



# *COMPREHENSIVE SCHOOL SAFETY PLAN*

## *Part I – Public Components*

### *2020-2021*

**District:** Scotts Valley Unified School District  
**Superintendent** Tanya Krause  
**Phone Number:** 831-438-1820  
**E-mail Address:** [tkrause@scottsvalleyusd.org](mailto:tkrause@scottsvalleyusd.org)

# Table of Contents

<b>Purpose of the Comprehensive School Safety Plan (CSSP)</b> .....	<b>3</b>
<b>Plan Development and Approval</b> .....	<b>4</b>
<b>Current Status of School Crime</b> .....	<b>5</b>
<b>School Safety Strategies and Programs</b> .....	<b>9</b>
Child Abuse Reporting Procedures.....	10
Emergency/Disaster Preparedness Training Schedule.....	11
<b>Procedures for Emergency Use by Public Agency – BP 3516</b> .....	<b>11</b>
<b>Suspension/Expulsion Policies – BP 5144.1</b> .....	<b>11</b>
<b>Procedures to Notify Teachers of Dangerous Pupils – BP 4158</b> .....	<b>12</b>
<b>Nondiscrimination/Harassment Policy – BP 5145.3</b> .....	<b>12</b>
<b>Dress Code – BP 5132</b> .....	<b>12</b>
<b>Rules and Procedures for School Discipline – BP 5144</b> .....	<b>12</b>
<b>Bullying Prevention – BP 5131.2</b> .....	<b>13</b>
<b>Positive School Climate – BP 5137</b> .....	<b>13</b>
<b>Uniform Complaint Procedure – BP 1312.3</b> .....	<b>14</b>
<b>Protocols to Address Mental Health Care of Pupils Who Have Witnessed a Violent Act</b> .....	<b>14</b>
<b>Procedures for Safe Ingress and Egress of Pupils, Parents, and School Employees to and from school</b> .....	<b>15</b>
<b>Appendix</b> .....	<b>15</b>
Board Policy 5141.4 Child Abuse Prevention and Reporting.....	15
Board Policy 5131.2 Bullying Prevention.....	15
Board Policy 3516 Emergencies and Disaster Preparedness.....	15
Board Policy 5132 Dress and Grooming .....	15
Board Policy 4158 Employee Security/Teacher Notification.....	15
Board Policy 5137 Positive School Climate .....	15
Board Policy 5144 Discipline .....	15
Board Policy 5145.3 Nondiscrimination/Harassment .....	15
Board Policy 5144.1 Suspension and Expulsion/Due Process .....	15
Board Policy 1312.3 Uniform Complaint Procedure .....	15
Scotts Valley Unified School District Drop-off and Pick Up Procedures .....	15

## **Purpose of the Comprehensive School Safety Plan (CSSP)**

Sections 32280-32288 of the California Education Code outline the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a Comprehensive School Safety Plan relevant to the needs and resources of that particular school.

It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated Comprehensive School 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. Comprehensive School Safety Plans are required under SB 719 & AB 115 and must contain the following elements:

- Assessment of school crime committed on school campuses and at school-related functions
- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In January 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 (SARC).

A copy of the Comprehensive School Safety Plan Public Version – Part I is available for review at the Scotts Valley Unified School District office, and online at [www.scottsvalleyusd.org](http://www.scottsvalleyusd.org).

**Plan Development and Approval**

The Scotts Valley Unified School District Comprehensive School Safety Plan has been developed by:

- School Site Council
- X School Safety Planning Committee

Which includes the following members:

Name	Membership Role
Tanya Krause	Superintendent
Michael Hanson	Principal from Scotts Valley Unified School District
Lori Gentile	Parent whose child attends the School
Cathie Simonovich	Classified Employee
Officer Meredith Roberts	Law Enforcement Agency Representative
N/A	Other

Key Dates of Plan Development and Approval	Date(s)
Meeting with representative of law enforcement agency to develop the Plan	Due to the COVID-19 pandemic, this was done during a few telephone conversations between the Superintendent and the Police Chief in the fall of 2020.
Meeting at the school site to allow members of the public the opportunity to review and express opinions about the Plan	This was done prior to the School Site Council approval as noted below
School Site Council approval of the Plan	Brook Knoll 01/07/2021, Vine Hill 01/12/2021, Scotts Valley Middle 01/26/2021, Scotts Valley High 01/27/2021
School District Board approval of the Plan	02/23/2021
Submission to Santa Cruz County Office of Education for audit review	02/24/2021

## Current Status of School Crime

This section presents data that will be analyzed to assess the current status of school crime committed on the Scotts Valley Unified School District campuses and at school-related functions. Data presented include:

### Suspension and Expulsion Rates by School\*

#### Brook Knoll

Rate	School			District			State		
	2016-17	2017-18	2018-19	2016-17	2017-18	2018-19	2016-17	2017-18	2018-19
Suspensions	1.1	0.4	0.9	2.3	1.9	2.7	3.6	3.5	3.5
Expulsions	0.0	0.0	0.0	0.0	0.1	0.1	0.1	0.1	0.1

