

**Sequoia Union High School District
Carlmont High School**



2018-2019

Comprehensive School Safety Plan

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I. Assessment of Current Status

School Description and Profile:

Carlmont High School is a four-year comprehensive high school with a current enrollment of 2,152 (as of Fall 2017). The enrollment by ethnicity is 51.6% white, 20.5% Asian, 15.2% Hispanic-Latino, 3.7% Filipino, 1.6% African American, 0.4% American Indian-Alaskan Indian, 6% are two or more races. Of that total population, 11.9% are socio-economically disadvantaged (SED), 3.9% English Learners (EL) and .2% Foster Youth (FY).

There are sixteen different languages spoken by students at Carlmont. The majority of English learners speak Spanish (46.4%) or Mandarin (19%) as their primary language. The other fourteen languages spoken are smaller populations that represent under 5% of the total. Other languages include; Russian, Arabic, Tongan, Filipino, Portuguese, Farsi, French, Cebuano, Korean, Taiwanese, Armenian, German, Hebrew, and Cantonese.

Carlmont reviewed and updated its vision and mission this year to focus on the following: *Vision-Our vision is to provide all students with a relevant education in a collaborative and supportive environment that inspires excellence in learning. The Mission of Carlmont High School (CHS) is to provide a supportive learning environment that allows all students to achieve success in academics and careers. A Carlmont education fosters a community of creative thinkers who are confident and collaborative in a rapidly changing society. Above all, we aspire to provide students with the skills they need to make positive contributions to their community and the world.*

In spring of 2018, CHS was reviewed by a WASC team and awarded an extension of 6 years as the school was found to have significant strengths in many areas.

School Staff -- Credentialed staff includes 109 full-time teachers, ten part-time teachers (four of which are 80%), four site administrators, seven counselors, one activities director, one part-time athletic director, one health aide and one psychologist. Sixty of the professional staff have earned a master's degree or higher. There are two staff members who have their National Board Certification and there are four staff members that have completed their Tier 1 administrative credential. Through ongoing staff development and curriculum leadership, we have continued to improve our programs, student relations, and parent communications.

Philosophy -- Carlmont prides itself on developing student voice, choice and leadership opportunities which is reflected in many ways. First, our counselors meet individually with students to work with them and discuss course options for the coming year. The counselors are led by A-G and graduation requirements as well as student choice. Another example of student leadership is in our ASB program. It is divided into an executive branch of students with traditional officer titles and a service branch with students in committees creating events and programs on campus for students. There are just under 100 students represented in our ASB program. The roles of these student leaders varies with their responsibilities, but the emphasis is to have them create and carry out plans to make school a more welcoming and spirited place. Our performing arts opportunities are robust ranging from jazz band, orchestra, choir, drama, drumline, dance, and traditional band. Our arts programs present annually at school as well as outside of school. Our band has played at many prestigious venues such as Carnegie Hall. Within the arts, there are many solo acts as well as connection to the larger group. In addition, we have over 100 clubs on campus, competitive sports teams, a new weight room open before and after school, and assemblies that provide many students an opportunity to perform in front of their peers. Finally, our classrooms have a focus on drawing out student voice which can be identified in the instructional strategies used throughout classrooms.

Mental Health Supports: Supporting student mental health is an area of focus. We have a full time clinical therapist who runs our Students Offering Support (SOS) program that both has individual as well as small group counseling. In addition, there is a reachout aspect to the community at large. Students from SOS do presentations to the 9th grade class through their life skills courses at the beginning of the year on drugs, sex, and healthy choices. These students also lead small group work and mediations at lunch to provide support to a variety of other students. Aside from SOS, our seven counselors also meet with their students to address emotional concerns and mental health needs throughout the year. They provide their students with support necessary to meet their needs and have connected them to additional resources as needed. We also have two therapists that work with our SPED population to meet the needs of our students with emotional challenges as identified through their IEP. Additionally, we work closely with two counselors that come on campus from Acknowledge

Alliance to provide therapy to students returning from County placement where law enforcement was involved or who have been identified as being in need of support as they transition into school.

Additionally we have a Aspirations Advocate Coordinator works closely with a cohort of students to address their academic, emotional, and other needs by supporting them to access the resources on campus.

Graduation Requirements -- All students at Carlmont High School must complete 220 credits for graduation. These credit requirements include 40 credits in Language Arts, 20 credits in Science, 20 credits in Math (students must pass Algebra I and a second year of math), 35 credits in Social Science, 2.5 credits in Life Skills, 20 credits in Physical Education, 10 credits in Visual Arts, 10 credits in or Performing Arts, 10 credits in Career Technical Education or 10 credits of a level three World Language and 60 credits in Elective content. Students who are A-G eligible will complete additional coursework in a foreign world language (completed a second year through a minimum of level two), math up through Algebra 2, and Chemistry a physical science.

