

# Comprehensive School Safety Plan

*EdCode 32280*



Eastside High School  
Antelope Valley Union High School District

Mr. Charles Dunn, Principal

3200 East Avenue J-8  
Lancaster, CA 93535  
661.946.3800

[eastsidehigh.org](http://eastsidehigh.org)

Date of Review: February 2018

# Eastside High School

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# **SCHOOL SAFETY COMMITTEE MEMBERS**

Blake Stanford  
Gabriel Canett  
Jorge Vega  
Richard Lear  
Stephanie Robison

Andre Tovar

Vice Principal  
Director of Security  
Campus Supervisor  
Teacher  
Parent

Student



# **SCHOOL SITE COUNCIL REVIEW & APPROVAL**

Names of Members	Principal	Classroom Teacher	Other School Staff	Parent or Community Member	Secondary Student
Mr. Charles Dunn	X				
Amos Wellington		X			
Dr. Melodie Hall		X			
Benita Williams		X			
Evelyn Rivas		X			
Ken Williams			X		
Lisa Bray Hernan				X	
Osborne Boyd				X	
Andre Tovar					X
Jessica Verdin					X
Numbers of members of each category	1	4	1	2	2

This Comprehensive School Safety Plan was adopted by the School Site Council at a public meeting on: 01/16/2018

Attested:

  
Signature of School Principal

1/22/18  
Date

  
Signature of SSC chairperson

1-16-18  
Date

# **A.V.U.H.S.D. DISASTER/INCIDENT REFERENCE SHEET**

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



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

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

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

**Operator "0"**

**Principal ext. 1003**

**Campus Security ext. 1151**

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

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

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

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

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

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

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

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

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

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

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

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

*Prepared by Risk Management/Campus Security 8/02*

## Bomb Threat checklist

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

## CAMPUS DISTURBANCE PROCEDURES

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

### Defcon I

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

### Defcon II

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

### Defcon III

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

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

### Defcon IV

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

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

# DUTY ASSIGNMENTS DURING EMERGENCIES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **SWIMMING**

### **AWAY EVENTS**

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

## **EMERGENCY RESPONSE TEAM (ERT)**

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

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

### **Team Members:**

<u><b>Team #1</b></u> TL – Gabriel F. Canett David Lopez Clinton Edd   <u><b>Location</b></u> Assemble at Admin Building	<u><b>Team #2</b></u> TL – Scott Fish Day Custodian 1 Day Custodian 2  Paquita Diaz   <u><b>Location</b></u> Assemble at Admin Building	<u><b>Team #3</b></u> TL –Blake Stanford Sheri Machin Rosie Paez Olga Magana Available Counselors   <u><b>Location</b></u> Assemble at Designated triage ( depending on incident)	<u><b>Team #4</b></u> TL – Chris Andrews Jorge Vega  Terry Rasch Wendy Maldonado   <u><b>Location</b></u> Assemble at Admin Building
<u><b>Team #5</b></u> TL – Charae Anderson Stephanie Garcher Terri Lauterio			

## FIRST AID TEAM

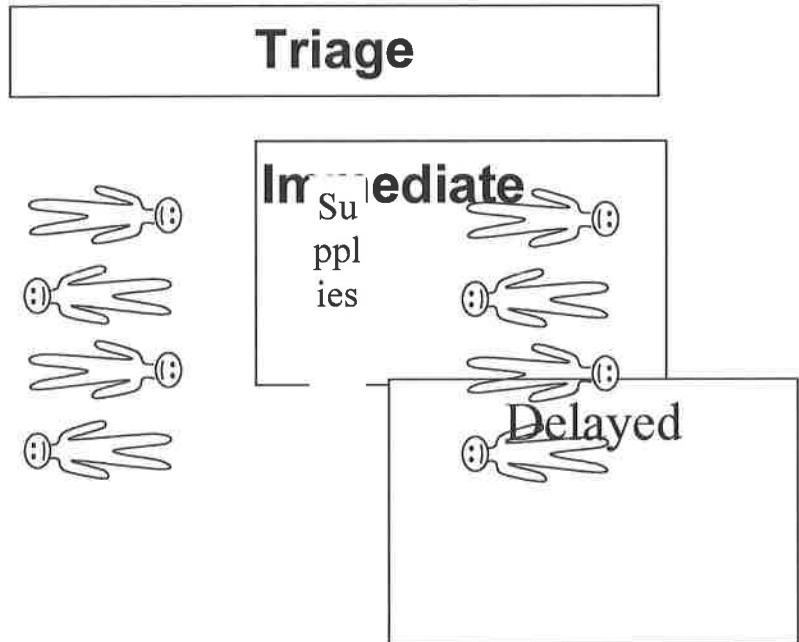
Team members are to maintain current CPR and First aids certificates. This may be the only medical attention available for 72 hours or more.

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

### Team Members:

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

Location  
**Outside room Cafeteria**



## FOOD TEAM

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

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

### Team Members:

Cafeteria Manager -Team leader  
All Cafeteria staff

Location  
**Field**

## **MORGUE TEAM**

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

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

### **Team Members:**

**Rosie Paez-Team leader  
Nurse**

Location  
**Outside of Admin Building**

## **SANITATION TEAM**

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

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

### **Team Members:**

**Maintenance Crew**

Location  
**Field**

## **WATER DISTRIBUTION TEAM**

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

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

In an emergency:

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

### **Team Members:**

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

Location  
**Field**

## MEDICAL AND FIRST AID

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

### ASSISTING A HEARING IMPAIRED PERSON IN AN EMERGENCY

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

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

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

### ASSISTING A BLIND PERSON IN AN EMERGENCY

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

### SEIZURE

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

### MOUTH-TO-MOUTH RESUCITATION

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

#### POISON AND OVERDOSE

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

#### FAINTING, INCONSCIOUSNESS, AND SHOCK

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

#### BURNS, THERMAL AND CHEMICAL

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

#### SEVERE BLEEDING AND WOUNDS

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

#### CHOKING

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

#### HEART ATTACK

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

#### FRACTURES AND SPRAINS

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

# EMERGENCY EVACUATION

## ROUTES AND PROCEDURES

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

### **Administration Buildings**

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

Administrative areas of responsibility:

Mr. Dunn – Command post as designated by the situation.

Mr. Ritter- Evacuation assembly area in the Athletic field

Mrs. Griffey -. Triage & 1<sup>st</sup> aide station.

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

Mr. Andrews - Evacuation assembly area in the Athletic field.

Mr. Stanford- Evacuation assembly area in the Athletic Field.

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

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

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

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

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

cases.

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

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



# **DISASTER PROCEDURES**

# EARTHQUAKE

# Earthquake

In the event that an earthquake happens  
during SNACK/LUNCH

If indoors: (staff)

At first sign of shaking, give the DROP command

1. Everyone should get under a desk or table. If unable to do so, stand next to an inside wall or under an inside doorway.
2. Stay away from computers, televisions, stacks of books, file cabinets and other heavy objects.
3. Get as far away from windows as possible.
4. Drop to knees with back to the windows and knees together.
5. Clasp one hand firmly behind head, covering neck.  
Wrap other arm around a table or chair leg.
6. Bury face in arms, protecting head.
7. Close eyes tightly and stay until earthquake is over.
8. **SNACK TIME EARTHQUAKE- Please evacuate to your designated area and take 2<sup>nd</sup> PERIOD attendance sheets**
9. **LUNCH TIME EARTHQUAKE- Please evacuate to your designated area and take 4<sup>th</sup> period attendance sheets**

If outdoors:

1. Direct students away from buildings, trees, poles and wires.
2. Give the DROP command.
3. Everyone should cover as much skin surface as possible.
4. Close eyes and cover ears.
5. If students are on the way to or from school, instruct them to stay in the open away from buildings, signs, trees and wires.
6. DO NOT run.

7. **SNACK TIME EARTHQUAKE-** students should report to their 2<sup>nd</sup> period teacher designated color area. (based on 2<sup>nd</sup> period teacher)
8. **LUNCH TIME EARTHQUAKE-** students should report to their 4<sup>th</sup> period teacher designated color area. (based on 4<sup>th</sup> period teacher)

# Earthquake

## Protocol During the quake:

If indoors:

**At first sign of shaking, give the DROP command**

1. **Everyone should get under a desk or table. If unable to do so, stand next to an inside wall or under an inside doorway.**
2. **Stay away from computers, televisions, stacks of books, file cabinets and other heavy objects.**
3. **Get as far away from windows as possible.**
4. **Drop to knees with back to the windows and knees together.**
5. **Clasp one hand firmly behind head, covering neck.**  
**Wrap other arm around a table or chair leg.**
6. **Bury face in arms, protecting head.**
7. **Close eyes tightly and stay until earthquake is over.**

If outdoors:

1. **Direct students away from buildings, trees, poles and wires.**
2. **Give the DROP command.**
3. **Everyone should cover as much skin surface as possible.**
4. **Close eyes and cover ears.**
5. **If students are on the way to or from school, instruct them to stay in the open away from buildings, signs, trees and wires.**
6. **DO NOT run.**
7. **After the quake, continue home or to school.**

## Protocol FOLLOWING the quake:

Following the quake, anticipate aftershocks.

1. **Anticipate that all students and staff**

will be evacuated using orderly, pre-planned routes.

2. All teachers **MUST** take roll and note missing students or staff.

3. Students should remain outdoors in evacuation areas until buildings are declared safe.

4. Be prepared to operate without Sheriff or Fire assistance for an unknown time.

5. Be mindful of the following:

- *The first concern is with physical safety.*
- *Attention can and should be given to the emotional trauma.*
- *Everyone will need facts.*
- *Everyone will need an opportunity to share feelings and experiences.*
- *Children need to be together with adults, friends or family members.*
- *If possible, engage children in activities.*

## **FIRE/EXPLOSION**

# Fire/Explosion

## during snack/lunch

### Protocol:

1. **Treat injured as much as possible while awaiting Sheriff and Fire.**
2. **Anticipate evacuating threatened buildings using fire drill.**
3. **SNACK TIME FIRE/EXPLOSION- Please evacuate to your designated color area and take 2nd PERIOD attendance sheets**
4. **SNACK TIME FIRE/EXPLOSION- students should report to their 2nd period designated color area (based on 2<sup>nd</sup> period teacher)**
5. **. LUNCH TIME FIRE/EXPLOSION- Please evacuate to your designated color area and take 4th period attendance sheets.**
6. **LUNCH TIME FIRE/EXPLOSION- students should report to their 4th period designated color area. (based on 4<sup>th</sup> period teacher)**
7. **Maintain control of students and take roll.**
8. **If smoke is in the immediate vicinity:**
  - *Instruct students to "Stay low and Exit," crawling to avoid breathing fumes.*
  - *If no escape is possible, close as many doors as possible between you and the fire.*
  - *Stuff cracks and openings with wet clothing/rags.*
  - *Avoid fanning flames.*
  - *Lay on floor to avoid smoke.*
  - *Wait for help.*
  - *Identify witnesses.*
  - *Anticipate being bused to an alternative location.*



# Fire/Explosion

## Protocol:

1. **Treat injured as much as possible while awaiting Sheriff and Fire.**
2. **Anticipate evacuating threatened buildings using fire drill.**
3. **Maintain control of students and take roll.**
4. **If smoke is in the immediate vicinity:**
  - ***Instruct students to "Stay low and Exit," crawling to avoid breathing fumes.***
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  - ***Stuff cracks and openings with wet clothing/rags.***
  - ***Avoid fanning flames.***
  - ***Lay on floor to avoid smoke.***
  - ***Wait for help.***
  - ***Identify witnesses.***
  - ***Anticipate being bused to an alternative location.***

# **LOCKDOWN**

## EASTSIDE HIGH SCHOOL SAFETYPLAN

### LOCKDOWN PROCEDURES

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

### TEACHERS AND STAFF - RESPONSIBILITIES

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

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

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

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

### SECURITY – RESPONSIBILITIES

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

CLOSE ALL EXTERIOR GATES TO THE BUILDINGS AND GROUNDS.

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

GET INTO A CLASSROOM OR OFFICE BEHIND LOCKED DOORS.

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

### ADMINISTRATION OFFICE – RESPONSIBILITIES

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

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

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

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

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

## **ACTIVE SHOOTER**

# Active Shooter

At the first indications of a shooting:

1. **Duck and cover on the floor.**
2. **Make phone calls from floor position.**
3. **Keep students out of danger.**
4. **Implement a Lock Down to contain students in their classrooms.**
5. **Call 9-9-1-1 and identify school site and exact location.**
6. **As Sheriff is in transit, relay the following information:**
  - *Is suspect still on campus?*
  - *Where did he/she go?*
  - *Specific location of occurrence.*
  - *Number of wounded.*
  - *Description of weapons, dangerous objects, and any visible ammunition.*
  - *(Look for multiple weapons and report all weapons.)*
  - *Describe sound and number of shots fired.*
7. **Keep the P.A. System on to provide instant announcements.**

## Armed Student In Class

1. **Do not confront the student or gunman.**
2. **Call Security or 9-9-1-1.**
3. **Wait for Security or the Sheriffs Deputy.**
4. **Do not attempt to remove the weapon.**
5. **Do not restrain or discipline the student.**
6. **Try to stay calm, calm the gunman if possible.**
7. **Wait for Law Enforcement !**

## **HOSTAGE**

# Hostage

**DO NOT use words such as “hostage”, “captives” or “negotiate”. Stay calm. NO confrontations. NO challenges. NO heroics.**

## **Protocols if a classroom is taken hostage:**

1. Obey the suspect's commands.
2. **DO NOT** argue or fight. Be passive.
3. Display restful, sleepy behavior. **DO NOT** be active.
4. Try to calm suspect and listen to suspect's complaints or demands.
5. Keep students calm and **DO NOT** allow them to agitate the suspect.
6. Ask permission of the suspect in all matters.
7. Attempt to establish a rapport with the suspect.
8. Provide your first name and find out the suspect's first name.
9. Use first names to personalize hostages as people rather than objects.
10. If first names are not known, refer to hostages as boys, girls, men, women or students.
11. Encourage suspect to release everyone.
12. **Keep all radios, television sets and computers turned off.** Without increasing risk to yourself, minimize any possibility that the suspect can hear or see “news reports.”
13. Be calm and patient and wait for help. Keep in mind that the average hostage incident lasts 6 to 8 hours.
14. Anticipate a Lock Down to protect students and staff.

## **BOMB THREAT**



## Bomb Threat Protocol

Principal Review –

Director of Security Review –

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

Questions include:

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

### PROTOCOL

#### Threat Received:

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

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

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

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

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

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

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

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

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

#### Evacuation Route and Area:

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

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

**LOCK DOWN REMAINS IN PLACE UNTIL SIGNIFIED OTHERWISE BY ADMINISTRATION.**

## **SUICIDE THREAT**

# Suicide Threat

**Take ALL comments about suicidal thoughts seriously, especially if details of a suicide plan are shared.**

## **Protocol for a Verbal Suicide Threat:**

1. **Listen! Show you care!**
2. **Notify the office immediately.**
3. **DO NOT attempt to assess the severity of suicidal risk.**
  - **Believe it! Do Not Hesitate - Act Immediately!**
  - Do not be enticed into a "secrecy pledge"
  - A student who has threatened suicide must be carefully observed at all times until a qualified staff member can conduct a risk assessment
  - Stay with the student or call security to escort the student to the Guidance Office
  - Under no circumstances should you allow the student to leave school

## **Protocol for When a Student is Threatening Suicide on Campus and Has a Lethal Weapon Available:**

1. **Stay with the student.**
2. **Remain calm.**
3. **Get vital information if possible.**
4. **Clear other students from the scene.**
5. **Get the student to talk.**
6. **Listen! Listen! Listen!**
7. **Repeat back.**
8. **Speak in a calm, low voice.**
9. **Monitor the student's behavior constantly.**

10. **Try to get the student to agree to a verbal “no suicide” contract.**

### **Warning Signs & Triggers**

#### **Warning Signs**

- Verbal or written statements about death & dying
- Dramatic changes in behavior or personality
- Fascination with death & dying
- Giving away prized possessions, making out a will or “peacemaking” with others

#### **Triggers**

- Getting into trouble with authorities
- Break up with a boyfriend or girlfriend
- Death of a loved one or significant person/loss
- Knowing someone who died by suicide
- Bullying or victimization
- Family conflict/dysfunction
- Academic crisis/school failure
- Disappointment or rejection
- Abuse
- Trauma exposure
- Serious illness or injury
- Anniversary of a death of a loved one
- Forced or extended separation from friends or family

## **Student Unrest**

## Student Unrest Protocol

### Eastside High School

In the event a staged walk out or other unrestful situation, the following protocol will be utilized:

- Security and/or teachers notify Administration immediately
- Administration notifies all Counselors to implement the walk-out protocol.
- Administration, Security and Deputy will be visible and monitor student behavior and safety while encouraging all students who are participating in the walk out to go to Wrestling room and/or large gym.
- Security will open up the wrestling room and/or large gym depending on the amount of students participating in the walk out.
- Counselors will be staged in the wrestling room and/or large gym to facilitate conversations.
- All exterior gates will remain locked.
- Should students engage in behavior which violates school/District policies or creates a dangerous situation, administration will take names and call parents immediately.
- Administration, Security and Counselors will do our best to keep a peaceful and calm walk out.