#### Vine Hill

Rate	School			District			State		
	2016-17	2017-18	2018-19	2016-17	2017-18	2018-19	2016-17	2017-18	2018-19
Suspensions	2.3	1.1	0.9	2.3	1.9	2.7	3.6	3.5	3.5
Expulsions	0.0	0.0	0.0	0.0	0.1	0.1	0.1	0.1	0.1

#### Scotts Valley Middle School

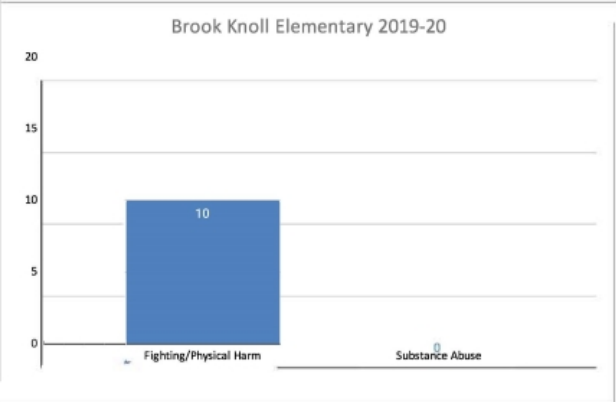
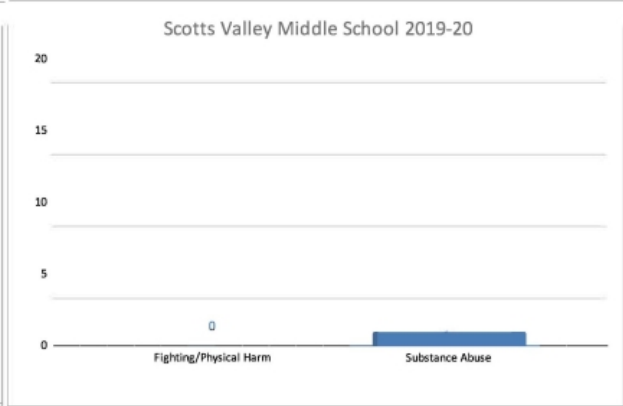
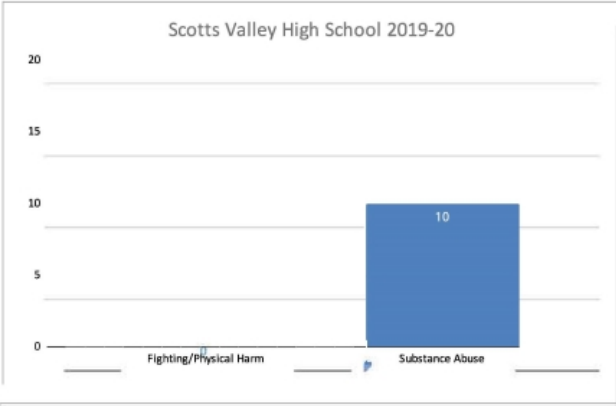
Rate	School			District			State		
	2016-17	2017-18	2018-19	2016-17	2017-18	2018-19	2016-17	2017-18	2018-19
Suspensions	2.9	3.3	3.5	2.3	1.9	2.7	3.6	3.5	3.5
Expulsions	0.0	0.0	0.2	0.0	0.1	0.1	0.1	0.1	0.1

#### Scotts Valley High School

Rate	School			District			State		
	2016-17	2017-18	2018-19	2016-17	2017-18	2018-19	2016-17	2017-18	2018-19
Suspensions	2.8	2.5	4.7	2.3	1.9	2.7	3.6	3.5	3.5
Expulsions	0.0	0.2	0.2	0.0	0.1	.01	0.1	0.1	0.1

\*information taken from the California Department of Education and included in the School Accountability Report Cards that are presented to the Board of Trustees annually; suspension rates are determined by number of students, not number of suspensions

Note: The 2019-2020 suspensions and expulsions rates are not included. The 2019-2020 school year is a partial school year due to the COVID-19 crisis, and it would be inappropriate to make any comparisons in rates of suspensions and expulsions in the 2019-2020 school year compared to prior years.



Vine Hill Elementary did not have any incidents relating to fighting/physical harm or substance abuse.

**Discipline Incidents Reported to Law Enforcement 2019-20**

<b>School</b>	<b>Number of Instances</b>
Brook Knoll Elementary	0
Vine Hill Elementary	0
Scotts Valley Middle	0
Scotts Valley High	2

**SARB Referrals 2019-20**

<b>School</b>	<b>Number of Instances</b>
Brook Knoll Elementary	0
Vine Hill Elementary	0
Scotts Valley Middle	0
Scotts Valley High	3

Findings from the analysis of the data presented above include:

The suspension and expulsion rates at SVUSD were not recorded for 2019-20. Due to the COVID-19 pandemic, this was a partial school year and comparable data is not available. For this same reason, the discipline incidents (fighting and substance abuse), discipline reported to law enforcement, and SARB referrals are lower than prior years.