Academic Courses and Programs – Advanced and Honors courses are offered at all grade levels in Language Arts, Math, Foreign Language, and Science. There are 15-20 different AP courses offered across several curriculums (History, Language, English, Math, and Science). There are two pathway programs offered. One is Biotechnology Institute (BTI) which joins the grade level English, History and Science coursework to be taught with a science theme. The other is our media arts pathway that carries a theme of journalism in their English and Digital arts class. We also offer an AVID program all four years. In addition, several students choose to pursue the AP course offering flow while others go into depth in the arts, both visual and performing.

Academic Achievement --96% of our student body graduated in 2017. The Smarter Balance Assessment results for 2017-2018 school year reflect that Carlmont has 57.5% exceeding the ELA standards, 27.7% met those standards, 9.8% nearly met the ELA standards, and 4.9% did not meet those standards. In math, 41.5% exceeded those standards, 27% met those standards, 16.1% nearly met the math standards, and 15.4 did not meet the standards.

Summary of School Crime Data:

Suspension and Expulsion Data:

Suspension and expulsion rates have dropped significantly in the past four years. An analysis of the data indicates that White (93 total), Hispanic (24 total), and American Indian (16 total) students make up the highest rate of suspensions from the school. The data also indicates that offenses of causing and or attempting to cause physical injury or possession of controlled substances are the primary reasons students were suspended last year. Our goal is to support students to gain the tools necessary to handle problems and stress so they don't put themselves or others in a potentially harmful situation.

Over the past four years, Carlmont has enhanced its discipline procedures and guidelines in an effort to reduce official suspensions and expulsions. Initiatives include: Mobile Discipline (AVPs are visible in classrooms and around campus often), an Alternative to Suspension Program; Team Ascent; In-House Suspensions; one-on-one counseling with AVPs; a Carlmont Intervention Team; referrals to the SOS program; Truancy monitoring and attendance review meetings, detentions and written reflections by the students.

Number of Behavior Referrals

	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Behavior Ref.	2558	1706	643	582	456	491

Number of Suspensions (In and Out of School) and Expulsions

	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Suspensions	413	420	187	124	132	154
Expulsions	9	11	8	7	4	2

Ed Code	Offense Name	Total Count of Offenses	Offense Resulting in Expulsion	Offense Resulting in Suspension
48900.2	Determined to have committed sexual harassment	6		3
48900.4	Intentionally engaged in harassment, threats, or intimidation	12		3
48900(a)(1)	Caused, Attempted, or Threatened Physical Injury	63	1	42
48900(a)(2)	Use of Force or Violence	15		7
48900(b)	Possession, Sale, Furnishing a Firearm or Knife	4		1
48900(c)	Possession or Sale of Controlled Substances	80	1	59
48900(d)	Offering, Arranging, or Negotiating Sale of Controlled Substances, Alcohol, Intoxicants	1		1
48900(e)	Robbery or Extortion	2		2
48900(f)	Damage to School or Private Property	7		4
48900(g)	Theft of school or Private Property	12		4
48900(h)	Possession or Use of Tobacco Products	22		9
48900(i)	Committed an Obscene Act or Profanity or Vulgarity	4		3
48900(j)	Possession or Sale of Drug Paraphernalia	16		3
48900(k)	Disruption of school activities or Willful Defiance	230		10
48900(m)	Imitation fire arm	1	1	1
48900(r)	Bullying	14		1
48915(a)(1)(B)	Dangerous Object	1	1	1
48915(a)(1)(C)	Unlawful possession of controlled substance	1		

PANORAMA SURVEY:

The Panorama survey was conducted district wide to gather meaningful data from students, teachers-staff, as well as family members on school safety, climate, belonging, and engagement in general. The results are as follows:

Student responses: Of the 2006 students who answered the survey during the 17-18 school year, school safety was rated 3.9/5 (average), school climate 3.5/5 (average), school belonging 3.0/5 (average), school engagement 2.7/5 (average)

Teacher and Staff responses: Of the 130 staff members who responded in 17-18, school climate was rated 3.6/5 (average), professional learning was rated 3.1 /5 (slightly below average), feedback and coaching 3.0/5 (average).

Family members: Of the 724 family members who answered the survey, barriers to engagement was rated 4.3/ 5 (average), school safety was rated 4.0/5 (average), school climate was rated 3.6/5 (average), and family engagement was rated 2.3/ 5 (average).

Safety Preparedness

Carlmont High School has developed a comprehensive plan that addresses a variety of crisis situations. The school fosters awareness, preparedness, and school safety through regularly scheduled safety drills, as well as training for students and staff. Our school site employs a full-time School Resource Officer (SRO) who works closely with the site and the district to ensure our campus remains a safe environment. The CHS Safety Intervention team reviews safety related issues and reports, then plans prevention, intervention, and post-intervention activities with students, parents and teachers in a comprehensive school safety plan. The school safety plan is reviewed every spring and approved by our school site council and board.

