

Comprehensive School Safety Plan

Richmond Elementary School

Richmond Rebels



Brian Boyer, Superintendent/Principal

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Plan Revised February 2024

Plan approved by the Richmond Board of Trustees
February 8, 2024

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

2023-2024



Brian Boyer, Superintendent/Principal

2-8-24

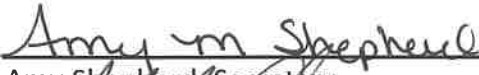
Date



Jeanette Goni, Business Manager

2/8/2024

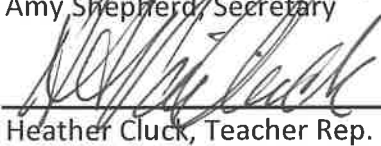
Date



Amy Shepherd, Secretary

02/08/2024

Date



Heather Cluck, Teacher Rep.

2/8/24

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 190 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 proactively with students to prevent problems from arising. 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. Additional facilities include a library, dedicated computer lab, soccer field, 200m track, cross country course, and basketball courts.

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A. School Climate Assessment

During the Fall of 2022, Richmond Elementary students, staff, and parents participated in California's Healthy Kids Survey (CHKS). Those results are included below for review:

During the 2022-23 school year, 15 out of 24 staff members took the online School Climate Survey. 33% of those taking the survey strongly agreed that Richmond School is a supportive and inviting place for staff to work. 25% of staff members felt that Richmond School is supportive and inviting place for students to learn and promotes academic success for all students. 50% of the staff strongly agree or agree that Richmond is a safe place.

Participation in the CHKS for Fall 2022 school included; 16 (63% Response Rate) of the fifth-grade students, 27 (70% Response Rate) of the sixth -grade students, 23 (61%) of the seventh-grade students, participated in the CHKS. The fifth and sixth graders took the elementary survey, while the seventh graders took the middle school survey.

Elementary Survey Results: An average of 74% of our 6th grade students feel like they have a strong connection to school, and 93% of 5th graders feel like they are academically motivated. 84% of 6th grade students feel very safe at this school. In addition, 90% and 79% of the students in grades 5th and 6th respectively said that they are treated with respect.

Middle School Survey Results: An average of 67% of 7th grade students feel like they have a strong connection to school, and 54% feel like they are academically motivated. 71% of 7th grade students feel very safe at this school. Regarding being harassed or bullied in the month leading up to the survey, 36% of 7th grade students indicated they had such experiences.

The California Healthy Kids Survey asked all parents from our school to participate in a School Climate Survey. Twenty-eight of our parents responded. 46% of these parents either agree or strongly agree that this school encourages me to be an active partner in educating my child, and 92% of the parents feel that Richmond School is a safe place for students. 96% of parents say that teachers communicate with parents about what students are expected to learn in class, and 100% of the parents say that the school provides high quality instruction.

B. Child Abuse Reporting Procedures

Policy 5141.4: Child Abuse Prevention And Reporting

The Board of Trustees is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent/Principal or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

The Superintendent/Principal or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.

Child Abuse Prevention

The district's instructional program may provide age-appropriate and culturally sensitive child abuse prevention curriculum which explains students' right to live free of abuse, includes instruction in the skills and techniques needed to identify unsafe situations and react appropriately and promptly, informs students of available support resources, and teaches students how to obtain help and disclose incidents of abuse.

The district's program also may include age-appropriate curriculum in sexual abuse and sexual assault awareness and prevention. Upon written request of a student's parent/guardian, the student shall be excused from taking such instruction. (Education Code 51900.6)

The Superintendent/Principal or designee may display posters, in areas on campus where students frequently congregate, notifying students of the appropriate telephone number to call to report child abuse or neglect. (Education Code 33133.5)

In addition, student identification cards for students in grades 7-12 shall include the National Domestic Violence Hotline telephone number. (Education Code 215.5)

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

Child Abuse Reporting

The Superintendent/Principal or designee shall establish procedures for the identification and reporting of known and suspected child abuse and neglect in accordance with law.

Procedures for reporting child abuse shall be included in the district and/or school comprehensive safety plan. (Education Code 32282)

District 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.

The Superintendent/Principal or designee shall provide training regarding the duties of mandated reporters as required by law and as specified in the accompanying administrative regulation. (Education Code 44691; Penal Code 11165.7)

Regulation 5141.4: 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 employment (Penal Code 11165.5, 11165.6)
3. An injury resulting from the exercise by a teacher, vice Superintendent, Superintendent/Principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be legally 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, for purposes of self-defense, or to obtain weapons or other dangerous objects within the control of a student (Education Code 49001)
5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by a student (Education Code 49001)
6. Homelessness or classification as an unaccompanied minor (Penal Code 11165.15)

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; athletic coaches, administrators, and directors; licensees, administrators, and employees of a licensed child day care facility; Head Start program 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 the person's 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, acting in a professional capacity or within the scope of employment, the mandated reporter 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 11165.9, 11166.05, 11167)

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

Responsibility for Reporting

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

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

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

Any person not identified as a mandated reporter who has knowledge of or observes a child whom the person 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)

Such reports shall be made to the following agency:

Lassen County Child and Family Services
1616 Chestnut Street
Susanville, CA 96130
(530) 251-8277

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 prepare and either send, fax, or electronically transmit to the appropriate agency a written follow-up report, which includes a completed California Department of Justice (DOJ) form (BCIA 8572). (Penal Code 11166, 11168)

The DOJ form may be obtained from the district office or other appropriate agencies, such as the police department, sheriff's department, or county probation or welfare 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
- 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(s) 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 the mandated reporter. (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 the mandated reporter's identity to a 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 as soon as possible after the initial telephone report to the appropriate agency.

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

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

Training

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

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

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

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

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

Victim Interviews by Social Services

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

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the Superintendent/Principal or designee shall inform the person of the following requirements prior to the interview: (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 the child 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 number of the child's parent/guardian. (Education Code 48906)

Parent/Guardian Complaints

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

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

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 3200-3205.

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 the person's position shall sign a statement indicating knowledge of the reporting obligations under Penal Code 11166 and compliance with such provisions. The signed statement shall be retained by the Superintendent/Principal or designee. (Penal Code 11166.5)

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

The Superintendent/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 the mandated reporter's professional capacity or outside the scope of employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that the person knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)
2. If a mandated reporter fails to timely report an incident of known or reasonably suspected child abuse or neglect, the mandated reporter may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166) No employee shall be subject to any sanction by the district for making a report unless it can be shown that the employee knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11166, 11172)

C. Emergency Response Procedures

Media

All media must be referred to the administration and the media contact person (Brian Boyer). 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

Yell for help or send someone to get help or call 911

If possible and safe, stay with the injured/incapacitated individual(s)

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. Keep students quiet and away from windows and doors. 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.

ALICE stands for Alert, Lockdown, Inform, Counter, Evacuate

Teachers on prep or lunch should go to the nearest room. During lunch, students will run and hide.

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.**

INDIVIDUAL ROOM SURVEY

Teacher _____
(please print)

Pupils Enrolled _____
(please print)

Room Number _____

Pupils Absent _____

STUDENT ACCOUNTABILITY CARD

TEACHERS: Please list names on this chart as soon as your class is in the appropriate assembly area.

[illegible]

Please list the names of any non-students present in your class:

AN ADMINISTRATIVE TEAM LEADER WILL PICK UP THIS FORM AT YOUR ASSEMBLY AREA.

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.

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. There may be a secondary package. Visually scan the area.

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.

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.

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 the administrator. Report the location, person's name (if known), method of suicide or death. Activate EMS/911 and attempt first aid and/or CPR.

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

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

Administrator activates school's crisis response plan.

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.

Administrator activates school's crisis response plan.

Refer media to administration. DO NOT give interviews.

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 1318, 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.

Health Clerk/Nurse will document in SchoolWise the situation, treatment, and disposition.

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 1318 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 non-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.

RICHMOND ELEMENTARY SCHOOL
Educational Code References and PROCEDURES

PURPOSE:

To establish guidelines and procedures regarding the utilization and pre-hospital administration of nasal Naloxone by staff at Richmond Elementary School in order to reduce the number of fatalities which occur as a result of opioid overdoses.

