

# Bay Area Technology School Comprehensive Safety Plan



**School:**

Bay Area Technology School  
8251 Fontaine Street  
Oakland, CA 94605

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Oakland Unified School District

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## **I. Safety Plan Purpose**

### **Senate Bill 187: Comprehensive School Safety Plan Purpose**

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

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

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

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card. A copy of the Comprehensive School Safety Plan is available for review at Bay Area Technology School's office.

## **II. Discipline Policies**

Bay Area Technology School Student Code of Conduct BayTech is committed to excellence in academic instruction and in cooperating with parents/guardians to teach students the behaviors and skills that support social successes throughout life. To accomplish this goal, BayTech is taking a proactive approach to teaching social skills as a significant component of the educational program. The curriculum includes teaching of the behaviors necessary for effective and satisfying social interaction in school, on field trips, in the community, and at home.

**Uniform and Personal Appearance:** The uniform policy at BayTech helps create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. Students are required to arrive in uniform every day and wear the school uniform at all times except for “free dress days” and “Spirit Week.” Students out of dress code will not be allowed to attend class. Refer to Student Uniform Policy on later pages.

## **III. Expected Student Behavior**

Students should always remember that their behavior and actions at school and at school-sponsored activities are a reflection not only of themselves, but also of the school. The following is a guideline of what expected from a BayTech student:

### **Breakfast/Lunch Time/After School:**

Students must:

- Proceed to the eating area as instructed by BayTech staff.
- Eat and finish their breakfast/lunch in the assigned area. No food should be eaten outside the designated areas.
- Wait patiently for their food, and follow the direction of the adults on duty.
- Clean up after themselves and dispose of their trash in the appropriate area.
- Remember that they are not allowed in the school building without a pass.
- Remember that restroom use is at the discretion of the security guard/supervisor staff. Students must carry a pass that is given to them by security guard/supervisor staff.

**On Campus:**

Students must:

- Stay in designated areas on-campus.
- Be courteous and respectful at all times to everyone.
- Not use profanity, lie, fight, gamble, possess inappropriate literature or material, or be involved in the abuse/harassment of others.
- Not use or have cellular phones turned on during school hours; students are allowed to use cellular phones only after school. Phones should not be used during after school programs, such as tutoring.
- Remember that any electronic devices seen during class time will be confiscated and returned to the student's parents/guardians at the discretion of administration.
- Remember that gum chewing is not allowed anywhere on campus.
- Never ride bicycles, use roller blades or skateboards on campus nor bring them to class.
- Not leave campus without permission during school hours.
- Not use matches, lighters, or any type of explosive incendiary device on campus.
- Remember that no electronic devices such as CD/mp3/iPods may be visible or used on the campus grounds.
- Students are not allowed to loiter in the hallways.

**Assemblies:**

Students must:

- Be courteous and quiet during the entire assembly.
- Be respectful to the presenter/speaker.
- Follow all teacher/staff directions.

**Field Trips:**

Students must:

- Be on their best behavior.
- Pay attention to the directives given by the moderator and trip leader.
- Follow all school rules pertaining to behavior.
- Wear BayTech uniform unless authorized by administration.

**Public areas:**

Students must:

- Use the halls, lunchroom, or restrooms only as needed and then move on to class.
- Eat only in the cafeteria or other designated area.
- Leave gum at home; chewing gum is strictly prohibited anywhere on campus.
- Maintain orderly conduct always: walk in the halls, lunchroom, or restrooms.
- Keep in mind that profanity and vulgar language at any level is unacceptable and is strictly prohibited in all areas and at school functions at all times.

- Limit excessive noise such as yelling, screaming or banging lockers while in these areas.
- Help keep the school clean by picking up after yourself and putting your belongings in their proper place.
- Respect others' personal space and keep their hands to themselves even in play.
- Have a hall pass if out of class during class time.
- Keep in mind that vandalism, littering, or graffiti in the school is prohibited and should be reported as this reflects poorly on everyone.
- Keep in mind that public displays of affection are prohibited.
- Bring only plastic and paper containers to school; all glass containers are prohibited on campus and will be confiscated.
- Be responsible and report any leaks, spills, or other problems in the bathroom to a teacher or the office.
- Be responsible for cleaning up after yourself, including the disposing of or the recycling of garbage.
- Have a hall pass if you are outside of the classroom during class time.
- Not visit with friends or interrupt another classroom.
- Not misuse the hall pass as it will result in loss of the hall pass privilege.
- Get a referral from your teacher before you go to the office. Do not use the hall pass.