All students at Carlmont High School are guided by specific rules and classroom expectations that promote respect, cooperation, courtesy and acceptance of others. All students should be provided the opportunity to experience positive and worthwhile learning experiences on the school campus. The goal of the Carlmont High School discipline program is to help educate and support our students by providing clear boundaries and expectations for personal behavior in social, academic and professional settings. Students and parents are informed of the discipline policies via the school website, student planners, class meetings and discipline talks from administration at the beginning of each school year. In addition, daily announcements, the school website, computerized voice messages, e-mails and social media provide both students and parents with regular communication. CHS utilizes a progressive discipline process in order to produce a desired change in student behavior, attitude and/or performance. Consequences for violations of the disciplinary policy may include warnings, detention, reflections, class suspension, on-campus suspension, off-campus suspension, parent conference, behavior contract, transfer to an alternative program or expulsion. Our school attendance office calls parents daily (automated call) to report student class absences and our parents receive mid-quarter, quarter and semester grape reports by mail. Parents can also access student grades online through our Canvas gradebook system.

The Suspensions and Expulsions table illustrates total cases for the last three years. Suspensions are shown in terms of total infractions, not number of students suspended, as some students may have been suspended on multiple occasions. As often as possible, administration utilizes our On-Campus Suspension room in order to keep students at school and current with their studies. Expulsions occur only when required by law or when all other alternatives are exhausted.

II. Component 1 Action Plan: People and Programs

How will you create a caring and connected school climate?

The staff and students of Carlmont High School have put several programs into place to support a positive climate. These programs include the following: Freshman orientation, Compass Summer program, School Aspiration Advocate Program (SAAP) to support most at-risk students, PBIS (positive behavior support systems) School wide Shout Out program to acknowledge positive actions, individual birthday announcements for all students throughout the year, provide many opportunities for students to share their voice in class and around campus. In addition, ASB (associated student body) has different service councils that acknowledge and support a wide range of students. (Valentines gram for all, Reach out hang out committee spends time with students who have autism and new comers, a variety of low level involvement activities at lunch throughout the year including Carlmont cup games and activities to Scotsland (whole school assembly with activities for students to engage in). Students are encouraged to attend dances and sporting events and are included in the Screamin Scots cheering section. Scholarships to dance tickets are offered on a needs basis. Students with emotional needs are invited to be involved in SOS (Students Offering Support) for proactive and reactive mental health supports on campus. They also form cohorts that go to the middle school to share with the incoming students how to be emotionally strong.

Goal Statement

Carlmont High School will create a caring and connected school by assessing student, teacher, and parent experiences through survey results and continue to advance positive social development as well as academic success

Objective #1

Freshman Transition:

SAAP:

SOS:

Freshman leadership course:

ASB:

100 clubs on campus: DECA, FOMF, Robotics

48 sports teams over three seasons

Academic accommodations: (IEP, 504, CIT plans)

BTI, AVID, Journalism, Sojourn etc.

Freshman transition is a site program that helps incoming freshmen adjust to the high school experience. ASB leaders are involved in leading Freshman through Freshmen Orientation. The ASB students welcome, inform and lead pods of students through activities and around campus to become oriented with the school. In addition, we provide COMPASS and ELEVATE courses over the summer to support struggling learners to make connections with a trusted adult on campus and gain academic support prior to their entrance into school. Our goal is to connect students to campus in some way in the hopes of them becoming more successful throughout their four years.

Student Aspirations Advocate Program (SAAP): Students identified by their middle school as being identified as at risk are included in our SAAP program. They are supported by a teacher who acts as their case manager supporting them with academic and social support. These supports include connecting to appropriate resources on campus, checking in regularly and monitoring progress. The SAAP coordinator works closely with administration, counseling, and teachers to create support network for the students.

The academic intervention has proven to be effective. We continue to take steps to implement supplementary programs

that provide opportunities for involvement and leadership for more students within the school day. Combating student stress and building positive school culture remains a high concern amongst the administrative, teaching and classified staff here at Carlmont High School. Identifying stressed students and implementing supports in their day has been a direction we have gone in supporting their needs. Fostering relationships between students and teachers as well as with their counselors has been a focus. We believe in providing students with resources and then empowering them to follow through is a solid approach to dealing with stress. In addition, developing student voice and leadership continues to be an area we are developing in order to continue to improve school climate.

Related Activities	Resources	Person(s) Responsible	Timeline	Evaluation
Freshman transition for all incoming new students	ASB Students Staff	Administration, ASB Teacher	August	
Counseling Support-SOS Program, Peer Mentoring, Mediations, Counseling	Students, Teachers, Counselors, Administration	Administration, Counselors	Throughout school year	
Our counseling department is working with administration, the district office and outside agencies to educate our staff about promoting emotional well-being amongst our students and staff. Several of our counselors have gone to professional development opportunities to learn more about promoting and creating student wellness. There are a number of clubs on campus as well that focus on mental health and emotional well-being. This is a critical area of need in our school and community and will continue to be an area of focus here at CHS.	Counseling Department, SOS counselor, outside agencies, administration and other staff.	Counseling Department	Throughout school year.	
SOS/Life Skills Assembly- In the first quarter of every year, CHS SOS program brings all 9th graders into the PAC to listen and interact with topics such as sex, drugs, and healthy decision making. These assemblies are run by students under the direction of our SOS coordinator. The assembly portion lasts the duration of class and there is a series of about 4-5 different workshops each year.	SOS Coordinator, Counseling, Administration, Students,	SOS Coordinator, Life Skills teachers	During the first quarter.	

