

Comprehensive School Safety Plan

Richmond Elementary School

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Plan approved by the Richmond Board of Trustees

March 2019

This document is available for public inspection during regular business hours at Richmond Elementary School.

Note: Tactical information is excluded from the public inspection document. A "Public Inspection Log" will be used to record the name, address, phone number and method used for verifying the identity of all individuals requesting to inspect this plan. This document is not available for inspection on the website.

Richmond Elementary School
Comprehensive School Safety Plan – Signature Plan
2018-2019

The 2018-2019 members of the Richmond Elementary School Site Council certify that the requirements of California Education Code 32280-32289 has been met in the development of the following Comprehensive School Safety Plan.

Vicky Leitaker, Superintendent/Principal Date

Lori Barry, Parent/Site Council President Date

Julie Mallery, Parent/Site Council Vice-President Date

Ida Bruce, Parent/Site Council Secretary Date

Linda Treece, Teacher Rep. Date

Tarah Clark, Teacher Rep. Date

Cathy Tsaniff, Teacher Rep. Date

Heidi Mena, Parent Rep. Date

Cheryl Phillips, Classified Rep. Date

Miya Tyler, Parent Rep. Date

Richmond School Mission Statement

It is the mission of Richmond School to provide the following while maintaining a small school setting:

- A high-standard, quality education
- Strong community connections
- A strong foundation
- Preparation for success in academics, athletics, the arts, technology, and citizenship
- Enrichment, excitement, and desire for lifelong learning.

School Profile

Located in rural, northeastern California, Richmond Elementary School is the oldest and longest continuously operated school in Lassen County. In 2014, Richmond celebrated its 150th anniversary. Serving a population of approximately 220 students, Richmond provides an enriching, yet standards-based curriculum for all students in grades kindergarten through eighth grade.

Learning Climate

Teachers and support staff are committed to positive discipline plans with clearly stated rules and consequences. Students are expected to attend school promptly and regularly to achieve optimum academic growth and a sense of responsibility. School personnel endeavor to work with students to prevent problems from arising. The principal knows and interacts with all students, and on the last parent survey, parents report that they believe the campus to be safe and they feel welcomed. A major strength is the location and condition of the physical site. The campus is well maintained, with a gym and auditorium available for student events. A multipurpose room is available for smaller gatherings and for lunch.

Table of Contents

- A. School Climate Assessment
- B. Child Abuse Reporting Procedures
- C. Emergency Response Procedures
- D. Suspension and Expulsion Policies
- E. Procedures for Notifying Teachers about Dangerous Pupils
- F. Sexual Harassment Policy
- G. School Dress Code Prohibiting Gang Attire
- H. Safe Ingress and Egress Access Points
- I. School Discipline: Rules, Policies, and Procedures
- J. Hate Crime Policies and Procedures
- K. Bullying Prevention Policies and Procedures
- L. Nondiscrimination, Harassment, Intimidation, Bullying Policies
- M. School Security Policies/Procedures
- N. Facilities Inspection
- O. Emergency and Disaster Preparedness Plan

A. School Climate Assessment

During the 2018-19 school year, 18 out of 24 staff members took the online School Climate Survey. Seventy-six percent of those taking the survey strongly felt that Richmond School is a supportive and inviting place for staff to work. One hundred percent of those same staff members felt that Richmond School sets high standards for academic success and performance for all students. One hundred percent of the staff strongly agree or agree that Richmond is a safe place. There was no staff member that disagreed with any of these questions.

Also during the 2018-19 school year, 24 (92%) of the fifth grade students, 21 (84%) of the sixth grade students, 29 (100%) of the seventh grade students, and 27 (100%) of the eighth grade students participated in the California Healthy Kids Survey (CHKS). The fifth graders took the elementary survey, while the sixth, seventh and eighth graders took the middle school survey.

Elementary Survey Results: An average of 88% of our 5th grade students feel like they have a strong connection to school, and 94% feel like they are academically motivated. Ninety-two percent of these students feel very safe at this school. In addition, 96% of the students said that they are treated with respect.

Middle School Survey Results: An average of 68% of our 6th, 7th and 8th grade students feel like they have a strong connection to school, and 80% of these students feel like they are academically motivated. Eighty-one percent of these students feel very safe at this school. In addition, 72% of the 6th, 7th and 8th graders said that they have never been harassed or bullied. However, 31% of our middle grade students said that they have experienced chronic sadness/hopelessness and 30% of our 8th grade students have considered suicide.

The results of this survey was shared with the Richmond Board of Trustees, Site Council, the LCAP committee, and the entire staff. It was decided that we need to be proactive in the area of self-esteem. Employees from the Lassen County Office of Education presented a Suicide/Vaping Informational Night for parents and visited our 6th, 7th, and 8th grade classes separately to present the same topics. We have also adopted a social, emotional learning curriculum from Sanford Harmony that was created by John Hopkins University.

The California Healthy Kids Survey asked all parents from our school to participate in a School Climate Survey. Sixty-two percent of parents responded. Ninety-five percent of these parents either agree or strongly agree that this school encourages me to be an active partner in educating my child, and 95% of the parents feel that Richmond School is a safe place for students. Ninety-three percent of parents say that teachers communicate with parents about what students are expected to learn in class, and 90% of the parents say that the school provides high quality instruction.

B. Child Abuse Reporting Procedures

Students

BP 5141.4(a)

CHILD ABUSE PREVENTION AND REPORTING

Child Abuse Prevention

The Board of Trustees recognizes the district's responsibility to educate students about the dangers of child abuse so that they will acquire the skills and techniques needed to identify unsafe situations and to react appropriately and promptly.

The district's instructional program shall include age-appropriate and culturally sensitive child abuse prevention curriculum. This curriculum shall explain students' right to live free of abuse, inform them of available support resources, and teach them how to obtain help and disclose incidents of abuse. The curriculum also shall include training in self-protection techniques.

(cf. 6143 - Courses of Study)

The Superintendent/Principal or designee shall seek to incorporate community resources into the district's child abuse prevention programs. To the extent feasible, the Superintendent/Principal or designee shall use these community resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

(cf. 1020 - Youth Services)

Child Abuse Reporting

The Board recognizes that child abuse has severe consequences and that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. The Superintendent/Principal or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

(cf. 0450 - Comprehensive Safety Plan)

Employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

The Superintendent/Principal or designee shall provide training regarding the reporting duties of mandated reporters.

In the event that training is not provided to mandated reporters, the Superintendent/Principal or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)

Legal Reference: (see next page)

CHILD ABUSE PREVENTION AND REPORTING (continued)

Legal Reference:

EDUCATION CODE

32280-32288 Comprehensive school safety plans
33308.1 Guidelines on procedure for filing child abuse complaints
44690-44691 Staff development in the detection of child abuse and neglect
44807 Duty concerning conduct of students
48906 Notification when student released to peace officer
48987 Dissemination of reporting guidelines to parents
49001 Prohibition of corporal punishment
51220.5 Parenting skills education

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
11164-11174.4 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

Management Resources:

CDE LEGAL ADVISORIES

0514.93 Guidelines for parents to report suspected child abuse

WEB SITES

California Attorney General's Office, Crime and Violence Prevention Center: <http://safestate.org>

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

California Department of Social Services, Children and Family Services Division:

<http://www.childsworld.ca.gov>

U.S. Department of Health and Human Services, National Clearinghouse on Child Abuse and Neglect Information: <http://nccanch.acf.hhs.gov>

CHILD ABUSE PREVENTION AND REPORTING

Definitions

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

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

Child abuse or neglect does not include:

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

(cf. 3515.3 - District Police/Security Department)

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

(cf. 5144 - Discipline)

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;

CHILD ABUSE PREVENTION AND REPORTING (continued)

administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

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

Reportable Offenses

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

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

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

Responsibility for Reporting

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

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

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

CHILD ABUSE PREVENTION AND REPORTING (continued)

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

Reporting Procedures

1. Initial Telephone Report

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

Child and Family Protective Services
1445 Paul Bunyan Road
Susanville, CA 96130
(530)-251-8277 or (530)-310-3682

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

2. Written Report

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

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

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

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

CHILD ABUSE PREVENTION AND REPORTING (continued)

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

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

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

3. Internal Reporting

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

However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the Superintendent/Principal or designee as soon as possible after the initial telephone report to the appropriate agency.

