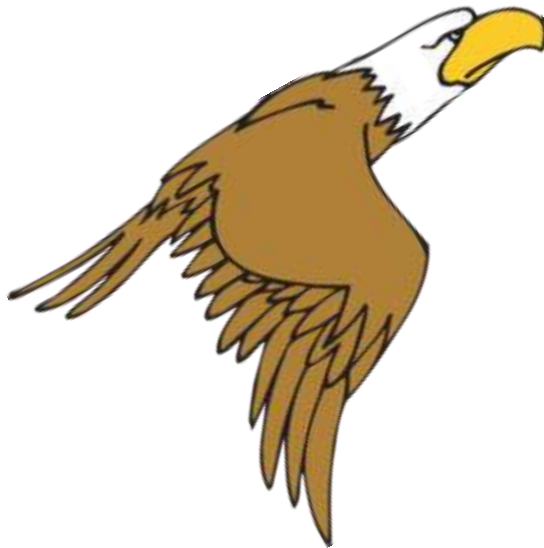


Comprehensive School Safety Plan SB 187 Compliance Document

2019-2020

School Year



Fly Like an Eagle!

School: Alta Vista Elementary School District
CDS Code: 54718116053854
District: Alta Vista Elementary School District
Address: 2293 East Crabtree Ave.
Porterville, CA 93257-5225
Date of Adoption: September 11, 2019

Approved by:

Name	Title	Signature	Date
Alta Vista ESD Board of Trustees	Superintendent		11-19

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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.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains 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 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 the District Office on the corner of Doyle and Crabtree,

Safety Plan Vision

Alta Vista will be a safe environment wherein all students are able to learn without fear of bullying, harassment, or physical harm.

The District will conduct an assessment of the current crime at school and at school functions by reviewing the following information sources:

- Office Referrals
- Attendance rates and SARB Data
- Suspension and Expulsion Data
- Property damage data
- Dashboard Data

Data Sources Reviewed and How the Data Determined the Goals:

California Healthy Kids Survey, School Suspension Data, P2 Attendance.

School Suspensions: 18-19 23.

P2 Attendance: 2017-2018 549.0.

Areas of Pride and Strength:

Alta Vista is a single school K-8 elementary district located in an unincorporated region east of Porterville in Tulare County. The district was formed in 1910. We are completely surrounded by Porterville Unified and resist assimilation at all costs. Our diversity and challenges are our strength, we are proud and fierce!

Areas We Wish to Change:

We want to see student achievement rates improve, and we would like to upgrade the facilities.

Components of the Comprehensive School Safety Plan (EC 32281)

Alta Vista Elementary School District Safety Committee

Cliff Cantrell	Principal
Jane Mitchell	Administrator
Vanessa Reilly	Teacher
Yadira Maldonado	Teacher
Maria Pimentel	Parent
Carol Foster	Teacher
Robert Hudson	Superintendent

Assessment of School Safety

Currently, the school plan is in the process of being updated to meet the new state requires. There are solid procedures in place, and this plan will serve as a guide to ensure the ongoing safety of our students and staff. The safety committee met on January 24, 2019 as directed by the School Site Council on January 17, 2019. The safety committee met to review the document to ensure compliance with the state check off list, and to integrate material that is critical to our school safety. The District implemented a leadership position of the Safety Chair, and this position has proven invaluable in regards to scheduling, attending meetings and training, planning, assessments current levels of safety, and providing valuable staff input.

As of the last two academic years, there have been no expulsions from the school due to our new intervention procedures, and the district has hired a behavioral technician to meet the needs of students who are at risk or demonstrate a high need of assistance. The school also implemented a SARB to encourage student attendance with the mindset that students who are at school are students who are safe. The results in our attendance resulted in a 2.7% increase in student attendance as reported on the last 2019-2010 dashboard report. The total number of discipline issues and the demographics are found below.

Alta Vista Elementary School (6-8)														11/18/2019			
Discipline Distribution Report from 8/15/2018 to 6/6/2019																Page 1	
Code # and Name		Total	Grade			Gender		Hispanic/Latino?	Y	Race (Not Hispanic)							
			6	7	8	F	M			OGN	100	200	300	400	600	700	
04	*Assault (E) 48900 (a)(2)	1	-	1	-	-	1	0	1	-	-	-	-	-	-	-	
08	*Drugs, Possession of (E) 4890	3	-	3	-	-	1	2	0	1	-	-	-	-	-	2	
10	*Drugs, Use of (E) 489000 (b)	1	-	1	-	-	-	1	0	1	-	-	-	-	-	-	
22	*Sexual Harassment (E) 48900	3	-	2	1	-	3	0	3	-	-	-	-	-	-	-	
36	Behavior, Defiance (S) 48900 (f)	7	3	2	1	-	1	6	0	5	-	-	-	-	-	2	
37	Behavior, Disobedience (S) 489	1	-	1	-	-	-	1	0	1	-	-	-	-	-	-	
38	Behavior, Disruptive (S) 48900	2	-	2	-	-	-	2	0	2	-	-	-	-	-	-	
53	Fighting (S) 48900 (a)	8	-	6	2	-	4	4	0	6	-	-	-	-	-	2	
58	Harassment (E) 48900.4	1	-	-	1	-	-	1	0	1	-	-	-	-	-	-	
84	Threats to Others (S) 48900 (a)	1	-	1	-	-	-	1	0	1	-	-	-	-	-	-	
85	Caused physical injury to stude	2	-	2	-	-	-	2	0	2	-	-	-	-	-	-	
86	Threats, Terrorist (E) 48900 (k)	1	-	1	-	-	-	1	0	1	-	-	-	-	-	-	
Totals:		31	3	23	5	-	6	25	-	25	-	-	-	-	-	6	

Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a) 1, items A-J)

We maintain ongoing relationships with law enforcement, and they are instrumental in the identification of potential problems. It is an ongoing process that bears fruit each time we face a situation that is potentially dangerous. This document will be immediately shared with local fire and police services so they can have effective input into the document, and to shed light on our procedures.

(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)

The prevention of child abuse is an ongoing process, and the staff is trained each year on their obligation to report any issues that might be suspected. If there is any suspicion of possible child abuse, the individual staff member must report this concern to the local Child Protection Agency. Each person has a moral responsibility to fill out form SS 8572 and personally submit this document to local child protection services or law-enforcement. This form can be found at http://ag.ca.gov/childabuse/pdf/ss_8572.pdf. Even if a reporting individual is not sure and only has a suspicion of abuse, they must report this suspicion. The law is clear very clear on this. **This can be found in Board Policy at BP 5141.4 and AR 5141.4 and is attached to this document.**

(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)

Disaster Plan (See Appendix C-F)

The Board of Trustees believes that careful planning is essential to effective implementation of district programs and policies. Comprehensive plans shall identify cohesive strategies for school improvement, provide stability in district operations, and be aligned to ensure consistency among district approaches for student academic growth and achievement. Comprehensive plans adopted by the district shall include the local control and accountability plan (LCAP) and other plans required by law or determined by the Board to be in the best interest of the district. Such plans may describe anticipated short- and long-term needs, measurable outcomes, priorities, activities, available resources, timelines, staff responsibilities, and strategies for internal and external communications regarding the plan. The Board of Trustees recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for other human beings.