EDUCATIONAL CODE:

Richmond Elementary School personnel will thoroughly train and equip key staff to prepare for opioid overdose emergencies. It is the policy of Richmond elementary School for trained staff to administer, in accordance with Medical Control Physicians guidelines and oversight, to persons suffering from opioid overdose at the earliest possible time to minimize chances of a fatality.

If the medication is used, the school nurse, or other qualified supervisor of health, or district administrator, as applicable, shall restock the medication as soon as reasonably possible, but no later than two weeks after it is used. In addition, the medication shall be restocked before its expiration date. (Education Code 49414.3)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering naloxone hydrochloride or another opioid antagonist for emergency aid shall be provided to each volunteer and retained in the employees personnel file. (Education Code 49414.3).

A school may accept gifts, grants and donations from any source for the support of the school in carrying out the requirements of Education Code 49414.3, including but not limited to, the acceptance of the naloxone hydrochloride or another opioid antagonist from a manufacturer or wholesale (Education Code 49414.3).

The superintendent/Principal or designee shall maintain records regarding the acquisition and disposition of naloxone hydrochloride or another opioid antagonist for a period of three years from the date the records were created. (Business and Professions Code 4119.8)

DEFINITIONS:

Naloxone: An opioid receptor antagonist and antidote for opioid overdose produced in intramuscular, intranasal and intravenous forms. Naloxone is specifically used to counteract life threatening depression of the central nervous system and respiratory system. Narcan is the brand name for intranasal Naloxone.

Opioids: A class of drugs that interact with opioid receptors on nerve cells in the body and brain. Opioids include the entire family of opiates including natural, synthetic and semi-synthetic forms. Opioids include drugs such as heroin, synthetic opioids such as fentanyl, and pain relievers available legally by prescription such as oxycodone, hydrocodone and morphine.

Opioids Overdose: An acute condition including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death resulting from the consumption of or use of an opioid

or another substance with which an opioid was combined or that a lay person would reasonably believe to be an opioid-related drug overdose that requires medical assistance.

Medical Control Physician: A designated medical doctor who is licensed in California. Richmond Elementary School shall periodically consult with the Medical Control Physician to review overall training, equipment, procedures and changes to applicable laws related to this policy.

GENERAL PROCEDURES

Richmond Elementary School shall deploy Naloxone in the following primary location:

Nurse office in the red locked cart.

Richmond Elementary School shall appoint a Naloxone Coordinator to oversee the Naloxone Administration program. These coordinators responsibilities will include:

- ensuring that all the Naloxone kits are current and unexpired.
- ensure proper and efficient deployment of Naloxone throughout the facility
- ensure that authorized staff are appropriately trained in the use and storage of Naloxone- ensure that any use of Naloxone on an overdose victim is documented in a Usage Report- replace Naloxone kits that are damaged, unusable, expired, or used.

Only staff trained in the use of Naloxone are authorized to administer Naloxone at Richmond Elementary School.

PROCEDURES FOR USE OF NALOXONE:

SIGNS OF OPIOID HIGH

RELAXED MUSCLES

SPEECH IS SLURRED OR SLOW

NODDING OFF, APPEARING SLEEPY

STILL RESPONSIVE TO STIMULI

NORMAL HEART BEAT/PULSE RATE

NORMAL SKIN COLOR

SMALLER THAN USUAL PUPILS

SIGNS OF OPIOID OVERDOSE

PALE, CLAMMY SKIN

NOT BREATHING OR VERY SHALLOW

DEEP SNORING OR GURLING BREATHS

UNRESPONSIVE TO EXTERNAL STIMULI

SLOWED HEART RATE/PULSE

CYANOTIC SKIN COLOR/BLUE LIPS, ETC.,

PINPOINT PUPILS

Suspected or confirmed opioid overdose consists primarily of:

- Respiratory depression evidenced by slow respiration rate or no breathing
- Unresponsiveness to stimuli such as calling the victim's name, shaking them or performing a sternal rub.

Suspicion of opioid overdose can be based on:

- Presenting symptoms
- Reports from bystanders
- Staff prior knowledge of the victim
- Nearby medications, illicit drugs or drug paraphernalia

RESPOND TO THE OPIOID OVERDOSE

1. Immediately call for emergency help-911
2. Check the victim's breathing... If needed, deliver first aid per your level-CPR

REVERSE THE OPIOID OVERDOSE

1. Administer Naloxone per the manufacturer's instructions
2. Once victim resumes breathing normally, place them in the recovery position-lying on their side.
3. Stay with the victim until emergency medical help arrives to take over the care

Richmond Elementary School

Naloxone Usage Report

Details of Overdose

Employee Name _____ Report Date _____ am _____ pm

Date of overdose ____/____/____ Time of overdose ____ am ____ pm

Location where overdose occurred _____

Gender of overdose victim ____ Male ____ Female

Signs of overdose present Unresponsive ____ Slow pulse ____ No pulse ____

 Breathing slowly ____ Not breathing ____ Blue Lips ____

 Other _____

What substances were involved-present or suspected:

Heroin ____ Oxycodone ____ Hydrocodone ____ Codeine ____

Morphine ____ Fentanyl ____ Benzos/Barbiturates ____ Alcohol ____

Details of Naloxone Deployment

Type of Naloxone _____ Intramuscular ____ Intranasal ____ Intravenous ____

Lot number _____ Expiration date ____/____/____ Number of doses used _____

Did Naloxone work ____ Yes ____ No ____ Unknown

Victims response to Naloxone- ____ Alert Responsive ____ Responsive/sedated ____ No response ____

Did victim live ____ Yes ____ No ____ Unknown ____

Post Naloxone Withdrawal symptoms-check all that apply ____ None Irritable or angry ____

Nausea ____ Combative ____ Muscle Aches ____ Runny nose ____ Watery eyes ____

Vomiting ____ other _____

Other medical action taken ____ sternal rub ____ Rescue breathing ____ Compressions ____ AED ____

Oxygen used ____ Other ____

Disposition _____ Care transferred to EMS ____ Other

Notes _____

prepared by _____ Signature _____ Report

Naloxone Coordinator _____ Signature _____

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.

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.

School Training for Earthquake Emergency Procedures

As part of our commitment to the safety and security of our students and staff, earthquake emergency training is being implemented across all classrooms within our district.

Key Components of Earthquake Emergency Training:

1. Proactive Risk Assessment:

- **Richmond has conducted a thorough risk assessments to identify potential vulnerabilities and areas of concern related to seismic activities.**

2. Tailored Emergency Procedures:

- **Each classroom has developed and implemented tailored earthquake emergency procedures based on its unique layout, infrastructure, and potential risks.**

3. Mock Drills and Exercises:

- **A mock earthquake drill is conducted during “The Great California Shake Out” in the month of September each school year. This drill provides a practical experience for both staff and students in a controlled environment.**

4. Collaboration with Local Authorities:

- **Our schools actively collaborate with local emergency services to ensure alignment with community-wide emergency response plans and to benefit from their expertise.**

Ongoing Review and Improvement: Continuous improvement is a core aspect of our emergency preparedness efforts. We regularly review and update our emergency procedures based on feedback, lessons learned from drills, and any changes in the school environment.

Reporting Mechanism: In the event of an earthquake or any other emergency, there is a well-established reporting mechanism in place to ensure timely communication and coordination between schools, district personnel, and local authorities.

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).
- If student is symptomatic (short of breath, raspy voice), call 911 and parents.

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) and notify parent(s)/guardian(s).

4. HEAD INJURY

- Keep the student quiet.
- NEVER POSITION THE STUDENT SO THAT THE HEAD IS LOWER THAN THE REST OF THE BODY.
- Stay with student – do not move until assessed by health care.
- Contact administration by dialing (Extension 1311) and health technician (Extension 1318).
- Administration will notify the parent(s)/guardian(s), and emergency services, if necessary.
- 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.)
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6. NOSE BLEEDS

- Have student sit with head erect.
- Wear non-latex gloves.
- Have student blow nose to expel any clots.
- 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)
- Notify parent(s)/guardian(s)

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. Wear non-latex gloves.
3. Place sterile gauze directly over the wound. (If sterile material is not available, use cleanest cloth or material available).
4. 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.
5. Never remove initial dressing. If additional dressings are needed, place over old dressing and continue direct pressure.
6. Contact parent(s)/guardian(s), and 911, if necessary.