The Superintendent/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, Board policy, and administrative regulation. At the mandated reporter's request, the Superintendent/Principal or designee may assist in completing and filing the necessary forms.

Reporting the information to an employer, or the Superintendent, supervisor, 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 identification and mandated reporting of child abuse and neglect. (Penal Code 11165.7)

CHILD ABUSE PREVENTION AND REPORTING (continued)

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. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 5145.7 - Sexual Harassment)

Victim Interviews by Social Services

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

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements: (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/Principal or designee shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone

CHILD ABUSE PREVENTION AND REPORTING (continued)

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)

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

Parent/Guardian Complaints

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

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

(cf. 1312.1 - Complaints Concerning District Employees)

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

(cf. 1312.3 - Uniform Complaint Procedures)

Notifications

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

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

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

CHILD ABUSE PREVENTION AND REPORTING (continued)

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

The Superintendent/Principal or designee also shall notify all employees that:

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

Regulation
approved: 12/9/14

RICHMOND ELEMENTARY SCHOOL DISTRICT
Susanville, California

C. Emergency Response Procedures

Media

All media must be referred to the administration and the media contact person (Vicky Leitaker). Do not give interviews under any circumstances unless requested by an administrator.

Emergency Response Team

In cases of a serious, widespread (e.g.-shooter on campus) situation, the Sheriff's Dept. will be activated. Team members have been given specific training in responding to an emergency situation. Please help the team as needed.

WHEN AND HOW TO CALL 911

Call **911** anytime you feel there is a critical issue and delay may cause unnecessary harm to students or staff. Examples include:

a severely bleeding injury

an unconscious person

a non breathing person

a person in convulsions

an armed person/riot/civil disorder

If you need to call, remember the following guidelines.

Stay calm.

State your emergency.

Give your name and address. Be specific about building and room number.

Allow communications center (911) employee to direct conversation.

Be prepared to answer questions in a clear, calm manner.

Remain on the telephone. DO NOT hang up until the dispatcher says that you may do so.

After the call, contact an administrator and inform them that you have called 911 for emergency assistance.

CONTAINING STUDENT/STAFF SCHOOL LOCKDOWN

An announcement over the P.A. System will be made, "All Students and Staff Go into Lock-Down!"

Teachers should lock doors, close drapes/window blinds, and turn off lights. Wait for instructions and stay off the phones. Keep students away from windows and in maximum shelter until the all clear signal is given.

We will be implementing the ALICE method- barricading the door and attacking the intruder.

Teachers on prep or lunch should go to the nearest room.

All Clear Signal: An announcement will be made that the campus is clear over the intercom system. This is for a drill only. The sheriff's office MUST be contacted for anything other than a drill. At that time, they are the only ones that can determine if a lockdown is clear.

This indicates that the danger situation is under control and you can return to normal patterns.

STUDENT ACCOUNTABILITY PLAN

In the event of an emergency where students are evacuated from the classrooms or in a *TAKE COVER* mode, and there have been injuries, the following procedures will be initiated:

NOTE: The student accountability procedure will be initiated only when the emergency is over and the campus is safe.

Each teacher will fill out an "Individual Room Survey" (Sample on following page). It is recommended that Elementary Schools place an "Individual Room Survey" inside the teacher's roll book. Teachers are required to take their roll book with them in any situation requiring evacuation.

The Administrative Team will pick up the "Individual Room Surveys" from the teachers or other support staff with identified groups.

The Administrative Team will deliver the surveys to the Sheriff's Dept. The Sheriff's Dept. will then inform administration of the situation and take whatever steps are necessary.

*****A Student Accountability Plan SHOULD be attached or incorporated into every procedure where the possibility of an off campus evacuation or alternative dismissal method may be the next required or recommended step.**

ARMED PERSON ON CAMPUS (STUDENT/NON-STUDENT)

Definition: A person is in possession of a knife, stun gun, or other weapon (other than a gun) either on the campus grounds or in the classroom. The weapon is not currently being used in a threatening manner.

Who: TEACHERS/OTHER STAFF

What:

In class Do **NOT** approach or confront the person!

Remain calm.

Dial 911 from the classroom and wait on the line until someone speaks with you. Administration/law enforcement will respond. Explain the situation without alarming the person. Security will remove the person.

If you feel that calling 911 or administration will be too conspicuous, write a note that a responsible student can take to a teacher next door so that they can make the appropriate call

Outside Contact the Administrator if you see a weapon. Send a runner if necessary.

Try to keep the person in sight. Do **NOT** confront the person!

After situation is resolved, please fill out a Witness Statement with the administration and law enforcement.

Rumors Contact and inform an administrator.

Who: YARD DUTY STAFF

What: Remain calm. Call 911.

Call an administrator to assist.

Using backup, get the person out of the classroom and/or isolated. Conduct a search for the weapon at the first safe opportunity.

Ask for witness statements.

SHOOTINGS/RIOTS/CIVIL DISORDER

Definition: Shootings, riots, or civil disorder on the school campus or vicinity.

Who: **TEACHERS/OTHER STAFF**

What: If you observe such a situation, first secure the safety of the students and yourself by the steps below, then contact a member of the administrative team or dial 911.

Office personnel will contact the Administrator.

If the lock down code is announced, take the following steps:

-Stay calm.

-If you hear the lock-down signal, direct all students to follow the procedures set in place.

-Lock the door, close the drapes/blinds, and turn off the lights.

-Have students proceed to their designated areas.

-Remain quiet and wait for further instructions by the administration via the P.A. system.

YARD DUTY STAFF

What: Lock down code will be announced.

Stay calm.

Direct all students into classrooms and/or safety areas outside.

Do NOT contact law enforcement. A member of the Administrative Team will notify Sheriff's Department Dispatch or call 911.

Wait for further instructions.

THREATENING INDIVIDUAL/GROUP

Definition: A threatening individual or group of individuals is on the campus. They may or may not be students. This includes situations where a student is followed or threatened on their way home.

Who: **TEACHERS/OTHER STAFF**

What: **Threatening situation**

If you may be the first to report the incident, notify administration, or if the situation is critical and in your area, call 911.

Office personnel will contact 911 and administration.

Stay calm.

If the individual or group is threatening a specific student or group of students, lock the threatened student(s) in a classroom.

If you hear the lock down code, direct all students into the buildings and/or track area.

Lock the door, close the drapes/blinds, and turn off all lights.

Have students proceed to their designated areas.

Remain quiet and wait for further instructions by the administration via the P.A. system.

Who: **YARD DUTY STAFF**

What: Contact Administration or 911.

Stay calm.

If you hear the lock down code, direct all students into the buildings and/or track area.

