobbling on shelves; and a rumbling noise.
- If an earthquake is more severe, the following could occur: difficulty in moving from one place to another, free-standing cabinets and bookshelves may topple, suspended ceiling components may pop out, door frames may be bent by moving walls and jam doors shut, considerable noise caused by falling objects, shattering glass, fire alarms, banging doors and cracking walls.

#### **2. If indoors, stay inside and follow these directions:**

- In classrooms and offices, move away from windows, shelves and heavy objects that may fall. Face away from windows. Take cover under a table, desk or counter.
- In halls, stairways and other areas where there is no cover available, move to an inside wall or corner, turn away from windows, kneel alongside wall, bend head close to knees, cover sides of head with elbows, and clasp hands firmly behind the neck.
- In library, move away from windows and bookshelves and take appropriate cover.

### Page Three

- In laboratories, extinguish burners and take cover away from hazardous chemicals.
- If notebooks or jackets are handy, hold those over heads for added protection.
- 3. If outdoors, say outside and follow these instructions:
  - Move to any open space, away from buildings and overhead power lines.
  - Lie down or crouch low to the ground.
  - Watch for dangers that may require you to move.
- 4. Indoors or outdoors, **take action at the first sign of an earth-quake.**
- 5. After an earthquake, building evacuation (Code Blue) should occur as soon as possible as in the case of fire.
- 6. Do not re-enter the building until instructed by the principal or person in charge.
- 7. Complete "Drop Procedure" drills should be held twice a year.

### **There are generally four (4) phases to planning for earthquakes**

1. **Mitigation:** Taking necessary actions before an emergency to minimize or reduce potential losses during an earthquake.
2. **Preparedness:** Activities taken in advance to ensure that your students, staff and campus will survive an emergency with minimal risk of injury and damage to property, during and after an earthquake.
3. **Response:** Involves those actions that are directly and immediately associated with ensuring the health and safety of students, staff, and property, during and after an earthquake.
4. **Recovery:** Planning for recovery will minimize errors, delays, reduce psychological trauma, and quickly return the site to "normal operations".

These planning phases are where you include specific information on evacuations, triage, search and rescue teams, accountability, supplies, communications with the District Office, emergency first aid, and sheltering.

### **Action Protocols For Earthquake Plans and Preparedness**

1. Ensure site personnel receive annual training in various earthquake response activities (i.e., disaster first aid, triage, search and rescue, evacuation).
3. Conduct an annual review of the school's emergency earthquake plans as required by the Cal Ed Code (EC§35294, 32282(B), 35295(b), 35296, 35297).
4. Issue and require all staff to wear their photo identification badges while on duty and have check-in procedures for all visitors.
5. Ensure employees at your school site are aware of emergency procedures and why these procedures are in place. Develop a system to account for all employees in case of emergencies (i.e., phone trees, buddy system, check-in procedures).
6. Review building evacuation routes with staff and post evacuation procedures for visitors to your office(s).
7. Review staging areas for equipment, supplies, sheltering, treating injuries or exposure.
8. Test and drill different components of your plan (i.e., evacuation, student release, communications, etc). This is easier and less time consuming then a total drill.
9. Review communication links with the District Office, Sheriffs, and the fire department.
10. Identify your emergency response team and make staff emergency assignments. (Security Forces and Maintenance are your best resource).
11. Establish a student and staff accountability system and practice it with staff.
12. Communicate to parents the procedures the school has in place to respond to emergency situations.

13. Take inventory of all emergency supplies and secure additional supplies if needed to remain operational for several hours. Include protective gear where reasonable. (All AVUHSD Sites have stored earthquake supplies).

14. Encourage your teachers to develop their own personal "Teacher Survival Kit" to keep in their vehicle or classroom.

### **California Education Code 35297**

This sections outlines the components required in your earthquake safety plan and are as follows, listed by Ed Code Subsection:

- (a) A school disaster plan must be ready for implementation at any time for maintaining the safety and care of students and staff.
- (b) A drop procedure, an activity whereby each student and staff takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A "drop procedure drill" will be conducted once a semester in secondary schools.
- (c) Protective measures to be taken before, during, and following an earthquake.
- (d) A safety program to ensure that the students and staff, both classified and certificated, are aware of, and properly trained in the emergency earthquake procedure.

Your AVUHSD Earthquake Plan shall include all of the above Ed Code Subsections. Since each individual school site is unique, any additional information included in your plan, will ensure that the pre and post earthquake actions are carried out as planned. Please review all of the Ed Code Sections, listed above, to cover all areas required to meet the standard.

### **CODE BLUE**

The policy of the AVUHSD is to use the term "Code Blue" to designate an evacuation. When the initial earthquake shaking has ceased, a "Code Blue" will be announced and students and staff will evacuate to the pre-designated locations.

## **Know Your Earthquake Terms**

Familiarize yourself with these terms to help identify an earthquake hazard:

### **Aftershock**

An earthquake of similar or lesser intensity that follows the main earthquake.

### **Earthquake**

A sudden slipping or movement of a portion of the earth's crust, accompanied and followed by a series of vibrations.

### **Epicenter**

The place on the earth's surface directly above the point on the fault where the earthquake rupture began. Once fault slippage begins, it expands along the fault during the earthquake and can extend hundreds of miles before stopping.

### **Fault**

The fracture across which displacement has occurred during an earthquake. The slippage may range from less than an inch to more than 10 yards in a severe earthquake.

### **Magnitude**

The amount of energy released during an earthquake, which is computed from the amplitude of the seismic waves. A magnitude of 7.0 on the Richter Scale indicates an extremely strong earthquake. Each whole number on the scale represents an increase of about 30 times more energy released than the previous whole number represents. Therefore, an earthquake measuring 6.0 is about 30 times more powerful than one measuring 5.0.

### **Seismic Waves**

Vibrations that travel outward from the earthquake fault at speeds of several miles per second. Although fault slippage directly under a structure can cause considerable damage, the vibrations of seismic waves cause most of the destruction during earthquakes.

Page Seven

**CONCLUSION**

Again, this information is provided to assist you in reworking your earthquake plans. I suggest, that you utilize the "committee" format to develop you plan. Be sure to include your Director of Security, a Lead Administrator, Principal's Executive Secretary, and the Head of Maintenance.

For plan review and guidance, contact Darrel D. Brown, Director of School Safety, (661) 948-7655.

This Memorandum was authored on: March 17, 2008.

## Bomb Threat Protocol

Principal Review –

Director of Security Review –

Training of all faculty and staff will be required as a result of this protocol. It would not be extensive and a faculty meeting, followed by a drill, would probably suffice.

Questions include:

1. **How to respond to the multitude of ways a school can receive a bomb threat?** Although it may still happen, calling into the switchboard is no longer the only way to phone in a threat. Current thinking is the more likely scenario involves a cell phone call to either another student, to a teacher, or using a cell phone to call the classroom directly. A threat could also be received via a text message or some other social network.
2. **Who to notify once a threat has been received?**
3. **What are the next steps to take on-campus after a threat has been received?**

### PROTOCOL

#### Threat Received:

**At switchboard** – Contact Principal, Co-administrator, or Director of Security, in person, do not call out over the radio.

**In classroom or other** – Classroom personnel should attempt to contact the site designated person which could include the principals' secretary, the switchboard operator, or the OCD person. Followed by notification of Principal or an administrative designee, Director of Security and Site Deputy.

**Site Response: Principal, Director of Security, and Deputy will assess the situation and implement plan.**  
(Principal notify DO when able to do so safely)

**Viable Threat (location of bomb unknown)** – Order a lockdown of the site.

**Teacher Response** – Check their email for information and direction from administration. Direction should include surveying room to make sure all bags are accounted for, and that there are no suspicious packages/bags or other containers in their rooms that cannot be explained. Should respond to designated person that room is clear.

**Non-Teacher Response** – Primarily for security/administration/law enforcement. Should search outside areas for suspicious items. Search should include bathrooms and trash cans and should be done in all areas, including those where students may evacuate.

**Requires Training**

**Viable Threat (location of bomb or suspicious object is know)** – Order limited evacuation

**Teacher Response** – Teacher continues to monitor email for direction to evacuate. If classroom is not evacuated they remain in lockdown waiting for the all-clear which is typically a PA announcement. **Requires Training**

**Security Response** – Should be available to guide students through specific evacuation route.

#### Evacuation Route and Area:

**Route** – Would obviously need to provide the safest route for students to exit away from any perceived danger, with the supervision of security along the way.

**Evacuation Area** – Will depend on available safe routes. An emphasis should be made to evacuate to an area away from access to, or line of site with surrounding neighborhood areas, may consider using larger gyms as evacuation points.

LOCK DOWN REMAINS IN PLACE UNTIL SIGNIFIED OTHERWISE BY ADMINISTRATION.

## **EASTSIDE High School Crisis Intervention Team**

### **Action Plan Questions:**

1. Who will call the team together? **The Principal  
Phone tree (NTI)– when appropriate**
2. Where will the team assemble? **Principal's Conference Room  
\*Members should meet in the Principal's Conference Room with their Crisis Team Manual.**
3. Who are the Team leaders? **Head Counselor  
ADMIN Team**

**See attached chart. All Administrators and Counselors will be members of the Crisis Team. Some Administrators and Counselors are assigned to their regular duties during a crisis.**

4. What is the referral system? **As per CTM**
  - a. Who refers and how? Anyone may refer through direct contact with a team member or written referral – see forms in Crisis Manual.
  - b. All forms outlined in the Crisis Team Manual will be handled through \_\_\_\_\_
    - ◆ Students in the need of attention, outside the classroom setting, should be sent to the Library. A triage will be conducted by three counselors or designees.
    - ◆ The most affected students will be assisted in the Guidance Room.
    - ◆ Other students and staff less affected will be assisted in the Library.

Entire classrooms which are directly involved will be visited by Counselors/Administrators in the class.
5. Who is responsible for disseminating information about the event to staff members? **The Principal**
  - To the student body? **Vice Principal**
    - a. What systems will be used to share information? **Memos, P.A. system, staff meetings, e-mail.**
6. **The Principal/ Vice Principal will meet with members of the media in the Principal's Conference Room.**
7. The Cafeteria Manager, will provide refreshments to the Principal's Conference Room and the ASB Room as requested by Admin.



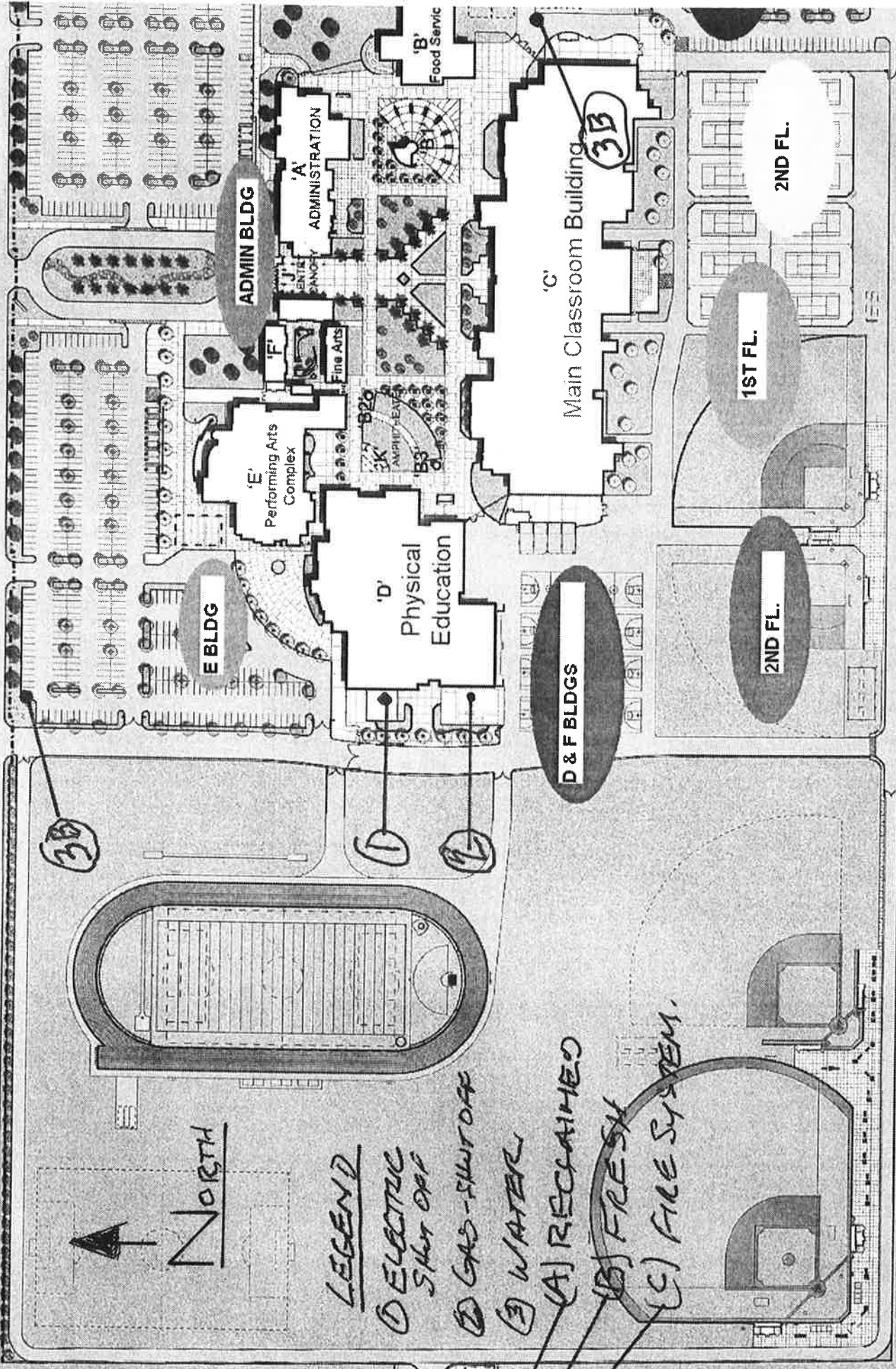
8. Staff the Health Office as usual.
9. The PRIDE room as well and the library may be used if necessary.
10. **The Principal's secretary** will secure subs for affected teachers and as needed.
11. **Activities and ASB** will organize student driven activities (fund raising, etc.)

### **COUNSELING/PSYCHOLOGICAL SERVICES**

1. Who will provide the screening to determine students at risk? **Team members as referred by other members, teachers, other staff or parents.**
2. Who will make referrals to Support Services in the community?  
  
**Referrals are only made through Antelope Valley Youth Services, 949-1069 or through Asst. Superintendent of Student Services A.V.U.H.S.D., 729-2321, ext. 114.**
3. Which school staff members are qualified to provide counseling services?  
**Nurse, Psychologists, and Counselors.**
4. What community advisory groups are available to assist? **Only those requested directly by Asst. Superintendent of Student Services A.V.U.H.S.D or The Principal**
5. How will you provide relief and rest breaks to Crisis Team members? **Administration will monitor the condition of team members and advise for breaks if necessary. Alternates are available to provide respite for the others.**
7. How will you debrief after dealing with a crisis to evaluate the effectiveness of actions? **The team will convene first thing in the morning and last thing in the afternoon in the Principal's Conference Room.**
8. How will you determine counseling needs of staff during the weeks following the crisis (known as Post Traumatic Stress Syndrome)? **Monitoring by Team Leaders, Administrators, and Counselors.**
8. How will you inform staff members about the school's Action Plan?  
**Meetings, handouts, memos, e-mail, updates.**
9. How will new team members be selected and trained? **Expressed interest; training and experience, selection by Principal and Team Leaders. Usually a District-wide training is planned.**

Ave F-8

35TH ST



LEGEND

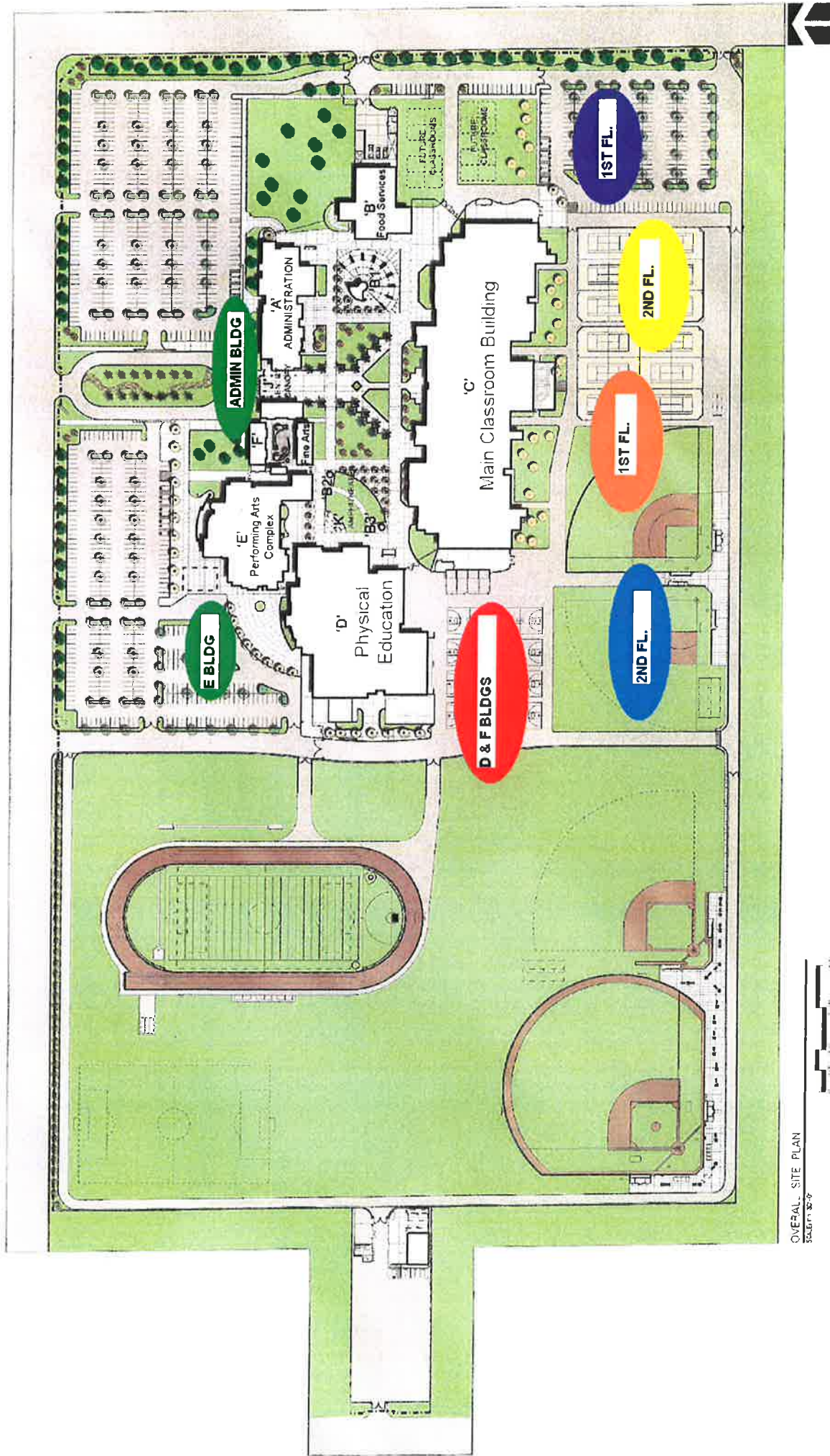
- (1) ELECTRIC
- (2) GAS-SWITCH
- (3) WATER
- (A) RECLAIMED
- (B) FRESH
- (C) FIRE SYSTEM

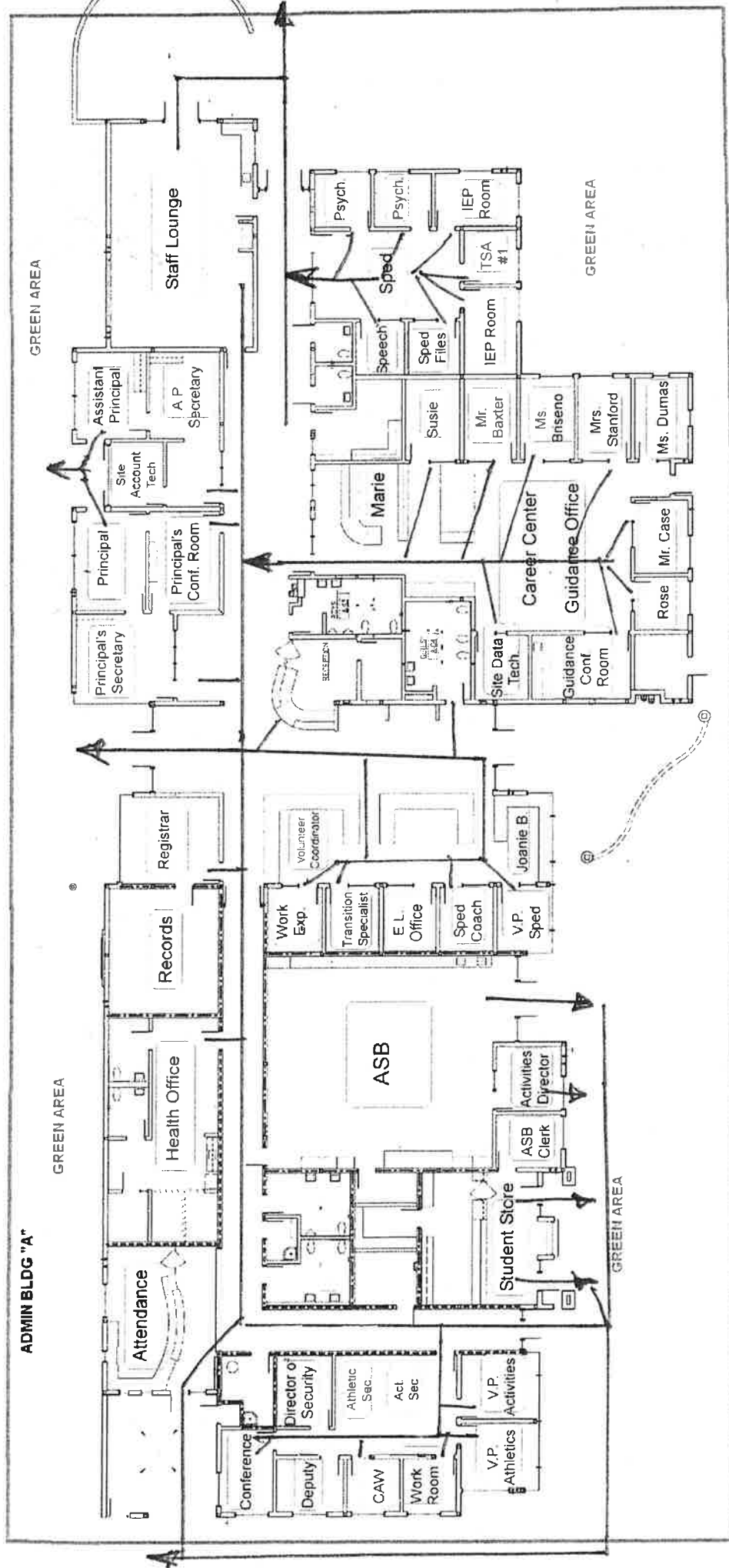
OVERALL SITE PLAN

SCALE = 1" = 40'





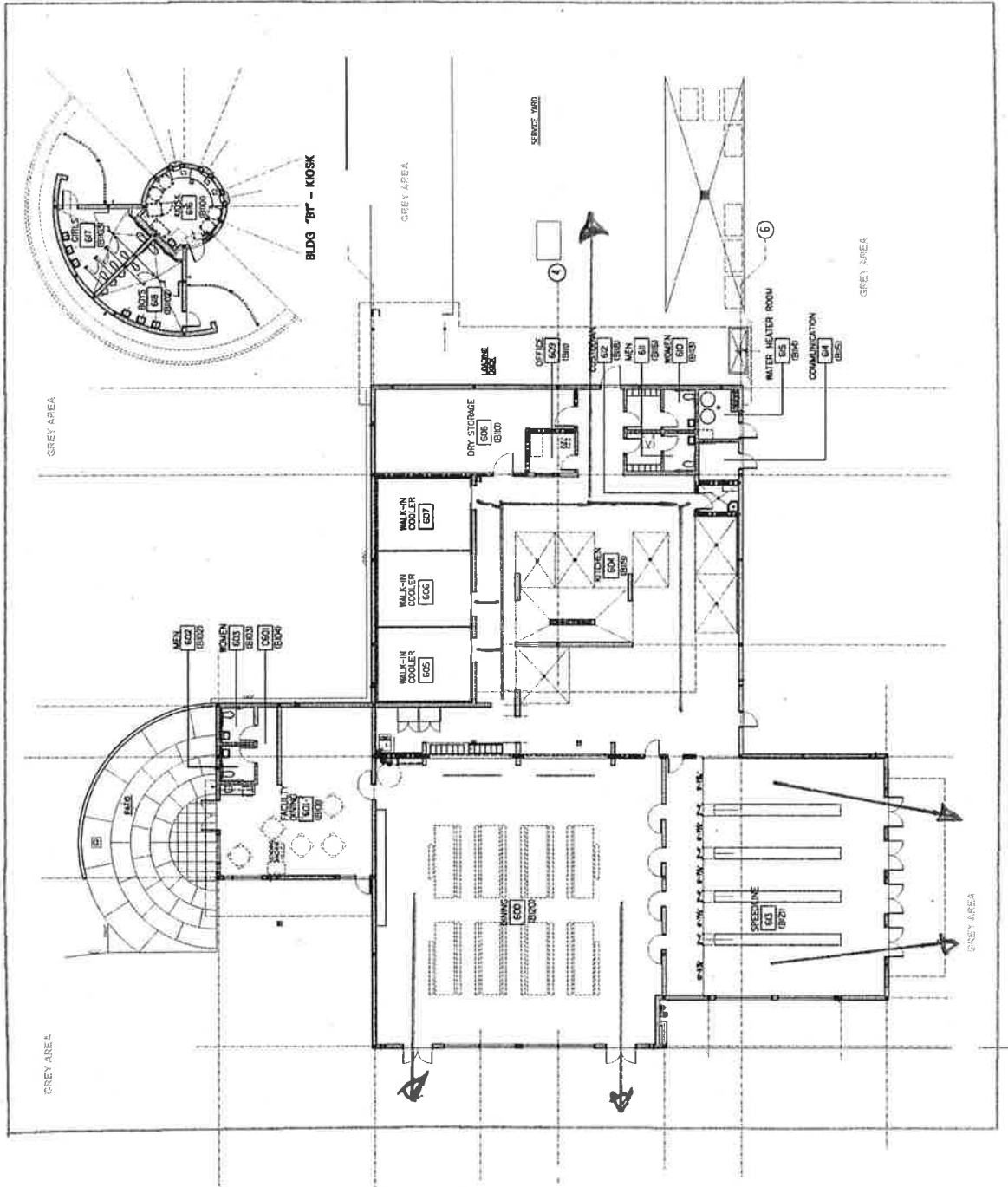




"A" BLDG (Admin)

~~GREEN~~  
AREA

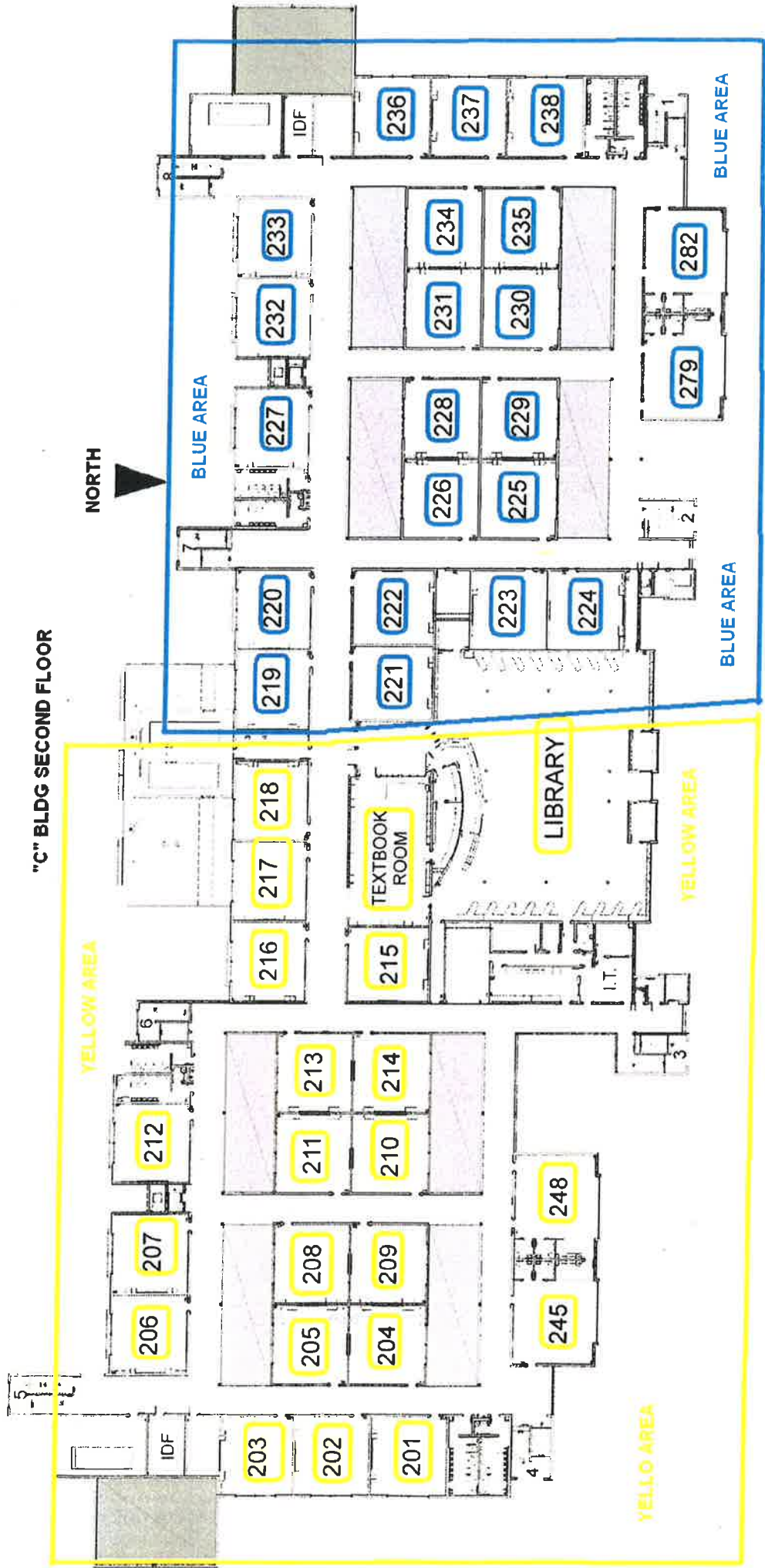
"B" BLDG- FOOD SERVICES



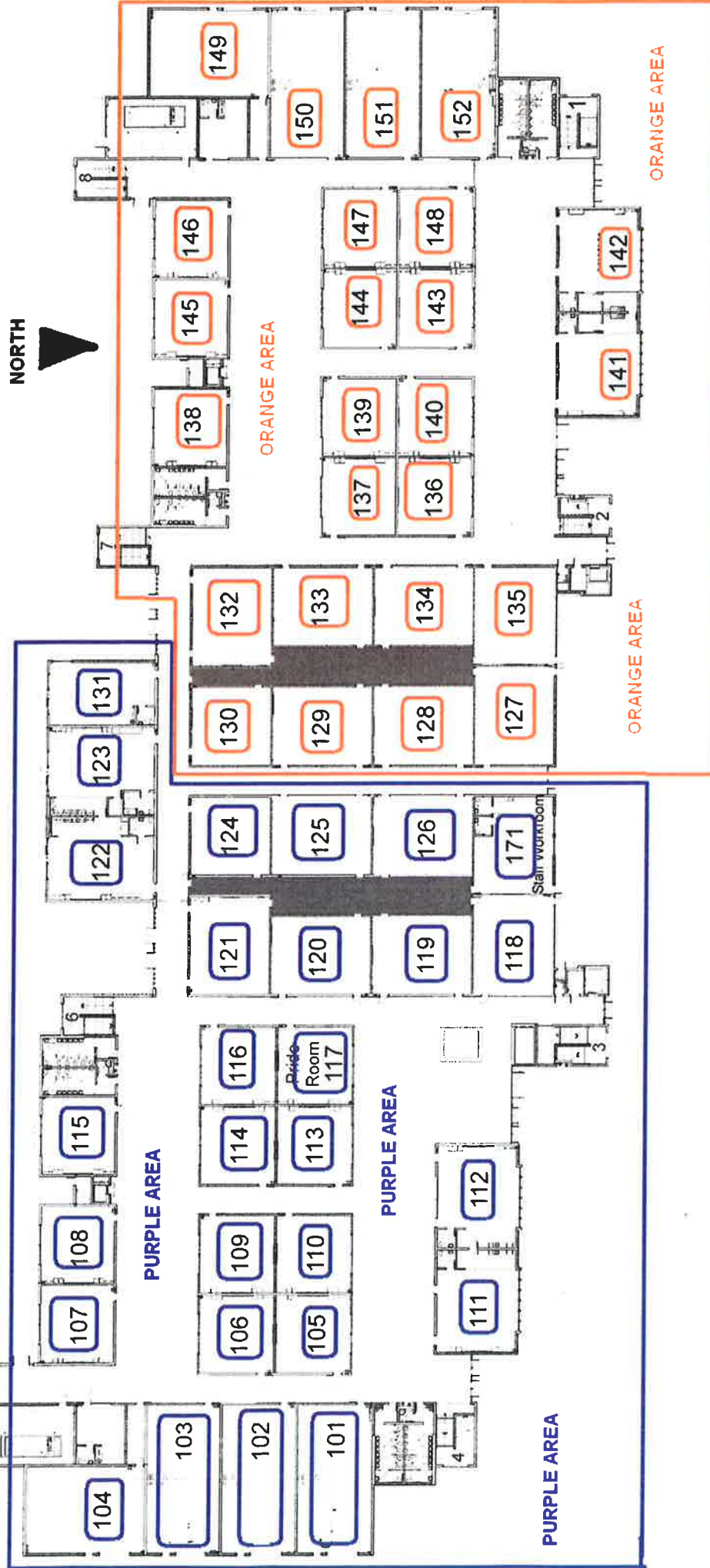
"B" BLDG - "CAFE"