III. Component 2 Action Plan: Place

How will you create a physical environment that communicates respect for learning and for individuals?

Carlmont High School continues to be an aesthetically pleasing environment. The overall look and condition of the campus buildings, fields, and facilities is good. Recent construction have added a new building with ten new classrooms this year that has added to the overall beauty of the school as well as its ability to provide state of the art instruction. While we continue to face challenges with trash pick up after lunch, both our custodial crew and Green club have been working diligently to both keep the campus clean and make sure trash goes to the appropriate place. ASB has also worked to support a cleaner campus. In addition, technology and the resources in each class indicate that students have access to a variety of technology as they interact with the material in their classrooms.

Goal Statement

Carlmont High School will address staff and students with regard to possible enhancements to the campus in order to dress up areas that are in need of attention to promote a safe, secure environment. Staff and students will be made aware of the school wide safety plan in case of an emergency through staff meetings and regular practice.

Objective #1

Carlmont High School will create a physical environment that communicates respect for learning and safety. Incidents that arise regarding facilities will be handled swiftly by school administration, site custodial staff as well as the district's facilities and operations department. The school will also work to develop a means for students, staff and community members to voice ideas about possible enhancements to the campus that will help students feel safe and secure.

Related Activities	Resources	Person(s) Responsible	Timeline	Evaluation
Regular Safety Drills		Assistant Principal	Throughout year	
Distribution of Safety Protocol to every teacher		Assistant Principal/ Secretary	Beginning of school year	
Safety Plan Training		Assistant Principal/Staff	Staff Meeting	
Regular meetings with facility director and lead custodian		Administration/ Custodial Staff	Weekly	
Regular meetings with safety team in order to address needs		Administration/ Safety team	Weekly	

IV. Procedures for Complying With Existing School Safety Laws

Threat Assessment

Carlmont High School will carry out the San Mateo County Student Threat Assessment process on any student that has demonstrated concerning behavior that may be interpreted as violent or aggressive towards an individual or school. The threat assessment team will include an administrator, mental health professional, law enforcement officer, health professional, the student's counselor, and additional support staff. The student threat assessment team will complete the level 1 and if necessary level 2 procedures when discussing the concerning behavior and subject.

Student Support Teams

Carlmont High School will continue to conduct weekly CIT (Carlmont Intervention Team) meetings to discuss students who have concerns. The CIT team will include all seven counselors, the SOS coordinator, an administrator, the 504 coordinator, and additional participants as necessary. In the meeting we will discuss student concerns, review transcript, Canvas grades, attendance records, behavior records, teacher reports, parent feedback, and any other information when discussing a student's needs. If a student is found to qualify for a CIT, 504 or in need of an SST (Student Study Team) then accommodations or time frames will be set.

Child Abuse Reporting

All Mandated Reporting Staff at Carlmont High School receive annual training for Child Abuse Identification and reporting guidelines, issued by the California Department of Education. In the event that a Carlmont staff member believes or has reasonable suspicion of child abuse, they are expected to call Child and Family Services, (650)595-7922 immediately, and submit a written report within 36 hours. CFS will then cross report to the corresponding Police Department.

All staff are expected to complete mandated reporter training annually.

Disaster Procedures

See Appendix 2 The Big 5 Emergency Response Guide

See also SUHSD Board Policies Appendix 1: BP/AR 3516, AR 3516.1, AR 3516.2, AR 3516.3, BP/AR 3516.5, AR 3543

Adaptations for students with disabilities: Evacuation routes have been designed to create the fluidity and accessibility for all. Additionally, students with severe disabilities will be supported by their adult aides and teacher.

Emergency Procedures: We will do two drills per year (once each semester) of the Drop, Cover and Hold, Evacuation, and Lockdown/Barricade process to support the staff and students ability to carry out expected procedures in the event of an actual emergency. Each staff member completed an electronic based review of emergency responsibilities at the beginning of the year to remind them of our procedures. Additionally, each staff member assessed the dangers in their own classroom to ensure they are able to be proactive in the event of a real emergency. Further detail about the drills can be found in appendix 2

In the event that a public agency needs to use our facilities because of a major disaster, they will have access to it. They will need to communicate to the Incident Commander who will approve them using the facilities.

Suspension, Expulsion, or Mandatory Expulsion Procedures

School policies follow district policies and state laws regarding suspension and expulsion. The suspension and expulsion policy is printed in the student handbook given to the student at the beginning of the year.

A pupil may 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 committed an act as defined pursuant to one or more of subdivisions.

The process is first the school site will meet with district representation to determine if the behavior offense warrants a recommendation for expulsion. If the Principal recommends expulsion, the case is then presented at the district office in front of two other administrators not connected to the school of origin. If that team determines the expulsion should

go forward, then the case is brought to the Board who will determine at that point if a student should be expelled from Sequoia Union High School District or not.