Standardized emergency management system (SMES) facilitates priority setting, integrated coordination, effective flow of resources and information between all stakeholders. SEMS incorporates the use of the Incidental Command System (ICS), Master Mutual Aid Agreement (MMAA), Operational Area (OA) concept and multi-agency and interagency coordination. State agencies and local government units are to use SEMS in order to become eligible for reimbursement costs led by the state's disaster assistance program.

SEMS has five levels:

1. Field response - This is the incident level where the emergency response begins
2. Local government level - This includes cities, counties, and special districts
3. Operational area - Links between the local government level and the regional level
4. Regional - States are divided into mutual aid regions
5. State - The state level serves as the coordination and communication link between the state and the federal disaster response system

Disabled Student Procedures

Special education students are indeed diverse in terms of their needs and the district wishes to provide support to each of their individual needs. It is difficult to have a blanket policy that covers all disabled students. Therefore it is necessary to identify any specific needs as the students are entered or reviewed during the School Site Council or an Individualized Education Plan meeting. In these meetings, the staff and stakeholders can discuss the specific needs of the student and determine if assisted evacuation is required based on permanent or temporary disability. This is the most appropriate time to establish an individualized plan based on the specific need of each student. Once identified as needing assistance, this information will be attached to the SST form or the list of modifications designed for each student's success. These accommodations will be practiced throughout the year utilizing the various emergency drills presented.

Public Agency Use of School Buildings for Emergency Shelters

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 as per Board Policy 3516. The Board shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community?

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

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

48900.

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) “Electronic act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) An act of cyber sexual bullying.

(I) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(II) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

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

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have aided and abetted a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

i. School Rules and Discipline:

We use our **WINGS at Alta Vista Elementary School**

School Rules

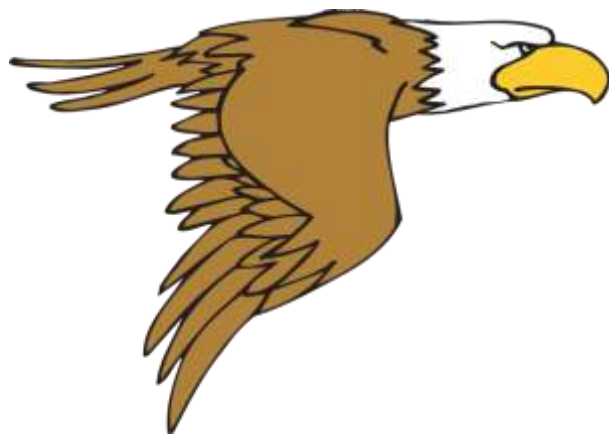
We are Trustworthy

I am Responsible

Never Stop Caring

Give Respect

Stay Safe



- Be on time, and be prepared to work.
- Show respect for school property and the property of others.
- Show courtesy and respect for yourself and others.

Student Duties and Responsibilities

1. Pursue the required course of study in a diligent manner, that is:
 - a. Listen attentively to teachers and to other students.
 - b. Complete assigned work on time.
 - c. Be regular and punctual in attendance.
 - d. Show willingness to work toward constant self-improvement.
 - e. Learn to criticize fairly and accept criticism.

Respect the property of others, including the school, at all times.

Acknowledge respectfully the authority of school personnel.

Display proper conduct to and from school, on the school grounds, on school buses and at school-related activities.

Comply with the rules and regulations of the District.

Student Discipline

All students have the right to attend schools that are safe, peaceful, and free from disruption. Students shall be provided with student discipline rules and regulations at the beginning of each school year, or at the time of their enrollment.

Parents have the right to obtain a complete set of the District's Board Policies and Administrative Regulations governing student discipline.

A student may be suspended from school or expelled for acts in violation of Education Code 48900 or Education Code 48915 if the act occurs at school, or is related to a school activity that occurs at any time, including but not limited to: 1) while on school grounds; 2) while going to or coming from school; 3) during the lunch period; or 4) during, or while going to or coming from, a school-sponsored activity.

The following violations listed under Level A, Level B, Level C-1 and Level C-2 contains brief descriptions of acts in violation of Education Code 48900 and Education Code 48915. For complete details of the Education Code pertaining to student discipline and due process, you may contact the office.

Any student who completes a single trimester period without receiving a Referral will begin the next trimester with a "clean slate". In other words, any Tag received in the previous trimester will not be counted against them in the next trimester. *Example: A student who receives two Tags in trimester one, and who does not receive a Referral for ANY reason, will begin the second trimester with a Tag count of zero. The Tags earned in the first trimester do not carry over to the second.*

Any student who receives a referral will be dealt with according to the Alta Vista Elementary Discipline Steps (see Attachment #10).

Any student who receives a Referral within thirty (30) days of the last day of school may lose the privilege of participating in any end-of year extracurricular activity.

Any student placed on a "Behavior Contract" who receives a Referral during the specified time (not resulting in Independent Studies placement) will have his/her exit date extended by five (5) school days. Also, any student placed on this Contract will meet with the Principal/Designee prior to release from the Contract. The Principal/Designee reserves the right to extend the time on the Contract if he/she believes the student is not ready to be released from the terms of the Contract.

Level A Violations

- Third classroom warning ("Tag")
- Willful disobedience
- Disruptive behavior
- Pushing, hitting, kicking, bullying
- Lying, cheating
- Profanity/inappropriate language
- Dress code violation

Consequences of Level A violations: The parent/guardian will be notified of each Referral issued. The method of transmittal will be by mail, phone call, and/or personal transmittal. The method of transmittal shall be documented on the student's behavior record. Students receiving any Referral, at a minimum, will be ineligible for the next scheduled dance. In addition, student athletes will not be allowed to participate in the next scheduled athletic event. A

parent/teacher/administrator conference (Student Success Team) may be scheduled upon receipt of the fifth (5th) Level A Referral.

Level B Violations (may require police intervention)

- Possessed an unsafe object
- Possessed or used tobacco, etc.
- Defied authority/disrupted school activities.
- Attempted or threatened to cause physical injury to another student.
- Attempted to cause damage to school property or private property.
- Threatened sexual harassment (Grades 4-8).
- Threatened an act of hate violence (Grades 4-8).
- Intentionally engaged in harassment, threats, or intimidation against pupils (Grades 4-8).
- Committed hazing, bullying

Consequences of Level B Violations: A student who receives a Level B Referral may be suspended for one (1) to three five (53) days based on the severity of the violation, and at the discretion of the Superintendent/designee. Pursuant to California Education Code Section 48900, these violations may result in a recommendation for expulsion. A pre-expulsion conference will be scheduled with the Superintendent/designee for all students recommended for expulsion.

