

Wolf Canyon Elementary School Comprehensive School Safety Plan

**2015-2016
School Year**

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Assessment of the Current Status of School Crime

Attached are reports reflecting Police Calls for Service, Attendance Rankings, and Truancy Summaries.

DATA ANALYSIS

Data Source	Prior School Year	Current School Year
Suspensions	Wolf Canyon suspended 1 student for the 2013 - 2014 school year. Incidents involving serious behaviors requiring suspension are rare.	
Expulsions	There have been no student expulsions from Wolf Canyon since its opening in 2007.	
Truancy	Wolf Canyon Elementary is ranked 2nd for the 2013 - 2014 school year in the Chula Vista Elementary School District for the average daily attendance rate - 97%.	
Local Crime data	<p>Calls for Police Service for Wolf Canyon for the 2013 - 2014 School year totaled 65 and involved the following:</p> <ul style="list-style-type: none"> 12 Calls for Public Relations 4 Calls for False Burglary Alarm 10 Calls related to Traffic and Safety 23 Calls related to Miscellaneous Issues such as missing persons, suspicious circumstances or persons, counseling, meetings and special school details 16 Call related to Extra Patrol and Safety Patrol 	
Other data		

Conclusions from Data:

The California Healthy Kids Surveys data reports the following for 5th grade students at Wolf Canyon Elementary School during the 2013 - 2014 school year:

Alcohol and Other Drugs (AOD) Use:

Students who have experienced drinking alcohol is minimal and further investigation would be needed to determine the reasons behind this information ie. (Communion, Celebrations, etc.).

Violence and Safety:

Most students feel safe at school but that number decreases somewhat for how many students feel safe outside of school. Approximately 85 - 95 percent of students responded that they have not been frequently harassed on school property in this school year and/or in the past. Another area that needs further investigation is regarding the number of

students who have seen a weapon on school grounds. Bicycle safety is an area to address since the number of students not wearing helmets is 10.

Physical Health:

Student health and awareness of what is important for good health seems to be strong but the number of students spending too much time watching TV or on video games is disconcerting. A few students who have issues with body image and say they have been teased about this. Students who have immediate family members in the military seem to have fewer problem solving skills than the students who do not have immediate family members in the military. The California Healthy Kids Surveys data shows that resilience tends to be greater for students whose parents are not in the military.

The Summary of Resilience-promoting Protective Factors, School Connectedness, and Internal Strengths for students with non-military families includes:

53 students ranked the overall School Environment High, 47 Medium and 0 Low

84 students ranked the overall Home Environment High, 16 Medium and 0 Low

45 students ranked the overall Peer Environment High, 55 Medium and 0 Low

Internal strengths are High overall regarding Goals and Aspirations while Problem-Solving skills are predominantly in the Medium range.

The Summary of Resilience-promoting Protective Factors, School Connectedness, and Internal Strengths for students with military families includes:

32 students ranked the overall School Environment High, 59 Medium and 9 Low

80 students ranked the overall Home Environment High, 16 Medium and 5 Low

52 students ranked the overall Peer Environment High, 48 Medium and 0 Low

Internal strengths show Goals and Aspirations are less than students without a member of the immediate family in the military. However, there is a greater number of students who feel they have Problem-Solving skills versus their non-military counterparts.

The Summary of Resilience-promoting Protective Factors, School Connectedness, and Internal Strengths for students overall shows:

44 students ranked the overall School Environment High, 51 Medium and 5 Low

82 students ranked the overall Home Environment High, 15 Medium and 2 Low

49 students ranked the overall Peer Environment High, 51 Medium and 0 Low

In conclusion, Goals and Aspirations were ranked High while Problem-Solving skills and Empathy were ranked to a greater degree in the Medium range.

Student suspension and expulsions are not a concern for Wolf Canyon Elementary. The full implementation of the school discipline seems to be working well. The school follow-up on attendance issues has contributed to the high ranking in our average daily attendance.

School Crime data shows minimal reports. However, safety concerns related to traffic and smooth ingress and egress to the campus continue to be a challenge. There also needs to be a greater effort to reduce the number of false alarms. Communication with our school resource officer is strong and the support from parents and staff to follow up on suspicious circumstances appears to be good.

Conclusions from Parent, Teacher and Student Input:

Parents and teachers concluded that more inquiry is needed to determine the impact of these report findings on the current status of the school regarding the following:

1. What weapons have students seen on campus and where? Should backpacks be checked? Why are students not reporting this information to parents or school personnel?
2. Are the Healthy Kids Survey questions written in a way that may be skewing student responses?
3. Is the amount of time students are spending on video games related to school assignments/games or recreational/entertainment?
4. Will parents have the opportunity to view the iSafe Curriculum? Is there a training for parents?
5. Should the school develop a campaign to promote student safety concerning the wearing of helmets when riding bikes/skateboards/scooters?
6. Should the school develop a plan to provide speed bumps in the parking lot? Security cameras? Speed limit signs?

Other:

Appropriate Programs and Strategies that Provide School Safety

Wolf Canyon Elementary School is a safe place where our caring and encouraging spirit results in high academic achievement coupled with a strong sense of social responsibility. Our school is a place where students feel safe and where they are respected and valued as contributing members in a community of lifelong learners. Programs and Strategies that support our vision for a safe and effective school include:

Character Education Program: Wolf Canyon believes in the importance of positive incentives to deter negative behavior. The school has a character education program modeled after a program called, "Project Wisdom". Each morning all students and teachers gather on the school blacktop to listen to a message about character. Timberwolf All-Star tickets are given to individual students or classes who demonstrate positive behavior in the classroom and around the campus. There is an All-Star Trait (Social Skill) for each month and that trait is the focus of the morning messages. Tickets are randomly drawn each day and names are announced during the morning announcements. Students whose names are called follow the principal to the office immediately after the morning ceremonies to receive a prize. Class tickets are given to classes who demonstrate excellent behavior in and around campus. Classes receive prizes for every group of 10 tickets they receive.

Communication: To keep parents informed, a weekly automated school message about the weekly events and/or information regarding the school is recorded and sent out. All information on the phone message is posted on the school blog. All grade levels are expected to provide parents with a weekly newsletter via hard copy and/or electronically.

Discipline Program: Each classroom has a management system to promote on-task behavior and respect. Students who make poor choices in or out of the classroom may receive a behavior slip which is completed by an adult and sent home to the parent. Serious behaviors are sent to the principal and an investigation is conducted. Depending on the findings of the investigation, students may receive consequences, all of which are recorded on the behavior slips.

Differentiated Instruction: Teachers have been trained to administer and analyze assessments to determine next steps for instruction. Small guided instruction groups are created based on the data and teachers modify or adjust instruction based on each child's progress towards established goals. These groups are flexible and activities are differentiated by content and/or product for students to have access to the grade level content and make progress. This individualized instruction based on students' needs also provides the support needed for students to gain confidence and support that tend to deter behavior issues arising from frustration.

Faculty Training: Each school year all staff is mandated to attend in-services that review

- School policies and procedures defined in the Faculty Handbook
- Practice and evaluate the campus safety drills in the Comprehensive Safety Plan

In/Out of School Tutoring: Teachers provide additional support when needed in individual conferences and some teachers provide before/after school tutoring opportunities through a carefully structured district support program called RISE. Parents and volunteers are trained to provide tutoring for some grade levels as needed during the school year.