Even during distance instruction, the District is diligent about accurate attendance recording, and keeping the lines of communication with families open when students are absent. Any referral to the School Attendance Review Board (SARB) is preceded by a series of letters, phone calls, and meetings with the parents/guardians.



## **School Safety Strategies and Programs**

Scotts Valley Unified School District is committed to school safety for all students, staff, and visitors. Many strategies and programs provide and maintain a high level of school safety.

### **School Vision/Mission Statement**

**Mission:** Scotts Valley Unified School District will provide each student with quality educational and social opportunities needed to thrive in a modern world.

**Vision:** Our students will be socially responsible, pursuing their full potential in intellectual, social, and physical development, and be engaged, ethical and effective citizens.

Providing a safe learning environment is a priority for staff, parents, students, and school community members. Scotts Valley Unified School District prepares students to be self-disciplined and responsible citizens who can meet the challenge of living in an ethnically and socio-economically diverse community. Scotts Valley Unified School District promotes caring and nurturing relationships and work cooperatively with parents, students, law enforcement representatives, and other community agencies. Scotts Valley Unified School District stresses prevention of violence on campus and prepares students to handle conflict, anger, and other threats to safety.

Programs are implemented to prevent drug, alcohol, and tobacco use. The Scotts Valley Unified School District discipline policy provides students with behavior guidelines that are aligned to the California Education Code and district policies. School-wide rules, classroom rules, the dress code, and consequences for rule infractions provide students with clear expectations for behavior. The focus is to reduce barriers to learning as well as to build protective factors leading to student success, both academically and socially.

Intervention and prevention programs focus on positive youth development. Scotts Valley Unified School District implements programs to create a positive school climate and promote social-emotional learning using research-based strategies. Scotts Valley Unified School District implements multi-tiered systems of support/response to intervention for students that promote high expectations, maintain student engagement in school, and provide systems for student success.

Strategies and programs unique to Scotts Valley Unified School District that provide a safe learning environment for all students, including LGBTQ students.

Programs include: bullying prevention, violence prevention, Drug Abuse Resistance Education (DARE), red ribbon activities, conflict mediation, suicide prevention, Sanford Harmony social emotional program, Positive Behavior Intervention Supports (PBIS), California Healthy Kids Surveys, and Gallup Poll surveys

An Emergency Response Guide (flip book) is posted in every classroom and in all common areas throughout the District. Additionally, a Cultural Awareness Committee was formed to address cultural responsiveness and sensitivity on a variety of levels throughout the district.

## **Child Abuse Reporting Procedures**

(EC 35294.2 [a] [2]; PC 11166)

All school staff members actively monitor the safety and welfare of all students. Staff members understand their responsibility as child-care custodians and will immediately report all cases of known and suspected child abuse pursuant to Penal Code Section 11166. District employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.

Penal Code 11166. (a) Except as provided in subdivision (d), and in Section 11166.05, a mandated reporter shall make a report to an agency specified in Section 11165.9 whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make an initial report by telephone to the agency immediately or as soon as is practicably possible, and shall prepare and send, fax, or electronically transmit a written follow up report within 36 hours of receiving the information concerning the incident. The mandated reporter may include with the report any non-privileged documentary evidence the mandated reporter possesses relating to the incident.

Plans are also completed to assure ongoing monitoring of the student. School staff work closely with police and Child Protective Services with follow up actions as needed. Considerable effort is made to maintain the confidentiality of the student and employee in all cases of child abuse reporting. Copies of all written reports are maintained in a confidential file in the principal's office. Board Policy 5141.4 addresses Child Abuse Prevention and Reporting and is included in the Appendix of the Comprehensive School Safety Plan.

All teachers, staff, and volunteers are required to complete the Keenan online Mandated Reporter safety training module annually.

## Emergency/Disaster Preparedness Training Schedule

Scotts Valley Unified School District will provide all students and staff with emergency/disaster preparedness training in a variety of procedures according to the following schedule:

Training	Date(s)
Fire Procedures	Included in individual school plans: once per month at elementary and four times per year at middle and high. COVID update: All drill schedules have been modified due to the COVID-19 pandemic. As of the writing of this plan, no student drills have been possible.
Lock Down Procedures	Included in individual school plans: twice per year. COVID update: All drill schedules have been modified due to the COVID-19 pandemic. As of the writing of this plan, no student drills have been possible.
Code Red Procedures	Included in individual school plans: once per year. COVID update: All drill schedules have been modified due to the COVID-19 pandemic. As of the writing of this plan, no student drills have been possible.
Shelter in Place Procedures	Included in individual school plans: once per year. COVID update: All drill schedules have been modified due to the COVID-19 pandemic. As of the writing of this plan, no student drills have been possible.
Earthquake Emergency Procedures	Included in individual school plans: once per quarter for elementary and once per semester at middle and high. COVID update: All drill schedules have been modified due to the COVID-19 pandemic. As of the writing of this plan, no student drills have been possible.