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.
4. Contact parent(s)/guardian(s), and 911, if necessary.

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.
5. Contact parent(s)/guardian(s), and 911, if necessary.

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.
4. Contact parent(s)/guardian(s), and 911, 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.
6. Contact parent(s)/guardian(s), and 911, if necessary.

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.
5. Contact parent(s)/guardian(s).

NOSE BLEEDS

1. Have student sit with head erect, leaning forward, if possible.
2. Wear non-latex gloves.
3. Have student blow nose to expel any clots.
4. Apply firm but gentle pressure over the bleeding nostril(s) with gauze pad.
5. May apply cold compress.
6. If bleeding continues for more than five minutes, contact health technician (if available).
7. 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 calm and stay with student, use reassuring voice and words, and protect their privacy.
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-1318). If the health technician is unavailable, contact administration (Extension 1311).

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

Policy 5144.1: Suspension And Expulsion/ Due Process

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

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

Except when otherwise permitted by law, a student may be suspended or expelled only when the behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

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

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

Appropriate Use of Suspension Authority

Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when the student's presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

No student in grades K-8 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

On-Campus Suspension

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent/Principal or designee shall establish a supervised suspension classroom program which meets the requirements of law.

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

Authority to Expel

A student may be expelled only by the Board. (Education Code 48918(j))

As required by law, the Superintendent/Principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the Superintendent/Principal or designee's concurrence
2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation, the Superintendent/Principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

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

A vote to expel a student shall be taken in an open session of a Board meeting.

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

No child enrolled in a preschool program shall be expelled except under limited circumstances as specified in AR 5148.3 - Preschool/Early Childhood Education.

Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The Superintendent/Principal or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

Maintenance and Monitoring of Outcome Data

The Superintendent/Principal or designee shall maintain outcome data related to student suspensions and expulsions in accordance with Education Code 48900.8 and 48916.1, including, but not limited to, the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period. For any expulsion that involves the possession of a firearm, such data shall include the name of the school and the type of firearm involved, as required pursuant to 20 USC 7961. Suspension and expulsion data shall be reported to the Board annually and to the California Department of Education when so required.

In presenting the report to the Board, the Superintendent/Principal or designee shall disaggregate data on suspensions and expulsions by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. Based on the data, the Board shall address any identified disparities in the imposition of student discipline and shall determine whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

Regulation 5144.1: Suspension And Expulsion/ Due Process

Definitions

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

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level
2. Referral to a certificated employee designated by the principal to advise students

3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910, so long as removal from a particular class does not occur more than once every five school days.

Expulsion means removal of a student from the immediate supervision and control or the general supervision of school personnel. (Education Code 48925)

Notice of Regulations

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

Grounds for Suspension and Expulsion: Grades K-12

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows and in the sections "Additional Grounds for Suspension and Expulsion: Grades 4-12" below:

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Superintendent/Principal or designee's concurrence (Education Code 48900(b))
3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11059, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11059, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the same as a controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))
5. Committed or attempted to commit robbery or extortion (Education Code 48900(e))
6. Caused or attempted to cause damage to school property or private property (Education Code 48900(f))
7. Stole or attempted to steal school property or private property (Education Code 48900(g))
8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except

that this restriction shall not prohibit a student from using or possessing prescription products (Education Code 48900(h))

9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))
10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))
11. Knowingly received stolen school property or private property (Education Code 48900(l))
12. Possessed an imitation firearm (Education Code 48900(m))

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

13. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 287, 288, 289, or former 288a, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))
14. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))
15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))
16. Engaged in, or attempted to engage in, hazing (Education Code 48900(q))

Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events. (Education Code 48900(q))

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

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student(s) in fear of harm to self or property; cause the student to experience a substantially detrimental effect on physical or mental health; or cause the student to experience substantial interferences with academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

Bullying includes any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 and below in the section "Additional Grounds for Suspension and Expulsion: Grades 4-12," that has any of the effects described above on a reasonable student.

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

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

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

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

Burn page means an internet web site created for the purpose of causing a reasonable student any of the effects of bullying described above. (Education Code 48900(r))

Credible impersonation means to knowingly and without consent impersonate a student for the purpose of bullying the student and such that the student would reasonably believe, or has reasonably believed, that the student was or is the student who was impersonated. (Education Code 48900(r))

False profile means a profile of a fictitious student or profile using the likeness or attributes of an actual student other than the student who created the false profile. (Education Code 48900(r))

An electronic act is not considered pervasive conduct solely on the basis that it has been transmitted to the internet or is currently posted on the internet. (Education Code 48900(r))

18. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31 (Education Code 48900(t))
19. Made terrorist threats against school officials and/or school property (Education Code 48900.7)

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

Additional Grounds for Suspension and Expulsion: Grades 4-12

A student in grades 4-12 shall be subject to suspension or recommendation for expulsion when it is determined that the student:

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

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

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

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

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

Suspension by Superintendent/Principal or Designee

To implement disciplinary procedures at a school site, the Superintendent/Principal may, in writing, designate as the Superintendent/Principal/designee another administrator or, if the Superintendent/Principal is the only administrator at the school site, a certificated employee. As necessary, the Superintendent/Principal may, in writing, also designate another administrator or certificated employee as the secondary designee to assist with disciplinary procedures when the Superintendent/Principal and the Superintendent/Principal's primary designee are absent from the school site.

The Superintendent/Principal or designee shall immediately suspend any student found at school or at a school activity away from school to have committed any of the acts listed in the Board policy under "Authority to Expel" for which a recommendation of expulsion is required. (Education Code 48915(c))

The Superintendent/Principal, or designee may impose a suspension for a first offense if it is determined that the student violated any of Items #1-5 listed under "Grounds for Suspension and Expulsion: Grades K-12" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

For all other offenses, a student may be suspended only when the Superintendent/Principal has determined that other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

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

Length of Suspension

The Superintendent/Principal designee may suspend a student from school for not more than five consecutive school days. (Education Code 48911)

A student may be suspended from school for not more than 20 school days in any school year. However, if a student enrolls in or is transferred to another regular school, an opportunity school or class, or continuation school or class for the purpose of adjustment, the student may be suspended for not more than 30 school days in a school year. The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903, 48911, 48912)

These restrictions on the number of days of suspension shall not apply when the suspension is extended pending an expulsion. (Education Code 48911)

Due Process Procedures for Suspension

Suspensions shall be imposed in accordance with the following procedures:

1. **Informal Conference:** Suspension shall be preceded by an informal conference conducted by the Superintendent/Principal or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, including the other means of correction that were attempted before the suspension as required pursuant to Education Code 48900.5, and the evidence against the student, and shall be given the opportunity to present the student's version and evidence in the student's defense. (Education Code 48911)

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

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

48911)

3. Notice to Parents/Guardians: At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian, or if the student is a foster youth, the foster youth's educational rights holder, attorney, and county social worker, or if the student is an Indian child, the Indian child's tribal social worker, and, if applicable, the county social worker, in person, by email, or by telephone. Whenever a student is suspended, the parent/guardian, or, if applicable, the foster youth's educational rights holder, attorney, and county social worker, or the Indian child's tribal social worker and, if applicable, the county social worker, shall also be notified in writing of the suspension. (Education Code 48911)

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

4. In addition, the notice may state the date and time when the student may return to school.
5. Parent/Guardian Conference: Whenever a student is suspended, school officials may conduct a meeting with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved, and any other pertinent matter. (Education Code 48914)

If school officials request to meet with the parent/guardian, a foster youth's educational rights holder, attorney, and county social worker, or an Indian child's tribal social worker, and, if applicable, the county social worker, the notice may state that the law requires such individuals to respond to the request without delay. However, the student shall not be penalized for the failure of the parent/guardian, a foster youth's educational rights holder, attorney, and county social worker, or an Indian child's tribal social worker, and, if applicable, the county social worker, to attend such a conference. The student may not be denied reinstatement solely because such individuals failed to attend the conference. (Education Code 48911)