Family Resource Center: The Family Resource Center provides support to our families in the following ways:

- Family Advocacy
- Parenting Classes
- Support Groups
- Emergency Food/Clothing

- Referrals for Counseling
- Linking to Extracurricular Activities

Fleet and Family Services Counseling: The Family Forces program provides on-site counseling services to military students with Tri-Care insurance free of charge to Wolf Canyon students. Family Forces can provide and assist in the following areas:

- Developing Coping Skills
- Improve Family Adjustment to Deployments
- Decrease Anxiety
- Decrease Acting Out Behaviors
- Provide Referrals to Community Support Services

Military Family Life Support Counseling: The MFLC helps military families through cycles of deployment and reintegration by providing non-medical, short-term counseling. The counselor can provide consultation, training, and educational presentations/workshops to program faculty, staff, parents, and children. Counselors are available to support individuals and/or facilitate group training involving coping skills and strategies.

Student Monitoring: Staff meets with administration once per quarter to discuss each student's progress academically and determine next steps for growth. Students' emotional and social development is discussed and students who need additional supports or interventions are noted and referrals are made to the appropriate personnel.

Parent Training: Training is provided to parents throughout the school year to inform parents on school policies/procedures, campus safety procedures and anti-bullying programs. All training information is posted on the school website, showcase and/or blog for parents to access.

Child Abuse Reporting Procedures

Students

CHILD ABUSE AND NEGLECT

Definitions

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

1. A physical injury inflicted by other than accidental means on a child by another person.
2. Sexual abuse of a child as defined in Penal Code 11165.1.
3. Neglect as defined in Penal Code 11165.2.
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3.
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4.

Child abuse or neglect does not include:

1. A mutual affray between minors. (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment. (Penal Code 11165.6)
3. An injury resulting from the exercise by a teacher, associate principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning. (Education Code 44807)

(cf. 5144 - Discipline)
4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student. (Education Code 49001)
5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student. (Education Code 49001)

Mandated reporters include but are not limited to teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; District police or security officers; and administrators, presenters, or counselors of a child abuse prevention program. (Penal Code 11165.7)

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

Reportable Offenses

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

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05)

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

Responsibility for Reporting

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

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

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

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

Reporting Procedures

1. Initial Telephone Report

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

(Name, Address and Phone Number of Appropriate Agency) Child Protective Services

6950 Levant Street San Diego, CA 92111 (858) 560-2191

1 (800) 344-6000

(If abuse took place in the City of Chula Vista) Chula Vista Police Department

315 Fourth Avenue

Chula Vista, CA 91910

619-691-5151

(If abuse took place in the City of San Diego) San Diego Police Department

1401 Broadway

San Diego, CA 92101

619-531-2260

(If abuse took place in the County of San Diego)
San Diego County Sheriff's Department
5255 Mount Etna Drive San Diego, CA 92117 (858) 467-4500

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

2. Written Report

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

Mandated reporters may obtain copies of the above form from either the District or the appropriate agency.

3. Faxed Report

Within 36 hours of receiving the information concerning the incident, the mandated reporter may alternatively prepare and send to Child Protective Services a written report which includes a completed County of San Diego/HHSA/Children's Service form 04-184.

This form can be used Monday through Friday, 8:00 a.m. to 5:00 p.m. only. The Child Abuse Hotline must be called at all other times, including holidays. The reporter is not to send the SS8572 if a faxed form has been sent.

Fax numbers include: (858) 694-5240
(858) 694-5241 (858) 694-5725

Mandated reporters may obtain copies of the above form from either the District or the appropriate agency.

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

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter.
- b. The child's name and address, present location and, where applicable, school, grade, and class.
- c. The names, addresses, and telephone numbers of the child's parents/guardians. d. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information.
- e. The name, address, telephone number, and other relevant personal information about the person(s) who might have abused or neglected the child.

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

4. Internal Reporting

Information relevant to the incident of child abuse or neglect may also be given to an investigator from an agency that is investigating the case. (Penal Code 11167)3.

Employees reporting child abuse or neglect to the appropriate agency are encouraged, but not required, to notify the principal or designee as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

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

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

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

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

Training

Training of mandated reporters shall include child abuse identification and reporting. (Penal Code 11165.7)

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

(cf.4131 – Staff Development) (cf.4231 – Staff Development)

Victim Interviews

Whenever a representative of an agency investigating suspected child abuse or neglect deems it necessary, a suspected victim may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. The representative of the investigating agency is designated as the person who informs the child of his/her right to the above choice. (Penal Code 11174.3) If the CPS worker is not witnessed to have given the child the choice of being interviewed in the presence of any adult employee or volunteer aide selected by the child, the school staff member may remind the CPS worker to give the student that choice.

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

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.

3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of Article 2.5 (Penal Code 11165 et seq.), the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified by in Penal Code 11167.5

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 1174.3)

Release of Child to Peace Officer

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

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

Parents/Guardians Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with procedures that describe how to report suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is other than English, such procedures shall be in the primary language of the parents/guardians and, when communicating orally regarding those procedures, an interpreter shall be provided.

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

(cf. 1312.1 - Complaints Concerning District Employees)

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

(cf. 1312.3 - Uniform Complaint Procedures)

Notifications

The Superintendent or designee shall provide all new employees who are mandated reporters a statement that informs them that they are mandated reporters, of their reporting obligations under Penal Code 11166, and of their confidentiality rights under Penal Code 11167. The District shall also provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

Before beginning employment, employees shall sign the statement indicating that they have knowledge of the reporting obligations under Penal Code 11166 and that they will comply with those provisions. The signed statements shall be retained by the Superintendent or designee. (Penal Code 11166.5)

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

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

The Superintendent or designee shall also notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)
2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she is guilty of a misdemeanor punishable by a fine and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the District for making a report. (Penal Code 11166)

(cf. 5145.11 - Questioning and Apprehension)

Regulation

Reviewed: 8/15/95

CHULA VISTA ELEMENTARY SCHOOL DISTRICT Reviewed: 2/07/06

Chula Vista, California

California Penal Code 11174.3

“School Interview Law”

11174.3. (a) Whenever a representative of a government agency investigating suspected child abuse or neglect or the State Department of Social Services deems it necessary, a suspected victim of child abuse or neglect may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be afforded the option of being interviewed in private or selecting any adult who is a member of the staff of the school, including any certificated or classified employee or volunteer aide, to be present at the interview. A representative of the agency investigating suspected child abuse or neglect or the State Department of Social Services shall inform the child of that right prior to the interview.

The purpose of the staff person's presence at the interview is to lend support to the child and enable him or her to be as comfortable as possible. However, the member of the staff so elected shall not participate in the interview. The member of the staff so present shall not discuss the facts or circumstances of the case with the child. The member of the staff so present, including, but not limited to, a volunteer aide, is subject to the confidentiality requirements of this article, a violation of which is punishable as specified in Section 11167.5. A representative of the school shall inform a member of the staff so selected by a child of the requirements of this section prior to the interview. A staff member selected by a child may decline the request to be present at the interview. If the staff person selected agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. Failure to comply with the requirements of this section does not affect the admissibility of evidence in a criminal or civil proceeding.

“Interview of Student/Release of Student”

CHULA VISTA ELEMENTARY SCHOOL DISTRICT



**INTERVIEW OF STUDENT/RELEASE OF STUDENT
(e.g., CPS, District Attorney, Law Enforcement, Probation)**

School: _____ Date: _____
Name of Student: _____ Grade: _____
Officer/Worker’s Name: _____ Agency: _____
Arrival Time: _____ Departure Time: _____ ID/Badge #: _____

Reason for interview/release request:

- Interview Probation check Counseling Other

COPY AND ATTACH INTERVIEWER’S/LAW ENFORCEMENT BADGE/ID TO THIS FORM

INTERVIEW OF STUDENT

(P.C.§1174.3 The child shall be afforded the option of being interviewed in private or selecting any adult who is a member of the staff of the school, including any certificated or classified employee or volunteer aide to be present at the interview. A representative of the agency investigating suspected child abuse or neglect or the State Department of Social Services shall inform the child of that right prior to the interview.)