### Procedures for Emergency Use by Public Agency – BP 3516

As documented in Board Policy 3516, public agencies, including the American Red Cross, have permission 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 Board will cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs. Board Policy 3516 is included in the Appendix.

### Suspension/Expulsion Policies – BP 5144.1

As documented in Board Policy 5144.1, the school desires to provide students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. Rules and regulations set the standards of behavior expected of students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion. Board Policy 5144.1 is included in the Appendix.

The District's Suspension and Expulsion board policy is included in the Annual Notice to Parents, which parents/guardians must acknowledge that they have read on an annual basis.

### **Procedures to Notify Teachers of Dangerous Pupils – BP 4158**

As documented in Board Policy 4158, the Superintendent or designee shall ensure that employees are informed, in accordance with law, regarding crimes and offenses by students who may pose a danger in the classroom. Board Policy 4158 is included in the Appendix.

### **Nondiscrimination/Harassment Policy – BP 5145.3**

As documented in Board Policy 5145.3, the Board of Education desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and/or bullying of any student, based on actual or perceived characteristics of race or ethnicity, color, nationality, national origin, ethnic group identification, age, religion, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics. Board Policy 5145.3 is included in the Appendix.

Strategies and programs unique to Scotts Valley Unified School District that provide a safe school environment for all students, including LGBTQ students.

- Maintain compliance with Board Policy updates
- Provide staff training relating to current policy parameters
- BP 5131.2 Bullying and BP 5145.3 Nondiscrimination/Harassment are included in the Annual Notice to Parents, and are posted at each school site
- Two of the district's counselors are active members of the LGBTQ+ Countywide Taskforce
- Cultural Awareness Committee formed to address cultural responsiveness and sensitivity on a variety of levels throughout the district

### **Dress Code – BP 5132**

As documented in Board Policy 5132, the Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. Students are prohibited from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Board Policy 5132 is included in the Appendix.

### **Rules and Procedures for School Discipline – BP 5144**

As documented in Board Policy 5144, the Board of Education is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and to preparing students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention, provision of appropriate intervention and support, and parent involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

## **Bullying Prevention – BP 5131.2**

As documented in Board Policy 5131.2, the Board of Education is committed to creating a safe learning and working environment for all students and employees. The Board of Education recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or groups of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel. Board Policy 5131.2 is included in the Appendix.

Strategies and programs unique to Scotts Valley Unified School District that prevent bullying for all students, including LGBTQ students.

- Maintain compliance with Board Policy updates
- Provide staff training relating to current policy parameters
- Two of the district's counselors are active members of the LGBTQ+ Countywide Taskforce
- Cultural Awareness Committee formed to address cultural responsiveness and sensitivity on a variety of levels throughout the district

## **Positive School Climate – BP 5137**

As documented in Board Policy 5137, the Board of Education desires to enhance student learning by providing an orderly, caring, and nurturing educational and social environment in which all students can feel safe and take pride in their school and their achievements. The school environment should be characterized by positive interpersonal relationships among students and between students and staff.

The district's curriculum shall include age-appropriate character education which includes, but is not limited to, the principles of equality, human dignity, mutual respect, fairness, honesty, and citizenship. The Superintendent or designee may develop other strategies to enhance students' feelings of connectedness with the schools, such as campus beautification projects, graffiti removal, development of extracurricular activities and after-school programs, pairing of adult mentors with individual students, recognition of student achievement, and encouragement of strong family and community involvement in the schools. Board Policy 5137 is included in the Appendix.

The district maintains the following areas of focus to promote a positive school climate:

- Discussing the vision and plans for MTSS and PBIS at the start of the school year
- Communicating a common PBIS message throughout the District
- Holding a full-day PBIS professional development session in the fall, and an additional half-day in the spring
- Piloting elementary and middle school Social Emotional Learning (SEL) curriculum
- Developing a staff acknowledgement system to model PBIS behavior
- Building the student leadership programs at the elementary sites (these are already in place and very active at the middle and high school sites)
- District-wide (including site-specific information) online PBIS handbooks have been created

Additionally, the counselors at each of the schools sites have taken extraordinary efforts to support students and their parents during the COVID-19 pandemic

SVUSD employs two school counselors and a part-time social-emotional counselor at the high school, and one counselor at each of the elementary and middle schools. All of the counselors support their schools with social emotional learning, parent education, classroom visits, student study teams and 504s, and PBIS. At the middle school and high schools, the counselors also work with scheduling and college and career counseling. Additionally, the administration, teachers, and staff are all dedicated to creating a positive school climate.

Strategies and programs unique to Scotts Valley Unified School District that create a positive school climate for all students, including LGBTQ students.