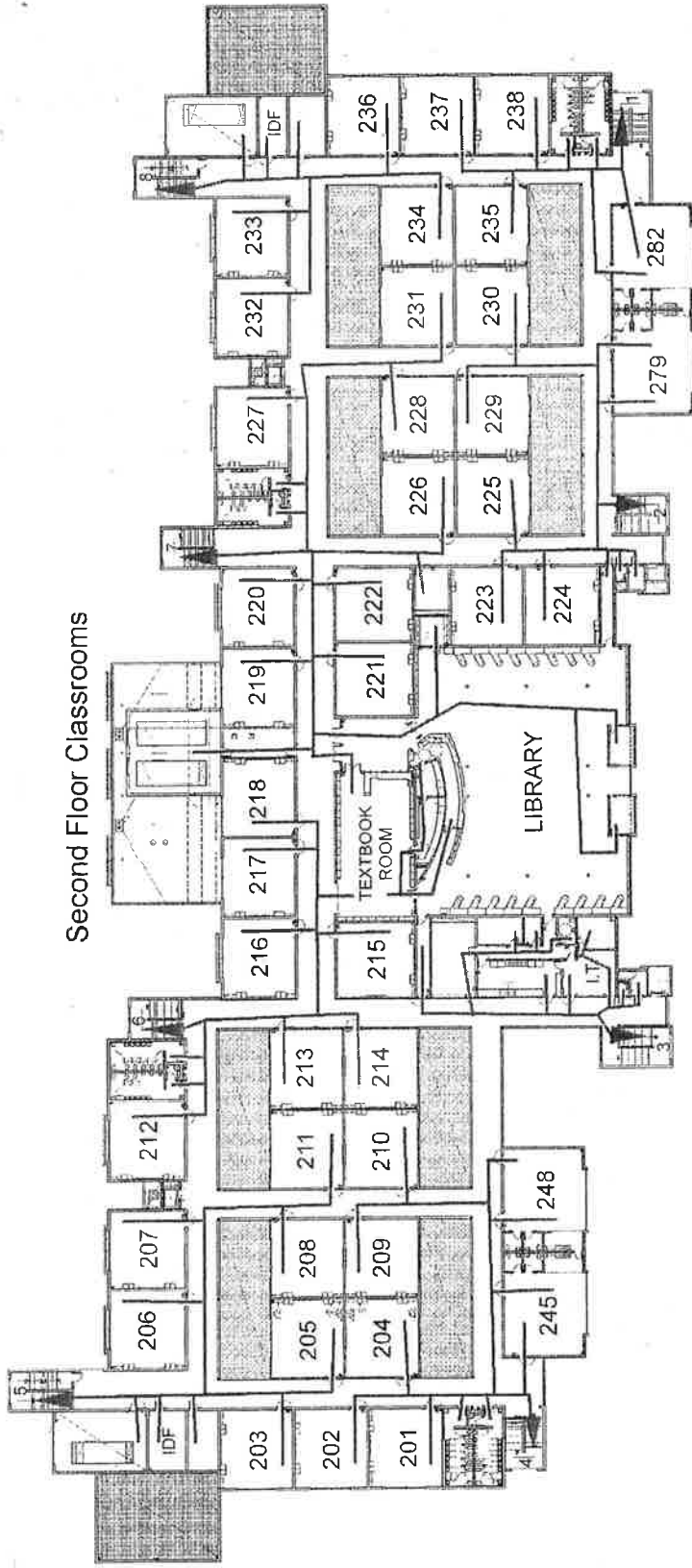
"C" BLDG SECOND FLOOR



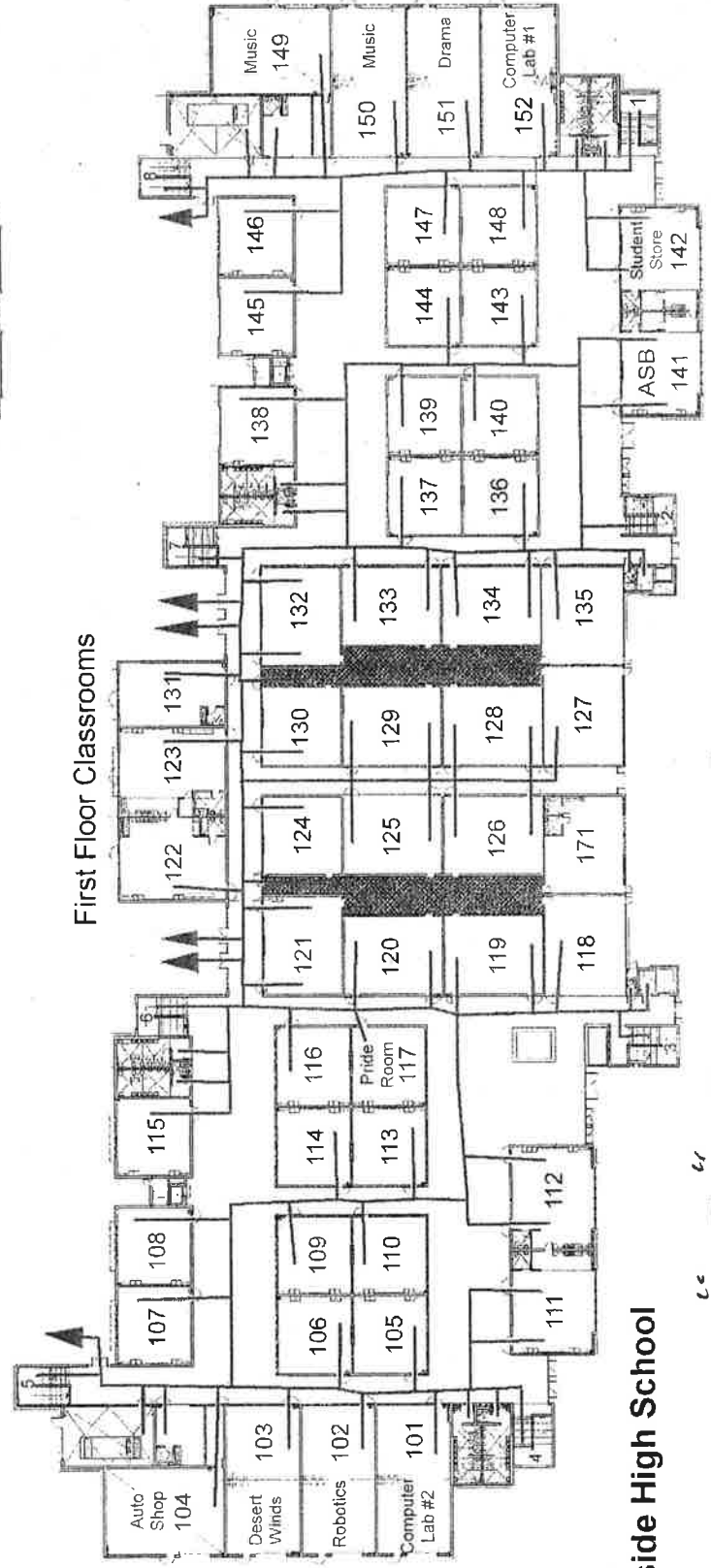
"C BLDG" FIRST FLOOR CLASSROOMS



Second Floor Classrooms



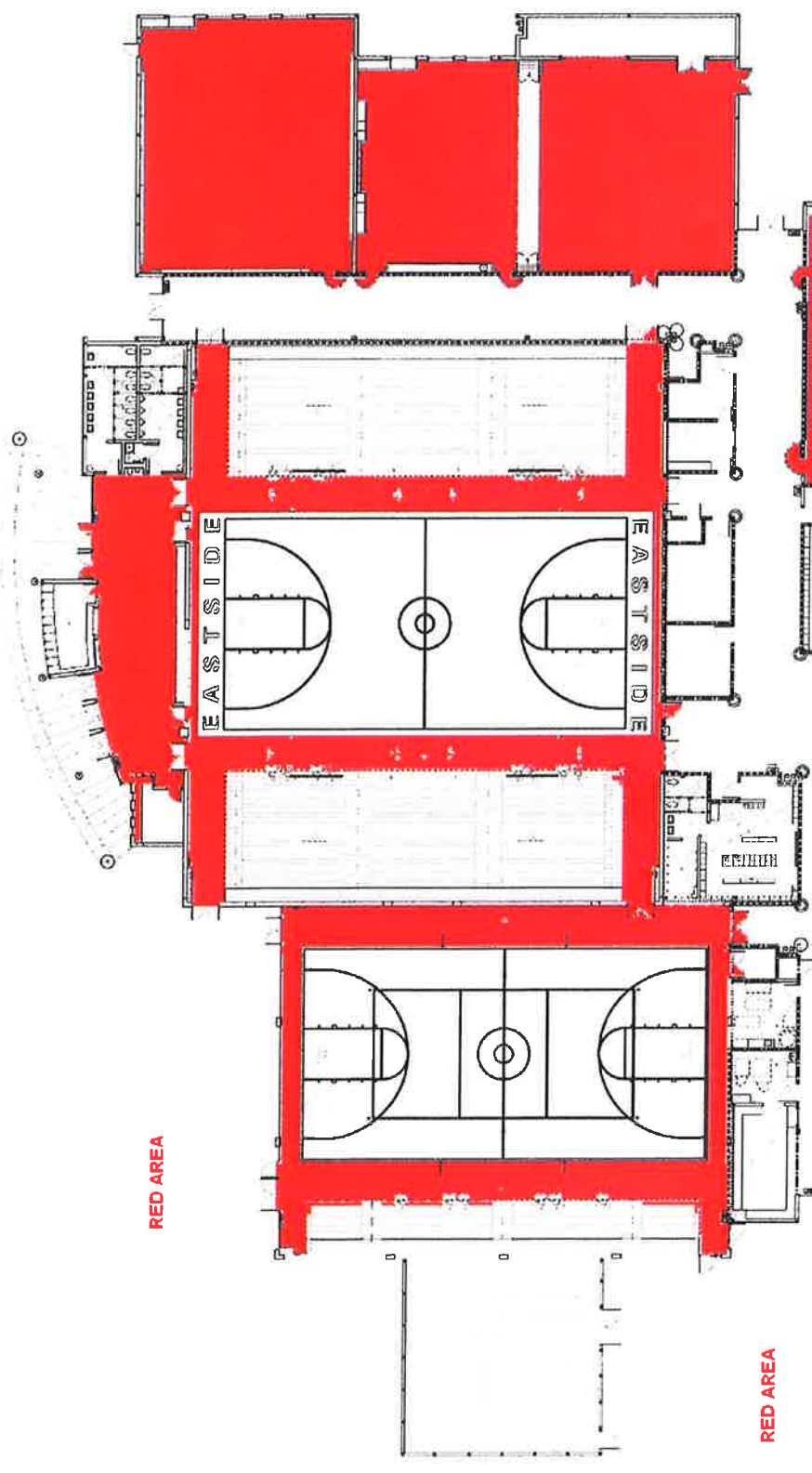
First Floor Classrooms



Eastside High School

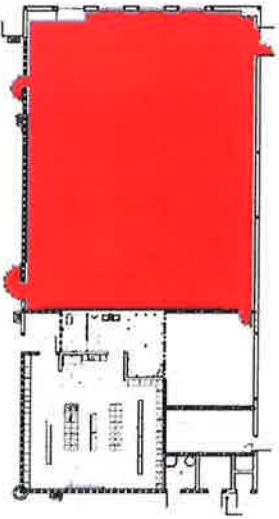
C-1306 EVACUATION ROUTES





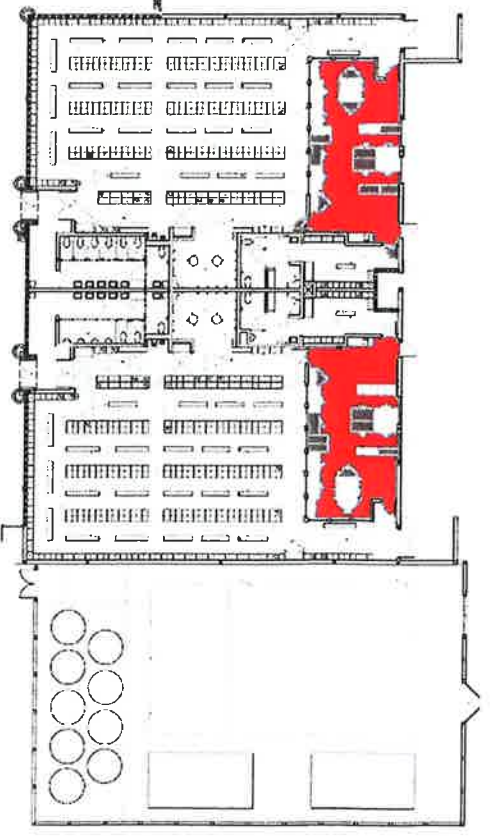
RED AREA

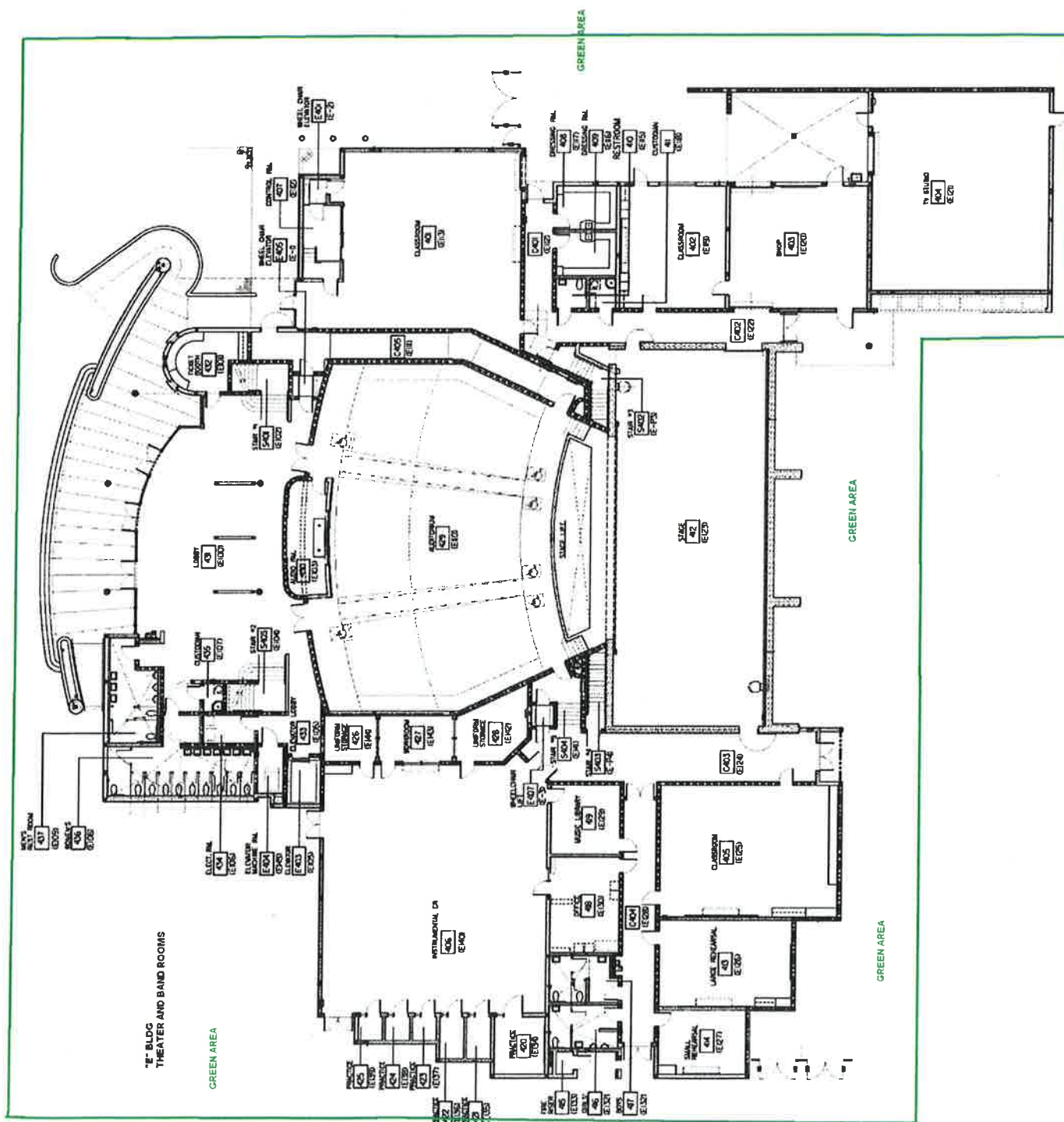
RED AREA



"D" BLDG  
PHYSICAL EDUCATION/GYM

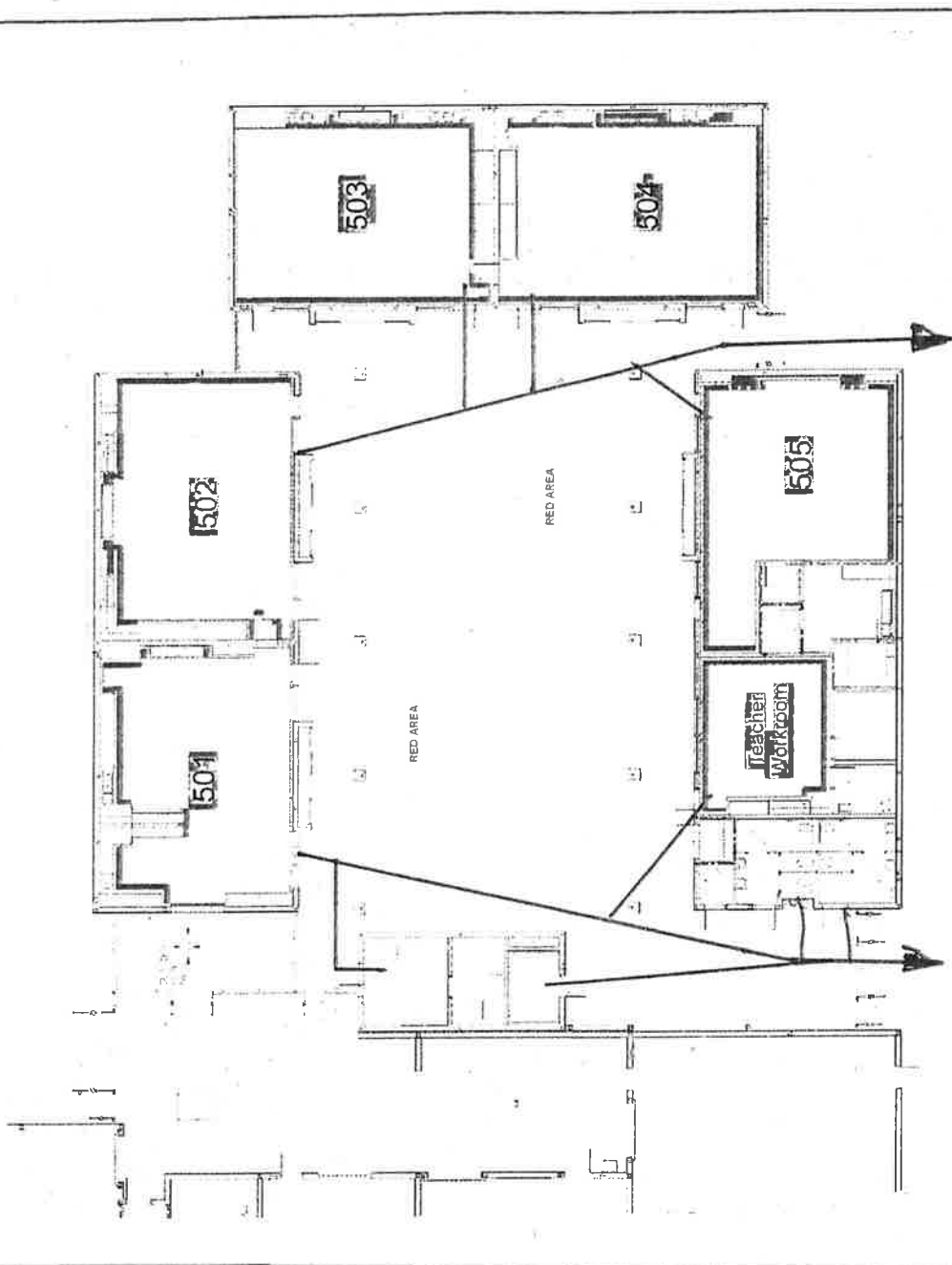
RED AREA





Eastside High School  
Fine Arts Complex

"F" BLDG



"F" BLDG EVAC ROUTES (RED) AREA

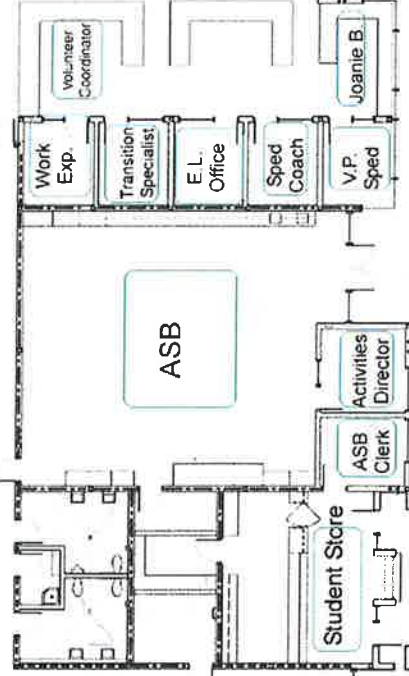
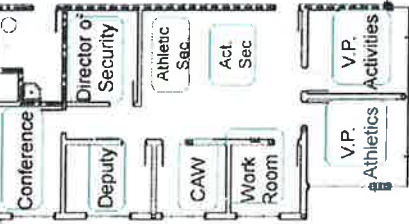
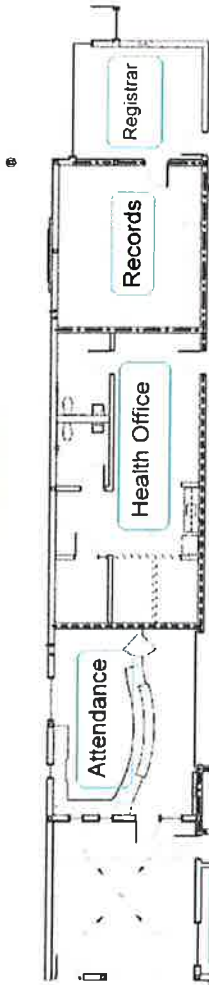
Eastside High School  
Fine Arts Complex

"F" BLDG



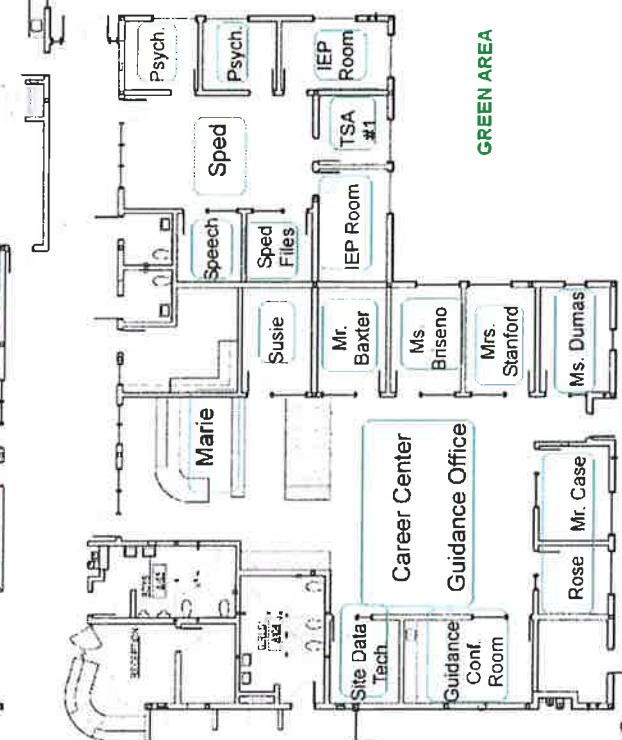
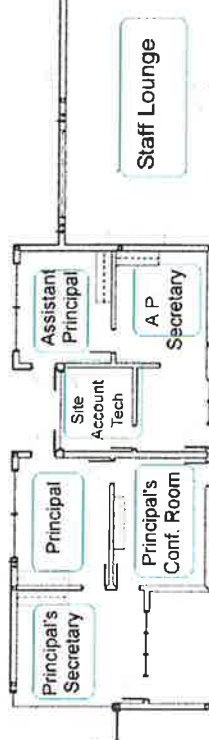
ADMIN BLDG "A"

GREEN AREA

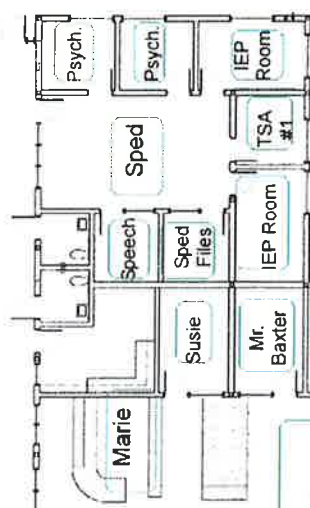


GREEN AREA

GREEN AREA



GREEN AREA





## Evacuation Assignments – Blue/SCHMIDT Eastside High School

### **TEPPER – Incident Commander   Canett- Incident Director**

Responsible for gathering information from the Admin team and conveying information to the District Office.

**Purple** \_\_\_\_\_ NAJAR  
**Blue** \_\_\_\_\_ SCHMIDT  
**Orange** \_\_\_\_\_ MERCIER  
**Red** \_\_\_\_\_ Stanley  
**Yellow** \_\_\_\_\_ Case  
**Green** \_\_\_\_\_ ROBISON

TEACHER	ROOM	X
Lyons moore	219	
	220	
lab	221	
lab	222	
kindermann	223	
PEREZ	224	
barnett	225	
DUNSTON	226	
BROWN	227	
Harrison gordon	228	
VILLEGAS	229	
howard	230	
vogel	231	
vonsterburg	232	
Dabo j	233	
REYNOSO	234	
WEHUNT	235	
gottschalk	236	
andrade	237	
whitmore	238	
kavanaugh	279	
Tweedy ferguson	282	

**\*NOTE: If you have “ANY MISSING PERSONS”, attempt to determine their last location and notify Security. Please use the attached page for “Additional Comments/Missing Persons”.**

**\*REMEMBER not all rooms on your zone(s) will have students due to prep periods, field trips, etc.**

**\*SECURITY will conduct a security sweep after the campus is clear.**

**Revised 7-24-13**

[illegible]

**TEPPER – Incident Commander   Canett- Incident Director**

Responsible for gathering information from the Admin team and conveying information to the District Office.