6. Extension of Suspension: If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent/Principal or designee may, in writing, extend the suspension until such time as the Board has made a decision, provided the following requirements are followed: (Education Code 48911)
 - a. The extension of the original period of suspension is preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension.
 - b. The Superintendent/Principal or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process.
 - c. If the student involved is a foster youth or Indian child, the Superintendent/Principal or designee shall notify the district's educational liaison of the need to invite the foster youth's educational rights holder, attorney and county social worker, or the Indian child's tribal social worker or, if applicable, the county social worker, to attend the meeting. (Education Code 48853.5, 48911, 48918.1)

- d. If the student involved is a homeless child or youth, the Superintendent/Principal or designee shall notify the district liaison for homeless students. (Education Code 48918.1)

On-Campus Suspension

A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff may be assigned to on-campus suspension in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

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

At the time a student is assigned to an on-campus suspension classroom, the Superintendent/Principal or designee shall notify the student's parent/guardian, or if the student is a foster youth, the foster youth's educational rights holder, attorney, and county social worker, or, if the student is an Indian child, the Indian child's tribal social worker and, if applicable, county social worker, in person, by email, or by telephone. When the assignment is for longer than one class period, this notification shall be made in writing. (Education Code 48911.1)

Superintendent/Principal's Authority to Recommend Expulsion

Unless the Superintendent/Principal determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, the Superintendent/Principal shall recommend a student's expulsion for any of the following acts: (Education Code 48915)

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance as listed in Health and Safety Code 11053-11059, except for:
 - a. The first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis

- b. The student's possession of over-the-counter medication for use by the student for medical purposes
 - c. Medication prescribed for the student by a physician
- 4. Robbery or extortion
 - 5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

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

Student's Right to Expulsion Hearing

Any student recommended for expulsion shall be entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed the act(s) that form the basis for the expulsion recommendation. (Education Code 48918(a))

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

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

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

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

Rights of Complaining Witness

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

Whenever the Superintendent/Principal or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, the Superintendent/Principal or designee shall give the

complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of the right to: (Education Code 48918.5)

1. Receive five days' notice of the scheduled testimony at the hearing
2. Have up to two adult support persons present at the hearing at the time the witness testifies
3. Have a closed hearing during the time the witness testifies

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

Written Notice of the Expulsion Hearing

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

1. The date and place of the hearing
2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based
3. A copy of district disciplinary rules which relate to the alleged violation
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment

This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).

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

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

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

6. The right to inspect and obtain copies of all documents to be used at the hearing
7. The opportunity to confront and question all witnesses who testify at the hearing

8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses

Additional Notice of Expulsion Hearing for Foster Youth, Homeless Students, and Indian Children

If the student facing expulsion is a foster student or Indian child, the Superintendent/Principal or designee shall also send notice of the hearing to the foster youth's educational rights holder, attorney, and county social worker, or the Indian child's tribal social worker and, if applicable, county social worker, at least 10 calendar days prior to the hearing. (Education Code 48918.1)

If the student facing expulsion is a homeless student, the Superintendent/Principal or designee shall also send notice of the hearing to the district liaison for homeless students at least 10 calendar days prior to the hearing. (Education Code 48918.1)

Any notice for these purposes may be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)

Conduct of Expulsion Hearing

1. Closed Session: Notwithstanding Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public to the extent that privacy rights of other students are not violated. (Education Code 48918)
2. Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code 48918(c))

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

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

in accordance with Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20. (Education Code 48918(i))

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

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in Item #6 below. (Education Code 48918(i))

5. Presentation of Evidence: Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion: Grades K-12," "Additional Grounds for Suspension and Expulsion: Grades 4-12," and "Additional Grounds for Suspension and Expulsion: Grades 9-12" above. (Education Code 48918(h))
6. Findings of fact shall be based solely on the evidence at the hearing. Although no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

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

7. Testimony by Complaining Witnesses: The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)
 - a. Any complaining witness shall be given five days' notice before being called to testify.
 - b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during the testimony.
 - c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
 - d. The person presiding over the hearing may remove a support person who is disrupting the hearing.
 - e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.
 - f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances

require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.

- g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.
- i. The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.
- ii. At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which the complaining witness may leave the hearing room.
- iii. The person conducting the hearing may:
 - A. Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness
 - B. Limit the time for taking the testimony of a complaining witness to normal school hours, if there is no good cause to take the testimony during other hours
 - C. Permit one of the support persons to accompany the complaining witness to the witness stand
- 8. Decision: The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from school, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

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

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue a decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918(a) and (d))

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated and permitted to return to

the classroom instructional program from which the referral was made, unless another placement is requested in writing by the student's parent/guardian. Before the student's placement decision is made by the student's parent/guardian, the Superintendent/Principal or designee shall consult with the parent/guardian and district staff, including the student's teachers, regarding other placement options for the student in addition to the option to return to the classroom instructional program from which the student's expulsion referral was made. The decision to not recommend expulsion shall be final. (Education Code 48918(e))

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

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion. If the hearing officer or administrative panel recommends that the Board expel a student but suspend the enforcement of the expulsion, the student shall not be reinstated and permitted to return to the classroom instructional program from which the referral was made until the Board has ruled on the recommendation. (Education Code 48917, 48918)

Final Action by the Board

Whether the expulsion hearing is conducted in closed or open session by the Board, a hearing officer, or an administrative panel or is waived through the signing of a stipulated expulsion agreement, the final action to expel shall be taken by the Board in public. (Education Code 48918(j))

The Board's decision is final. If the decision is to not expel, the student shall be reinstated immediately. If the decision is to suspend the enforcement of the expulsion, the student shall be reinstated under the conditions of the suspended expulsion.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for any "mandatory recommendation and mandatory expulsion" act listed in the section "Authority to Expel" in the accompanying Board policy, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

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

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

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

Written Notice to Expel

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

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion: Grades K-12," "Additional Grounds for Suspension and Expulsion: Grades 4-12," or "Additional Grounds for Suspension and Expulsion: Grades 9-12" (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

Decision to Suspend Expulsion Order

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

1. The student's pattern of behavior
2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and willingness to follow a rehabilitation program

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

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)

2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)
3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12," "Additional Grounds for Suspension and Expulsion: Grades 4-12," above or violates any of the district's rules and regulations governing student conduct. (Education Code 48917)
4. When the suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code 48917)
5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)
6. The Superintendent/Principal or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(j))
7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code 48917)

Appeal

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

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

Notification to Law Enforcement Authorities

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

The Superintendent/Principal or designee shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance, or of any student acts involving the possession, sale, or furnishing of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or Penal Code 626.9 and 626.10. (Education Code

48902)

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

Placement During Expulsion

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

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

When the placement described above is not available and when the County Superintendent so certifies, students expelled for only acts described in Items #6-12 under "Grounds for Suspension and Expulsion: Grades K-12" and Items #1-3 under "Additional Grounds for Suspension and Expulsion: Grades 4-12" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school or at an elementary school. (Education Code 48915)

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

Readmission After Expulsion

Prior to the date set by the Board for the student's readmission:

1. The Superintendent/Principal or designee shall hold a conference with the student's parent/guardian, or other person holding the right to make educational decisions for the student, and the student. At the conference, the student's rehabilitation plan shall be reviewed and the Superintendent/Principal or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and the student's parent/guardian or other person holding the right to make educational decisions for the student shall be asked to indicate in writing their willingness to comply with these regulations.
2. The Superintendent or designee shall transmit to the Board a recommendation regarding readmission. The Board shall consider this recommendation in closed session. If a written request for open session is received from the student's parent/guardian or other person holding the right to make educational decisions for the student, or adult student, it shall be honored to the extent that privacy rights of other students are not violated.
3. If the readmission is granted, the Superintendent/Principal or designee shall notify the student and the student's parent/guardian, or other person holding the right to make educational decisions for the student, by

registered mail, of the Board's decision regarding readmission.

4. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)
5. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school.
6. The Board shall provide written notice to the expelled student and the student's parent/guardian, or other person holding the right to make educational decisions for the student, describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district.

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

Maintenance of Records

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

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

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

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

Policy 4119.11, 4219.11, 4319.11: Sexual Harassment

The following policy shall apply to all district employees, interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

The Board of Trustees is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy.