- Continue to implement action steps from MTSS
- Continue to implement PBIS Tiers 1-3 with fidelity
- Utilize \$25K Kaiser in grant funds received for mental health resource.
- Maintain compliance with Board Policy updates
- Provide staff training relating to current policy parameters
- Cultural Awareness Committee formed to address cultural responsiveness and sensitivity on a variety of levels throughout the district
- Two of the district's counselors are active members of the LGBTQ+ Countywide Taskforce

### **Uniform Complaint Procedure – BP 1312.3**

As documented in Board Policy 5137, the Board of Education recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation. Board Policy 1312.3 is included in the Appendix.

Strategies and programs unique to Scotts Valley Unified School District that encourage early resolution of complaints for all students, including LGBTQ students.

- Maintain compliance with Board Policy updates
- Provide staff training relating to current policy parameters
- Include BP 1312.3 in the Annual Notice to Parents
- Post in each classroom and common area: 'Notice to Parents, Students & Teachers - Uniform Complaint Rights'
- Uniform Complaint Form is available in each school office and at the District Office
- Two of the district's counselors are active members of the LGBTQ+ Countywide Taskforce

### **Protocols to Address Mental Health Care of Pupils Who Have Witnessed a Violent Act**

Pupils who have witnessed a violent act at school or at a school-sponsored activity, while going to or coming from school or a school sponsored activity, or during a lunch period on or off campus, will need attention to address their mental health. Witnessing violence and being a victim of violence at school have been found both positively and significantly associated with child psychological trauma symptoms and self-reported violent behavior, even after controlling for the effects of various demographic factors. Serious emotional and behavioral consequences can occur for students who are merely witnesses to violence (Flannery, D. J., Wester, K. L., & Singer, M. I., 2004).

At SVUSD, the following protocols are utilized:

- Anonymous tips forum at each site
- PBIS Tier 1 and Tier 2 teams meet regularly to case manage students
- Counselors actively engage students in a variety of ways at every school site

## **Procedures for Safe Ingress and Egress of Pupils, Parents, and School Employees to and from school**

In an effort to assure the safety and welfare of students, parents, and visitors to Scotts Valley Unified School District, the following procedures should be followed when traveling to and from the school site:

Procedures for safe ingress and egress of pupils, parents and school employees are different for each school site and are included in the appendix. These procedures can also be found on the school websites. Signage at all sites indicates that all visitors must check in at the front office and receive a visitor's badge prior to walking on the campuses or visiting classrooms. SVUSD does not have student bus service.

### **Appendix**

#### **Board Policy 5141.4 Child Abuse Prevention and Reporting**

#### **Board Policy 5131.2 Bullying Prevention**

#### **Board Policy 3516 Emergencies and Disaster Preparedness**

#### **Board Policy 5132 Dress and Grooming**

#### **Board Policy 4158 Employee Security/Teacher Notification**

#### **Board Policy 5137 Positive School Climate**

#### **Board Policy 5144 Discipline**

#### **Board Policy 5145.3 Nondiscrimination/Harassment**

#### **Board Policy 5144.1 Suspension and Expulsion/Due Process**

#### **Board Policy 1312.3 Uniform Complaint Procedure**

#### **Scotts Valley Unified School District Drop-off and Pick Up Procedures**

**Policy 5141.4: Child Abuse Prevention And Reporting**

**Status:** ADOPTED

**Original Adopted Date:** 11/13/2007

Child Abuse Reporting

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

(cf. 0450 - Comprehensive Safety Plan)

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

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

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

---



**Policy 5131.2: Bullying**

**Status:** ADOPTED

**Original Adopted Date:** 11/13/2007 | **Last Revised Date:** 02/25/2020 | **Last Reviewed Date:** 02/25/2020

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

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

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

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

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

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

---

**Policy 3516: Emergencies And Disaster Preparedness Plan**

**Status:** ADOPTED

**Original Adopted Date:** 07/17/2007 | **Last Revised Date:** 09/11/2018

The Board of Trustees recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. The district shall take all reasonable steps to prevent and/or mitigate the impact of a disaster on district students, staff, and schools.

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

(cf. 0400 - Comprehensive Plans)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516.3 - Earthquake Emergency Procedure System)

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

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

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

(cf. 1330 - Use of School Facilities)

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

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

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

---

**Policy 5132: Dress And Grooming**

**Status:** ADOPTED

**Original Adopted Date:** 11/13/2007 | **Last Revised Date:** 02/11/2020 | **Last Reviewed Date:** 02/11/2020

The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program.

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Education Code 212.1)

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

### **Gang-Related Apparel**

The principal, staff, and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan. (Education Code 35183)

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.

### **Uniforms**

The Board may approve a school-initiated dress code requiring students at the school to wear a school uniform whenever the Board determines that such a dress code is necessary for the health and safety of the school environment.

The Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against, or denied attendance to school if their parents/guardians so decide. (Education Code 35183)

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms. (Education Code 35183)

---

**Policy 4158: Employee Security**

**Status:** ADOPTED

**Original Adopted Date:** 08/14/2007 | **Last Revised Date:** 09/11/2018

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

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515 - Campus Security)

(cf. 5131.4 - Student Disturbances)

Any employee against whom violence or any threat of violence has been directed in the workplace shall notify the Superintendent or designee immediately. As appropriate, the Superintendent or designee shall initiate legal and security measures to protect the employee and others in the workplace.