<b>Purple</b>	NAJAR
<b>Blue</b>	SCHMIDT
<b>Orange</b>	MERCIER
<b>Red</b>	Stanley
<b>Yellow</b>	Case
<b>Green</b>	ROBISON

TEACHER	ROOM	X
<b>foster</b>	<b>404</b>	
<b>estrada</b>	<b>405</b>	
<b>hixon</b>	<b>406</b>	
<b>VP ATH.OFFICE</b>		
<b>ATTENDANCE OFFICE</b>		
<b>HEALTH OFFICE</b>		
<b>REGISTRAR OFFICE</b>		
<b>STUDENT STORE</b>		
<b>ASB</b>		
<b>PRINCIPALS SECT</b>		
<b>AP OFFICE</b>		
<b>SPED OFFICE</b>		
<b>COUNSELOR OFFICE</b>		

**\*NOTE: If you have "ANY MISSING PERSONS", attempt to determine their last location and notify Security. Please use the attached page for "Additional Comments/Missing Persons".**

**\*REMEMBER not all rooms on your zone(s) will have students due to prep periods, field trips, etc.**

**\*SECURITY will conduct a security sweep after the campus is clear.**



## This image shows a full page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for handwriting practice. There are no margins, text, or other markings on the page.

## Evacuation Assignments – Orange/ MERCIER Eastside High School

**TEPPER – Incident Commander**     **Canett- Incident Director**

Responsible for gathering information from the Admin team and conveying information to the District Office.

Purple _____	NAJAR
Blue _____	SCHMIDT
Orange _____	MERCIER
Red _____	Stanley
Yellow _____	Case
Green _____	ROBISON

TEACHER	ROOM	X
teare	127	
over	128	
bernard	129	
CORFMAN	130	
POLAND	132	
glancy	133	
Chapleau r	134	
cooper	135	
PRUITT	136	
carrigan	137	
LIPPERT	138	
calvert	139	
LEVY	140	
palmer	141	
COLLIER	142	
williams	143	
TEST ROOM	144	
hess	145	
ELIZONDO	146	
perez	147	
jobb	148	
pruitt	149	
BLK BOX	150	
security	151	
patterson	152	
SECURITY OFF	184	

**\*NOTE: If you have “ANY MISSING PERSONS”, attempt to determine their last location and notify Security. Please use the attached page for “Additional Comments/Missing Persons”.**

**\*REMEMBER not all rooms on your zone(s) will have students due to prep periods, field trips, etc.**

**\*SECURITY will conduct a security sweep after the campus is clear.**

**Revised 7-24-13**

## This image shows a single page of white paper with horizontal black lines, resembling notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## Evacuation Assignments – PURPLE/ NAJAR Eastside High School

**TEPPER – Incident Commander** \_\_\_\_\_ **Canett- Incident Director**

Responsible for gathering information from the Admin team and conveying information to the District Office.

Purple _____	NAJAR
Blue _____	SCHMIDT
Orange _____	MERCIER
Red _____	Stanley
Yellow _____	ROBISON

TEACHER	ROOM	X
lab	101	
Apex lab	102	
roehm/swaner	103	
V cad	104	
butzke	105	
orians	106	
chapleau	107	
blundell	108	
THOMPSON	109	
cook	110	
brady	111	
gonzalez	112	
takamatsu	113	
speno	114	
stonerock	115	
	116	
rouser	117	
gomez	118	
COLEMAN	119	
oconnell	120	
wellington	121	
poland	122	
GAMM	123	
wilkerson	124	
hall	125	
HOLLOWAY	126	
hair	131	

**\*NOTE:** If you have “ANY MISSING PERSONS”, attempt to determine their last location and notify Security. Please use the attached page for “Additional Comments/Missing Persons”.

**\*REMEMBER** not all rooms on your zone(s) will have students due to prep periods, field trips, etc.

**\*SECURITY** will conduct a security sweep after the campus is clear.

**Revised 7-24-13**

## This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## Evacuation Assignments – Red/ Stanley Eastside High School

**TEPPER – Incident Commander**      **Canett- Incident Director**

Responsible for gathering information from the Admin team and conveying information to the District Office.

Purple \_\_\_\_\_ NAJAR  
Blue \_\_\_\_\_ SCHMIDT  
Orange \_\_\_\_\_ MERCIER  
Red \_\_\_\_\_ Stanley  
Yellow \_\_\_\_\_ Case  
Green \_\_\_\_\_ ROBISON

**\*NOTE:** If you have “ANY MISSING PERSONS”, attempt to determine their last location and notify Security. Please use the attached page for “Additional Comments/Missing Persons”.

**\*REMEMBER** not all rooms on your zone(s) will have students due to prep periods, field trips, etc.

**\*SECURITY** will conduct a security sweep after the campus is clear.

TEACHER	ROOM	X
hardy	PE	
Lear	PE	
long	PE	
blundell	PE	
	501	
NOBLE	502	
young	503	
Rivas e	504	

**Revised 7-24-13**

## This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## Evacuation Assignments – Yellow/Case Eastside High School

### **TEPPER – Incident Commander    Canett- Incident Commander**

Responsible for gathering information from the Admin team and conveying information to the District Office.

Purple _____	NAJAR
Blue _____	SCHMIDT
Orange _____	MERCIER
Red _____	Stanley
Yellow _____	Case

**\*NOTE:** If you have “ANY MISSING PERSONS”, attempt to determine their last location and notify Security. Please use the attached page for “Additional Comments/Missing Persons”.

TEACHER	ROOM	X
croy	201	
fitsgerald	202	
lee	203	
nish	204	
dunn	205	
Sule odu	206	
cuevas	207	
pollard	208	
MARSHALL	209	
briggs	210	
montoya	211	
vierra	212	
zear	213	
dabo	214	
coleman	215	
Ferguson c	216	
rivas	217	
amara	218	
staff	Library	
LAB	245	
cooper	248	

**\*REMEMBER** not all rooms on your zone(s) will have students due to prep periods, field trips, etc.

**\*SECURITY** will conduct a security sweep after the campus is clear.

**Revised 7-24-13**



## This image shows a full page of blank, lined paper. It features approximately 20 horizontal black lines spaced evenly across the page, typical of notebook paper. The lines are thin and extend from the left edge towards the right. There is no handwriting or other markings on the page.

# MAJOR INCIDENT "COMMANDERS" CHECK IN SHEET

INCIDENT COMMANDER- TEPPER

INCIDENT DATE: \_\_\_\_\_

INCIDENT DIRECTOR -- Gabriel Canett

DRILL -- YES ☐ NO ☐

ZONE	LEADERS	CHECKED IN	TIME	MISSING ROOMS	ISSUES
PURPLE	NAJAR				
BLUE	SCHMIDT				
ORANGE	MERCIER				
RED	STANLEY				
YELLOW	CASE				
GREEN	ROBISON				

**Eastside High School  
Room Number List**

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Room #</b>
McNaughton	Lupe	Computer Lab 1	101
Tisbert	Maricela	Computer Lab 2	102
Roehm	Rob	Teacher - DWOC	103
Swaner	Paul	Teacher - DWOC	103
Gomez	Gil	Teacher- Science	104
Butzke	David	Teacher - Math	105
Orians	Jason	Teacher - Sped (RSP)	106
Chapleau	Lisa	Teacher - Sped (SDC)	107
Blundell	Briana	Teacher - AVID	108
Hooper	Justine	Teacher - Sped (RSP)	109
Cook	Mark	Teacher - Sped (ED)	110
Brady	Sara	Teacher - Sped (TMH)	111
Soza Gonzales	Martha	Teacher- - Sped (TMH)	112
Takamatsu	Tenicia	Teacher - English	113
Speno	John	Teacher - Math	114
Stonerock	Alesia	Teacher - Social Studies	115
Zimmerman	Amanda	Teacher - English	116
Rouzer	Lyndsay	Teacher - English	117
Gomez	Gil	Teacher - Biology	118
Cleveland	Jullian	Teacher - Biology	119
Mickelson	Park	Teacher - Science	120
Wellington	Amos	Teacher - Health	121
Poland	Douglas	Teacher - Sped (Autism)	122
Gamm	John	Teacher - Sped (SDD)	123
Page	Traci	Teacher - Health	124
Hall	Melodie	Teacher - Bio / Chem	125
Halloway	Janet	Teacher - SPED(SDC)	126
Teare	Michelle	Teacher - Biology	127
Over	Jonathan	Teacher - Math	128
Bernard	Michael	Teacher - Biology	129
Corfman	Tim	Teacher - Opportunity	130
Hair	Joyce	Teacher - Sped (ED)	131
			132
Glancy	Russell	Teacher - Chemistry	133
Chapleau	Richard	Teacher - Chemistry	134
			135
Pruitt	Lindsey	Teacher - English	136
Carrigan	Kohji	Teacher - Social Studies	137
Lippert	Peter	Teacher - Social Studies	138
Calvert	Sharon	Teacher - Psychology	139
Reynoso	Roberto	Teacher - Spanish	140
Palmer	Elizabeth	Teacher - Sped (TMH)	141
Arca-Collier	Jean	Teacher - Sped (TMH)	142
Williams	Benita	Teacher - Sped (SDC)	143
		Testing Room	144
Hess	Matt	Teacher - Social Studies	145
Elizondo	Alex	Teacher - English	146
Perez, Jr.	Samuel	Teacher - Math	147
Jobb	Sabrina	Teacher - Social Studies	148
Pruitt	Lindsey	Teacher - Drama	149
			150
		OCD	151
Patterson	Josh	Teacher - Art	152

**Eastside High School  
Room Number List**

			156
Croy	Trudi	Teacher - Math	201
Haworth	Ben	Teacher - Math	202
Lee	Tiffany	Teacher - Math	203
Nish	Jessica	Teacher - Math	204
Dunn	Lloyd	Teacher - Math	205
Sule-Odu	Ademola	Teacher - Sped (RSP)	206
Cuevas	Nancy	Teacher - Math	207
Pollard-Reneau	Tera	Teacher - Sped (RSP)	208
Marshall	Kelli	Teacher - English	209
Briggs	Jared	Teacher - Math	210
Montoya	John	Teacher - Sped (SDC)	211
Cole	Matthew	Teacher - Opportunity	212
Zear	Kenneth	Teacher - Math	213
Dabo	Mitch	Teacher - Math	214
Coleman	Ron	Teacher - Sped (SDC)	215
Ferguson	Christopher	Teacher - English	216
Rivas	Ryan	Teacher - English	217
Amara	Angela	Teacher - Sped (SDC)	218
Lyons-Moore	Akilah	Teacher - Social Studies	219
Tilton	James	Teacher-English	220
		Computer Lab 221	221
McNaughton	Lupe	Computer Lab 222	222
Kindermann	Teresa	Teacher - Social Studies	223
Perez	AnnaMarie	Teacher - Opportunity	224
Barnett	Colleen	Teacher - Sped (SDC)	225
Dunstan	David	Teacher - English	226
Brown	Elizabeth	Teacher - English	227
Harrison-Gordon	Judy	Teacher - English	228
Villegas	Allyson	Teacher - English	229
Howard	Teresa	Teacher - English	230
Vogel	Jordan	Teacher - English	231
VonSternberg	Nick	Teacher - Sped (RSP)	232
Dabo	Jill	Teacher - English	233
Reynoso	Roberto	Teacher - Spanish	234
Wehunt	Oxana	Teacher - English	235
Gottschalk	Monica	Teacher - Spanish	236
Andrade	Horacio	Teacher - Spanish	237
Whitmore	Michele	Teacher - Foreign Lang.	238
		Teacher - Work Exp.	245
Cooper	Devon	Teacher - Math	248
Kavanagh	Kathy	Teacher - Health	279
Tweedy Ferguson	Laura	Teacher - Social Studies	282
Foster	Kevin	Teacher - Music	404
Estrada	Tizoc	Teacher - Music	405
Hixon	Tom	Teacher - Music	406
		Teacher - Art	501
Noble	Larry		502
Young	Robyn	Teacher - Art	503
Rivas	Evelyn	Teacher - Art	504
Noble	Larry	Teacher - Stagecraft	505
Hardy	James	Teacher - P.E.	PE
Lear	Richard	Teacher - P.E.	PE
Long	Eric	Teacher - PE	PE

**Eastside High School**  
**Room Number List**

Hathaway	Cynthia	T.S.A. - Sped	Sped
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**Students****AR 5144.1(a)****SUSPENSION AND EXPULSION/DUE PROCESS****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(s))

**Notice of Regulations**

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

**Students****AR 5144.1(b)****SUSPENSION AND EXPULSION/DUE PROCESS***(cf. 5144 - Discipline)**(cf. 5145.6 - Parental Notifications)***Grounds for Suspension and Expulsion**

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

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense. (Education Code 48900(a))

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

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

*(cf. 5131 - Conduct)**(cf. 5131.7 - Weapons and Dangerous Instruments)*

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

*(cf. 5131.6 - Alcohol and Other Drugs)*

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

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

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

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

## Students

AR 5144.1(c)

## SUSPENSION AND EXPULSION/DUE PROCESS

48900(g))

8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products. (Education Code 48900(h))
9. Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code 48900(i))
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5. (Education Code 48900(j))
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))
12. Knowingly received stolen school property or private property. (Education Code 48900(l))
13. Possessed an imitation firearm, i.e., a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))
14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4. (Education Code 48900(n))
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness. (Education Code 48900(o))
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. (Education Code 48900(p))
17. Engaged in, or attempted to engage in, hazing as defined in Education Code 32050. (Education Code 48900(q))
18. Made terrorist threats against school officials and/or school property. Pursuant to Education Code 48900.7, the making of a terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person or property damage in excess of \$1,000, with



**Students****AR 5144.1(d)****SUSPENSION AND EXPULSION/DUE PROCESS**

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)

19. Committed sexual harassment as defined in Education Code 212.5 to wit: the conduct constitutes harassment when considered from the perspective of a reasonable person of the same gender as the victim to be 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 48900.2)

*(cf. 5145.7 - Sexual Harassment)*

20. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233. Such acts include injuring or intimidating another person, interfering with the exercise of a person's civil rights, or damaging a person's property because of the person's race, color, religion, ancestry, national origin, disability, gender or sexual orientation (Education Code 48900.3)

*(cf. 5145.9 - Hate-Motivated Behavior)*

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

*(cf. 5145.3 - Nondiscrimination/Harassment)*

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any district school under the jurisdiction of the Superintendent or principal or within any other school district, including but not limited to the following circumstances: (Education Code 48900)

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus
4. During, going to, or coming from a school-sponsored activity

The Superintendent or principal may use his/her discretion to provide alternatives to suspension or expulsion for a student subject to discipline under this administrative regulation, including, but not limited to, counseling and an anger management program. (Education Code 48900(r))

**Students****AR 5144.1(e)****SUSPENSION AND EXPULSION/DUE PROCESS**

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

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

*(cf. 5113 - Absences and Excuses)*

*(cf. 5113.1 - Truancy)*

**Removal from Class by a Teacher/Parental Attendance**

A teacher may suspend any student from his/her class for the remainder of the day and the following day for any act listed in "Grounds for Suspension and Expulsion" above. (Education Code 48910)

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

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

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

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

A student removed from class shall not be placed in another regular class during the period of removal. However, if a student is assigned to more than one class per day, he/she may be placed in any other regular classes except those held at the same time as the class from which the student was removed. (Education Code 48910)

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

Pursuant to Board policy, a teacher may provide that the parent/guardian of a student whom the teacher has removed attend a portion of a school day in his/her child's classroom. When a teacher makes this request, the principal shall send the parent/guardian a written notice that the parent/guardian's attendance is requested pursuant to law. (Education Code 48900.1)

**Students****AR 5144.1(f)****SUSPENSION AND EXPULSION/DUE PROCESS**

This notice shall also:

1. Inform the parent/guardian when his/her presence is expected and by what means he/she may arrange an alternate date
2. Describe the legal protections afforded to the parent/guardian as an employee under Labor Code 230.7
3. State that if the parent/guardian does not have a means of transportation to school, he/she may ride the school bus with the student
4. Ask the parent/guardian to meet with the principal after the visit and before leaving school, as required by Education Code 48900.1

**Suspension by Superintendent, Principal or Principal's Designee**

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

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

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

Suspension also may be imposed upon a first offense if the Superintendent, principal or designee determines that the student violated items #1-5 listed in "Grounds for Suspension and Expulsion" above or if the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. (Education Code 48900.5)

A student may be suspended from school for not more than 20 school days in any school year, unless for purposes of adjustment the student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class, in which case suspension shall not

**Students****AR 5144.1(g)****SUSPENSION AND EXPULSION/DUE PROCESS**

exceed 30 days in any school year. However, this restriction on the number of days of suspension does not apply when the suspension is extended pending an expulsion. (Education Code 48903, 48912)

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

Suspensions shall be initiated according to the following procedures:

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

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

2. Administrative Actions: All requests for student suspension are to be processed by the principal or designee of the school in which the student is enrolled at the time of the misbehavior. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee.
3. Notice to Parents/Guardians: At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension. (Education Code 48911)

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

In addition, the notice may state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may add that state law requires the parent/guardian to respond

**Students****AR 5144.1(h)****SUSPENSION AND EXPULSION/DUE PROCESS**

to such requests without delay.

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

While the parent/guardian is required to respond without delay to a request for a conference about a student's behavior, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied readmission solely because the parent/guardian failed to attend. (Education Code 48911)

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

Any extension of the original 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)

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

**Suspension by the Board**

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

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

(cf. 9321 - Closed Session Purposes and Agendas)

**Students****AR 5144.1(i)****SUSPENSION AND EXPULSION/DUE PROCESS**

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

**On-Campus Suspension Program**

Students for whom an expulsion action has not been initiated and who pose no imminent danger or threat to the school may be assigned to a separate, supervised suspension classroom for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

1. The supervised suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.
3. The supervised suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.
4. Each student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to a supervised suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification shall be made in writing. (Education Code 48911.1)

**Authority to Expel**

Only the Board may expel a student. The Board shall expel, as required by law, any student found to have committed any offense listed below under "Mandatory Recommendation and Mandatory Expulsion."

The Board may also order a student expelled for any of the acts listed above under "Grounds for Suspension and Expulsion" upon recommendation by the principal, Superintendent, hearing officer or administrative panel, based on either or both of the following finding(s): (Education Code 48915(b) and (e)),

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

**Students****AR 5144.1(j)****SUSPENSION AND EXPULSION/DUE PROCESS**

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

**Mandatory Recommendation for Expulsion**

Unless the principal, Superintendent or designee finds that expulsion is inappropriate due to particular circumstances, the principal, Superintendent or designee shall recommend a student's expulsion for any of the following acts: (Education Code 48915(a))

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife as defined in Education Code 48915(g), explosive or other dangerous object of no reasonable use to the student.
3. Unlawful possession of any controlled substance, as listed in Health and Safety Code 11053-11058, except for the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee.

**Mandatory Recommendation and Mandatory Expulsion**

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be: (Education Code 48915(c))

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

Upon finding that the student committed any of the above acts, the Board shall expel the student. (Education Code 48915)

**Students**

AR 5144.1(k)

**SUSPENSION AND EXPULSION/DUE PROCESS****Student's Right to Expulsion Hearing**

The student is entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within 30 school days after the principal or Superintendent or designee determines that one of the acts listed under "Grounds for Suspension and Expulsion" has occurred. (Education Code 48918(a))

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

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

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

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

**Rights of Complaining Witness**

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

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

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



**Students****AR 5144.1(l)****SUSPENSION AND EXPULSION/DUE PROCESS**

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

**Written Notice of the Expulsion Hearing**

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

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

(*cf. 5119 - Students Expelled from Other Districts*)

5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a non-attorney advisor.

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

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

6. The right to inspect and obtain copies of all documents to be used at the hearing.
7. The opportunity to confront and question all witnesses who testify at the hearing.
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses.

**Students****AR 5144.1(m)****SUSPENSION AND EXPULSION/DUE PROCESS****Conduct of Expulsion Hearing**

1. Closed Session: Notwithstanding the provisions of 54953 and Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such request is made, the meeting shall be public unless another student's privacy rights would be violated. (Education Code 48918(c))

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student shall also be allowed to attend the closed session. (Education Code 48918(c))

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

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

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

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance

**Students****AR 5144.1(n)****SUSPENSION AND EXPULSION/DUE PROCESS**

of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

4. Presentation of Evidence: While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel must be supported by substantial evidence that the student committed any of the acts listed in "Grounds for Suspension and Expulsion" above.

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

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

5. Testimony by Complaining Witnesses: The following procedures shall be observed when hearings involve allegations of sexual assault or sexual battery by a student: Education Code 48918)
- a. Any complaining witness shall be given five days' notice before being called to testify.
  - b. Any complaining witness shall be entitled to have up to two adult support persons, including but not limited to a parent/guardian or legal counsel, present during his/her testimony.
  - c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
  - d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
  - e. If one or both support persons are also witnesses, the hearing shall be conducted according to Penal Code 868.5.
  - f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining

**Students****AR 5144.1(o)****SUSPENSION AND EXPULSION/DUE PROCESS**

witness shall be entitled to be represented by a parent/guardian, legal counsel or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.

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

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

6. Decision Within 10 School Days: The Board's decision on whether to expel a student shall be made within 10 school days after the conclusion of the hearing, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

7. Decision Within 40 School Days: If the Board does not meet on a weekly basis, its decision on whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

**Alternative Expulsion Hearing: Hearing Officer or Administrative Panel**

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

A hearing conducted by the hearing officer or administrative panel shall conform to the same

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**SUSPENSION AND EXPULSION/DUE PROCESS**

procedures as apply to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing."

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

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

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

The Board shall make its decision about the student's expulsion within 40 school days after the date of the student's removal from school unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

**Final Action by the Board**

Whether the expulsion hearing is conducted in closed or public session by the Board, a hearing officer, or an administrative panel, the final action to expel shall be taken by the Board at a public meeting. (Education Code 48918(j))

*(cf. 9321.1 - Closed Session Actions and Reports)*

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

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

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(Education Code 48916)

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

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

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

**Written Notice to Expel**

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

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed in Education Code 48900(a- q), Education Code 48900.2-48900.4, 48900.8, and 48915(c). (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian. (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board of Education. (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion. (Education Code 48918)
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1. (Education Code 48918)

**Decision Not to Enforce Expulsion Order**

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion, the Board shall take into account the following criteria:

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

**Students****AR 5144.1(r)****SUSPENSION AND EXPULSION/DUE PROCESS**

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

The suspension of the enforcement of an expulsion shall be governed by the following: (Education Code 48917)

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

**Right to Appeal**

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

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

**Post-Expulsion Placements**

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

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

(cf. 6185 - Community Day School)

When the placement described above is not available, and when the County Superintendent of Schools so certifies, students expelled for acts described in items #6 through #13 and #18 through #21 under "Grounds for Suspension and Expulsion" above may be instead referred to a program of study that is provided at another comprehensive middle, junior, or senior high school, or at an elementary school. (Education Code 48915)

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

**Readmission After Expulsion**

Readmission procedures shall be as follows:

1. On the date set by the Board when it ordered the expulsion, the district shall consider readmission of the student. (Education Code 48916)
2. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met.  
  
School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
3. The Superintendent or designee shall transmit to the Board his/her recommendation



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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)

**Maintenance of Records**

The Board shall maintain a record of each expulsion, including the specific cause of the expulsion. The expulsion record shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon receipt of a written request by the admitting school. (Education Code 48900.8, 48918(k))

Education Code 48915.1 requires that, when an expelled student asks to enroll in another district, the receiving district must hold a hearing to determine whether the student poses a danger to its students or staff. The receiving district then may either deny or permit the enrollment.

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

(cf. 5119 - Students Expelled from Other Districts)

(cf. 5125 - Student Records)

**Students****AR 5144.1(u)****SUSPENSION AND EXPULSION/DUE PROCESS****Notifications to Law Enforcement Authorities**

The Gun-Free Schools Act, 20 USC 7151, requires that the following two paragraphs be sent to the CDE for assurances of compliance with federal and state law:

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 or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts 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)

**Outcome Data**

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

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

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Regulation approved: November 13, 1990

Lancaster, California

Regulation revised: April 3, 1996; March 1, 2000; March 20, 2002; February 4, 2004

## SUSPENSION AND EXPULSION/DUE PROCESS

The Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.

*(cf. 5144 - Discipline)*

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the period of suspension or expulsion.

*(cf. 6145 - Extracurricular and Co-curricular Activities)*

Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. (Education Code 48900.5)

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to him/herself or others. (Education Code 48915)

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

### Zero Tolerance

The Board supports a zero tolerance approach to serious offenses. This approach makes the removal of potentially dangerous students from the classroom a top priority. It ensures fair and equal treatment of all students and requires that all offenders be punished to the fullest extent allowed by law. Staff shall immediately report to the Superintendent or designee any incidence of offenses specified in law, Board policy and administrative regulation as cause for suspension or expulsion.

The Superintendent or designee shall notify staff, students and parents/ guardians about the district's zero tolerance policy and the consequences, which may result from student offenses. He/she shall also ensure strict enforcement of this policy.

### Student 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

## SUSPENSION AND EXPULSION/DUE PROCESS

designee shall comply with procedures for notices and appeals as specified in administrative regulation and law. (*Education Code 48911, 48915, 48915.5*)

(*cf. 5119 - Students Expelled from Other Districts*)

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

### On-Campus Suspension Program

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

The Superintendent or designee shall establish a supervised in-house suspension program, which meets the requirements of law for suspended students who pose no imminent danger or threat at school and for whom an expulsion action has not been initiated.

The Superintendent or designee shall examine alternatives to off-campus suspension and may establish a suspension program which involves progressive discipline during the school day on campus; use of conferences between staff, parents/guardians and students; detention; student study teams or other assessment-related teams; and/or referral to school support services staff. The use of such alternatives does not preclude off-campus suspensions.

### Required Parental Attendance

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

Whenever a student is removed from a class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class from which the student was removed may provide that the student's parent/guardian attend a portion of a school day in that class. 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*)

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

**SUSPENSION AND EXPULSION/DUE PROCESS**

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

Parental attendance may be requested on the day the student returns to class or within one week thereafter. The principal or designee shall contact any parents/guardians who do not respond to the request to attend school. The Board recognizes that parental compliance with this policy may be delayed, modified or prevented for reasons such as serious illness/injury/disability, absence from town, or inability to get release time from work.

District regulations and school-site rules for student discipline shall include procedures for implementing parental attendance requirements.

**Decision Not to Enforce Expulsion Order**

In cases where expulsion is mandatory pursuant to *Education Code 48915(c)*, the enforcement of an expulsion order shall not be suspended by the Board. In all other cases of expulsion, the order for expulsion may be suspended by the Board, on case-by-case basis, pursuant to the requirements of law.

*Legal Reference:*EDUCATION CODE*212.5 Sexual harassment**233 Hate violence reduction**1981 Enrollment of students**17292.5 Program for expelled students**35146 Closed sessions (re suspensions)**35291 Rules (for government and discipline of schools)**35291.5 Rules and procedures on school discipline**48660-48666 Community day schools**48900-48926 Suspension and expulsion**48950 Speech and other communication**49073-49079 Privacy of student records*CIVIL CODE*48.8 Defamation Liability*CODE OF CIVIL PROCEDURE*1985-1997 Subpoenas; means of production*GOVERNMENT CODE*11455.20 Contempt**54950-54962 Ralph M. Brown Act (re closed sessions)*HEALTH AND SAFETY CODE*11014.5 Drug paraphernalia**11053-11058 Standards and schedules*

## SUSPENSION AND EXPULSION/DUE PROCESS

### LABOR CODE

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

### PENAL CODE

31 Principal defined

240 Assault defined

241.2 Assault fines

242 Battery defined

243.2 Battery fines

243.4 Sexual battery

245 Assault with deadly weapon

261 Rape defined

266c Unlawful sexual intercourse

286 Sodomy defined

288 Lewd or lascivious acts with child under age 14

288a Oral copulation

289 Penetration of genital or anal openings

417.25-417.27 Laser scope

422.6 Interference with civil rights; damaging property

422.7 Aggravating factors for punishment

422.75 Protected classes

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

626.9 Gun-Free School Zone Act of 1995

626.10 Dirks, daggers, knives, razors or stun guns

868.5 Supporting person; attendance during testimony of witness

### WELFARE AND INSTITUTIONS CODE

729.6 Counseling

### UNITED STATES CODE, TITLE 18

921 Definitions

### UNITED STATES CODE, TITLE 20

6301-8962 Improving America's Schools Act, especially:

8921-8922 Gun-Free Schools Act of 1994

### COURT DECISIONS

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

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

Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 1182

John A. v. San Bernardino School District (1982) 33 Cal. 3d 301, 308

### ATTORNEY GENERAL OPINIONS

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

80 Ops.Cal.Atty.Gen. 347 (1997)

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

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

**SUSPENSION AND EXPULSION/DUE PROCESS**

*Management Resources:*

*CDE PROGRAM ADVISORIES*

*306.96 Expulsion Policies and Educational Placements, SPB 95/96-04*

*WEB SITES*

*CDE: <http://www.cde.ca.gov>*

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

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Policy adopted: November 13, 1990

Lancaster, California

Policy revised: April 3, 1996; March 1, 2000; March 20, 2002

Antelope Valley Union High School District  
**MINIMUM/MAXIMUM PENALTIES**

This exhibit pertaining to minimum/maximum penalties for specified student offenses is provided as a guideline in implementing the district student conduct/discipline policies.

OFFENSE	LEGAL REFERENCE	MINIMUM PENALTY (First Offense or Mild Case)	MAXIMUM PENALTY (Chronic or Aggravated Case)
1. FIREARM • Possessing, selling, or otherwise furnishing a firearm	EC 48900(b) EC 48915(c)(1)	Recommend for expulsion and referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
2. BRANDISHING KNIFE • brandishing a knife at another person	EC 48900(b) EC 48915(c)(2)	Recommend for expulsion and referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
3. SALES CONTROLLED SUBSTANCES • Unlawful selling or furnishing a controlled substance listed in Chapter 2 (commencing with Section 10053 of Division 10 of the Health and Safety Code)	EC 48900(c) EC 48900(p) EC 48915(c)(3)	Recommend for expulsion and referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
4. SEXUAL ASSAULT/SEXUAL BATTERY	EC 48900(n) EC 48915(c)(4)	Recommend for expulsion and referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
5. POSSESSION OF EXPLOSIVES	EC 48900 (m) EC 48915(c)(5)	Recommend for expulsion and referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
6. PHYSICAL INJURY: Cause, attempt, threaten 6.1 Assault/battery on school personnel 6.2 Assault/battery on pupils and non-school personnel 6.3 Causing serious injury 6.4 Pupil fights 6.5 False fire alarm 6.6 Inciting pupil unrest 6.7 Hazing	EC 48900(a) EC 48915(a)(5) EC 48900(a)(k) EC 48915(a)(1) EC 48900(a)(k)	6.1-6.7: Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.