## **2017-2018 Crisis Intervention Team Plan**

<p align="center"><b>Antelope Valley Union High School District</b></p> <p align="center"><b>2017-18 CRISIS INTERVENTION TEAM PLAN</b></p>	
<p align="center"><b>School:</b></p> <p align="center"><b>Eastside High School</b></p> <p align="center"><b>HIGH SCHOOL</b></p>	
<p align="center"><b>Attachment: 2017-18 Crisis Intervention Team Telephone Roster</b></p>	
<p align="center"><b><i>ACTION PLAN QUESTIONS:</i></b></p>	
1. Who will call the team together?	<i>Charles Dunn (Principal) x 1003</i>
2. Where will the team assemble?	<i>Principal's Conference Room</i>  <i>(Members should meet with their site Crisis Team Manual in hand.)</i>
3. Who are team leaders?	<i>Aaron Ritter (AP) x 1008</i> <i>Charae Anderson (VP) x 1062</i> <i>Chris Andrews (VP) x 1061</i> <i>Jennifer Griffey (VP) x 1057</i> <i>Blake Stanford (VP) x 1058</i> <i>Michelle Stanford (Head Counselor) x 1027</i> <i>Dr. Paul Friedman (Psychologist) x 1015</i> <i>Gabe Canett (Security Director) x 1036</i>
4. What is the referral system?	<i>The referral system is an operating procedure to provide assistance to students and staff as needed in the event of a crisis, either on or off campus. Further details are available in the site Crisis Team Manual.</i>
4a. Who refers and how?	<i>Anyone may refer through direct contact with a team member or written referral. See forms in the site Crisis Team Manual.</i>
4b. Who will handle all forms as outlined in the site Crisis Team Manual?	<i>Stephanie Robison (Principal's Secretary) x 1003</i>
4c. If necessary, where will the first triage room for most critically affected	<i>Students requiring assistance outside of the classroom setting should be sent to</i>



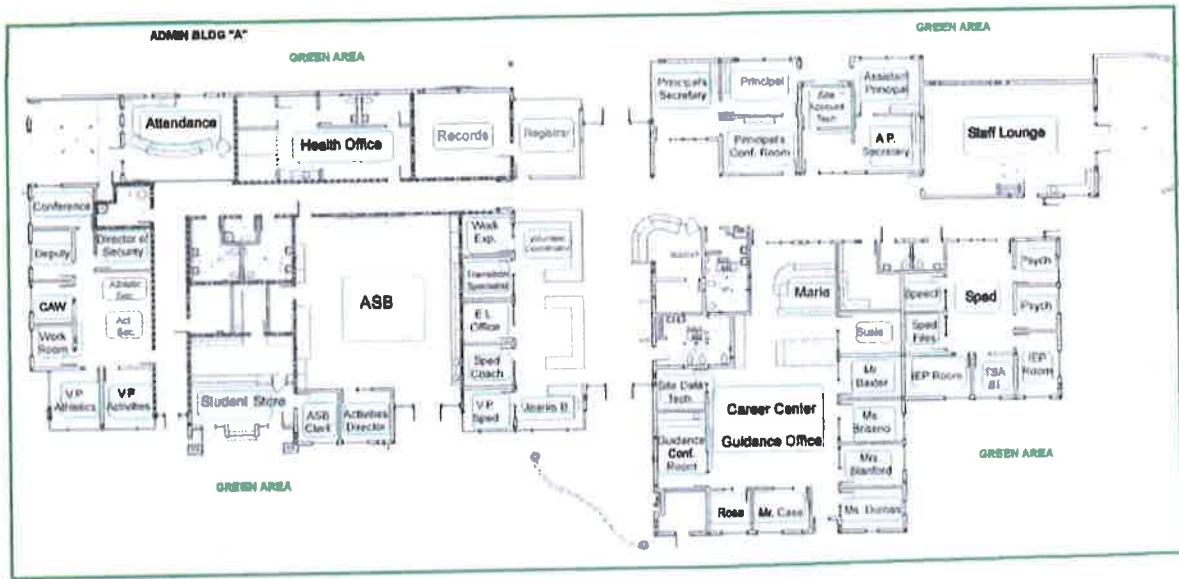
students be located?	<i>the Guidance Office</i>
4d. If necessary, where will the second triage room for less affected students be located?	<i>Psychologist's office</i>
4e. Who will visit classrooms directly involved?	<i>Counselors</i>
5. What systems will be used to share information?	<i>E-mail, memos, P.A. system, telephone, staff meeting, room visitations, or person-to-person contact.</i>
5a. Who is responsible for disseminating information about the event to the District Office/Student Services?	<i>Principal or Designee</i>
5b. Who is responsible for disseminating information about the event to staff members?	<i>Principal or Designee</i>
5c. Who is responsible for disseminating information about the event to the student body?	<i>Administrators, Counselors, School Psychologist</i>
6. Who will meet with members of the media?	<i>Charles Dunn or Designee</i>
7. Who will provide food and refreshments?	<i>Food Services</i>
7a. Where will food and refreshments be provided?	<i>Triage Centers</i>
8. Who will staff the Health Office?	<i>Olga Magana (School Nurse) Sheri Machin (Health Tech)</i>
9. Who will staff the phones?	<i>Guidance Clerk, Attendance Clerks and the Receptionist</i>
10. What are suggested materials to have available?	<ul style="list-style-type: none"> <li>• <i>Butcher block paper.</i></li> <li>• <i>Pens, pencils, markers.</i></li> <li>• <i>Identification badges for visitors.</i></li> <li>• <i>Roll sheets and clipboard.</i></li> </ul>

	<ul style="list-style-type: none"> <li>• <i>Follow-up lists of students.</i></li> <li>• <i>Kleenex.</i></li> <li>• <i>Hand sanitizer.</i></li> <li>• <i>Water, juice, cookies.</i></li> </ul>
11. Who is responsible for transportation issues? Student release?	<i>Principal or Designee</i>
<b><i>COUNSELING/PSYCHOLOGICAL SERVICES:</i></b>	
1. Who will provide screening to determine students at risk?	<i>Psychologists and Counselors</i>
2. Which school staff members are qualified to provide <u>crisis</u> counseling services?	<i>The district nurse, psychologists and school site counselors. We will call on other schools for support if necessary</i>
3. What community advisory groups are available to assist?	<i>Only those requested directly by Charles Dunn or the District Office</i>
4. Who will make referrals to support services/resources within the community?	<i>Director of Behavior Interventions (Matt Case), at 661-729-2321 or Coordinator of Guidance Services (Justin Prewitt).</i>
5. How will staff members be informed about the school's Crisis Intervention Action Plan?	<i>A copy of the plan will be given to each staff member.</i>
6. How will new team members be selected and trained?	<i>New team members will be selected as staff positions are filled. Training will be given as necessary</i>
7. Who is assigned to assist TMH and Severe Special Ed students (in addition to their teachers and instructional aides)?	<i>Sara Brady (TSA), Jennifer Griffey (Vice Principal of Special Education) and school psychologists.</i>

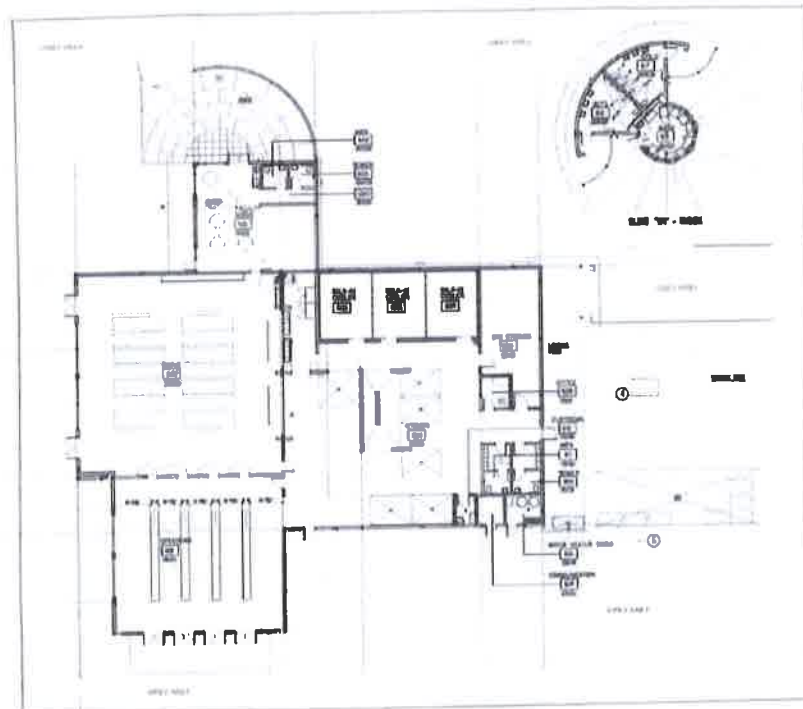
8. How will relief and rest breaks be provided to Crisis Team members?	<i>Psychologist and Head Counselor will monitor the condition of team members.</i>
9. How will the Crisis Team debrief after dealing with a crisis to evaluate the effectiveness of actions?	<i>The team will reconvene after the crisis to debrief.</i>
10. How will counseling needs of staff be determined during the weeks following the crisis (known as Post Traumatic Stress Syndrome)?	<i>Michelle Stanford (Head Counselor) and Dr. Paul Friedman (Psychologist) will monitor the staff's counseling needs.</i>

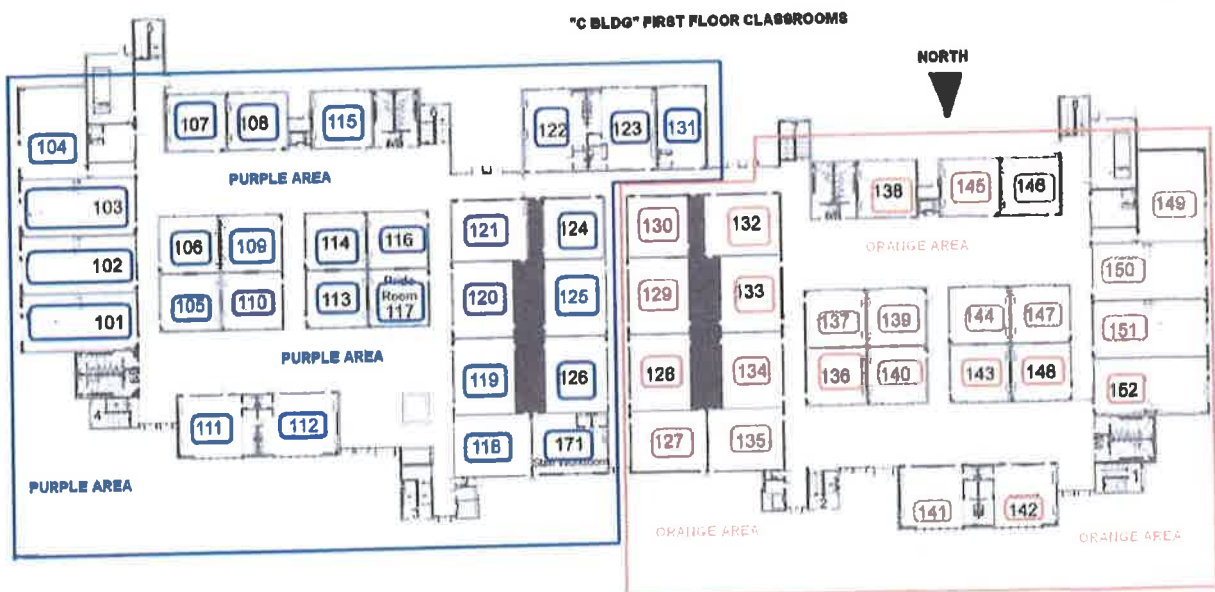
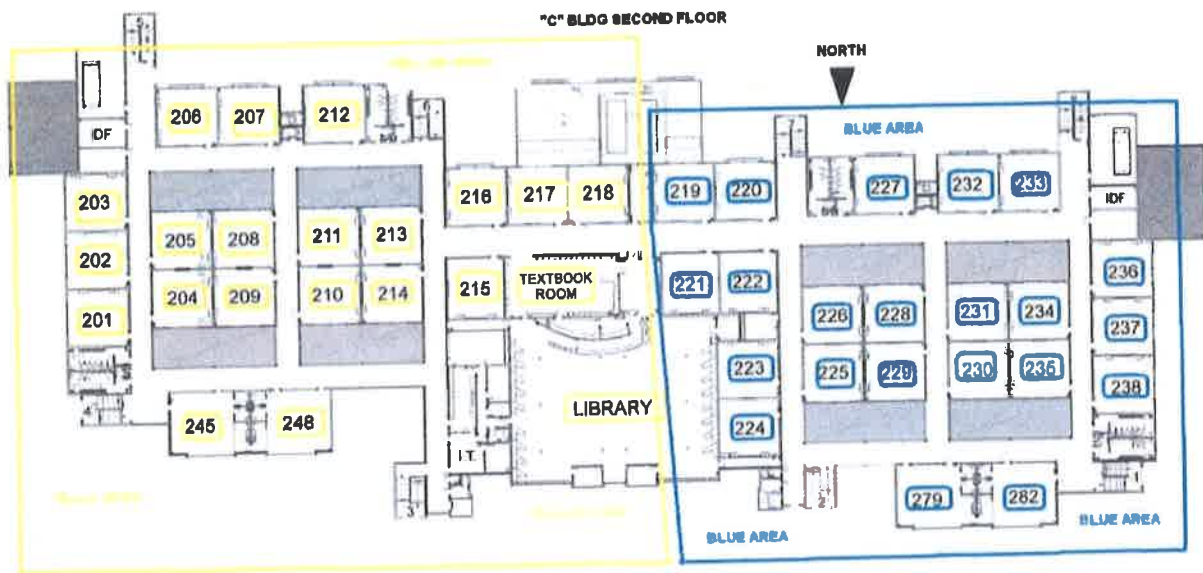
SW&MC:rh:11/03/17

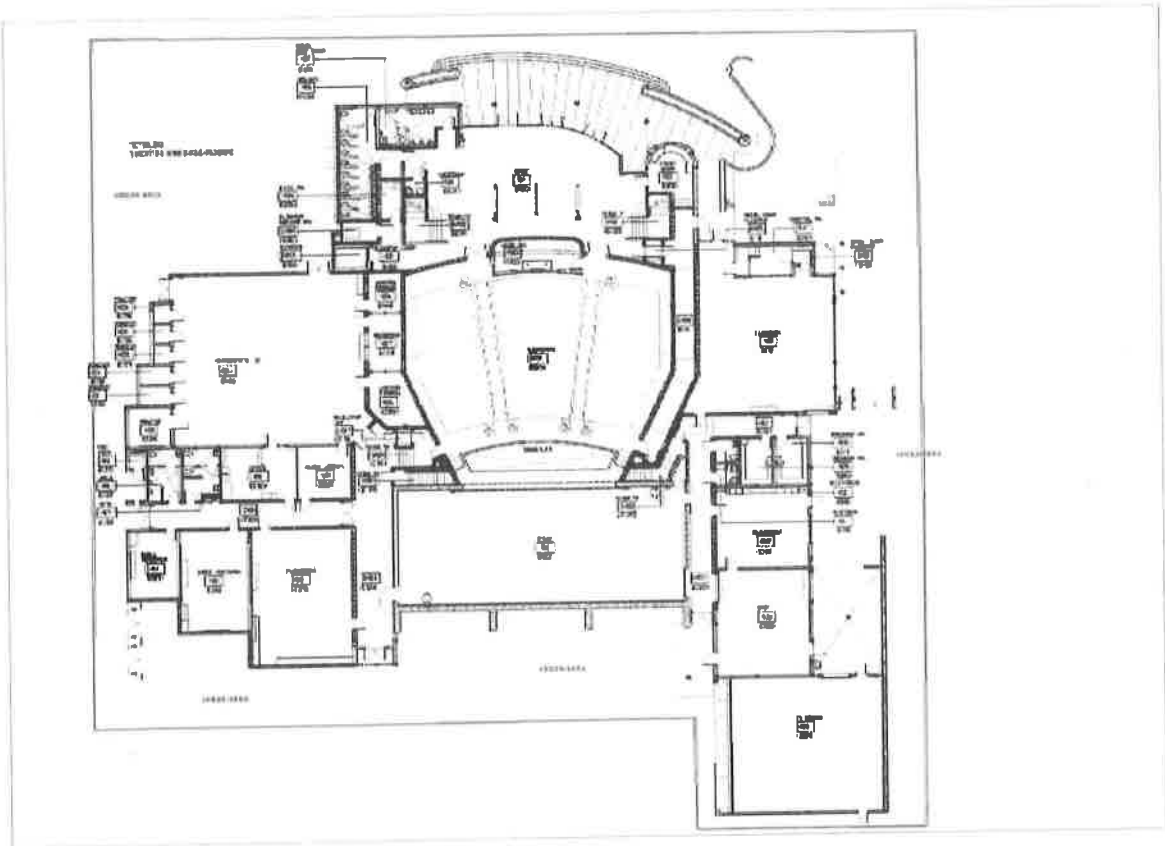
# **EMERGENCY EVACUATION ROUTES**

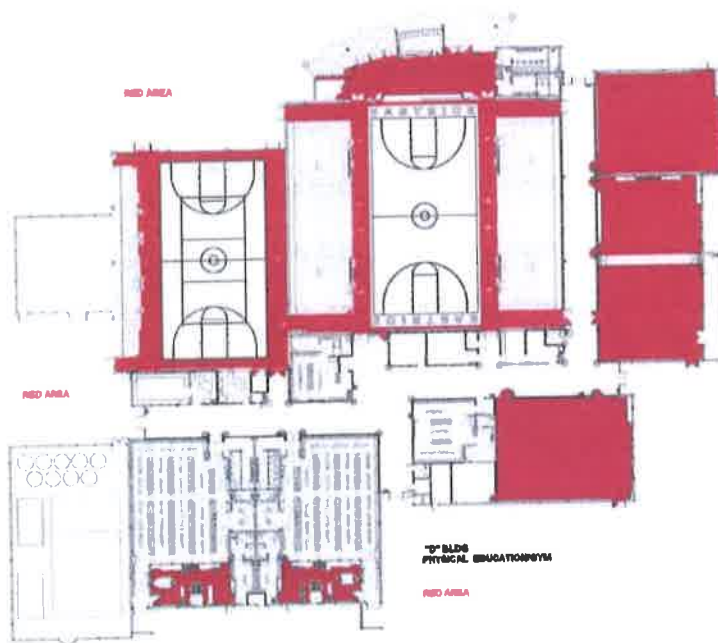
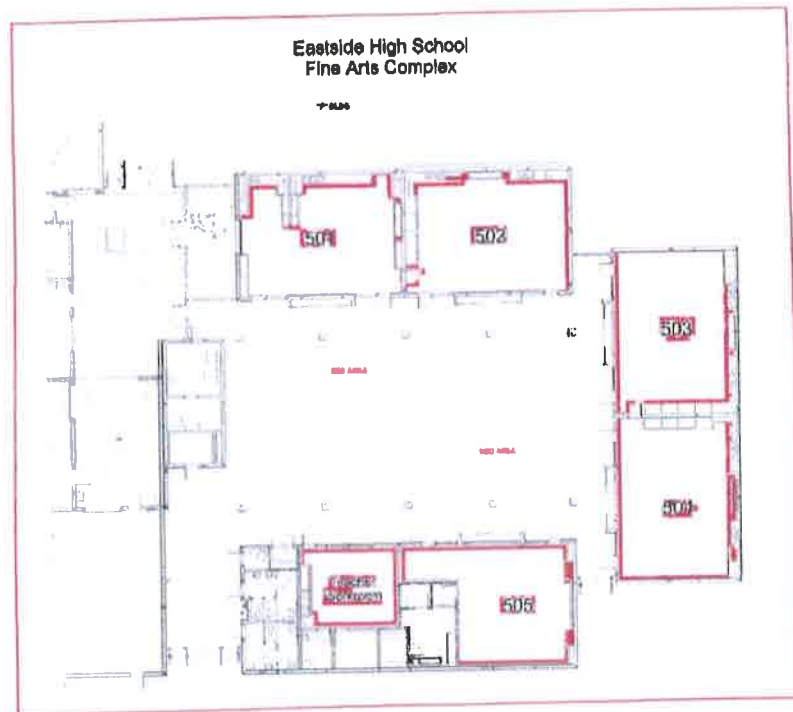