The Superintendent or designee may pursue legal action on behalf of an employee against a student or his/her parent/guardian to recover damages to the employee or his/her property caused by the student's willful misconduct that occurred on district property, at a school or district activity, or in retaliation for lawful acts of the employee in the performance of his/her duties. (Education Code 48904, 48905)

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

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

(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

The Superintendent or designee shall ensure that employees receive training in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication techniques, procedures for responding to an active shooter situation, and crisis resolution.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee also shall inform teachers, in accordance with law, of crimes and offenses committed by students who may pose a danger in the classroom. (Education Code 48201, 49079; Welfare and Institutions Code 827)

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 a weapon or 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 shall do one of the following:

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. 3515.7 - Firearms on School Grounds)

(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.

---

**Policy 5137: Positive School Climate**

**Status:** ADOPTED

**Original Adopted Date:** 11/13/2007 | **Last Revised Date:** 08/12/2008

The Board of Trustees desires to enhance student learning by providing an orderly, caring, and nurturing educational and social environment in which all students can feel safe and take pride in their school and their achievements. The school environment should be characterized by positive interpersonal relationships among students and between students and staff.

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

(cf. 3515 - Campus Security)

(cf. 3515.2 - Disruptions)

(cf. 5030 - Student Wellness)

(cf. 5131.4 - Student Disturbances)

(cf. 5142 - Safety)

(cf. 5145.3 - Nondiscrimination/Harassment)

All staff are expected to serve as role models for students by demonstrating positive, professional attitudes and respect toward each student and other staff members. Teachers shall use effective classroom management techniques based on clear expectations for student behavior.

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

Staff shall consistently enforce Board policies and regulations which establish rules for appropriate student conduct, including prohibitions against bullying, cyberbullying, harassment of students, hazing, other violence or threats of violence against students and staff, and drug, alcohol, and tobacco use.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 4020 - Drug and Alcohol-Free Workplace)

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.6 - Alcohol and Drugs)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5136 - Gangs)

(cf. 5144 - Discipline)

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

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

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

The district's curriculum shall include age-appropriate character education which includes, but is not limited to, the principles of equality, human dignity, mutual respect, fairness, honesty, and citizenship. Teachers are encouraged to employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds.

(cf. 5131.9 - Academic Honesty)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6141.6 - Multicultural Education)

(cf. 6142.3 - Civic Education)

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

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

The Superintendent or designee may develop other strategies to enhance students' feelings of connectedness with the schools, such as campus beautification projects, graffiti removal, development of extracurricular activities and after-school programs, pairing of adult mentors with individual students, recognition of student achievement, and encouragement of strong family and community involvement in the schools.

(cf. 1240 - Volunteer Assistance)

(cf. 5126 - Awards for Achievement)

(cf. 5131.5 - Vandalism, Theft and Graffiti)

(cf. 5148.2 - Before/After School Programs)

(cf. 6020 - Parent Involvement)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.5 - Student Organizations and Equal Access)

Students shall have opportunities to voice their concerns about school policies and practices and to share responsibility for solving problems that affect their school.

The schools shall promote nonviolent conflict resolution techniques in order to encourage attitudes and behaviors that foster harmonious relations. As part of this effort, students shall be taught the skills necessary to reduce violence, including communication skills, anger management, bias reduction, and mediation skills.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6164.2 - Guidance/Counseling Services)

Staff shall receive professional development designed to improve classroom management, conflict resolution techniques, and communications with students and parents/guardians including persons of diverse backgrounds.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

---

**Policy 5144: Discipline**

**Status:** ADOPTED

**Original Adopted Date:** 11/13/2007 | **Last Revised Date:** 04/16/2019

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

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 6020 - Parent Involvement)

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

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6164.2 - Guidance/Counseling Services)

In addition, the Superintendent or designee's strategies to address and correct student misconduct shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures.

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

(cf. 5020 - Parent Rights and Responsibilities)

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

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

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

(cf. 6164.5 - Student Success Teams)

School personnel and volunteers shall not allow any disciplinary action taken against a student to result in the denial or delay of a school meal. (Education Code 49557.5)

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

(cf. 3551 - Food Service Operations/Cafeteria Fund)

(cf. 3553 - Free and Reduced Price Meals)

Seclusion and behavioral restraint are prohibited as a means of discipline and shall not be used to correct student behavior except as permitted pursuant to Education Code 49005.4 and in accordance with district regulations.



(Education Code 49005.2)

(cf. 5131.41 - Use of Seclusion and Restraint)

The Superintendent or designee shall create a model discipline matrix that lists violations and the consequences for each as allowed by law.