Student was interviewed by:

Print Name/Official Title _____ Signature _____

Adult Staff Member present during interview? Yes No

Name of Staff Member _____ Title _____

Was Parent/Guardian Notified? Yes No Name _____

Documentation of Communication: Date/Time _____ Phone Call _____ Voice Mail Message _____

Comments: _____

RELEASE OF STUDENT

Student was released to:

Print Name/Official Title _____

Signature _____ Date _____

CHULA VISTA ELEMENTARY SCHOOL DISTRICT



Government Agency Worker Form for Student Interview
(e.g., CPS, District Attorney, Law Enforcement, Probation)

School: _____ Date: _____
Name of Student: _____ Grade: _____
Officer/Worker's Name: _____ Agency: _____
Arrival Time: _____ Departure Time: _____ ID/Badge #: _____

Reason for interview/release request:

- Interview Probation check Counseling Other

COPY AND ATTACH INTERVIEWER'S/LAW ENFORCEMENT BADGE/ID TO THIS FORM

Documentation provided: (Check one of the following.)

_____ A warrant or affidavit, signed by a judge of the superior court, expressly stating that the individual has authority to speak with the specified student; Warrant # _____

_____ A court order expressly stating that the individual has authority to speak with the specified student; Court Order # _____

_____ A written signed consent indicating that a parent with legal custody over the student has given consent for the individual to speak with the student. (Attach copy)

If none of the above is available, check the following:

_____ Government worker has documentation that "exigent circumstances" exist and student must be interviewed. (Attach a copy of documentation.)

_____ Government worker has no documentation, but states that "exigent circumstances" exist and student must be interviewed. The explanation provided that exigent circumstances exist is as follows:

Suspension and Expulsion Policies

Students

SUSPENSION AND EXPULSION/DUE PROCESS

Definitions

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

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level.
2. Referral to a certificated employee designated by the principal to advise students.
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910. Removal from a particular class shall not occur more than once every five school days.

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

Day means a calendar day unless otherwise specifically provided. (Education Code 48925)

School day means a day upon which the schools of the District are in session or weekdays during the summer recess. (Education Code 48925)

Student includes a student's parent/guardian or legal counsel. (Education Code 48925)

Principal's designee means one or more administrators or, if there is not a second administrator at one school site, a certificated person specifically designated by the principal, in writing, to assist with disciplinary procedures. Only one such person may be designated at any time as the principal's primary designee and only one such person may be designated as secondary designee for the school year. The names of such persons shall be on file in the principal's office. (Education Code 48911)

School property, for the purposes described in Education Code 48900, includes, but is not limited to, electronic files and databases. (Education Code 48900(s))

Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension, and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

(cf. 5144 - Discipline)

Notification shall include information about the availability of individual school rules and all District policies and regulations pertaining to student discipline. (Education Code 35291)

Grounds for Suspension and Expulsion

A student may be subject to suspension or expulsion when it is determined that he/she:

1. Caused, attempted to cause, or threatened to cause physical injury to another person (Education Code 48900(a)(1) or willfully used force or violence upon the person of another, except in self-defense. (Education Code 48900(a)(2))

A student who aids or abets the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31, may be suspended, but not expelled. However, a student may be suspended or expelled pursuant to Education Code 48900(a) once he/she has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great or serious bodily injury. (Education Code 48900(q))

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence. (Education Code 48900(b))

(cf. 5131 - Conduct)

(cf. 5131.7 - Weapons and Dangerous Instruments)

3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind. (Education Code 48900(c))

(cf. 5131.6 - Tobacco and Other Drugs)

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as controlled substance, alcohol beverage, or intoxicant. (Education Code 48900(d))

5. Committed or attempted to commit robbery or extortion. (Education Code 48900(e))

6. Caused or attempted to cause damage to school property or private property. (Education Code 48900(f))

7. Stole or attempted to steal school property or private property. (Education Code 48900(g))

8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products (Education Code 48900(h))

9. Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code 48900(i))

10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5. (Education Code 48900(j))

11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))
12. Knowingly received stolen school property or private property. (Education Code 48900(l))
13. Possessed an imitation firearm, i.e., a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))
14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4. (Education Code 48900(n))
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness. (Education Code 48900(o))
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. (Education Code 48900(p))
17. Engaged in, or attempted to engage in, hazing as defined in Section 32050. (Education Code 48900(q))
18. Made terrorist threats against school officials and/or school property. (Education Code 48900.7)

A student in grades 4 through 12 is also subject to suspension or recommendation for expulsion when it is determined that he/she:

19. Committed sexual harassment as defined in Education Code 212.5 provided that the conduct is considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 48900.2)
(cf. 5145.7 - Sexual Harassment)
20. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233. (Education Code 48900.3)
21. Intentionally engaged in harassment, threats, or intimidation, directed against a student or a group of students that is sufficiently severe or pervasive and has had the actual and reasonable expected effect of materially disrupting class work, of creating substantial disorder, and of invading the rights of that student or group of students by creating an intimidating or hostile educational environment. (Education Code 48900.4)
(cf. 5145.3 - Nondiscrimination)

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any District school under the jurisdiction of the Superintendent or principal or within any other school district, including but not limited to the following circumstances: (Education Code 48900)

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

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 suffer suspension, but not expulsion, pursuant to the provisions of this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider or abettor, 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). (Education Code 48900(r))

The Superintendent or principal may use his/her discretion to provide alternatives to suspension or expulsion for a student subject to discipline under this administrative regulation, including, but not limited to counseling and an anger management program. (Education Code 48900(r))

Alternatives to suspension or expulsion will be used with students who are truant, tardy, or otherwise absent from assigned school activities. Education Code (48900(u))

(cf. 5113 - Absences and Excuses)

Removal from Class by a Teacher/Parental Attendance

A teacher may suspend any student from his/her class for the remainder of the day and the following day for any act listed in "Grounds for Suspension and Expulsion" above. (Education Code 48910)

A teacher also may refer a student to the principal or designee for consideration of suspension from school. (Education Code 48910)

When removing a student from his/her class, the teacher shall immediately report this action to the principal and send the student to the principal for appropriate action. The student shall be appropriately supervised during the class periods from which he/she has been removed. (Education Code 48910)

As soon as possible, the teacher shall ask the student's parent/guardian to attend a parent-teacher conference regarding the removal. A counselor or psychologist shall attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (Education Code 48910)

A student removed from class shall not be returned to class during the period of removal without the approval of the teacher of the class and the principal. (Education Code 48910)

A student removed from class shall not be placed in another regular class during the period of removal. However, if a student is assigned to more than one-class per day, he/she may be placed in any other regular classes except those held at the same time as the class from which the student was removed. (Education Code 48910)

The teacher of any class from which a student is removed may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

Pursuant to Board policy, a teacher may provide that the parent/guardian of a student whom the teacher has removed attend a portion of a school day in his/her child's classroom. When a teacher makes this request, the principal shall send the parent/guardian a written notice that the parent/guardian's attendance is requested pursuant to law. (Education Code 48900.1)

This notice shall also:

1. Inform the parent/guardian when his/her presence is expected and by what means he/she may arrange an alternate date.

2. Describe the legal protections afforded to the parent/guardian as an employee under Labor Code 230.7.
3. State that if the parent/guardian does not have a means of transportation to school, he/she may ride the school bus with the student.
4. Ask the parent/guardian to meet with the principal after the visit and before leaving school, as required by Education Code 48900.1.