OFFENSE	LEGAL REFERENCE	MINIMUM PENALTY (First Offense or Mild Case)	MAXIMUM PENALTY (Chronic or Aggravated Case)
7. WEAPON (knife, other dangerous object) 7.1 Possession, sale, furnishing 7.2 Firecrackers 7.3 Laser pointer	EC 48900(b) EC 48915(a)(2)	7.1 One semester alternative placement. 7.1-7.3: Process in accordance with ED 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
8. Imitation firearm • Possessed an imitation firearm, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm	EC 48900(m)	Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
9. Controlled Substance: Possession, use, under influence • Alcohol, drug narcotics, hallucinogenic, or controlled substances or breathing fumes of poisonous substances	EC 48900(c) EC 48900(c) EC 48915(a)(3)	5-day suspension, attendance to drug diversion program, and possible alternative placement. Follow the implementation of policy document. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
10. Look-alike controlled substance, etc.	EC 48900(d)	5-day suspension.	Recommend for expulsion and referral to law enforcement agency.
11. Drug paraphernalia • Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug or paraphernalia, as defined in Section 11014.5 of the Health and Safety Code	EC 48900(j)	5-day suspension, attendance to drug diversion program, and possible alternative placement. Follow the implementation of policy document. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
12. Robbery, extortion • Committed or attempted to commit robbery or extortion	EC 48900(e) EC 48915(a)(4)	Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.

OFFENSE	LEGAL REFERENCE	MINIMUM PENALTY (First Offense or Mld Case)	MAXIMUM PENALTY (Chronic or Aggravated Case)
13. Burglary	EC 48900(f) EC 48900(g)	Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
14. Steal property, or attempt • Stolen or attempted to steal school property or private property	EC 48900(g)	Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
15. Receive stolen property • Knowingly received stolen school property or private property	EC 48900(l)	Process in accordance with EC 48915. Referral to law enforcement agency	Recommend for expulsion and referral to law enforcement agency.
16. Damage property • Caused or attempted to cause damage to school property or private property. 16.1 Vandalism 16.2 Graffiti	EC 48900(f) EC 48900(f) EC 48900(h)	Process in accordance with EC 48915. Financial restitution. Referral to law enforcement agency.  Suspension. Referral to TUPE Coordinator.	Recommend for expulsion and referral to law enforcement agency.  Recommend for expulsion and referral to law enforcement agency.
17. Tobacco, possess or use • Possessed or used tobacco or any products containing tobacco or nicotine products	EC 48900(i)	Progressive discipline. Warning, ASW, SW, OCD, and Suspension off campus.	Recommend for expulsion and referral to law enforcement agency.
18. Obscenity, profanity, or vulgarity • Committed an obscene act or engaged in habitual profanity or vulgarity • Possession of pornography	EC 48900(k)	Progressive discipline. Warning, ASW, SW, OCD and suspension off campus.	Recommend for expulsion and referral to law enforcement agency.
19. Disruption or willful defiance 19.1 Concerted pupil activities 19.2 Disrespect 19.3 Disturbing the class 19.4 Forgery 19.5 Gambling 19.6 Loitering on or near campus 19.7 Refusal to obey 19.8 Violation of closed campus 19.9 Inciting pupil unrest	EC 48900(k)		

OFFENSE	LEGAL REFERENCE	MINIMUM PENALTY (First Offense or Mild Case)	MAXIMUM PENALTY (Chronic or Aggravated Case)
20. Sexual harassment •The conduct described in Section 212.5	EC 48900.2	Progressive Discipline. Warning, ASW, SW, OCD and Suspension off campus.	Recommend for expulsion and referral to law enforcement agency.
21. Hate violence •The pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Section 233	EC 48900.3	Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
22. Harassment or intimidation •The pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils	EC 48900.4	Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
23. Harassed, threatened, or intimidated a complaining witness	EC 48900(o)	5-day suspension.	Recommend for expulsion and referral to law enforcement agency.
24. Terrorist threats, school officials property	EC 48900.7	Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
25. Electronic signaling devices (pagers, beepers, cell phones)	EC 48901.5	Progressive Discipline. Warning, ASW, SW, OCD and Suspension off campus.	Recommend for expulsion and referral to law enforcement agency.
26. Aiding and abetting	EC 48900 (r)	Suspension. Referral to law enforcement agency. Expulsion only if convicted.	Recommend for expulsion and referral to law enforcement agency.
27. Violation of District Dress Policy	BP 5136(a) (b) BP 5132	Process in accordance with Board Policy.	Recommend for expulsion and referral to law enforcement agency.

## E 5144.1(e)

OFFENSE	LEGAL REFERENCE	MINIMUM PENALTY (First Offense or Mild Case)	MAXIMUM PENALTY (Chronic or Aggravated Case)
28. Plagiarism, dishonesty in school work/tests	BP 5131	Process in accordance with Board Policy.	Recommend for expulsion and referral to law enforcement agency.
29. Violation of district technology use policy or Internet Use Agreement	BP 5131 BP 6163.4	Process in accordance with Board Policy.	Recommend for expulsion and referral to law enforcement agency.

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**  
Lancaster, California

Exhibit approved: November 13, 1990  
 Exhibit revised: April 2, 1997; March 1, 2000, February 4, 2004  
 Technical revision: March 3, 2004

**Students****AR 5144.2(a)****SUSPENSION AND EXPULSION/DUE PROCESS (STUDENTS WITH DISABILITIES)**

A student identified as an individual with disabilities pursuant to the Individuals with Disabilities Education Act (IDEA) is subject to the same grounds for suspension and expulsion which apply to students without disabilities.

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

*(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)*

Any student who is involved as a witness, complainant, or other role in a disciplinary incident including those occurring during transportation services, and who has a communicative impairment will be provided with appropriate auxiliary aids and services so the student is able to effectively participate in the complaint resolution process and/or disciplinary process.

*(cf. 3541.2 - Transportation for Students With Disabilities)*

**Procedures For Students Not Yet Eligible For Special Education Services**

A student who has not been identified as an individual with disabilities pursuant to IDEA and who has violated the District's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if the District had knowledge that the student was disabled before the behavior occurred. (20 USC 1415(k)(8))

The District shall be deemed to have knowledge that the student had a disability if one of the following conditions exists: (20 USC 1415)(k)(8); 34 CFR 300.527)

1. The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, that the student is in need of special education or related services.
2. The behavior or performance of the student demonstrates the need for such services, in accordance with 34 CFR 300.7.
3. The parent/guardian has requested an evaluation of the student for special education pursuant to 34 CFR 300.530 - 300.536.

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

4. The teacher of the student or other District personnel has expressed concern about the behavior or performance of the student to the District's Assistant Superintendent of Student Services or to other personnel in accordance with the District's established child find or special education referral system.

A District would not be deemed to "have knowledge" as specified in items #1-4 above, if, as a result of receiving such information, the District either (1) conducted an evaluation and

**Students**

AR 5144.2(b)

**SUSPENSION AND EXPULSION/DUE PROCESS (STUDENTS WITH DISABILITIES)**

determined that the student was not a student with a disability, or (2) determined that an evaluation was not necessary and provided notice to the parent/guardian of its determination. (34 CFR 300.527)

If it is determined that the district did not have knowledge that the student was disabled, then the student shall be disciplined in accordance with procedures established for students without disabilities. (20 USC 1415(k)(8)) If a request is made for an evaluation of a student during the time period in which the student is subject to disciplinary measures, the evaluation shall be conducted in an expedited manner. Until the evaluation is completed, the student shall remain in the educational placement determined by school authorities. (34 CFR 300.527)

**Suspension**

The Superintendent or designee may suspend a student with a disability for up to five school days for a single incident of misconduct and for up to 20 school days in a school year. If the student is transferred to another school or alternative educational program, the student may be suspended for up to 30 school days in a school year, but still no more than five days for a single incident of misconduct, unless the student is suspended by the Governing Board pursuant to Education Code 48912. (Education Code 48903, 48911)

The principal or designee shall monitor the number of days, including portions of days, students with a valid Individualized Education Program (IEP) have been suspended during the school year.

If the student poses an immediate threat to the safety of himself/herself or others, the Superintendent or designee may suspend the student for up to, but not more than, 10 consecutive school days if the student's parent/guardian agrees or a court order so provides. (Education Code 48911)

**Services During Suspension**

Students suspended for more than 10 school days in a school year shall continue to receive a free and appropriate public education during the term of the suspension. (34 CFR 300.520)

**Interim Alternative Placement Due To Dangerous Behavior**

A student with a disability may be placed in an appropriate interim alternative educational setting when he/she commits one of the following acts: (20 USC 1415(k)(1))

1. Carries a weapon, as defined in 18 USC 930, to school or to a school function.

**Students**

AR 5144.2(c)

**SUSPENSION AND EXPULSION/DUE PROCESS (STUDENTS WITH DISABILITIES)**

2. Knowingly possesses or uses illegal drugs while at school or a school function.
3. Sells or solicits the sale of a controlled substance while at school or a school function.

A hearing officer may order a change in placement of a student with a disability to an appropriate interim educational setting if the hearing officer: (20 USC 1415(k)(2))

1. Determines that the district has established by substantial evidence that maintaining the current placement of the student is substantially likely to result in injury to the student or others.
2. Considers the appropriateness of the student's current placement.
3. Considers whether the district has made reasonable efforts to minimize the risk of harm in the student's current placement, including the use of supplementary aids and services.
4. Determines that the interim alternative educational setting allows the student to participate in general curriculum, to continue to receive IEP services, and to receive services designed to ensure that the behavior does not recur.

The student may be placed in the interim alternative educational setting for up to 45 days or until the conclusion of any due process hearing proceedings requested by the parent/guardian. (20 USC 1415(k)(2))

The student's alternative educational setting shall be determined by the student's IEP team. (20 USC 1415(k)(2))

(cf. 6159 - Individualized Education Program)

**Procedural Safeguards/Manifestation Determination**

Either before or not later than 10 business days after a student has been suspended for more than 10 school days or placed in an alternative educational setting, the district shall convene an IEP team meeting to conduct a functional behavior assessment and implement a behavioral intervention plan. If the student already has a behavioral intervention plan, the IEP team shall review the plan and modify it as necessary to address the behavior. (20 USC 1415(k)(1))

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

As soon as practicable after developing the behavioral intervention plan and completing the required assessments, the IEP team shall meet to develop appropriate behavioral interventions to address the behavior and shall implement those interventions. (34 CFR 300.520)

**Students****AR 5144.2(d)****SUSPENSION AND EXPULSION/DUE PROCESS (STUDENTS WITH DISABILITIES)**

If a student with disabilities who has a functional behavioral plan is subject to a removal for more than 10 school days in a school year that does not constitute a change in placement, the IEP team members shall review the behavioral intervention plan and its implementation to determine if modifications are necessary. (34 CFR 300.520)

The following procedural safeguards shall apply when a student is suspended for more than 10 school days, when disciplinary action is contemplated for a dangerous behavior as described above, or when a change of placement of more than 10 school days is contemplated: (20 USC 1415(k)(4); 34 CFR 300.523)

1. The parents/guardians of the student shall be immediately notified of the decision and provided all procedural safeguards on the day the decision to take action is made.
2. Immediately, if possible, but in no case later than 10 school days after the date of the decision, a manifestation determination shall be made of the relationship between the student's disability and the behavior subject to the disciplinary action by the IEP team and other qualified personnel.

At this hearing, the IEP team and other qualified personnel shall consider, in terms of the behavior subject to the disciplinary action, all relevant information, including: (20 USC 1415(k)(4); 34 CFR 300.523)

- a. Evaluation and diagnostic results, including the results or other relevant information supplied by the student's parents/ guardians.
- b. Observations of the student.
- c. The student's IEP and placement.

In relationship to the behavior subject to the disciplinary action, the team shall then determine whether the IEP and placement were appropriate and whether supplementary aids, services, and behavioral interventions were provided. The team shall also determine that the student's disability did not impair the ability of the student to understand the impact and consequences of the behavior, nor did it impair his/her ability to control the behavior subject to the disciplinary action. (20 USC 1415(k)(4); 34 CFR 300.523)

If the team determines that the student's behavior was not a manifestation of his/her disability, then the student may be disciplined in accordance with the procedures for students without disabilities. (20 USC 1415(k)(4))



**Students****AR 5144.2(e)****SUSPENSION AND EXPULSION/DUE PROCESS (STUDENTS WITH DISABILITIES)****Procedural Safeguards/Manifestation Determination (Continued)**

If the team determines that the student's behavior was a manifestation of his/her disability, then the student's placement may only be changed via the IEP team process. (20 USC 1415(k)(4))

**Pre-Expulsion Assessment And Meeting**

Procedures and timelines governing the expulsion of students with disabilities shall be the same as those for all other students, except that a manifestation determination and a pre-expulsion assessment shall be made and an IEP team meeting held, under conditions and with possible consequences indicated below.

1. The parent/guardian shall receive written notice of the district's intent to conduct the pre-expulsion assessment and shall make the student available for the assessment without delay at a site designated by the district. The parent/guardian shall also have the right to an independent assessment as provided in Education Code 56329. (Education Code 48915.5)
2. The pre-expulsion assessment shall be conducted in accordance with the guidelines of 34 CFR 104.35, which shall include a review of the student's placement at the time of the alleged misconduct and a determination of the relationship, if any, between the student's behavior and his/her disability. (Education Code 48915.5)
3. The IEP team shall meet to determine if an expulsion hearing is appropriate. This meeting shall be held at a time and place mutually convenient to the parent/guardian and district within the period, if any, of the student's pre-expulsion suspension. The parent/guardian's participation may be made through actual participation, representation, or a telephone conference call. (Education Code 48915.5)
4. The parent/guardian shall be notified of his/her right to participate in the meeting at least 48 hours before the meeting. This notice shall specify: (Education Code 48915.5)
  - a. That the meeting may be held without the parent/guardian's participation unless he/she requests a postponement for up to three additional school days.
  - b. That the suspension will be continued during the postponement if the student continues to pose an immediate threat to the safety of himself/herself or others.
5. In order to make a record of its attempts to arrange the meeting at a mutually convenient time and place, the district shall keep documentation such as: (34 CFR 300.345)
  - a. Detailed records of telephone calls made or attempted and the results of those calls.

**Students**

AR 5144.2(f)

**SUSPENSION AND EXPULSION/DUE PROCESS (STUDENTS WITH DISABILITIES)****Pre-Expulsion Assessment And Meeting (Continued)**

- b. Copies of correspondence sent to parents/guardians and any responses received.
  - c. Detailed records of visits made to the parent/guardian's home or place of employment, and the results of those visits.
6. The district shall grant a parent/guardian's request that the meeting be postponed for up to three additional school days and may extend a student's suspension for the period of postponement if he/she continues to pose an immediate threat to the safety of himself/herself or others. However, the suspension shall not be extended beyond 10 consecutive school days unless agreed to by the parent/guardian or required by court order.
- If the parent/guardian refuses to consent to an extension beyond 10 consecutive school days and chooses not to participate, the meeting may be conducted without the parent/guardian's participation. (Education Code 48915.5)
7. The IEP team shall consider the pre-expulsion assessment results and shall also review and consider the student's health records and school discipline records. (Education Code 48915.5)
8. If the IEP team determines that the alleged misconduct was caused by, or was a direct manifestation of, the student's disability or that the student was not appropriately placed, the expulsion shall not proceed. (Education Code 48915.5)
9. If the IEP team determines that the alleged misconduct was not caused by, or a direct manifestation of, the student's disability, and if it is determined that the student was appropriately placed, the student shall be subject to expulsion in accordance with procedures that apply to all students. (Education Code 48915.5)
10. When expulsion is ordered, the Board shall recommend a rehabilitation plan for the student. (Education Code 48916)

**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)

**Students****AR 5144.2(g)****SUSPENSION AND EXPULSION/DUE PROCESS (STUDENTS WITH DISABILITIES)****Notification To Law Enforcement Authorities (Continued)**

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

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts 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)

**Due Process Appeals**

If the parent/guardian disagrees with a decision that the behavior was not a manifestation of the student's disability or with any decision regarding placement, he/she has a right to appeal the decision. (20 USC 1415(k)(6))

The expulsion hearing shall not be conducted, and the 30-day expulsion proceedings time limit shall not commence, until after completion of the:

1. Pre-expulsion assessment and the manifestation determination (Education Code 48915.5; 20 USC 1415(k));
2. IEP team meeting (Education Code 48915.5);
3. Due process hearings and appeals, if initiated (Education Code 48915.5).

The Board may expel a student with disability only if an IEP team has determined that the misconduct was not caused by, or a direct manifestation of, the student's identified disability, and the student was appropriately placed at the time the misconduct occurred. (Education Code 48915.5)

**Services During Expulsion**

During the term of the expulsion, a student with a disability shall continue to be offered a program of free and appropriate public education. Such services may include independent study, home instruction, or another appropriate alternative program.

(cf. 6158 - Independent Study)  
(cf. 6185 - Community Day School)

**Students**

AR 5144.2(h)

**SUSPENSION AND EXPULSION/DUE PROCESS (STUDENTS WITH DISABILITIES)****Services During Expulsion (Continued)**

The alternative program must provide services to the extent necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the student's IEP. (34 CFR 300.121)

**Readmission**

Readmission procedures for students with disabilities shall be the same as those used for all students. The Superintendent or designee may consider the input of the student's IEP team when developing recommendations to the Board regarding a request for readmission. Upon readmission, an IEP team meeting shall be convened to determine whether a new IEP needs to be established.

**Suspension of Expulsion**

The Board's criteria for suspending the enforcement of an expulsion order shall be applied to students with disabilities in the same manner as they are applied to all other students. (Education Code 48917)

*Legal Reference:**EDUCATION CODE**35146 Closed sessions (re suspensions)**35291 Rules (of governing board)**48900-48925 Suspension and expulsion**56000 Special education; legislative findings and declarations**56320 Educational needs; requirements**56321 Development or revision of individualized education program**56329 Independent educational assessment**56340-56347 Individual education program teams**56505 State hearing**PENAL CODE**245 Assault with deadly weapon**626.2 Entry upon campus after written notice of suspension or dismissal without permission**626.9 Gun-Free School Zone Act**626.10 Dirks, daggers, knives, razors or stun guns**UNITED STATES CODE, TITLE 18**930 Weapons**UNITED STATES CODE, TITLE 20**1412 State eligibility**1415 Procedural safeguards**UNITED STATES CODE, TITLE 29**706 Definitions**794 Rehabilitation Act of 1973, Section 504**CODE OF FEDERAL REGULATIONS, TITLE 34*

**Students****AR 5144.2(i)****SUSPENSION AND EXPULSION/DUE PROCESS (STUDENTS WITH DISABILITIES)***104.35 Evaluation and placement**104.36 Procedural safeguards**300.1 - 300.756 Assistance to states for the education of students with disabilities***COURT DECISIONS***Parents of Student W. v. Puyallup School District, (1994 9th Cir.) 31 F.3d 1489**M.P. v. Governing Board of Grossmont Union High School District, (1994) U.S. Dist. Ct., S.D. Cal. 858 F.Supp. 1044**Honig v. Doe, (1988) 484 U.S. 305**Doe v. Maher, (1986) 793 F.2d 1470**Rock Island School District #41, IDELR 353:364**San Juan Unified School District, 20 IDELR 549***Management Resources:****FEDERAL REGISTER***34 CFR 300.a Appendix A to Part 300 - Questions and Answers**34 CFR 300a1 Attachment 1: Analysis of Comments and Changes***WEB SITES***CDE: <http://www.cde.ca.gov>**USDE: <http://www.ed.gov>***ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Regulation approved: November 13, 1990

Lancaster, California

Regulation revised: April 3, 1996; August 26, 1998; March 1, 2000, June 4, 2003

# Board Policy

BP 4158.1 4258.1,4358.1

## Personnel

### Teacher Notification of Dangerous Students

The Superintendent or designee shall inform the teacher of every student who has caused or tried to cause another person serious bodily injury or any physical injury which requires professional medical treatment. This information shall be based upon written district records or records received from a law enforcement agency. Teachers shall receive the information in confidence and shall not disseminate it further. (Education Code 49079)

The above information shall be made available for teachers to read, and a copy shall be kept in the student's file.

(cf. 3514 - Safety)

(cf. 5131:7 - Weapons and Dangerous Instruments)

#### Legal Reference:

##### EDUCATION CODE

44014 Report of assault by pupil against school employee

44807 Duty concerning conduct of pupils

48902 Notification of law enforcement authorities if student violates assault or controlled substance provision

48904 Parental liability

49079 Notification to teacher; student who has caused or attempted to cause serious bodily injury

48905 Injury or damage to person or property of school district employee; request for legal action

49331 Removal of injurious object from possession of pupil by designated employee

##### PENAL CODE

71 Threatening public officers and employees and school officials

241.2 Assault on school or park property against any person

241.3 Assault against school bus drivers

241.6 Assault on school employee

243 Battery; punishment

243.2 Battery on school or park property against any person

243.3 Battery against school bus drivers

243.6 Battery against school employee

##### CIVIL CODE

51.7 Freedom from violence or intimidation

Policy ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT  
adopted: November 13, 1990 Lancaster, California  
y

# Administrative Regulation

AR 4158.1 4258.1,4358.1

## Personnel

### Teacher Notification of Dangerous Students

1. The principal shall notify administrators, counselors and other pertinent individuals of the parameters for identifying records regarding "caused or attempted to cause serious bodily injury" under Education Code 49079.

A definition of "injury" and "serious bodily injury" in Penal Code 243 reads as follows:

- a. "Injury" means any physical injury which requires professional medical treatment.
- b. "Serious bodily injury" means a serious impairment of physical condition including, but not limited to, the following:
  - (1) Loss of consciousness.
  - (2) Concussion.
  - (3) Bone fracture.
  - (4) Protracted loss or impairment of function of any bodily member or organ.
  - (5) A wound requiring extensive suturing.
  - (6) Serious disfigurement.

2. The principal or designee will make the final determination if the student has caused or attempted to cause serious bodily injury.

3. Teacher notification shall begin first day of fall semester.

4. The principal or designee shall make a minimum of two attempts to notify the appropriate teachers of identified student.

The principal or designee shall on a quarterly basis verify that there has not been a program change regarding such a student which would require additional notices being sent to appropriate teachers.

5. Notification shall be by memo or note in the teacher's mailbox to "meet with administrator or designee to discuss and review records of a student pursuant to



Education Code 49079." The student's name shall not be included on this note. The teacher will sign that they viewed this record and, at that time will be apprised that the law requires that any information received by a teacher regarding such students be received in confidence and not be further disseminated by the teacher.

6. The principal or designee shall provide leadership and training for teachers as to how one deals with a student who has caused or attempted to cause serious bodily injury.

7. The principal or designee shall maintain a list of:

a. Identified students.

b. When they were identified.

c. When they no longer need to be identified (three-year maximum).

d. What they were identified for.

8. A copy of this list will be submitted semiannually to the Superintendent or designee and the Assistant Superintendent of Educational Services.

Regulation ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT  
approved: November 13, 1990 Lancaster, California  
y

**SEARCH AND SEIZURE**

As necessary to protect the health, safety and welfare of students and staff, school officials may search students, their property and/or district property under their control, and may seize illegal, unsafe and prohibited items. The Governing Board requires that discretion, good judgment and common sense be exercised in all cases of search and seizure.

**Individual Searches**

School officials may search individual students, their property and district property under their control, when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law, Board policy, administrative regulation, or other rules of the district or the school.

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

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

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

(*cf. 5145.11 - Questioning and Apprehension*)

**Student Lockers/Desks**

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

Because lockers and desks are under the joint control of the student and the district, school officials shall have the right and ability to open and inspect any school locker or desk without student permission or prior notice when they have reasonable suspicion that the search will uncover evidence of illegal possessions or activities or when odors, smoke, fire and/or other threats to health, welfare or safety emanate from the locker or desk.

**Use of Metal Detectors**

The Board believes that the presence of weapons in the schools threatens the district's ability to provide the safe and orderly learning environment to which district students and staff are entitled. The Board also believes that metal detector searches offer a reasonable means to keep weapons out of the schools and mitigate the fears of students and staff. The Superintendent or designee shall establish procedures that ensure that metal detector searches are conducted in a consistent manner that precludes arbitrary and capricious enforcement by school officials.

**SEARCH AND SEIZURE**

The Superintendent or designee shall establish procedures that ensure that metal detector searches are conducted in a consistent manner that precludes arbitrary and capricious enforcement by school officials.

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

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5131.7 - Weapons and Dangerous Instruments)

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

**Use of Drug-Detection Dogs**

In an effort to keep the schools free of drugs, the district may use specially trained non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy. The dogs may sniff the air around lockers, desks, or vehicles on district property or at district-sponsored events as long as they are not allowed to sniff within the close proximity of any students.

(cf. 5131.6 - Alcohol and Other Drugs)

**Legal Reference:****EDUCATION CODE**

35160 Authority of governing boards

35160.1 Broad authority of school districts

35294-35294.9 School safety plans

49050-49051 Searches by school employees

49330-49334 Injurious objects

**PENAL CODE**

626.9 Firearms

626.10 Dirks, daggers, knives or razor; bringing into or possession of upon or within public school ground; exception

**COURT DECISIONS**

B.C. v. Plumas, (9th Cir. 1999) 192 F.3d 1260

O'Connor v. Ortega, (1987) 107 S.Ct. 1492

New Jersey v. T.L.O., (1985) 469 U.S. 325

Horton v. Goose Creek Independent School District, (5th Cir. 1982) 690 F.2d 470

Zamora v. Pomeroy, (10th Cir. 1981) 639 F.2d 662

**ATTORNEY GENERAL OPINIONS**

83 Ops.Cal.Atty.Gen. 257 (2000)

75 Ops.Cal.Atty.Gen. 155 (1992)

**Management Resources:****WEB SITES**

California Attorney General's Office: <http://caag.state.ca.us>

CDE, Safe Schools and Violence Prevention Office: <http://www.cde.ca.gov/spbranch/safety>

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Policy adopted: November 13, 1990

Lancaster, California

Policy revised: April 6, 1994; March 1, 2000; August 22, 2001

## **Students**

**AR 5145.12(a)**

### **SEARCH AND SEIZURE**

#### **Use of Metal Detectors**

The following procedures shall be followed when making metal detector scans:

1. Before walk-through, students shall be asked to empty their pockets of metallic objects.
2. If an initial activation occurs, students shall be asked to remove other metallic objects they may be wearing (e.g., belt and jewelry) before a second scan.
3. If the activation is not eliminated or explained, staff shall escort the student to a private area.
4. In the private area, an expanded search shall be conducted by a staff member of the same gender as the student, in the presence of another district employee.
5. The search shall be limited to the detection of weapons.

#### **Use of Drug-Detection Dogs**

Drug-detection dogs shall not be used in rooms occupied by persons except for demonstration purposes, with the handler present. When used for demonstration purposes, the dog shall be separated from the students and not allowed to sniff any individual.

Only the dog's official handler shall determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the student having the use of that item or place, or responsibility for it, shall be called to witness the search. If a dog alerts on a locked vehicle, the student who brought the vehicle onto district property shall be asked to unlock it for inspection.

*(cf. 5131.6 - Alcohol and Other Drugs)*

*(cf. 5144 - Discipline)*

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

#### **Notifications**

At the beginning of each school year, or upon enrollment, the Superintendent or designee shall inform students and parents/guardians of the possibility of random searches of students, their belongings and district properties under their control.

**SEARCH AND SEIZURE**

At the beginning of each school year, or upon enrollment, students and parents/guardians shall receive notice that the district uses metal detector scans as part of its program to promote safety and deter the presence of weapons. Signs shall be posted at all schools at which metal detectors are to be used to explain that anyone may be scanned by metal detector for guns, knives or other illegal weapons when on campus or attending athletic or extracurricular events.

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Regulation approved: November 13, 1990

Lancaster, California

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## CHILD ABUSE REPORTING PROCEDURES

The Governing Board recognizes that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse and neglect. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

*(cf. 5141.41 - Child Abuse Prevention)*

*(cf. 5142 - Safety)*

Employees who are mandated reporters, as defined by law and district administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for reporting, investigating and prosecuting cases of child abuse and neglect.

The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (*Penal Code 11165.7*)

Parents/guardians may contact the Superintendent or designee to obtain procedures for filing a complaint against a district employee or other person whom they suspect has engaged in abuse of a child at a school site.

*(cf. 1312.1 - Complaints Concerning District Employees)*

### *Legal Reference:*

#### *EDUCATION CODE*

*33308.1 Guidelines on procedure for filing child abuse complaints*

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

*48906 Notification when student released to peace officer*

*48987 Dissemination of reporting guidelines to parents*

#### *PENAL CODE*

*152.3 Duty to report murder, rape or lewd or lascivious act*

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

*288 Definition of lewd or lascivious act requiring reporting*

*11164-11174.3 Child Abuse and Neglect Reporting Act*

#### *WELFARE AND INSTITUTIONS CODE*

*15630-15637 Dependent adult abuse reporting*

#### *CODE OF REGULATIONS, TITLE 5*

*4650 Filing complaints with CDE, special education students*

## CHILD ABUSE REPORTING PROCEDURES

### *Management Resources:*

#### *CDE LEGAL ADVISORIES*

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

#### *WEB SITES*

*CDE: <http://www.cde.ca.gov>*

*School/Law Enforcement Partnership: <http://www.cde.ca.gov/spbranch/safety/partnership.html>*

*California Attorney General: <http://caag.state.ca.us>*

*California Department of Social Services: <http://www.dss.cahwnet.gov>*

*Governor's Office of Criminal Justice Planning: <http://www.ocjp.ca.gov>*

## ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

Policy adopted: November 13, 1990

Lancaster, California

Policy revised: June 27, 2001; September 18, 2002

**CHILD ABUSE REPORTING PROCEDURES**

The Superintendent or designee shall also notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)
2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she is guilty of a misdemeanor punishable by a fine and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the district for making a report. (Penal Code 11166)

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Regulation approved: November 14, 1990

Lancaster, California

Regulation revised: June 27, 2001; September 18, 2002

Technical revision: May 1, 2002



## CHILD ABUSE REPORTING PROCEDURES

*(cf. 5145.11 - Questioning and Apprehension)*

### Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with procedures whereby they can report suspected child abuse occurring at a school site to appropriate agencies. Such procedures shall be in the primary language of the parent/guardian and, when communicating orally regarding those procedures, an interpreter shall be provided for parents/guardians whose primary language is other than English. (Education Code 48987)

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person or in writing with any appropriate agency identified above under "Reporting Procedures."