See also SUHSD Board Policies in Appendix 1: BP 5131.7, BP/AR 5144.1, BP/AR 5144.2, E 5144.2

Procedures to Notify Teachers of Dangerous Students

Teachers have been sent the list of students over the last three years that have been suspended or expelled and the reasons why. Additionally, all staff are notified when a student is suspended from Carlmont High School via email the evening that suspension was recorded in Infinite Campus.

Additionally, upon the receipt of the records of a new student, the records are routed to the teacher, special education personnel, the nurse, the principal, and then back to the office clerk. The cumulative records usually include a copy of each suspension. Each person receiving the cumulative record is to review it.

To notify teachers of suspensions as they occur during the school year, the teacher is given a copy of the student suspension form the same day via an email and the incident is discussed with the teacher.

When students are administratively transferred from one school to another for disciplinary reasons, teachers (to whom the student is assigned) at the new school are notified by the school administration and provided with written information about the student and the student's behavior contract. Copies of the written notice are maintained in the school office.

When the district receives information from the juvenile court system that a student has been convicted of a serious or violent crime requiring teacher notification, the principal will notify the teacher.

See also SUHSD Board Policies in Appendix 1: BP/AR 4158, BP/AR 4258, BP/AR 4358

Student Drug Abuse Policy

The Sequoia Union High School District has an incremental policy that is enforced at Carlmont High School when dealing with students who have been in possession of or under the influence of a controlled substance.

See also SUHSD Board Policies in Appendix 1: BP/AR 5131.6

Anti-Bullying/Anti-Harassment Policy

SUHSD Board of Education prohibits bullying, harassment, discrimination, intimidation, or cyberbullying of any student by any employee, student, or other person. Prohibited behavior includes physical, verbal, nonverbal, or written conduct that is so severe or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the purpose or effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects the student's educational opportunities.

There are a scope of consequences that may be imposed based on the situation as determined by the Vice Principal and a variety of resources to support those in need. For instance, a student may be referred to their counselor, our SOS therapist, or a focus group. We may in some cases look to address scheduling options, a no contact contract between the students in question, and or a mediation to help resolve the conflict.

See also SUHSD Board Policies in Appendix 1: BP/AR 5145.3(a)

Sexual Harassment Policy

Carlmont High School and SUHSD Governing Board are committed to maintaining a learning environment that is free of harassment. The SUHSD Board prohibits the unlawful sexual harassment of any student by any employee, student, or any other person at Carlmont campus or at any school-related activity.

The Superintendent or designee shall ensure that students receive age-appropriate information related to sexual harassment. Students will be assured that they need not endure any form of sexual misconduct or communication, including harassment, because of their sexual orientation. They shall further be assured that they need not endure, for any reason, harassment that impairs the educational environment of a student's emotional well being while at school. Students who believe they are the victims of harassment should seek a Carlmont staff person who will immediately refer the matter to an administrator.

Reports of harassment can be filed with an Incident Form for Complaints of Harassment, which can be obtained in the Vice Principal's Office, Nurse's office and the Counseling Department. Reports can also be made to any Carlmont member, who will document and report the incident to the Principal or Principal designee within twenty-four (24) hours of receiving the initial report. (Education code 212.6) Prompt action will be taken to remedy the situation once the incident has been submitted to one of Carlmont's administration for investigation.

Any student who engages in sexual harassment of anyone at school or at a school related activity shall be subject to disciplinary action up to and including expulsion. (cf 5144.1)

Any employee who fails to report sexual harassment shall be subject to disciplinary action, up to and including dismissal. In addition, criminal and civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse. (cf 4118; 4218; cf 5141.4)

Staff shall immediately report complaints of sexual harassment of students to the Carlmont Principal or one of the vice Principals. Staff shall also report any incidents of harassment that they observe, even if the harassed student has not complained.

The SUHSD prohibits retaliatory behavior against the person filing the complaint or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals included in the investigation of a complaint shall not discuss related information outside of the investigation process.

This policy is in compliance with SUHSD Board Policy 5145.7 (a), Education Codes 212.6 and 48900.2.

DISCIPLINARY ACTIONS MAY INCLUDE:

1. Immediate Behavior Modification
2. Guardian Notification
3. Intervention Class
4. Referral to AVP's with HATE CRIME Notation on Student's Permanent Record
5. School Suspension/Possible Expulsion
6. Police May be Contacted; Charges May Be Filed For a Hate Crime

Note: These disciplinary actions are not in any specific order. Each incident will be dealt with on a case-by-case basis.

IF YOU ARE THE VICTIM OF A HATE CRIME OR HAVE WITNESSED A HATE CRIME, FIND AN ADULT ON CAMPUS WHOM YOU TRUST TO TELL HIM OR HER.

See also SUHSD Board Policies in Appendix 1: BP/AR 5144, BP/AR 4118; 4218; 5141.4 and BP/AR 5145.7

Technology Use Agreement

All students are required to sign the Technology Use Agreement of the Sequoia Union High School District. The use of technology in instruction continues to grow. As such, it is crucial that students abide by safe and ethical use policies set forth by the district. Abuse of technology will result in the loss of user's rights. Please refer to the District's Technology Use Agreement for specific details.