Sexual harassment includes, but is not limited to, harassment that is based on the sex, gender, gender identity, gender expression, or sexual orientation of the victim and harassment based on pregnancy, childbirth, or related medical conditions.

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 employees and others to whom the policy may apply
3. Ensuring prompt, thorough, fair, and equitable 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

The Superintendent/Principal or designee shall periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to the harassment policy, complaint procedures, or training.

Sexual Harassment Reports and Complaints

District employees who feel that they have been sexually harassed in the performance of their district responsibilities or who have knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to their direct supervisor, a district administrator, or the district's Title IX Coordinator. Employees may bypass their supervisor in filing a complaint if the supervisor is the subject of the complaint. A supervisor or administrator who receives a harassment complaint shall promptly notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures or AR 4030 - Nondiscrimination

in Employment, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 4119.12/4219.12/4319.12 concurrently meets the requirements of AR 4030.

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

Upon investigation of a sexual harassment complaint, any district employee found to have engaged or participated in sexual harassment or to have aided, abetted, incited, compelled, or coerced another to commit sexual harassment in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

G. School Dress Code Prohibiting Gang Attire

Dress Code (located in our handbook)

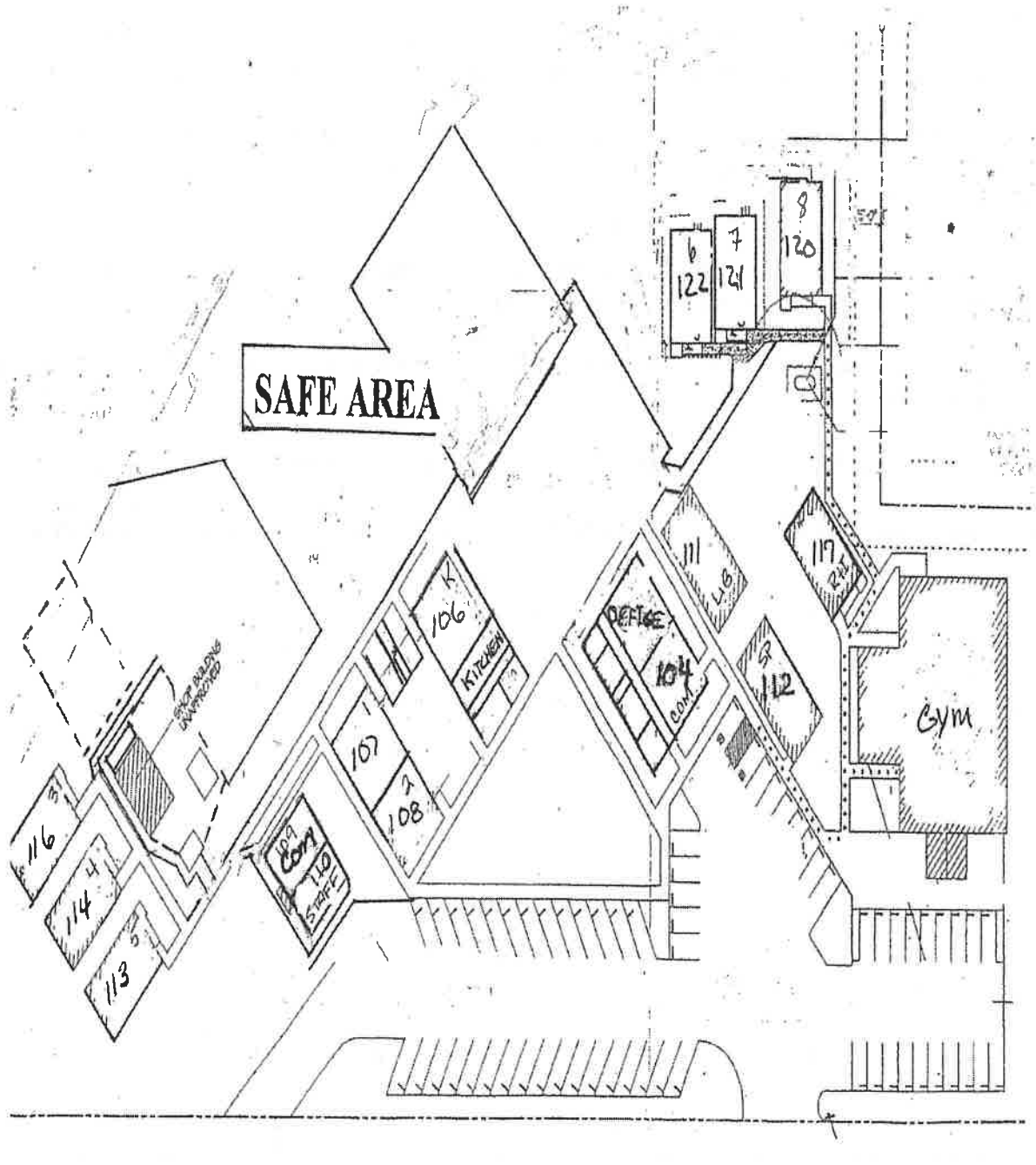
Students should be dressed and groomed in good taste. Clothing should be neat, clean and appropriate. Any clothing that interferes with classroom learning or safety, such as chains, is not appropriate.

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.

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, vape, and alcohol free. (CA Health & Safety Code Section 104559(a))
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.
- Students get their lunch and go straight to the library for detention.
- Work is expected and is graded.
- Miss one, serve two.
- 3rd -8th Grade-3 detentions = 1 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 will lead to lunch time detention, a parent conference (which will include the principal, teacher, parent, and student) and 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 Refocus Corner.

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 3rd – 8th

1 st Demerit*	Parent Contact Lunch Detention 10 calendar days of Ineligibility, excluding school holidays
2 nd Demerit*	Parent Contact Parent Conference 10 calendar days of Ineligibility, excluding school holidays
3 rd Demerit*	Parent Contact Refocus Corner 10 calendar days of Ineligibility, excluding school holidays

*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 office 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

Policy 5145.9: Hate-Motivated Behavior

The Board of Trustees is committed to providing a respectful, inclusive, and safe learning environment that protects students from discrimination, harassment, intimidation, bullying, or any other type of behavior that is motivated by hate.

Hate-motivated behavior is any behavior intended to cause emotional suffering, physical injury, or property damage through intimidation, harassment, bigoted slurs or epithets, force or threat of force, or vandalism motivated in part or in whole by bias or hostility toward the victim's real or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55.

The Superintendent/Principal or designee shall design strategies to promote harmonious relationships among students, prevent incidents of hate-motivated behavior to the extent possible, and address such incidents in a timely manner when they occur.

The Superintendent/Principal or designee shall collaborate with regional programs and community organizations to promote an environment where diversity is celebrated and hate-motivated behavior is not tolerated. Such collaborative efforts shall focus on the development of effective prevention strategies and response plans, provision of assistance to students affected by hate-motivated behavior, and/or education of students who have perpetrated hate-motivated acts.

The district shall provide students with age-appropriate instruction that:

1. Includes the development of social-emotional learning
2. Promotes an understanding, awareness, appreciation, and respect for human rights, human relations, diversity, and acceptance in a multicultural society
3. Explains the harm and dangers of explicit and implicit biases
4. Discourages discriminatory attitudes and practices
5. Provides strategies to manage conflicts constructively

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.

When appropriate, students who engage in hate-motivated behavior shall be disciplined.

The Superintendent/Principal or designee shall provide staff with training that:

1. Promotes an understanding of diversity, equity, and inclusion
2. Discourages the development of discriminatory attitudes and practices
3. Includes social-emotional learning and nondiscriminatory instructional and counseling methods
4. Supports the prevention, recognition, and response to hate-motivated behavior
5. Raises the awareness and sensitivity of staff to potentially prejudicial and discriminatory behavior
6. Includes effective enforcement of rules for appropriate student conduct

Employees who engage in hate-motivated behavior shall be subject to disciplinary action, up to and including dismissal.

Rules prohibiting hate-motivated behavior and procedures for reporting a hate-motivated incident shall be provided to students, staff, and parents/guardians.