The administrative staff at each school may develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and district regulations. The Board, at an open meeting, shall review the approved school discipline rules for consistency with Board policy and state law. Site-level disciplinary rules shall be included in the district's comprehensive safety plan. (Education Code 32282, 35291.5)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 9320 - Meetings and Notices)

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

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

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

(cf. 0415 - Equity)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

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

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3100 - Budget)

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

---

**Policy 5145.3: Nondiscrimination/Harassment**

**Status:** ADOPTED

**Original Adopted Date:** 05/13/2014 | **Last Revised Date:** 06/16/2020 | **Last Reviewed Date:** 06/16/2020

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

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

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

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

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

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's web site in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation.

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

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

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

**Record-Keeping**

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

---

**Policy 5144.1: Suspension And Expulsion/Due Process**

**Status:** ADOPTED

**Original Adopted Date:** 03/24/2015 | **Last Revised Date:** 02/12/2019

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

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.2 - Bullying)

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

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

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

(cf. 5112.5 - Open/Closed Campus)

4. During, going to, or coming from a school-sponsored activity

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

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

**Appropriate Use of Suspension Authority**

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

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

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

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6164.5 - Student Success Teams)

No student in grades K-3 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

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

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

## On-Campus Suspension

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

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

## Authority to Expel

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

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

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence

(cf. 5131.7 - Weapons and Dangerous Instruments)

2. Selling or otherwise furnishing a firearm

3. Brandishing a knife at another person

4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058

5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4

6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12," the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

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

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

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

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

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

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

(cf. 5148.3 - Preschool/Early Childhood Education)

## Due Process

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

(cf. 5119 - Students Expelled from Other Districts)

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

#### Maintenance and Monitoring of Outcome Data

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

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

(cf. 0460 - Local Control and Accountability Plan)

---

**Policy 1312.3: Uniform Complaint Procedures**

**Status:** ADOPTED

**Original Adopted Date:** 06/16/2020 | **Last Reviewed Date:** 06/16/2020

The Board of Trustees recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

**Complaints Subject to UCP**

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal laws or regulations governing any program subject to the UCP which is offered by the district, including adult education programs; After School Education and Safety programs; agricultural career technical education; federal career technical education; child care and development programs; child nutrition programs; compensatory education; consolidated categorical aid programs; the federal Every Student Succeeds Act; migrant education; Regional Occupational Centers and Programs; school safety plans; California State Preschool Programs; and any other district-implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code 64000
2. Any complaint, by a student, employee, or other person participating in a district program or activity, alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)
3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)
4. Any complaint alleging district noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in school for a fifth year of instruction to enable the student to complete state and Board-imposed graduation requirements (Education Code 46015)
5. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)
6. Any complaint alleging district noncompliance with applicable requirements of Education Code 52060-52077 related to the implementation of the local control and accountability plan, including the development of a local control funding formula budget overview for parents/guardians (Education Code 52075)
7. Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64000-64001, 65000-65001)
8. Any complaint, by or on behalf of a student who is a foster youth as defined in Education Code 51225.2, alleging district noncompliance with any requirement applicable to the student regarding placement decisions; the responsibilities of the district's educational liaison to the student; the award of credit for coursework satisfactorily completed in another school, district, or country; school or records transfer; or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

9. Any complaint, by or on behalf of a student who transfers into the district after the second year of high school and is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student currently enrolled in the district, a child of a military family as defined in Education Code 49701, or a migrant student as defined in Education Code 54441, or by or on behalf of an immigrant student participating in a newcomer program as defined in Education Code 51225.2 in the third or fourth year of high school, alleging district noncompliance with any requirement applicable to the student regarding the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1)
10. Any complaint, by or on behalf of a student who is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student, a child of a military family as defined in Education Code 49701, a migrant child as defined in Education Code 54441, or a newly arrived immigrant student who is participating in a newcomer program as defined in Education Code 51225.2, alleging district noncompliance with requirements for the award of credit for coursework satisfactorily completed in another school, district, or country (Education Code 51225.2)
11. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)
12. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
13. Any other complaint as specified in district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

### **Non-UCP Complaints**

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.



3. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.

Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 8235.5, 35186)

---



## BROOK KNOLL ELEMENTARY SCHOOL Parents on Patrol – Drop-off & Pick-up Procedures

### **BE KIND, BE RESPECTFUL, BE RESPONSIBLE - IT'S THE BROOK KNOLL WAY!**

The following procedures are provided by the school and enforced by the administration and the volunteer-led Parents on Patrol Committee to ensure the safety of students and drivers and for efficiency during school drop-off and pick-up.