**"B" BLDG - FOOD SERVICE**

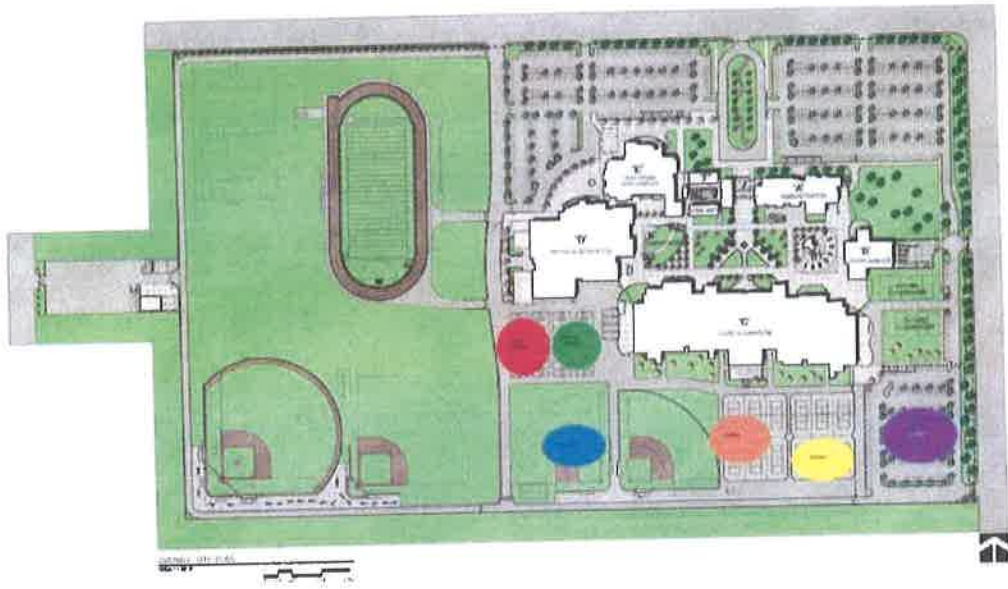












# Eastside High School

Antelope Valley Union High School District



# Evacuation Check List

Date \_\_\_\_\_ Nature of Drill \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Evacuation Area	Time Cleared	Rooms/Facilities	Time Cleared
<u><b>Green</b></u> SwitchBoard Administrative Offices Building E Threater		<u><b>ADMIN</b></u> Administrative Office Activites Office Guidance Health Office	
<u><b>Yellow</b></u> Rooms:		<u><b>Area 1</b></u> Classrooms: 101-126,171 Security Restrooms (faculty and student)	
<u><b>Purple</b></u> Rooms:		<u><b>Area 2</b></u> Classrooms: 127-152 Restrooms (faculty and student) Security:	
<u><b>Red:</b></u> Rooms:		<u><b>Cafeteria</b></u>	
<u><b>Orange</b></u> Rooms:		<u><b>Area 3</b></u> Classrooms: 201-218,245,248 Library Restrooms (faculty and student)	
		<b>Building E</b>	
		<b>Building F</b>	
		<b>P.E. Area (Building D)</b>	
<u><b>Maintenance</b></u> Electricity Gas Backflow Water shut off Wellhouse		<u><b>Area 4</b></u> Classrooms: 219-238,279,282 Restrooms (faculty and student)	
		<u><b>Threater</b></u> Restrooms (faculty and student)	
<u><b>Triage Set Up</b></u> Reports of injuries/issues		<b>Girls Locker room</b>	
		<b>Boys Locker room</b>	
		<b>Wrestling room</b>	

# **EMERGENCY SUPPLIES CHECKLIST**

[illegible]

# **SCHOOL CRIME ASSESSMENT DATA**

## Campus Crime Statistics

	August 2017	September 2017	October 2017	November 2017	December 2017	Total Fall Semester
<b>Total Incidents</b>	<b>4</b>	<b>6</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>17</b>
Narcotics, Felony						
Narcotics, Misd.	1					1
Weapons, Felony	1					1
Narcotics Infrc. 11357 HS	1	3	2	2	1	9
Battery School Official	1					1
Threaten School Official			1			1
Battery (Fighting)						
Fighting in Public						
Vandalism						
Burglary				2		2
Robbery						
Petty Theft						
Probation Arrests						
Other Felony		1				1
Other Misdemeanor		2				2
<b>Total Citations</b>	<b>6</b>	<b>21</b>	<b>15</b>	<b>4</b>	<b>2</b>	<b>48</b>
Hazardous Traffic						
Non-Hazardous Traffic	3	5	3	2	2	15
Marijuana					1	1
Truancy	3	16	12		16	47
Other						
<b>Total Investigations</b>						
Field Interviews	6	2	1			9
Parolee Checks						
Probation Checks						
<b>Total Juv. Info Forms</b>						

## Eastside High School Suspensions and Expulsions

Infraction	2016-2017	2016-2017
Alcohol, Use	2	6
Drug Paraphia.	7	0
Drugs, Poss	63	20
Tobacco, Poss	5	6
<b>Total- Substance Abuse</b>	<b>77</b>	<b>32</b>

Gang Dress	0	0
Gang Writing	4	1
<b>Total- Gang/Graffiti</b>	<b>4</b>	<b>1</b>

Conflict ResRef	120	15
Counsel&Release	0	0
Defiance	861	384
No-Show Disc.	0	0
<b>Total- Behavioral issues</b>	<b>981</b>	<b>399</b>

Cit,Hab.Truant	43	51
Cit,Loitering	7	11
SARB Meeting	28	0
SART Meeting	56	70
<b>Total-Attendance</b>	<b>134</b>	<b>132</b>

RecStolenProp	8	1
Theft	24	18
Property Damage	14	7
<b>Total- Property</b>	<b>46</b>	<b>26</b>

Sexual Battery	1	1
Fighting	260	124
Caused Physical injury	16	6
Sexual Harass	11	8
Threat/battery to Emp.	13	4
<b>Total- Violence</b>	<b>301</b>	<b>143</b>

<b>Firearm, Poss</b>	3	1
<b>Knife, Poss</b>	13	12
<b>Weapon, Poss</b>	2	0
<b>Total - Weapon</b>	18	13

<b>Mandatory Placements</b>		
<b>Total Expulsions</b>	9	1



# **COMPLIANCE**

# Compliance

Activity	Date
Law Enforcement Review	02/02/2018
School Site Safety Committee	02/02/2018
District Office Approval	02/02/2018
Post on School Accountability Report Card	02/02/2018
Post on School Website	02/02/2018

# APPENDIX

## Philosophy, Goals, Objectives and Comprehensive Plans

BP 0410(a)

### NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group *identification*, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

*(cf. 4030 - Nondiscrimination in Employment)*  
*(cf. 4032 - Reasonable Accommodation)*  
*(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)*  
*(cf. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 5145.7 - Sexual Harassment)*  
*(cf. 5146 - Married/Pregnant/Parenting Students)*  
*(cf. 6145.2 - Athletic Competition)*  
*(cf. 6164.4 - Identification of Individuals for Special Education)*  
*(cf. 6164.6 - Identification and Education under Section 504)*  
*(cf. 6178 - Vocational Education)*  
*(cf. 6200 - Adult Education)*

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act.

The Superintendent or designee shall ensure that the district provides auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, notetakers, written materials, taped text, and Braille or large print materials.

*(cf. 5124 - Communication with Parents/Guardians)*

Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program or meeting.

*(cf. 9320 - Meetings and Notices)*  
*(cf. 9322 - Agenda/Meeting Materials)*

The Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination. Such notification shall be included in each

**Philosophy, Goals, Objectives  
and Comprehensive Plans**

**BP 0410(b)**

**NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES**

announcement, bulletin, catalog, application form or other recruitment materials distributed to these groups. (34 CFR 104.8, 106.9)

The Superintendent or designee shall also provide information about related complaint procedures.

*(cf. 1312.3 - Uniform Complaint Procedures)*

*(cf. 4031 - Complaints Concerning Discrimination in Employment)*

In compliance with law, the district's nondiscrimination policy shall be published in the individual's primary language to the extent practicable.

*(cf. 5145.6 - Parental Notifications)*

*Legal Reference:*

*EDUCATION CODE*

*200-262.4 Prohibition of discrimination*

*48985 Notices to parents in language other than English*

*GOVERNMENT CODE*

*11000 Definitions*

*11138 Rules and regulations*

*12900-12996 Fair Employment and Housing Act*

*54953.2 Brown Act compliance with Americans with Disabilities Act*

*PENAL CODE*

*422.6 Interference with constitutional right or privilege*

*CODE OF REGULATIONS, TITLE 5*

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

*UNITED STATES CODE, TITLE 20*

*1400-1487 Individuals with Disabilities in Education Act*

*1681-1688 Discrimination based on sex or blindness, Title IX*

*2301-2415 Carl D. Perkins Vocational and Applied Technology Act*

*6311 State plans*

*6312 Local education agency plans*

*UNITED STATES CODE, TITLE 29*

*794 Section 504 of the Rehabilitation Act of 1973*

*UNITED STATES CODE, TITLE 42*

*2000d-2000d-7 Title VI, Civil Rights Act of 1964*

*2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended*

*2000h-2000h-6 Title IX*

*12101-12213 Americans with Disabilities Act*

*CODE OF FEDERAL REGULATIONS, TITLE 28*

*35.101-35.190 Americans with Disabilities Act*

**Philosophy, Goals, Objectives  
and Comprehensive Plans**

**BP 0410(c)**

**NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES**

*36.303 Auxiliary aids and services*

*CODE OF FEDERAL REGULATIONS, TITLE 34*

*100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI*

*104.1-104.39 Section 504 of the Rehabilitation Act of 1973*

*106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:*

*106.9 Dissemination of policy*

*Management Resources:*

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

*Protecting Students from Harassment and Hate Crime, January, 1999*

*Notice of Non-Discrimination, January, 1999*

*Nondiscrimination in Employment Practices in Education, August, 1991*

*WEB SITES*

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

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

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

*Pacific Disability and Business Technical Assistance Center: <http://www.pacdbtac.org>*

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Policy adopted: November 13, 1990

Lancaster, California

Revised: October 6, 1999; May 1, 2002; October 15, 2003

**COMPREHENSIVE SAFETY PLANS**

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

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

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

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

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

Each school shall forward its comprehensive safety plan to the Board for approval. (Education Code 32288)

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year. (Education Code 32286)

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

**COMPREHENSIVE SAFETY PLANS**

*(cf. 0500 - Accountability)*

*(cf. 9320 - Meetings and Notices)*

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

**Public Access to Safety Plan(s)**

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

*(cf. 1340 - Access to District Records)*

*Legal Reference:*

*EDUCATION CODE*

*32260-32262 Interagency School Safety Demonstration Act of 1985*

*32270 School safety cadre*

*32280-32289 School safety plans 32290 Safety devices*

*35147 School site councils and advisory committees*

*35183 School dress code; uniforms*

*35291 Rules*

*35291.5 School-adopted discipline rules*

*35294-35294.9 School safety plans*

*35294.10-35294.15 School Safety and Violence Prevention Act*

*41510-41514 School Safety Consolidated Competitive Grant Program*

*48900-48926 Suspension and expulsion*

*48950 Speech and other communication*

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

*67381 Violent crime*

*PENAL CODE*

*422.55 Definition of hate crime*

*626.8 Disruptions*

*11164-11174.3 Child Abuse and Neglect Reporting Act*

*CALIFORNIA CONSTITUTION*

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

*CODE OF REGULATIONS, TITLE 5*

*11987-11987.7 School Community Violence Prevention Program requirements*

*11992-11993 Definition, persistently dangerous schools*

*UNITED STATES CODE, TITLE 20*

*7101-7165 Safe and Drug Free Schools and Communities*

*7912 Transfers from persistently dangerous schools*

*UNITED STATES CODE, TITLE 42*

*12101-12213 Americans with Disabilities Act*



## COMPREHENSIVE SAFETY PLANS

### *Management Resources:*

#### *CSBA PUBLICATIONS*

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

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

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

*Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010*

#### *CDE PUBLICATIONS*

*Safe Schools: A Planning Guide for Action, 2002*

#### *U.S. DEPARTMENT OF EDUCATION PUBLICATIONS*

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

*Early Warning, Timely Response: A Guide to Safe Schools, August 1998*

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

*Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates, 2002*

#### *WEB SITES*

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

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

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

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

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

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

*National Alliance for Safe Schools: <http://www.safeschools.org>*

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

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

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

*U.S. Secret Service, National Threat Assessment Center:*

*[http://www.secretservice.gov/ntac\\_ssi.shtml](http://www.secretservice.gov/ntac_ssi.shtml)*

## ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

Policy adopted: February 7, 2001

Lancaster, California

Policy revised: June 18, 2013

**Philosophy-Goals-Objectives & Comprehensive Plans****AR 0450 (a)****COMPREHENSIVE SAFETY PLANS****Development and Review of Comprehensive School Safety Plan**

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

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

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

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

*(cf. 1220 - Citizen Advisory Committees)*

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

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

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

1. The local mayor
2. A representative of the local school employee organization
3. A representative of each parent organization at the school, including the parent teacher association and parent teacher clubs

*(cf. 1230 - School-Connected Organizations)*

**Philosophy-Goals-Objectives & Comprehensive Plans****AR 0450 (b)****COMPREHENSIVE SAFETY PLANS**

4. A representative of each teacher organization at the school

*(cf. 4140/4240/4340 - Bargaining Units)*

5. A representative of the school's student body government

6. All persons who have indicated that they want to be notified

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

1. Representatives of local religious organizations
2. Local civic leaders
3. Local business organizations

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

**Content of the Safety Plan**

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

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

*(cf. 0500 - Accountability)*

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

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

1. Child abuse reporting procedures consistent with Penal Code 11164

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

2. Routine and emergency disaster procedures including, but not limited to:

- a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act

**Philosophy-Goals-Objectives & Comprehensive Plans****AR 0450 (c)****COMPREHENSIVE SAFETY PLANS***(cf. 6159 - Individualized Education Program)*

- b. An earthquake emergency procedure system in accordance with Education Code 32282

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)**(cf. 3516.3 - Earthquake Emergency Procedure System)*

- c. A procedure to allow public agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

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

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

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

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

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

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

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

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

*(cf. 5132 - Dress and Grooming)*

**Philosophy-Goals-Objectives & Comprehensive Plans****AR 0450 (d)****COMPREHENSIVE SAFETY PLANS**

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

*(cf. 5142 - Safety)*

8. A safe and orderly school environment conducive to learning

*(cf. 5137 - Positive School Climate)*

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

*(cf. 5144 - Discipline)*

10. Hate crime reporting procedures

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

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

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

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

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

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

*(cf. 5113 - Absences and Excuses)*

*(cf. 5113.1 - Chronic Absence and Truancy)*

*(cf. 5131 - Conduct)*

*(cf. 5136 - Gangs)*

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

*(cf. 6142.3 - Civic Education)*

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

*(cf. 6142.8 - Comprehensive Health Education)*

**Philosophy-Goals-Objectives & Comprehensive Plans****AR 0450 (e)****COMPREHENSIVE SAFETY PLANS**

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

*(cf. 1240 - Volunteer Assistance)*

*(cf. 5020 - Parent Rights and Responsibilities)*

*(cf. 6020 - Parent Involvement)*

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

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

*(cf. 5131.61 - Drug Testing)*

*(cf. 5131.62 - Tobacco)*

*(cf. 5131.63 - Steroids)*

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

*(cf. 1020 - Youth Services)*

7. Procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of the school

*(cf. 3514.1 - Hazardous Substances)*

*(cf. 3514.2 - Integrated Pest Management)*

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

*(cf. 5116.1 - Intradistrict Open Enrollment)*

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

*(cf. 1250 - Visitors/Outsiders)*

*(cf. 3515 - Campus Security)*

*(cf. 3515.3 - District Police/Security Department)*

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

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

*(cf. 5131.5 - Vandalism and Graffiti)*

**Philosophy-Goals-Objectives & Comprehensive Plans****AR 0450 (f)****COMPREHENSIVE SAFETY PLANS**

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

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

*(cf. 3515.2 - Disruptions)*

*(cf. 3515.5 - Sex Offender Notification)*

*(cf. 5131.4 - Student Disturbances)*

- b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)
- c. Assignment of staff members responsible for each identified task and procedure
- d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan
- e. Coordination of communication to schools, Governing Board members, parents/guardians, and the media

*(cf. 1112 - Media Relations)*

*(cf. 9010 - Public Statements)*

- f. Development of a method for the reporting of violent incidents
- g. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling

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

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Regulation approved: February 7, 2001

Lancaster, California

Regulation revised: June 19, 2013

## VISITS TO THE SCHOOLS

The Board of Trustees encourages parents/guardians and interested members of the community to visit the schools, view the educational program, and offer constructive comments to the Board.

Besides inviting parents/guardians and the community to open house activities and other special events, the Superintendent or designee shall develop procedures which facilitate visits during regular school days when all visitors must first register at the school office.

The principal or designee may refuse to register any visitor whose acts or presence he/she judges would disrupt normal school operations, threaten the health and safety of students or staff, or cause property damage. (Penal Code 627.4)

To ensure minimum interruption of the regular classroom program, school visits should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher for a time before school, after school, or during the teacher's preparation period.

The Board recognizes that under California law, any person whose conduct materially disrupts class work or extracurricular activities or cause a disturbance on school grounds may be guilty of a misdemeanor and subject to a fine, imprisonment, or both. (Education Code 44811, Penal Code 415.5) When such conduct occurs, the Superintendent or designee may call the police.

Possession of unauthorized dangerous instruments, weapons or devices is prohibited on school premises, on any public right-of-way immediately adjacent to school property, or any other place where a teacher and student(s) are required to be in connection with assigned school activities.

(cf. 3514 - Safety)

(cf. 3515 - Security)

(cf. 4158 - Employee Protection)

(cf. 5131.7 - Weapons and Dangerous Instruments)

## Legal Reference:

## EDUCATION CODE

32210 Willful disturbance of public school or meeting: misdemeanor

32211 Threatened disruption or interference with classes; misdemeanor

35292 Visits to schools (board members)

44810 Willful interference with classroom conduct

44811 Disruption of classwork or extracurricular activities

49334 Injurious objects - notice to law enforcement agency

## PENAL CODE

243.5 Assault or battery on school property

415.5 Disturbance of peace of school

626 Definitions (re disruption of schools)

626.4 Notice of withdrawal or consent; report; action on report; reinstatement of consent; hearing; unlawful entry upon campus or facility; punishment

626.6 Committing act, or entry upon campus or facility to commit act, likely to interfere with peaceful activities

626.8 Disruptive presence at schools

626.9-626.10 Bringing or possessing firearms or weapons on school grounds

627-627.3 Access to school premises

627.4 Refusal or revocation of registration

627.5 Hearing request following denial or revocation of registration

627.6 Posted signs

653 Loitering about schools or public places

## ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

Policy adopted: November 13, 1990

Lancaster, California



**VISITS TO THE SCHOOLS**

The Superintendent or designee shall post at every entrance to each school site and school grounds a notice setting forth school hours, visitor registration requirements, penalties for refusing to leave school grounds, and any other announcements required by the local law enforcement agency in order to pursue the arrest of persons found loitering or trespassing. (Education Code 32211, Penal Code 627.6)

Immediately upon entering any school building or grounds, any person who is not a student of the school or a district officer or employee shall, when school is in session, report his/her presence and the reason for visiting the school to the principal or designee. Any person the principal or designee asks to leave school grounds shall promptly comply.

The principal or designee shall provide visible means of identification to be used by all visitors while on school premises.

All staff members should watch for strangers on school grounds and ask such persons if they have registered in the school office. Staff shall inform the principal when anyone is present who refuses to comply with the registration requirement.

Any possession of unauthorized dangerous instruments, weapons or devices shall be reported immediately to the principal or designee and may be reported to the local law enforcement agency.

Any visitor who fails to register within a reasonable time after entering the school grounds, who fails to leave upon request of the principal or designee, or who returns after leaving pursuant to such a request has committed an unlawful act and may be prosecuted according to law.

Any person who complies with the principal or designee's request to depart from school grounds may appeal to the Superintendent or designee or principal. The written request for a hearing must be made within five days after the person's departure from school and must state why the request to depart was improper. The request also must provide an address to which a hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent or designee or principal shall mail a notice of the hearing to the person requesting it. The hearing shall be held within seven days after receipt of the request.

The decision of the Superintendent or designee or principal may be appealed to the Board of Trustees. The Board shall consider and decide the matter at the next regular public Board meeting for which it can be placed on the agenda. The Board's decision shall be final.

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Regulation approved: November 13, 1990

Lancaster, California

## CLASSROOM INTERRUPTIONS

The Board of Trustees recognizes the importance of providing students with sustained, uninterrupted instruction. Allowing interruptions during class time implies to students that what is occurring in the classroom lacks value. Therefore, interruptions and distractions must be controlled and avoided to ensure that teachers can dedicate classroom time to the instruction of students.