Wait for further instructions.

SUSPICIOUS PACKAGE

Definition: Any suspicious package, material, or mechanism found in a classroom, around any building on school grounds or in any school parking lot.

Who: TEACHERS/OTHER STAFF

What: Notify administration if you see a suspicious package. Give the office personnel the location and description of the suspicious package. Direct persons away from the area. **DO NOT** use any electrical signal transmission device, i.e., cellular phones, radios, or walkie-talkies. *(If a cellular telephone is your only means of communication, SEND A RUNNER.)*

Office personnel will contact administration and/or call 911. **DO NOT** use electronic devices to make notifications if the suspicious package is in or near the office.

Stay calm. Wait for further instructions from administration.

Never touch or move any suspicious objects.

Follow instructions for evacuation if directed and account for all students and staff.

Wait for an "all clear" announcement or further instructions.

If you hear rumors of a potential incident, contact an administrator.

Who: YARD DUTY STAFF

What: **DO NOT** use any electrical signal transmission device, i.e., cellular phones, radios, or walkie-talkies.

Stay calm.

Never touch or move any suspicious objects. Report their location to administration or responding law enforcement personnel. Send someone with the message while you stay to control the area.

Direct all persons at least 300 feet away from the area.

Wait for further instructions.

Assist in evacuation if needed.

BOMB THREAT

Definition: Any warning or notification that an explosive or destructive device has been left or planted at the school. This includes but is not limited to telephone warnings, e-mails, voice mails, letters or notes.

Who: TEACHERS/OTHER STAFF

What: Notify administration if you receive a threat. **DO NOT** use any electrical signal transmission device, i.e., cellular phones, radios, or walkie-talkies. *(If a cellular telephone is your only means of communication, SEND A RUNNER.)*

Stay calm.

Office personnel will contact administration or 911. **DO NOT** use electronic devices to make notifications if the suspicious package is in or near the office.

Conduct a search of your classroom and work area for suspicious packages. Wait for further instructions from administration.

Never touch or move any suspicious objects. Report their location to administration or responding law enforcement personnel.

Follow instructions for evacuation if directed and account for all students and staff. Students **MUST** take their backpacks and purses with them.

Wait for an "all clear" announcement or further instructions.

If you hear rumors of a potential incident, contact an administrator.

Who: YARD DUTY STAFF

What: **DO NOT** use any electrical signal transmission device, i.e., cellular phones, radios, or walkie-talkies.

Stay calm.

Search the exterior of the buildings and bathrooms you are instructed to search.

Never touch or move any suspicious objects. Report their location to administration or responding law enforcement personnel. Send someone with the message while you stay to control the area.

Direct all persons at least 300 feet away from the area.

Wait for further instructions.

Assist in evacuation if needed.

CHEMICAL ACCIDENT/GAS LEAK/EXPLOSION

Who: TEACHERS/OTHER STAFF

When possible make a determination whether to evacuate the affected area. If evacuation is necessary, direct students and staff up/cross wind away from the affected areas.

Notify administration of location, situation, and needs.

Office personnel will contact the administration and/or sheriff's dept.

Account for all students and staff (classroom teachers will follow established fire drill procedures, take roll, and assess medical emergency needs). Remember to take your current roll book.

Always move up/cross wind away from any smoke or gas cloud and clear of affected area.

Refer all injured/affected students and staff to school nurse or designated staff or emergency responding personnel.

Who: YARD DUTY STAFF

What: Direct all students up/cross wind away from the area.

Wait for further instructions.

Assist in evacuation if needed.

FIRE

Who: **TEACHERS/OTHER STAFF**

What: If it is a small fire, secure student safety and then attempt to use the extinguisher to put out the fire.

Notify administration of location, situation, and needs. Office personnel will notify the fire dept.

Stay calm.

Direct evacuation of buildings using room fire emergency procedures. Refer to your classroom evacuation map.

Account for all students and staff (classroom teachers will follow established fire drill procedures, take roll, and assess medical emergency needs.) Remember to take your current roll book.

Wait for further instructions or an “all clear” signal.

Who: **YARD DUTY STAFF**

What: Direct all students away from the area.

Wait for further instructions.

Assist in evacuation if needed.

FIRE ALARM

A blaring pulsating siren.

This is used to signal an evacuation of the buildings. Follow the fire alarm evacuation procedures posted in each classroom and building.

Teachers are responsible for bringing roll books and staying with their class to account for students.

Office staff is required to bring computer discs or written records containing vital information about students and staff particularly the up-to-date student and staff attendance data for that day.

All Clear Signal

This indicates that the dangerous situation is under control and you can return to normal patterns.

ATTEMPTED OR ACTUAL CHILD ABDUCTION

Definition: Any situation where a student is forcibly and against their will, removed or attempted to be removed from the campus, or while to or from school by known or unknown person(s).

Who: TEACHERS/OTHER STAFF

What: Notify administration. Report the location of abduction, abducted persons name (if known), name and/or description of abductor, abductors vehicle description (make, model, year, color and license plate number), and any other descriptions of persons involved.

Office personnel will contact Administration or 911.

Identify persons who may have witnessed the attempted abduction and do not allow them to leave. These persons need to be interviewed by administration and law enforcement.

Obtain parent/guardian and emergency contact person notification information, picture, and physical and clothing description of the missing/abducted student. Have available for responding law enforcement. *(Wait for instructions regarding notification from law enforcement.)*

Write/give a witness statement to the administration and law enforcement.

Administration will inform neighboring schools of the incident and develop a parent alert notice and distribute it in a timely manner in the event of an attempt only.

Suppress rumors and fears by obtaining facts.

Refer media to administration. DO NOT give interviews.

Who: YARD DUTY STAFF

What: Follow the same procedure as above.

MISSING STUDENT

Definition: Student is missing from campus or did not arrive to their identified after school destination

Who: TEACHER/ADMINISTRATION

What: Determine last time student was seen and by whom. Make contact with that person.

Obtain picture identification of student and develop a complete and recent description.

Conduct a search of campus and general vicinity around campus.

Call the Sheriff's Dept.

Have teacher identify possible friends student may have gone with and call.

Contact identified people on emergency information card.

DEATH/SUICIDE ON CAMPUS

Definition: Death or suicide of student, staff member, or any person located on a school campus that is dead or suspected of committing suicide.

Who: TEACHERS/OTHER STAFF

What: Notify administration. Report the location, person's name (if known), method of suicide or death.

Remove all students from the area, but do not allow them to leave. These persons need to be interviewed by administration and law enforcement.

Office personnel will notify Administration or 911 to make them aware of the incident.

Write/give a witness statement to the administration and law enforcement.

Consult with support staff for intervention strategies.

Suppress rumors and fears by obtaining facts.

Refer media to administration. **DO NOT** give interviews.

Who: YARD DUTY STAFF

What: Follow the same procedure as above.

DEATH/SUICIDE OFF CAMPUS

Definition: Death or suicide of student, staff member, or person who is closely connected with Richmond School when the suicide or death occurs off-campus.

Who: TEACHERS/OTHER STAFF

What: Notify the administrator to make them aware of the incident.

Consult with support staff for intervention strategies.

Suppress rumors and fears by obtaining facts.

Refer media to administration. **DO NOT** give interviews.

Who: CAMPUS SUPERVISORS/YARD DUTY STAFF

What: Follow the same procedure as above.