School Wide Dress Code

The following pages from the board policy and student handbook, outline the dress code at See SUHSD board policy 5132 concerning dress code and uniforms The school site dress code of Carlmont High School is as follows:

At Carlmont, we expect our students to dress in a manner that exemplifies academic scholarship and is aligned to our school goal of preparing them for their future as a college student and or professional. The dress code policy is designed to

support them in meeting this expectation. Administration and Staff will monitor student dress at school and at school events.

Out of compliant students will be directed how to regain compliance with the code. Disciplinary action will follow if students either do not comply with the dress code or are defiant. The dress code is designed to allow for student comfort and personal expression while maintaining an environment conducive to learning and appropriate for educational setting.

The following clothing/apparel is NOT allowed at school. This list is representative but not all-inclusive.

Head Gear/Head coverings (non-religious)

- Hats or head coverings with obvious gang related logos, images that promote obscenities, drugs, tobacco, sex, or violence.
- Head coverings may need to be removed at the request of any staff member.
- Sunglasses indoors except by prescription

Outerwear

- Clothing that promotes obscenity, drugs, alcohol, tobacco, sex, or violence
- Clothing that demeans others with regard to gender, ethnicity, race, sexual orientation, religion, disability, etc.
- Clothing that indicates gang affiliation or supports gangs as determined by administration or law enforcement
- Tagging or gang related writing on backpacks, school supplies, shoes or clothing is not permitted
- Chains, spikes, studs, or other clothing, jewelry, or accessories which are potentially dangerous
- Being barefoot
- Tops exposing the midriff are prohibited and shorts exposing a student's rear end are prohibited
- Pants or shorts that expose underwear or undergarments are prohibited.

Students who are in violation of the dress code will be brought to the vice principal's office and will be reminded of the Dress Code Policy. they will not be allowed in class until their clothing meets the Dress Code guidelines. Note: repeated violations will result in further disciplinary action.

See also SUHSD Board Policies in Appendix 1: BP/AR 5132, E 5132

Transportation and Safe Ingress and Egress of Traffic.

Transportation to and from a sports activity or to and from school is a privilege the Sequoia Union High School District provides for its students. While riding in a district vehicle, students are expected to maintain appropriate behavior. No food or drink is ever allowed in district vehicles.

If students abuse this privilege, Board policy 5131.1 gives the schools and the district the right to deny transportation to any student. In the event that students get a ride with a coach or other district employee, he/she MUST fill out the appropriate forms that authorize district personnel to transport students.

Bus schedules can be found in the Administrative Vice Principal's office and on the Carlmont website.

Students who arrive tardy are to check into the attendance office before reporting to class. Students who leave early are checked out through the office and released to the parent or, with a note from the parent, released to the adult identified in the note. Identification is requested.

Adults coming onto campus all are directed to check in with the front office and have their ID scanned through an electronic device that then prints a visitors badge. If an adult or unfamiliar face is seen on campus by our security or administration, they are asked to either check in with the office or are escorted off campus.

There is supervision by discipline technicians and administration around campus before, throughout and after the school day. Students are given specific directions while on campus as it relates to navigating the halls during passing period and at lunch. The congestion at pick up times has necessitated specific procedures to be followed by adults when picking up their child and is supervised by a campus security personnel.

See also SUHSD Board Policies in Appendix 1: BP/AR 5131.1

Attendance

To receive class credit for semester classes, a student must not exceed 18 absences with 3 or more unexcused absences. For Quarter classes (PE, Life skills, World Studies 1) 9 absences with no more than 3 unexcused absences.

18 absences & NO MORE than 3 cuts-a student can still receive credit. Do not call to excuse tardies. tardies are not excusable. Portal.seq.org

- Call or send a note excusing an absence within 5 days. Administrative Vice Principal's approval is required to clear absences after five day. Emailed "excuse notes" will not be accepted. All notes must be hand written with a parent/guardian signature and date.
- Students should check Infinite Campus online or access attendance records and clear all errors with their appropriate teacher within 20 days.
- **YOU MUST NOT EXIT THE CAMPUS WITHOUT A "PERMIT TO LEAVE"**
 - Obtain a "permit to leave" slip by emailing or bringing a NOTE from your parent/guardian to the Attendance Office **BEFORE SCHOOL or AT LUNCH**. **Student may not leave campus without a "Permit to Leave"**.
 - Absences not cleared prior to exiting campus **WILL NOT** be cleared.
 - Phone calls from parents/guardians will not clear the absence unless the student picks up the "permit to leave slip" from the attendance prior to leaving campus.
- If you are **ILL**, **proceed immediately to the Health Aide Office**. The health aide will call home to obtain parent/guardian permission to leave campus and issue you a "**Permit to Leave**" slip.
- Any classroom attendance errors must be cleared by appropriate teacher.

DO NOT CALL PARENT/GUARDIAN FROM CELL PHONE of from CLASSROOM.
REPORT DIRECTLY to the HEALTH OFFICE WITH A PASS

A Safe and Orderly Environment

Student Involvement Programs- There are many programs at Carlmont High School that focus on student involvement and participation. We want our students to know they are valued and contribute to daily operation of the school as well as its success.