*Legal Reference:*

*EDUCATION CODE*

*32212 Classroom interruptions*

**CLASSROOM INTERRUPTIONS**

1. The Superintendent or designee shall require the school principal to limit office summons and the use of student messengers to a brief, specified period of time during the school day. Messages should be briefly and clearly stated in order to reduce the amount of time devoted to non-instructional activities.
2. Announcements that are only pertinent to teachers should be put in writing.
3. Teachers should be notified in advance of all programming that takes students away from regular classroom instruction.
4. To avoid unplanned entrances to classrooms, visitors should be encouraged to make appointments.
5. Whenever possible, school maintenance and housekeeping activities should be scheduled before or after school hours.
6. The principal or designee is authorized to make on-site decisions in matters of emergency or urgency that require classroom interruptions.

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Regulation approved: November 13, 1990

Lancaster, California

## Community Relations

## BP 1310.1 (a)

### CIVILITY POLICY

Members of Antelope Valley Union High School District staff will treat parents and other members of the public with respect and expect the same in return. The District is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/District grounds.

This policy promotes mutual respect, civility and orderly conduct among District employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting District employees as positive role models to the children of this District, as well as the community, AVUHSD **encourages** positive communication, and **discourages** volatile, hostile or aggressive actions. The District seeks public cooperation with this endeavor.

*(cf. 0410.1 Recognition of Human Diversity)*

### Disruptions

1. Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school District property, will be directed to leave school or school District property promptly by the Principal or designee.
2. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the District employee will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on District premises, the offending person will be directed to leave promptly.
3. When an individual is directed to leave under such Paragraph 1 or 2 circumstances, the Principal or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Codes 415.5 and 626.7, if he/she reenters any District facility within 30 days after being directed to leave, or within 14 days if the person is a parent/guardian of a student attending that school. If any individual refuses to leave upon request or returns before the applicable period of time, the Principal or designee may notify law enforcement officials. An Incident Report (Exhibit 1310.1 (a)) should be completed for the situations as set forth in Paragraphs 1 and 2.

**Community Relations****BP 1310.1 (b)****CIVILITY POLICY**

*(cf. 5146 Campus Disturbance)*  
*(cf. 5146 (c) Disturbing the Peace)*  
*(cf. 9323 Meeting Conduct)*

**Safety and Security**

4. The Superintendent or designee will ensure that a safety and/or crisis intervention techniques program is provided in order to raise awareness on how to deal with these situations if and when they occur.
5. When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their Principal or supervisor and complete an Incident Report. Employees and supervisors should complete an Incident Report and report to law enforcement, any attack, assault or threat made against them on school/District premises or at school/District sponsored activities.

**Documentation**

6. When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code provisions, at the time of occurrence. The employee will immediately notify his/her supervisor and provide a written report of the incident on the attached form.

*Legal Reference:*EDUCATION CODE*32210 Disturbing School**44014 Assault on Personnel**44810 Person on School Grounds**44811 Insults and Abuses*PENAL CODE*243.5 Arrest on School Grounds**415.5 Fighting on School Grounds**626.8 Entry of School by Person Not on Lawful Business**627.7 Refusal to Leave School Grounds***ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Policy adopted: June 15, 2005

Lancaster, California

**Community Relations****AR 1310.1 (a)****CIVILITY POLICY****Examples of Conduct Which Violates the Civility Policy**

The Civility Policy prohibits harassment of District employees. For purposes of this policy, harassment is defined as a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person and which serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress and actually causes such distress (California Code of Civil Procedure 527.6). A course of conduct would include a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose, including but not limited to:

1. Following or stalking an individual;
2. Making harassing telephone calls to an individual;
3. Sending harassing correspondence to an individual by any means, including, but not limited to:
  - a. the use of private mails,
  - b. interoffice mail,
  - c. computer email, text messages, and instant messages,
  - d. facsimile (fax).

Constitutionally protected activity is excluded from the definition of harassment.

**Recourse Available for Unacceptable Disruptive Conduct by District Employees or Representatives**

Any parent/guardian or member of the public who is subjected to unacceptable conduct from any District employee, as defined in the Civility Policy, may complete a Complaint Against Staff pursuant to the District's policy, BP 1312.1 (Complaints Concerning School Personnel).

Any parent/guardian or member of the public who is subjected to unacceptable conduct from any District representative, other than school personnel, may file a written complaint with the Superintendent.

**Community Relations****AR 1310.1 (b)****CIVILITY POLICY****Recourse Available for Unacceptable/Disruptive Conduct by Parents/Guardians and Other Members of the Public**

The following are examples of ways by which District employees and school administrators, depending on the circumstances presented, may resolve situations involving parents/guardians and other members of the public who violate the Civility Policy.

**1. Provision of Civility Policy:**

The District employee may provide to the offending person a written copy of this policy at the time of the occurrence.

**2. Request to Cease and Desist Behavior:**

District employees may request any parent/guardian or other members of the public who engages in unacceptable and/or disruptive conduct, as described above, to immediately cease his/her conduct and to act and speak civilly, or may report such person and conduct to the appropriate site administrator.

**3. Termination of Activity:**

If the offending person does not cease his/her inappropriate conduct and/or communication after being requested to do so, the District employee may verbally notify the offending person that the meeting, conference, telephone conversation, or any other activity is terminated. The District employee may terminate personal contact with the offending person. In that event, the District employee or site administrator and the offending person may continue to communicate in writing, if appropriate, regarding the subject matter of the conference, telephone conversation, or other activity that was terminated.

**4. Request to Leave School Grounds/Report to Law Enforcement:**

If the meeting, conference, or other conduct is on District premises, or interferes with, or is disruptive of school or school activities, the appropriate site administrators or their designees may issue a formal warning, notify the offending person to promptly leave the school grounds and not return pursuant to Education Codes 33210, 33211, 44810, 44811 and Penal Codes 626.4, 626.7 and 626.8. The form of the notification is attached hereto as Exhibit 1310.1(b).

**Community Relations****AR 1310.1 (c)****CIVILITY POLICY**

The form entitled, "Withdrawal of Consent" is to be used when the Principal chooses to base his/her decision to direct the individual off of the school campus upon Education Code 32211 or Penal Code sections 626.7, 626.8 or 653(g).

**5. Handling Violence, Threat, Battery or Other Illegal Action:**

When violence, threat, assault, battery or other illegal action is threatened or directed, District employees may: (1) report the occurrence to their Principal or supervisor, (2) complete an Incident Report, and/or (3) report the incident to law enforcement officials.

In extraordinary circumstances the District may assist the affected employee(s) in obtaining a restraining order against the offending person pursuant to California Code of Civil Procedure sections 527.6 and 527.8.

**Complaint Procedure Concerning Violations of the Civility Policy by Parents/Guardians or Other Members of the Public**

All complaints against/involving parents/guardians or other members of the public shall be initially filed with the Superintendent or designee. At the discretion of the Superintendent or designee, the complaint may be referred to the appropriate school site or department in an attempt to informally resolve the matter.

The complaint must be submitted on the designated complaint form (see Exhibit 1310.1(a)). Complaints that do not contain specific factual allegations concerning the purported misconduct and the desired remedy will not be processed.

The complaint must be filed not later than one month from the date the alleged misconduct occurred or, if such be the case, one month from the date complainant knew or, in the exercise of reasonable care and diligence, should have known of the alleged misconduct.

The school site or department level may attempt to resolve the complaint informally within 10 working days of receipt of the complaint. If the complaint is referred to, and is not resolved at the school site or department level, as the case may be, the Superintendent or designee shall conduct an investigation, which may include a conference with the complainant and the alleged violator. The Superintendent or designee shall complete the investigation within 20 working days from his/her receipt of the complaint from the school site or department level. Within 10 working days thereafter, the Superintendent shall render his/her decision concerning the merits of the complaint and the requested remedy, which shall be in writing, and served on both the complainant and the alleged violator. The Superintendent or designee's decision shall be final.

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Regulation approved: June 15, 2005

Lancaster, California



## Community Relations

E 1310.1 (a)

## CIVILITY POLICY

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

**CIVILITY INCIDENT REPORT**

Name \_\_\_\_\_ Site \_\_\_\_\_

Today's Date \_\_\_\_\_ Date and Time (approximate) of Incident \_\_\_\_\_

Location of Incident (office, classroom, hallway, etc.) \_\_\_\_\_

Name of Person you are Reporting (if known) \_\_\_\_\_

Is this person a parent/guardian or relative to a student at AVUHSD?	Yes	No
--	-----	----

Did you feel your well being/safety was threatened?	Yes	No
---	-----	----

Were there any witnesses to this incident?	Yes	No
--	-----	----

Name of Witness(es) \_\_\_\_\_

Were law enforcement officials contacted?	Yes	No
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Who was notified?	_____ Security	_____ Administrator	_____ Sheriff
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Below, please describe what happened: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Completing Form\_\_\_\_\_  
Date

Retain copy for your records

Ref. BP/AR 1310.1

**Community Relations**

**E 1310.1 (b)**

**CIVILITY POLICY**

Please see District material at the District Office for Exhibit 1310.1 (b). The title is:  
*WITHDRAWAL OF CONSENT.*

**CRIME DATA REPORTING**

The principal or designee at each school shall complete a California Safe Schools Assessment (CSSA) incident form for each incident of school crime, including hate-motivated incidents and hate crimes. The information on the form includes, but is not limited to, identification of the crime or hate-motivated incident, victim characteristics, suspect characteristics if known at the time of the incident, and the actual or estimated dollar loss to the district resulting from a criminal act directed against district property. (Penal Code 628.2; 5 CCR 701)

(*cf.* 3515.4 - *Recovery for Property Loss or Damage*)  
(*cf.* 5145.9 - *Hate-Motivated Behavior*)

The principal or designee shall use the crime and hate-motivated incident classifications specified in 5 CCR 700 and the reporting guidelines specified in 5 CCR 702 to determine if an incident is reportable. (5 CCR 701)

Each month, the principal shall report the data to the Superintendent or designee. (5 CCR 701)

On or before February 1 and August 1 of each year, the Superintendent or designee shall aggregate the data reported by the schools and report this aggregated data to the California Department of Education or its designee. (5 CCR 701)

(*cf.* 3515.3 - *District Police/Security Department*)

The Superintendent or designee shall certify to the best of his/her knowledge and belief that the information in each CSSA form is true, accurate and complete prior to submission to the California Department of Education or its designee. (5 CCR 704)

Copies of CSSA incident forms and any district-wide aggregated data shall be made available to the public upon request. (Penal Code 628.2)

(*cf.* 1112 - *Media Relations*)

**Supporting Data**

The district shall make available, for at least three years from the date the report was submitted, supporting data which verifies information contained on the CSSA forms. Such data shall include, but not be limited to: (5 CCR 702)

1. Reports to local law enforcement officers for the crime classifications specified in Education Code 48915(a)-(d).
2. Suspension and expulsion reports which have been reported to the Governing Board for the crime classifications specified in Education Code 48915(a)-(d).

## CRIME DATA REPORTING

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

3. Insurance claims, maintenance records and other documents to verify economic loss, if applicable

(cf. 0510 - *School Accountability Report Card*)  
(cf. 1340 - *Access to District Records*)  
(cf. 3515 - *Campus Security*)  
(cf. 3530 - *Risk Management/Insurance*)

### *Legal Reference:*

#### EDUCATION CODE

14044 *Crimes committed on school grounds*

48915 *Expulsion*

#### PENAL CODE

628-628.6 *Reporting of school crime*

#### CODE OF REGULATIONS, TITLE 5

700-705 *Safe schools assessment programs*

### *Management Resources:*

#### *CSBA Publications*

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

#### *CDE PUBLICATIONS*

*Understanding and Reporting School Crime*, *California Safe Schools Assessment*,  
*California Department of Education and Butte County Office of Education*, 1995

#### *WEB SITES*

*CDE Safe Schools and Violence Prevention Office:*

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

*Butte County Office of Education (CDE's designee):* <http://www.cssa.butte.k12.ca.us>

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

## ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

Regulation approved: March 20, 2002

Lancaster, California

## EMERGENCIES AND DISASTER PREPAREDNESS PLAN

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

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

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

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

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

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

3. Bomb threat or actual detonation.

*(cf. 3516.2 - Bomb Threats)*

4. Attack or disturbance by individuals or groups.

*(cf. 0450 - Comprehensive Safety Plan)*

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

*(cf. 3514 - Environmental Safety)*

*(cf. 3515 - Campus Security)*

*(cf. 3515.2 - Disruptions)*

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

*(cf. 5131.4 - Campus Disturbances)*

The Superintendent or designee should ensure that the plan includes:

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

**EMERGENCIES AND DISASTER PREPAREDNESS PLAN**

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

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

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

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

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

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

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

*Legal Reference:*

EDUCATION CODE

32001 Fire alarm and drills

32040 Duty to equip school with first aid kit

35295-35297 Earthquake emergency procedures

38132 Mass care and welfare shelters

39834 Operating overloaded bus

46390-46392 Emergency average daily attendance in case of disaster

49505 Natural disaster; meals for homeless students; reimbursement

GOVERNMENT CODE

3100 Public employees as disaster service workers

8607 Standard emergency management system

CODE OF REGULATIONS, TITLE 5

550 Fire drills

560 Civil defense and disaster preparedness plans

CODE OF REGULATIONS, TITLE 19

2400 et seq. Standardized Emergency Management System Regulations

**EMERGENCIES AND DISASTER PREPAREDNESS PLAN**

*Management Resources:*

*CDE PROGRAM ADVISORIES*

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

*GOVERNOR'S OFFICE OF EMERGENCY SERVICES*

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

*SEMS Approved Course of Instruction, March 1995*

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Policy Adopted: September 5, 2001

Lancaster, California

Technical revision: January 28, 2002

**EMERGENCIES AND DISASTER PREPAREDNESS PLAN**

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

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

**Release of Students**

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

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

**Role of Staff**

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

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



**EMERGENCIES AND DISASTER PREPAREDNESS PLAN**

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

*(cf. 4119.3 - Duties of Personnel)*

## EARTHQUAKE EMERGENCY PROCEDURE SYSTEM

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

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

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

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

*Legal Reference:*

*EDUCATION CODE*

*35295-35297 Emergency earthquake procedures*

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Policy adopted: November 13, 1990

Lancaster, California

**EARTHQUAKE EMERGENCY PROCEDURE SYSTEM**

**Earthquake While Indoors at School**

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

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

**Earthquake While on School Grounds**

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

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

**EARTHQUAKE EMERGENCY PROCEDURE SYSTEM**

**Subsequent Emergency Procedures**

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

**General Procedures**

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

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

**EARTHQUAKE EMERGENCY PROCEDURE SYSTEM**

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

**Inspections After Earthquake**

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

Check points: Large cracks affecting buildings

Earth slippage affecting buildings

Water leaks

Gas leaks

Electrical breakages

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

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

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Regulation approved: November 13, 1990

Lancaster, California

**Personnel****BP 4119.11 4219.11,4319.11 (a)****SEXUAL HARASSMENT**

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

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

*(cf. 4030 - Nondiscrimination in Employment)*

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

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

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

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

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

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

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

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

*(cf. 4031 - Complaints Concerning Discrimination in Employment)*

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

**Personnel****BP 4119.11 4219.11, 4319.11 (b)****SEXUAL HARASSMENT***(cf. 4117.4 - Dismissal)**(cf. 4118 - Suspension/Disciplinary Action)**(cf. 4218 - Dismissal/Suspension/Disciplinary Action)***Legal Reference:****EDUCATION CODE***200-262.4 Prohibition of discrimination on the basis of sex***GOVERNMENT CODE***12900-12996 Fair Employment and Housing Act, especially:**12940 Prohibited discrimination**12950.1 Sexual harassment training***LABOR CODE***1101 Political activities of employees**1102.1 Discrimination: sexual orientation***CODE OF REGULATIONS, TITLE 2***7287.8 Retaliation***CODE OF REGULATIONS, TITLE 5***4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance***UNITED STATES CODE, TITLE 42***2000d-2000d-7 Title VI, Civil Rights Act of 1964**2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended**2000h-2-2000h-6 Title IX, 1972 Education Act Amendments***CODE OF FEDERAL REGULATIONS, TITLE 34***106.9 Dissemination of policy***COURT DECISIONS***Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026**Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275**Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257**Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989**Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998**Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57***Management Resources:****OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL***Protecting Students from Harassment and Hate Crime, January, 1999***WEB SITES***California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>**Equal Employment Opportunity Commission: <http://www.eeoc.gov>**U.S. Department of Education, Office of Civil Rights: <http://www.ed.gov/offices/OCR>***ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Policy adopted: March 3, 1993

Lancaster, California

Policy revised: September 15, 1999; February 6, 2002, May 5, 2004, October 19, 2005

**Personnel****AR 4119.11 4219.11,4319.11 (a)****SEXUAL HARASSMENT**

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

1. Submission to the conduct is made expressly or implicitly a term or condition of the individual's employment
2. Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her
3. The conduct has the purpose or effect of unreasonably interfering with the other individual's work performance; creating an intimidating, hostile, or offensive work environment; or adversely affecting the other individual's evaluation, advancement, assigned duties, or any other condition of employment or career development
4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs, or activities available at or through the district

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

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

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



**Personnel****AR 4119.11 4219.11,4319.11 (b)****SEXUAL HARASSMENT****Training**

By January 1, 2006, and every two years thereafter, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All newly hired or promoted supervisory employees shall receive training within six months of their assumption of the supervisory position. (Government Code 12950.1)

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

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

**Notifications**

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

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

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

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

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

1. The illegality of sexual harassment

**Personnel**

**AR 4119.11 4219.11,4319.11 (c)**

**SEXUAL HARASSMENT**

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

*(cf. 4031 - Complaints Concerning Discrimination in Employment)*

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

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Regulation adopted: March 3, 1993

Lancaster, California

Regulation revised: September 15, 1999; February 6, 2002, May 5, 2004, October 19, 2005

**All Personnel****BP 4158/4258/4358 (a)****EMPLOYEE SECURITY**

The Governing Board desires to provide a safe, orderly working environment for all employees. As part of the district's comprehensive school safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and providing them with necessary assistance and support when emergency situations occur.

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 3515 - Campus Security)*

*(cf. 5131.4 - Campus Disturbances)*

Any employee against whom violence or any threat of violence has been directed in the workplace shall notify the Superintendent or designee immediately. The Superintendent or designee shall initiate legal and security measures to protect the employee and others in the workplace. In addition, the Superintendent or designee may initiate legal proceedings against any individual to recover damages for injury caused by the willful misconduct of that individual to the person or property of an employee or another person on district premises.

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

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

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

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

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

The Superintendent or designee may make available at appropriate locations, including, but not limited to, district and school offices, gyms, and classrooms, communication devices that would enable two-way communication with law enforcement and others when emergencies occur.