Level C-1 Violations (may require police intervention)

- Damaged school property or private property
- Willfully used force/violence against another person
- Committed an obscene act or persistent vulgarity
- Willfully used force/violence against another person
- Caused physical injury to another student
- Attempted or threatened to cause physical injury to a school official/adult
- Possessed, used, furnished, sold or under the influence of a controlled substance, alcoholic beverage or intoxicant
- Possessed, offered, arranged or negotiated to sell any drug paraphernalia
- Stole or attempted to steal school property or private property
- Knowingly received stolen school property or private property
- Offered, arranged, or negotiated to sell a liquid or look-alike substance representing a controlled substance, alcoholic beverage or intoxicant
- Possessed an imitation firearm
- Attempted to commit extortion or robbery
- Made a terroristic threat against school officials or school property

Consequences of Level C-1 Violations: A student who receives a Level C-1 Referral may be suspended for one (1) to five (5) days based on the severity of the violation, and at the discretion of the Superintendent/designee. Pursuant to California Education Code, these violations may result in a recommendation for expulsion. A pre-expulsion conference will be scheduled with the Superintendent/designee for all students recommended for expulsion.

Level C-2 Violations: (may require police intervention)

- Caused serious physical injury to another person.
- Committed assault or battery against a school official.
- Possessed a knife, explosive, or other dangerous object.
- Unlawfully sold or purchased any controlled substance.
- Committed robbery or extortion.
- Possessed a firearm.
- Brandished a knife at another person.
- Committed sexual assault or battery
- Committed act of hate violence
- Committed sexual harassment

Consequences of Level C-2 Violations: A student who receives a Level C-2 Referral may be suspended for one (1) to five (5) days based on the severity of the violation, and at the discretion of the Superintendent/designee. A pre-expulsion conference will be scheduled with the Superintendent/designee for all students recommended for expulsion.

Pursuant to California Education Code, the Superintendent/designee shall recommend the student's expulsion for Level C-2 violations unless he/she finds, and reports in writing, that expulsion is inappropriate due to the particular circumstances. If expulsion is recommended, the student shall be suspended from school pending the expulsion hearing if the Superintendent or designee has determined, following a meeting with the student and the student's parent/guardian, that the student's presence at the school would cause a continuing danger to persons or property or an ongoing threat of disrupting the instructional process.

Classroom Disciplinary Measures

The disciplinary measures listed below may be used to help students modify behavior:

1. Isolation of the student within the class, in other than the regular classroom, or on the school yard.
2. Student's name written on the board, check marks, use of Tag system, etc.; loss of special classroom privileges; and/or loss of regular recess activities.
3. Detention may be assigned for up to one half-hour at school beyond the regular school hours, with parent notification, or at school during recess to make up time lost or wasted or work not done.
4. Loss of privileges, such as participation in sports, drama, musical events, field trips, or bus transportation, may result as a consequence for unsatisfactory behavior.
5. Community service may be assigned, with parent notification, during non-school hours on school grounds, except when suspension or expulsion is required by law. Such service shall be supervised, and may include, but is not limited to, outdoor beautification, campus betterment, and teacher or peer assistance program.
6. Transfer of a student to another classroom.
7. In-school suspension may be assigned to students for minor acts of misconduct.
8. Suspension from school may be assigned as a temporary denial of the privilege of attending school, and any school-related activity.
9. Expulsion from school is a long-term denial of the privilege of attending school, or any school-related activity, for violation of Education Code 48900 or 48915 (pursuant to due process regulations).

Student Sexual Harassment

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from, or in, the educational setting. Sexual harassment by, or against, any student is subject to disciplinary action up to and including termination if the individual who engaged in the harassment is an employee of the District, and up to and including expulsion if he/she is a student of the District (see Sexual Harassment Policy).

- 1) Unwelcome leering, sexual flirtations, or propositions.
- 2) Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
- 3) Graphic verbal comments about another individual's body, or overly personal conversation.
- 4) Sexual jokes, stories, drawings, pictures, or gestures.
- 5) Spreading sexual rumors.
- 6) Assault, touching, impeding, or blocking movement in a sexual manner
- 7) Continuing to express sexual interest after being informed that the interest is unwelcome.
- 8) Making reprisal, threats of reprisal, or implied threats of reprisal following a report of harassment.
- 9) Displaying sexually suggestive objects in the educational environment

Alcohol and Other Drugs-The Superintendent/designee shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students.

Electronic Devices

All personal electronic devices (i.e. MP3 players, electronic gaming systems, cell phones, etc...) are to be turned off, and stored away during school hours, unless specific permission has been granted by an Alta Vista staff member. It is understood there will be times students may need to bring cell phones to school. Taking pictures or video is not allowed at anytime on campus, unless specific permission has been granted by an Alta Vista staff member.

Any violation of this policy will be dealt with in the following manner:

1st Violation The student will meet with the Principal/designee. A verbal warning will be noted in the discipline file.

2nd Violation The student will meet with the Principal/designee. The cell phone will be confiscated until retrieved by the designated parent/guardian. A phone call will be placed to the designated parent/guardian.

3rd Violation The student will meet with the Principal/designee. The cell phone will be confiscated until retrieved by the designated parent/guardian. A phone call will be placed to the designated parent/guardian. The student will lose the privilege of bringing a cell phone to school. The student will also be given a Referral, and placed at the appropriate spot on the Alta Vista Discipline Steps.

Alta Vista Elementary School assumes no responsibility in the care and storage of any electronic device.

An exception shall be made only when the Superintendent/Principal or designee has determined that the device is essential for the student's health. Any device so allowed shall be used only for health purposes. (Education Code 48901.5)

(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)

(a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section. This information can be found in Board Policy at BP 4158 and AR 4158.

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

(d) For the 1994-95 school year, the information provided shall be from the previous two school years. For the 1996-97 school year and each school year thereafter, the information provided shall be from the previous three school years.

(e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

(E) Sexual Harassment Policies (EC 212.6 [b])

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

4119
The Board of Trustees prohibits sexual harassment of district employees. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify, or otherwise participate in the complaint process established pursuant to this policy and accompanying administrative regulation. This policy shall apply to all district employees and, when applicable, to interns, volunteers, and job applicants.

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

(cf. 4030 - Nondiscrimination in Employment)

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

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

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

3. Ensuring prompt, thorough, and fair investigation of complaints

4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (2 CCR 11023)

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

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

Complaints of sexual harassment shall be filed in accordance with AR 4030 - Nondiscrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

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

(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)

The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. The Superintendent, staff, and parents/guardians may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)

The Board of Trustees recognizes that walking, bicycling, and other forms of active transport to school promote students' physical activity and reduce vehicle traffic and air pollution in the vicinity of schools. As part of the district's coordinated approach to supporting student wellness and safety and enhancing student learning, the Superintendent or designee shall develop and implement strategies to establish and promote safe routes to school program activities. The Superintendent or designee may collaborate with local public works and public safety departments, transportation agencies, other city and county agencies, school staff, students, parents/guardians and parent organizations, health organizations, community organizations, and/or businesses in the development, implementation, and evaluation of strategies.