This policy shall be posted in a prominent location on the district's web site in a manner that is readily and easily accessible to parents/guardians and students. (Education Code 234.6)

Complaints

Any staff member who is notified that hate-motivated behavior has occurred, observes such behavior, or otherwise becomes aware of an incident shall immediately contact the compliance officer responsible for coordinating the district's response to complaints and complying with state and federal civil rights laws. As appropriate, the staff member shall also contact law enforcement.

A student or parent/guardian who believes the student is a victim of hate-motivated behavior is encouraged to report the incident to a teacher, the Superintendent/Principal, the district's compliance officer, or other staff member.

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

K. Bullying Prevention Policies & Procedures

Policy 5131.2: Bullying

The Board of Trustees recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

The Superintendent/Principal or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent/Principal or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.

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

If the Superintendent/Principal or designee believes it is in the best interest of a student who has been the victim of an act of bullying, as defined in Education Code 48900, the Superintendent/Principal or designee shall advise the student's parents/guardians that the student may transfer to another school. If the parents/guardians of a student who has been the victim of an act of bullying requests a transfer for the student pursuant to Education Code 46600, the Superintendent/Principal or designee shall allow the transfer in accordance with law and district policy on intradistrict or interdistrict transfer, as applicable.

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

Regulation 5131.2: Bullying

Examples of Prohibited Conduct

Bullying is an aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and may involve a single severe act or repetition or potential repetition of a deliberate act. Bullying includes, but is not limited to, any act described in Education Code 48900(r).

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or

other harmful texts, sounds, or images. Cyberbullying also includes breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

Examples of the types of conduct that may constitute bullying and are prohibited by the district include, but are not limited to:

1. **Physical bullying:** An act that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures
2. **Verbal bullying:** An act that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm
3. **Social/relational bullying:** An act that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public
4. **Cyberbullying:** An act such as sending demeaning or hateful text messages or emails, spreading rumors by email or by posting on social networking sites, or posting or sharing embarrassing photos, videos, web site, or fake profiles

Measures to Prevent Bullying

The Superintendent/Principal or designee shall implement measures to prevent bullying in district schools, including, but not limited to, the following:

1. Ensuring that each school establishes clear rules for student conduct and implements strategies to promote a positive, collaborative school climate
2. Providing information to students, through student handbooks, district and school web sites and social media, and other age-appropriate means, about district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying
3. Encouraging students to notify school staff when they are being bullied or when they suspect that another student is being bullied, and providing means by which students may report threats or incidents confidentially and anonymously
4. Conducting an assessment of bullying incidents at each school and, if necessary, increasing supervision and security in areas where bullying most often occurs, such as playgrounds, hallways, restrooms, and cafeterias
5. Annually notifying district employees that, pursuant to Education Code 234.1, any school staff who witnesses an act of bullying against a student has a responsibility to immediately intervene to stop the incident when it is safe to do so

Staff Development

The Superintendent/Principal or designee shall annually make available to all certificated staff and to other employees who have regular interaction with students the California Department of Education (CDE) online training module on the dynamics of bullying and cyberbullying, including the identification of bullying and cyberbullying and the implementation of strategies to address bullying. (Education Code 32283.5)

The Superintendent/Principal or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences
2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify the signs of bullying or harassing behavior
4. Take immediate corrective action when bullying is observed
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

Information and Resources

The Superintendent/Principal or designee shall post on the district's web site, in a prominent location and in a manner that is easily accessible to students and parents/guardians, information on bullying and harassment prevention which includes the following: (Education Code 234.6)

1. The district's policy on student suicide prevention, including a reference to the policy's age appropriateness for students in grades K-6
2. The definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8
3. Title IX information included on the district's web site pursuant to Education Code 221.61, and a link to the Title IX information included on CDE's web site pursuant to Education Code 221.6
4. District policies on student sexual harassment, prevention and response to hate violence, discrimination, harassment, intimidation, bullying, and cyberbullying
5. A section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media
6. A link to statewide resources, including community-based organizations, compiled by CDE pursuant to Education Code 234.5.

7. Any additional information the Superintendent/Principal or designee deems important for preventing bullying and harassment

Student Instruction

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

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

Students should be taught the difference between appropriate and inappropriate behaviors, how to advocate for themselves, how to help another student who is being bullied, and when to seek assistance from a trusted adult. As role models for students, staff shall be expected to demonstrate effective problem-solving and anger management skills.

To discourage cyberbullying, teachers may advise students to be cautious about sharing passwords, personal data, or private photos online and to consider the consequences of making negative comments about others online.

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the Superintendent/Principal, a compliance officer, or any other available school employee.

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

Within one business day of receiving such a report, a staff member shall notify the Superintendent/Principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report such observation to the Superintendent/Principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the Superintendent/Principal shall notify the district compliance officer identified in AR 1312.3.

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. When a student uses a social networking site or service to bully or harass another student, the

Superintendent/Principal or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

Discipline/Corrective Actions

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

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent/Principal or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

Support Services

The Superintendent/Principal or designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

If any student involved in bullying exhibits warning signs of suicidal thought or intention or of intent to harm another person, the Superintendent/Principal or designee shall, as appropriate, implement district intervention protocols which may include, but are not limited to, referral to district or community mental health services, other health professionals, and/or law enforcement.

L. Nondiscrimination, Harassment, Intimidation Policies

Policy 5145.3: Nondiscrimination/ Harassment

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

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

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, 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.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

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. In addition, the Superintendent/Principal or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's web site in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation.

The Superintendent/Principal or designee shall provide training and/or 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 district's educational program. The Superintendent/Principal or designee shall report the findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

Record-Keeping

The Superintendent/Principal or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

Regulation 5145.3: Nondiscrimination/ Harassment

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

Superintendent/Principal
Richmond Elementary School District
700-585 Richmond Road East
Susanville, CA 96130
(530) 257-2338
bboyer@richmondelementary.com

Measures to Prevent Discrimination

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and

bullying, of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent/Principal or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public by posting them in prominent locations and providing easy access to them through district-supported communications
2. Post the district's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)
3. Post the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)
4. Post in a prominent location on the district web site in a manner that is easily accessible to parents/guardians and students information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the following: (Education Code 221.6, 221.61, 234.6)
 - a. The name and contact information of the district's Title IX Coordinator, including the phone number and email address
 - b. The rights of students and the public and the responsibilities of the district under Title IX, including a list of rights as specified in Education Code 221.8 and web links to information about those rights and responsibilities located on the web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR)
 - c. A description of how to file a complaint of noncompliance under Title IX, which shall include:
 - i. An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of limitations
 - ii. An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on the OCR's web site
 - iii. A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office
 - d. A link to the Title IX information included on the California Department of Education's (CDE) web site
5. Post a link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or

bullying and to their families. Such resources shall be posted in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. (Education Code 234.5, 234.6)

6. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior.
7. Annually notify all students and parents/guardians of the district's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students. The notice shall inform students and parents/guardians that they may request to meet with the compliance officer to determine how best to accommodate or resolve concerns that may arise from the district's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the district will address any individual student's interests and concerns in private.
8. Ensure that students and parents/guardians, including those with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

9. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and/or information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include details of guidelines the district may use to provide a discrimination-free environment for all district students.
10. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)
11. At the beginning of each school year, inform each Superintendent/Principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students from threatened or potentially discriminatory behavior and ensure their privacy rights.

Enforcement of District Policy

The Superintendent/Principal or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti

2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination, how to report it or file a complaint, and how to respond
3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination
4. Consistent with laws regarding the confidentiality of student and personnel records, communicating to students, parents/guardians, and the community the school's response plan to unlawful discrimination or harassment
5. Taking appropriate disciplinary action against students, employees, and anyone determined to have engaged in wrongdoing in violation of district policy, including any student who is found to have filed a complaint of discrimination that the student knew was not true

Process for Initiating and Responding to Complaints

Students who feel that they have been subjected to unlawful discrimination described above or in district policy are strongly encouraged to immediately contact the compliance officer, Superintendent/Principal, or any other staff member. In addition, students who observe any such incident are strongly encouraged to report the incident to the compliance officer or Superintendent/Principal, whether or not the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer or Superintendent/Principal within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When a report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the Superintendent/Principal or compliance officer, the Superintendent/Principal or compliance officer shall notify the student or parent/guardian of the right to file a formal complaint in accordance with AR 1312.3 - Uniform Complaint Procedures or, for complaints of sexual harassment that meet the federal Title IX definition, AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. Once notified verbally or in writing, the compliance officer shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the Superintendent/Principal, compliance officer, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Board, who shall determine how the complaint will be investigated.