*(cf. 4117.4 - Dismissal)*

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

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

If a parent/guardian makes a complaint to any district employee, that employee shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency and also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

*(cf. 1312.1 - Complaints Concerning District Employees)*

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

*(cf. 1312.3 - Uniform Complaint Procedures)*

### Notifications

The Superintendent or designee shall give persons hired by the district a statement informing them that they are mandated by law to report suspected child abuse and neglect, inform them of their reporting obligations under Penal Code 11166, and provide a copy of Penal Code 11165.7 and 11166. Before beginning employment, employees shall sign the statement indicating that they have knowledge of the reporting obligations under Penal Code 11166 and that they will comply with those provisions. The signed statements shall be retained by the Superintendent or designee. (Penal Code 11166.5)

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

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

## CHILD ABUSE REPORTING PROCEDURES

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

(cf. 5144 - Discipline)

(cf. 5145.7 - Sexual Harassment)

### Victim Interviews

Upon request, a representative of an agency investigating suspected child abuse or neglect may interview a suspected victim during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Penal Code 11174.3)

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

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

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

### Release of Child to Peace Officer

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

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

## CHILD ABUSE REPORTING PROCEDURES

- c. The names, addresses and telephone numbers of the child's parents/guardians;
- d. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information; and
- e. The name, address, telephone number and other relevant personal information about the person(s) who might have abused or neglected the child.

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

Information relevant to the incident of child abuse or neglect may also be given to an investigator from an agency that is investigating the case. (Penal Code 11167)

### 3. Internal Reporting

Employees reporting child abuse or neglect to the appropriate agency are encouraged, but not required, to notify the principal or designee as soon as possible after the initial telephone report to an appropriate agency.

The principal or designee so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Governing Board policy and administrative regulation.

The mandated reporter shall not be required to disclose his/her identity to the principal. (Penal Code 11166)

He/she may provide or mail a copy of the written report to the principal, Superintendent or designee without his/her signature or name.

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

### Training

Training of mandated reporters shall include child abuse identification and reporting. All employees receiving such training shall receive written notice of state reporting requirements and employees' confidentiality rights. (Penal Code 11165.7)

## CHILD ABUSE REPORTING PROCEDURES

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

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

### Reporting Procedures

#### 1. Initial Telephone Report

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

The appropriate telephone contact for our District is:

Children & Family Services Department Child Abuse Hotline (800) 540 4000

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

#### 2. Written Report

Within 36 hours of receiving the information concerning the incident, the mandated reporter shall prepare and send to the appropriate agency a written report which includes a completed Department of Justice form. (Penal Code 11166, 11168)

Mandated reporters may obtain copies of the above form from either the district, the principal's office, the guidance office or the appropriate agency.

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

- a. The name, business address and telephone number of the person making the report and the capacity that makes the person a mandated reporter;
- b. The child's name and address, present location and, where applicable, school, grade and class;

## CHILD ABUSE REPORTING PROCEDURES

or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; and administrators, presenters or counselors of a child abuse prevention program. (Penal Code 11165.7)

(cf. 5141.41 - Child Abuse Prevention)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. (Penal Code 11166)

### Reportable Offenses

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

Any mandated reporter who has knowledge of or who reasonably suspects that mental suffering has been inflicted upon a child, or that the child's emotional well-being is endangered in any other way, may report the known or suspected instance of child abuse or neglect to the appropriate agency designated below. (Penal Code 11166.05)

Instances that indicate that the emotional well-being of a child might be endangered include, but are not limited to, evidence that the child is suffering from emotional damage, such as severe anxiety, depression, withdrawal, or untoward aggressive behavior towards self or others.

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

### Responsibility for Reporting

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

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

## CHILD ABUSE REPORTING PROCEDURES

### Definitions

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

1. A physical injury inflicted by other than accidental means on a child by another person.
2. Sexual abuse of a child as defined in Penal Code 11165.1.
3. Neglect as defined in Penal Code 11165.2.
4. Willful cruelty or unjustifiable punishment of a child as defined in Penal Code 11165.3.
5. Unlawful corporal punishment or injury resulting in a traumatic condition as defined in Penal Code 11165.4.

### Child abuse or neglect does not include:

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

(cf. 3515.3 - District Police/Security Department)

3. The exercise by a teacher, vice principal, principal or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning. (Education Code 44807)
4. An amount of force that is reasonable and necessary for a school employee to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student. (Education Code 49001)
5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student. (Education Code 49001)

Mandated reporters include but are not limited to teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers

**Community Relations****BP 1310.1 (a)****CIVILITY POLICY**

Members of Antelope Valley Union High School District staff will treat parents and other members of the public with respect and expect the same in return. The District is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/District grounds.

This policy promotes mutual respect, civility and orderly conduct among District employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting District employees as positive role models to the children of this District, as well as the community, AVUHSD **encourages** positive communication, and **discourages** volatile, hostile or aggressive actions. The District seeks public cooperation with this endeavor.

*(cf. 0410.1 Recognition of Human Diversity)*

**Disruptions**

1. Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school District property, will be directed to leave school or school District property promptly by the Principal or designee.
2. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the District employee will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on District premises, the offending person will be directed to leave promptly.
3. When an individual is directed to leave under such Paragraph 1 or 2 circumstances, the Principal or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Codes 415.5 and 626.7, if he/she reenters any District facility within 30 days after being directed to leave, or within 14 days if the person is a parent/guardian of a student attending that school. If any individual refuses to leave upon request or returns before the applicable period of time, the Principal or designee may notify law enforcement officials. An Incident Report (Exhibit 1310.1 (a)) should be completed for the situations as set forth in Paragraphs 1 and 2.

## Community Relations

BP 1310.1 (b)

### CIVILITY POLICY

*(cf. 5146 Campus Disturbance)*  
*(cf. 5146 (c) Disturbing the Peace)*  
*(cf. 9323 Meeting Conduct)*

### Safety and Security

4. The Superintendent or designee will ensure that a safety and/or crisis intervention techniques program is provided in order to raise awareness on how to deal with these situations if and when they occur.
5. When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their Principal or supervisor and complete an Incident Report. Employees and supervisors should complete an Incident Report and report to law enforcement, any attack, assault or threat made against them on school/District premises or at school/District sponsored activities.

### Documentation

6. When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code provisions, at the time of occurrence. The employee will immediately notify his/her supervisor and provide a written report of the incident on the attached form.

#### *Legal Reference:*

##### EDUCATION CODE

*32210 Disturbing School*

*44014 Assault on Personnel*

*44810 Person on School Grounds*

*44811 Insults and Abuses*

##### PENAL CODE

*243.5 Arrest on School Grounds*

*415.5 Fighting on School Grounds*

*626.8 Entry of School by Person Not on Lawful Business*

*627.7 Refusal to Leave School Grounds*

## ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

Policy adopted: June 15, 2005

Lancaster, California



**Community Relations****AR 1310.1 (a)****CIVILITY POLICY****Examples of Conduct Which Violates the Civility Policy**

The Civility Policy prohibits harassment of District employees. For purposes of this policy, harassment is defined as a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person and which serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress and actually causes such distress (California Code of Civil Procedure 527.6). A course of conduct would include a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose, including but not limited to:

1. Following or stalking an individual;
2. Making harassing telephone calls to an individual;
3. Sending harassing correspondence to an individual by any means, including, but not limited to:
  - a. the use of private mails,
  - b. interoffice mail,
  - c. computer email, text messages, and instant messages,
  - d. facsimile (fax).

Constitutionally protected activity is excluded from the definition of harassment.

**Recourse Available for Unacceptable Disruptive Conduct by District Employees or Representatives**

Any parent/guardian or member of the public who is subjected to unacceptable conduct from any District employee, as defined in the Civility Policy, may complete a Complaint Against Staff pursuant to the District's policy, BP 1312.1 (Complaints Concerning School Personnel).

Any parent/guardian or member of the public who is subjected to unacceptable conduct from any District representative, other than school personnel, may file a written complaint with the Superintendent.

**Community Relations****AR 1310.1 (b)****CIVILITY POLICY****Recourse Available for Unacceptable/Disruptive Conduct by Parents/Guardians and Other Members of the Public**

The following are examples of ways by which District employees and school administrators, depending on the circumstances presented, may resolve situations involving parents/guardians and other members of the public who violate the Civility Policy.

**1. Provision of Civility Policy:**

The District employee may provide to the offending person a written copy of this policy at the time of the occurrence.

**2. Request to Cease and Desist Behavior:**

District employees may request any parent/guardian or other members of the public who engages in unacceptable and/or disruptive conduct, as described above, to immediately cease his/her conduct and to act and speak civilly, or may report such person and conduct to the appropriate site administrator.

**3. Termination of Activity:**

If the offending person does not cease his/her inappropriate conduct and/or communication after being requested to do so, the District employee may verbally notify the offending person that the meeting, conference, telephone conversation, or any other activity is terminated. The District employee may terminate personal contact with the offending person. In that event, the District employee or site administrator and the offending person may continue to communicate in writing, if appropriate, regarding the subject matter of the conference, telephone conversation, or other activity that was terminated.

**4. Request to Leave School Grounds/Report to Law Enforcement:**

If the meeting, conference, or other conduct is on District premises, or interferes with, or is disruptive of school or school activities, the appropriate site administrators or their designees may issue a formal warning, notify the offending person to promptly leave the school grounds and not return pursuant to Education Codes 33210, 33211, 44810, 44811 and Penal Codes 626.4, 626.7 and 626.8. The form of the notification is attached hereto as Exhibit 1310.1(b).

**Community Relations****AR 1310.1 (c)****CIVILITY POLICY**

The form entitled, "Withdrawal of Consent" is to be used when the Principal chooses to base his/her decision to direct the individual off of the school campus upon Education Code 32211 or Penal Code sections 626.7, 626.8 or 653(g).

**5. Handling Violence, Threat, Battery or Other Illegal Action:**

When violence, threat, assault, battery or other illegal action is threatened or directed, District employees may: (1) report the occurrence to their Principal or supervisor, (2) complete an Incident Report, and/or (3) report the incident to law enforcement officials.

In extraordinary circumstances the District may assist the affected employee(s) in obtaining a restraining order against the offending person pursuant to California Code of Civil Procedure sections 527.6 and 527.8.

**Complaint Procedure Concerning Violations of the Civility Policy by Parents/Guardians or Other Members of the Public**

All complaints against/involving parents/guardians or other members of the public shall be initially filed with the Superintendent or designee. At the discretion of the Superintendent or designee, the complaint may be referred to the appropriate school site or department in an attempt to informally resolve the matter.

The complaint must be submitted on the designated complaint form (see Exhibit 1310.1(a)). Complaints that do not contain specific factual allegations concerning the purported misconduct and the desired remedy will not be processed.

The complaint must be filed not later than one month from the date the alleged misconduct occurred or, if such be the case, one month from the date complainant knew or, in the exercise of reasonable care and diligence, should have known of the alleged misconduct.

The school site or department level may attempt to resolve the complaint informally within 10 working days of receipt of the complaint. If the complaint is referred to, and is not resolved at the school site or department level, as the case may be, the Superintendent or designee shall conduct an investigation, which may include a conference with the complainant and the alleged violator. The Superintendent or designee shall complete the investigation within 20 working days from his/her receipt of the complaint from the school site or department level. Within 10 working days thereafter, the Superintendent shall render his/her decision concerning the merits of the complaint and the requested remedy, which shall be in writing, and served on both the complainant and the alleged violator. The Superintendent or designee's decision shall be final.

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Regulation approved: June 15, 2005

Lancaster, California

**Community Relations****E 1310.1 (a)****CIVILITY POLICY****ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT  
Lancaster, California****CIVILITY INCIDENT REPORT**

Name \_\_\_\_\_ Site \_\_\_\_\_

Today's Date \_\_\_\_\_ Date and Time (approximate) of Incident \_\_\_\_\_

Location of Incident (office, classroom, hallway, etc.) \_\_\_\_\_

Name of Person you are Reporting (if known) \_\_\_\_\_

Is this person a parent/guardian or relative to a student at AVUHSD? Yes No

Did you feel your well being/safety was threatened? Yes No

Were there any witnesses to this incident? Yes No

Name of Witness(es) \_\_\_\_\_

Were law enforcement officials contacted? Yes No

Who was notified? \_\_\_\_\_ Security \_\_\_\_\_ Administrator \_\_\_\_\_ Sheriff

Below, please describe what happened: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Completing Form\_\_\_\_\_  
Date

6/15/05

**Community Relations**

**E 1310.1 (b)**

**CIVILITY POLICY**

Please see District material at the District Office for Exhibit 1310.1 (b). The title is:  
*WITHDRAWAL OF CONSENT.*

**HATE-MOTIVATED BEHAVIOR**

The Governing Board affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

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

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 3515.1 - Crime Data Reporting)*

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

*(cf. 5131.5 - Vandalism, Theft and Graffiti)*

*(cf. 5136 - Gangs)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 6141.6 - Multicultural Education)*

Any student who feels that he/she is a victim of hate-motivated behavior shall immediately contact the principal or designee. If the student believes that the principal or designee has not remedied the situation, he/she may file a complaint in accordance with district complaint procedures.

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 1312.3 - Uniform Complaint Procedures)*

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the principal, Superintendent or designee, and law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with Board policy and administrative regulation.

*(cf. 3515.3 - District Police Department)*

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

*(cf. 5144 - Discipline)*

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

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

In addition, the District shall provide counseling and appropriate sensitivity training and diversity education for students exhibiting hate-motivated behavior. The District shall also provide counseling, guidance, and support, as necessary, to those students who are the victims of hate-motivated behavior.

*(cf. 6164.2 - Guidance/Counseling Services)*

## HATE-MOTIVATED BEHAVIOR

The Superintendent or designee shall ensure that staff receives appropriate training to recognize hate-motivated behavior and methods for handling such behavior in appropriate ways.

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

The District shall provide age-appropriate instruction to help promote understanding of and respect for human rights.

At the beginning of each school year, students and staff shall receive a copy of the District's policy on hate-motivated behavior.

### *Legal Reference:*

#### EDUCATION CODE

200-262 *Prohibition of discrimination on the basis of sex*

48900.3 *Suspension for hate violence*

#### PENAL CODE

186.21 *Street terrorism; legislative findings and declarations*

422.6-422.95 *Civil Rights*

11410-11414 *Terrorism*

13023 *Reports by law enforcement of crimes motivated by race, ethnicity, religion, sexual orientation or physical or mental disability*

13519.6 *Hate crimes, training courses and guidelines*

#### UNITED STATES CODE, TITLE 18

245 *Federally protected activities*

### *Management Resources:*

#### CSBA PUBLICATIONS

*Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1995*

ALAMEDA OFFICE OF EDUCATION & CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Hate-Motivated Behavior in Schools: Response Strategies for School Boards, Administrators, Law Enforcement and Communities, 1997*

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS & NATIONAL ASSOCIATION OF ATTORNEYS GENERAL PUBLICATIONS

*Protecting Students from Harassment and Hate Crime: A Guide for Schools, 1999*

#### WEB SITES

CDE: <http://www.cde.ca.gov>

California Association of Human Relations Organizations: <http://www.cahro.org>

United States Department of Education, Office of Civil Rights: <http://www.ed.gov/offices/OCR/index.htm>

## ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

Policy Adopted: October 6, 1999

Lancaster, California

Technical revision: January 28, 2002

**SEXUAL HARASSMENT**

The Governing Board is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

**Instruction/Information**

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same gender
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the person(s) to whom a report of sexual harassment should be made

(cf. 5131.5 - Vandalism, Theft and Graffiti)

(cf. 5137 - Positive School Climate)

(cf. 5141.41 - Child Abuse Prevention)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Family Life/Sex Education)

**Complaint Process**

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the principal or designee.

Any school employee who observes any incident of sexual harassment involving a student shall report this observation to the principal or designee, whether or not the victim files a complaint.

In any case of sexual harassment involving the principal or any other district employee to whom the complaint would ordinarily be made, the employee who

receives the student's report or who observes the incident shall report to the nondiscrimination coordinator or the Superintendent or designee.



**SEXUAL HARASSMENT**

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 5141.4 - Child Abuse Reporting Procedures)

(cf. 5145.3 - Nondiscrimination/Harassment)

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint in accordance with administrative regulation. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. ~~The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where required.~~

(cf. 1312.1 - Complaints Concerning District Employees)

**Disciplinary Measures**

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 9 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

**Record-Keeping**

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

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

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

**Legal Reference:****EDUCATION CODE**

200-262.4 Prohibition of discrimination on the basis of sex

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

**CIVIL CODE**

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

**CODE OF REGULATIONS, TITLE 5**

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

SEXUAL HARASSMENT

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, Discrimination

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

UNITED STATES CODE, TITLE 42

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Reese v. Jefferson School District, (2001) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989

Nabozny v. Podlesny, (1996, 7th Cir.) 92 F.3d 446

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Oona R.-S. etc. v. Santa Rosa City Schools et al, (1995) 890 F.Supp. 1452

Rosa H. v. San Elizario Ind. School District, (W.D. Tex. 1995) 887 F. Supp. 140, 143

Clyde K. v. Puyallup School District #3, (1994) 35 F.3d 1396

Patricia H. v. Berkeley Unified School District, (1993) 830 F.Supp. 1288

Franklin v. Gwinnet County Schools, (1992) 112 S. Ct. 1028

Kelson v. City of Springfield, Oregon, (1985, 9th Cir.) 767 F.2d 651

*Management Resources:*

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL

*Protecting Students from Harassment and Hate Crime: A Guide for Schools*, January 1999

OFFICE OF CIVIL RIGHTS' PUBLICATIONS

*Revised Sexual Harassment Guidance*, January 2001

*Sexual Harassment Guidance*, March 1997

WEB SITES

OCR: <http://www.ed.gov/offices/OCR>

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

Policy adopted: November 13, 1990

Lancaster, California

Policy revised: March 3, 1993; September 15, 1999, February 6, 2002

**Students****AR 5145.7(b)****SEXUAL HARASSMENT****Notifications**

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

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

*(cf. 5145.6 - Parental Notifications)*

2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures and standards of conduct are posted. (Education Code 231.5)
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session. (Education Code 231.5)
4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures and standards of conduct. (Education Code 231.5)
5. Be provided to employees and employee organizations.

**Timeframes for Investigation of Complaints**

1. Investigation of a complaint shall be initiated promptly (see item #1 of the next section), but in no case shall require longer than 72 hours from the time the complaint was received.
2. With due consideration for thoroughness of the investigation and fairness to both the complainant and the accused, the investigation shall normally be concluded within two weeks (see item #7 of the next section).
3. If the investigation should extend beyond two weeks, the complainant shall be notified regarding the status of the matter (see item #9 of the next section).
4. The written report by the principal or designee to the Superintendent or designee shall normally be completed within four weeks from the time the complaint was received (see item #8 of the next section).
5. All aspects of the formal investigation of a complaint shall be completed within 60 days of receipt of the written complaint.

## Students

AR 5145.7(c)

## SEXUAL HARASSMENT

6. If the result of the investigation determines that disciplinary action is appropriate, the timeframes required for due process as required by law shall be followed.

**Investigation of Complaints at School (Site-Level Grievance Procedure)**

1. The principal or designee shall promptly investigate all complaints of sexual harassment. In so doing, he/she shall talk individually with:
  - a. The student who is complaining.
  - b. The person accused of harassment.
  - c. Anyone who witnessed the conduct complained of.
  - d. Anyone mentioned as having related information.
2. The student who is complaining shall have an opportunity to describe the incident, present witnesses and other evidence of the harassment, and put his/her complaint in writing.
3. The principal or designee shall discuss the complaint only with the people described above. When necessary to carry out his/her investigation or for other good reasons that apply to the particular situation, the principal or designee also may discuss the complaint with the following persons:
  - a. The Superintendent or designee.
  - b. The parent/guardian of the student who complained.
  - c. If the alleged harasser is a student, his/her parent/guardian.
  - d. A teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth.
  - e. Child protective agencies responsible for investigating child abuse reports.

*cf. 5141.4 - Child Abuse Reporting Procedures*

  - f. Legal counsel for the district.
4. When the student who complained and the alleged harasser so agree, the principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator or trained mediator. The student who complained shall

**Students****AR 5145.7(d)****SEXUAL HARASSMENT**

never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree.

5. In reaching a decision about the complaint, the principal or designee may take into account:
  - a. Statements made by the persons identified above.
  - b. The details and consistency of each person's account.
  - c. Evidence of how the complaining student reacted to the incident.
  - d. Evidence of any past instances of harassment by the alleged harasser.
  - e. Evidence of any past harassment complaints that were found to be untrue.
6. To judge the severity of the harassment, the principal or designee may take into consideration:
  - a. How the misconduct affected one or more students' education.
  - b. The type, frequency and duration of the misconduct.
  - c. The number of persons involved.
  - d. The age and gender of the person accused of harassment.
  - e. The subject(s) of harassment.
  - f. The place and situation where the incident occurred.
  - g. Other incidents at the school, including incidents of harassment that were not related to gender.
7. The principal or designee shall write a report of his/her findings, decision, and reasons for the decision and shall present this report to the student who complained and the person accused.
8. The principal or designee shall give the Superintendent or designee a written report of the complaint and investigation. If the principal or designee verifies that sexual harassment occurred, this report shall describe the actions taken to end the harassment, address the effects of the harassment on the student harassed, and prevent retaliation or further harassment.

**Students**

AR 5145.7(e)

**SEXUAL HARASSMENT**

9. Within two weeks after receiving the complaint, the principal or designee shall determine whether or not the student who complained has been further harassed. The principal or designee shall keep a record of this information and shall continue this follow-up.

**Enforcement**

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

1. Removing vulgar or offending graffiti.
2. Providing staff in-service and student instruction or counseling.
3. Notifying parents/guardians of the actions taken.
4. Notifying child protective services.
5. Taking appropriate disciplinary action. In addition, the principal or designee may take disciplinary measures against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Regulation approved: March 3, 1993

Lancaster, California

Regulation revised: September 15, 1999; February 6, 2002; January 19, 2005

## Philosophy, Goals, Objectives and Comprehensive Plans

BP 0410(a)

### NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group *identification*, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

(cf. 4030 - *Nondiscrimination in Employment*)  
 (cf. 4032 - *Reasonable Accommodation*)  
 (cf. 4119.11/4219.11/4319.11 - *Sexual Harassment*)  
 (cf. 5145.3 - *Nondiscrimination/Harassment*)  
 (cf. 5145.7 - *Sexual Harassment*)  
 (cf. 5146 - *Married/Pregnant/Parenting Students*)  
 (cf. 6145.2 - *Athletic Competition*)  
 (cf. 6164.4 - *Identification of Individuals for Special Education*)  
 (cf. 6164.6 - *Identification and Education under Section 504*)  
 (cf. 6178 - *Vocational Education*)  
 (cf. 6200 - *Adult Education*)

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act.

The Superintendent or designee shall ensure that the district provides auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, notetakers, written materials, taped text, and Braille or large print materials.

(cf. 5124 - *Communication with Parents/Guardians*)

Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program or meeting.

(cf. 9320 - *Meetings and Notices*)  
 (cf. 9322 - *Agenda/Meeting Materials*)

The Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination. Such notification shall be included in each

## Philosophy, Goals, Objectives and Comprehensive Plans

BP 0410(b)

### NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES

announcement, bulletin, catalog, application form or other recruitment materials distributed to these groups. (34 CFR 104.8, 106.9)

The Superintendent or designee shall also provide information about related complaint procedures.

(cf. 1312.3 - *Uniform Complaint Procedures*)

(cf. 4031 - *Complaints Concerning Discrimination in Employment*)

In compliance with law, the district's nondiscrimination policy shall be published in the individual's primary language to the extent practicable.

(cf. 5145.6 - *Parental Notifications*)

#### *Legal Reference:*

##### *EDUCATION CODE*

*200-262.4 Prohibition of discrimination*

*48985 Notices to parents in language other than English*

##### *GOVERNMENT CODE*

*11000 Definitions*

*11138 Rules and regulations*

*12900-12996 Fair Employment and Housing Act*

*54953.2 Brown Act compliance with Americans with Disabilities Act*

##### *PENAL CODE*

*422.6 Interference with constitutional right or privilege*

##### *CODE OF REGULATIONS, TITLE 5*

*4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance*

##### *UNITED STATES CODE, TITLE 20*

*1400-1487 Individuals with Disabilities in Education Act*

*1681-1688 Discrimination based on sex or blindness, Title IX*

*2301-2415 Carl D. Perkins Vocational and Applied Technology Act*

*6311 State plans*

*6312 Local education agency plans*

##### *UNITED STATES CODE, TITLE 29*

*794 Section 504 of the Rehabilitation Act of 1973*

##### *UNITED STATES CODE, TITLE 42*

*2000d-2000d-7 Title VI, Civil Rights Act of 1964*

*2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended*

*2000h-2000h-6 Title IX*

*12101-12213 Americans with Disabilities Act*

##### *CODE OF FEDERAL REGULATIONS, TITLE 28*

*35.101-35.190 Americans with Disabilities Act*



**Philosophy, Goals, Objectives  
and Comprehensive Plans**

**BP 0410(c)**

**NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES**

*36.303 Auxiliary aids and services*

*CODE OF FEDERAL REGULATIONS, TITLE 34*

*100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI*

*104.1-104.39 Section 504 of the Rehabilitation Act of 1973*

*106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:*

*106.9 Dissemination of policy*

*Management Resources:*

*U.S. DEPARTMENT OF EDUCATION, OFFICE OF CIVIL RIGHTS PUBLICATIONS*

*Protecting Students from Harassment and Hate Crime, January, 1999*

*Notice of Non-Discrimination, January, 1999*

*Nondiscrimination in Employment Practices in Education, August, 1991*

*WEB SITES*

*U.S. Department of Education, Office of Civil Rights: <http://www.ed.gov/offices/OCR>*

*CDE: <http://www.cde.ca.gov>*

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

*Pacific Disability and Business Technical Assistance Center: <http://www.pacdbtac.org>*

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Policy adopted: November 13, 1990

Lancaster, California

Revised: October 6, 1999; May 1, 2002; October 15, 2003

**Students****BP 5145.2 (a)****FREEDOM OF SPEECH/EXPRESSION**

The Governing Board believes that free inquiry and exchange of ideas are essential parts of a democratic education. The Board respects students' rights to express ideas and opinions, take stands on issues, and support causes, even when such speech is controversial or unpopular.

*(cf. 6142.3 - Civic Education)*

*(cf. 6144 - Controversial Issues)*

**On-Campus Expression**

Students shall have the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications. (Education Code 48907)

Student expression on district or school Internet web sites and online media shall generally be afforded the same protections as in print media.

*(cf. 1113 - District and School Web Sites)*

*(cf. 6163.4 - Student Use of Technology)*

Students' freedom of expression shall be limited only as allowed by Education Code 48907, 48950, and other applicable state and federal laws.

Students are prohibited from making any expressions or distributing or posting any materials that are obscene, libelous, or slanderous. Students also are prohibited from making any expressions that so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, the violation of school rules, or substantial disruption of the school's orderly operation. (Education Code 48907)

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

The use of "fighting words" or epithets is prohibited in those instances where the speech is abusive and insulting, rather than a communication of ideas, and the speech is used in an abusive manner in a situation that presents an actual danger that it will cause a breach of the peace.

School officials shall not engage in prior restraint of material prepared for official school publications except insofar as the content of the material violates the law. (Education Code 48907)

The Superintendent or designee shall not discipline any high school student solely on the basis of speech or other communication that would be constitutionally protected when engaged in outside

**Students****BP 5145.2 (b)****FREEDOM OF SPEECH/EXPRESSION**

of school, but may impose discipline for harassment, threats, or intimidation unless constitutionally protected. (Education Code 48950)

(cf. 5137 - *Positive School Climate*)

(cf. 5144 - *Discipline*)

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

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

**Off-Campus Expression**

A student shall be subject to discipline for off-campus expression, including expression on off-campus Internet web sites, when such expression poses a threat to the safety of other students, staff, or school property, or substantially disrupts the educational program. The Superintendent or designee shall document the impact the expression had or could be expected to have on the school program.

(cf. 5131 - *Conduct*)

*Legal Reference:**EDUCATION CODE*

48907 *Exercise of free expression; rules and regulations*

48950 *Speech and other communication*

51520 *Prohibited solicitations on school premises*

*UNITED STATES CODE, TITLE 20*

4071-4074 *Equal Access Act*

*CALIFORNIA CONSTITUTION*

Article 1, Section 2 *Freedom of speech and expression*

*U.S. CONSTITUTION*

Amendment 1 *Freedom of speech and expression*

*COURT DECISIONS*

*Smith v. Novato Unified School District*, (2007) 150 Cal.App.4th 1439

*Lavine v. Blaine School District*, (2001) 257 F.3d 981

*Emmett v. Kirkland School District No. 415*, (2000) 92 F.Supp. 2d 1088

*J.S. v. Bethlehem Area School District*, (2000) 757 A.2d 412 (Pa. Commw. 2000)

*Beussink v. Woodland R-IV School District*, (1998) 30 F.Supp. 2d 1175

*Muller v. Jefferson Lighthouse School*, (1996) 98 F.3d 1530

*Lovell v. Poway Unified School District*, (1996) 90 F.3d 367

*Hazelwood School District v. Kuhlmeier*, (1988) 108 S. Ct. 562

*Leeb v. DeLong*, (1988) 198 Cal.App.3d 47

*Bethel School District No. 403 v. Fraser*, (1986) 478 U.S. 675

*Bright v. Los Angeles Unified School District*, (1976) 18 Cal. 3d 350

*Tinker v. Des Moines Independent Community School District*, (1969) 393 U.S. 503

*Management Resources:**CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES*

*Limitations on Student Expression in School-Sponsored Publications*, March 4, 1988

**Students**

**BP 5145.2 (c)**

**FREEDOM OF SPEECH/EXPRESSION**

*WEB SITES*

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

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

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Policy adopted: November 13, 1990

Lancaster, California

Policy revised: May 1, 2002; February 6, 2013

**Students****AR 5145.2 (a)****FREEDOM OF SPEECH/EXPRESSION****School-Sponsored Publications**

Students shall have the right to exercise freedom of speech and of the press in official school publications, except for expression that is obscene, libelous, slanderous, or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school. (Education Code 48907)

Official school publications includes material produced by students in journalism, newspaper, yearbook, or writing classes and distributed to the student body either for a fee or free. (Education Code 48907)

Each principal shall develop a school publications code outlining the responsibility of student journalists, editors, and publication advisors.

All student submissions shall be held to professional standards of English and journalism. (Education Code 48907)

If the principal considers material submitted for publication to violate Education Code 48907, he/she shall notify the student, without undue delay, and give specific reasons why the submitted material may not be published. Absent extraordinary circumstances, such notice should be given in sufficient time to allow the student time to either modify the material or to seek review of the principal's determination from the Superintendent or designee. Prior to any restriction of student speech, school officials shall consider any feasible alternative options to restricting the speech.

To the extent that the principal or designee believes that the school and district should be disassociated from a particular idea or opinion, the principal may require student articles to include disclaimers.

**Distribution of Printed Materials and Petitions by Students**

The principal or designee may provide bulletin boards on which students and student organizations may post materials of general interest. Students also may post or distribute handbills, leaflets, and other printed material, whether produced within or outside of the school. Students may collect signatures on petitions concerning school or nonschool issues.