The roles of Alta Vista ESD, families, and students regarding travel to and from school are as follows:

- a.** District. The role of Alta Vista ESD is to encourage safe travel to and from school, and particularly to encourage active transportation. Notwithstanding certain exceptions, Alta Vista ESD assumes no liability for injuries or other damages, including property damage, which may occur while a student is in transit to and from school.
- b.** Parents and Guardians. The role of parents and guardians is to make informed decisions about which mode of transportation best suits their student in light of (i) the student's personality, age, maturity, physical and cognitive development, and decision-making abilities, and (ii) the street, traffic, crime, and other relevant conditions likely to be encountered by the student when traveling to and from school. Parents and guardians are legally responsible and otherwise accountable for their student's safety and well-being when the student is traveling to and from school.
- c.** Students. The role of students is to be safe and responsible while traveling to and from school, following state and local law and the rules established by their families, and obeying school rules while traveling on school campus. Students should act as good role models for their peers by observing traffic and safety rules, caring for property, and being courteous to others.

(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)

Component:

COMPONENT 1

People and Programs

The Healthy Schools Act of 2000 requires all California school districts to notify parents and guardians of pesticides they expect to apply during the year. We intend to use the following pesticides at the school this year:

Name of Pesticide	Active Ingredient(s)
Demon Max	Cypermethrin
Demand CS	Lambda-Cyhalothrin
Termidor	Fipronil
Cykiick	Cyfluthrin
P.T.565	Pyrethrins
D-Force H.P.X>	Deltamethrin
Maxforce ant killer bait gel	Fipronil
Suspend Polyzone	Deltamethrin
Maxforce magnum roach bait gel	Fipronil
Suspend CS	Deltamethrin
Gentrol Aerosol	Hydroprene
Gentrol	Hydroprene
Arilon	Indoxacarb
Wisdom TC	Bifenthrin
Maxforce Impact roach bait gel	Clothianidin
Niban granular bait	Orthoboric Acid
Nyguard Plus	Pyriproxyfen
Cynoff EC	Cypermethrin
Ant Stop	Tetramethrin, Phenothrin
Wilco Gopher Bait	Diphacinone
Honcho	Glyphosate
Non-Pesticides	
Glueboards for mice/rats	
Lo-line – insect monitor stations	

You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation's Web site at <http://www.cdpr.ca.gov>.

If you have any questions, please contact the school office at 782-5700. Parents or guardians may request prior notification of individual pesticide applications at the school site. If you are listed in the registry, you will be notified at least 72 hours before pesticides are applied.

The Social Climate

The Governing Board places a high priority on the safety of students. In cooperation with local law enforcement agencies, the following Child Safety Tips are suggested to parents:

1. Maintain current child ID, including photograph, and fingerprints. Maintain current addresses and phone numbers of your children's friends.
2. Know where your children are at all times. Teach them to go places with at least one other person versus alone.
3. When sending a child to a relative or friend's house, always have them call as soon as they arrive.
4. If children see a stranger or a strange car in the neighborhood, go inside and tell a parent or guardian.
5. Tell your children when in public places, never talk about where you live or family members live because a stranger may be listening and use this information against the child.
6. Let the child know that if a stranger grabs them or touches them, the child should, kick, scream, elbow; anything to get away. They have the right to say "No" and run away from a situation that doesn't feel right.

7. Teach them not to engage in dialogues with adults they do not know.
8. Do not open the door to strangers; get an adult to answer the door.
9. Use an answering machine to screen calls and caller ID when children are at home without adult supervision.
10. Teach children to be aware of all strangers around them.
11. Teach your children how to dial 911 and to learn to use a cell phone.

All elementary schools have a fire drill every month. In a fire drill, pupils and staff leave the building at the sound of the fire alarm signal. Lock down drills will be planned once each trimester. The teacher must immediately place students in a safe area of the room, lock the door, and close any window coverings.

It is the policy of the school to effectively control the outbreak of lice in school age children. Students who are found to have lice will be allowed to remain in school until the end of the school day. The School Nurse/Health Aide will notify parent/guardian regarding information about recommended treatment procedures. Excluded students may return to school after examination by School Nurse/Health Aide., or by the Principal/designee, shows that all live pests have been removed. The parent/guardian must escort the child to the office and indicate the type of treatment used. (Board policy 5141.33, Administrative Regulation 5141.33)

The Alta Vista School District offers a course of study on Sexual Health for 8th graders. This course topic addresses many of the health issues student's face, or will face, in their lifetime.

California Healthy Youth Act AB 329 requires that all California school districts provide "Comprehensive, Accurate and Unbiased" Sex Education once in middle school and once in high school. AB 329 instruction includes:

- Information on HIV Prevention
- Sexually Transmitted Diseases
- Contraceptive Methods
- Development of Healthy Attitudes towards: Sexuality, Body Image, Gender, and Sexual Orientation, Relationships, Marriage and Family.

We will be using ***Positive Prevention PLUS*** materials for teaching this unit,

It is required that parents or guardians be notified prior to instruction. Parents will be notified two weeks prior to class instruction. All written or audiovisual materials to be used in this instruction will be available for inspection by parent or guardian. School Nurse will be on hand to answer any questions.

BICYCLE SAFETY

All students must obey bicycle safety rules. It is most important that parents review bicycle safety rules with their children before they allow them to ride their bikes to school. The major safety rules are:

1. Ride on the right hand side of the street (with auto traffic).
2. One rider per bicycle.
3. Ride in a straight line where the street will permit (not weaving back and forth).
4. Signal and look carefully before turning.
5. Keep both hands free to control the bicycle.
6. Walk the bicycle across dangerous cross streets.
7. Watch where you are going.
8. **Wear a bicycle safety helmet (State law).**

It is recommended that students younger than third grade not ride bicycles to school.

Opportunity for Improvement:

Students often find themselves in jeopardy of graduation due to a lack of motivation on their part. The district will work to improve student graduation rates through the following strategies.

Opportunity One

Objectives	Action Steps	Resources	Lead Person	Evaluation
Objective: By 2020, 90% of 8th grade students will meet the behavior standards for graduation, as defined in the Parent/Student Handbook.	<ul style="list-style-type: none"> • Anti-bullying education • AVID • Academic Intervention • GREAT Program (4th and 7th) • PBIS • SARB • Detention • Saturday School 	Curriculum Handbooks for each student Data Management System TCOE Anti Bullying Staff / Student Education Character Counts Awards Tutoring Gang Education	Superintendent Principal Teachers Instructional Leadership Team	Attendance Discipline Records Report Cards Graduation Rate

Opportunity Two

Objectives	Action Steps	Resources	Lead Person	Evaluation
Objective: By 2019, emergency funding will be requested to repair severely damaged buildings through the OPSC.	1. File a reimbursement resolution for construction funds. 2. Hire a lobbyist to file an appeal to the DSA. 3. Monitor damaged buildings for safety. 4. Return embargoed classrooms to service with all due haste.	Secure emergency hard ship funding.	Superintendent Business Consultant	Create Budget Hire lobbyist, secure the necessary reports, work with the government agencies, work with the architect and engineer, and secure the funding.

(J) Hate Crime Reporting Procedures and Policies

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices. Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the Coordinator for Nondiscrimination/Superintendent. Upon receiving such a complaint, the Coordinator/Superintendent shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation.