Issues Unique to Intersex, Nonbinary, Transgender and Gender-Nonconforming Students

Gender identity of a student means the student's gender-related identity, appearance, or behavior as determined from the student's internal sense, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

Gender transition refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.

Intersex student means a student with natural bodily variations in anatomy, hormones, chromosomes, and other traits that differ from expectations generally associated with female and male bodies.

Nonbinary student means a student whose gender identity falls outside of the traditional conception of strictly either female or male, regardless of whether or not the student identifies as transgender, was born with intersex traits, uses gender-neutral pronouns, or uses agender, genderqueer, pangender, gender nonconforming, gender variant, or such other more specific term to describe their gender.

Transgender student means a student whose gender identity is different from the gender assigned at birth.

The district prohibits acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, or that have the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment, regardless of whether the acts are sexual in nature. Examples of the types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with the student's gender identity
2. Disciplining or disparaging a student or excluding the student from participating in activities, for behavior or appearance that is consistent with the student's gender identity or that does not conform to stereotypical notions of masculinity or femininity, as applicable
3. Blocking a student's entry to the restroom that corresponds to the student's gender identity
4. Taunting a student because the student participates in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's gender identity to individuals who do not have a legitimate need for the information, without the student's consent

6. Using gender-specific slurs
7. Physically assaulting a student motivated by hostility toward the student because of the student's gender, gender identity, or gender expression

The district's uniform complaint procedures (AR 1312.3) or Title IX sexual harassment procedures (AR 5145.71), as applicable, shall be used to report and resolve complaints alleging discrimination against intersex, nonbinary, transgender, and gender-nonconforming students.

Examples of bases for complaints include, but are not limited to, the above list, as well as improper rejection by the district of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's gender identity, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that intersex, nonbinary, transgender, and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:

1. Right to privacy: A student's intersex, nonbinary, transgender, or gender-nonconforming status is the student's private information. The district shall develop strategies to prevent unauthorized disclosure of students' private information. Such strategies may include, but are not limited to, collecting or maintaining information about student gender only when relevant to the educational program or activity, protecting or revealing a student's gender identity as necessary to protect the health or safety of the student, and keeping a student's unofficial record separate from the official record.

The district shall only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In any case, the district shall only allow disclosure of a student's personally identifiable information to employees with a legitimate educational interest as determined by the district pursuant to 34 CFR 99.31. Any district employee to whom a student's intersex, nonbinary, transgender, or gender-nonconforming status is disclosed shall keep the student's information confidential. When disclosure of a student's gender identity is made to a district employee by a student, the employee shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless the employee is required to disclose or report the student's information pursuant to this administrative regulation, and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to the student's status as an intersex, nonbinary, transgender, or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

As appropriate given the student's need for support, the compliance officer may discuss with the student any need to disclose the student's intersex, nonbinary, transgender, or gender-nonconformity status or gender identity or gender expression to the student's parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The district shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.

2. **Determining a Student's Gender Identity:** The compliance officer shall accept the student's assertion of gender identity and begin to treat the student consistent with that gender identity unless district personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose.
3. **Addressing a Student's Transition Needs:** The compliance officer shall arrange a meeting with the student and, if appropriate, the student's parents/guardians to identify and develop strategies for ensuring that the student's access to educational programs and activities is maintained. The meeting shall discuss the intersex, nonbinary, transgender, or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to the student's status as an intersex, nonbinary, transgender, or gender-nonconforming individual, so that prompt action can be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the arrangements for the student are meeting the student's educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.
4. **Accessibility to Sex-Segregated Facilities, Programs, and Activities:** When the district maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity. To address any student's privacy concerns in using sex-segregated facilities, the district shall offer available options such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because the student is intersex, nonbinary, transgender, or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with the student's gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with the student's gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.
5. **Student Records:** Upon each student's enrollment, the district is required to maintain a mandatory permanent student record (official record) that includes the student's gender and legal name.

A student's legal name as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed with proper documentation. A student's gender as entered on the student's official record required pursuant to 5 CCR 432 shall only be changed with written authorization of a parent/guardian having legal custody of the student. (Education Code 49061)

However, when proper documentation or authorization, as applicable, is not submitted with a request to change a student's legal name or gender, any change to the student's record shall be limited to the student's unofficial records such as attendance sheets, report cards, and school identification.

6. Names and Pronouns: If a student so chooses, district personnel shall be required to address the student by a name and the pronoun(s) consistent with the student's gender identity, without the necessity of a court order or a change to the student's official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns will, in general, not constitute a violation of this administrative regulation or the accompanying district policy.
7. Uniforms/Dress Code: A student has the right to dress in a manner consistent with the student's gender identity, subject to any dress code adopted on a school site.

M. School Security Policies/Procedures

Visitors on Campus

Students are not permitted to bring outsiders on campus. All outsiders 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

Regulation 3517: Facilities Inspection

The Superintendent/Principal or designee shall inspect school facilities to ensure that they are maintained in good repair. At a minimum, the Superintendent/Principal or designee shall assess those facility conditions specified on the facilities inspection tool developed by the Office of Public School Construction, including, but not limited to, the following: (Education Code 17002, 35292.5)

1. Gas Leaks: Gas systems and pipes appear and smell safe, functional, and free of leaks.
2. Mechanical Systems: Heating, ventilation, and air conditioning systems, as applicable, are functional and unobstructed; appear to supply an adequate amount of air to all classrooms, work spaces, and facilities; and maintain interior temperatures within normally acceptable ranges.
3. Windows and Doors: Windows and doors are intact, functional, and open, close, and lock as designed, unless there is a valid reason they should not function as designed.
4. Fences and Gates: Fences and gates are intact, functional, and free of holes and other conditions that could present a safety hazard to students, staff, or others. Locks and other security hardware function as designed.
5. Interior Surfaces (walls, floors, ceilings): Interior surfaces are free of safety hazards from tears, holes, missing floor and ceiling tiles, torn carpet, water damage, or other cause. Ceiling tiles are intact. Surfaces display no evidence of mold or mildew.
6. Hazardous Materials: Hazardous and flammable materials are stored properly. No evidence of peeling, chipping, or cracking paint is apparent. No indicators of mold, mildew, or asbestos exposure are evident. There does not appear to be evidence of hazardous materials that may pose a threat to the health and safety of students or staff.
7. Structures: Posts, beams, supports for portable classrooms and ramps, and other structures appear intact, secure, and functional as designed. Ceilings and floors are not sloping or sagging beyond their intended design. There is no visible evidence of severe cracks, dry rot, mold, or damage that undermines structural components.
8. Fire Safety and Emergency Equipment: Fire sprinklers, fire extinguishers, emergency alarm systems, and all emergency equipment and systems appear to be functioning properly. Fire alarm pull stations are clearly visible. Fire extinguishers are current and placed in all required areas, including every classroom and assembly area. Emergency exits are clearly marked and unobstructed.
9. Electrical Systems: Electrical systems, components, and equipment, including switches, junction boxes, panels, wiring, outlets, and light fixtures, are securely enclosed, properly covered and guarded from student access, and appear to be working properly.

10. Lighting: Interior and exterior lighting appears to be adequate and working properly. Lights do not flicker, dim, or malfunction, and there is no unusual hum or noise from light fixtures.
11. Pest/Vermin Infestation: No visible or odorous indicators of pest or vermin infestation are evident.
12. Drinking Fountains: Interior and exterior drinking fountains are functional, accessible, and free of leaks. Drinking water pressure is adequate. Fountain water is clear and without unusual taste or odor, and moss, mold, or excessive staining is not evident.
13. Restrooms: Restrooms are fully operational, maintained and cleaned regularly, and stocked at all times with supplies (including toilet paper, soap, and paper towels or functional hand dryers) in accordance with Education Code 35292.5. The school keeps all restrooms open during school hours when students are not in classes and keeps a sufficient number of restrooms open during school hours when students are in classes, except when necessary to temporarily close a restroom for student safety or to repair the facility.