#### **IV. Emergency Drills**

Fire drills, lockdowns, and evacuation drills are conducted periodically for everyone's protection and are required by law. During these drills it is imperative that students remain silent, follow instructions given by the staff, and carry out all directions in an orderly fashion.

- King Estates Complex (Rudsdale, Sojourner Truth ESP, ISP, & BayTech) exit plan, earthquake procedure, lockdown, and fire drill protocol can be found on site. Materials are available in the BayTech office.

#### **V. Emergency Contacts**

Bay Area Technology School - 510-382-9932

Law Enforcement/Fire/Paramedic - 911

Child Abuse Reporting (Alameda County) - 510-259-1800

Local School Police - 510-874-7777

## **VII. Classroom Procedures and Consequences**

### **Classroom:**

Students must:

- Be seated and ready to begin their assignment when the bell rings.
- Be courteous to all teachers and students.
- Follow all school and classroom rules.
- Bring all necessary materials/supplies ready to work daily.

### **Rules and Consequences:**

Please check the teacher's syllabus for specific consequences that may include:

1. In-Class Warning
2. Student/Teacher Conference
3. Detention/Parental Notification
4. Parent Conference
5. Office Referral & Administrative Disciplinary Procedures

### **School Wide Standards and Consequences:**

These policies apply to the entire student body and each classroom.

1. Throwing items in class - clean the classroom
2. Late for class - two negative points and potential future disciplinary and legal actions regarding truancy laws
3. Not in your seat - sit next to the teacher
4. Eating in class - serve lunch detention
5. Not prepared for class - negative point
6. Constantly talking - sent to another teacher or to the office
7. Defacing school property - pay for the damages and clean the school
8. Electronic device in class - confiscate the device
9. Sports equipment in class - equipment confiscated

### **Unacceptable Types of Behavior and Consequences:**

Please see the Student/Parent Handbook (pg. 10) in the office.

## **VIII. Suspension and Expulsion Policies**

### **Discipline Committee:**

The principal or administrator designee can set up a discipline committee that includes a team of teachers to discuss issues. The discipline committee will present their findings to the principal. The principal or assistant principal makes the final decision.

### **Detentions:**

Detention will be served within one week from the assigned day during the lunch period.

### **In-School Suspension (ISS):**

Notice of In School Suspension (ISS) and the reasons for the ISS will be given to the student and the parent in writing. The student will remain on campus during school hours in a designated area not in their regular class setting. The student will have limited or no contact with students and teachers while serving an ISS. The student is expected to complete their classroom assignments and school community service during ISS.

### **Out of School Suspension:**

Notice of suspension and the reasons for the suspension will be given to the student and the parent in writing. If a student is suspended, she/he is responsible for contacting teachers within three school days upon returning to school to make up work that he or she misses during the suspension.

***If a student receives two (2) disciplinary actions that require suspension, the third disciplinary action that requires another suspension may start the expulsion process. Suspensions are cumulative for each academic year.***

Students and parent/guardian may appeal a suspension granted for more than four (4) days, within one (1) school day of the suspension. This appeal will be made to the principal. The student may not attend classes until the appeal is heard, but they will be able to turn in work for

the classes they miss while waiting for the appeal and receive credit for that work. All responses on suspensions will be held within two (2) school days of the appeal being made.

**Expulsion:**

A student may be expelled either by the BayTech Board following a hearing before it or by the BayTech Board upon the recommendation of an Administrative Panel to be assigned by the BayTech Board as needed. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense.

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the principal or designee determines that the student has committed an expellable offense.