Safety Plan Review, Evaluation and Amendment Procedures

The School Safety Coordinator will be responsible for the ongoing evaluation and review of the plan. Once a drill is conducted or a need is determined, the plan will be adjusted and shared with the staff in general.

Emergency Contact Numbers

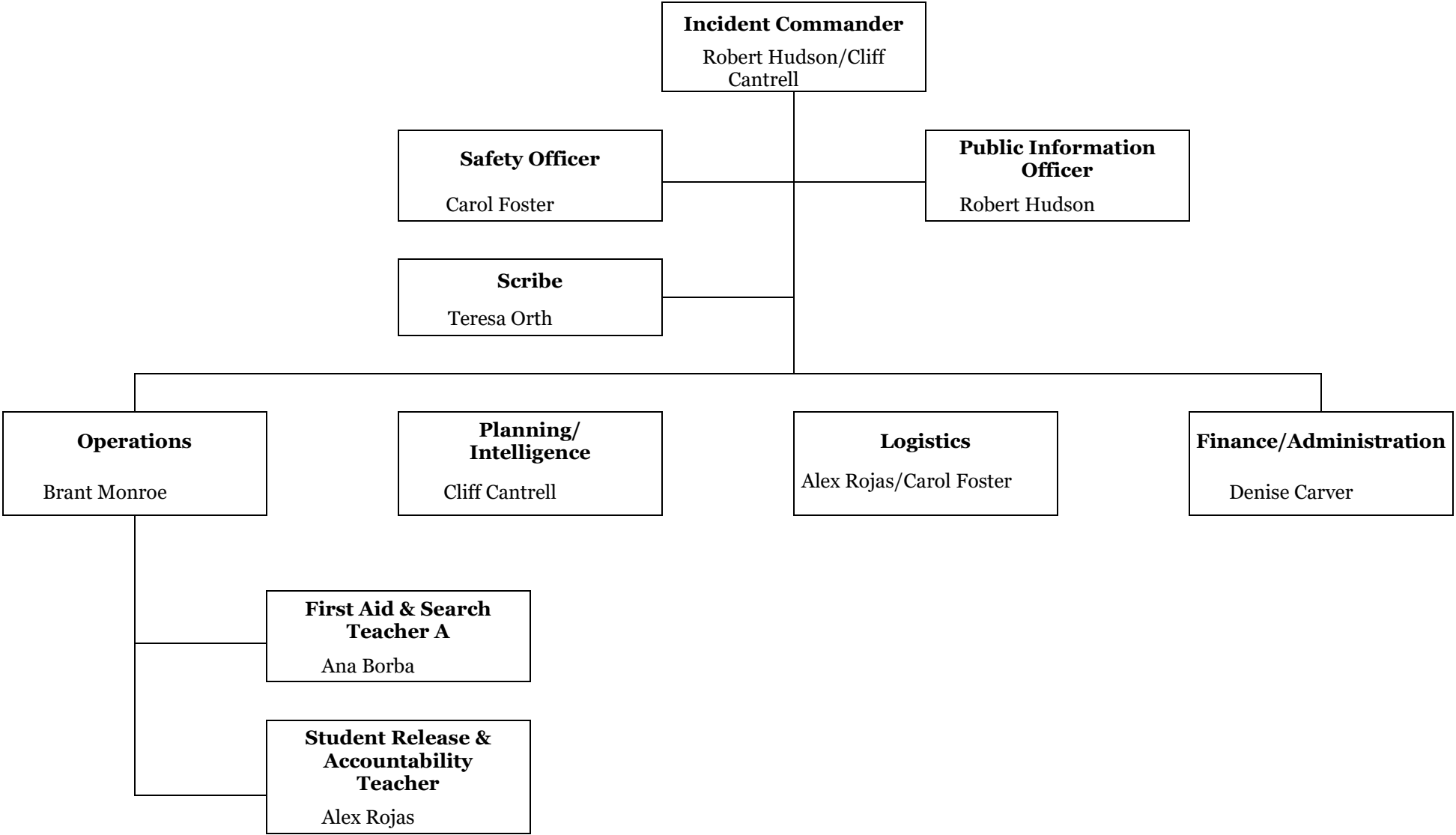
Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic		911	
Law Enforcement/Fire/Paramedic	Sheriff Department	559-784-4670	
Law Enforcement/Fire/Paramedic	California Highway Patrol	559-784-7444	
Law Enforcement/Fire/Paramedic	Fire/Paramedics	559-784-7628	or 559-784-2751
Local Hospitals	Emergency	559-784-8885	
Other	Poison Control	1-800-876-4766	

Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)
Plan reviewed through the leadership team	August 2019	Minutes
Plan reviewed through the SSC	August 2019	SSC Minutes
Plan reviewed through the Board of Trustees	August 2019	Board Minutes

Alta Vista Elementary School District Incident Command System



Incident Command Team Responsibilities

Standardized Emergency Response Management System Overview

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

Please see the items below:

Management

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

Planning & Intelligence

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

Operations

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

Logistics

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

Finance & Administration

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

Emergency Response Guidelines

Step One: Identify the Type of Emergency

Step Two: Identify the Level of Emergency

Step Three: Determine the Immediate Response Action

Step Four: Communicate the Appropriate Response Action

**ALTA VISTA SCHOOL
EMERGENCY ACTION PLAN**

CRISIS RESPONSE TEAM (CRT)

SUPERINTENDENT – ext. 5150

DISTRICT SECRETARY – ext. 2056

PRINCIPAL – ext. 2051

SCHOOL SECRETARY – ext. o

CUSTODIAL SUPERVISOR – ext. o

DIRECTOR OF MAINTENANCE – ext. o

CRISIS RESPONSE TEAM (CRT)

EMERGENCY ACTION AND WARNING SIGNALS

EMERGENCY ACTION	BELL SIGNAL	VOICE SIGNAL	WHAT TO DO
ALL CLEAR	ONE LONG BELL	"ALL CLEAR"	May return to building
EVACUATE	FIRE ALARM	"EVACUATE"	Move students and staff, in an orderly fashion, to an outside area of safety
SECURE BUILDING	ONE SHORT BELL FOLLOWED BY ONE LONG BELL – REPEATED FIVE (5) TIMES	"SECURE BUILDING"	Lock all doors and windows, pull shades. Those in outside areas immediately return to classrooms
DUCK, COVER, HOLD	THREE SHORT BELLS FOLLOWED BY ONE LONG – REPEATED FIVE (5) TIMES	"DUCK, COVER, HOLD"	Duck to knees underneath tables or desks, away from windows, with both hands holding a desk or table leg
DROP	SAME AS ABOVE	"DROP"	If outside, drop to the ground, shielding the eyes. Lay flat on ground.
IMMINENT DANGER CODE RED	CONTINUAL SERIES OF SHORT BELLS	"IMMINENT DANGER"	Shelter in Place

TRAUMATIC INCIDENTS

If you become aware of any incident that may potentially affect your campus population, please notify a Crisis Response Team (CRT) member.

The CRT will gather information, review options and then inform the teachers of a course of action.

Examples include: suicide – violent crime – death – racial issues – any violation of health and safety practices (i.e. illegal weapons, substance abuse, etc.)