SUSPECTED NEGLECT/ABUSE/MOLESTATION/RAPE

Definition: Any act upon a child (person under 18 years of age) against his or her will that is sexual in nature or causes harm or injury. This includes physical abuse, sexual abuse, physical neglect or emotional maltreatment. Abuse can be within or outside of family members. The abuser can be any age, including other students. Rape and sexual assault of any kind is child abuse.

Mandated Reporters: Any employee who has direct contact with children must report suspected child abuse to an appropriate child protective agency (Penal Code 11166).

Who: TEACHERS/OTHER STAFF

What: In cases of observed abuse or suspicion of abuse either by marks or student disclosure.

Report incident to administration immediately.

As a mandated reporter, you must report the incident to Child Protective Services on a SCAR form.

ILL STUDENTS

Who: TEACHERS/OTHER STAFF

What: In cases of non-serious illness, and if it is safe for the student, send them to the health clerk.

In cases of sudden illness of a serious nature, call the health clerk at extension 100, or contact the office for an escort, if needed.

If the situation appears life threatening call 911, and then follow the steps above.

Call office for the student's emergency card ASAP. Ambulance or other emergency personnel will need it.

Inform administration of the details so they may contact the student's home.

INJURED STUDENTS

Who: TEACHERS/OTHER STAFF

What: For minor injury: offer to send student to wash injury and offer Band-Aid.

When there is serious injury, call the health clerk at extension 100 or the administration. Stay on the line until someone speaks with you.

If the situation appears life threatening, call **911**, then follow the steps above.

Give first aid as needed. Do not move injured students.

In cases where the student is bleeding, use latex gloves when available to avoid contact with bodily fluids, since they can pass along diseases. Wash afterwards, and contact the custodial staff for a safe cleanup.

***If the injury is the result of an assault, fight, or suicide attempt, **DO NOT** contact custodial for clean up until the area has been cleared by law enforcement.

Call office for the student's emergency card ASAP. Ambulance or other emergency personnel will need it.

Inform administration of the details so they may contact the student's home.

Refer media to administration. **DO NOT** give interviews.

Who: YARD DUTY STAFF

What: Follow the same procedure as the teachers.

Security will direct ambulances.

If the injury is the result of an assault, fight or attempt suicide:

Contact the Administrator.

Secure the scene. Identify witnesses and detain them separately for statements.

STUDENTS UNDER THE INFLUENCE OF DRUGS AND/OR ALCOHOL

Who: TEACHERS/OTHER STAFF

What: If you suspect the student is under the influence, call an administrator. They will be sent to get the student. **DO NOT** send the student alone.

If the situation appears life threatening, call 911 and then follow the steps above.

In cases where the student is vomiting, avoid contact with fluids. Wash afterwards and contact the custodial staff for a safe cleanup.

Call office for the student's emergency card ASAP. Ambulance or other emergency personnel will need it.

Inform administration of the details so they may contact the student's home.

Who: YARD DUTY STAFF

What: Take the student to an administrator.

VICIOUS/SUSPECTED RABID ANIMALS

Who: TEACHERS/OTHER STAFF

What: Direct students and staff to quietly enter buildings.

Stay in classrooms/buildings.

Close all doors and windows.

Notify other teachers in the vicinity.

Notify administration of location, situation, and needs.

Office personnel will contact the Sheriff's Dept if needed.

Office personnel or on scene officer will notify animal control.

Remain in building until an "all clear" announcement has been made.

Refer all injured/affected students and staff to school health clerk or designated staff of emergency responding personnel.

Who: YARD DUTY STAFF

What: Direct all students away from the area.

Wait for further instructions.

Assist in evacuation if needed.

Contact the Administrator.

EARTHQUAKE

Who: TEACHERS/OTHER STAFF

What: Instruct students to “drop and cover” until motion ceases.

Keep all students and staff away from windows.

Evacuate students to an open area, away from all windows, upon receiving the all clear signal. If there is time, evacuate students to the normal fire drill areas.

Keep students together and calm.

Take roll and assess any injuries. Administer first aid if needed.

If there are serious injuries, contact the health clerk.

Do not re-enter the building until the all clear is sounded, due to potential aftershocks.

Who: YARD DUTY STAFF

What: Help evacuate students as needed.

Locate students in immediate need of medical care and relay messages to the administrator.

Evaluate damage to buildings in your area.

Wait for further instructions.

TORNADO

Who: TEACHERS/OTHER STAFF

What: Open windows part way in each room.

Keep all students and staff away from windows.

Have students “duck and cover” in the most sheltered part of the room until the all clear is sounded.

Keep students together and calm.

Assess any injuries. Administer first aid if needed.

If there are serious injuries call 911, call administration.

Who: YARD DUTY STAFF

What: Find shelter for yourself inside, away from windows. Open at least one window, if time allows.

When the tornado is over, locate and assist with students in immediate need of medical care.

Evaluate damage to buildings in your area.

Wait for further instructions.

FLOOD

Who: **TEACHERS/OTHER STAFF**

What: Keep students together and calm.

Collect and secure roll books and other important records.

Do not let students or others use the telephones.

Wait for instructions on mass evacuations. Do not let students leave individually.

Try to remove books, computers, etc., to high areas in your room to minimize damage. Remember to use students to help, it will keep them calm.

If there are serious injuries call 911 and contact the administrator.

Who: **YARD DUTY STAFF**

What: Wait for further instructions.

If students and teachers are evacuated by car, know the safe routes from the area and help direct traffic.

FIRST AID (QUICK REFERENCE)

1. BEE STINGS

- Ask student if allergic to bee stings. If allergic, start emergency procedures.
- Contact health technician (if available).

2. BLISTERS

- Contact health technician (if available).

3. FALLS

- DO NOT HELP STUDENT STAND!
- If student can, always let him/her get up from a fall; otherwise, keep student lying down, warm and quiet.
- DO NOT MOVE STUDENT if any of the following signs are present:
 - complaint of severe headache
 - inability to move extremities
 - inability to feel another's touch
 - severe neck or back pain
- CALL ADMINISTRATION, BY DIALING (Extension 1311)
- If injury is life threatening, call 911 (using site procedures).

4. HEAD INJURY

- Keep the student quiet.
- NEVER POSITION THE STUDENT SO THAT THE HEAD IS LOWER THAN THE REST OF THE BODY.
- Contact administration by dialing (Extension 102) and health technician (Extension 100).
- Administration will notify the parent.
- If injury is life threatening, call 911 (using site procedures).

5. MINOR SCRAPES

- Have student wash injury with water and soap.
- Dry and apply a Band-Aid if necessary.

FIRST AID (QUICK REFERENCE) (cont.)

6. NOSE BLEEDS

- Have student sit with head erect.
- Have student pinch nose between thumb and index finger until nose stops bleeding.
- Remind student to breathe through mouth.
- Notify health technician (if available).

7. SEVERE ALLERGIC REACTIONS

- Refer to student's health plan
- Epinephrine Auto-Injectors are available in the office (AR 5141.2)

8. SPLINTERS

- DO NOT REMOVE
- Send student to health technician (if available).

MANAGEMENT PROCEDURES FOR ILLNESS AND INJURY

BLEEDING

1. Contact health technician (if available) for severe bleeding.
2. Place sterile gauze directly over the wound. (If sterile material is not available, use cleanest cloth or material available).
3. If bleeding is severe and continuous, apply pressure directly over the wound with gauze until bleeding stops. If no broken bones are suspected, elevate wound above level of heart.
4. Never remove initial dressing. If additional dressings are needed, place over old dressing and continue direct pressure.