In addition, any school serving any of grades 6-12 shall, at all times, stock and make available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom. The district shall post in a prominent and conspicuous location a notice regarding this requirement that includes an email address and telephone number for a designated individual responsible for maintaining the requisite supply of menstrual products. (Education Code 35292.6)

14. Sewers: The sanitary sewer system controls odors as designed, displays no signs of stoppage, backup, or flooding in school facilities or on school grounds, and appears to be functioning properly.
15. Roofs: Roofs, gutters, roof drains, and downspouts appear to be functioning properly and are free of visible damage and evidence of disrepair when observed from the ground from inside and outside the building
16. Drainage: School grounds do not exhibit signs of drainage problems, such as visible evidence of flooded areas, eroded soil, water damage to asphalt playgrounds or parking areas, or clogged storm drain inlets.
17. Playground/School Grounds: Playground equipment (exterior fixtures, seating, tables, and equipment), school grounds, fields, walkways, and parking lot surfaces are functional and free of significant cracks, trip hazards, holes, deterioration that affects functionality or safety, and other health and safety hazards.
18. Overall Cleanliness: School grounds, buildings, common areas, and individual rooms appear to have been cleaned regularly and are free of accumulated refuse and unabated graffiti. Restrooms, drinking fountains, and food preparation or serving areas appear to have been cleaned each day that school is in session.

In addition, to ensure the health and safety of students, the Superintendent/Principal or designee shall provide for the testing of drinking water on campus and of the soil and painted surfaces of school facilities for the presence of lead and/or other harmful substances, in accordance with state and federal standards.

The Superintendent/Principal or designee shall ensure that any necessary repairs or removal of hazards identified during the inspection are made in a timely and expeditious manner.

An assessment of the safety, cleanliness, and adequacy of school facilities, including any needed maintenance

to ensure good repair as defined in Education Code 17002, shall be reported on the school accountability report card. (Education Code 33126)

Any complaint alleging a school facility condition that poses an emergency or urgent threat to the health or safety of students or staff, or alleging that a school restroom is not clean, maintained, stocked, or kept open, shall be addressed in accordance with AR 1312.4 - Williams Uniform Complaint Procedures.

The Superintendent/Principal or designee shall provide the Board of Trustees with regular reports regarding the district's facility inspections and updates of any visits to district schools by the County Superintendent of Schools to review school facilities.

O. Emergencies and Disaster Preparedness Plan

Policy 3516: 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 district shall take all reasonable steps to prevent and/or mitigate the impact of a disaster on district students, staff, and schools.

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

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

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

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

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

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

Regulation 3516: Emergency And Disaster Preparedness Plan

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

1. Fire on or off school grounds which endangers students and staff
2. Earthquake, flood, or other natural disasters

3. Environmental hazards, such as leakages or spills of hazardous materials
4. Attack or disturbance, or threat of attack or disturbance, by an individual or group
5. Bomb threat or actual detonation
6. Biological, radiological, chemical, and other activities, or heightened warning of such activities
7. Medical emergencies and quarantines, such as a pandemic influenza outbreak

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

1. Regular inspection of school facilities and equipment, identification of risks, and implementation of strategies and measures to increase the safety and security of school facilities
2. Instruction for district staff and students regarding emergency plans, including:
 - a. Training of staff in first aid and cardiopulmonary resuscitation
 - b. Regular practice of emergency procedures by students and staff
3. Specific determination of roles and responsibilities of staff during a disaster or other emergency, including determination of:
 - a. The appropriate chain of command at the district and, if communication between the district and site is not possible, at each site
 - b. Individuals responsible for specific duties
 - c. Designation of the Superintendent/Principal for the overall control and supervision of activities at each school during an emergency, including authorization to use his/her discretion in situations which do not permit execution of prearranged plans
 - d. Identification of at least one person at each site who holds a valid certificate in first aid and cardiopulmonary resuscitation
 - e. Assignment of responsibility for identification of injured persons and administration of first aid
4. Personal safety and security, including:
 - a. Identification of areas of responsibility for the supervision of students

- b. Procedures for the evacuation of students and staff, including posting of evacuation routes
 - c. Procedures for the release of students, including a procedure to release students when reference to the emergency card is not feasible
 - d. Identification of transportation needs, including a plan which allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety
 - e. Provision of a first aid kit to each classroom
 - f. Arrangements for students and staff with special needs
 - g. Upon notification that a pandemic situation exists, adjustment of attendance policies for students and sick leave policies for staff with known or suspected pandemic influenza or other infectious disease
5. Closure of schools, including an analysis of:
- a. The impact on student learning and methods to ensure continuity of instruction
 - b. How to provide for continuity of operations for essential central office functions, such as payroll and ongoing communication with students and parents/guardians
6. Communication among staff, parents/guardians, the Board of Trustees, other governmental agencies, and the media during an emergency, including:
- a. Identification of spokesperson(s)
 - b. Development and testing of communication platforms, such as hotlines, telephone trees, web sites, social media, and electronic notifications
 - c. Development of methods to ensure that communications are, to the extent practicable, in a language and format that is easy for parents/guardians to understand
 - d. Distribution of information about district and school site emergency procedures to staff, students, and parents/guardians
7. Cooperation with other state and local agencies, including:
- a. Development of guidelines for law enforcement involvement and intervention
 - b. Collaboration with the local health department, including development of a tracking system to alert the local health department of a substantial increase of student or staff absenteeism as indicative of a potential

outbreak of an infectious disease

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

a. Inspection of school facilities

b. Provision of mental health services for students and staff, as needed

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

Adaptions of Routines and Emergency Disaster Procedures for Pupils With Disabilities

Planning Needs and Assumptions

For individuals with special needs, physical environments become a great deal more hostile and difficult to deal with during and after an emergency. The ability to get to accessible exits and personal items may be reduced. Communication may be impeded at a time when clear and rapid communication is crucial to safety and survival.

To comply with statutes involving students with special needs, individuals responsible for evacuation and emergency operation plans, notification protocols, shelter identification, emergency medical care and other emergency response and recovery programs must:

- Have sound working knowledge of the accessibility and nondiscrimination requirements applicable under Federal disability rights laws.
- Know the special needs demographics of the students attending classes on site.
- Involve students with different types of disabilities and staff in identifying the communication and transportation needs, accommodations, support systems, equipment, services, and supplies that they will need during an emergency.
- Consider emergency accommodations for those with temporary disabilities.
- Identify existing resources within the school and local community that meet the special needs of these students.
- Develop new community partners and resources, as needed.
- Inform parents about the efforts to keep their child safe at school.
- Identify medical needs and make an appropriate plan.
- Determine transportation needs, special vans and buses for students.
- Identify any necessary tools such as personal response plans, evacuation equipment or visual aids;
- Include local responders and establish a relationship with individual students with disabilities and their teachers

Strategies to consider for all special education students:

- Staff and students should routinely practice the route(s) and procedures
- Staff should establish a plan and communicate with emergency responders to prepare for the emergency evacuation
- Consider name tags with photos and brief information kept by the classroom door
- Consider having a bag of comfort/sensory items
- Teach to the different types of emergencies (i.e. fire, severe weather, lock down, active/violent intruder, evacuation, environmental emergencies)
- Make cheat sheets for each type of emergency
- Review or create Emergency Plans yearly
- Teach students 'Plan B' (a slightly different plan)
- Staff should discuss transportation procedures
- Provide preparedness kits for all staff
- Train staff on how to de-escalate students in a time of crises

- Review behavior management strategies with students and staff (i.e student expectations)
- Keep directions simple and clear
- Remain with the special needs student after the evacuation
- Recognize that the fine details are unique to each student

Implement Evacuation - Response

- Carry all medication, supplies, equipment and dietary needs with student, including the 72-hour disaster kit that has been prepared ahead of time for individual student needs
- Ask the student how he/she would like to be assisted
- Inform emergency personnel of intended destination and type of assistance needed. If unable to contact emergency personnel, ask others to make the notification for assistance
- Move to designated evacuation area - the path should be unobstructed
- Be careful of falling debris as you leave the building
- Provide priority assistance to wheelchair users with electrical respirators
- Evacuate mobility devices with the person if possible (i.e. crutches, wheel chairs, etc...