IMMINENT DANGER PROCEDURE – CODE RED

1. Notification of extreme emergency will be announced by the Superintendent or his/her designee via appropriate warning device or written notice.
2. When the imminent danger signal/**CODE RED** is given, teachers should take the following actions:
 - a. Proceed immediately to the classroom;
 - b. Direct as many students as possible into the nearest supervised rooms;
 - c. Supervise the area outside the room until students are in the rooms;
 - d. Lock the doors;
 - e. Students are to be seated and roll taken, notify the office of missing students;
 - f. Notify the office of any additional occurrences;
 - g. Students are to remain in the classroom until the all-clear signal is given;
 - h. DO NOT open the doors for anyone who knocks.
3. In the event that gunfire is heard, everyone should be instructed to lie flat on the floor or ground.
4. All school personnel not responsible for classes take cover in the immediate area where working.
5. ALL CLEAR SIGNAL: One long bell.
6. The CRT will forward information to you as soon as possible after the initial crisis subsides.

EVACUATION/RELOCATION PROCEDURE

EVACUATION:

The signal for an evacuation is the same as for fire drill. All students are to immediately vacate the buildings utilizing fire drill procedures (to the field for roll call). When released by the Principal, students should proceed directly home. This decision will only be made after clearance from the Superintendent.

RELOCATION:

All relocation decisions will be made through consultation with the Superintendent.

ALL STAFF WILL STAY with the students until ALL STUDENTS have been released. REMEMBER: STAY CALM. YOUR EMOTIONS WILL FEED INTO THE REACTIONS OF THE STUDENTS!

Persons who may need assistance:

- Visually impaired
- Hearing impaired
- Wheelchair confined

RENDER FIRST AID AS NECESSARY

Types of Emergencies & Specific Procedures

Aircraft Crash

Identify the location of the craft, and check the direction of the prevailing wind. Move students away from the prevailing wind to avoid possible fuel explosion. Do not touch any fallen items that are a result of the crash.

Animal Disturbance

If an animal is displaying aggressive behavior, move students indoors as soon as possible and call for assistance on the radio. Report any stray or feral animals that are sighted on campus, especially if they pose a potential risk.

Armed Assault on Campus

Once advised of a potential threat, a lockdown will be called and students will take a drop and cover. Doors will be locked and checked, and students will be restricted to the classroom throughout the duration.

IMMINENT DANGER PROCEDURE – CODE RED

Notification of extreme emergency will be announced by the Superintendent or his/her designee via appropriate warning device or written notice.

When the imminent danger signal/CODE RED is given, teachers should take the following actions:

Proceed immediately to the classroom;

Direct as many students as possible into the nearest supervised rooms;

Supervise the area outside the room until students are in the rooms;

Lock the doors;

Students are to be seated and roll taken, notify the office of missing students;

Notify the office of any additional occurrences;

Students are to remain in the classroom until the all-clear signal is given;

DO NOT open the doors for anyone who knocks.

In the event that gunfire is heard, everyone should be instructed to lie flat on the floor or ground.

All school personnel not responsible for classes take cover in the immediate area where working.

ALL CLEAR SIGNAL: One long bell.

The CRT will forward information to you as soon as possible after the initial crisis subsides.

IMMINENT DANGER PROCEDURE – CODE RED

Biological or Chemical Release

If vapors, gases, or mists are being released, evacuate students from the immediate area as a precaution. Be sure to locate the students upwind from the spill. Call the fire department (911) and the Superintendent. A serious spill will have to be cleaned up by personnel skilled and trained in emergency procedures. Should a chemical spill occur on campus, the following precautions should be taken: 1. Evacuate the area of campus nearest the spill. 2. Call 911. 3. Call the office immediately. 4. Shut down the recirculating air conditioning, and follow directions given by emergency personnel.

Bomb Threat/ Threat Of violence

A bomb threat exists when a suspected bomb or explosive device has been reported, but not located. A bomb emergency exists if a bomb has been located, or an explosion has occurred.

Person Receiving Threat:

Ask the caller where the bomb is located, what time it is scheduled to explode, why they have placed the bomb in the school, and what does the bomb look like.

Note the following if possible:

1. Sex and approximate age of the caller.
2. Voice quality/accent, peculiar speech mannerisms.
3. Exact time the call was received.
4. Background noises- music (type), motors, traffic, etc.

Bomb Threat Procedure:

All threats directed toward the school must be taken seriously. It is the responsibility of the Superintendent, Principal, or any person designated by the Superintendent at the school site of the management representative in charge of other that a school facility to make certain that all staff members understand bomb threat procedures, and in case of a bomb threat, follow those procedures.

Bomb Emergency Procedure:

1. Call 911. The dispatcher will ask for information.
2. Account for all students and evacuate in an orderly manner.
3. Police will dispatch officers and emergency services.
4. Cease radio communications on campus (Ham, 2-way, CB radios, Cell Phones.)
5. Don not push, touch, pick up, move, or in any way handle a suspected explosive device.
6. Move students a maximum safe distance from the buildings or explosion site account for all students.
7. Be aware of a potential second device-stay away from explosion area and buildings and vehicles. Open areas are the best location for gathering/accounting process.
8. Return to the buildings only when the ALL CLEAR is given.
9. Render first aid as necessary.

Bus Disaster

There are no school busses in operation within the district.

Chemical Spill

If vapors, gases or mists are being released, evacuate students from the immediate area as a precaution. Be sure to locate the students upwind from the spill.

Call the Fire Department (911) and the Superintendent. A serious spill will have to be cleaned up by personnel skilled and trained in emergency procedures.

Should a chemical spill occur on campus, the following precautions should be taken:

1. Evacuate the area of campus nearest the spill (classroom, wing, etc.). Be sure to locate the students upwind from the spill.
2. Call 911 for HAZMAT response/police/fire.
3. Notify the office immediately.
4. Shut down re-circulating air conditioning system.
5. Follow all directions given by emergency personnel.

RENDER FIRST AID AS NECESSARY

Disorderly Conduct

If a civil defense reaction should be required, cooperate with local civil defense procedures. The goal is that of protecting students and all school personnel from injury or harassment until proper help can be summoned, and keeping losses and damages to a minimum.

Action: Shelter in Place-Secure everyone indoors.

1. Teachers are to get everyone inside, including any students(s) seeking shelter.
2. Supervise the area outside until all students are in the room.
3. Lock the doors.
4. Students are to be seated and roll taken.
5. Students are to remain in the room until the ALL CLEAR signal is given.
6. Render first aid as necessary.

CRIME IN PROGRESS

If you are in the area of a crime in progress, do not attempt to apprehend or interfere with the criminal except for self-protection. IF YOU HAVE STUDENTS WITH YOU AND THE ASSAILANT IS IN POSSESSION OF A WEAPON, DIRECT THEM TO DROP, COVER AND REMAIN MOTIONLESS. IN THE EVENT THAT GUNFIRE IS HEARD, EVERYONE SHOULD BE INSTRUCTED TO LIE FLAT ON THE GROUND. If the assailant does not have a weapon, move the students away from the scene of the crime in an orderly fashion.