Suspension by Superintendent, Principal, or Principal's Designee

The Superintendent, principal, or principal's designee may suspend a student from a school for not more than five consecutive school days unless the suspension is extended pending expulsion. (Education Code 48911)

The Superintendent or designee shall immediately suspend any student found at school or at a school activity to be: (Education Code 48915)

1. Possessing, as verified by a District employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence.
2. Brandishing a knife, as defined in Education Code 48915(g), at another person.
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058.
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above.
5. Possession of an explosive as defined in 18 USC 921.

Suspension also may be imposed upon a first offense if the Superintendent, principal, or designee determines the student violated item numbers 1-5 listed in "Grounds for Suspension and Expulsion" above or if the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. (Education Code 48900.5)

A student may be suspended from school for not more than 20 school days in any school year, unless for purposes of adjustment a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class, in which case suspension shall not exceed 30 days in any school year. However, this restriction on the number of days of suspension does not apply when the suspension is extended pending an expulsion. (Education Code 48903, 48912)

The Superintendent or designee may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which a student may be suspended in any school year. (Education Code 48903)

Suspensions shall be initiated according to the following procedures:

1. Informal Conference: Suspension shall be preceded by an informal conference conducted by the principal, designee, or the Superintendent with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her; the student shall be given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911(b))

This conference may be omitted if the principal, designee, or the Superintendent determines that an emergency situation exists. An “emergency situation” involves a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference. The conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such case, the conference will be held as soon as the student is physically able to return to school. (Education Code 48911(c))

2. Administrative Actions: All requests for student suspension are to be processed by the principal or designee of the school in which the student is enrolled at the time of the misbehavior.

A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee.

3. Notice to Parents/Guardians: At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension. (Education Code 48911)

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

In addition, the notice may also state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may also add that state law requires the parent/guardian to respond to such requests without delay.

4. Parent/Guardian Conference: Whenever a student is suspended, school officials may meet with the parent/guardian to discuss the causes and duration of the suspension, the school policy involved and any other pertinent matter. Education Code 48914)

While the parent/guardian is required to respond without delay to a request for a conference about a student's behavior, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied readmission solely because the parent/guardian failed to attend. (Education Code 48911)

5. Extension of Suspension: If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision. (Education Code 48911(g))

Any extension of the original period of suspension shall be preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension. Extension of the suspension may be made only if the Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)

Suspension by the Board

The Board may suspend a student for any of the acts listed in “Grounds for Suspension and Expulsion” above and within the limits specified in “Suspension by Superintendent, Principal, or Principal's Designee” above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester if any of the acts listed in “Grounds for Suspension and Expulsion” occurred. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold closed sessions if a public hearing would lead to disclosure of information violating a student's right to privacy under Education Code 49073-49079.

(cf. 9321 - Closed Session Purposes and Agendas)

The Board shall provide the student and his/her parent/guardian with written notice of the closed session by certified mail. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

On Campus Suspension Program

Students for whom an expulsion action has not been initiated and who pose no imminent danger or threat to the school may be assigned to a separate supervised suspension classroom for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

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

At the time a student is assigned to a supervised suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification shall be made in writing. (Education Code 48911.1)

Authority to Expel

A student may be expelled only by the Board. The Board shall expel, as required by law, any student found to have committed certain offenses listed below under “Mandatory Recommendation and Mandatory Expulsion.”

The Board may also order a student expelled for any of the acts listed above under “Grounds for Suspension and Expulsion” upon recommendation by the Principal, Superintendent, hearing officer, or administrative panel based on finding 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.

Mandatory Recommendation for Expulsion

Unless the Superintendent, Principal, or designee finds that expulsion is inappropriate due to particular circumstances, the Superintendent, Principal, or designee shall recommend a student's expulsion for any of the following acts:(Education Code 48915(a))

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife as defined in Education Code 48915(g), explosive, or other dangerous object of no reasonable use to the student.

(cf. 5131.7 – Weapons and Dangerous Instruments)
3. Unlawful possession of any controlled substance, as listed in Health and Safety Code 11053-11058, except for the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee.

Mandatory Recommendation and Mandatory Expulsion

The principal, Superintendent, or designee shall recommend that the Board expel any student found at school or at a school activity to be: (Education Code 48915(c))

1. Possessing, as verified by a District employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence.
2. Brandishing a knife as defined in Education Code 48915(g) at another person.
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058.
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above.
5. Possessing an explosive as defined in 18 USC 921.

Upon finding that the student committed any of the above acts, the Board shall expel the student. (Education Code 48915)

Student's Right to Expulsion Hearing

The student is entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within 30 school days after the Superintendent, Principal or designee determines that one of the acts listed under "Grounds for Suspension and Expulsion" has occurred. (Education Code 48918(a))

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

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

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

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

Rights of Complaining Witness

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

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the District's suspension and expulsion policy and regulation and shall advise the witness of his/her right to: (Education Code 48918.5)

1. Receive five days' notice of his/her scheduled testimony at the hearing.
2. Have up to two adult support persons of his/her choosing present in the hearing at the time he/she testifies.
3. Have a closed hearing during the time he/she testifies.

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

Written Notice of the Expulsion Hearing

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

1. The date and place of the hearing.
2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based.
3. A copy of District disciplinary rules which relate to the alleged violation.

4. Notification of the student's or parents/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the District to any other district in which the student seeks enrollment. This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).

(cf. 5119 - Students Expelled from Other Districts)

5. The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by legal counsel or by a non-attorney advisor.

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

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

6. The right to inspect and obtain copies of all documents to be used at the hearing.
7. The opportunity to confront and question all witnesses who testify at the hearing.
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses.

Conduct of Expulsion Hearing

1. Closed Session: Notwithstanding the provisions of Government Code 54953 and Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such request is made, the meeting shall be public unless another student's privacy rights would be violated. (Education Code 48918(c))

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student shall also be allowed to attend the closed session. (Education Code 48918(c))

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

2. Record of Hearing: A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))

3. Subpoenas: Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with the Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20 (formerly 11525). (Education Code 48918(i))

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

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

4. Presentation of Evidence: While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel must be supported by substantial evidence that the student committed any of the acts listed in "Grounds for Suspension and Expulsion" above.

Findings of fact shall be based solely on the evidence at the hearing. While no evidence shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f) and (h))

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

5. Testimony by Complaining Witnesses: The following procedures shall be observed when hearings involve allegations of sexual assault or sexual battery by a student: (Education Code 48918)
 - a. Any complaining witness shall be given five days' notice before being called to testify.
 - b. Any complaining witness shall be entitled to have up to two adult support persons, including but not limited to a parent/guardian or legal counsel, present during his/her testimony.
 - c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
 - d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
 - e. If one or both support persons are also witnesses, the hearing shall be conducted according to Penal Code 868.5.

- f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.
- g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the District shall provide a non-threatening environment.
- (1) The District shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.
 - (2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.
 - (3) The person conducting the hearing may:
 - (a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness.
 - (b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.
 - (c) Permit one of the support persons to accompany the complaining witness to the witness stand.
6. Decision Within 10 School Days: The Board's decision on whether to expel a student shall be made within 10 school days after the conclusion of the hearing, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))
7. Decision Within 40 School Days: If the Board does not meet on a weekly basis, its decision on whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

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

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures as apply to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing."

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the student shall be immediately reinstated. The Superintendent or designee shall place the student in a classroom instructional program, any other instructional program, a rehabilitation program, or any combination of these programs after consulting with District staff, including the student's teachers and with the student's parent/guardian. (Education Code 48918(e))

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

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion for a period of one year.