BURNS

1. Contact health technician (if available) for severe burns.
2. Place burned area under cold running water, or place cold compress on area. Do not apply ice or cold compresses directly on the skin.
3. Cover with sterile gauze. Do not apply any ointments.

CHEMICAL BURNS

1. Notify health technician (if available) immediately!
2. If possible, remove all contaminated clothing. Run water over area for at least 15 minutes.
3. If in eye, turn the head to the side and pour water from the inner corner of the eye outward. Hold the eye open and do not wash the chemical into the other eye.
4. Cover burn area with sterile gauze.

CHOKING

1. Contact health technician (if available).
2. If student is breathing adequately, DO NOT attempt to dislodge the object. If the student is coughing, encourage them to continue coughing.
3. If the student is not breathing, try to dislodge the object by use of abdominal thrusts. (Position self behind student and wrap arms around his/her waist. Place the thumb side of fist against the abdomen, slightly above the navel and below the tip of the breastbone. Grasp fist with other hand and press into the abdomen with a quick upward thrust.) Repeat if necessary.

DRUG EMERGENCIES

1. If a student appears to be intoxicated, and routine action is indicated, notify administration.
2. Ascertain the nature of the intoxication by questioning and/or observing the student.
3. Insure the student's safety.
4. If emergency action is necessary, contact the health technician (if available).
5. Breathing and circulation may be impaired; therefore, CPR should be used IF indicated.

FAINTING

1. Have the student lie on his/her back, and if possible, have the head lower than the rest of the body.
2. Notify the health technician (if available).
3. Keep student warm.
4. To prevent a fainting attack, the student who feels weak or dizzy should lie down or bend over with is/her head at knee level.

NOSE BLEEDS

1. Have student sit with head erect, leaning forward, if possible.
2. Apply firm but gentle pressure over the bleeding nostril(s) with gauze pad.
3. May apply cold compress.
4. If bleeding continues for more than five minutes, contact health technician (if available).
5. Keep the student from blowing or picking at nose, once bleeding has stopped, for at least two hours.

SEIZURES

1. Contact health technician (if available) immediately!
2. Make no attempt to stop the seizure.
3. If standing or sitting at beginning of attack, ease down to floor immediately.
4. Loosen restrictive clothing.
5. Remain with student.
6. DO NOT force any object between the teeth when the jaw is tightly closed.
7. DO NOT restrain movements any more than necessary to prevent self-injury.
8. DO NOT forcibly struggle with student unless absolutely necessary for student's safety.
9. DO NOT try to revive with fluids, or walking.
10. A blanket or other small material may be placed under the student's head for protection.

A medical emergency may involve life threatening situations including, but not limited to: breathing difficulties, choking, and severe bleeding. A medical emergency may also evolve from a situation where first aid is not promptly administered to prevent further injury.

Procedures to follow in the event of a medical emergency, as approved by the school administration, are as follows:

1. Contact the health technician (if available). If the health technician is unavailable, contact administration (Extension 102).
2. When contacting the health office, please provide the following information: student name, location (room name and number), and nature of injury.
3. If situation necessitates, evacuate class to nearest classroom or have students line up outside classroom door.
4. Stay with student; refer to management procedures for specific ailments or injuries, until health technician arrives.

D. Suspension & Expulsion Policies

Students

BP 5144(a)

DISCIPLINE

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

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 6020 - Parent Involvement)

The Superintendent/Principal or designee shall design a complement of effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at the district school. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.

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

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

(cf. 5020 - Parent Rights and Responsibilities)

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

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

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

(cf. 6164.5 - Student Success Teams)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 9320 - Meetings and Notices)

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

DISCIPLINE (continued)

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

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

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

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

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3100 - Budget)

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

Legal Reference: (see next page)

DISCIPLINE (continued)

Legal Reference:

EDUCATION CODE

32280-32288 School safety plans
35146 Closed sessions
35291 Rules
35291.5-35291.7 School-adopted discipline rules
37223 Weekend classes
44807.5 Restriction from recess
48900-48926 Suspension and expulsion
48980-48985 Notification of parent/guardian
49330-49335 Injurious objects
52060-52077 Local control and accountability plan

CIVIL CODE

1714.1 Parental liability for child's misconduct
CODE OF REGULATIONS, TITLE 5
307 Participation in school activities until departure of bus
353 Detention after school

Management Resources:

CSBA PUBLICATIONS

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

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

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

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

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

STATE BOARD OF EDUCATION POLICIES

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

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014

WEB SITES

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

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

Public Counsel: <http://www.fixschooldiscipline.org>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

DISCIPLINE**Disciplinary Strategies**

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

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

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

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

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6164.2 - Guidance/Counseling Services)

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

(cf. 6164.5 - Student Success Teams)

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

(cf. 6159 - Individualized Education Program)

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

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

6. Participation in a restorative justice program

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

8. Participation in a social and emotional learning program that teaches students the ability to understand and manage emotions, develop caring and concern for others, make responsible decisions, establish positive relationships, and handle challenging situations capably

DISCIPLINE (continued)

9. Participation in a program that is sensitive to the traumas experienced by students, focuses on students' behavioral health needs, and addresses those needs in a proactive manner

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

(cf. 5148.2 - Before/After School Programs)

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

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

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

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

(cf. 6145 - Extracurricular/Cocurricular Activities)

15. Reassignment to an alternative educational environment

(cf. 6158 - Independent Study)

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

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

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

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

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

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

(cf. 5125 - Student Records)

Recess Restriction

A teacher may restrict a student's recess time only when he/she believes that this action is the most effective way to bring about improved behavior. When recess restriction may involve

DISCIPLINE (continued)

the withholding of physical activity from a student, the teacher shall try other disciplinary measures before imposing the restriction. Recess restriction shall be subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under a certificated employee's supervision during the period of restriction.
3. Teachers shall inform the Superintendent of any recess restrictions they impose.

(cf. 5030 - Student Wellness)

(cf. 6142.7 - Physical Education and Activity)

Detention After School

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

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

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

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

Community Service

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

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

DISCIPLINE (continued)

Notice to Parents/Guardians and Students

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

(cf. 5145.6 - Parental Notifications)

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

E. Procedures for Notifying Teachers of Dangerous Pupils

The Richmond Elementary School District will obtain information on each pupil who has: (1) during the previous three school years, engaged in any suspendable or expellable act. This information is used to develop awareness, assign appropriate disciplinary consequences, assist in allocating resources, and is a factor in determining which services are provided to the pupil or recommended to the parent/guardian.

In order to fulfill the requirements made by Education Code 49079 and Welfare and Institutions Code 827 that states teachers must be notified of the reason(s) a student has been suspended. When a student is suspended, the superintendent/principal will provide the student's teacher(s) with a suspension letter. The information provided is for the student's current teacher(s) only. All information regarding suspension and expulsion is **CONFIDENTIAL**, and is not to be shared with any student(s) or parent(s). Teachers are asked to secure the form so students and others may not view it.

Pursuant to Welfare & Institution Code 827(b) and Education Code 48267, the Court will notify the Superintendent/Principal of the Richmond Elementary District regarding students who have engaged in certain criminal conduct. The Superintendent/Principal is responsible for prompt notification of the student's teachers. Per Education Code 49079, this information must be kept confidential.