If the situation permits, make note of details:

VEHICLE

PERSON

License plate number

Height

Type of vehicle

Weight

Color of vehicle

Color of hair

Damage to vehicle

Clothing

Occupants

Weapons

Weapons

Contact the office, give your name and location and advise them of the situation. The office will call 911.

Teachers may be notified via bell or runner to follow the Imminent Danger Procedure.

Refer all media questions and contacts to the Superintendent.

RENDER FIRST AID AS NECESSARY

CRIME IN PROGRESS

Earthquake

Earthquakes are most unpredictable and therefore advanced training and planning is very important. Earthquakes usually strike without warning. Therefore, earthquake drills should be conducted semi-annually with staff training taking place at a full staff meeting to ensure everyone understands the process. This will include a review of the information contained here, as well as training from Keenan and Associates. At least two earthquake drills will be held during the year. In the event of an earthquake, use the following procedures:

1. Inside school building: The teacher or the person in authority implements action Duck, Cover, Hold. All pupils and staff should immediately turn away from glass areas and place themselves under the tables or desks. Move away from the windows where there are large panes of glass and out from under heavy suspended light fixtures.
2. Outside school building: The teacher and other person in authority implements action "Drop." The safest place is in the open, away from potential falling objects (i.e. trees, portable backstop, power lines, buildings, etc.) Stay there until the earthquake is over.
3. Implement Action "Evacuate" when the earthquake is over. Special consideration should be given to exit routes. Do not run!
4. Render First Aide as necessary.

Explosion or Risk Of Explosion

The following actions should be taken if an explosion occurs:

1. Staff and students should initiate action "Drop."

2. Assess the situation and decide whether any actions (e.g. Evacuate) are necessary.
3. Inform the staff of the situation as quickly and calmly as possible.
4. Take any necessary follow-up action.
5. IF not apparent danger exists, staff will remain with the student in the classroom or their present location.
6. Render first aid as necessary.

Fire in Surrounding Area

Sound the fire alarm and implement action “Evacuate.” Move the students and staff in an orderly fashion to an outside predestinated area of safety.

Teachers clear their rooms, take attendance book (and all relevant student information), and lock the doors. Accompany the students to the designated areas and conduct roll call. Maintain control of the students at a safe distance from the fire and firefighting equipment.

An “All Clear” signal will sound indicating conditions are safe for returning to classrooms. Render first aid as needed.

Fire on School Grounds

Sound the fire alarm and implement action “Evacuate.” Move the students and staff in an orderly fashion to an outside predestinated area of safety.

Teachers clear their rooms, take attendance book (and all relevant student information), and lock the doors. Accompany the students to the designated areas and conduct roll call. Maintain control of the students at a safe distance from the fire and firefighting equipment.

An “All Clear” signal will sound indicating conditions are safe for returning to classrooms. Render first aid as needed.

Flooding

Since the school is in the proximity of mountains, there is a concern of flooding, especially in times of heavy rainfall. All storm activity is closely monitored by the district, and in the event of an extraordinary event, the school could potentially close. The district maintains good lines of communications with the local agencies in the area, and will continue to coordinate with local agencies regarding flood advisories. The district also maintains a weather scanner that alerts the office when there are dangerous conditions, including flooding.

Loss or Failure Of Utilities

Rural schools often face periods of utility loss, mostly when least expected. The following actions will take place and may be affected by the length of projected time of the outage, and by the weather.

1. Power loss: In the event of power loss during cool days, it is possible to continue classes until power is restored. However, if this occurs during a warm day in excess of 80 degrees, this will pose a health hazard and the school will be closed.
2. Water loss; in the event of the loss of water, the school will be closed within one hour due to loss potable water and the ability to flush the facilities.

Motor Vehicle Crash

The district does not operate motor vehicles.

Psychological Trauma

If you become aware of any incident that may potentially affect your campus population, please notify a Crisis Response Team member.

The CRT will gather information, review options and then inform the teachers of a course of action.

Examples include: suicide-violent crime, death, racial issues, any violation of health and safety practices (i.e. illegal weapons, substance abuse, etc.)

Suspected Contamination of Food or Water

The district is very concerned about the quality of our food and water, and we will continue to take great steps to assure student safety in this area.

The school receives regular reports from the local water system describing the current conditions of the water quality. If there are changes in the water that threaten potability, the district will seek bottled water until the situation is remedied and the water is deemed safe for student and staff consumption.

The District receives regular updates from our vendors regarding purchased items that are potentially tainted. Once the district is aware that we are in possession of a food item that is suspected, that item will be pulled, returned, or destroyed per regulation.