Students are Respected and Their Opinion and Skill in Solving Problems is Valued.

We have a Peer Counseling Program (SOS), where students can feel safe talking to their own peers about situations they need help with. Not only do Peer Counselors work with students to work with their peers to resolve conflicts, but they also provide academic support and guidance.

The SOS program also presents to all Freshman in their Life Skills class during the first quarter of the year on topics that deal with mental and physical health.

The students will be able to approach all facets of their learning with confidence and the assurance that this school is their home.

After School Services

Intervention Programs: Morning tutoring is available in our Tutoring Center (A12) on Monday-Friday from 8:00 am to 8:50 am (except Wednesday) and on Wednesday morning from 9:00 am to 9:50 am.

After School Tutoring is available in our Tutoring Center (A12) on Monday-Thursday from 3:30 pm to 4:30 pm.

Peer Tutors have been supporting in the tutoring center both in the morning and after school on certain days with content specific courses.

Lunch time activities run by the ASB students are inclusive. There are large team events such as Powderpuff, basketball tournaments, and video game competitions, small group events such as Carlmont cup, "recess type games", and dogs in

the Quad, and individual events such as Valentine gram for all, opportunity for students to share their voice on a white board about a topic, and hugs from Monty. ASB also runs four assemblies throughout the year that both entertain students as well as allow others to perform in front of their peers.

Parent Participation

The staff welcomes the direct involvement of the community. Carlmont High School has an active Parent Teacher Association, an active Site Council and an active Governance Council. Many of our teacher assistants on staff are parents of students at our school.

See also SUHSD Board Policies in Appendix 1: BP/AR 5137

School Discipline

The school discipline policy is summarized in the student/parent handbook which goes home with every student at the beginning of the year. Responsibility and school procedures are covered as part of an assembly and or Google form with the students no later than the second week of school. The following pages are from the student handbook.

STUDENT BEHAVIOR POLICY

The staff of Carlmont High School is committed to providing an educational and productive environment. If we are to attain positive outcomes, all members of the Carlmont High School community, the staff, the students, and the parents, need to cooperate and interact with one another in a responsible, controlled and respectful manner.

The Student Behavior Policy of Carlmont High School was developed and revised with input from students, parents, and teachers. the general summary is not all-inclusive, nor is it intended to alter in any way the Sequoia Union High School District Behavior Policy. If any difference of interpretation shall occur, the actual Board Policy shall prevail.

THE POLICY'S PURPOSE

The Carlmont High School Student Behavior Policy is intended to provide guidance to students, parents, teachers, and administrators regarding the responsibilities and rights of each in contributing to a desirable school atmosphere.

EXPECTATIONS OF PARENTS:

Parents are expected to support their students through cooperation with school personnel and by assuming responsibility in assisting their students to maintain appropriate standards of behavior and attendance.

EXPECTATIONS OF STUDENTS:

Students at Carlmont High School are expected to exert the self-discipline necessary to conduct themselves in a manner that shows respect for themselves and other members of the school community.

Any behavior that interferes with the educational program of Carlmont or that is adverse to the welfare of other students will not be tolerated and will be dealt with according to the rules and regulations of Sequoia Union High School District and the state laws regulating students' behavior and discipline.

VIOLATIONS INCLUDE, BUT ARE NOT LIMITED TO:

- Disrupting school activities or otherwise defying the valid authority of school personnel.
- Cheating, plagiarism or forgery in connection with academic endeavors or school processes or procedures.
- Leaving class, campus or assisting others to leave campus without permission during school or lunch times. RHS is a closed campus – see closed campus policy.
- Committing an obscene act or engaging in profanity/vulgarity.
- Passionate embracing or kissing, petting and other intimate gestures not considered appropriate.
- Inappropriate use of cell phone - See cell phone policy on Page 22.
- Gambling.
- Loitering in unauthorized areas: parking lot, halls, restrooms, off campus, field areas etc.
- Riding bicycles, skateboards or using roller blades anywhere on campus.
- Chewing gum, littering or creating a mess with food.
- Disobeying bus rules.
- Destroying or defacing school property or the property of others including inappropriate activity with school

technology.

- False fire alarms/bomb threats or committing arson.
- Possession of a dangerous object/weapon (firearm, knife, explosive, lighters, matches, chains, etc.)
- Committing or attempting to commit robbery/extortion.
- Committing theft or possession of stolen property or contraband.
- Smoking, possession, or use of cigarettes or tobacco, including chewing tobacco or tobacco like substances.
- Use, possession or sale of drugs, drug paraphernalia, alcohol or any other controlled substance.
- Representing any substance as a drug with respect to possession, use or sale is a violation and equivalent to the possession, use or sale of any controlled substance.
- Fighting or provoking a fight.
- Threatening or assaulting another person.
- Harassing, teasing, hazing or verbally abusing another person or group of individuals.
- Causing or attempting to cause physical injury to another person.
- Sexual harassment – See Sexual Harassment Policy on Page 22.
- Committing a hate crime – an act or attempted act against the person or property of another individual or institution which in any way manifests evidence of hostility toward the victim because of his or her actual or perceived race, religion, disability, gender, nationality or sexual orientation. This includes, but is not limited to, threatening telephone calls, hate mail (including any sent by e-mail, Internet or other form of electronic communication), physical assault, vandalism, cross burning, destruction of religious symbols, or fire bombings.