The Board shall make its decision about the student's expulsion within 40 school days after the date of the student's removal from school unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

Final Action by the Board

Whether the expulsion hearing is conducted in closed or public session by the Board, a hearing officer, or an administrative panel, the final action to expel shall be taken by the Board at a public meeting. (Education Code 48918(j))

(cf. 9321 - Closed Session Conduct and Reports)

If the Board conducts the hearing and reaches a decision not to expel, this decision shall be final and the student shall be reinstated immediately.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the District. For a student expelled for an act listed under "Mandatory Recommendation and Mandatory Expulsion" above, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis.

For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. (Education Code 48916)

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

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

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

Written Notice to Expel

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

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed in Education Code 48900(a)-(o), Education Code 48900.2-48900.4, 48900.8, and Education Code 48915(c). (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian. (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board of Education. (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion. (Education Code 48918)
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1. (Education Code 48918)

Decision Not to Enforce Expulsion Order

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

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

The suspension of the enforcement of an expulsion shall be governed by the following: (Education Code 48917)

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program.
2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status.
3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion" above or violates any of the District's rules and regulations governing student conduct.

When the suspension of the enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order.

4. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a District school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings.
5. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board of Education.
6. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall also inform the parent/guardian of the right to appeal the expulsion to the County Board of Education. (Education Code 48918(j))

Right to Appeal

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

The student shall submit a written request for a copy of the written transcripts and supporting documents from the District simultaneously with the filing of the notice of appeal with the County Board of Education.

The District shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

Post-Expulsion Placements

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

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

When the placement described above is not available, and when the County Superintendent of Schools so certifies, students expelled for acts described in items #6-13 and #17-19 under "Grounds for Suspension and Expulsion" above may be instead referred to a program of study that is provided at another comprehensive middle, junior, or senior high school, or at an elementary school. (Education Code 48915)

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

Readmission After Expulsion

Readmission procedures shall be as follows:

1. On the date set by the Board when it ordered the expulsion, the District shall consider readmission of the student. (Education Code 48916)

2. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met.

School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.

3. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session if information would be disclosed in violation of Education Code 49073-49079. If a written request for open session is received from the parent/guardian or adult student, it shall be honored.
4. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.
5. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other District students or employees. (Education Code 48916)
6. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school. (Education Code 48916)
7. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

Maintenance of Records

The Board shall maintain a record of each expulsion, including the specific cause of the expulsion. The expulsion record shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon receipt of a written request by the admitting school. (Education Code 48900.8, 48918(k))

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

(cf. 5119 - Students Expelled from Other Districts) (cf. 5125 - Student Records - Confidentiality)

Notifications to Law Enforcement Authorities

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

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

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

Outcome Data

The Superintendent or designee shall maintain the following data and report such data annually to the California Department of Education, using forms supplied by the California Department of Education: (Education Code 48900.8, 48916.1)

1. The number of students recommended for expulsion.
2. The specific grounds for each recommended expulsion.
3. Whether the student was subsequently expelled.
4. Whether the expulsion order was suspended.
5. The type of referral made after the expulsion.
6. The disposition of the student after the end of the expulsion period.

Policy for Notifying Teachers of Dangerous Pupils

CHULA VISTA ELEMENTARY SCHOOL DISTRICT
Operations and Instruction Services and Support
2014 - 2015
CONFIDENTIAL

MANDATORY NOTICE TO TEACHER

THIS INFORMATION MUST BE KEPT IN A SECURED FILE ONLY A SUBSTITUTE TEACHER, A NEW TEACHER OR A "PULL-OUT" TEACHER MAY HAVE ACCESS TO THIS INFORMATION

Education Code Section 49079 requires that we notify teachers regarding any pupil "who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivision (a) to (g) inclusive, and (l) to (o) inclusive, of Section 48900 without regard to where the acts occurred." This notice covers students who have been suspended during the 2008/09 through 2010/11 school years. Suspensions of students who are in your class this school year are brought to your attention routinely.

_____meets that requirement according to:
_____School discipline records _____Law enforcement agency records

a check here indicates that the act was one of causing or attempting to cause bodily injury or that it involved a weapon. Please place the number "79" next to the student's name in your roll book to indicate that you have received information regarding their Section 48900 (a) to (g) or (l) to (o) offense. Substitute teachers should be instructed to note such indications. They also are subject to the same confidentiality restrictions.

Although we make every effort to notify other certificated staff members who are in regularly scheduled contact with this student, you may also share this information with them. You must also apprise them of the restrictions on further disclosure. (They should mark their own class rolls accordingly.)

Please sign and return one copy of this notice as acknowledgment of your receipt of this notification and as acknowledgment of your obligation to honor the statutory confidentiality of this information. If you have questions, please contact the Operations and Communications Services and Support.

_____ Date _____ Classroom
Teacher

_____ Date _____ Classroom
Teacher

_____ Date _____ Classroom
Teacher

EDUCATION CODE SECTION 48900 (a) to (g) and (i) to (o) inclusive **Grounds for suspension or expulsion;**

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

- (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 any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any 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, any controlled substance listed in Chapter 2 (commencing with §11053) of Division 10 of the Health and Safety Code (controlled substances), an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance (reference (c) above), an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any 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) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. *Excluded from reporting*
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) 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. (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm (a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm).
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 386, 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 witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. (q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- (r) A pupil may not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent 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 school activity or 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.

- (s) 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 suffer suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, 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).
- (t) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (u) A superintendent or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- (v) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

§ 48900.2

Engaged in sexual harassment (grades 4-6 only)

Excluded from reporting

§ 48900.3

Attempted to cause, threatened to cause or participated in an act of hate violence, as defined in (e) of Section 33032.5 (grades 4-6 only)

Excluded from reporting

§ 48900.4

Engaged in harassment, threats, or intimidation against a pupil or group of pupils (grades 4-6 only)

Excluded from reporting

§ 48900.7

Made terroristic threats against school officials and/or school property

Excluded from reporting

Discrimination and Harassment Policy

STUDENT HARASSMENT

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

1. Submission to the conduct is made either an explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis for an educational decision affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's performance, or of creating an intimidating, hostile, or offensive learning environment.
4. Submission to, or rejection of, the conduct by the individual is the basis for any decision affecting the individual regarding benefits, and services, honors, programs, or activities available through the District.

Examples of types of conduct that are prohibited in the District and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body or overly personal conversation.
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Massaging, grabbing, fondling, stroking, or brushing the body.
8. Touching an individual's body or clothes in a sexual way.
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex.
10. Displaying sexually suggestive objects.

Level Complaint Process

A statement indicating the Chula Vista Elementary School District's intolerance of sexual harassment will be posted prominently in the main office area of each school site. School discipline procedures shall reflect the stages of disciplinary action to be taken in cases of sexual harassment.

Teachers of Grades 4-8 are provided with introductory lessons to assist them in helping children learn to respect others and to avoid harassing behavior.

Written Report on Findings and Follow-Up: No more than 30 calendar days after receiving the complaint, the principal shall investigate the sexual harassment allegation(s) and prepare a written report of his/her findings. The timeline may be extended for good cause. If an extension is needed, the principal shall notify the student who complained and explain the reasons for the extension.

The report shall include the decision, the reasons for the decision, and a summary of the steps taken during the investigation. If sexual harassment occurred, the report shall also include any corrective actions that have or will be taken to address the harassment and prevent any retaliation or further harassment. This report shall be presented to the student who complained, the student who was accused, the parents/guardians of the student who complained and the student who was accused, and the Superintendent or his/her designee.