*(cf. 1325 - Advertising and Promotion)*

*(cf. 6145.5 - Student Organizations and Equal Access)*

Printed materials or petitions may be distributed only:

1. Before or after school or during lunch time

**Students**

**AR 5145.2 (b)**

**FREEDOM OF SPEECH/EXPRESSION**

2. In locations that do not obstruct the normal flow of traffic within the school or at entrances

No student shall use coercion to induce any other student or person to accept printed matter or to sign a petition. No funds shall be collected for any material distributed.

*(cf. 5131 - Conduct)*

**Clothing, Buttons, and Badges**

Buttons, badges, armbands, and clothing bearing slogans or sayings may be worn unless their message falls into the categories prohibited by law and Board policy. No employee shall interfere with this practice on the grounds that the message may be controversial or unpopular with students or faculty.

*(cf. 5131.4 - Student Disturbances)*

*(cf. 5132 - Dress and Grooming)*

*(cf. 5136 - Gangs)*

*(cf. 5144 - Discipline)*

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Regulation approved: November 13, 1990

Lancaster, California

Regulation revised: May 1, 2002; February 6, 2013

**Students****BP 5131 (a)****CONDUCT**

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

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 5131.1 - Bus Conduct)*

*(cf. 5137 - Positive School Climate)*

*(cf. 6145.2 - Athletic Competition)*

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

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

*(cf. 5142 - Safety)*

2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption

*(cf. 5131.2 - Bullying)*

*(cf. 5145.3 - Nondiscrimination /Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

3. Conduct that disrupts the orderly classroom or school environment

*(cf. 5131.4 - Student Disturbances)*

4. Willful defiance of staff's authority

5. Damage to or theft of property belonging to students, staff, or the district

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

*(cf. 5131.5 - Vandalism and Graffiti)*

**Students****BP 5131 (b)****CONDUCT**

The district shall not be responsible for students' personal belongings which are brought on campus or to a school activity and are lost, stolen, or damaged.

6. Obscene acts or use of profane, vulgar, or abusive language

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

7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs

*(cf. 5131.6 - Alcohol and Other Drugs)*

*(cf. 5131.62 - Tobacco)*

*(cf. 5131.63 - Steroids)*

8. Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose (Penal Code 417.27)

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

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

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

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

10. Plagiarism or dishonesty on school work or tests

*(cf. 5131.9 - Academic Honesty)*

*(cf. 6162.54 - Test Integrity/Test Preparation)*

*(cf. 6162.6 - Use of Copyrighted Materials)*

11. Inappropriate attire

*(cf. 5132 - Dress and Grooming)*

12. Tardiness or unexcused absence from school



**Students****BP 5131 (c)****CONDUCT**

*(cf. 5113 - Absences and Excuses)*

*(cf. 5113.1 - Chronic Absence and Truancy)*

**13. Failure to remain on school premises in accordance with school rules**

*(cf. 5112.5 - Open/Closed Campus)*

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

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

*(cf. 5145.12 - Search and Seizure)*

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

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

*(cf. 1020 - Youth Services)*

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

*(cf. 5020 - Parent Rights and Responsibilities)*

*(cf. 5127 - Graduation Ceremonies and Activities)*

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

*(cf. 5144 - Discipline)*

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

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

*(cf. 6020 - Parent Involvement)*

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

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

*(cf. 6164.2 - Guidance/Counseling Services)*

*(cf. 6164.5 - Student Success Teams)*

*(cf. 6184 - Continuation Education)*

*(cf. 6185 - Community Day School)*

**Students****BP 5131 (d)****CONDUCT**

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

*Legal Reference:**EDUCATION CODE**200-262.4 Prohibition of discrimination**32280-32289 Comprehensive safety plan**35181 Governing board authority to set policy on responsibilities of students**35291-35291.5 Rules**44807 Duty concerning conduct of students**48900-48925 Suspension and expulsion**51512 Prohibition against electronic listening or recording device in classroom without permission**CIVIL CODE**1714.1 Liability of parents and guardians for willful misconduct of minor**PENAL CODE**288.2 Harmful matter with intent to seduce**313 Harmful matter**417.25-417.27 Laser scope or laser pointer**647 Use of camera or other instrument to invade person's privacy; misdemeanor**653.2 Electronic communication devices, threats to safety**VEHICLE CODE**23123-23124 Prohibitions against use of electronic devices while driving**CODE OF REGULATIONS, TITLE 5**300-307 Duties of students**UNITED STATES CODE, TITLE 42**2000h-2000h6 Title IX, 1972 Education Act Amendments**COURT DECISIONS**J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094**LaVine v. Blaine School District, (2000, 9th Cir.) 257 F.3d 981**Emmett v. Kent School District No. 415, (2000) 92 F.Supp. 1088**Bethel School District No. 403 v. Fraser, (1986) 478 U.S. 675**New Jersey v. T.L.O., (1985) 469 U.S. 325**Tinker v. Des Moines Independent Community School District, (1969) 393 U.S. 503**Management Resources:**CSBA PUBLICATIONS**Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011**Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010**Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**Bullying at School, 2003**WEB SITES**CSBA: <http://www.csba.org>*

**Students**

**BP 5131 (e)**

**CONDUCT**

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

*Center for Safe and Responsible Internet Use: <http://cyberbully.org>*

*National School Boards Association: <http://www.nsba.org>*

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

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

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Policy adopted: November 16, 1994

Lancaster, California

Policy revised: February 1, 1995; March 1, 2000; November 13, 2002; June 18, 2008;  
September 5, 2012

## RECOGNITION OF RELIGIOUS BELIEFS AND CUSTOMS

The Governing Board recognizes that students' education would be incomplete without an understanding of the role of religion in history. It is both proper and important for teachers to objectively discuss the influences of various religions, using religious works and symbols to illustrate their relationship with society, literature, or the arts. The Board expects that such instruction will identify principles common to all religions and foster respect for the multiple creeds practiced by the peoples of the world.

In order to respect each student's individual right to freedom of religious practice, religious indoctrination is clearly forbidden in the public schools. Instruction about religion must not favor, promote, or demean the beliefs or customs of any particular religion or sect. Staff shall be highly sensitive to its obligation not to interfere with the religious development of any student in whatever tradition the student embraces.

Staff shall not endorse, encourage, or solicit religious or anti-religious expression or activities among students. They shall not lead students in prayer or participate in student-initiated prayer. However, staff shall not prohibit or discourage any student from praying or otherwise expressing his/her religious belief as long as this does not disrupt the educational process.

Students may express their beliefs about religion in their homework, artwork, and other written and oral reports if the expression is germane to the assignment. Such work shall be judged by ordinary academic standards, free of discrimination based on religious content.

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

*(cf. 6144 - Controversial Issues)*

*(cf. 6145.5 - Student Organizations and Equal Access)*

### Religious Holidays

Whereas teaching about religious holidays is a permissible part of the educational program, celebrating religious holidays is not allowed in the public schools. School-sponsored programs shall not be, nor have the effect of being, religiously oriented or a religious celebration.

*(cf. 5113 - Absences and Excuses)*

School and classroom decorations may express seasonal themes that are not religious in nature.

### Health/Family Life/Sex Education

Upon written request of the parent/guardian, a student shall be excused from any part of health, family life, or sex education which conflicts with the religious training, beliefs, or personal moral convictions of the parent/guardian or student. (Education Code 51240)

*(cf. 6142.1 - Family Life/Sex Education)*

**RECOGNITION OF RELIGIOUS BELIEFS AND CUSTOMS**

**Health/Family Life/Sex Education (Continued)**

Alternate activities shall be provided for students who are so excused.

*Legal Reference:*

EDUCATION CODE

51240 *Excuse from health instruction and family life and sex education due to religious belief*

51511 *Religious matters properly included in courses of study*

UNITED STATES CODE, TITLE 20

6061 *School prayer*

COURT DECISIONS

*Walleye v. Gaffer, (1985) 472 U.S. 38*

*Lemon v. Kurtzman, (1971) 403 U.S. 602*

*Management Resources:*

U.S. DEPARTMENT OF EDUCATION

*"Religion in the Public Schools: A Joint Statement of Current Law," April 1995*

*"Religious Expression in Public Schools," United States Department of Education, August 1995*

**Students****BP 5131.2 (a)****BULLYING**

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

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

*(cf. 5131 - Conduct)*

*(cf. 5136 - Gangs)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

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

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

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

*(cf. 0420 - School Plans/Site Councils)*

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 1220 - Citizen Advisory Committees)*

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

*(cf. 6020 - Parent Involvement)*

**Bullying Prevention**

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

*(cf. 5137 - Positive School Climate)*

*(cf. 6164.2 - Guidance/Counseling Services)*

**Students****BP 5131.2 (b)****BULLYING**

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

*(cf. 6163.4 - Student Use of Technology)*

*(cf. 6142.8 - Comprehensive Health Education)*

*(cf. 6142.94 - History-Social Science Instruction)*

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

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

**Intervention**

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

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

As appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

**Complaints and Investigation**

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

**Students****BP 5131.2 (c)****BULLYING**

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

**Discipline**

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

*(cf. 5144 - Discipline)*

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

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

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

**Legal Reference:****EDUCATION CODE**

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

48985 Translation of notices

**PENAL CODE**

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices, threats to safety

**UNITED STATES CODE, TITLE 47**

254 Universal service discounts (e-rate)

**COURT DECISIONS**

*J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094*

*Lavine v. Blaine School District, (2002) 279 F.3d 719*



**Students**

*proposed*

**BP 5131.2 (d)**

**BULLYING**

*Management Resources:*

**CSBA PUBLICATIONS**

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

*Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010*

*Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007*

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

*Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008*

*Bullying at School, 2003*

**U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS**

*Dear Colleague Letter: Harassment and Bullying, October 2010*

**WEB SITES**

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

*California Cybersafety for Children: <http://www.cybersafety.ca.gov>*

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

*Center for Safe and Responsible Internet Use: <http://cyberbully.org>*

*National School Boards Association: <http://www.nsba.org>*

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

*U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>*

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Policy adopted: September 5, 2012

Lancaster, California

# EASTSIDE HIGH SCHOOL ATTENDANCE POLICY

## STUDENTS NEED TO BE IN SCHOOL IN ORDER TO BECOME:

- ◆ **EFFECTIVE CITIZENS:** Knowledgeable voters, productive workers and critical thinkers and problem solvers.
- ◆ **PREPARED TO LIVE IN SOCIETY:** Honest, industrious, tolerant, responsible, cooperative with respect for authority and others.
- ◆ **PREPARED FOR THE "NEXT STEP":** Further Education, Employment, Vocational Training Lifelong Learning.

In order to accomplish this, students must be in school! Daily participation is an integral part of the educational process. Students who are absent cannot benefit from the instruction by the teacher and explanations of the subject. The interaction between peers and teachers is lost and cannot be made up in any way. Therefore AVUHSD, Policy #5113 adopted by the Antelope Valley Union High School District Board of Trustees, requires the following attendance procedures.

## EXPLANATION OF THIS ATTENDANCE POLICY

1. After 10 periods or 600 minutes, whichever comes first, of unexcused absences in one class for one semester no credit may be earned for that class. Unexcused absences are at-home suspension, truancy, and absences for which no verifiable reason has been given by the parent or guardian.
2. Parents will be notified of this policy at the beginning of each school year or upon the enrollment of the student. Parents will be sent notification by mail of the number of unexcused absences their student has in each class at the following times: first quarter progress report, first quarter report card, second quarter progress report, third quarter progress report, third quarter report card, fourth quarter progress report. Notification of unexcused absences may be sent more frequently than outlined above or at differing times due to school block schedules.
3. A separate notification, warning of the possibility of receiving no credit for a class, shall be sent at the time a student reaches 7 unexcused absences or 420 minutes of unexcused absence, whichever comes first, in any class period.
4. Parents may clear, by note or phone call, any non-suspension or non-truant absence during a period of time not to exceed 10 school days after the occurrence of the absence. After the 10-day window of opportunity a doctor's note indicating a diagnosis is required to clear an absence.
5. If a student is absent from school for a portion of the day for illness or a doctor's visit, the parent or guardian must properly check the student out of school through the attendance office. If this procedure is not followed, the student's period absences may be marked as unexcused.

6. There is no appeal process for loss of credit in a class if a student has more than 10 periods or 600 minutes, whichever comes first, of unexcused absence at the end of a semester in that class.
7. Students may opt to attend voluntary Saturday School for a minimum of four hours to clear an all-day absence which has not been cleared by a verifiable excuse. Period absences, at-home suspensions, and trancies may not be cleared through Saturday School. Students may attend Saturday School voluntarily up to five times in one semester. Parent permission is required for the student to attend voluntary Saturday School. A student may not attend voluntary Saturday School for absences more than 20 school days past.
8. The Superintendent is directed to establish procedures to implement this policy. Annually, an evaluation of this policy shall be reported to the Board of Trustees.

**I understand that I should not accumulate more than 10 days of unexcused absences in any period, or my credit for that period will be lost. However, if I should accumulate 11 days or more of absences, I understand I am to continue to attend all of my classes on a regular basis.**

#### **EXPLANATION OF TARDY POLICY**

- 1<sup>st</sup> offense – Warning
- 2<sup>nd</sup> offense – Warning
- 3<sup>rd</sup> offense – Parent notification
- 4<sup>th</sup> offense – Warning
- 5<sup>th</sup> offense – Warning
- 6<sup>th</sup> offense – Citation
- 7<sup>th</sup> offense – SART meeting
- 8<sup>th</sup> offense – Meeting with VP and citation
- 9<sup>th</sup> offense & beyond – Possible citation & alternative placement

**It is important to understand that this policy does not apply to excused tardies. In the event that your child has a valid excuse for being tardy, he/she will need to provide a note signed by a parent/Doctor/Court Officer.**

.....

As a student at Eastside High School, I have read and understand the Attendance Policy.

I understand I should not accumulate more than 10 days of unexcused absences in any period, or my credit for that period will be lost. However, if I should accumulate 11 days or more of absences, I understand I am to continue to attend all of my classes on a regular basis.

\_\_\_\_\_

Print Student Name (legibly)

\_\_\_\_\_

Sign Student Name

\_\_\_\_\_

Student #

\_\_\_\_\_

Date

# Eastside High School

## STUDENT BEHAVIOR Disciplinary Action Chart

*STUDENTS ARE EXPECTED TO CONDUCT THEMSELVES IN A MANNER CONDUCIVE TO LEARNING AND TEACHING. THE FOLLOWING ACTIONS ARE NOT ACCEPTABLE AT EASTSIDE HIGH SCHOOL. STUDENTS WHO CHOOSE TO VIOLATE THE MAJOR EXPECTATIONS OF THE SCHOOL FACE THE LISTED CONSEQUENCES. THESE PENALTIES ARE WITHIN THE GUIDELINES OF THE ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT REGULATION 5144.1 AND CALIFORNIA EDUCATION CODE SECTIONS 48900 AND 48915.*

<u>VIOLATIONS</u>	<u>LEGAL REFERENCE</u>	<u>1<sup>ST</sup> OFFENSE</u>	<u>2<sup>ND</sup> OFFENSE</u>	<u>3<sup>RD</sup> OFFENSE</u>
<b>ASSAULT</b> Caused or attempted to cause, threatened to cause physical injury	EC 48900 (a)(1)(2) P.C. 243.5	5-day off campus suspension and recommendation for expulsion, referral to Sheriff's Office.		
<b>ALCOHOL POSSESSION/USE</b>	EC 48900 (c) BP 25662 BP 25608	5-day off campus suspension, successful completion of alcohol diversion program.	5-day off campus suspension, recommendation for expulsion.	
<b>CLOSED CAMPUS VIOLATION (Truancy)</b>	EC 48262	Alternative to suspension – ASW, SWP, SS. Parent contact, Citation.	1 to 3-days on campus suspension (OCD). Parent contact. Citation.	3 to 5-day on campus suspension (OCD). Parent contact, citation, subsequent incidents will be treated as defiance, 3 <sup>rd</sup> offense.
<b>DISRESPECT/ DEFIANCE (Refusal to Obey)</b>	EC 48900 (k) L.A.C.C. 13.57.010	Alternative to suspension – ASW, SWP.	1 to 3 days suspension (OCD).	5-day suspension. Recommendation for expulsion.
<b>DRESS &amp; APPEARANCE VIOLATIONS</b>	EC 35183	<b>1<sup>st</sup> Offense</b> Warning (documented) Student conference with Administrator.	<b>3<sup>rd</sup> offense</b> 1 to 3-day suspension on campus. Parent contact.	<b>5<sup>th</sup> Offense</b> Subsequent offense following alternative placement shall result in a five-day suspension and possible referral for expulsion.
		<b>2<sup>nd</sup> Offense</b> Parent contact. ASW or SW Program.	<b>4<sup>th</sup> Offense</b> 3 to 5 –day suspension off-campus Possible placement to alternative program for continued defiance of school rules	
<b>DRESS CODE VIOLATION – GANG ATTIRE</b>	EC 48900 (k)	1 to 3-day suspension on campus. Parent contact.	3 to 5 –day suspension off-campus. Possible placement to alternative program for continued defiance of school rules	Subsequent offense following alternative placement shall result in a five-day suspension and possible referral for expulsion.

<b><u>VIOLATIONS</u></b>	<b>LEGAL REFERENCE</b>	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>
<b>LIVING INFRACTIONS</b>	EC 48900 (k)	Loss of parking privileges. Parent contact. Alternatives to suspension (ASW, SWP). Referral to Sheriff's Office.	1-day on campus suspension (OCD). Parent conference. Referral to Sheriff's Office Loss of parking privilege indefinitely at discretion of administration.	Loss of parking privilege for remainder of year. 5-day-off campus suspension.
<b>DRUG PARAPHERNALIA</b>	EC 48900 (k)	5-day off campus suspension. Recommendation for alternative placement.	5-day off campus suspension. Recommendation for expulsion.	
<b>DRUGS POSSESSION/USE</b>	EC 48900 (c) H & S 11350	5-day off campus suspension. Referral to substance abuse counselor, Sheriff's Office and alternative placement. Possible expulsion.		
<b>DRUGS PROVIDING/ SELLING</b>	EC 48900 (d) H & S 11352	5-day off campus suspension. Recommendation for expulsion. Referral to Sheriff's Office.		
<b>EXPLOSIVES (cigarette lighters, matches, firecrackers, smoke bombs, incendiary devices, etc.)</b>	EC 48900 (b) P.C. 308 (D) H & S 12677	5-day off campus suspension. Recommendation for expulsion. Referral to Sheriff.		
<b>EXTORTION</b>	EC 48900 (e)	5-day off campus suspension. Recommended for expulsion. Referral to Sheriff.		
<b>FAILURE TO POSSESS A VALID E.H.S. STUDENT ID CARD</b>	EC 48900 (k)	Alternative to suspension – ASW.	Alternative to suspension – SWP.	1 to 5-day off campus suspension. Parent conference.
<b>FAILURE TO COMPLETE ASSIGNED DISCIPLINE CONSEQUENCES (OCD, ASW, SWP, SS)</b>	EC 48900 (k)	1-day off campus suspension. Parent contact.	1 to 5-day off campus suspension. Parent conference.	
<b>FALSE FIRE ALARM</b>	EC 48900 (k)	5-day off campus suspension. Recommendation for expulsion. Referral to Sheriff.		

<b><u>VIOLATIONS</u></b>	<b>LEGAL REFERENCE</b>	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>
<b>FIGHTING (MUTUAL COMBAT)</b>	EC 48900 (a) (1) P.C. 415.1	5-day off campus suspension. Referral to Sheriff. Possible expulsion if serious injury is involved.	5-day off campus suspension. Referral to Sheriff. Recommend for expulsion.	
<b>FORGERY/ ALTERED NOTES/ IMPERSONATION/ LYING</b>	EC 48900 (k) P.C. 470	1-day on or off campus suspension or alternative discipline (ASW, SWP, SS). Parent contact.	1 to 5-day off campus suspension. Parent conference. Possible recommendation for expulsion.	
<b>GAMBLING</b>	EC 48900 (k)	ASW, SWP, or 1 to 3-day off campus suspension in aggravated cases.	3 to 5-day off campus suspension. Referral to Sheriff and possible recommendation for expulsion.	
<b>GRAFFITI/ TAGGING</b>	EC 48900 (f) P.C. 594.2	SW, 1 to 5 day off campus suspension, financial restitution referral to Sheriff.	5-day off campus suspension, recommended for expulsion, referral to Sheriff.	
<b>HATE VIOLENCE/ HARASSMENT, INTIMIDATION</b>	EC 48900.3	5-day off campus suspension, recommend for expulsion, referral to Sheriff.		
<b>INAPPROPRIATE USE OF COMPUTER &amp; COMPUTER TECHNOLOGY</b>	EC 48900 (k)	Loss of computer privileges and/or change of placement and 1 to 5-day on or off campus suspension.	5-day off campus suspension, possible recommendation for expulsion.	
<b>INCITING STUDENT UNREST (Including gang activity, verbal altercation, fighting words &amp; actions, or bullying)</b>	EC 48900 (a)(1) EC 48900 (k)	1 to 5-day off campus suspension. Parent contact. Possible referral for expulsion.	3 to 5-day off campus suspension, parent conference, recommend for expulsion in extreme situations. Referral to Sheriff.	
<b>LITTERING</b>	EC 48900 (k)	ASW, SWP	1-day suspension. Referral to Sheriff for possible citation.	3 to 5-day off campus suspension. Possible recommendation for expulsion. Referral to Sheriff.
<b>LOITERING, OFF LIMITS AREA, OUT OF CLASS WITHOUT A PASS</b>	EC 48262 L.A.C.C. 13.57.010	Warning and 1-day on campus suspension (OCD).	1 to 3-day suspension (OCD). Parent contact. Citation.	3 to 5-day off campus suspension, citation. Possible Recommendation for expulsion.
<b>PORNOGRAPHY</b>	EC 48901.5	3 to 5-day off campus suspension.	5-day off campus suspension. Recommendation for expulsion.	

<b><u>VIOLATIONS</u></b>	<b>LEGAL REFERENCE</b>	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>
<b>POSSESSION OF AN ELECTRONIC DEVICE. (Cell phones, Pagers, CD &amp; MP3 players, etc...)</b>	EC 48901.5 EC 48900 (k)	Warning, ASW, SW. Confiscation. Parent Contact.	1 to 5-day off campus suspension. Confiscation	
<b>POSSESSION OF LASER POINTER &amp; SHOCKERS</b>	EC 48901.5	5-day off campus suspension. Possible expulsion.	5-day off-campus suspension. Recommendation for expulsion.	
<b>PROFANITY, VULGARITY, OBSCENITIES</b>	EC 48900 (l)	Warning, ASW, SWP. Parent contact.	1 to 5-day off campus suspension. Parent conference	
<b>PROPERTY DAMAGE</b>	EC 48900 (f)	1 to 3-day off campus suspension, financial restitution, referral to Sheriff. Possible recommendation for expulsion.	3 to 5-day off campus suspension. Referral to Sheriff. Recommendation for expulsion.	
<b>PUBLIC DISPLAY OF AFFECTION</b>	EC 48900 (k)	Warning, ASW, SWP. Parent contact.	1 to 5-day off campus suspension. Parent contact.	
<b>ROBBERY</b>	EC 48900 (k) P.C. 211	5-day off campus suspension, referral to Sheriff, possible recommendation for expulsion.		
<b>SEXUAL HARASSMENT</b>	EC 48900.2	1 to 5-day suspension, parent contacts, referral to Sheriff. Possible recommendation for expulsion/ alternative placement.	5-day off campus suspension. Referral to Sheriff. Recommendation for expulsion.	
<b>SMOKING, POSSESSION OF TOBACCO PRODUCTS</b>	EC 48900 (h) P.C. 308(B)	Referral to Sheriff, SWP, parent contact. Referral to Title IV Counselor.	1 to 3-day on campus suspension (OCD), referral to Sheriff, parent contact. Referral to Title IV Counselor.	5-day off campus suspension, referral to Sheriff. Recommendation for expulsion. Referral to Title IV Counselor.
<b>THEFT, RECEIVING STOLEN PROPERTY</b>	EC 48900 (g) P.C. 308 (B)	1 to 3-day off campus suspension. Referral to Sheriff. Restitution	3 to 5-day off campus suspension, referral to Sheriff. Recommendation for expulsion.	
<b>THEFT, RECEIVING STOLEN PROPERTY (CAFETERIA/ SNACK BAR)</b>	EC 48900 (g) P.C. 494	Possible, ASW, SW, or 1 to 5-day off campus suspension. Possible Referral to Sheriff.	1 to 5-day off campus suspension. Referral to Sheriff. Parent conference. Possible recommendation for expulsion.	
<b>TRUANT- All day unexcused absence includes P.E. 2<sup>nd</sup> roll show</b>	EC 48262 L.A.C.C. 13.57.010	Saturday School (SS), parent contact. Referral to Community Attendance Worker.	Parent contact, two Saturday Schools (SS). Referral to Community Attendance Worker. Citation.	Parent contact, three Saturday Schools (SS), Citation, referral to Community Attendance Worker, SART, possible alternative placement.

<u>VIOLATIONS</u>	<u>LEGAL REFERENCE</u>	<u>1<sup>ST</sup> OFFENSE</u>	<u>2<sup>ND</sup> OFFENSE</u>	<u>3<sup>RD</sup> OFFENSE</u>
<b>WEAPONS POSSESSION OF</b> (Knives, firearms, replicas, laser pointer)*	EC 48900 (b) P.C. 626.1	5-day off campus suspension, referral to Sheriff, recommendation for expulsion.		
<b>TARDY/TARDY SWEEP</b>	EC 48900 (k)	1 <sup>ST</sup> Offense-Warning  ----- 4 <sup>th</sup> Offense- 1 period OCD. Parent contact	2 <sup>nd</sup> Offense- Warning  ----- 5 <sup>th</sup> Offense- Parent conference. Referral to Community Attendance Worker for citation.	3 <sup>rd</sup> Offense- ASW  ----- 6 <sup>th</sup> Offense- 1 to 5-day suspension. Parent conference. Possible SART.

#### OTHER DISRUPTIVE ACTIONS

The preceding list of offenses is certainly not all-inclusive. There are other actions that could be disruptive to the educational environment at Eastside High School. These will be handled on an individual, as-needed basis. All procedures and penalties at Eastside High School will be consistent with the California Education Code and the Antelope Valley Union High School District Policy and Regulations.

\* Includes "Any dangerous object of no reasonable use on a school campus."

**ASW**      After School Work  
**OCD**      On Campus Detention  
**SART**      Student Attendance Review Team  
**SS**        Saturday School  
**SW**        Saturday Work Program

- To provide order on a campus as large as EHS, it is important that the entire staff be able to identify students from outside intruders. Therefore, **students are to carry their Eastside High School identification cards at all times on the school campus or at school events.** Students who fail to show their I.D. card when requested to do so by a school employee may be subject to suspension.
- We acknowledge that penalties alone will not deter disruptive behavior on campus. It is important that students understand their responsibility to conduct themselves in ways, which will not disrupt the educational environment and behave in a positive manner.



## DRESS AND GROOMING

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 have the right to make individual choices from a wide range of clothing and grooming styles, but they 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)*

The Board considers application of this policy to be a site administrative responsibility within the jurisdiction of the principal. Details and specific rules which apply shall be an administrative decision. In developing standards of student dress, the administration shall consider the effect that wearing apparel may have on students' attitude toward learning and the effect certain apparel may have on other students.

Students and parents/guardians shall be informed about the school dress code at the beginning of the year and when revised. A student who violates the dress code shall be subject to appropriate disciplinary action.

*(cf. 5144 - Discipline)*

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

The Board has determined that gangs constitute a danger to students, and the Superintendent or designee shall restrict student dress and grooming as necessary to comply with Board Policy 5136 related to gang activity.

## Uniforms

The Board recognizes that, in order to promote student safety and discourage theft, peer rivalry, and/or gang activity, the principal, staff, and parents/guardians at a district school may wish to establish a reasonable dress code requiring students to wear uniforms. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval.

The Board shall approve such dress codes when it determines they are necessary for the health and safety of the school's students.

**DRESS AND GROOMING**

The Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children not comply with an adopted school uniform policy. Students shall not be penalized academically, otherwise discriminated against, or denied attendance to school if their parents/guardians so decide.

School plans requiring students to wear uniforms shall identify a source of funding available for the purchase of uniforms by economically disadvantaged students.

In schools where a schoolwide uniform is required, the principal, staff, and parents/guardians of the individual school shall jointly select the specific uniform to be worn.

The principal or designee shall give parents/guardians at least six months' notice before a school uniform policy is implemented.

Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting.

*Legal Reference:*EDUCATION CODE*35183 School dress codes; uniforms**35183.5 Sun-protective clothing**35294.1 School safety plans**48907 Student exercise of free expression**49066 grades; effect of physical education class apparel*CODE OF REGULATIONS, TITLE 5*302 Pupils to be neat and clean on entering school*COURT DECISIONS*Marvin H. Jeglin, et al., v. San Jacinto Unified School District, et al. (C.D. Cal. 1993) 827 F.Supp. 1459**Arcadia Unified School District v. State Department of Education, 92 Daily Journal, D.A.R. 3578**Hartzell v. Connell (1984) 35 Cal. 3d 899***ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Policy adopted: November 13, 1990

Lancaster, California

Policy revised: October 5, 1994

Technical revision: January 28, 2002

Student

AR 5136(a)

## GANGS

## Student Dress and Appearance

In recognition of the district instructional responsibilities and goals, the district hereby adopts the following regulations relative to the dress and appearance of the students:

1. Pants oversized at the waist are not allowed. These can be identified as pants that are folded in at the waist or belt line (e.g. students with a 32" waist should wear pants no larger than 32" waist.)
2. Wearing pants below the waist line (sagging) is not allowed
3. No gang-related jewelry, insignia, colors, paraphernalia, materials, apparel, clothing or attire may be worn or carried on campus or at school activities.
4. Belt buckles with any initials are prohibited.
5. Wearing an over-sized belt with one end hanging down is prohibited.
6. Excessive color identities worn in the color of red and/or purple, blue and/or green, black and/or gray, or orange (in combination with other gang attire) are prohibited.
7. No gang-related hats, baseball-type caps or other gang-related head gear may be worn on campus or at school activities. Official school cap (i.e., approved by the principal) representing the current school of residence may be worn.
8. Bandannas, red or blue belts, red or blue shoelaces, or rags that commonly signify gang identity by style or color are prohibited.
9. Clothing, jewelry, paraphernalia or material which is obscene, sexually explicit or which depicts or suggests sexually-related or obscene gestures, pictures or wording or which promotes violence, the use/abuse of drugs, tobacco or alcohol may not be worn or carried on campus or at school activities.
10. Shorts extending below the knee when worn with over-the-calf socks are prohibited. No pants can be worn with one leg up and one down.
11. No student may wear articles of clothing jewelry, paraphernalia or accessories which pose a threat to the physical and/or emotional well-being and safety of the student or others on campus or at school activities.
12. Shirts buttoned at the top and unbuttoned at the bottom are prohibited.