F. Sexual Harassment Policy

All Personnel

BP 4119.11(a)
4219.11
4319.11

SEXUAL HARASSMENT

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

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)

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

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to staff

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

3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

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

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

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

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

(cf. 4031 - Complaints Concerning Discrimination in Employment)

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

BP

4119.11(b)

4219.11

4319.11

SEXUAL HARASSMENT (continued)

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination

12950.1 Sexual harassment training

LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

CODE OF REGULATIONS, TITLE 2

7287.8 Retaliation

7288.0 Sexual harassment training and education

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

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-2-2000h-6 Title IX, 1972 Education Act Amendments

CODE OF FEDERAL REGULATIONS, TITLE 34

106.9 Dissemination of policy

COURT DECISIONS

Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026

Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275

Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257

Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989

Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998

Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Management Resources:

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL

Protecting Students from Harassment and Hate Crime, January, 1999

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

U.S. Department of Education, Office of Civil Rights: <http://www.ed.gov/offices/OCR>

Policy

adopted: 12/9/14

RICHMOND ELEMENTARY SCHOOL DISTRICT

Susanville, California

All Personnel

AR4119.11(a)

4219.11

SEXUAL HARASSMENT

4319.11

Definitions

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

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

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

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

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

SEXUAL HARASSMENT (continued)

Training

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

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

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

Notifications

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

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

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

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

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

SEXUAL HARASSMENT (continued)

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

(cf. 4031 - Complaints Concerning Discrimination in Employment)

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

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

G. School Dress Code Prohibiting Gang Attire

Dress Code (located in our handbook)

Students should be dressed and groomed in good taste. Clothing should be neat, clean and appropriate. Any clothing that interferes with classroom learning or safety, such as chains, is not appropriate.

1. Blouses and shirts will cover front, back, and midriff. Underwear will not be visible. No spaghetti or razor straps or tank tops will be worn.
2. Short shorts will not be worn. Shorts, skirts, and dresses must be mid thigh in length.
3. Pants must be hemmed and worn at the waist. Pants must stay up without a belt and not touch the ground. Sagging pants and/or jeans with holes above the knee are not allowed.
4. Shoes will be laced and tied. No flip flops or high heels are allowed. Sandals must have a heel strap. Students must be able to participate in recess and P.E.
5. Clothing with off-color references will not be worn (including alcohol and cigarette ads.) No fish net or spandex will be worn.
6. Hats will be worn as intended, bill forward, and will not be worn inside a classroom.

When inappropriate clothing is worn, students will be asked to use clothing from the office to avoid losing class time.

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' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

(cf. 4119.22 - Dress and Grooming)
(cf. 5145.2 - Freedom of Speech/Expression)

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

(cf. 5144 - Discipline)

Gang-Related Apparel

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

(cf. 0450 - Comprehensive Safety Plan)
(cf. 5136 - Gangs)

Legal Reference:

EDUCATION CODE

- 32281 School safety plans
- 35183 School dress codes; uniforms
- 35183.5 Sun-protective clothing
- 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

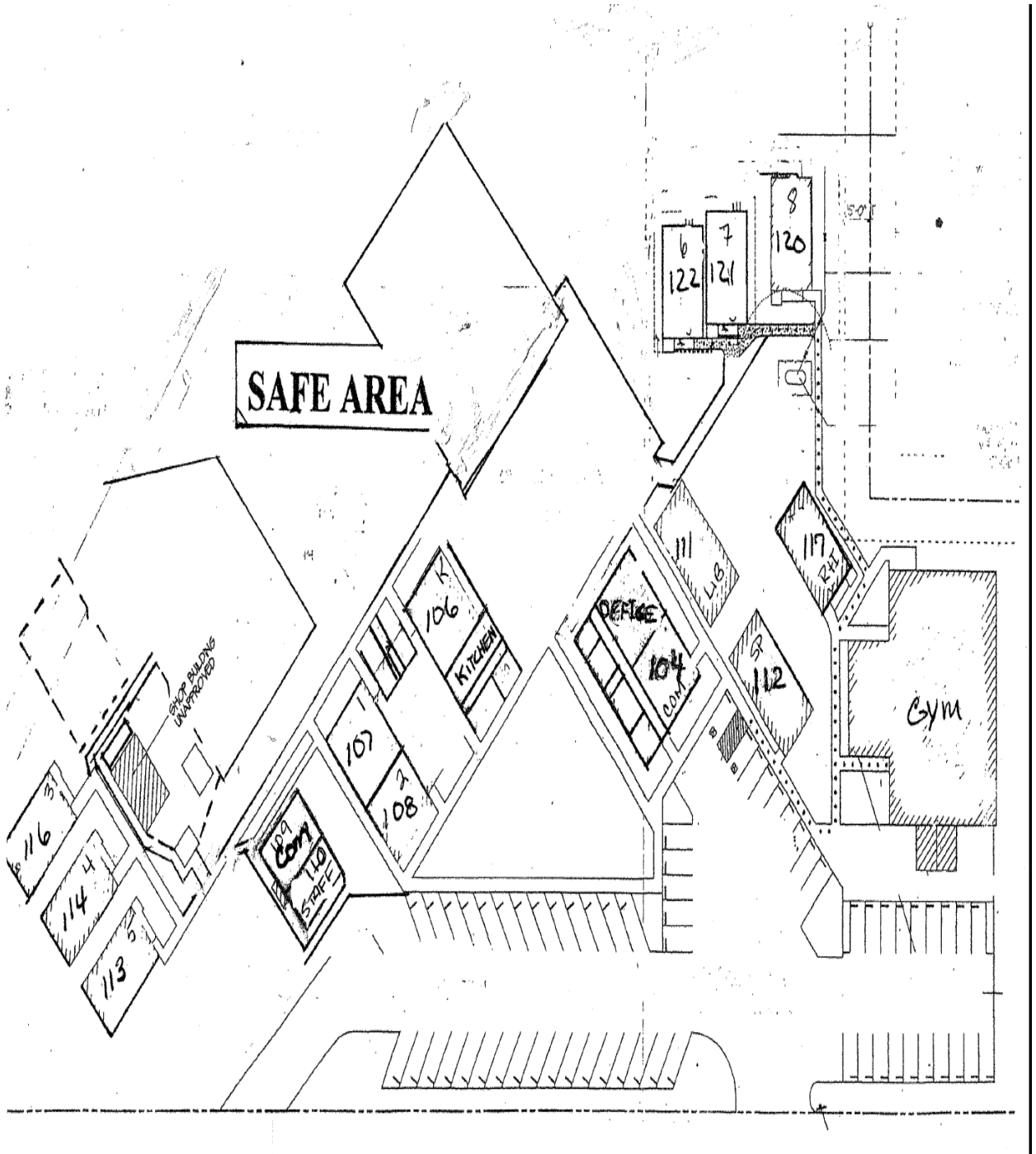
- Marvin H. Jeqlin et al v. San Jacinto Unified School District et al, (C.D. Cal. 1993)
- 827 F.Supp. 1459
- Arcadia Unified School District v. California Department of Education, (1992) 2 Cal. 4th 251
- Hartzell v. Connell, (1984) 35 Cal. 3d 899

Policy
adopted: 12/9/14

RICHMOND ELEMENTARY SCHOOL DISTRICT
Susanville, California

H. Safe Ingress and Egress Access Points

Richmond School Emergency Exit Map



I. School Discipline: Rules, Policies, and Procedures

1. Students will observe “Hands Off.” There will be no contact sports, no hitting or kicking, no inappropriate touching. Play fighting is not allowed. There will also be no PDA (Public Display of Affection).
2. Students will be supervised at all times. The following areas are off limits to students: doorways, between buildings, the culvert, the landscaped areas and parking areas. The apparatus is for grades K – 4 only. Students may not enter a classroom if no adult is present.
3. Students will use the playground and the equipment in a safe and reasonable manner.
4. Students will not spit on the school grounds.
5. Students will use appropriate spoken language and body language at all times.
6. Students will be tobacco, drugs, and alcohol free.
7. Dangerous objects or weapons of any kind are not allowed and can result in immediate expulsion.
8. Students will not bring gum or candy to school. Snacks may be eaten only at permitted times.
9. Students will not bring electronic devices, sports equipment, roller blades, skate boards and other personal property without permission from the principal.
10. Students will respect the rights, privacy, and property of other students.