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the student. The notice shall include:

- The date and place of the expulsion hearing;
- A statement of specific facts, charges and offenses upon which the proposed expulsion is based;
- A copy of BayTech's disciplinary rules which relate to the alleged violation;
- Notification of the student's or parent/guardian's obligation to provide information about the student's status at the school to any other school district or school to which the student seeks enrollment;
- The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
- The right to inspect and obtain copies of all documents to be used at the hearing;
- The opportunity to confront and question all witnesses who testify at the hearing;
- The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

In the event an Administrative Panel hears the case, it will make a recommendation to the BayTech Foundation Board for a final decision whether to expel. The final decision will be made at the next scheduled board meeting. The student shall have no right of appeal from expulsion as the Board decision to expel is a final decision.

If the expulsion hearing panel decides not to recommend expulsion, the student shall immediately be returned to his/her educational program.

Students who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the County or their school district of residence.

**Enumerated Offenses:**

Please see the Student/Parent Handbook (pg. 14) in the office.

## **IX. Harassment Policy Statement**

BayTech believes in the dignity of each person and values working in conditions that enhance that dignity. Accordingly, BayTech views sexual harassment and coercive sexual advances as unacceptable in the school workplace. Such behavior will not be tolerated or condoned.

### ***Prohibition Harassment***

Policy BayTech is committed to providing a workplace free of sexual harassment, as well as any harassment based on such factors as race, religion, creed, color, national origin, ancestry, age, medical condition, marital status, sexual orientation, or disability. BayTech will not condone or tolerate sexual harassment of any type by any employee. This policy applies to all employee actions and relationships, regardless of position or gender. BayTech will promptly and thoroughly investigate any complaint of sexual harassment and take appropriate corrective action, up to and including termination, if warranted.

BayTech, as your employer, must take all reasonable steps to prevent discrimination and unlawful harassment from occurring. Sexual or other unlawful harassment in employment violates Bay Tech's policy and is prohibited under Title VII of the Civil Rights Act and the California Fair Employment and Housing Act. Your signature on the Employee Handbook Acknowledgement Page will signify your receipt and review of this policy. Should you have any questions, concerns or suggestions on reporting procedures, please contact one of the Supervisors immediately. The reports can be found in the office.

### ***Definition of Harassment***

Harassment includes verbal, physical, or visual conduct that creates an intimidating, offensive or hostile working environment or that unreasonably interferes with job performance. Harassment may also include unwelcome, offensive racial or ethnic slurs, jokes, or similar conduct.

### ***Definition of Sexual Harassment***

The law defines sexual harassment as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexually suggestive nature when (1) submission to that conduct is either made explicitly or implicitly a term or condition of an individual's employment; (2) Submission to or rejection of such conduct is used as the basis for personnel decisions, including but not limited to appraisals, promotion, salary increases, and termination;

(3) that conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.

The following illustrations are not to be construed as an all-inclusive list of prohibited acts under this policy. Sexual harassment may also include, but is not limited to:

*Physical assaults of a sexual nature, such as:*

1. Rape, sexual battery, molestation or attempts to commit these assaults; and
2. Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body, or poking another employee's body.

*Unwanted sexual advances, propositions or other sexual comments such as:*

1. Sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience directed at or made in the presence of any employee who indicates or who has indicated in any way that such conduct is unwelcome in his or her presence;
2. Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward; and
3. Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.

*Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:*

1. Displaying pictures, cartoons, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic, or bringing to the work environment or possessing any such material to read, display, or view at work.
2. Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning, or pornographic; and
3. Displaying signs or other materials purporting to segregate an employee by sex in any area of the workplace (other than restrooms and similar semi-private lockers and changing rooms).

*Preventing Sexual and Other Unlawful Harassment*

Any employee who has experienced or is aware of a situation, which is believed to be sexually harassing, has a responsibility to report the situation immediately to Human Resources or to a supervisor. A Sexual Harassment Complaint Form may be obtained from the Administration. The Administration will conduct an immediate investigation into the allegation(s) and determine whether the allegations have merit. A written report, including findings related to the allegations, will be completed. In all cases, when the allegation(s) is determined to be valid, appropriate remedial action will be taken immediately and such action may include disciplinary action up to and including termination.