**Please review the following procedures with friends and family that may be on campus with your student(s), even if it's just from time-to-time.**

- Do not pass cars going up Brook Knoll Drive; this is not only dangerous, but illegal!
- Speed limit in the parking lot is 5 mph.
- Pull as far forward as possible before loading and unloading students.
- Follow prompts from staff and/or volunteer parking lot assistants.
- Please have children exit/enter the vehicle on the right-hand (red curb) side of the car. If for some reason your student(s) cannot exit/enter on that side, please park in a designated parking space and walk him/her to/from campus.
- Please do not block vehicles, cut in front of vehicles, or double-park to load or unload.
- Do not drive over/between cement bumpers. Do not back into parking spaces.
- Keep the bus loading/unloading area clear.
- Do not block or park in the handicap spaces without proper placards/identification.
- During drop-off, please stay in line, pull all the way forward, and follow prompts from our volunteer parking lot assistants. Do not pull out of line after your student(s) exit the vehicle.
- During pick-up, please follow prompts from staff and then turn on your left-hand blinker to safely pull away from the curb and enter the drive-through line.
- Cars may not be left unattended along the red curb at **any time**.
- Students may **NOT** walk through the parking lot (to or from cars) without being accompanied by an adult.
- **ALWAYS** use designated *white* cross-walks while crossing the driveway on campus. **Speed bumps are not crosswalks.**
- Pedestrians must wait for traffic to come to a stop before entering the crosswalk during morning drop-off.
- Do not stop once in the outside (left) lane. This blocks the flow-through traffic. If there is no room to move into the upper pick-up lane, please circle around and cut across only if you do not block traffic. Please do not cut in front of parents waiting to move forward in the right lane.
- Do not park in any reserved parking spaces.

**PLEASE NO TEXTING OR USE OF CELL PHONES  
WHILE IN THE PICK-UP AND DROP-OFF ZONES!**



# For Safety and Efficiency Amphitheater / Siltanen Park

**For the safety of students and drivers and for efficiency in the school parking lot, please honor the following procedures for the drop off and pick up of students:**

1. Pull as far forward as possible before loading or unloading.
2. Have children ready to exit the vehicle before entering the parking lot.
3. Once entering the parking lot, stay with the path of the arrows – do not back out of the parking lot or drive over the cement dividers.
4. Stay with the flow of traffic on the red curb and in the through lane.
5. Do not TEXT while driving.
6. Speed limit is 5 mph or less
7. Load and unload students at the curb only in the “cone” zone, or park in a designated space and walk your child through the lot. Students may NOT walk through the parking lot (to or from cars) without being accompanied by their parents.
8. Have students on right side of car, where possible, to make for an easy and quick exit in the drop off line.
9. After loading or unloading move out into the through lane and proceed to the exit.
10. Do not block vehicles, cut in front of vehicles, or double-park to load or unload. Please drive slowly.
11. Cars may not be left unattended along the red curb. Park only in designated parking spaces if you need to leave your vehicle.
12. Kindergarten parents who want to walk their students to the classroom must park in a designated parking space or park down at Siltanen Park and walk up.

13. For 2:40 dismissal, please do not enter the parking lot until that time. It is important that parents be able to get to the curb to pick up students dismissed at 2:20.

14. Follow the directions of the volunteers and staff on duty.

15. Please remember – no dogs on campus before, during, or after school – this is a city ordinance.

**For the safety of students being dropped off or picked up at the Siltanen / Amphitheater area please honor the following procedures:**

There is no supervision at the amphitheater.

1. Pull into the west driveway entrance to the parking lot at Siltanen and park before unloading students.
2. Exit through the east side (closest to Vine Hill School) entrance.
3. Students may not be dropped off or picked up on the street or parking lot.
4. Students are to use the crosswalk when dropped off at Siltanen and proceed to the main campus.
5. After school pick up will be at the parking lot only for 1st and 3rd Grade students.
6. 4th and 5th Grade students may walk to the amphitheater for pick up.
7. Park at Siltanen and walk on the sidewalk to meet your child at the parking lot.

## **Scotts Valley Middle School**

Students, staff, and visitors in vehicles enter Scotts Valley Middle school from the parking lot off of Bean Creek Road. There is a turn around with a sidewalk at the end where students are dropped off.

Students who walk or bike to school enter through the gate on Scotts Valley Drive. Bikes are locked in the SVMS bike cage. The corner of Scotts Valley Drive and Bean Creek Road is monitored by staff before and after school.

To leave school, pedestrians leave through the gate on Scotts Valley Drive. Students who get picked up wait for their rides on the sidewalk area in the parking lot.

Police assistance is available at the start of the school year to help with pedestrian and vehicle egress and ingress.

At the beginning of each school year, bicycle and pedestrian safety laws are reviewed by a Scotts Valley Police officer.

## **Scotts Valley High School**

SVHS has two driveways entering campus. The lower parking lot used primarily for student parking is fed by one driveway and the upper lot, used by staff, visitors, and senior students is fed by the main driveway. High school administration regularly observes traffic patterns and flow to monitor safe and efficient ingress and egress from campus.

A third driveway, K Street, is an emergency access road that is gated and locked. Only emergency responders, SVPD and SVFD, have access to this road and the ability to unlock the gate.

Pedestrian and bike traffic must enter alongside the main entrance, where a designated lane has been marked off for foot traffic and cyclists.

The Scotts Valley Police Department regularly patrols traffic before and after school to enforce traffic rules, including speeding and driver permitting regulations.

Visitors are required to park in the upper parking lot in designated spaces. Signage about the perimeter of campus notifies visitors that they are to check in at the administration office before being allowed to enter campus on sanctioned school business.