In addition, the principal shall ensure that the harassed student and his/her parent/guardian are informed of the procedures for reporting any subsequent problems. The principal shall also make follow-up inquiries to see if there have been any new incidents or retaliation and shall keep a record of this information.

Regulation

Reviewed: 01/10/95

CHULA VISTA ELEMENTARY SCHOOL DISTRICT Reviewed: 03/08/11

Chula Vista, California

NONDISCRIMINATION

District programs and activities shall be free from discrimination with respect to sex, race, color, religion, national origin, ethnic group, marital or parental status, and physical or mental disability.

(cf. 0410 - Nondiscrimination)

(cf. 1312.5 - Complaints Concerning Discrimination)

The Governing Board shall ensure equal opportunities for all students in admission and access to academic courses, guidance and counseling programs, athletic programs, testing procedures, vocational education and other activities.

School staff and volunteers must be especially careful to guard against unconscious sex discrimination, insensitivity and stereotyping in instruction, guidance and supervision.

(cf. 1240 - Volunteer Assistance)

(cf. 6162.5 - Research/Standardized Testing)

Legal Reference: EDUCATION CODE

40 Prohibited sex discrimination

41 School-sponsored athletic programs; prohibited sex discrimination

200-262 Prohibition of discrimination on the basis of sex

49020-49023 Athletic programs

51006-51007 Equitable access to technological education programs

51500 Prohibited instruction or activity

51501 Prohibited means of instruction

60044 Prohibited instructional materials

TITLE IX, EDUCATION AMENDMENTS OF 1972

BRENDEN V. INDEPENDENT SCHOOL DISTRICT

(Minnesota), U.S. Circuit Court of Appeals, Eighth Circuit, 742.41 Law Week 1170

RITACCO V. NORWIN SCHOOL DISTRICT ET AL.

U.S. District Court, W.D. Pennsylvania, 361 F. Supp. 930 (1973)

GILPEN V. KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION, INC., 377 F. Supp.

1233 (1974)

Policy

CHULA VISTA ELEMENTARY SCHOOL DISTRICT Adopted: 11/13/90

Chula Vista, California

School –wide Dress Code

In this section, please enter your dress code policy. Verbiage must include the prohibition of “gang-related” apparel.

According to BP 5132 - “Dress and Grooming”

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 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.

The following policy, adopted by the Chula Vista Elementary School District Board of Education on March 7, 1995, describes the dress code expected of Wolf Canyon students:

1. Shoes must be worn at all times. Sandals must have closed toes and heel straps. Flip-flops or other backless shoes or sandals are not acceptable.
2. Make-up is inappropriate in the elementary school. Dangling earrings, chains, and keys worn visibly around the neck are unsafe and are not acceptable. Wolf Canyon is not responsible for broken, stolen or lost jewelry. Good rule of thumb: if it is a special item, keep it at home.
3. Clothing and jewelry shall be free of writing, pictures or other insignia which are crude, vulgar, profane and/or sexually suggestive or which advertise or advocate racial, ethnic or religious prejudice or the use of drugs, tobacco or alcohol.
4. Hats, caps and other head coverings shall not be worn indoors.
5. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are not acceptable.
6. Articles of clothing and accessories, including hats, belts, books, binders, lunch bags, etc. adorned with graffiti or alleging gang affiliations are not acceptable.

Safe Ingress and Egress Procedures

School begins at 8:45 am and students may arrive to school as early as 8:00 am if they are participating in the Wolf Canyon Run 4 Fun running/walking program or purchasing breakfast in the cafeteria. School ends at 3:15 pm Monday-Thursday and at 1:45 pm on Friday for all students in grades 1-6. Kindergarten students are dismissed at 3:00 pm on Monday through Thursday and 1:30 pm on Fridays and all minimum days. On site fee-based childcare is provided by the Southbay YMCA and is available for families on an availability basis. Hours of operation are 6:00 am - 8:45 am and 3:15 pm to 6:30 pm daily. The YMCA also runs a free after school program called DASH which provides structured games and activities for children K-6 from 3:15 pm to 5:15 pm Mondays through Fridays and 3:15 pm to 4:45 pm on Fridays and/or all minimum days.

Wolf Canyon is a “closed” campus. All gates are locked before/after and throughout the school day. Each morning one gate at the front of the school and the gates in the bus loop are unlocked to allow students to enter. At the close of each day one gate at the front of the school is opened and all parents and family members picking up students must wait in the courtyard in the front of the office. Students who have not been picked up within 15 minutes of dismissal will be directed to the school office where they will sign in and call for someone to pick them up. Students who ride the bus wait inside the school grounds and are escorted to the bus outside the gate once their bus arrives. All gates are locked after 8:45 am and all visitors/volunteers must sign in at the school office.

Visitors/volunteers are not allowed on campus the first 2 weeks of the school year and must attend the visitor/volunteer in-service. All visitors and volunteers must present ID and be scanned into the school security program before entering the campus. All staff, visitors and volunteers must wear an ID badge. Visitors and Volunteers also receive a handout explaining the basics of the do's and don'ts of the campus.

Safety Patrol provides support for student safety to and from school each day. Students are trained by a staff member in collaboration with the Chula Vista Police Department to direct traffic both in vehicles and on foot. Students receive special ranks to promote leadership and responsibility. Safety Patrol members remind all folks to use cross walks, follow stop signs and/or any other directions given for the safety of everyone. The Wolf Canyon Safety Patrol is set up at crosswalks in two locations in the morning and in the afternoon to ensure the safety of our students and families that walk to and from school. Traffic flow is monitored by staff and parent volunteers on a daily basis.

In addition, students leaving campus during school hours must be checked out by an adult through the office. Students will only be released to adults listed on the emergency card.

Ingress and egress are facilitated by ramps that are in compliance with the American Disabilities Act of 1990 (32282). Access to all areas of the school site has been designed for persons with handicaps, including those with vision, hearing, and mobility challenges.

Ensuring a Safe and Orderly Environment

Before/After School Supervision:

School staff provides student supervision for 30 minutes before school starts and for 15 minutes beyond school dismissal. Fee-based childcare is provided on campus by the YMCA before school from 6:00 am to 8:45 am and after school until 6:30 p.m. Additionally, the D.A.S.H. program sponsored by the City of Chula Vista provides supervised after school activities for students until 5:15 p.m. Monday – Thursday and 4:45 on Fridays and minimum days.

Classroom Organization and Structure:

Classroom conditions provide an orderly learning environment both physically and socially to enhance the learning experience, and promote positive interactions among students and staff. A proactive curriculum fosters personal and social skills development. Learning styles of students are noted and appropriate instructional strategies are used to accommodate the variety of experiences students bring to the classroom. Cooperative learning strategies are used to promote teamwork, shared decision-making, and group responsibility. Building positive relationships is a school-wide goal. Curriculum components addressing self-awareness, self-esteem, self-control, personal development, decision-making skills, civic responsibility, social relationships, and conflict management are used at appropriate grade levels. Students learn that harassment is not tolerated and are taught to immediately report any incident that makes them uncomfortable. Strategies and programs are implemented to ensure that aggressive students do not victimize those who are more vulnerable.

Disaster Preparedness:

The school Emergency Preparedness binder identifies procedures to follow during man-made and natural emergencies such as bomb threats, fires, earthquakes, and other natural disasters. Emergency response teams are established and emergency supplies are re-stocked as necessary. Fire drills are rehearsed on a monthly basis and emergency drill simulations are practiced four times throughout the year. In preparation for evacuations there are accommodations for the visually impaired, hearing impaired, wheelchair bound, and other persons with disabilities.