School Wide Discipline

Richmond School uses a school-wide lunch detention system for behavior and/or classwork/homework. When lunch time detentions are assigned the following applies:

- Detention is served in the library during lunchtime.
- Detention first, lunch last.
- Work is expected and is graded.
- Miss one, serve two.
- 6th-8th Grade-3 detentions = demerit
- 3rd -5th Grade-5 detentions=demerit

Students that have NO detentions all year will be invited to the detention-free BBQ at the end of the year. Students that have no detentions for each of the trimesters will be provided with a special treat as determined by their teacher to reward their good behavior.

In third-eighth grades, Richmond uses a school-wide discipline system using demerits. Demerits can lead to lunch time detention, a parent conference (which will include the principal, teacher, parent, and student) or a loss of eligibility. A loss of eligibility refers to sporting events, dances, and/or field trips. Rules and consequences are reviewed with the students during the first week of school. A third demerit will result in On Campus Suspension.

Each classroom will also have a classroom discipline plan. This plan will be sent home to parents at the beginning of the year. It may include time outs, loss of recess, office referrals, and lunch time and/or after school detention (with your child's teacher) if necessary.

Demerits 5th – 8th

1 st Demerit*	Parent Contact Lunch Detention
2 nd Demerit*	Parent Contact Parent Conference
3 rd Demerit*	Parent Contact On Campus Suspension (OCS) Ineligibility

*Fighting, destroying property, stealing, bullying/threatening others, and displaying out of control behavior can lead to automatic removal, suspension, and/or expulsion.

On Campus Suspension

On Campus Suspension is served in the library and lasts all day. Students must report to the library as soon as they are on campus. Breaks will be given, but no recess time will be allowed. Lunch will be eaten in the library. Dismissal will be after other students are off campus.

Grounds for Suspension/Expulsion-California Education Code Section 48900

Under California law, a student is subject to suspension or expulsion when the principal or superintendent has determined that the student has violated a provision of the California Education Code.

California Education Code section 48900 specifies the types of violations that warrant school suspension or expulsion. A student violates section 48900 when the student:

- Cause or threatened to cause physical injury to another person;

- Willfully used force or violence upon the person of another, except in self-defense;
- Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object;
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance;
- Unlawfully offered, arranged, or negotiated to sell a controlled substance;
- Committed or attempted to commit robbery or extortion;
- Caused or attempted to cause damage to school property or private property;
- Stolen or attempted to steal school property or private property;
- Possessed or used tobacco;
- Committed an obscene act or engaged in habitual profanity or vulgarity;
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia;
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties;
- Knowingly received stolen school property or private property;
- Possess an imitation firearm, which 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;
- Committed or attempted to commit a sexual assault or committed a sexual battery;
- Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both;
- Engaged in, or attempted to engage in hazing. "Hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or person degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil;
- Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil or school personnel;

The law requires that the student shall not be suspended or expelled for any of the acts listed above unless the act is related to school activity or school attendance occurring within a school. This includes, but not limited to, the following:

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

J. Hate Crime Policies and Procedures

Students

BP 5145.9(a)

HATE-MOTIVATED BEHAVIOR

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

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

(cf. 0450 - Comprehensive Safety Plan)

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

(cf. 5131.5 - Vandalism and Graffiti)

(cf. 5136 - Gangs)

(cf. 5137 - Positive School Climate)

(cf. 5141.52 - Suicide Prevention)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5147 - Dropout Prevention)

(cf. 5149 - At-Risk Students)

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

(cf. 1020 - Youth Services)

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

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6020 - Parent Involvement)

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

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6142.3 - Civic Education)

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

(cf. 6141.94 - History-Social Science Instruction)

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

HATE-MOTIVATED BEHAVIOR (continued)

Grievance Procedures

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

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5131- Conduct)

(cf. 5144 - Discipline)

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

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

(cf. 5145.7 - Sexual Harassment)

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

(cf. 3515.3 - District Police/Security Department)

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

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

(cf. 6164.2 - Guidance/Counseling Services)

Legal Reference: (see next page)

HATE-MOTIVATED BEHAVIOR (continued)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 School safety plans

48900.3 Suspension for hate violence

48900.4 Suspension or expulsion for threats or harassment

PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform Complaint Procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

California Student Safety and Violence Prevention - Laws and Regulations, April 2004

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

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Preventing Youth Hate Crimes: A Guide for Schools and Communities, 1997

WEB SITES

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

California Association of Human Relations Organizations: <http://www.cahro.org>

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

National Youth Violence Prevention Resource Center: <http://www.safeyouth.org>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

U.S. Department of Justice, Community Relations Service: <http://www.usdoj.gov/crs>

K. Bullying Prevention Policies & Procedures

Students

BP 5131.2(a)

BULLYING

The Board of Trustees 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, 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 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)

BULLYING (continued)

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. 6142.8 - Comprehensive Health Education)

(cf. 6142.94 - History-Social Science Instruction)

(cf. 6163.4 - Student Use of Technology)

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/Principal or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent/Principal 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)

When appropriate, the Superintendent/Principal 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 the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

BULLYING (continued)

When a student is reported to be engaging in bullying off campus, the Superintendent/Principal 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 that they feel constitute cyberbullying and to notify a teacher, the Superintendent/Principal, or other employee so that the matter may be investigated.

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: (see next page)

BULLYING (continued)

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

Management Resources:

CSBA PUBLICATIONS

- Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012
- Safe Schools: Strategies for Boards of Trustees 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/lr/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>

Policy

adopted: 12/9/14

Revised: 1/12/17

RICHMOND ELEMENTARY SCHOOL DISTRICT

Susanville, California

L. Nondiscrimination, Harassment, Intimidation Policies

Students

BP 5145.3(a)

NONDISCRIMINATION/HARASSMENT

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

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school. (Education Code 234.1)

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

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 5146 - Married/Pregnant/Parenting Students)

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

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

The Superintendent/Principal or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent/Principal or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the educational program. He/she shall report his/her findings and recommendations to the Board after each review.

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1330 - Use of Facilities)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

NONDISCRIMINATION/HARASSMENT (continued)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6164.2 - Guidance/Counseling Services)

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Suspension/Disciplinary Action)

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

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

(cf. 5144 - Discipline)

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

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

(cf. 5145.2 - Freedom of Speech/Expression)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48900.3 Suspension or expulsion for act of hate violence

48900.4 Suspension or expulsion for threats or harassment

48904 Liability of parent/guardian for willful student misconduct

48907 Student exercise of free expression

48950 Freedom of speech

48985 Translation of notices

49020-49023 Athletic programs

51500 Prohibited instruction or activity

51501 Prohibited means of instruction

60044 Prohibited instructional materials

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

432 Student record

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

Legal Reference continued: (see next page)

NONDISCRIMINATION/HARASSMENT (continued)

Legal Reference: (continued)

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

CODE OF FEDERAL REGULATIONS, TITLE 34

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Management Resources:

CSBA PUBLICATIONS

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

Interim Guidance Regarding Transgender Students, Privacy, and Facilities, September 27, 2013

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

FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, January 1999

WEB SITES

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

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

California Safe Schools Coalition: <http://www.casafeschools.org>

First Amendment Center: <http://www.firstamendmentcenter.org>

National School Boards Association: <http://www.nsba.org>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy
adopted: 12/9/14

RICHMOND ELEMENTARY SCHOOL DISTRICT
Susanville, California

M. School Security Policies/Procedures

Visitors on Campus

Students are not permitted to bring visitors on campus. All visitors must sign in at the main office, obtain permission from the principal, and/or wear a visitor's badge during their stay on campus.