If the alleged sexual harassment involves the employee's manager or human resource representative, or if the employee is not satisfied with the outcome of the investigation, the employee should bring the matter to the attention of BayTech by writing directly to the Principal.

#### *Investigations and No Retaliation*

It is unlawful to retaliate or take reprisals in any way against an employee who has articulated a good faith concern about sexual harassment or discrimination against him or her or against another individual. Complainants and witnesses under this policy will be protected from further harassment and will not be retaliated against in any aspect of their employment due to their participation in the filing of a complaint, acting as a witness, or the reporting of sexual harassment.

Any employee who believes that he or she has been sexually harassed or has witnessed sexual harassment is encouraged to immediately report such harassment to Human Resources or to a supervisor. BayTech will investigate complaints promptly and provide a written report of the investigation and decision.

All complaints of sexual harassment will be kept confidential and only those persons with a need to know of information or the identity of a complainant will receive such information. Individuals participating in a sexual harassment investigation will be advised that the matter is confidential and that retaliation in any form is prohibited.

## **X. Dress Code**

BayTech has a uniform policy to help create a safe, orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. Students are expected to arrive in a clean and neat uniform every day. Students will not be allowed to attend class if they are not in proper uniform. This uniform policy will be enforced, without exception, from the very first day of school. Please cooperate, display modesty and neatness, and take pride in the BayTech uniform. We rely on your understanding and your parents' and guardians' support in helping to maintain this uniform policy and follow it daily.

In addition to wearing the school uniform, BayTech requires that you follow these additional guidelines in terms of uniform appearance and personal appearance. If any aspect of the uniform, including clothes, shoes, jewelry, cosmetics, or any type of body adornment, is not explicitly listed as acceptable in this handbook, then that item is not permitted to be worn when the student is at school or representing the school. If you are still unsure about how you should look, or how the uniform should fit, check with administration.

If a student is unable to wear the school uniform to school due to extenuating circumstances, you need to obtain written permission from the school's administration immediately. Students not following the uniform policy may remain in the office and participate in independent study for the day.

### **Specific BayTech Student Uniform Policy**

Please see the Student/Parent Handbook in the office.

## **XI. Bullying Policy and Prevention**

### **Bullying Policy**

Bullying is not permitted or tolerated at BayTech. We have programs in place to prevent bullying yearly and are in accordance with California Law and Education Code. Unlawful intimidation and bullying due to actual or perceived characteristics such as age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, race or ethnicity, religion, sex, sexual orientation, or a person's association with a person, or group, with or more of these perceived characteristics. Each student deserves an equal opportunity to obtain an education without dealing with the negative pressures of peers. Bullying consists of any of the following; pushing, shoving, hitting, and spitting, name calling, picking on, making fun of, laughing at, and excluding someone physically or via social media or electronic communications.

Our consequences are as follows:

**1st offense:** parent/guardian contacted; detention; up to 3 days suspension

**2nd offense:** parent/guardian contacted; up to 5 days suspension, possible expulsion

### **Behavior Tracking, Bullying Prevention, Counseling**

Student behavior is tracked via CoolSIS. BayTech uses this online program to communicate with parents, update scores, and log information about behavior. Additionally, students are given a comprehensive overview of the school policies, particularly on how to deal with bullying. All staff members have access to bullying report forms, which provide detailed instructions on how to report a bully. Once reported, the admin follows up each case and discusses the severity and impact of bullying. If necessary, students will meet with our school counselor to discuss personal traumas or prior incidents. Restorative Justice meetings are held bi-weekly to build a culture of responsible and socially aware individuals.

BayTech annually invites the Next Generation Academy to teach empathy, bullying prevention, and awareness.

**The Momentum Training Series** is a set of dynamic, interactive presentations that teaches students about awareness, empathy, and integrity by experiencing them first-hand. We offer a chance for students to build authenticity within themselves and in their relationships with others, based on the principles of confidence, trust, and honesty. The Momentum Training Series is primarily focused on – but not limited to – the reduction of bullying, gossip, peer pressure and cliques. <http://www.nextgenacademy.org/>

## **XII. Procedures for ingress and egress**

### **Campus**

BayTech is one of three schools to share the King Estate location at 8251 Fontaine Oakland, CA 94605. A campus map is available in the office. The Oakland Unified School District building is shared by- ELP, ISP, Ruidsdale Continuation School, and Bay Area Technology School. BayTech is located in the back of the campus. The gymnasium and cafeteria are shared areas at King Estates.