In accordance with the Americans with Disabilities Act, appropriate adaptations have been made for the visually impaired, hearing impaired, wheelchair bound and other special needs students so that they are not abandoned or put at greater risk. They will follow routine and emergency disaster procedures with assistance as necessary for them to exit safely.

Internal Security Procedures:

Access to keys is strictly controlled; the day custodian keeps an inventory of all school keys. The custodian inspects the door locks and reports problems immediately to the facilities department. Staff members with keys are instructed on how to arm and disarm the security system. Any problems with the alarm/security system are reported immediately.

Most valuables and equipment are inventoried, tagged, and stored securely. All staff members have a secure place to store personal belongings during school hours. Standard incident-reporting procedures are in place. Reports on school crime and safety data are submitted to the district office on a regular basis. The school and community collaborate on crime prevention efforts. The community is encouraged to use the facility for special activities during non-school hours.

Pedestrian Safety/School Traffic:

A Student Safety Patrol, coordinated by classroom teachers, parent volunteers and the School Resource Officer (SRO), is in place at all surrounding intersections. Procedures for dropping-off and picking-up students are shared with students at the beginning of the year and are communicated to parents/guardians in the parent handbook, the school website and weekly school newsletters. Signs are posted around the school to direct parents/guardians in the safe drop-off and pick-up of students.

Leadership:

The principal provides strong school leadership and a vision for staff development and student achievement. A culture of shared decision-making between staff, students, parents, and community members is strongly encouraged. The principal models a positive attitude toward staff, parents, and students. All staff members are expected to demonstrate responsiveness, respect, courtesy, and sensitivity. The principal is available to all members of the school community and is highly visible in classrooms, the cafeteria, on the playground, and at transportation loading points. Concerns of students, parents, and staff are addressed in a timely fashion.

A team approach to leadership has been developed that incorporates shared decision-making and addresses major issues. Staff members routinely assume leadership roles as key planners, committee chairpersons, and serve as district curriculum representatives. On-site committees include, School Site Council, English Language Acquisition Committee, and Parent Teacher Association. The committees are comprised of certificated/classified staff, and parents. Staff, parents, and students alike are committed to keeping Wolf Canyon Elementary a safe and orderly school.

Participation and Involvement:

Students, staff, and parents have a strong sense that what happens to the school is a shared responsibility. The School Site Council is involved in all stages of decision-making. The Parent Teacher Association sponsors projects and activities that benefit the students and staff of Wolf Canyon School. Volunteers serve as room parents, reading mentors, and field trip chaperones providing invaluable support to classroom teachers. Police/fire representatives, and district risk managers regularly review the safety and security of the campus. Dynamic After School Hours (D.A.S.H.) program representatives and the local YMCA cooperate with the school in providing after school recreation programs. Safety information is included in student, parent, and staff newsletters or memos. To encourage community participation, school events are announced in the school newsletter, the school marquee, the school announcement showcase board and the school website.

School Buildings and Classrooms:

School buildings and classrooms are well maintained, attractive, free of physical hazards, and designed to prevent criminal activities. Most classrooms have adequate space for the students and staff and are encouraged to create classroom walls that are print rich and support student learning. Biweekly meetings are held with custodial staff to determine the state of the facilities and determine needs.

School Grounds:

The custodian is responsible for ongoing maintenance and inspection of school facilities, which includes checking for loose items, leaks, unsafe equipment, and plumbing problems. Gutters and storm drains are regularly checked during the rainy season. To protect children from injury while playing on recreational equipment in wood chip areas, the custodian conducts regular inspections of playground areas and equipment. District facility maintenance supervisors visit the campus twice per year to conduct safety inspections. Whenever conditions are identified that could lead to accidental harm they are isolated and promptly corrected. If an inspection indicates the need for repair that cannot be remedied by the custodian, it is noted on an inspection checklist and a job order is submitted.

School Location/Building

Wolf Canyon Elementary School, built in 2007, is a year round calendar school located in a residential neighborhood. The school plan includes four main pods, a cafeteria/auditorium building, YMCA room, and school library. Each classroom is equipped with a telephone allowing intercommunication between administrators, the school office, and other teachers. A security system monitors the school after school hours and on the weekends. The completion of 2 portable classroom units with 3 classrooms were added and opened for occupancy in July of 2010.

School-Site Management:

Students, parents, certificated/classified staff, and representatives from the community actively participate in the planning process and decision making at the school level. The principal maintains an open-door policy and regularly discusses educational programs, policies, and concerns with parents and staff. The Student Study Team (SST); which includes regular and special education teachers, school psychologist, speech and language specialist, nurse, principal, and parents; continually monitors the progress of at-risk students. In addition to the school's parent handbook, weekly school blog, website newsletter, weekly phone messages and e-mail news supports strong communication between the school and community. Daily morning announcements promote social development and awareness with a monthly school character trait focus.

Security During School Hours:

Visitors, guests and district personnel are required to sign in at the school office and wear a visitor badge while on campus. Signs are posted regarding school trespassing violations. Staff members are trained and encouraged to approach people on campus not wearing visitor badges and to refer them to the office. Visitors/Volunteers are not allowed on campus during the first 2 weeks of school and all Visitors/Volunteers must attend Visitor/Volunteer In-service at the beginning of each school year. A Volunteer agreement must be completed and signed by all Volunteers and TB clearance is checked and kept on file for the school year.

Discipline Policies

DISCIPLINE

Site-Level Rules

In developing site-level disciplinary rules, the school shall solicit the participation, views, and advice of one representative selected by each of the following groups: (Education Code 35291.5)

1. Parents/guardians.
2. Teachers.
3. School administrators.
4. School security personnel, if any.
5. For Grades 7 and 8, students enrolled in the school.

The final version of the rules shall be adopted by a panel comprised of the principal or designee and a representative selected by classroom teachers employed at the school. Each school shall file a copy of the rules with the Superintendent or designee.

The rules shall be consistent with law, Governing Board policy, and District regulations. The Board may review, at an open meeting, the approved school discipline rules for consistency with Board policy and state law.

Each school shall review its site-level discipline rules at least every four years. (Education Code 35291.5)

It shall be the duty of each employee of the school to enforce the school rules on student discipline. (Education Code 35291)

Disciplinary strategies provided in Board policy, regulation, and law may be used in developing site-level rules. These strategies include, but are not limited to:

1. Referral of the student for advice and counseling.
2. Discussion or conference with parents/guardians.
3. Recess restriction.
4. Detention during and after school hours.
5. Community service.
6. Reassignment to an alternative educational environment.

(cf. 6158 – Off-campus Independent Study)

7. Removal from the class in accordance with Board Policy, Administrative Regulation, and state law.
8. Suspension and expulsion.

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

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

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. (Education Code 49001)

For the purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff, or other persons or to prevent damage to property or to obtain possession of weapons or other dangerous objects within the control of the student. (Education Code 49001)

(cf. 5131.7 – Weapons and Dangerous Instruments)

Recess Restriction

A teacher may restrict a student's recess time when he/she believes that this action is the most effective way to bring about improved behavior (Education Code 44807.5), subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under a certificated employee's supervision during the period of restriction.
3. Teachers shall inform the principal of any recess restrictions they impose.

Detention After School

Students may be detained for disciplinary reasons up to one hour after the close of the maximum school day. (5 CCR 353)

If a student will miss his/her school bus due to being detained after school, or if the student is not transported by school bus, the principal or designee shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. The student shall not be detained unless the principal or designee speaks to the parent/guardian.

In cases where the school bus departs more than one hour after the end of the school day, students may be detained until the bus departs. (5 CCR 307, 353)

Students shall remain under the supervision of a certificated employee during the period of detention.