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

**Reporting of Injurious Objects**

The Board requires employees to take immediate action upon being made aware that any person is in possession of an unauthorized injurious object on school grounds or at a school-related or school-sponsored activity. The employee shall use his/her own judgment as to the potential danger involved and, based upon this analysis, shall do one of the following:

**All Personnel****BP 4158/4258/4358 (b)****EMPLOYEE SECURITY**

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately call 911 and the principal

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

*(cf. 5144. - Discipline)*

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

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

When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

*Legal Reference:**EDUCATION CODE*

*32210-32212 Willful disturbance, public schools or meetings*

*32225-32226 Communication devices*

*35208 Liability insurance*

*35213 Reimbursement for loss, destruction or damage of school property*

*44014 Report of assault by pupil against school employee*

*44807 Duty concerning conduct of students*

*48201 Transfer of student records*

*48900-48926 Suspension or expulsion Grounds for suspension or expulsion*

*49079 Notification to teacher; student who has engaged in acts constituting grounds for suspension or expulsion*

*49330-49335 Injurious objects*

*CIVIL CODE*

*51.7 Freedom from violence or intimidation*

*CODE OF CIVIL PROCEDURE*

*527.8 Workplace violence safety act*

*GOVERNMENT CODE*

*995-996.4 Defense of public employees*

*3543.2 Scope of representation*

*PENAL CODE*

*71 Threatening public officers and employees and school officials*

*240-246.3 Assault and Battery Including:*

*241.3 Assault against school bus drivers*

*241.6 Assault on school employee includes board member*

*243.3 Battery against school bus drivers*

*243.6 Battery against school employee includes board member*

*245.5 Assault with deadly weapon; school employee includes board member*

*290 Registration of sex offenders*

*601 Trespass by person making credible threat*

All Personnel

BP 4158/4258/4358 (c)

## EMPLOYEE SECURITY

*626-626.11 School Crimes*

*646.9 Stalking*

*12403.7 Weapons approved for self defense*

*WELFARE AND INSTITUTIONS CODE*

*827 Juvenile court proceedings; reports; confidentiality*

*828.1 District police or security department, disclosure of juvenile records*

*COURT DECISIONS*

*City of San Jose v. William Garbett, (2010) 190 Cal. App. 4th 526*

### *Management Resources:*

*WEB SITES*

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

*California Department of Education, Safe Schools and Violence Prevention Office:*

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

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Policy adopted: September 3, 2003

Lancaster, California

Policy revised: November 7, 2012

**All Personnel****AR 4158/4258/4358 (a)****EMPLOYEE SECURITY**

An employee may use reasonable and necessary force when necessary for his/her self-defense, defense of another person, or protection of property; to quell a disturbance threatening physical injury to others; or to obtain possession of weapons or other dangerous objects within the control of a student. (Education Code 44807, 49001)

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

*(cf. 5144 - Discipline)*

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

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

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

*(cf. 3515.2 - Disruptions)*

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

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

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

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

**Notice Regarding Student Offenses Committed While Under School Jurisdiction**

The Superintendent or designee shall inform the teacher(s) of each student who has engaged in, or is reasonably suspected of, any act during the previous three school years which could constitute grounds for suspension or expulsion under Education Code 48900, with the exception of the possession or use of tobacco products, or Education Code 48900.2, 48900.3, 48900.4, or 48900.7. This information shall be based upon district records maintained in the ordinary course of business or records received from a law enforcement agency. (Education Code 49079)

*(cf. 5125 - Student Records)*

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

Upon receiving a transfer student's record regarding acts committed by the student that resulted in his/her suspension or expulsion, the Superintendent or designee shall inform the student's teacher(s) that the student was suspended from his/her former district and of the act that resulted in the suspension or expulsion. (Education Code 48201)

**All Personnel****AR 4158/4258/4358 (b)****EMPLOYEE SECURITY**

Information received by teacher(s) shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher. (Education Code 49079)

**Notice Regarding Student Offenses Committed While Outside School Jurisdiction**

When a minor student has been found by a court of competent jurisdiction to have illegally used, sold or possessed a controlled substance or committed specified crimes involving serious acts of violence, the district police or security department may provide written notification to the Superintendent. (Welfare and Institutions Code 828.1)

*(cf. 3515.3 - District Police/Security Department)*

When informed by the court that a minor student has been found by a court to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Penal Code 290, assault or battery, larceny, vandalism or graffiti, the Superintendent or designee shall so inform the school principal. (Welfare and Institution Code 827)

The principal shall disseminate this information to any counselor who directly supervises or reports on the student's behavior or progress. The principal also may inform any teacher or administrator he/she thinks may need the information so as to work with the student appropriately, avoid being needlessly vulnerable, or protect others from vulnerability. (Welfare and Institutions Code 827)

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

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

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

**All Personnel****AR 4158/4258/4358 (c)****EMPLOYEE SECURITY****Procedures to Maintain Confidentiality of Student Offenses**

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

The staff member shall also initial the student's file when reviewing it in the school office. Once the district has made a good faith effort to comply with the notification requirement of Education Code 49079 and Welfare and Institutions Code 827, an employee's failure to review the file constitutes district compliance with the requirement to provide notice to the teacher.

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Regulation approved: November 13, 1990

Lancaster, California

Regulation revised: September 3, 2003; November 7, 2012



## **Board Policy**

BP 4158.1 4258.1,4358.1

### **Personnel**

#### **Teacher Notification of Dangerous Students**

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

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

(cf. 3514 - Safety)

(cf. 5131.7 - Weapons and Dangerous Instruments)

#### **Legal Reference:**

##### **EDUCATION CODE**

44014 Report of assault by pupil against school employee

44807 Duty concerning conduct of pupils

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

48904 Parental liability

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

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

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

##### **PENAL CODE**

71 Threatening public officers and employees and school officials

241.2 Assault on school or park property against any person

241.3 Assault against school bus drivers

241.6 Assault on school employee

243 Battery; punishment

243.2 Battery on school or park property against any person

243.3 Battery against school bus drivers

243.6 Battery against school employee

##### **CIVIL CODE**

51.7 Freedom from violence or intimidation

Policy                    ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT  
adopted: November 13, 1990                    Lancaster, California  
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# **Administrative Regulation**

AR 4158.1 4258.1,4358.1

## **Personnel**

### **Teacher Notification of Dangerous Students**

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

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

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

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

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

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

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

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

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

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

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

- a. Identified students.
- b. When they were identified.
- c. When they no longer need to be identified (three-year maximum).
- d. What they were identified for.

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

Regulation      ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT  
approved: November 13, 1990      Lancaster, California  
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**Students****BP 5113.1 (a)****CHRONIC ABSENCE AND TRUANCY**

The Governing Board believes that excessive student absenteeism and tardiness, whether caused by excused or unexcused absences, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district.

*(cf. 5113 - Absences and Excuses)*

The Superintendent or designee shall establish a system to accurately track and monitor student attendance, including methods to identify students classified as chronic absentees and truants, as defined in law and administrative regulation.

To encourage school attendance, the Superintendent or designee shall develop strategies that focus on prevention and early intervention of attendance problems. Preventive strategies may include efforts to provide a safe and positive school environment, relevant and engaging learning experiences, and school activities that help develop students' feelings of connectedness with the schools. The Superintendent or designee also may provide incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance.

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

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 5126 - Awards for Achievement)*

*(cf. 5131 - Conduct)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

The Superintendent or designee shall work with students and parents/guardians to identify factors contributing to chronic absence and truancy. Based on this needs assessment, he/she shall collaborate with community agencies, including, but not limited to, child welfare services, law enforcement, courts, and/or public health care agencies, to ensure that alternative educational programs and nutrition, health care, and other support services are available for students and families and to intervene as necessary when students have serious attendance problems.

*(cf. 1020 - Youth Services)*

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

*(cf. 5030 - Student Wellness)*

*(cf. 5145.6 - School Health Services)*

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

*(cf. 5147 - Dropout Prevention)*

*(cf. 5149 - At-Risk Students)*

*(cf. 6158 - Independent Study)*

*(cf. 6164.2 - Guidance/Counseling Services)*

*(cf. 6164.5 - Student Success Teams)*

**Students****BP 5113.1 (b)****CHRONIC ABSENCE AND TRUANCY**

*(cf. 6173 - Education for Homeless Children)*  
*(cf. 6173.1 - Education for Foster Youth)*  
*(cf. 6173.2 - Education of Children of Military Families)*  
*(cf. 6175 - Migrant Education Program)*  
*(cf. 6179 - Supplemental Instruction)*  
*(cf. 6181 - Alternative Schools/Programs of Choice)*  
*(cf. 6183 - Home and Hospital Instruction)*  
*(cf. 6184 - Continuation Education)*  
*(cf. 6185 - Community Day School)*

As required by law, habitually truant students shall be referred to a school attendance review board (SARB), a truancy mediation program operated by the county's district attorney or probation officer, and/or a juvenile court.

The Superintendent or designee shall regularly analyze data on student absence to identify patterns of absence districtwide and by school, grade level, and student population. Such data shall be used to identify common barriers to attendance, prioritize resources for intervention, and monitor progress over time. The Superintendent or designee shall periodically report this information to the Board for purposes of evaluating the effectiveness of strategies implemented to reduce chronic absence and truancy and making changes as needed. As appropriate, the Superintendent or designee also shall provide this information to key school staff and community agency partners to engage them in program evaluation and improvement.

**School Attendance Review Board**

The Board shall submit nominations to the County Superintendent of Schools for a district representative on the county SARB. (Education Code 48321)

The Board shall appoint members of the district's SARB, who may include, but are not limited to, a parent/guardian as well as representatives of the district, county probation department, county welfare department, county office of education, law enforcement agencies, community-based youth service centers, school guidance personnel, child welfare and attendance personnel, and school or county health care personnel. (Education Code 48321)

The district's SARB shall operate in accordance with Education Code 48320-48325 and procedures established by the Superintendent or designee.

*Legal Reference:**EDUCATION CODE*

*1740 Employment of personnel to supervise attendance (county superintendent)*

*37223 Weekend classes*

*41601 Reports of average daily attendance*

*46000 Records (attendance)*

*46010-46014 Absences*

**Students****BP 5113.1 (c)****CHRONIC ABSENCE AND TRUANCY**

46110-46119 *Attendance in kindergarten and elementary schools*  
 46140-46147 *Attendance in junior high and high schools*  
 48200-48208 *Children ages 6-18 (compulsory full-time attendance)*  
 48240-48246 *Supervisors of attendance*  
 48260-48273 *Truants*  
 48290-48296 *Failure to comply; complaints against parents*  
 48320-48325 *School attendance review boards*  
 48340-48341 *Improvement of student attendance*  
 48400-48403 *Compulsory continuation education*  
 49067 *Unexcused absences as cause of failing grade*  
 60901 *Chronic absence*

**GOVERNMENT CODE**

54950-54963 *The Ralph M. Brown Act*

**PENAL CODE**

270.1 *Chronic truancy; parent/guardian misdemeanor*  
 272 *Parent/guardian duty to supervise and control minor child; criminal liability for truancy*  
 830.1 *Peace officers*

**VEHICLE CODE**

13202.7 *Driving privileges; minors; suspension or delay for habitual truancy*

**WELFARE AND INSTITUTIONS CODE**

601-601.4 *Habitually truant minors*  
 11253.5 *Compulsory school attendance*

**CODE OF REGULATIONS, TITLE 5**

306 *Explanation of absence*  
 420-421 *Record of verification of absence due to illness and other causes*

**Management Resources:****CSBA PUBLICATIONS**

*Improving Student Achievement by Addressing Chronic Absence, Policy Brief, December 2010*

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

*School Attendance Review Board Handbook, 2009*

*School Attendance Improvement Handbook, 2000*

**WEB SITES**

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

Attendance Counts: <http://www.attendancecounts.org>

California Association of Supervisors of Child Welfare and Attendance: <http://www.cascwa.org>

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

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Policy adopted: March 2, 2011

Lancaster, California

**Students****AR 5113.1 (a)****CHRONIC ABSENCE AND TRUANCY****Definitions**

Chronic absentee means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays.

Truant means a student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (Education Code 48260)

Habitual truant means a student who has been reported as a truant three or more times within the same school year, provided the district has made a conscientious effort to hold at least one conference with the student and his/her parent/guardian. (Education Code 48262, 48264.5)

Chronic truant means a student who has been absent from school without a valid excuse for 10 percent or more of the school days in one school year, from the date of enrollment to the current date, provided the district has met the requirements of Education Code 48260-48263 and 48291. (Education Code 48263.6)

**Attendance Supervisor(s)**

The Superintendent or designee shall appoint or contract with a supervisor of attendance and assistant supervisors as necessary to supervise the attendance of district students. Such supervisors shall perform duties related to compulsory full-time education, truancy, compulsory continuation education, work permits, and any additional duties prescribed by the Superintendent. (Education Code 48240, 48243, 48244)

*(cf. 5113 - Absences and Excuses)*

*(cf. 5113.2 - Work Permits)*

**Addressing Chronic Absence**

When a student is identified as a chronic absentee, the attendance supervisor shall communicate with the student and his/her parent/guardian to determine the reason(s) for the excessive absences, ensure the student and parent/guardian are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

*(cf. 6020 - Parent Involvement)*



**Students****AR 5113.1 (b)****CHRONIC ABSENCE AND TRUANCY**

The student may be referred to a student success team or school-site attendance review team to assist in evaluating the student's needs and identifying strategies and programs that may assist him/her.

*(cf. 5146 - Married/Pregnant/Parenting Students)*  
*(cf. 5147 - Dropout Prevention)*  
*(cf. 5149 - At-Risk Students)*  
*(cf. 6164.2 - Guidance/Counseling Services)*  
*(cf. 6164.5 - Student Success Teams)*  
*(cf. 6173 - Education for Homeless Children)*  
*(cf. 6173.1 - Education for Foster Youth)*  
*(cf. 6173.2 - Education of Children of Military Families)*  
*(cf. 6175 - Migrant Education Program)*

A student who is struggling academically may be offered tutoring or other supplemental instruction, extended learning opportunities, and/or alternative educational options as appropriate.

*(cf. 6158 - Independent Study)*  
*(cf. 6176 - Weekend/Saturday Classes)*  
*(cf. 6178.1 - Work Experience Education)*  
*(cf. 6179 - Supplemental Instruction)*  
*(cf. 6181 - Alternative Schools/Programs of Choice)*  
*(cf. 6183 - Home and Hospital Instruction)*  
*(cf. 6184 - Continuation Education)*

Whenever chronic absenteeism is linked to a nonschool condition, the attendance supervisor may recommend community resources and/or collaborate with community agencies and organizations to address the needs of the student and his/her family.

*(cf. 1020 - Youth Services)*  
*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*  
*(cf. 5145.6 - School Health Services)*

**Addressing Truancy**

An attendance supervisor or designee, peace officer, probation officer, or school administrator or designee may arrest or assume temporary custody, during school hours, of any minor student found away from his/her home who is absent from school without a valid excuse. Any person arresting or assuming temporary custody of a minor student shall deliver the student and make reports in accordance with Education Code 48265 and 48266. (Education Code 48264, 48265, 48266)

*(cf. 3515.3 - District Police/Security Department)*

**Students****AR 5113.1 (c)****CHRONIC ABSENCE AND TRUANCY**

The attendance supervisor shall investigate a complaint from any person that a parent/guardian has violated the state compulsory education laws contained in Education Code 48200-48341. (Education Code 48290)

When a student has been identified as a truant, as defined above, the following steps shall be implemented based on the number of trancies he/she has committed:

1. Initial truancy

- a. A student who is initially classified as truant shall be reported to the attendance supervisor. (Education Code 48260)
- b. The student's parent/guardian shall be notified by the most cost-effective method possible, which may include email or a telephone call, that: (Education Code 48260.5)
  - (1) The student is truant.
  - (2) The parent/guardian is obligated to compel the student to attend school. If the parent/guardian fails to meet this obligation, he/she may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290-48296.
  - (3) Alternative educational programs are available in the district.
  - (4) The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy.
  - (5) The student may be subject to arrest or held in temporary custody by a probation officer, a peace officer, a school administrator or attendance supervisor or his/her designee under Education Code 48264 if found away from home and absent from school without a valid excuse.
  - (6) The student may be subject to suspension, restriction, or delay of his/her driving privilege pursuant to Vehicle Code 13202.7.
  - (7) It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day.

*(cf. 5145.6 - Parental Notifications)*

- c. The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223. (Education Code 48264.5)

**Students****AR 5113.1 (d)****CHRONIC ABSENCE AND TRUANCY**

- d. The student may be given a written warning by a peace officer. A record of this warning may be kept at school for not less than two years or until the student graduates or transfers from the school. If the student transfers, the record may be forwarded to the new school. (Education Code 48264.5)

*(cf. 5125 - Student Records)*

- e. The attendance supervisor may notify the district attorney and/or probation officer of the name of each student who has been classified as a truant and the name and address of the student's parents/guardians. (Education Code 48260.6)

2. Second truancy

- a. Any student who has once been reported as a truant shall again be reported to the attendance supervisor as a truant if he/she is absent from school without valid excuse one or more days or is tardy on one or more days. (Education Code 48261)
- b. The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223. (Education Code 48264.5)
- c. The student may be assigned to an after-school or weekend study program within the county. If the student fails to successfully complete this study program, he/she shall be subject to item #3 below. (Education Code 48264.5)
- d. An appropriate district staff member shall make a conscientious effort to hold at least one conference with the student and parent/guardian by communicating with the parent/guardian at least once using the most cost-effective method possible, which may include email or a telephone call. (Education Code 48262)
- e. The attendance supervisor may notify the district attorney and/or probation officer whether the student continues to be classified as a truant after the parents/guardians have been notified in accordance with item #1b above. (Education Code 48260.6)

3. Third truancy (habitual truancy)

- a. A student who is habitually truant, irregular in school attendance, or habitually insubordinate or disorderly during attendance at school may be referred to, and required to attend, a school attendance review board (SARB) program, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the district's attendance supervisor. (Education Code 48263, 48264.5)

**Students****AR 5113.1 (e)****CHRONIC ABSENCE AND TRUANCY**

- b. Upon making a referral to the SARB or the probation department, the attendance supervisor shall provide the student and parent/guardian, in writing, the name and address of the SARB or probation department and the reason for the referral. This notice shall indicate that the student and parent/guardian shall be required, along with the district staff person making the referral, to meet with the SARB or a probation officer to consider a proper disposition of the referral. (Education Code 48263)
  - c. If the student does not successfully complete the truancy mediation program or other similar program, he/she shall be subject to item #4 below. (Education Code 48264.5)
  - d. If the attendance supervisor determines that available community services cannot resolve the problem of the truant or insubordinate student or if the student and/or student's parents/guardians have failed to respond to the directives of the district or to services provided, the attendance supervisor may so notify the district attorney and/or the probation officer. (Education Code 48263)
- 4. Fourth truancy
  - a. Upon his/her fourth truancy within the same school year, the student shall be within the jurisdiction of the juvenile court. (Education Code 48264.5; Welfare and Institutions Code 601)
  - b. If a student has been adjudged by the county juvenile court to be a habitual truant, the attendance supervisor shall notify the juvenile court and the student's probation or parole officer whenever the student is truant or tardy on one or more days without a valid excuse in the same or succeeding school year, or is habitually insubordinate or disorderly at school. The juvenile court and probation or parole officer shall be notified within 10 days of the violation. (Education Code 48267)
- 5. Absence for 10 percent of school days (chronic truancy)
  - a. The attendance supervisor shall ensure that the student's parents/guardians are offered language-accessible support services to address the student's truancy.
  - b. If a chronically truant student is at least age 6 years and is in any of grades K-8, the attendance supervisor shall notify the parents/guardians that failure to reasonably supervise and encourage the student's school attendance may result in the parent/guardian being found guilty of a misdemeanor pursuant to Penal Code 270.1.

**Students****AR 5113.1 (f)****CHRONIC ABSENCE AND TRUANCY****Records**

The Superintendent or designee shall maintain accurate attendance records for students identified as habitual or chronic truants. The Superintendent or designee also shall document all contacts with a student and his/her parent/guardian regarding the student's attendance, including a summary of all conversations and a record of all intervention efforts.

The Superintendent or designee shall gather and transmit to the County Superintendent of Schools the number and types of referrals made to the SARB and of requests for petitions made to the juvenile court. (Education Code 48273)

Policy adopted: March 2, 2011

Lancaster, California

**Students****BP 5131 (a)****CONDUCT**

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation.