### **Morning -Arrival**

Students are expected to enter through the front of the building on Fontaine Street beginning at 7:30 a.m. The campus will be open before 7:30 a.m. to accommodate any students needing to arrive early. A faculty member is on campus during this time to supervise the students. A faculty member is present to greet students every morning at the front of the school.

Parents are encouraged to drop their children off in the front before 8:10 a.m. At 8:30 a.m. everyday, the gate is locked and the back of the building is not accessible. The gate will remain locked until 3:30 p.m. on Monday, Tuesday, Thursday, and Friday. On Wednesday the gate will reopen at 12:30 p.m. due to the minimum day schedule.

### **Afternoon -Pick Up**

Students can be picked up after school in the front of the building on Fontaine Street. A security guard is on duty after school Monday through Friday.

### **Dismissal Procedures**

Students are dismissed at 3:36 p.m. on Monday, Tuesday, Thursday, and Friday. Parents can pick their children up in the back of the campus or out front. A security guard will patrol the front of the school during dismissal. The guard will monitor behavior and activity at the bus stop during this time. When the 4:26 p.m. bus arrives, all students remaining in the front of the school will be removed and relocated to the homework club. (A supervisor will be available to watch students in the Homework Club every day of the week until 6 p.m.) Security will clear the front of

the school on Fontaine Street and relocate to the hallway (BayTech walkway) where he/she will patrol the hallway, field, and shared locations on campus.

On Wednesday, all students are dismissed at 1:45 p.m. Security will patrol the front until the 3:26 p.m. bus arrives. All remaining students will be relocated to the homework club.

*\*Parents will sign their children out of homework club to ensure they are leaving with the responsible parent or guardian. This is mandatory.*

### **XIII. Child Abuse**

#### **Definition of Child Abuse**

Child abuse means a physical injury that is inflicted upon a child by another person and such injury is other than accidental. Child Abuse also means the sexual abuse of a child or any act or omission pertaining to child abuse reporting laws (willful cruelty, unjustifiable punishment of a child, unlawful corporal punishment or injury). Child abuse also means the physical or emotional neglect of a child or abuse in out-of-home care.

#### **Child Abuse**

- Injury inflicted by another person
- Sexual Abuse
- Neglect of child's physical, health, and emotional needs
- Unusual and willful cruelty; unjustifiable punishment
- Unlawful corporal punishment

#### **Not Considered Child Abuse**

- Mutual affray between minors
- Injury caused by reasonable and necessary force used by a peace officer: To quell a disturbance threatening physical injury to a person or damage property, to prevent physical injury, to another person or damage to property, for the purposes of self-defense, to obtain possession of weapons or other dangerous objects within the control of a child, to apprehend an escapee

#### **Mandated Child Abuse Reporting**

- Mandated child abuse reporting is governed by the Child Abuse and Neglect Reporting Act, P.C. 11164.
- Any child care custodian, health practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse shall report the known or suspected instance of child abuse to a child protective agency by telephone and written report.

***The telephone call must be made immediately or as soon as practicably possible by telephone, within 24 hours. AND A written report must be sent within 36 hours of the telephone call to the child protective agency.***

### **Sexual Activity Child Abuse**

Laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and administrator to determine if particular provisions under this section are current and in effect.

- Involuntary sexual activity is always reportable.
- Incest, even if voluntary is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews and adopted children. (Family Code § 2200).
- Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

***Failure to Report Known or Suspected Child Abuse Failure to report known or reasonable suspicion of child abuse, including sexual abuse, is a misdemeanor.***

***Mandated reporters are provided with immunity from civil or criminal liability as a result of making a mandated report of child abuse.***

*\*All staff have mandated reporter forms and contact numbers for Child Protective Services. There are additional forms available in the office.*