Students may be offered the choice of serving their detention on Saturday rather than after school.

Community Service

As part of or instead of disciplinary action, the Board, Superintendent, principal, or principal's designee may, at his/her discretion, require a student to perform community service on school grounds, or with written permission of the student's parent/guardian off school grounds, during non-school hours. Such service may include, but is not limited to, community or school outdoor beautification, campus betterment, and teacher, peer or youth assistance programs. (Education Code 48900.6)

This community service option is not available for a student who has been suspended, pending expulsion, pursuant to Education Code 48915. However, if the recommended expulsion is not implemented or the expulsion itself is suspended, then a student may be required to perform community service for the resulting suspension pursuant to this section. (Education Code 48900.6)

Notice to Parents/Guardians and Students

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians, in writing, about the availability of District rules related to discipline. (Education Code 48980)

The Superintendent or designee shall also provide written notice of the rules related to discipline to transfer students at the time of their enrollment in the District. (Education Code 35291.5)

Hate Crime Policies and Procedures

Please refer to Page 44 within this plan to locate our Hate Crime Policy.

Our Hate Crime Policy is mentioned within the AR 5144.1 "Suspension/Due Process" section (which is already attached to the Suspension Expulsion Policies" chapter of this Safe School Plan. Pleased see item #20 within that section. We will follow our Suspension/Due Process, "Grounds for Suspension Expulsion" procedure as mentioned in that section.

Disaster Procedures

*Please refer to your Site Emergency Procedures Plan for procedures utilizing the Standardized Emergency Management System (SEMS) for responding to an emergency affecting any location owned and operated by the Chula Vista Elementary School District. The Site Emergency Procedures Plan meets compliance with Education Code with regard to Disaster Procedures. Your Site Emergency Procedures Plan should be accessible by all members of your Emergency Response Team. Each Emergency Response Team assignment can be found in Section Four of the Site Emergency Procedures Plan, which identifies roles, responsibilities and duties.

The Chula Vista Elementary School District Board of Education approved an agreement on April 15, 2008, to permit the Red Cross to use Chula Vista Elementary School District's buildings, grounds and equipment for the conduct of American Red Cross Disaster Service activities and wishes to cooperate with the Red Cross for such purposes.

Identified Areas of Need/Focus for the Year

Goals

Wolf Canyon Goals for a Safe and Secure School

Goal #1: Assess and review school discipline plans and policies.

Objective: Staff, students and parents will work together to enforce school-wide discipline and policies that support student and staff safety.

Action Plan:

- a. Train all student supervision personnel in CPR, school safety and playground procedures annually.
- b. Train all special education staff, administration, and psychologist in Crisis Prevention Intervention (CPI).
- c. Review the school behavior plan annually.
- d. Participate in the "No Place for Hate" program annually.
- e. Teach the iSafe Curriculum to all grade levels before students can access the internet.

Who is Responsible – Principal, District Personnel, All School Staff, Parent Volunteers

Goal #2: Provide Emergency Preparedness training for all stakeholders.

Objective: All staff, students, DASH and YMCA workers will be in-serviced on the school Comprehensive Safety Plan.

Action Plan:

- a. The school Safety Committee will review and monitor the Comprehensive Safety Plan quarterly.
- b. The School Resource Officer (SRO) will be notified to review the Comprehensive Safety Plan each year.
- c. The SRO will be given notice regarding the time and date for each disaster preparedness drill and provide feedback as necessary.
- d. Response team captains will participate in one full-on disaster drill each year to analyze potential crisis needs for site and give feedback to the Safety Committee.
- e. All response teams will review supplies and materials to make sure everything is in working order.
- f. In-service all staff on the procedures for the alarm system to reduce the number of false alarms.
- g. Create and maintain an updated phone tree for staff members.
- h. Utilize district messaging service for communication.
- i. Receive ongoing training and practice for district-wide communication with short wave radio.
- j. Meet annually with YMCA and DASH supervisors to provide emergency preparedness in-service and review.
- k. Create and maintain a plan for what to do on field trips.
- l. Create a plan for disaster preparedness when the office is closed but after school events are taking place, students outside at lunch and/or on the playground during a lockdown/shelter in place and a plan for communicating with parents once a lockdown/shelter in place is initiated.

Who is Responsible – Principal, District Personnel, City 1st Responder Personnel, School Resource Officer, Wolf Canyon Safety Committee, All Staff and Parent Volunteers.

Goal #3: To provide and reinforce safe conditions in and around the parking lot and bus loop during arrival and dismissal times.

Objective: All members of the Wolf Canyon Community will follow specific parking lot signs and markings. Everyone will use crosswalks, move forward in the pickup/drop-off zone, and drive carefully in and around the parking lot and/or bus loop.

Action Plan:

- a. Work with the School Resource Officer, district personnel and city engineer to establish safe traffic patterns.
- b. Participate in the Safe Routes to School during the month of October.
- c. Organize and support a Parent Patrol program for additional support during morning drop off and afternoon pick up.
- d. Establish and assign Safety Patrol members as campus supervisors from 8:00 am – 8:45 am to monitor hallways and direct students and their parents to the blacktop area.
- e. Student Council and/or Safety Patrol will create a system for ticketing students who wear helmets while riding to and from school each day.
- f. Participate in Safe Routes to School Program.
- g. Participate in the iCommute SchoolPool and Safe Routes to School programs to alleviate traffic congestion.

Who is Responsible – Principal, District Personnel, Safety Patrol Advisers, Safety Committee and Parent Volunteers

Goal #4: Provide adequate supervision for students being picked up late at the end of the school day.

Objective: To reduce safety concerns and injuries.

Action Plan:

- a. Encourage staff volunteers to take students to the school office once safety patrol crosses in during dismissal.
- b. Promote student safety by recruiting staff volunteers to support bus and curbside drop off/pickup at the beginning and ending of each school day.
- c. Provide additional funding support for supervision at the bus drop off and loading zones.

Who is Responsible – Principal, Safety Patrol Advisers, School Resource Officer, Wolf Canyon Safety Committee, and Parent Volunteers

Goal #5: To create a plan to support the mental and emotional needs of students particularly those whose family members are in the military.

Objective: Fleet and Family Services and Military Family Life Counseling programs will provide services to students whose parents or family members are in the military.

Action Plan:

- a. Identify students who need support.
- b. Coordinate schedules for services.
- c. Provide in-services and communication for parents.
- d. Train a provide a parent volunteer to act as a liaison for parents who are new to the school.
- e. Develop and maintain welcoming practices as part of the ES2S (Elementary Student 2 Student) program.

Who is Responsible – Principal, School Office Personnel, PTA and Wolf Canyon Safety Committee

Names of Members Involved with Writing and Development of Safe School Plan

Principal/Designee	Debra McLaren
Teacher, Parent	Vanessa Madison
Classified Employee	Victoria Bowman
Law Enforcement Agency	Roy Vicente
Other Member	Jessica Kolodziej
Other Member	Jessica Carreon
Other Member	
Other Member	
Other Member	

SSC Minutes Approving Safe School Plan

Please select and complete one of the options below.

- A) Uploaded/Attached**
- B) Mailed to Student, Family & Community Services**
- C) Faxed to 619-425-3002**

SSC/Planning Committee Communicated the Safe School Plan to the Public at a Public meeting at the School Site

Date: October 13, 2014

Location: Wolf Canyon Elementary

The School Safety Committee review the Comprehensive Safety Plan with all staff and students on Wednesday, July 23 and Friday, July 25, 2014. The 2014 - 2015 plan was reviewed and discussed with the School Site Council on Monday, October 13, 2014 and with ELAC on Tuesday, October 21, 2014.