School Safety/Security

Student safety is the school community's highest priority. Ample supervision is provided during lunch and recesses. Trained supervisors help to ensure that students are safe and accountable. The school works in partnership with local agencies to continuously improve upon emergency preparedness measures.

Fingerprinting

All parents who plan on staying overnight with children must be fingerprinted. All employees are fingerprinted.

N. Facilities Inspection

Business and Noninstructional Operations

BP 3517(a)

FACILITIES INSPECTION

The Governing Board recognizes that the condition of school facilities may have an impact on safety, student achievement, and employee morale and desires to provide school facilities that are safe, clean, and functional, as defined in Education Code 17002.

(cf. 0510 - School Accountability Report Card)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3514 - Environmental Safety)

The Superintendent or designee shall develop a facilities inspection and maintenance program to ensure that school facilities are maintained in good repair in accordance with law. At a minimum, the program shall analyze those facility conditions specified on the facilities inspection tool developed by the Office of Public School Construction, including the following:

1. Gas Leaks: Gas systems and pipes appear safe, functional, and free of leaks.
2. Mechanical Systems: Heating, ventilation, and air conditioning systems as applicable are functional and unobstructed.
3. Windows/Doors/Gates/Fences (interior and exterior): Conditions that pose a safety and/or security risk are not evident.
4. Interior Surfaces (floors, ceilings, walls, and window casings): Interior surfaces appear to be clean, safe, and functional.
5. Hazardous Materials (interior and exterior): There does not appear to be evidence of hazardous materials that may pose a threat to students or staff.
6. Structural Damage: There does not appear to be structural damage that could create hazardous or uninhabitable conditions.
7. Fire Safety: The fire equipment and emergency systems appear to be functioning properly.
8. Electrical (interior and exterior): There is no evidence that any portion of the school has a power failure and electrical systems, components, and equipment appear to be working properly.
9. Pest/Vermin Infestation: Pest or vermin infestation is not evident.
10. Drinking Fountains (inside and outside): Drinking fountains appear to be accessible and functioning as intended.

FACILITIES INSPECTION (continued)

11. Restrooms: Restrooms appear to be accessible during school hours, are clean, functional, and in compliance with Education Code 35292.5 (operational and supplied).
12. Sewers: Sewer line stoppage is not evident.
13. Roofs (observed from the ground, inside/outside the building): Roof system appears to be functioning properly.
14. Playground/School Grounds: The playground equipment and school grounds appear to be clean, safe, and functional.
15. Overall Cleanliness: School grounds, buildings, common areas, and individual rooms appear to be cleaned regularly.

The Superintendent or designee shall ensure that any necessary repairs identified during the inspection are made in a timely and expeditious manner. The Superintendent or designee shall provide the Board with regular reports regarding the district's facility inspection program and updates of any visits to district schools by the County Superintendent of Schools.

*Legal Reference:*EDUCATION CODE*1240 County superintendent of schools, duties**17002 Definitions**17070.10-17077.10 Leroy F. Greene School Facilities Act of 1998**17565-17591 Property maintenance and control, especially:**17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account**33126 School accountability report card**35186 Williams uniform complaint procedure*CODE OF REGULATIONS, TITLE 2*1859.300-1859.330 Emergency Repair Program**Management Resources:*CSBA PUBLICATIONS*Williams Settlement and the Emergency Repair Program, Policy Brief, January 2008*COALITION OF ADEQUATE SCHOOL HOUSING PUBLICATIONS*Facility Inspection Tool Guidebook, February 2008*WEB SITES*CSBA: <http://www.csba.org>**California County Superintendents Educational Services Association: <http://www.ccsesa.org>**California Department of Education, Williams Case: <http://www.cde.ca.gov/eo/ce/wc/index.asp>**Coalition of Adequate School Housing: <http://www.cashnet.org>**State Allocation Board, Office of Public School Construction: <http://www.opsc.dgs.ca.gov>*

Policy
adopted: 12/9/14

RICHMOND ELEMENTARY SCHOOL DISTRICT
Susanville, California

O. Emergencies and Disaster Preparedness Plan

Business and Noninstructional Operations

BP 3516(a)

EMERGENCIES AND DISASTER PREPAREDNESS PLAN

The Board of Trustees recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster.

The Superintendent/Principal or designee shall develop and maintain a disaster preparedness plan which details provisions for handling emergencies and disasters and which shall be included in the district's comprehensive school safety plan. (Education Code 32282)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516.3 - Earthquake Emergency Procedure System)

In developing the district emergency plans, the Superintendent/Principal or designee shall collaborate with city and county emergency responders, including local public health administrators.

The Superintendent/Principal or designee shall use state-approved Standardized Emergency Management System guidelines and the National Incident Command System when updating district and site-level emergency and disaster preparedness plans.

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

(cf. 1330 - Use of School Facilities)

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

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

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

Legal Reference: (see next page)

EMERGENCIES AND DISASTER PREPAREDNESS PLAN (continued)

Legal Reference:

EDUCATION CODE

- 32001 Fire alarms and drills
- 32040 Duty to equip school with first aid kit
- 32280-32289 School safety plans
- 32290 Safety devices
- 39834 Operating overloaded bus
- 46390-46392 Emergency average daily attendance in case of disaster
- 49505 Natural disaster; meals for homeless students; reimbursement

GOVERNMENT CODE

- 3100 Public employees as disaster service workers
- 8607 Standardized emergency management system

CODE OF REGULATIONS, TITLE 5

- 550 Fire drills
- 560 Civil defense and disaster preparedness plans

CODE OF REGULATIONS, TITLE 19

- 2400-2450 Standardized emergency management system

UNITED STATES CODE, TITLE 42

- 12101-12213 Americans with Disabilities Act

Management Resources:

CSBA PUBLICATIONS

Avian Influenza, Governance and Policy Services Fact Sheet, April 2006

911! A Manual for Schools and the Media During a Campus Crisis, 2001

CALIFORNIA EMERGENCY MANAGEMENT AGENCY PUBLICATIONS

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

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Pandemic Influenza Planning Checklist, 2006

CONTRA COSTA COUNTY OFFICE OF EDUCATION

Pandemic Flu School Action Kit, June 2006

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Practical Information on Crisis Planning: A Guide for Schools and Communities, May 2003

WEB SITES

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

American Red Cross: <http://www.redcross.org>

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

California Emergency Management Agency: <http://www.calema.ca.gov>

California Seismic Safety Commission: <http://www.seismic.ca.gov>

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

Contra Costa County Office of Education, Pandemic influenza resources:

http://www.cccoe.k12.ca.us/about/flu/resources_flu_action_kit

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

U.S. Department of Education, Emergency Planning: <http://www.ed.gov/admins/lead/safety/emergencyplan>

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

Policy
adopted: 12/9/14

RICHMOND ELEMENTARY SCHOOL DISTRICT
Susanville, California