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 5131.1 - Bus Conduct)*

*(cf. 5137 - Positive School Climate)*

*(cf. 6145.2 - Athletic Competition)*

The Superintendent or designee shall ensure that each school develops standards of conduct and discipline consistent with Board policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats

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

*(cf. 5142 - Safety)*

2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption

*(cf. 5131.2 - Bullying)*

*(cf. 5145.3 - Nondiscrimination /Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

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

3. Conduct that disrupts the orderly classroom or school environment

*(cf. 5131.4 - Student Disturbances)*

4. Willful defiance of staff's authority

5. Damage to or theft of property belonging to students, staff, or the district

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

*(cf. 5131.5 - Vandalism and Graffiti)*

**Students****BP 5131 (b)****CONDUCT**

The district shall not be responsible for students' personal belongings which are brought on campus or to a school activity and are lost, stolen, or damaged.

6. Obscene acts or use of profane, vulgar, or abusive language

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

7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs

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

*(cf. 5131.62 - Tobacco)*

*(cf. 5131.63 - Steroids)*

8. Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose (Penal Code 417.27)

Prior to bringing a laser pointer on school premises for a valid instructional or school-related purpose, a student shall obtain permission from the principal or designee.

9. Use of a cellular/digital telephone, pager, or other mobile communications device during instructional time

Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. (Education Code 48901.5)

10. Plagiarism or dishonesty on school work or tests

*(cf. 5131.9 - Academic Honesty)*

*(cf. 6162.54 - Test Integrity/Test Preparation)*

*(cf. 6162.6 - Use of Copyrighted Materials)*

11. Inappropriate attire

*(cf. 5132 - Dress and Grooming)*

12. Tardiness or unexcused absence from school



**Students****BP 5131 (c)****CONDUCT**

*(cf. 5113 - Absences and Excuses)*

*(cf. 5113.1 - Chronic Absence and Truancy)*

**13. Failure to remain on school premises in accordance with school rules**

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

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or an administrator for further investigation.

When a school official suspects that a search of a student or his/her belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

*(cf. 5145.12 - Search and Seizure)*

When a student uses any prohibited device, or uses a permitted device in any unethical or illegal activity, a district employee may confiscate the device. The employee shall store the item in a secure manner until an appropriate time.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or cocurricular activities or other privileges in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

*(cf. 1020 - Youth Services)*

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

*(cf. 5020 - Parent Rights and Responsibilities)*

*(cf. 5127 - Graduation Ceremonies and Activities)*

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

*(cf. 5144 - Discipline)*

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

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

*(cf. 6020 - Parent Involvement)*

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

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

*(cf. 6164.2 - Guidance/Counseling Services)*

*(cf. 6164.5 - Student Success Teams)*

*(cf. 6184 - Continuation Education)*

*(cf. 6185 - Community Day School)*

**Students****BP 5131 (d)****CONDUCT**

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during nonschool hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

*Legal Reference:**EDUCATION CODE**200-262.4 Prohibition of discrimination**32280-32289 Comprehensive safety plan**35181 Governing board authority to set policy on responsibilities of students**35291-35291.5 Rules**44807 Duty concerning conduct of students**48900-48925 Suspension and expulsion**51512 Prohibition against electronic listening or recording device in classroom without permission**CIVIL CODE**1714.1 Liability of parents and guardians for willful misconduct of minor**PENAL CODE**288.2 Harmful matter with intent to seduce**313 Harmful matter**417.25-417.27 Laser scope or laser pointer**647 Use of camera or other instrument to invade person's privacy; misdemeanor**653.2 Electronic communication devices, threats to safety**VEHICLE CODE**23123-23124 Prohibitions against use of electronic devices while driving**CODE OF REGULATIONS, TITLE 5**300-307 Duties of students**UNITED STATES CODE, TITLE 42**2000h-2000h6 Title IX, 1972 Education Act Amendments**COURT DECISIONS**J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094**LaVine v. Blaine School District, (2000, 9th Cir.) 257 F.3d 981**Emmett v. Kent School District No. 415, (2000) 92 F.Supp. 1088**Bethel School District No. 403 v. Fraser, (1986) 478 U.S. 675**New Jersey v. T.L.O., (1985) 469 U.S. 325**Tinker v. Des Moines Independent Community School District, (1969) 393 U.S. 503**Management Resources:**CSBA PUBLICATIONS**Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011**Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010**Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**Bullying at School, 2003**WEB SITES**CSBA: <http://www.csba.org>*

**Students**

**BP 5131 (e)**

**CONDUCT**

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

*Center for Safe and Responsible Internet Use: <http://cyberbully.org>*

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

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

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

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Policy adopted: January 18, 1995 Lancaster, California  
Policy revised: February 1, 1995; March 1, 2000; November 13, 2002; June 18, 2008;  
September 5, 2012

**Students****BP 5131.2 (a)****BULLYING**

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

*(cf. 5131 - Conduct)*

*(cf. 5136 - Gangs)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

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

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

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

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

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

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 0460 - Local Control and Accountability Plan)*

*(cf. 1220 - Citizen Advisory Committees)*

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

*(cf. 6020 - Parent Involvement)*

**Bullying Prevention**

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

*(cf. 5137 - Positive School Climate)*

**Students****BP 5131.2 (b)****BULLYING**

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

*(cf. 6163.4 - Student Use of Technology)*

*(cf. 6142.8 - Comprehensive Health Education)*

*(cf. 6142.94 - History-Social Science Instruction)*

Staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective response.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias.

**Intervention**

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

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

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

*(cf. 6164.2 - Guidance/Counseling Services)*

**Students****BP 5131.2 (c)****BULLYING****Complaints and Investigation**

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Any complaint of bullying, whether it is discriminatory or nondiscriminatory, shall be investigated and resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.

*(cf. 1312.3 - Uniform Complaint Procedures)*

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

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another

**Students****BP 5131.2 (d)****BULLYING**

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

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

**Discipline**

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

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

*(cf. 5144 - Discipline)*

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

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

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

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

*(cf. 4117.3 - Dismissal)*

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

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

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

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

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

32283.5 Bullying; online training

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

48985 Translation of notices

52060-52077 Local control and accountability plan

**PENAL CODE**

422.55 Definition of hate crime

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices, threats to safety

**Students****BP 5131.2 (e)****BULLYING***CODE OF REGULATIONS, TITLE 5**4600-4687 Uniform complaint procedures**UNITED STATES CODE, TITLE 47**254 Universal service discounts (e-rate)**CODE OF FEDERAL REGULATIONS, TITLE 28**35.107 Nondiscrimination on basis of disability; complaints**CODE OF FEDERAL REGULATIONS, TITLE 34**104.7 Designation of responsible employee for Section 504**106.8 Designation of responsible employee for Title IX**110.25 Notification of nondiscrimination on the basis of age**COURT DECISIONS**Wynar v. Douglas County School District, (2013) 728 F.3d 1062**J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094**Lavine v. Blaine School District, (2002) 279 F.3d 719**Management Resources:**CSBA PUBLICATIONS**Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014**Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014 Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012**Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009**Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011**Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008**Bullying at School, 2003**U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS**Dear Colleague Letter: Bullying of Students with Disabilities, August 2013**Dear Colleague Letter: Harassment and Bullying, October 2010**WEB SITES**CSBA: <http://www.csba.org>**California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lr/ss>**Common Sense Media: <http://www.common sense media.org>**ON[the]LINE, digital citizenship resources: <http://www.onthelineca.org>**National School Safety Center: <http://www.schoolsafety.us>**U.S. Department of Education***ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Policy adopted: September 5, 2012

Lancaster, California

Policy revised: February 4, 2015



**DRESS AND GROOMING**

The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health or safety hazard or a distraction which would interfere with the educational process.

*(cf. 4119.22 - Dress and Grooming)*

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

The Board considers application of this policy to be a site administrative responsibility within the jurisdiction of the principal. Details and specific rules which apply shall be an administrative decision. In developing standards of student dress, the administration shall consider the effect that wearing apparel may have on students' attitude toward learning and the effect certain apparel may have on other students.

Students and parents/guardians shall be informed about the school dress code at the beginning of the year and when revised. A student who violates the dress code shall be subject to appropriate disciplinary action.

*(cf. 5144 - Discipline)*

The principal, staff, students, and parents/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

The Board has determined that gangs constitute a danger to students, and the Superintendent or designee shall restrict student dress and grooming as necessary to comply with Board Policy 5136 related to gang activity.

**Uniforms**

The Board recognizes that, in order to promote student safety and discourage theft, peer rivalry, and/or gang activity, the principal, staff, and parents/guardians at a district school may wish to establish a reasonable dress code requiring students to wear uniforms. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval.

The Board shall approve such dress codes when it determines they are necessary for the health and safety of the school's students.

**DRESS AND GROOMING**

The Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children not comply with an adopted school uniform policy. Students shall not be penalized academically, otherwise discriminated against, or denied attendance to school if their parents/guardians so decide.

School plans requiring students to wear uniforms shall identify a source of funding available for the purchase of uniforms by economically disadvantaged students.

In schools where a schoolwide uniform is required, the principal, staff, and parents/guardians of the individual school shall jointly select the specific uniform to be worn.

The principal or designee shall give parents/guardians at least six months' notice before a school uniform policy is implemented.

Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting.

*Legal Reference:*EDUCATION CODE

35183 School dress codes; uniforms

35183.5 Sun-protective clothing

35294.1 School safety plans

48907 Student exercise of free expression

49066 grades; effect of physical education class apparel

CODE OF REGULATIONS, TITLE 5

302 Pupils to be neat and clean on entering school

COURT DECISIONS

Marvin H. Jeglin, et al., v. San Jacinto Unified School District, et al. (C.D. Cal. 1993) 827 F.Supp. 1459

Arcadia Unified School District v. State Department of Education, 92 Daily Journal, D.A.R. 3578

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

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Policy adopted: November 13, 1990

Lancaster, California

Policy revised: October 5, 1994

Technical revision: January 28, 2002

**GANGS**

The Board of Trustees desires to provide safe schools for all students and staff in the district. The Board, therefore, views with extreme concern any act of violence, intimidation, disruption of the orderly operation of the school, activities inciting others and the commission of any unlawful acts on school campuses and at school activities. Therefore, any individual student and/or any group of students acting in concert or as a gang found in violation of Board policy, administrative regulations, school rules or state law are to be recommended to the Board for suspension/expulsion. School personnel shall exchange information and establish mutually supportive efforts with local law enforcement authorities.

The administration is to be sensitive to the early manifestations of such activities including, but not limited to, the presence of insignias, apparel and verbal, nonverbal and written symbols.

The Superintendent or designee shall provide in-service training which helps staff to identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior. Staff shall be informed about conflict management techniques and alerted to intervention measures and community resources.

Any individual student manifesting gang behavior or acting in an organized manner to disrupt the activities of the school will be subject to disciplinary action by the school principal or designee.

**Interventions**

The school administration is to be sensitive to the presence of gang activities and take the steps necessary to provide safe campuses. Among these are:

1. Identification of the leaders and members.
2. Regular meetings are to be held with local law enforcement agencies and other agencies to ascertain the presence of such groups in the community and the potential for school disruptions or events.
3. Regular in-service programs for staff members.

To further discourage the influence of gangs, the Superintendent or designee shall ensure that school rules of conduct and any school dress code prohibiting gang-related apparel are enforced consistently during school hours and at school activities. If a student exhibits signs of gang affiliation, staff shall so inform the parent/guardian.

Under the California Constitution, students have the inalienable right to attend schools which are safe, secure and peaceful. The Board subscribes to the philosophy that students should be provided with a quality education in a safe, secure and peaceful environment. The Board has determined and

finds that the presence of any gang-related jewelry, insignia, colors, paraphernalia, apparel, clothing and attire on school campuses and at school activities results in disruption of or material interference with institutional and other activities and so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the disruption of the orderly operation of the school. Specifically, the Board finds that it is necessary to establish a dress and grooming policy designed to regulate the wearing of or display of clothing, attire, jewelry, apparel, insignia, colors, paraphernalia or materials that evidence membership in or affiliation with any gang; which are obscene, sexually explicit or suggestive; which promote the use/abuse of drugs and/or alcohol; which pose a threat to the physical well-being and safety of students or are likely to cause others to be intimidated by fear of violence; or which so incite students as to create a clear and present danger of the commission of unlawful acts on school premises or at school activities, or the violation of law or lawful school regulations, or the disruption of or material interference with the orderly operation of the school or school-sponsored activities.

*Legal Reference:*

EDUCATION CODE

*32230-32239 School Violence Reduction Program*

*35183 Gang-related apparel*

*35294.1 School safety plans*

*48907 Student exercise of free expression*

*51264 Educational in-service training; CDE guidelines*

*51265 Gang violence and drug and alcohol abuse prevention inservice training*

*51266-51266.5 Model gang and substance abuse prevention curriculum*

*58730-58736 Gang Intervention Programs*

*58750-58755 Extended school-day activities and violence reduction act*

PENAL CODE

*186.22 Participation in criminal street gang*

*13826-13826.7 Gang violence suppression*

UNITED STATES CODE, TITLE 20

*7101-7143 Safe and Drug-Free Schools and Communities Act of 1994*

*Management Resources:*

CDE PUBLICATIONS

*On Alert: Gang Prevention in School and In-service Guidelines, January 1994*

CSBA PUBLICATIONS

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

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Policy adopted:

November 13, 1990

Lancaster, California

Policy revised:

March 2, 1994, November 17, 1999

**CHILD ABUSE REPORTING PROCEDURES**

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

*(cf. 5141.41 - Child Abuse Prevention)*

*(cf. 5142 - Safety)*

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

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

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

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

Parents/guardians may contact the Superintendent or designee to obtain procedures for filing a complaint against a district employee or other person whom they suspect has engaged in abuse of a child at a school site.

*(cf. 1312.1 - Complaints Concerning District Employees)*

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

33308.1 Guidelines on procedure for filing child abuse complaints

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

48906 Notification when student released to peace officer

48987 Dissemination of reporting guidelines to parents

**PENAL CODE**

152.3 Duty to report murder, rape or lewd or lascivious act

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

288 Definition of lewd or lascivious act requiring reporting

11164-11174.3 Child Abuse and Neglect Reporting Act

**WELFARE AND INSTITUTIONS CODE**

15630-15637 Dependent adult abuse reporting

**CODE OF REGULATIONS, TITLE 5**

4650 Filing complaints with CDE, special education students

## CHILD ABUSE REPORTING PROCEDURES

### *Management Resources:*

#### *CDE LEGAL ADVISORIES*

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

#### *WEB SITES*

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

*School/Law Enforcement Partnership: <http://www.cde.ca.gov/spbranch/safety/partnership.html>*

*California Attorney General: <http://caag.state.ca.us>*

*California Department of Social Services: <http://www.dss.cahwnet.gov>*

*Governor's Office of Criminal Justice Planning: <http://www.ocjp.ca.gov>*

## ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

Policy adopted: November 13, 1990

Lancaster, California

Policy revised: June 27, 2001; September 18, 2002

**CHILD ABUSE REPORTING PROCEDURES****Definitions**

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

1. A physical injury inflicted by other than accidental means on a child by another person.
2. Sexual abuse of a child as defined in Penal Code 11165.1.
3. Neglect as defined in Penal Code 11165.2.
4. Willful cruelty or unjustifiable punishment of a child as defined in Penal Code 11165.3.
5. Unlawful corporal punishment or injury resulting in a traumatic condition as defined in Penal Code 11165.4.

**Child abuse or neglect does not include:**

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

(*cf. 3515.3 - District Police/Security Department*)

3. The exercise by a teacher, vice principal, principal or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning. (Education Code 44807)
4. An amount of force that is reasonable and necessary for a school employee to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student. (Education Code 49001)
5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student. (Education Code 49001)

Mandated reporters include but are not limited to teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers

**CHILD ABUSE REPORTING PROCEDURES**

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

(cf. 5141.41 - Child Abuse Prevention)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. (Penal Code 11166)

**Reportable Offenses**

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

Any mandated reporter who has knowledge of or who reasonably suspects that mental suffering has been inflicted upon a child, or that the child's emotional well-being is endangered in any other way, may report the known or suspected instance of child abuse or neglect to the appropriate agency designated below. (Penal Code 11166.05)

Instances that indicate that the emotional well-being of a child might be endangered include, but are not limited to, evidence that the child is suffering from emotional damage, such as severe anxiety, depression, withdrawal, or untoward aggressive behavior towards self or others.

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

**Responsibility for Reporting**

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

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



## CHILD ABUSE REPORTING PROCEDURES

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

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

### Reporting Procedures

#### 1. Initial Telephone Report

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

The appropriate telephone contact for our District is:

Children & Family Services Department Child Abuse Hotline (800) 540 4000

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

#### 2. Written Report

Within 36 hours of receiving the information concerning the incident, the mandated reporter shall prepare and send to the appropriate agency a written report which includes a completed Department of Justice form. (Penal Code 11166, 11168)

Mandated reporters may obtain copies of the above form from either the district, the principal's office, the guidance office or the appropriate agency.

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

- a. The name, business address and telephone number of the person making the report and the capacity that makes the person a mandated reporter;
- b. The child's name and address, present location and, where applicable, school, grade and class;

## CHILD ABUSE REPORTING PROCEDURES

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

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

Information relevant to the incident of child abuse or neglect may also be given to an investigator from an agency that is investigating the case. (Penal Code 11167)

### 3. Internal Reporting

Employees reporting child abuse or neglect to the appropriate agency are encouraged, but not required, to notify the principal or designee as soon as possible after the initial telephone report to an appropriate agency.

The principal or designee so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Governing Board policy and administrative regulation.

The mandated reporter shall not be required to disclose his/her identity to the principal. (Penal Code 11166)

He/she may provide or mail a copy of the written report to the principal, Superintendent or designee without his/her signature or name.

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

### Training

Training of mandated reporters shall include child abuse identification and reporting. All employees receiving such training shall receive written notice of state reporting requirements and employees' confidentiality rights. (Penal Code 11165.7)

**CHILD ABUSE REPORTING PROCEDURES**

Training shall also include guidance in the appropriate discipline of students, physical contact with students, and maintenance of ethical relationships with students to avoid actions that may be misinterpreted as child abuse.

*(cf. 5144 - Discipline)*

*(cf. 5145.7 - Sexual Harassment)*

**Victim Interviews**

Upon request, a representative of an agency investigating suspected child abuse or neglect may interview a suspected victim during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Penal Code 11174.3)

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

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

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

**Release of Child to Peace Officer**

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

Peace officers shall be asked to sign an appropriate release or acceptance of responsibility form.

## CHILD ABUSE REPORTING PROCEDURES

*(cf. 5145.11 - Questioning and Apprehension)*

### Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with procedures whereby they can report suspected child abuse occurring at a school site to appropriate agencies. Such procedures shall be in the primary language of the parent/guardian and, when communicating orally regarding those procedures, an interpreter shall be provided for parents/guardians whose primary language is other than English. (Education Code 48987)

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person or in writing with any appropriate agency identified above under "Reporting Procedures."