**Student****AR 5136(b)****GANGS**

13. Steel-toe combat style boots are prohibited.
14. Gang or tagger-crew writing on shoes, clothes or body, backpacks or accessories are not permitted
15. Sports jerseys, other than school jerseys, will not be allowed.
16. Clothing or articles of clothing (including, but not limited to gloves, bandannas, shoestrings, wristbands, jewelry) which are likely to provoke others to acts of violence or which are likely to cause others to be intimidated by fear of violence may not be worn on campus or at any school activity.
17. The principal or principal's designee shall enforce the Student Dress and Appearance Policy.
18. For the purpose of implementing consistent school enforcement, the principal will regularly communicate to all staff examples of gang-related clothing, apparel, attire, jewelry, insignias, colors, paraphernalia and materials which are currently unacceptable. All staff members will be expected to follow appropriate school procedures to refer students suspected of violating this regulation to the principal or designee.
19. Gang-related clothing, apparel, attire, jewelry, insignias, colors, paraphernalia and materials may vary from school to school, and may change from year to year. Consequently, prior to disallowing the wearing or display of the aforementioned articles or things, the procedures outlined below shall be strictly adhered to by the principal or the principal's designee.
20. The principal will include the provisions of this regulation in the School Safety Plan per Education Code Sections 35294 and 35294.1.

**Implementation Procedures**

Recognizing that any gang-related clothing apparel, attire, jewelry, insignias, colors, paraphernalia and materials (e.g., sagging pants) may vary from school to school and may change from year to year, prior to disallowing the wearing or display of clothing, apparel, jewelry, accessories, materials and other items prohibited under the Student Dress and Appearance Policy, the following procedures shall be strictly adhered to:

1. At the beginning of each school year or upon enrollment, the parent/guardian of each student shall be mailed a copy of the student dress code requirements as described in AR 5132 and AR 5136.

**Antelope Valley Joint Union High School District**  
**DRESS CODE**

1. All students are required to wear appropriate footwear for school.
2. All shirts and tops must cover the midriff at all times. The following are examples of clothing that is unacceptable: tank tops, strapless, spaghetti straps, off-the-shoulder, cut-out designs, low-cut shirts, bare-back, sheer or mesh clothing that does not have an appropriate blouse or shirt underneath, etc.
3. All pants and shorts must fit at the waist. No sagging or low riding will be permitted. Clothing must cover undergarments when sitting, standing, or bending.
4. Hemlines and slits on dresses, skirts, and shorts above mid-thigh are not acceptable.
5. Only school hats are acceptable and must be worn with brim forward.
6. Clothing and hair accessories that are unsafe and/or dangerous are not permitted (for example, hair-picks and combs, studded belts, chains, spikes, handcuffs, safety pins, needles, etc.).
7. Clothing or jewelry that depicts any "gang-style" writing; illegal activity; sexually related or obscene gestures and material; tobacco; drugs; alcohol; or words, pictures, or phrases that depicts violence or intimidation may not be worn.
8. Any body piercing that presents a safety issue or major distraction will not be allowed.
9. Any clothing or styles of dress that may be construed to provoke fear, violence, or intimidation, including gang-related attire, is not acceptable.

**GANG DRESS POLICY**

1. Pants oversized at the waist are not allowed. These can be identified as pants that are folded in at the waist or belt line (e.g. students with a 32" waist should wear pants no larger than 32" waist.)
2. Wearing pants below the waist line (sagging) is not allowed
3. No gang-related jewelry, insignia, colors, paraphernalia, materials, apparel, clothing or attire may be worn or carried on campus or at school activities.
4. Belt buckles with any initials are prohibited.
5. Wearing an over-sized belt with one end hanging down is prohibited.
6. Excessive color identities worn in the color of red and/or purple, blue and/or green, black and/or gray, or orange (in combination with other gang attire) are prohibited.
7. No gang-related hats, baseball-type caps or other gang-related head gear may be worn on campus or at school activities. Official school cap (i.e., approved by the principal) representing the current school of residence may be worn.
8. Bandannas, red or blue belts, red or blue shoelaces, or rags that commonly signify gang identity by style or color are prohibited.
9. Clothing, jewelry, paraphernalia or material which is obscene, sexually explicit or which depicts or suggests sexually-related or obscene gestures, pictures or wording or which promotes violence, the use/abuse of drugs, tobacco or alcohol may not be worn or carried on campus or at school activities.

10. Shorts extending below the knee when worn with over-the-calf socks are prohibited. No pants can be worn with one leg up and one down.
11. No student may wear articles of clothing jewelry, paraphernalia or accessories which pose a threat to the physical and/or emotional well-being and safety of the student or others on campus or at school activities.
12. Shirts buttoned at the top and unbuttoned at the bottom are prohibited.
13. Steel-toe combat style boots are prohibited.
14. Gang or tagger-crew writing on shoes, clothes or body, backpacks or accessories are not permitted.
15. Sports jerseys, other than school jerseys, will not be allowed.
16. Clothing or articles of clothing (including, but not limited to gloves, bandannas, shoestrings, wristbands, jewelry) which are likely to provoke others to acts of violence or which are likely to cause others to be intimidated by fear of violence may not be worn on campus or at any school activity.

### **Antelope Valley Joint Union High School District MINIMUM CONSEQUENCES FOR DRESS CODE VIOLATIONS**

Students who appear at school wearing inappropriate clothing or who are inappropriately groomed will not be allowed to attend class until they make the changes necessary to meet the District's dress and grooming requirements. Correction may include removing or changing the objectionable clothing items, removal from the normal class setting, or contacting parents to return home to obtain appropriate clothing.

**First Offense:**

- Warning (documented)
- Student conference with administrator

**Second Offense:**

- Parent contact
- Student assigned to the After-School Work or Saturday Work Program

**Third Offense:**

- Suspension of one to three days (On-Campus Detention)
- Parent contact for continued defiance of school rules

**Fourth Offense:**

- Suspension of three to five days (Off-Campus)
- Possible placement to alternative program for continued defiance of school rules

**Fifth Offense:**

- Subsequent offense following alternative placement shall result in a five-day suspension and possible referral for expulsion.

**Instruction**

BP 6163.4(a)

**STUDENT USE OF TECHNOLOGY**

The Governing Board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. Every effort shall be made to provide equal access to technology throughout the district's schools and classes.

The Governing Board intends that technological resources provided by the district be used in a responsible and proper manner in support of the instructional program and for the advancement of student learning.

- (cf. 0440 - District Technology Plan)*
- (cf. 1113 - District and School Web Sites)*
- (cf. 4040 - Employee Use of Technology)*
- (cf. 6010 - Goals and Objectives)*
- (cf. 6162.7 - Use of Technology in Instruction)*
- (cf. 6163.1 - Library Media Centers)*

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers and consequences for unauthorized use and/or unlawful activities.

- (cf. 5125.2 - Withholding Grades, Diploma or Transcripts)*
- (cf. 5144 - Discipline)*
- (cf. 5144.1 - Suspension and Expulsion/Due Process)*
- (cf. 5144.2 - Suspension and Expulsion/Due Process: Students with Disabilities)*
- (cf. 5145.12 - Search and Seizure)*

On-Line Services/Internet Access

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors, and that the operation of such measures is enforced. (20 USC 7001, 47 USC 254)

The Board desires to protect students from access to harmful matter on the Internet or other on-line services. The Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet. He/she also shall establish regulations to address the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communication.

Disclosure, use and dissemination of personal identification information regarding students is prohibited.

Students may use the District's technological resources while on school grounds only under the supervision of an authorized adult. Technological resources such as laptop computers and digital cameras which may be assigned to specific students for use at home or at off-campus events, are to be used responsibly by students in the same manner as when they are on school grounds.

- cf. 4040, Employee Use of Technology*

## STUDENT USE OF TECHNOLOGY

Before using the district's on-line resources, each student and his/her parent/guardian shall sign and return an Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree to not hold the district responsible and shall agree to indemnify and hold harmless the district and all district personnel for the failure of any technology protection measures, violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users.

(cf. 6162.6 - Use of Copyrighted Materials)

In order to help ensure that the district adapts to changing technologies and circumstances, the Superintendent or designee shall regularly review this policy, the accompanying administrative regulation and other procedures. He/she shall also monitor the district's filtering software to help ensure its effectiveness.

## Legal Reference:

## EDUCATION CODE

48980 Required notification at beginning of term

51006 Computer education and resources

51007 Programs to strengthen technological skills

51870-51874 Education Technology

51870.5 Student Internet access

60044 Prohibited instructional materials

## PENAL CODE

313 Harmful matter

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

## UNITED STATES CODE, TITLE 20

6801-6979 Technology for Education Act of 1994

7001 Internet safety policy and technology protection measures, Title III funds

## UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

## CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's online privacy protection

## CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

## Management Resources:

## CDE PUBLICATIONS

K-12 Network Technology Planning Guide: Building the Future, 1994

## CDE PROGRAM ADVISORIES

1223.94 Acceptable Use of Electronic Information Resources

## WEB SITES

Federal Communications Commission: <http://www.fcc.gov>

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

Commission on Online Child Protection: <http://www.copacommission.org>

CDE: <http://www.cde.ca.gov>

American Library Association: <http://www.ala.org>

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

## ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

Lancaster, California

Policy adopted: October 18, 1995

Policy revised: January 15, 1997; July 12, 2000; January 16, 2002



## Students

**HATE-MOTIVATED BEHAVIOR**

The Governing Board affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
 (cf. 0450 - Comprehensive Safety Plan)  
 (cf. 3515.1 - Crime Data Reporting)  
 (cf. 3515.4 - Recovery for Property Loss or Damage)  
 (cf. 5131.5 - Vandalism, Theft and Graffiti)  
 (cf. 5136 - Gangs)  
 (cf. 5137 - Positive School Climate)  
 (cf. 5145.3 - Nondiscrimination/Harassment)  
 (cf. 5145.7 - Sexual Harassment)  
 (cf. 6141.6 - Multicultural Education)

Any student who feels that he/she is a victim of hate-motivated behavior shall immediately contact the principal or designee. If the student believes that the principal or designee has not remedied the situation, he/she may file a complaint in accordance with district complaint procedures.

(cf. 1312.1 - Complaints Concerning District Employees)  
 (cf. 1312.3 - Uniform Complaint Procedures)

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the principal, Superintendent or designee, and law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with Board policy and administrative regulation.

(cf. 3515.3 - District Police Department)  
 (cf. 4158/4258/4358 - Employee Security)  
 (cf. 5144 - Discipline)  
 (cf. 5144.1 - Suspension and Expulsion/Due Process)  
 (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

In addition, the District shall provide counseling and appropriate sensitivity training and diversity education for students exhibiting hate-motivated behavior. The District shall also provide counseling, guidance, and support, as necessary, to those students who are the victims of hate-motivated behavior.

(cf. 6164.2 - Guidance/Counseling Services)

## Students

### HATE-MOTIVATED BEHAVIOR

The Superintendent or designee shall ensure that staff receives appropriate training to recognize hate-motivated behavior and methods for handling such behavior in appropriate ways.

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

The District shall provide age-appropriate instruction to help promote understanding of and respect for human rights.

At the beginning of each school year, students and staff shall receive a copy of the District's policy on hate-motivated behavior.

#### Legal Reference:

##### EDUCATION CODE

200-262 Prohibition of discrimination on the basis of sex

48900.3 Suspension for hate violence

##### PENAL CODE

186.21 Street terrorism; legislative findings and declarations

422.6-422.95 Civil Rights

11410-11414 Terrorism

13023 Reports by law enforcement of crimes motivated by race, ethnicity, religion, sexual orientation or physical or mental disability

13519.6 Hate crimes, training courses and guidelines

##### UNITED STATES CODE, TITLE 18

245 Federally protected activities

#### Management Resources:

##### CSBA PUBLICATIONS

Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1995

ALAMEDA OFFICE OF EDUCATION & CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Hate-Motivated Behavior in Schools: Response Strategies for School Boards, Administrators, Law Enforcement and Communities, 1997

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS & NATIONAL ASSOCIATION OF ATTORNEYS GENERAL PUBLICATIONS

Protecting Students from Harassment and Hate Crime: A Guide for Schools, 1999

##### WEB SITES

CDE: <http://www.cde.ca.gov>

California Association of Human Relations Organizations: <http://www.cahro.org>

United States Department of Education, Office of Civil Rights: <http://www.ed.gov/offices/OCR/index.htm>

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

Lancaster, California

Policy Adopted: October 6, 1999

Technical revision: January 28, 2002

**Students****BP 5113.1 (a)****CHRONIC ABSENCE AND TRUANCY**

The Governing Board believes that excessive student absenteeism and tardiness, whether caused by excused or unexcused absences, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district.

*(cf. 5113 - Absences and Excuses)*

The Superintendent or designee shall establish a system to accurately track and monitor student attendance, including methods to identify students classified as chronic absentees and truants, as defined in law and administrative regulation.

To encourage school attendance, the Superintendent or designee shall develop strategies that focus on prevention and early intervention of attendance problems. Preventive strategies may include efforts to provide a safe and positive school environment, relevant and engaging learning experiences, and school activities that help develop students' feelings of connectedness with the schools. The Superintendent or designee also may provide incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance.

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

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 5126 - Awards for Achievement)*

*(cf. 5131 - Conduct)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

The Superintendent or designee shall work with students and parents/guardians to identify factors contributing to chronic absence and truancy. Based on this needs assessment, he/she shall collaborate with community agencies, including, but not limited to, child welfare services, law enforcement, courts, and/or public health care agencies, to ensure that alternative educational programs and nutrition, health care, and other support services are available for students and families and to intervene as necessary when students have serious attendance problems.

*(cf. 1020 - Youth Services)*

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

*(cf. 5030 - Student Wellness)*

*(cf. 5145.6 - School Health Services)*

*(cf. 5146 - Married/Pregnant/Parenting Students)*

*(cf. 5147 - Dropout Prevention)*

*(cf. 5149 - At-Risk Students)*

*(cf. 6158 - Independent Study)*

*(cf. 6164.2 - Guidance/Counseling Services)*

*(cf. 6164.5 - Student Success Teams)*

**Students****BP 5113.1 (b)****CHRONIC ABSENCE AND TRUANCY**

*(cf. 6173 - Education for Homeless Children)*  
*(cf. 6173.1 - Education for Foster Youth)*  
*(cf. 6173.2 - Education of Children of Military Families)*  
*(cf. 6175 - Migrant Education Program)*  
*(cf. 6179 - Supplemental Instruction)*  
*(cf. 6181 - Alternative Schools/Programs of Choice)*  
*(cf. 6183 - Home and Hospital Instruction)*  
*(cf. 6184 - Continuation Education)*  
*(cf. 6185 - Community Day School)*

As required by law, habitually truant students shall be referred to a school attendance review board (SARB), a truancy mediation program operated by the county's district attorney or probation officer, and/or a juvenile court.

The Superintendent or designee shall regularly analyze data on student absence to identify patterns of absence districtwide and by school, grade level, and student population. Such data shall be used to identify common barriers to attendance, prioritize resources for intervention, and monitor progress over time. The Superintendent or designee shall periodically report this information to the Board for purposes of evaluating the effectiveness of strategies implemented to reduce chronic absence and truancy and making changes as needed. As appropriate, the Superintendent or designee also shall provide this information to key school staff and community agency partners to engage them in program evaluation and improvement.

**School Attendance Review Board**

The Board shall submit nominations to the County Superintendent of Schools for a district representative on the county SARB. (Education Code 48321)

The Board shall appoint members of the district's SARB, who may include, but are not limited to, a parent/guardian as well as representatives of the district, county probation department, county welfare department, county office of education, law enforcement agencies, community-based youth service centers, school guidance personnel, child welfare and attendance personnel, and school or county health care personnel. (Education Code 48321)

The district's SARB shall operate in accordance with Education Code 48320-48325 and procedures established by the Superintendent or designee.

*Legal Reference:**EDUCATION CODE*

*1740 Employment of personnel to supervise attendance (county superintendent)*  
*37223 Weekend classes*  
*41601 Reports of average daily attendance*  
*46000 Records (attendance)*  
*46010-46014 Absences*

**Students****BP 5113.1 (c)****CHRONIC ABSENCE AND TRUANCY**

46110-46119 *Attendance in kindergarten and elementary schools*  
 46140-46147 *Attendance in junior high and high schools*  
 48200-48208 *Children ages 6-18 (compulsory full-time attendance)*  
 48240-48246 *Supervisors of attendance*  
 48260-48273 *Truants*  
 48290-48296 *Failure to comply; complaints against parents*  
 48320-48325 *School attendance review boards*  
 48340-48341 *Improvement of student attendance*  
 48400-48403 *Compulsory continuation education*  
 49067 *Unexcused absences as cause of failing grade*  
 60901 *Chronic absence*  
**GOVERNMENT CODE**  
 54950-54963 *The Ralph M. Brown Act*  
**PENAL CODE**  
 270.1 *Chronic truancy; parent/guardian misdemeanor*  
 272 *Parent/guardian duty to supervise and control minor child; criminal liability for truancy*  
 830.1 *Peace officers*  
**VEHICLE CODE**  
 13202.7 *Driving privileges; minors; suspension or delay for habitual truancy*  
**WELFARE AND INSTITUTIONS CODE**  
 601-601.4 *Habitually truant minors*  
 11253.5 *Compulsory school attendance*  
**CODE OF REGULATIONS, TITLE 5**  
 306 *Explanation of absence*  
 420-421 *Record of verification of absence due to illness and other causes*

**Management Resources:****CSBA PUBLICATIONS**

*Improving Student Achievement by Addressing Chronic Absence, Policy Brief, December 2010*

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

*School Attendance Review Board Handbook, 2009*

*School Attendance Improvement Handbook, 2000*

**WEB SITES**

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

*Attendance Counts: <http://www.attendancecounts.org>*

*California Association of Supervisors of Child Welfare and Attendance: <http://www.cascwa.org>*

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

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Policy adopted: March 2, 2011

Lancaster, California

**Students****AR 5113.1 (a)****CHRONIC ABSENCE AND TRUANCY****Definitions**

Chronic absentee means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays.

Truant means a student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (Education Code 48260)

Habitual truant means a student who has been reported as a truant three or more times within the same school year, provided the district has made a conscientious effort to hold at least one conference with the student and his/her parent/guardian. (Education Code 48262, 48264.5)

Chronic truant means a student who has been absent from school without a valid excuse for 10 percent or more of the school days in one school year, from the date of enrollment to the current date, provided the district has met the requirements of Education Code 48260-48263 and 48291. (Education Code 48263.6)

**Attendance Supervisor(s)**

The Superintendent or designee shall appoint or contract with a supervisor of attendance and assistant supervisors as necessary to supervise the attendance of district students. Such supervisors shall perform duties related to compulsory full-time education, truancy, compulsory continuation education, work permits, and any additional duties prescribed by the Superintendent. (Education Code 48240, 48243, 48244)

*(cf. 5113 - Absences and Excuses)*

*(cf. 5113.2 - Work Permits)*

**Addressing Chronic Absence**

When a student is identified as a chronic absentee, the attendance supervisor shall communicate with the student and his/her parent/guardian to determine the reason(s) for the excessive absences, ensure the student and parent/guardian are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

*(cf. 6020 - Parent Involvement)*

**Students****AR 5113.1 (b)****CHRONIC ABSENCE AND TRUANCY**

The student may be referred to a student success team or school-site attendance review team to assist in evaluating the student's needs and identifying strategies and programs that may assist him/her.

*(cf. 5146 - Married/Pregnant/Parenting Students)*  
*(cf. 5147 - Dropout Prevention)*  
*(cf. 5149 - At-Risk Students)*  
*(cf. 6164.2 - Guidance/Counseling Services)*  
*(cf. 6164.5 - Student Success Teams)*  
*(cf. 6173 - Education for Homeless Children)*  
*(cf. 6173.1 - Education for Foster Youth)*  
*(cf. 6173.2 - Education of Children of Military Families)*  
*(cf. 6175 - Migrant Education Program)*

A student who is struggling academically may be offered tutoring or other supplemental instruction, extended learning opportunities, and/or alternative educational options as appropriate.

*(cf. 6158 - Independent Study)*  
*(cf. 6176 - Weekend/Saturday Classes)*  
*(cf. 6178.1 - Work Experience Education)*  
*(cf. 6179 - Supplemental Instruction)*  
*(cf. 6181 - Alternative Schools/Programs of Choice)*  
*(cf. 6183 - Home and Hospital Instruction)*  
*(cf. 6184 - Continuation Education)*

Whenever chronic absenteeism is linked to a nonschool condition, the attendance supervisor may recommend community resources and/or collaborate with community agencies and organizations to address the needs of the student and his/her family.

*(cf. 1020 - Youth Services)*  
*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*  
*(cf. 5145.6 - School Health Services)*

**Addressing Truancy**

An attendance supervisor or designee, peace officer, probation officer, or school administrator or designee may arrest or assume temporary custody, during school hours, of any minor student found away from his/her home who is absent from school without a valid excuse. Any person arresting or assuming temporary custody of a minor student shall deliver the student and make reports in accordance with Education Code 48265 and 48266. (Education Code 48264, 48265, 48266)

*(cf. 3515.3 - District Police/Security Department)*

**Students****AR 5113.1 (c)****CHRONIC ABSENCE AND TRUANCY**

The attendance supervisor shall investigate a complaint from any person that a parent/guardian has violated the state compulsory education laws contained in Education Code 48200-48341. (Education Code 48290)

When a student has been identified as a truant, as defined above, the following steps shall be implemented based on the number of trancies he/she has committed:

1. Initial truancy

- a. A student who is initially classified as truant shall be reported to the attendance supervisor. (Education Code 48260)
- b. The student's parent/guardian shall be notified by the most cost-effective method possible, which may include email or a telephone call, that: (Education Code 48260.5)
  - (1) The student is truant.
  - (2) The parent/guardian is obligated to compel the student to attend school. If the parent/guardian fails to meet this obligation, he/she may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290-48296.
  - (3) Alternative educational programs are available in the district.
  - (4) The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy.
  - (5) The student may be subject to arrest or held in temporary custody by a probation officer, a peace officer, a school administrator or attendance supervisor or his/her designee under Education Code 48264 if found away from home and absent from school without a valid excuse.
  - (6) The student may be subject to suspension, restriction, or delay of his/her driving privilege pursuant to Vehicle Code 13202.7.
  - (7) It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day.

*(cf. 5145.6 - Parental Notifications)*

- c. The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223. (Education Code 48264.5)



**Students****AR 5113.1 (d)****CHRONIC ABSENCE AND TRUANCY**

- d. The student may be given a written warning by a peace officer. A record of this warning may be kept at school for not less than two years or until the student graduates or transfers from the school. If the student transfers, the record may be forwarded to the new school. (Education Code 48264.5)

*(cf. 5125 - Student Records)*

- e. The attendance supervisor may notify the district attorney and/or probation officer of the name of each student who has been classified as a truant and the name and address of the student's parents/guardians. (Education Code 48260.6)

**2. Second truancy**

- a. Any student who has once been reported as a truant shall again be reported to the attendance supervisor as a truant if he/she is absent from school without valid excuse one or more days or is tardy on one or more days. (Education Code 48261)
- b. The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223. (Education Code 48264.5)
- c. The student may be assigned to an after-school or weekend study program within the county. If the student fails to successfully complete this study program, he/she shall be subject to item #3 below. (Education Code 48264.5)
- d. An appropriate district staff member shall make a conscientious effort to hold at least one conference with the student and parent/guardian by communicating with the parent/guardian at least once using the most cost-effective method possible, which may include email or a telephone call. (Education Code 48262)
- e. The attendance supervisor may notify the district attorney and/or probation officer whether the student continues to be classified as a truant after the parents/guardians have been notified in accordance with item #1b above. (Education Code 48260.6)

**3. Third truancy (habitual truancy)**

- a. A student who is habitually truant, irregular in school attendance, or habitually insubordinate or disorderly during attendance at school may be referred to, and required to attend, a school attendance review board (SARB) program, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the district's attendance supervisor. (Education Code 48263, 48264.5)

**Students****AR 5113.1 (e)****CHRONIC ABSENCE AND TRUANCY**

- b. Upon making a referral to the SARB or the probation department, the attendance supervisor shall provide the student and parent/guardian, in writing, the name and address of the SARB or probation department and the reason for the referral. This notice shall indicate that the student and parent/guardian shall be required, along with the district staff person making the referral, to meet with the SARB or a probation officer to consider a proper disposition of the referral. (Education Code 48263)
  - c. If the student does not successfully complete the truancy mediation program or other similar program, he/she shall be subject to item #4 below. (Education Code 48264.5)
  - d. If the attendance supervisor determines that available community services cannot resolve the problem of the truant or insubordinate student or if the student and/or student's parents/guardians have failed to respond to the directives of the district or to services provided, the attendance supervisor may so notify the district attorney and/or the probation officer. (Education Code 48263)
- 4. Fourth truancy
  - a. Upon his/her fourth truancy within the same school year, the student shall be within the jurisdiction of the juvenile court. (Education Code 48264.5; Welfare and Institutions Code 601)
  - b. If a student has been adjudged by the county juvenile court to be a habitual truant, the attendance supervisor shall notify the juvenile court and the student's probation or parole officer whenever the student is truant or tardy on one or more days without a valid excuse in the same or succeeding school year, or is habitually insubordinate or disorderly at school. The juvenile court and probation or parole officer shall be notified within 10 days of the violation. (Education Code 48267)
- 5. Absence for 10 percent of school days (chronic truancy)
  - a. The attendance supervisor shall ensure that the student's parents/guardians are offered language-accessible support services to address the student's truancy.
  - b. If a chronically truant student is at least age 6 years and is in any of grades K-8, the attendance supervisor shall notify the parents/guardians that failure to reasonably supervise and encourage the student's school attendance may result in the parent/guardian being found guilty of a misdemeanor pursuant to Penal Code 270.1.

**Students**

**AR 5113.1 (f)**

**CHRONIC ABSENCE AND TRUANCY**

**Records**

The Superintendent or designee shall maintain accurate attendance records for students identified as habitual or chronic truants. The Superintendent or designee also shall document all contacts with a student and his/her parent/guardian regarding the student's attendance, including a summary of all conversations and a record of all intervention efforts.

The Superintendent or designee shall gather and transmit to the County Superintendent of Schools the number and types of referrals made to the SARB and of requests for petitions made to the juvenile court. (Education Code 48273)

3/2/11

Policy adopted: March 2, 2011

Lancaster, California

**Students****AR 5131.05(a)****ELECTRONIC SIGNALING DEVICES (CELL PHONES)**

For purposes of this regulation the term "cell phones" shall include all electronic signaling devices as defined in Education Code 48901.5.

Student possession and use cell phones on school grounds or at school sponsored activities shall be limited as noted below:

1. Use of cell phones shall not be disruptive of the educational process.
2. Use of cell phones shall not deter, distract from, or impede student learning, especially in respect to student punctuality or preparation for class work.
3. Students may use cell phones before school, or after school and at school activities, unless prohibited.
4. Cell phones shall be turned off during school hours.
5. Use of cell phones with the capability to capture digital images and/or take photographs of any kind shall be prohibited.
6. Use of cell phones in activities/athletics programs, which may require coaches/supervisors to be in remote contact with students in the program such as team managers, shall be determined by the teacher in charge upon approval of the principal. In no instance shall use of cell phones in the activity or athletic program be disruptive of the educational process.
7. Student use of cell phones at after-school activities shall not distract from the purpose of the activity.
8. Student use of cell phones while on trips away from the school campus shall be determined by the rules of the site visited, or by the direction of the school employee who is supervising the trip.
9. Student use of cell phones while on school buses shall be determined by the rules of the Transportation Agency.

Students who do not use cell phones responsibly according to school rules may be subject to progressive disciplinary procedures according to the established school site plan. Any penalties assessed shall depend on the nature of the violation and the extent, if any, of the disruption of the educational process. Parent notification shall be made in any instance of cell phone misuse.

1. A loss of cell phone privilege may be imposed on the first violation of the policy.

**Students**

**AR 5131.05(b)**

**ELECTRONIC SIGNALING DEVICES (CELL PHONES)**

2. Any violations thereafter may result in additional loss of cell phone privileges or be treated as provided in Education Code 48900(k) and 48915, as follows: Disruption of school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties may result in suspension.