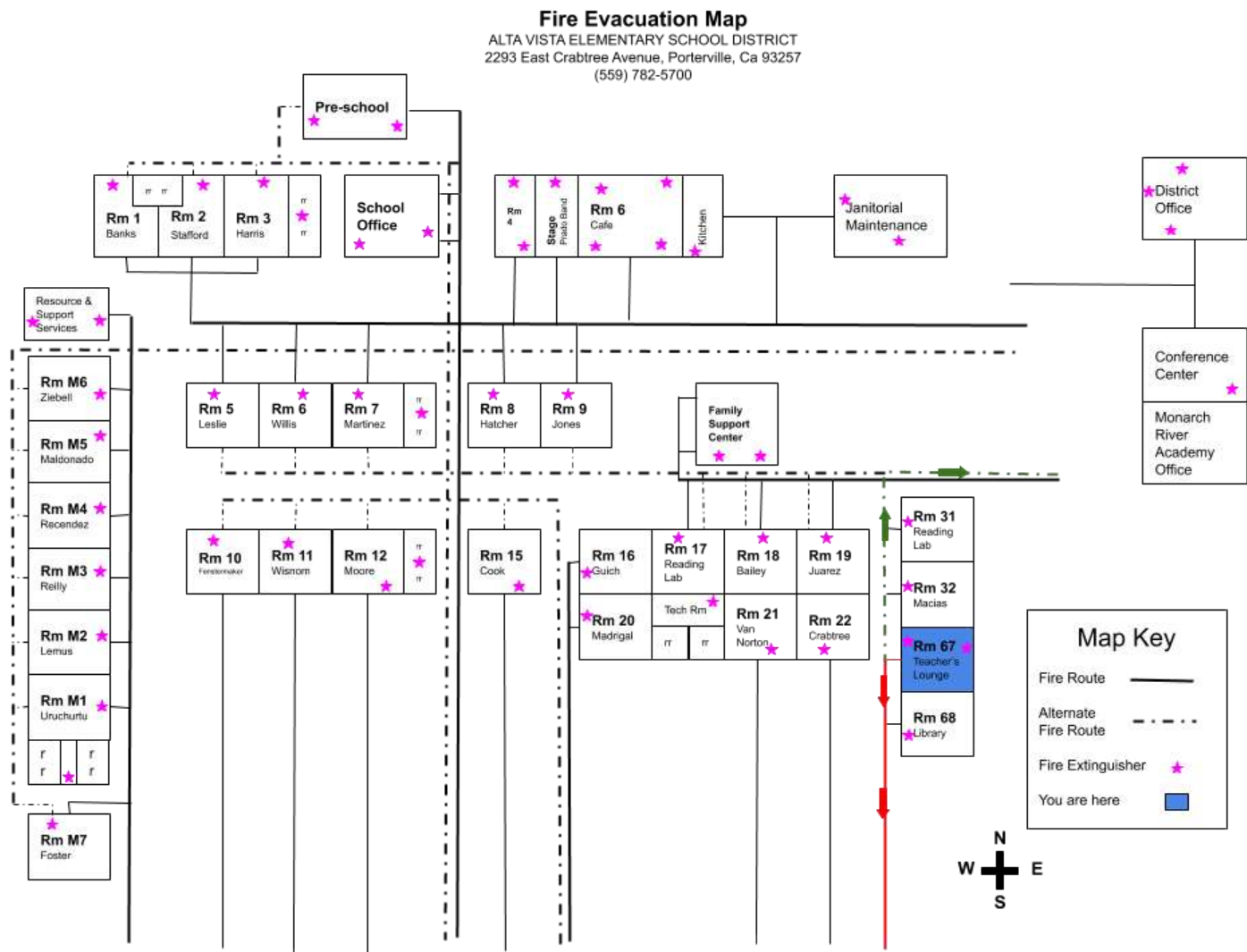
Unlawful Demonstration or Walkout

If a civil defense reaction should be required, cooperate with local civil defense procedures. The goal is that of protecting students and all school personnel from injury or harassment until proper help can be summoned, and keeping losses and damages to a minimum.

Action: Shelter in Place-Secure everyone indoors.

1. Teachers are to get everyone inside, including any students(s) seeking shelter.
2. Supervise the area outside until all students are in the room.
3. Lock the doors.
4. Students are to be seated and roll taken.
5. Students are to remain in the room until the ALL CLEAR signal is given.
6. Render first aid as necessary.

Emergency Evacuation Map



Attachments

Nondiscrimination/Harassment

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The Board of Trustees desires to provide a safe school environment that allows all students equal access 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, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, 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.

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

(cf. [5131](#) - Conduct)

(cf. [5131.2](#) - Bullying)

(cf. [5137](#) - Positive School Climate)

(cf. [5145.9](#) - Hate-Motivated Behavior)

(cf. [5146](#) - Married/Pregnant/Parenting Students)

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

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 includes the creation of a hostile environment through prohibited conduct that 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. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the

requirements of law related to discrimination. The Superintendent 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. He/she shall report his/her findings and recommendations to the Board after each review.

(cf. [1312.3](#) - Uniform Complaint Procedures)

(cf. [1330](#) - Use of Facilities)

(cf. [4131](#) - Staff Development)

(cf. [4231](#) - Staff Development)

(cf. [4331](#) - Staff Development)

(cf. [6145](#) - Extracurricular and Co curricular Activities)

(cf. [6145.2](#) - Athletic Competition)

(cf. [6164.2](#) - Guidance/Counseling Services)

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.

(cf. [4118](#) - Suspension/Disciplinary Action)

(cf. [4119.21](#)/[4219.21](#)/[4319.21](#) - Professional Standards)

(cf. [4218](#) - Dismissal/Suspension/Disciplinary Action)

(cf. [5144](#) - Discipline)

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

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

(cf. [5145.2](#) - Freedom of Speech/Expression)

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.

(cf. [3580](#) - District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48900.3 Suspension or expulsion for act of hate violence

48900.4 Suspension or expulsion for threats or harassment

48904 Liability of parent/guardian for willful student misconduct

48907 Student exercise of free expression

48950 Freedom of speech

48985 Translation of notices

49020-49023 Athletic programs

51500 Prohibited instruction or activity

51501 Prohibited means of instruction

60044 Prohibited instructional materials

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

432 Student record

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

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

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

6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.31 Disclosure of personally identifiable information

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

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

COURT DECISIONS

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

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

Management Resources:

CSBA PUBLICATIONS

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

Final Guidance Regarding Transgender Students, Privacy, and Facilities, March 2014

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

FIRST AMENDMENT CENTER PUBLICATIONS

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

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

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

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

Dear Colleague Letter: Transgender Students, May 2016

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, January 1999

WEB SITES

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

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

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

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

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

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

Policy ALTA VISTA ELEMENTARY SCHOOL DISTRICT

adopted: November 8, 2017 Porterville, California

Child Abuse Prevention And Reporting

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

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

(cf. [1020](#) - Youth Services)

(cf. [5141.6](#) - School Health Services)

(cf. 6164.2 - Guidance/Counseling Services)

Child Abuse Prevention

The district's instructional program shall include age-appropriate and culturally sensitive child abuse prevention curriculum. This curriculum shall explain students' right to live free of abuse, include instruction in the skills and techniques needed to identify unsafe situations and react appropriately and promptly, inform students of available support resources, and teach students how to obtain help and disclose incidents of abuse.

(cf. [6142.8](#) - Comprehensive Health Education)

(cf. [6143](#) - Courses of Study)

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

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

Child Abuse Reporting

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

(cf. [4119.21](#)/[4219.21](#)/[4319.21](#) - Professional Standards)

(cf. [5145.7](#) - Sexual Harassment)

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

(cf. [0450](#) - Comprehensive Safety Plan)

District employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.

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

Legal Reference:

EDUCATION CODE

[32280-32288](#) Comprehensive school safety plans

[33195](#) Heritage schools, mandated reporters

[33308.1](#) Guidelines on procedure for filing child abuse complaints

[44252](#) Teacher credentialing

[44691](#) Staff development in the detection of child abuse and neglect

[44807](#) Duty concerning conduct of students

[48906](#) Notification when student released to peace officer

[48987](#) Dissemination of reporting guidelines to parents

[49001](#) Prohibition of corporal punishment

[51220.5](#) Parenting skills education

[51900.6](#) Sexual abuse and sexual assault awareness and prevention

PENAL CODE

[152.3](#) Duty to report murder, rape, or lewd or lascivious act

[273a](#) Willful cruelty or unjustifiable punishment of child; endangering life or health

[288](#) Definition of lewd or lascivious act requiring reporting

[11164-11174.3](#) Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

[15630-15637](#) Dependent adult abuse reporting

CODE OF REGULATIONS, TITLE 5

[4650](#) Filing complaints with CDE, special education students

UNITED STATES CODE, TITLE 42

[11434a](#) McKinney-Vento Homeless Assistance Act; definitions

COURT DECISIONS

Camreta v. Greene (2011) 131 S.Ct. 2020

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve

Health Framework for California Public Schools, Kindergarten Through Grade Twelve

WEB SITES

California Attorney General's Office, Suspected Child Abuse Report
Form: http://www.ag.ca.gov/childabuse/pdf/ss_8572.pdf

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

California Department of Social Services, Children and Family Services
Division: <http://www.childsworld.ca.gov>

U.S. Department of Health and Human Services, Child Welfare Information Gateway:
<https://www.childwelfare.gov/can>

Policy ALTA VISTA ELEMENTARY SCHOOL DISTRICT

adopted: March 11, 2015 Porterville, California