*(cf. 4117.4 - Dismissal)*

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

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

If a parent/guardian makes a complaint to any district employee, that employee shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency and also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

*(cf. 1312.1 - Complaints Concerning District Employees)*

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

*(cf. 1312.3 - Uniform Complaint Procedures)*

### Notifications

The Superintendent or designee shall give persons hired by the district a statement informing them that they are mandated by law to report suspected child abuse and neglect, inform them of their reporting obligations under Penal Code 11166, and provide a copy of Penal Code 11165.7 and 11166. Before beginning employment, employees shall sign the statement indicating that they have knowledge of the reporting obligations under Penal Code 11166 and that they will comply with those provisions. The signed statements shall be retained by the Superintendent or designee. (Penal Code 11166.5)

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

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

## CHILD ABUSE REPORTING PROCEDURES

The Superintendent or designee shall also notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)
2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she is guilty of a misdemeanor punishable by a fine and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the district for making a report. (Penal Code 11166)

### ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

Regulation approved: November 14, 1990

Lancaster, California

Regulation revised: June 27, 2001; September 18, 2002

Technical revision: May 1, 2002

**SEARCH AND SEIZURE**

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

**Individual Searches**

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

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

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

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

(cf. 5145.11 - *Questioning and Apprehension*)

**Student Lockers/Desks**

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

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

**Use of Metal Detectors**

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

**SEARCH AND SEIZURE**

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

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

*(cf. 0450 - Comprehensive Safety Plan)*

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

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

**Use of Drug-Detection Dogs**

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

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

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

35160 Authority of governing boards

35160.1 Broad authority of school districts

35294-35294.9 School safety plans

49050-49051 Searches by school employees

49330-49334 Injurious objects

**PENAL CODE**

626.9 Firearms

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

**COURT DECISIONS**

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

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

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

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

Zamora v. Pomeroy, (10th Cir. 1981) 639 F.2d 662

**ATTORNEY GENERAL OPINIONS**

83 Ops.Cal.Atty.Gen. 257 (2000)

75 Ops.Cal.Atty.Gen. 155 (1992)

**Management Resources:****WEB SITES**

California Attorney General's Office: <http://caag.state.ca.us>

CDE, Safe Schools and Violence Prevention Office: <http://www.cde.ca.gov/spbranch/safety>

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Policy adopted: November 13, 1990

Lancaster, California

Policy revised: April 6, 1994; March 1, 2000; August 22, 2001

## **Students**

AR 5145.12(a)

### **SEARCH AND SEIZURE**

#### **Use of Metal Detectors**

The following procedures shall be followed when making metal detector scans:

1. Before walk-through, students shall be asked to empty their pockets of metallic objects.
2. If an initial activation occurs, students shall be asked to remove other metallic objects they may be wearing (e.g., belt and jewelry) before a second scan.
3. If the activation is not eliminated or explained, staff shall escort the student to a private area.
4. In the private area, an expanded search shall be conducted by a staff member of the same gender as the student, in the presence of another district employee.
5. The search shall be limited to the detection of weapons.

#### **Use of Drug-Detection Dogs**

Drug-detection dogs shall not be used in rooms occupied by persons except for demonstration purposes, with the handler present. When used for demonstration purposes, the dog shall be separated from the students and not allowed to sniff any individual.

Only the dog's official handler shall determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the student having the use of that item or place, or responsibility for it, shall be called to witness the search. If a dog alerts on a locked vehicle, the student who brought the vehicle onto district property shall be asked to unlock it for inspection.

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

*(cf. 5144 - Discipline)*

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

#### **Notifications**

At the beginning of each school year, or upon enrollment, the Superintendent or designee shall inform students and parents/guardians of the possibility of random searches of students, their belongings and district properties under their control.



**SEARCH AND SEIZURE**

At the beginning of each school year, or upon enrollment, students and parents/guardians shall receive notice that the district uses metal detector scans as part of its program to promote safety and deter the presence of weapons. Signs shall be posted at all schools at which metal detectors are to be used to explain that anyone may be scanned by metal detector for guns, knives or other illegal weapons when on campus or attending athletic or extracurricular events.

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Regulation approved: November 13, 1990

Lancaster, California

Regulation revised: April 6, 1994; March 1, 2000; August 22, 2001

**Students****BP 5145.7 (a)****SEXUAL HARASSMENT**

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer.

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

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 5131 - Conduct)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)*

Complaints regarding sexual harassment shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

*(cf. 1312.3 - Uniform Complaint Procedures)*

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

**Instruction/Information**

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance

**Students****BP 5145.7 (b)****SEXUAL HARASSMENT**

3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved.
5. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
6. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable

**Disciplinary Actions**

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

*(cf. 5144 - Discipline)*

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

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

Any staff member found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements.

*(cf. 4117.4 - Dismissal)*

*(cf. 4117.7 - Employment Status Report)*

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

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

*(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)*

**Record-Keeping**

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

*(cf. 3580 - District Records)*

## Students

BP 5145.7 (c)

## SEXUAL HARASSMENT

*Legal Reference:**EDUCATION CODE**200-262.4 Prohibition of discrimination on the basis of sex**48900 Grounds for suspension or expulsion**48900.2 Additional grounds for suspension or expulsion; sexual harassment**48904 Liability of parent/guardian for willful student misconduct**48980 Notice at beginning of term**CIVIL CODE**51.9 Liability for sexual harassment; business, service and professional relationships**1714.1 Liability of parents/guardians for willful misconduct of minor**GOVERNMENT CODE**12950.1 Sexual harassment training**CODE OF REGULATIONS, TITLE 5**4600-4687 Uniform complaint procedures**4900-4965 Nondiscrimination in elementary and secondary education programs**UNITED STATES CODE, TITLE 20**1221 Application of laws**1232g Family Educational Rights and Privacy Act**1681-1688 Title IX, discrimination**UNITED STATES CODE, TITLE 42**1983 Civil action for deprivation of rights**2000d-2000d-7 Title VI, Civil Rights Act of 1964**2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended**CODE OF FEDERAL REGULATIONS, TITLE 34**99.1-99.67 Family Educational Rights and Privacy**106.1-106.71 Nondiscrimination on the basis of sex in education programs**COURT DECISIONS**Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567**Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130**Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736**Davis v. Monroe County Board of Education, (1999) 526 U.S. 629**Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274**Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473**Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447**Management Resources:**CSBA PUBLICATIONS**Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014**Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011**U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS**Questions and Answers on Title IX and Sexual Violence, April 2014**Dear Colleague Letter: Sexual Violence, April 4, 2011**Sexual Harassment: It's Not Academic, September 2008**Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001*

**Students**

**BP 5145.7 (d)**

**SEXUAL HARASSMENT**

*WEB SITES*

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

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

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

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Policy adopted: November 13, 1990

Lancaster, California

Policy revised: March 3, 1993; September 15, 1999; February 6, 2002; January 16, 2013;  
April 1, 2015

**Students****AR 5145.7 (a)****SEXUAL HARASSMENT**

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

Director of Student Services  
Antelope Valley Union High School District Office  
548 W. Lancaster Blvd., #102  
Lancaster, California 93534-2571  
(661) 729-2321

*(cf. 1312.3 - Uniform Complaint Procedures)*

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

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

*(cf. 5131 - Conduct)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)*

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions

**Students****AR 5145.7 (b)****SEXUAL HARASSMENT**

3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion

**Reporting Process and Complaint Investigation and Resolution**

Any student who believes that he/she has been subjected to sexual harassment or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted to the Superintendent or designee.

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

When a report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures.

**Students****AR 5145.7 (c)****SEXUAL HARASSMENT**

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3.

**Confidentiality**

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

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

When a complainant or victim of sexual harassment notifies the district of the harassment but requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*  
*(cf. 5125 - Student Records)*

**Response Pending Investigation**

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. Such measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

**Notifications**

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



**Students****AR 5145.7 (d)****SEXUAL HARASSMENT**

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)

*(cf. 5145.6 - Parental Notifications)*

2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted, including school web sites (Education Code 231.5)

*(cf. 1113 - District and School Web Sites)*

3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5)
4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)
5. Be included in the student handbook
6. Be provided to employees and employee organizations

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Regulation approved: March 3, 1995 Lancaster, California  
 Regulation revised: September 15, 1999; February 6, 2002; January 19, 2005; January 16, 2013;  
 April 1, 2015

**HATE-MOTIVATED BEHAVIOR**

The Governing Board affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

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

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 3515.1 - Crime Data Reporting)*

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

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

*(cf. 5136 - Gangs)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 6141.6 - Multicultural Education)*

Any student who feels that he/she is a victim of hate-motivated behavior shall immediately contact the principal or designee. If the student believes that the principal or designee has not remedied the situation, he/she may file a complaint in accordance with district complaint procedures.

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 1312.3 - Uniform Complaint Procedures)*

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the principal, Superintendent or designee, and law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with Board policy and administrative regulation.

*(cf. 3515.3 - District Police Department)*

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

*(cf. 5144 - Discipline)*

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

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

In addition, the District shall provide counseling and appropriate sensitivity training and diversity education for students exhibiting hate-motivated behavior. The District shall also provide counseling, guidance, and support, as necessary, to those students who are the victims of hate-motivated behavior.

*(cf. 6164.2 - Guidance/Counseling Services)*

## HATE-MOTIVATED BEHAVIOR

The Superintendent or designee shall ensure that staff receives appropriate training to recognize hate-motivated behavior and methods for handling such behavior in appropriate ways.

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

The District shall provide age-appropriate instruction to help promote understanding of and respect for human rights.

At the beginning of each school year, students and staff shall receive a copy of the District's policy on hate-motivated behavior.

### *Legal Reference:*

#### EDUCATION CODE

200-262 *Prohibition of discrimination on the basis of sex*

48900.3 *Suspension for hate violence*

#### PENAL CODE

186.21 *Street terrorism; legislative findings and declarations*

422.6-422.95 *Civil Rights*

11410-11414 *Terrorism*

13023 *Reports by law enforcement of crimes motivated by race, ethnicity, religion, sexual orientation or physical or mental disability*

13519.6 *Hate crimes, training courses and guidelines*

#### UNITED STATES CODE, TITLE 18

245 *Federally protected activities*

### *Management Resources:*

#### CSBA PUBLICATIONS

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

#### ALAMEDA OFFICE OF EDUCATION & CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Hate-Motivated Behavior in Schools: Response Strategies for School Boards, Administrators, Law Enforcement and Communities, 1997*

#### U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS & NATIONAL ASSOCIATION OF ATTORNEYS GENERAL PUBLICATIONS

*Protecting Students from Harassment and Hate Crime: A Guide for Schools, 1999*

#### WEB SITES

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

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

United States Department of Education, Office of Civil Rights: <http://www.ed.gov/offices/OCR/index.htm>

## ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

Policy Adopted: October 6, 1999

Lancaster, California

Technical revision: January 28, 2002

**CLASSROOM INTERRUPTIONS**

The Board of Trustees recognizes the importance of providing students with sustained, uninterrupted instruction. Allowing interruptions during class time implies to students that what is occurring in the classroom lacks value. Therefore, interruptions and distractions must be controlled and avoided to ensure that teachers can dedicate classroom time to the instruction of students.

*Legal Reference:*

*EDUCATION CODE*

*32212 Classroom interruptions*

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Policy adopted: November 13, 1990

Lancaster, California

**CLASSROOM INTERRUPTIONS**

1. The Superintendent or designee shall require the school principal to limit office summons and the use of student messengers to a brief, specified period of time during the school day. Messages should be briefly and clearly stated in order to reduce the amount of time devoted to non-instructional activities.
2. Announcements that are only pertinent to teachers should be put in writing.
3. Teachers should be notified in advance of all programming that takes students away from regular classroom instruction.
4. To avoid unplanned entrances to classrooms, visitors should be encouraged to make appointments.
5. Whenever possible, school maintenance and housekeeping activities should be scheduled before or after school hours.
6. The principal or designee is authorized to make on-site decisions in matters of emergency or urgency that require classroom interruptions.

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Regulation approved: November 13, 1990

Lancaster, California

**RECOGNITION OF RELIGIOUS BELIEFS AND CUSTOMS**

The Governing Board recognizes that students' education would be incomplete without an understanding of the role of religion in history. It is both proper and important for teachers to objectively discuss the influences of various religions, using religious works and symbols to illustrate their relationship with society, literature, or the arts. The Board expects that such instruction will identify principles common to all religions and foster respect for the multiple creeds practiced by the peoples of the world.

In order to respect each student's individual right to freedom of religious practice, religious indoctrination is clearly forbidden in the public schools. Instruction about religion must not favor, promote, or demean the beliefs or customs of any particular religion or sect. Staff shall be highly sensitive to its obligation not to interfere with the religious development of any student in whatever tradition the student embraces.

Staff shall not endorse, encourage, or solicit religious or anti-religious expression or activities among students. They shall not lead students in prayer or participate in student-initiated prayer. However, staff shall not prohibit or discourage any student from praying or otherwise expressing his/her religious belief as long as this does not disrupt the educational process.

Students may express their beliefs about religion in their homework, artwork, and other written and oral reports if the expression is germane to the assignment. Such work shall be judged by ordinary academic standards, free of discrimination based on religious content.

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

*(cf. 6144 - Controversial Issues)*

*(cf. 6145.5 - Student Organizations and Equal Access)*

**Religious Holidays**

Whereas teaching about religious holidays is a permissible part of the educational program, celebrating religious holidays is not allowed in the public schools. School-sponsored programs shall not be, nor have the effect of being, religiously oriented or a religious celebration.

*(cf. 5113 - Absences and Excuses)*

School and classroom decorations may express seasonal themes that are not religious in nature.

**Health/Family Life/Sex Education**

Upon written request of the parent/guardian, a student shall be excused from any part of health, family life, or sex education which conflicts with the religious training, beliefs, or personal moral convictions of the parent/guardian or student. (Education Code 51240)

*(cf. 6142.1 - Family Life/Sex Education)*

**RECOGNITION OF RELIGIOUS BELIEFS AND CUSTOMS**

**Health/Family Life/Sex Education (Continued)**

Alternate activities shall be provided for students who are so excused.

*Legal Reference:*

EDUCATION CODE

51240 *Excuse from health instruction and family life and sex education due to religious belief*

51511 *Religious matters properly included in courses of study*

UNITED STATES CODE, TITLE 20

6061 *School prayer*

COURT DECISIONS

*Walleye v. Gaffer, (1985) 472 U.S. 38*

*Lemon v. Kurtzman, (1971) 403 U.S. 602*

*Management Resources:*

U.S. DEPARTMENT OF EDUCATION

*"Religion in the Public Schools: A Joint Statement of Current Law," April 1995*

*"Religious Expression in Public Schools," United States Department of Education, August 1995*

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Policy adopted: November 13, 1990

Lancaster, California

Policy revised: June 7, 2000

**Instruction****BP 6163.4 (a)****STUDENT USE OF TECHNOLOGY**

The Governing Board intends that technological resources provided by the district be used in a safe, responsible and proper manner in support of the instructional program and for the advancement of student learning.

*(cf. 0440 - District Technology Plan)*  
*(cf. 1113 - District and School Web Sites)*  
*(cf. 4040 - Employee Use of Technology)*  
*(cf. 5131 - Conduct)*  
*(cf. 6163.1 - Library Media Centers)*

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with district regulations and the district's Acceptable Use Agreement.

*(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)*  
*(cf. 5144 - Discipline)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*  
*(cf. 5144.2 - Suspension and Expulsion/Due Process: Students with Disabilities)*  
*(cf. 5145.12 - Search and Seizure)*

The Superintendent or designee shall provide age-appropriate instruction regarding the district's Acceptable Use Agreement, including instruction on the safe use of social networking sites and other Internet services including, but not limited to, the dangers of posting personal information online, misrepresentation by online predators, and how to report inappropriate or offensive content or threats.

*(cf. 6143 - Courses of Study)*

The Superintendent or designee, with input from students and appropriate staff, shall regularly review this policy, the accompanying administrative regulation and other relevant procedures to help ensure that the district adapts to changing technologies and circumstances.

**Use of District Computers for Online Services/Internet Access**

The Superintendent or designee shall ensure that all district Internet access has technology protection measures that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors, and that the operation of such measures is enforced. (20 USC 6777, 47 USC 254)

The Board desires to protect students from access to inappropriate matter on the Internet. The Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet. He/she also shall establish regulations



**Instruction****BP 6163.4 (b)****STUDENT USE OF TECHNOLOGY**

to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication, and other social networking sites deemed appropriate.

Before using the district's technological resources, each student and his/her parent/guardian shall sign and return an Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree to not hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.

*(cf. 6162.6 - Use of Copyrighted Materials)*

Staff shall supervise students while they are using online services and may ask teacher aides, student aides, and volunteers to assist in this supervision.

If a disruption occurs, or a student uses any mobile communications device for improper activities, a school employee shall direct the student to turn off the device and/or shall confiscate it. If a school employee finds it necessary to confiscate a device, he/she shall return it at the end of the class period or school day.

A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to discipline in accordance with Board policy and administrative regulation.

**Use of Student Personal Technology Devices for Online Services/Internet Access**

The Superintendent or designee shall ensure that all students will have the opportunity to bring their own personal technology devices for academic use. Students using their own laptops must have current anti-virus software installed before accessing district resources.

The Superintendent or designee shall ensure that all will have access to the district's electronic communications system for educational purposes. The electronic communications system is defined as the district's network, servers, computers, mobile devices, peripherals, applications, databases, online resources, Internet access, email, and any other technology designated for use by students.

It will be each student's responsibility to follow the rules for appropriate and responsible use. Access to the district's network is a privilege and administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly. The district is not responsible for technology devices that are brought to school from home by students or faculty members.

**Instruction****BP 6163.4 (c)****STUDENT USE OF TECHNOLOGY****Bullying/Cyber-bullying/Cyber-harassment**

Harassment of students or staff, including bullying, intimidation, cyber-bullying, cyber-harassment hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering is prohibited.

Cyber-bullying and cyber-harassment includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships.

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

*Legal Reference:**EDUCATION CODE*

51006 Computer education and resources

51007 Programs to strengthen technological skills

51870-51874 Education technology

60044 Prohibited instructional materials

*PENAL CODE*

313 Harmful matter

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

*UNITED STATES CODE, TITLE 20*

6751-6777 Enhancing Education Through Technology Act, Title II, Part D, especially:

6777 Internet safety

*UNITED STATES CODE, TITLE 47*

254 Universal service discounts (E-rate)

*CODE OF FEDERAL REGULATIONS, TITLE 16*

312.1-312.12 Children's online privacy protection

*CODE OF FEDERAL REGULATIONS, TITLE 47*

54.520 Internet safety policy and technology protection measures, E-rate discounts

*Management Resources:**CSBA PUBLICATIONS*

Cyberbullying: Policy Considerations for Boards, Governance and Policy Services Policy Brief, July 2007

*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*

K-12 Network Technology Planning Guide: Building the Future, 1995

**Instruction**

**BP 6163.4 (d)**

**STUDENT USE OF TECHNOLOGY**

*CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES*

*1223.94 Acceptable Use of Electronic Information Resources*

*MY SPACE.COM PUBLICATIONS*

*The Official School Administrator's Guide to Understanding MySpace and Resolving Social Networking Issues*

*WEB SITES*

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

*American Library Association: <http://www.ala.org>*

*California Coalition for Children's Internet Safety: <http://www.ybersafety.ca.gov>*

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

*Center for Safe and Responsible Internet Use: <http://csriu.org> and <http://cyberbully.org>*

*Federal Communications Commission: <http://www.fcc.gov>*

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

*Web Wise Kids: <http://www.webwisekids.org>*

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Policy adopted: October 18, 1995

Lancaster, California

Policy revised: January 15, 1997; July 12, 2000; January 16, 2002; April 16, 2008;  
September 5, 2012

**Instruction****AR 6163.4 (a)****STUDENT USE OF TECHNOLOGY**

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. He/she shall ensure that all students using these resources receive training in their proper and appropriate use.