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Regulation approved: January 15, 2003

Lancaster, California

Regulation revised: August 13, 2003; November 10, 2004

# Safety Committee



Zach Mercier

Gabriel Canett

Jorge Vega

Richard Lear

Stephanie Robison

Vice Principal

Director of Security

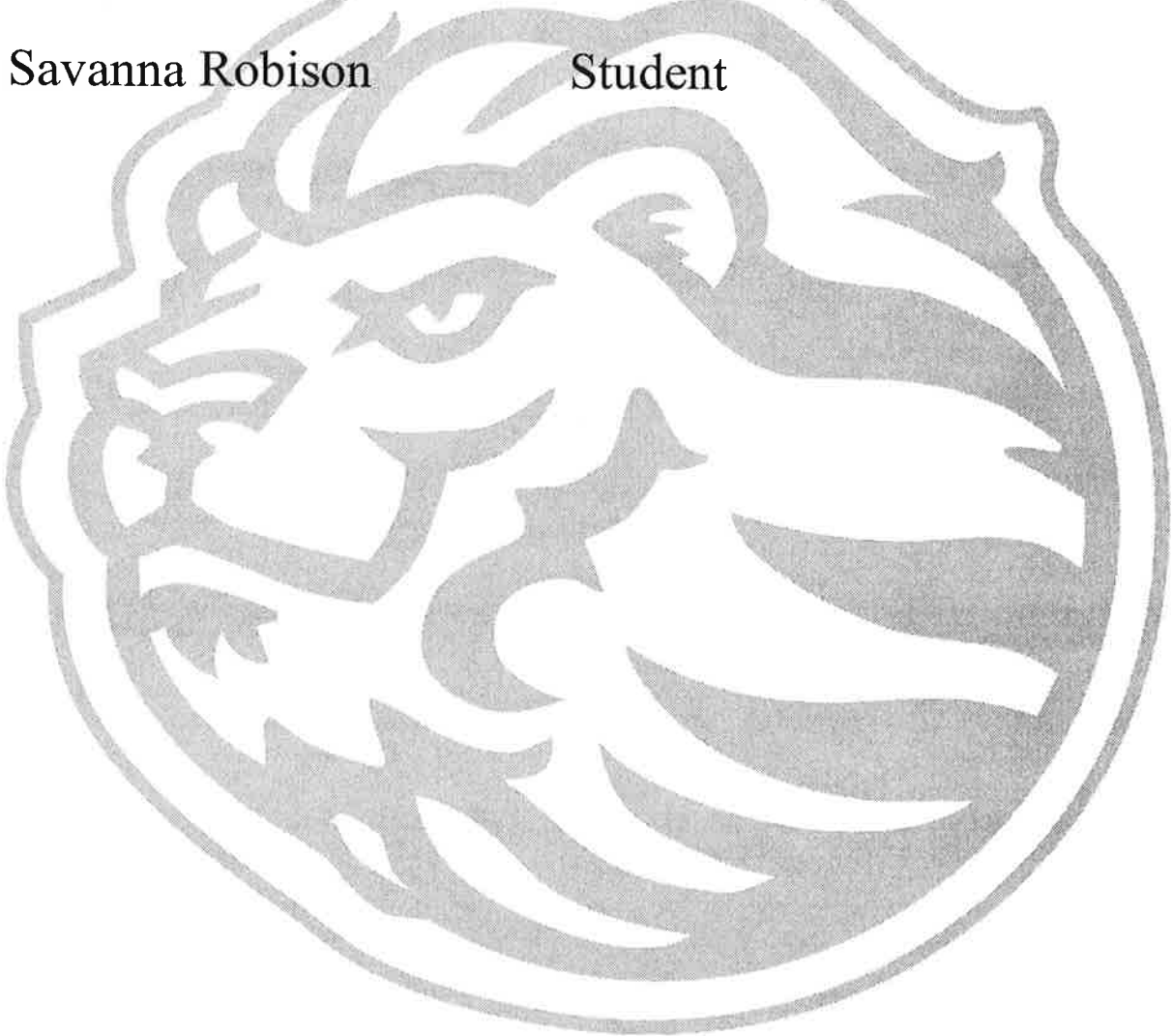
Campus Supervisor

Teacher

Parent

Savanna Robison

Student



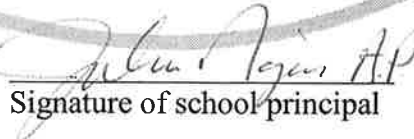


# School Site Council Membership

Names of Members	Principal	Classroom Teacher	Other School Staff	Parent or Community Member	Student
Kristen Tepper	X				
Gabriel F. Canett			X		
Zach Mercier			X		
Richard Lear		X			
Stephanie Robison			X	X	
Savanna Robison					X
Numbers of members of each category	1	1	3	1	2

Attested:

Kristen Tepper  
Typed name of school principal

  
Signature of school principal


1/31/14  
Date

Gabriel F. Canett  
Typed name of SSC chairperson

  
Signature of SSC chairperson

01/31/14  
Date

# Action Plan For Safe And Orderly Environment



**VISITS TO THE SCHOOLS**

The Board of Trustees encourages parents/guardians and interested members of the community to visit the schools, view the educational program, and offer constructive comments to the Board.

Besides inviting parents/guardians and the community to open house activities and other special events, the Superintendent or designee shall develop procedures which facilitate visits during regular school days when all visitors must first register at the school office.

The principal or designee may refuse to register any visitor whose acts or presence he/she judges would disrupt normal school operations, threaten the health and safety of students or staff, or cause property damage. (Penal Code 627.4)

To ensure minimum interruption of the regular classroom program, school visits should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher for a time before school, after school, or during the teacher's preparation period.

The Board recognizes that under California law, any person whose conduct materially disrupts class work or extracurricular activities or cause a disturbance on school grounds may be guilty of a misdemeanor and subject to a fine, imprisonment, or both. (Education Code 44811, Penal Code 415.5) When such conduct occurs, the Superintendent or designee may call the police.

Possession of unauthorized dangerous instruments, weapons or devices is prohibited on school premises, on any public right-of-way immediately adjacent to school property, or any other place where a teacher and student(s) are required to be in connection with assigned school activities.

(cf. 3514 - Safety)

(cf. 3515 - Security)

(cf. 4158 - Employee Protection)

(cf. 5131.7 - Weapons and Dangerous Instruments)

*Legal Reference:**EDUCATION CODE*

32210 Willful disturbance of public school or meeting: misdemeanor

32211 Threatened disruption or interference with classes; misdemeanor

35292 Visits to schools (board members)

44810 Willful interference with classroom conduct

44811 Disruption of classwork or extracurricular activities

49334 Injurious objects - notice to law enforcement agency

*PENAL CODE*

243.5 Assault or battery on school property

415.5 Disturbance of peace of school

626 Definitions (re disruption of schools)

626.4 Notice of withdrawal or consent; report; action on report; reinstatement of consent; hearing; unlawful entry upon campus or facility; punishment

626.6 Committing act, or entry upon campus or facility to commit act, likely to interfere with peaceful activities

626.8 Disruptive presence at schools

626.9-626.10 Bringing or possessing firearms or weapons on school grounds

627-627.3 Access to school premises

627.4 Refusal or revocation of registration

627.5 Hearing request following denial or revocation of registration

627.6 Posted signs

653 Loitering about schools or public places

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Policy adopted: November 13, 1990

Lancaster, California

**VISITS TO THE SCHOOLS**

The Superintendent or designee shall post at every entrance to each school site and school grounds a notice setting forth school hours, visitor registration requirements, penalties for refusing to leave school grounds, and any other announcements required by the local law enforcement agency in order to pursue the arrest of persons found loitering or trespassing. (Education Code 32211, Penal Code 627.6)

Immediately upon entering any school building or grounds, any person who is not a student of the school or a district officer or employee shall, when school is in session, report his/her presence and the reason for visiting the school to the principal or designee. Any person the principal or designee asks to leave school grounds shall promptly comply.

The principal or designee shall provide visible means of identification to be used by all visitors while on school premises.

All staff members should watch for strangers on school grounds and ask such persons if they have registered in the school office. Staff shall inform the principal when anyone is present who refuses to comply with the registration requirement.

Any possession of unauthorized dangerous instruments, weapons or devices shall be reported immediately to the principal or designee and may be reported to the local law enforcement agency.

Any visitor who fails to register within a reasonable time after entering the school grounds, who fails to leave upon request of the principal or designee, or who returns after leaving pursuant to such a request has committed an unlawful act and may be prosecuted according to law.

Any person who complies with the principal or designee's request to depart from school grounds may appeal to the Superintendent or designee or principal. The written request for a hearing must be made within five days after the person's departure from school and must state why the request to depart was improper. The request also must provide an address to which a hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent or designee or principal shall mail a notice of the hearing to the person requesting it. The hearing shall be held within seven days after receipt of the request.

The decision of the Superintendent or designee or principal may be appealed to the Board of Trustees. The Board shall consider and decide the matter at the next regular public Board meeting for which it can be placed on the agenda. The Board's decision shall be final.

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Regulation approved: November 13, 1990

Lancaster, California

**CLASSROOM INTERRUPTIONS**

1. The Superintendent or designee shall require the school principal to limit office summons and the use of student messengers to a brief, specified period of time during the school day. Messages should be briefly and clearly stated in order to reduce the amount of time devoted to non-instructional activities.
2. Announcements that are only pertinent to teachers should be put in writing.
3. Teachers should be notified in advance of all programming that takes students away from regular classroom instruction.
4. To avoid unplanned entrances to classrooms, visitors should be encouraged to make appointments.
5. Whenever possible, school maintenance and housekeeping activities should be scheduled before or after school hours.
6. The principal or designee is authorized to make on-site decisions in matters of emergency or urgency that require classroom interruptions.

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Regulation approved: November 13, 1990

Lancaster, California

**CLASSROOM INTERRUPTIONS**

The Board of Trustees recognizes the importance of providing students with sustained, uninterrupted instruction. Allowing interruptions during class time implies to students that what is occurring in the classroom lacks value. Therefore, interruptions and distractions must be controlled and avoided to ensure that teachers can dedicate classroom time to the instruction of students.

*Legal Reference:*

*EDUCATION CODE*

*32212 Classroom interruptions*

# EASTSIDE HIGH SCHOOL

## CLASSROOM SAFETY CHECK LIST

	True	False
1. All objects stored above shoulder level, are secured to walls or are stored in such a manner that they will not easily fall.		
2. All storage shelving and large cabinets are secured to wall.		
3. All heavy objects are stored on lower shelves.		
4. All cabinets above shoulder level are secured with latches when not in use.		
5. Flammable materials are not stacked or stored near exit doors.		
6. Access to doors or other exits are not blocked at any time.		
7. Flammable/combustible materials are not allowed in classrooms, but stored in appropriate locations.		
8. Dangerous chemicals and material are secured and stored safely.		
9. Electrical cords are not extended across walkways or exits.		
10. All aquarium displays or other hazardous displays are on low shelves or away from students eating.		
11. All wheeled carts are secured or have wheels, which are kept in the locked position when not in use.		

Please list any additional classroom hazards, which exist in your classroom :

## 2012/2013 School Safety Plan

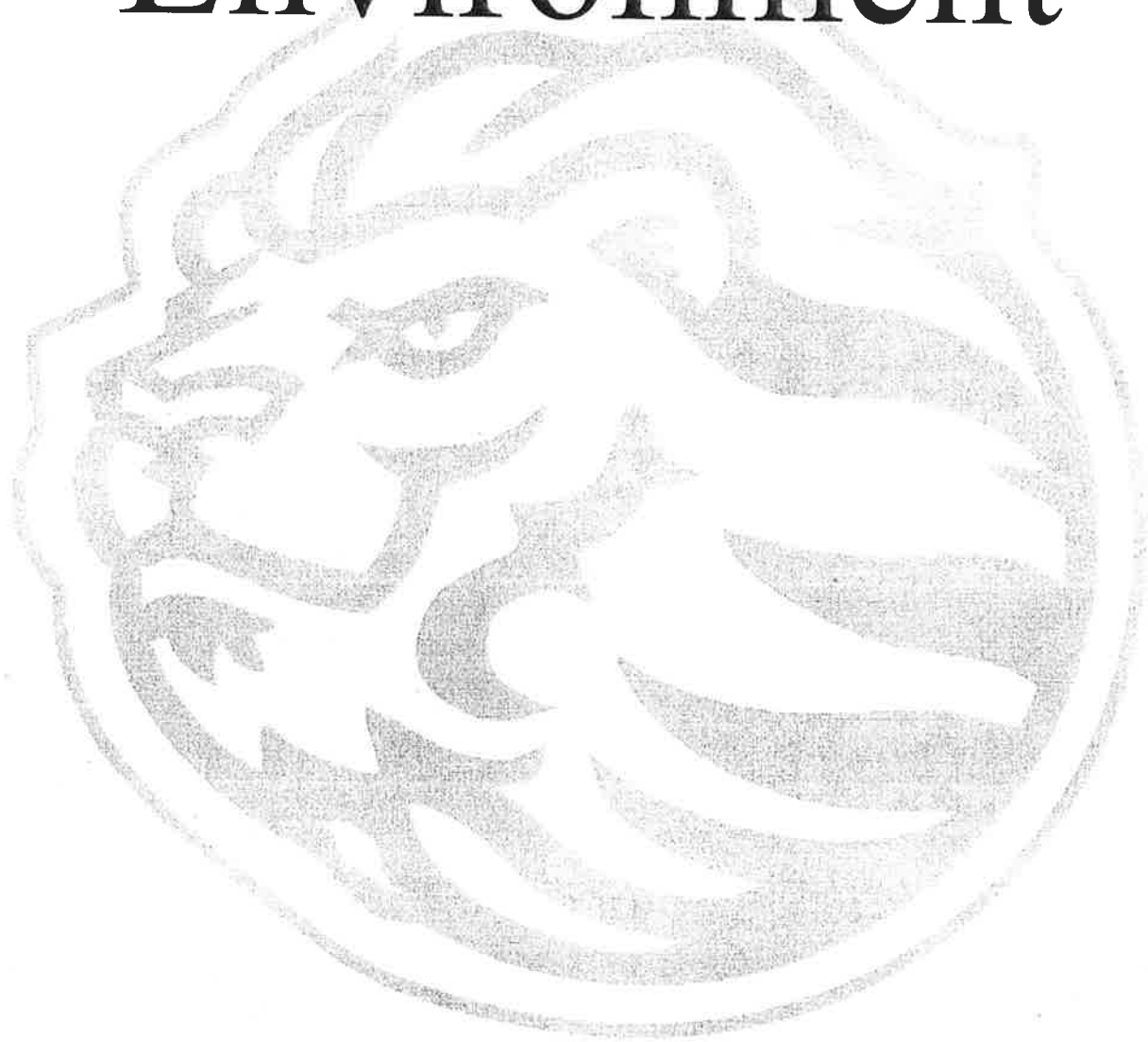
Component #1 Goal:	<b>Increase school safety while expanding and emphasizing school pride.</b>
Objective #1	<u>Reduce student referrals and negative behavior as a result of staff training.</u>
Action A	Utilizing 7-Step Classroom progressive discipline system. This system gives teachers other means of correction before sending a referral. <i>Timeline: 2013/2014 school year</i>
Action B	Promotion and implementation of Peer Counseling, Power of Choice, and Conflict Resolution programs along with adding the counselor as an intervention before sending a student to a VP. <i>Timeline: 2013/2014 school year.</i>
Action C	Continued Teacher orientations and follow-up throughout the year on site safety (lockdowns, active shooter, earthquake, and fire drills) monthly during staff meetings. <i>Timeline: 2013/2014 school year</i>



## 2012/2013 School Safety Plan

Objective #2	<u>Reduce student referrals and negative behavior as a result of student orientation regarding expected norms.</u>
Action A	Administration and Security class chats during the first week of school. School expectations and norms will be outlined. Counselor follow-up "Welcome to High School," expectations and motivation chats with classes. <i>Timeline: August 2013</i>
Action B	Implementation of Peer Counseling, Link Crew, Power of Choice, and Conflict Resolution programs towards at-risk students. <i>Timeline: Currently in place. Continued through 2013/2014 school year</i>
Action C	A multitude of student presentations such as: Character, Integrity, Anger Management, Making Dreams a Reality, Registration presentations, College and Career presentation, Anti-Bullying presentation (including showing an anti-bully movie), Grade intervention targeted chats, by the counseling staff. Student led assemblies provided for by ASB. A "Student Success" presentation put on by guidance an administration. <i>Timeline: Currently in place. Continued through 2013/2014 school year</i>
Action D	Implementation of Guidance Counseling and AVID targeting incoming freshman and newly enrolled students. <i>Timeline: Currently in place. Continued through 2013/2014 school year</i>
Action E	Promotion of Athletic teams, clubs and other campus activities to create school pride and student ownership. <i>Timeline: Currently in place. Continued through 2013/2014 school year</i>

# Physical Environment



## 2012/2013 School Safety Plan

Component #2 Goal:	<b>Create an environment on campus that physically promotes student achievement and campus wide safety.</b>
Objective #1	<u>Promote college and career readiness for the students of Eastside High School and allow full access to all resources on campus.</u>
Action A	Make the administrative offices more accessible for students, parents, staff, and community members yet balancing in a way that isolates negative student behavior and promotes positive behavior. Allow full student access before school, during snack and lunch, and after school. <i>Timeline 2013/2014 school year</i>
Action B	Promote administrative, faculty and Security visibility to develop a better sense of safety in an effort to promote student success. Admin and security will greet students at the gate before and after school. <i>Timeline 2013/2014 school year</i>
Action C	Support a high profile ASB Team and Link Crew to promote moral, achievement and safety for our students. <i>Timeline: Currently in place. Continue through 2013/2014 school year</i>
Action D	Allow student access to the multiple computer labs and library before, during, and after school. <i>Timeline: 2013/2014 school year</i>

# Assessment Of Crime



# Eastside High School Crime Statistics

4/11/2013 - 1/14/2014

Category	Total	F	M	9	10	11	12	99
101 Possession/Sale/Furnishing a Firearm/Knife	3	0	3	0	3	0	0	0
102 Possession of an Imitation Firearm	1	1	0	1	0	0	0	0
104 Possession of a Knife/Dangerous Object	11	4	7	3	5	2	1	0
200 Sale of a Controlled Substance CS	4	0	4	0	4	0	0	0
201 Possession of a Controlled Substance CS	43	4	39	5	21	10	7	0
202 Possess/use/sell/furn:CS/Alcohol/Intoxicant	29	10	19	2	13	9	5	0
204 Offer/arrange/neg sale:Drug Paraphernalia	12	1	11	3	7	2	0	0
268 Gang Writing	1	0	1	1	0	0	0	0
300 Possession/Use of Tobacco Products	9	2	7	2	3	2	2	0
403 Sexual Harassment	13	1	12	5	3	3	2	0
500 Caused Physical Injury	9	3	6	3	2	3	1	0
501 Caused/Attempted/Threatened Physical Injury	200	98	102	83	59	35	21	2
503 Committed Assault/Battery on School Emp	3	2	1	0	2	0	1	0
504 Used Force or Violence	6	0	6	0	0	4	1	1
506 Harassment/Intimidation	72	33	39	18	31	14	7	2
510 Obscene Acts, Profanity and Vulgarity	84	26	58	34	23	11	16	0
511 Disruption, Defiance	1487	434	1053	562	468	293	155	9
512 Property Damage	7	1	6	5	1	1	0	0
513 Bullying	27	11	16	17	6	4	0	0
600 Robbery or Extortion	9	0	9	4	3	2	0	0
601 Property Theft	65	22	43	36	18	9	2	0
602 Receiving Stolen Property	14	5	9	6	1	7	0	0
<b>Suspensions</b>	<b>Total</b>	<b>F</b>	<b>M</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>99</b>
100 Suspension	799	283	516	310	242	157	88	2
110 In-School Suspension	240	57	183	115	66	33	26	0
300 No Suspension or Expulsion	1048	309	739	257	444	259	88	0
Period/Block Suspension	1040	329	711	435	323	190	85	7
Saturday School	190	73	117	54	76	37	17	6
No Show	57	21	36	19	25	9	2	2
<b># Days On/Off Suspension, Saturday School</b>	<b>Total</b>	<b>F</b>	<b>M</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>99</b>
1 Day	252	55	197	105	79	25	43	0
2 Day	214	68	146	107	48	44	14	1
3 Day	149	49	100	52	28	50	19	0
4 Days	34	7	27	6	15	8	5	0
5 Days	376	159	217	150	134	61	30	1
Other	903	237	666	244	377	198	84	0
1 Period	700	229	471	330	191	128	48	3
2 Periods	418	111	307	121	171	89	34	3
Saturday SCHOOL	190	73	117	54	76	37	17	6
CA State Reporting	1354	431	923	390	462	308	177	17
Discipline (Non-State Reportable)	744	263	481	338	250	109	47	0
Off Campus	64	32	32	24	14	16	8	2
<b>Alternative to Suspensions</b>	<b>Total</b>	<b>F</b>	<b>M</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>99</b>
Power of Choice	3	3	0	3	0	0	0	0
AngerManagment	1	1	0	0	0	1	0	0
ASW After School Work	1	0	1	0	0	1	0	0
Behavior Contract	3	1	2	2	1	0	0	0
Conference - Warning	47	1	46	35	10	1	1	0
Conflict Resolution	15	15	0	13	2	0	0	0

**CRIME DATA REPORTING**

The principal or designee at each school shall complete a California Safe Schools Assessment (CSSA) incident form for each incident of school crime, including hate-motivated incidents and hate crimes. The information on the form includes, but is not limited to, identification of the crime or hate-motivated incident, victim characteristics, suspect characteristics if known at the time of the incident, and the actual or estimated dollar loss to the district resulting from a criminal act directed against district property. (Penal Code 628.2; 5 CCR 701)

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

*(cf. 5145.9 - Hate-Motivated Behavior)*

The principal or designee shall use the crime and hate-motivated incident classifications specified in 5 CCR 700 and the reporting guidelines specified in 5 CCR 702 to determine if an incident is reportable. (5 CCR 701)

Each month, the principal shall report the data to the Superintendent or designee. (5 CCR 701)

On or before February 1 and August 1 of each year, the Superintendent or designee shall aggregate the data reported by the schools and report this aggregated data to the California Department of Education or its designee. (5 CCR 701)

*(cf. 3515.3 - District Police/Security Department)*

The Superintendent or designee shall certify to the best of his/her knowledge and belief that the information in each CSSA form is true, accurate and complete prior to submission to the California Department of Education or its designee. (5 CCR 704)

Copies of CSSA incident forms and any district-wide aggregated data shall be made available to the public upon request. (Penal Code 628.2)

*(cf. 1112 - Media Relations)*

**Supporting Data**

The district shall make available, for at least three years from the date the report was submitted, supporting data which verifies information contained on the CSSA forms. Such data shall include, but not be limited to: (5 CCR 702)

1. Reports to local law enforcement officers for the crime classifications specified in Education Code 48915(a)-(d).
2. Suspension and expulsion reports which have been reported to the Governing Board for the crime classifications specified in Education Code 48915(a)-(d).

## CRIME DATA REPORTING

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

3. Insurance claims, maintenance records and other documents to verify economic loss, if applicable

(cf. 0510 - *School Accountability Report Card*)  
(cf. 1340 - *Access to District Records*)  
(cf. 3515 - *Campus Security*)  
(cf. 3530 - *Risk Management/Insurance*)

### *Legal Reference:*

#### EDUCATION CODE

14044 *Crimes committed on school grounds*

48915 *Expulsion*

#### PENAL CODE

628-628.6 *Reporting of school crime*

#### CODE OF REGULATIONS, TITLE 5

700-705 *Safe schools assessment programs*

### *Management Resources:*

#### *CSBA Publications*

*Protecting Our Schools: Governing Board Strategies to Combat School Violence*, 1995, revised 1999

#### *CDE PUBLICATIONS*

*Understanding and Reporting School Crime*, California Safe Schools Assessment, California Department of Education and Butte County Office of Education, 1995

#### *WEB SITES*

*CDE Safe Schools and Violence Prevention Office:*

*http://www.cde.ca.gov/spbranch/safety/safetyhome.html*

*Butte County Office of Education (CDE's designee): http://www.cssa.butte.k12.ca.us*

*CSBA: http://www.csba.org*

# Campus Crime Statistics

	August 2013	September 2013	October 2013	November 2013	December 2006	Total Fall Semester
Total Incidents	6	15	18	3	3	45
Narcotics, Felony		1				1
Narcotics, Misd.	4	3	5	1	1	14
Weapons, Felony						
Grand Theft						
Threaten School Official		1				1
Assault Deadly Weapon (GBI)						
Battery (Fighting)		2		4		6
Fighting in Public						
Vandalism						
Burglary				1		1
Robbery						
Petty Theft	1	2	5			8
Probation Arrests						
Other Felony	1		10		2	12
Other Misdemeanor		1	5	2		8
Total Citations	3	13	47	3	3	69
Hazardous Traffic						
Non-Hazardous Traffic			7			7
Marijuana						
Truancy			39			39
Other		3	1			4
Total Investigations						
Field Interviews						
Parolee Checks						
Probation Checks						
Total Juv. Info Forms		0	0	2	2	4
Juv. Info Forms Miscellaneous		0		2	2	4
Juv. Info Forms Narcotics						

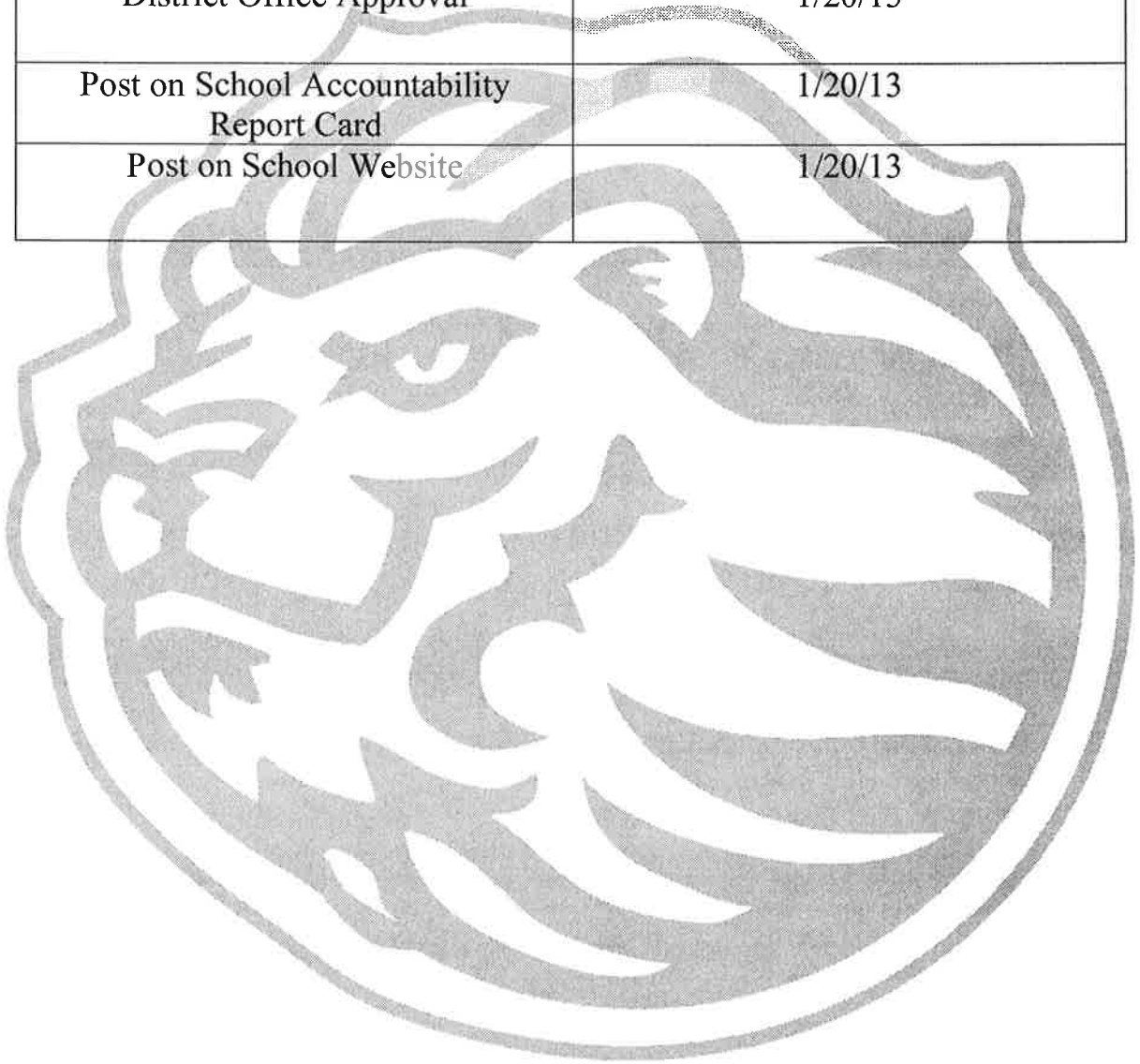


# Compliance



# Compliance

Activity	Date
Law Enforcement Review	1/20/13
School Site Safety Committee	1/20 /13
District Office Approval	1/20/13
Post on School Accountability Report Card	1/20/13
Post on School Website	1/20/13





[illegible][illegible]

# School Site Safety Plan Check List

DESCRIPTION OF CALIFORNIA ED CODE ITEM		IN PLAN	NEEDED
32282 (a) <i>The comprehensive school safety plan shall include, but not be limited to the following:</i>			
1	Assessing the current status of school crime committed on school campuses and at school-related functions.	X	
2	Identifying appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which shall include the development of all of the following:	X	
3	Child abuse reporting procedures consistent with Article 2.5(commencing with Section 11164) of Title 1 of Part 4 of the Penal Code.	X	
4	Disaster procedures, routine and emergency, including adaptations for pupils with disabilities in accordance with the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.). <i>The disaster procedures shall also include, but not be limited to both of the following:</i>	X	
5	Establishing an earthquake emergency procedure system in every public school building having an occupant capacity of 50 or more pupils or more than one classroom. A district or county office may work with the California Emergency Management Agency and the Seismic Safety Commission to develop and establish the earthquake emergency procedure system. <i>The system shall include, but not be limited to, all of the following:</i>	X	
6	A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of pupils and staff.	X	
7	A drop procedure whereby each pupil and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A drop procedure practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools	X	
8	Protective measures to be taken before, during, and following an earthquake.	X	
9	A program to ensure that pupils and both the certificated and classified staff are aware of, and properly trained in, the earthquake emergency procedure system.	X	
10	Establishing a procedure to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.	X	
11	Policies pursuant to subdivision (d) of Section 48915 for pupils who committed an act listed in subdivision (c) of Section 48915 and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations pursuant to Article 1 (commencing with Section 48900) of Chapter 6 of Part 27.	X	

# School Site Safety Plan Check List

DESCRIPTION OF CALIFORNIA ED CODE ITEM		IN PLAN	NEEDED
32282 (a) <i>The comprehensive school safety plan shall include, but not be limited to the following:</i>			
12	Procedures to notify teachers of dangerous pupils pursuant to Section 49079.	X	
13	A discrimination and harassment policy consistent with the prohibition against discrimination contained in Chapter 2 (commencing with Section 200) of Part 1.	X	
14	The provisions of any schoolwide dress code, pursuant to Section 35183, that prohibits pupils from wearing "gang-related apparel," if the school has adopted that type of a dress code. For those purposes, the comprehensive school safety plan shall define "gang-related apparel." The definition shall be limited to apparel that, if worn or displayed on a school campus, reasonably could be determined to threaten the health and safety of the school environment. Any schoolwide dress code established pursuant to this section and Section 35183 shall be enforced on the school campus and at any school-sponsored activity by the principal of the school or the person designated by the principal. For the purposes of this paragraph, "gang-related apparel" shall not be considered a protected form of speech pursuant to Section 48950.	X	
15	Procedures for safe ingress and egress of pupils, parents, and school employees to and from school.	X	
16	A safe and orderly environment conducive to learning at the school.	X	
17	The rules and procedures on school discipline adopted pursuant to Sections 35291 and 35291.5.	X	
18	Hate crime reporting procedures pursuant to Chapter 1.2 (commencing with Section 628) of Title 15 of Part 1 of the Penal Code.	X	
19	Grants to assist schools in implementing their comprehensive school safety plan shall be made available through the partnership as authorized by Section 32285.	N/A	
20	The comprehensive school safety plan may be evaluated and amended, as needed, by the school safety planning committee, but shall be evaluated at least once a year, to ensure that the comprehensive school safety plan is properly implemented. An updated file of all safety-related plans and materials shall be readily available for inspection by the public.	X	
21	Each school shall adopt its comprehensive school safety plan by March 1, 2000, and shall review and update its plan by March 1, every year thereafter.	X	
22	Commencing in July 2000, and every July thereafter, each school shall report on the status of its school safety plan, including a description of its key elements in the annual school accountability report card prepared pursuant to Sections 33126 and 35256	X	
23	Completed Checklist and a Copy of the full California Ed Code Section re: School Site Safety Plan	X	

Principal Approved:

*H. Tepper*

2/14/14