*(cf. 0440 - District Technology Plan)*

*(cf. 4040 - Employee Use of Technology)*

*(cf. 4131- Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

**Online/Internet Services: User Obligations and Responsibilities**

Students are authorized to use district or personal technology devices equipment to access the Internet or other online services in accordance with Board policy, the user obligations and responsibilities specified below, and the district's Acceptable Use Agreement.

1. The student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers, home addresses, and all telephone numbers private. They shall only use the account to which they have been assigned.
2. Students are responsible at all times for their use of the District's electronic communication system and must assume personal responsibility to behave ethically and responsibly
3. Students shall use the district's system safely, responsibly, and primarily for educational purposes. Students must have teacher approval for classroom use of personal devices. Students must use the district's filtered wireless network during the school day on personal electronic devices.
4. Students shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

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

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

**Instruction****AR 6163.4 (b)****STUDENT USE OF TECHNOLOGY**

5. Unless otherwise instructed by school personnel, students shall not disclose, use, or disseminate personal identification information about themselves or others when using email, chat rooms, or other forms of direct electronic communication. Students shall not disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians. Personal information includes the student's name, address, telephone number, Social Security number, or other individually identifiable information.
6. Students shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.

*(cf. 3513.3 - Tobacco-Free Schools)*

7. Students shall not use the system to engage in commercial or other for-profit activities.
8. Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.

*(cf. 5131 - Conduct)*

9. Copyrighted material shall be posted online only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information. Copyrighted material shall include but is not limited to music, software and games.

*(cf. 5131.9 - Academic Honesty)*

*(cf. 6162.6 - Use of Copyrighted Materials)*

10. Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."

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

11. Students shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or use another individual's identity.
12. Students shall report any security problem or misuse of the services to the teacher or principal. The district may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

**Instruction****AR 6163.4 (c)****STUDENT USE OF TECHNOLOGY**

*(cf. 5145.12 - Search and Seizure)*

The principal or designee may cancel a student's user privileges whenever the student is found to have violated Board policy, administrative regulation, or the district's Acceptable Use Agreement. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

*(cf. 5144 - Discipline)*

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

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

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Regulation approved: October 18, 1995

Lancaster, California

Regulation revised: January 15, 1997; July 12, 2000; January 16, 2002; April 16, 2008;  
September 5, 2012

## **Antelope Valley Union High School District**

### **TECHNOLOGY USE AGREEMENT STUDENT/PARENT/GUARDIAN CONTRACT FORM**

#### **STUDENT**

I have read, understand, and will abide by attached Board policy/administrative regulation 6163.4. I understand that the Antelope Valley Union High School District will provide me access to technology resources for educational purposes only. I agree that I will use this access only for educationally appropriate purposes only. Internet access is a privilege, not a right. I understand that I do not have a right to privacy in the District's technological resources, and that I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. I also agree to report any misuse of the information system to a teacher or school official.

\_\_\_\_\_  
Student Name (Please print.)

\_\_\_\_\_  
Student Date of Birth

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Location

\_\_\_\_\_  
Grade

#### **PARENT OR GUARDIAN**

As the parent or guardian of this student, I have read and understand attached Board policy/administrative Regulation 6163.4. I understand that this access is designed for educational purposes only. However, I also recognize that it is impossible for the Antelope Valley Union High School District to restrict access to all inappropriate materials, and I will not hold the District responsible for materials encountered while my student is taking advantage of the District's technological resources. Further, I accept full responsibility for supervision if and when my child's use of the District's technological resources when s/he is not in a school setting. I hereby certify that the information contained on this form is correct.

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Work Phone Number

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
Date

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

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

OFFENSE	LEGAL REFERENCE	MINIMUM PENALTY (First Offense or Mild Case)	MAXIMUM PENALTY (Chronic or Aggravated Case)
1. FIREARM •Possessing, selling, or otherwise furnishing a firearm	EC 48900(b) EC 48915(c)(1)	Recommend for expulsion and referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
2. BRANDISHING KNIFE •brandishing a knife at another person	EC 48900(b) EC 48915(c)(2)	Recommend for expulsion and referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
3. SALES CONTROLLED SUBSTANCES •Unlawful selling or furnishing a controlled substance listed in Chapter 2 (commencing with Section 11053 of Division 10 of the Health and Safety Code)	EC 48900(c) EC 48900(p) EC 48915(c)(3)	Recommend for expulsion and referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
4. SEXUAL ASSAULT/SEXUAL BATTERY	EC 48900(n) EC 48915(c)(4)	Recommend for expulsion and referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
5. POSSESSION OF EXPLOSIVES	EC 48900(b) EC 48900(m) EC 48915(c)(5)	Recommend for expulsion and referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
6. PHYSICAL INJURY: Cause, attempt, threaten 6.1 Assault/battery on school personnel 6.2 Assault/battery on pupils and non-school personnel 6.3 Causing serious injury 6.4 Pupil fights 6.5 False fire alarm 6.6 Inciting pupil unrest 6.7 Hazing	EC 48900(a) EC 48915(a)(1)(E) EC 48900(a)(k) EC 48915(a)(1)(A) EC 48900(a)(k) EC 48900(k) EC 48900(k) EC 48900(q)	6.1-6.7: Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
7. WEAPON (knife, other dangerous object) 7.1 Possession, sale, furnishing 7.2 Firecrackers 7.3 Laser pointer	EC 48900(b) EC 48915(a)(1)(B)	7.1: One semester alternative placement. 7.1-7.3: Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
8. Imitation firearm •Possessed an imitation firearm; "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm	EC 48900(m)	Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
9. Controlled Substance: Possession, use, under influence •Alcohol, drug narcotics, hallucinogenic, or controlled substances or breathing fumes of poisonous substances	EC 48900(c) EC 48915(a)(1)(C)	Five-day suspension, attendance to drug diversion program and possible alternative placement. Follow the implementation of policy document. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
10. Look-alike controlled substance, etc.	EC 48900(d)	Five-day suspension.	Recommend for expulsion and referral to law enforcement agency.
11. Drug paraphernalia •Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code	EC 48900(j)	Five-day suspension, attendance to drug diversion program, and possible alternative placement. Follow the implementation of policy document. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
12. Robbery, extortion •Committed or attempted to commit robbery or extortion	EC 48900(e) EC 48915(a)(1)(D)	Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
13. Burglary	EC 48900(f) EC 48900(g) EC 48900(u)	Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
14. Steal property, or attempt •Stolen or attempted to steal school property or private property	EC 48900(g) EC 48900(u)	Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.



OFFENSE	LEGAL REFERENCE	MINIMUM PENALTY (First Offense or Mild Case)	MAXIMUM PENALTY (Chronic or Aggravated Case)
15. Receive stolen property •Knowingly received stolen school property or private property	EC 48900(l) EC 48900(u)	Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
16. Damage property •Caused or attempted to cause damage to school property or private property 16.1 Vandalism 16.2 Graffiti	EC 48900(f) EC 48900(u)	Process in accordance with EC 48915. Financial restitution. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
17. Tobacco, possess or use •Possessed or used tobacco or any products containing tobacco or nicotine products	EC 48900(h)	Suspension. Referral to TUPE Coordinator.	Recommend for expulsion and referral to law enforcement agency.
18. Obscenity, profanity, or vulgarity •Committed an obscene act or engaged in habitual profanity or vulgarity •Possession of pornography	EC 48900(i)	Progressive discipline. Warning, ASW, SW, OCD, and Suspension off campus.	Recommend for expulsion and referral to law enforcement agency.
19. Disruption or willful defiance 19.1 Concerted pupil activities 19.2 Disrespect 19.3 Disturbing the class 19.4 Forgery 19.5 Gambling 19.6 Loitering on or near campus 19.7 Refusal to obey 19.8 Violation of closed campus 19.9 Inciting pupil unrest	EC 48900(k)	Progressive discipline. Warning, ASW, SW, OCD, and suspension off campus.	Recommend for expulsion and referral to law enforcement agency.
20. Sexual harassment •The conduct described in Section 212.5	EC 48900.2	Progressive Discipline. Warning, ASW, SW, OCD, and Suspension off campus.	Recommend for expulsion and referral to law enforcement agency.
21. Hate violence •The pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Section 233	EC 48900.3	Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
22. Harassment or intimidation •The pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils •Bullying, cyberbullying	EC 48900.4  EC 48900(r)	Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
23. Harassed, threatened, or intimidated a complaining witness	EC 48900(o)	Five-day suspension.	Recommend for expulsion and referral to law enforcement agency.
24. Terrorist threats, school officials property	EC 48900.7	Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
25. Electronic signaling devices (pagers, beepers, cell phones)	EC 48901.5	Progressive Discipline. Warning, ASW, SW, OCD, and Suspension off campus.	Recommend for expulsion and referral to law enforcement agency.
26. Aiding and abetting	EC 48900(t)	Suspension. Referral to law enforcement agency. Expulsion only if convicted.	Recommend for expulsion and referral to law enforcement agency.
27. Violation of District Dress Policy	BP 5136(a)(b) BP 5132	Process in accordance with Board Policy.	Recommend for expulsion and referral to law enforcement agency.
28. Plagiarism, dishonesty in school work/tests	BP 5131	Process in accordance with Board Policy.	Recommend for expulsion and referral to law enforcement agency.
29. Violation of district technology use policy or Internet Use Agreement	BP 5131 BP 6163.4	Process in accordance with Board Policy.	Recommend for expulsion and referral to law enforcement agency.

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT  
Lancaster, California

Exhibit Approved: November 13, 1990  
Exhibit Revised: April 2, 1997; March 1, 2000; February 4, 2004; April 3, 2013

## **ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT DRESS CODE**

(Any student who is in violation of dress code will be asked to change before they enter the school grounds, or they will be sent home)

1. All students are required to wear appropriate footwear for school (no slippers or backless shoes/sandals).
2. All shirts and tops must cover the midriff at all times. The following are examples of clothing that is unacceptable: tank tops, strapless, spaghetti straps, off-the-shoulder, cut-out designs, low-cut shirts, bare-back, sheer or mesh clothing that does not have an appropriate blouse or shirt underneath, etc.
3. All pants and shorts must fit at the waist. No sagging or low riding will be permitted. Clothing must cover undergarments when sitting, standing, or bending.
4. Hemlines and slits on dresses, skirts, and shorts above mid-thigh are not acceptable.
5. Only school hats are acceptable and must be worn with brim forward.
6. Clothing and hair accessories that are unsafe and/or dangerous are not permitted (for example, hair picks and combs, studded belts, chains, spikes, handcuffs, safety pins, needles, etc.)
7. Clothing or jewelry that depicts any "gang style" writing; illegal activity; sexually related or obscene gestures and material; tobacco; drugs; alcohol; or words, pictures, or phrases that depicts violence or intimidation may not be worn.
8. Any body piercing that presents a safety issue or major distraction will not be allowed.
9. Any clothing or styles of dress that may be construed to provoke fear, violence, or intimidation, including gang-related attire, is not acceptable.

## **GANG DRESS POLICY**

1. Pants oversized at the waist are not allowed. These can be identified as pants that are folded in at the waist or belt line (e.g. students with a 32" waist should wear pants no larger than 32" waist.)
2. Wearing pants below the waist line (sagging) is not allowed.
3. No gang-related jewelry, insignia, colors, paraphernalia, materials, apparel, clothing or attire  
may be worn or carried on campus or at school activities.
4. Belt buckles with any initials are prohibited.
5. Wearing an over-sized belt with one end hanging down is prohibited.
6. Excessive color identifies worn in the color of red and/or purple, blue and/or green, black and/or gray, or orange (in combination with other gang attire) are prohibited.
7. be worn on campus or at school activities. Official school cap (i.e., approved by the principal) representing the current school of residence may be worn.
8. Bandannas, red or blue belts, red or blue shoelaces, or rags that commonly signify gang identity by style or color are prohibited.
9. Clothing, jewelry, paraphernalia or material which is obscene, sexually explicit or which depicts or suggests sexually-related or obscene gestures, pictures or wording or which promotes violence, the use/abuse of drugs, tobacco or alcohol may not be worn or carried on campus or at school activities.
10. Shorts extending below the knee when worn with over-the calf socks are prohibited. No pants can be worn with one leg up and one down.
11. No student may wear articles of clothing jewelry, paraphernalia or accessories, which pose a threat to the physical and/or emotional well-being, and safety of the student or others on campus or at school activities.
12. Shirts buttoned at the top and unbuttoned at the bottom are prohibited.
13. Steel-toed combat style boots are prohibited.
14. Gang or tagger-crew writing on shoes, clothes or body, backpacks or accessories are not permitted.
15. Sports jerseys, other than school jerseys, will not be allowed.
16. Clothing or articles of clothing (including, but not limited to gloves, bandannas, shoestrings, wristbands, jewelry) which are likely to provoke others to acts of violence or which are likely to cause others to be intimidated by fear of violence may not be worn on campus or at any school activities.

No gang-related hats, baseball-type caps or other gang-related head gear may

## **A: Board Policies**

- BP/AR 0410: Non Discrimination in District Programs and Activities
- BP/AR 0450: Comprehensive Safety Plan
- BP/AR 1250: Visits to Schools
- BP/AR 1310.1: Civility Policy
- BP/AR 3515.1: Crime Data Reporting
- BP/AR 3516: Emergencies and Disaster Preparedness Plan
- BP/AR 3516.3: Earthquake Emergency Procedure System
- BP/AR 4119.11/4219.11/4319.11: Sexual Harassment
- BP/AR 4158/4258/4358: Employee Security
- BP/AR 4158.1/4258.1/4358.1: Teacher Notification of Dangerous Students
- BP/AR 5113.1: Chronic Absence and Truancy
- BP/AR 5131: Conduct
- BP/AR 5131.2: Bullying
- BP/AR 5132: Dress and Grooming
- BPAR 5136: Gangs
- BP/AR 5141.4: Child Abuse Reporting Procedures
- BP/AR 5145.12: Search and Seizure
- BP/AR 5145.7: Sexual Harassment
- BP/AR 5145.9 Hate Motivated Behavior
- BPAR 6116: Classroom Interruptions
- BP/AR 6142.2: Recognition of Religious Beliefs and Customs
- BP/AR 6163.4: Student Use of Technology
- E 5144.1(a): Minimum/Maximum Penalties Chart

## **B: School Discipline Policy**

## **C: School Dress Code Policy**

## **D: School Site Safety Plan Check List**

## School Site Safety Plan Check List

DESCRIPTION OF CALIFORNIA ED CODE ITEM		IN PLAN	NEEDED	COMMENTS
32282 (a) <i>The comprehensive school safety plan shall include, but not be limited to the following:</i>				
1	<b>School Info</b> - Name of School, District, principal, address, phone number, email, Public Meeting Date/Location, Law Enforcement Review, Mission Statement, Table of Contents	✓		
2	<b>Date reviewed and approved by Site Council.</b> List of committee member's names/titles: Principal/designee, teacher rep, classified rep, Parent of attending student, Law Enforcement rep, Student Rep. May include other community member or other desired members/.	✓		
3	Assessment of the current status of school crime committed on school campuses and at school-related functions. California Healthy Kids Survey (CHKS), staff climate with student and parent surveys. Student attendance, referrals, discipline and expulsions. Crime Data. Threat, Risk, Hazard and Vulnerability Assessment.	✓		
4	Identifying appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, <b>which shall include the development of all of the following :</b>	✓		
5	<b>Child abuse reporting procedures</b> consistent with Article 2.5(commencing with Section 11164) of Title 1 of Part 4 of the Penal Code. Sexual Harassment Policy. A Discrimination and Harassment policy consistent with the prohibition against discrimination contained in Chapter 2 (commencing with Section 200) of Part 1. Procedures adopted under the Safe and Drug Free Schools Act. Hate crime policies and reporting procedures pursuant to Chapter 1.2 (commencing with Section 628) of Title 15 of Part 1 of the Penal Code. Bullying prevention Policies and Procedures.	✓		
6	<b>Disaster procedures, routine and emergency, including adaptations for pupils with disabilities</b> in accordance with the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.). <b>The disaster procedures shall also include, but not be limited to both of the following :</b>	✓		
7	<b>Establishing an earthquake emergency procedure system</b> in every public school building having an occupant capacity of 50 or more pupils or more than one classroom. A district or county office may work with the California Emergency Management Agency and the Seismic Safety Commission to develop and establish the earthquake emergency procedure system. <b>The system shall include, but not be limited to, all of the following:</b>	✓		
8	A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of pupils and staff. A drop procedure whereby each pupil and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A drop procedure practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools	✓		
9	<b>Protective measures</b> to be taken before, during, and following an earthquake. A program to ensure that pupils and both the certificated and classified staff are aware of, and properly trained in, the earthquake emergency procedure system.	✓		
10	<b>Establishing a procedure to allow a public agency</b> , including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.	✓		

## School Site Safety Plan Check List

DESCRIPTION OF CALIFORNIA ED CODE ITEM		IN PLAN	NEEDED	COMMENTS
32282 (a) <i>The comprehensive school safety plan shall include, but not be limited to the following:</i>				
11	Policies pursuant to subdivision (d) of Section 48915 for pupils who committed an act listed in subdivision (c) of Section 48915 and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations pursuant to Article 1 (commencing with Section 48900) of Chapter 6 of Part 27.	✓		
12	Procedures to notify teachers of dangerous pupils pursuant to Section 49079.	✓		
13	The provisions of any schoolwide dress code, pursuant to Section 35183, that prohibits pupils from wearing "gang-related apparel," if the school has adopted that type of a dress code. For those purposes, the comprehensive school safety plan shall define "gang-related apparel." The definition shall be limited to apparel that, if worn or displayed on a school campus, reasonably could be determined to threaten the health and safety of the school environment. Any schoolwide dress code established pursuant to this section and Section 35183 shall be enforced on the school campus and at any school-sponsored activity by the principal of the school or the person designated by the principal. For the purposes of this paragraph, "gang-related apparel" shall not be considered a protected form of speech pursuant to Section 48950.	✓		
14	Procedures for safe ingress and egress of pupils, parents, and school employees to and from school.	✓		
15	A safe and orderly environment conducive to learning at the school. Including the social climate (people and programs) AND the physical environment (place).	✓		
16	The rules and procedures on school discipline adopted pursuant to Sections 35291 and 35291.5.	✓		
17	Grants to assist schools in implementing their comprehensive school safety plan shall be made available through the partnership as authorized by Section 32285.	✓		
18	The comprehensive school safety plan may be evaluated and amended, as needed, by the school safety planning committee, but shall be evaluated at least once a year, to ensure that the comprehensive school safety plan is properly implemented. An updated file of all safety-related plans and materials shall be readily available for inspection by the public. All Site Plans may be viewed by the public at the AVUHSD website: <a href="http://www.avdstrict.org">www.avdstrict.org</a>	✓		
19	Each school shall adopt its comprehensive school safety plan by March 1, 2000, and shall review and update its plan by March 1, every year thereafter. AVUHSD Board of Trustees will approve plans prior to March 1. See agenda approval date at <a href="https://www.boarddocs.com/cal/avuhsd/Board.nsf">https://www.boarddocs.com/cal/avuhsd/Board.nsf</a> .	✓		
20	Commencing in July 2000, and every July thereafter, each school shall report on the status of its school safety plan, including a description of its key elements in the annual school accountability report card prepared pursuant to Sections 33126 and 35256	✓		
21	Completed Checklist and a Copy of the full California Ed Code Section re: School Site Safety Plan	✓		

Principal Approved: \_\_\_\_\_

Date: \_\_\_\_\_

*[Signature]*  
1/22/15