One or more of the following consequences may be applied:

1. Student and/or parent conference
2. Student Study Team/counseling referral
3. Campus restrictions of student privileges

4. Confiscation of item(s). Item(s) will be returned only to parents.
5. After school detention and/or work detail
6. Suspension (either on- or off-campus) from class and/or school
7. Suspension from school activities
8. Revoke campus driving/parking privileges
9. Payment for damages, restitution and/or secret witness reward
10. Work permit revoked or denied
11. Involuntary transfer to another class
12. Academic Integrity Notification Letter
13. Mitigated behavior contract
14. Saturday School
15. Law enforcement notification
16. Loss of senior privileges and participation in graduation ceremony
17. Transfer to alternative education program
18. Expulsion

Severity Clause: Infractions deemed to be more serious than normal may result in administrative action beyond usual consequences. In certain circumstances, such as theft or vandalism, CHS may offer a reward to "secret witness" students who give information which leads to the identity of the guilty student. The guilty individual is required to pay the amount of the reward as part of his/her restitution to the school.

DETENTION PROCEDURES

1. Detention is held during lunch.
2. Detention must be completed when required or else the student may end up with additional days of detention.
3. Students who make no effort to attend or to obtain permission to miss detention may receive: Further consequences. This may include eligibility to participate in extracurricular activities.
4. During detention, students are encouraged to use time for schoolwork and are required to be quiet, cooperative and awake. In addition, they are given an opportunity to write a reflection on their behavior. Failure to comply will result in no credit given and possible dismissal.
5. The administration reserves the right to consider all circumstances in application of this policy.

6. Students and their parents must make transportation arrangements.

See also SUHSD Board Policies in Appendix 1: BP/AR 5144, BP 5145.9

Hate Crimes

Procedures are followed according to the Education Code and SUHSD Board Policies.

See also SUHSD Board Policy 5245.9

NON-DISCRIMINATION STATEMENT

The Sequoia Union High School district does not discriminate on the basis of race, color, national origin, sex or disability in its educational programs or employment practices as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, respectively. In addition, the lack of English language skills will not be a barrier to admission and participation in any educational program. Students, parents, or guardians of students who have concerns about these regulations should contact : Mrs. Susan Berghouse, Title IX Coordinator or Ms. Edith Bennett 504 Coordinator, Sequoia Union High School District, 480 James Avenue, Redwood City, Ca 94062-1098 (650)369-1411.

UNIFORM COMPLAINT PROCEDURE

The Sequoia Union High School District Board of Trustees recognizes that the District has primary responsibility for insuring that it complies with state and federal laws and regulations governing educational programs. The District will investigate and seek to resolve complaints at the local level. The District will follow uniform complaint procedures when addressing complaints alleging unlawful discrimination or failure to comply with state or federal law in all education programs. Complaints should be filed with the District superintendent. See your school principal to review regulations for procedures in filing a complaint, to get information relating to complaints that are investigated directly by state agencies and to receive information regarding your legal rights.

Students with Special Needs: Site Emergency Procedures for Students with Special Needs

1. Procedures for students with special needs* may need to be implemented in emergency situations such as fire, earthquake, bomb threats, etc.
 2. At the beginning of each school year, an Individual Emergency Procedures Plan must be completed to accommodate each student who requires additional assistance due to a disability. This includes students with physical impairments who may require:
 - a wheelchair on a daily basis
 - specialized equipment
 - physical assistance to evacuate in a timely manner
 3. Each plan requires that support staff be designated as specialized assistants during times of emergency.
 4. The Site Safety Specialist is responsible for:
 - identifying all students who will require additional assistance
 - working with the designated certificated staff (classroom teachers) and the principal to ensure that coverage and a plan is completed for each student
- * Since new students may arrive at any time during the school year, this assignment will be continuous throughout the year.
5. Use the format below to complete an Individual Emergency Procedures Plan for each student with special needs. Place a copy of the plans in the Site Emergency Operations Plan and with the individual classroom teacher's emergency materials (class roster, etc.)

Individual Student Emergency Procedures Plan		
Student:	Room #:	Teacher:
Designated Specialized Assistants: <i>(Identify two staff in this area)</i>		
Required Equipment or Physical Assistance Needed to Evacuate in a Timely Manner (complete below) For example: Monitor blood sugar level and provide glucose sources as needed		

* This plan is only for students needing extra assistance during an emergency/evacuation. Once form is completed, each form needs to be kept on file at school site (in classroom & office).

Roles and Responsibilities of Mental Health Professionals & School Counselors

In case of an emergency, the mental health professionals will follow the rehearsed steps to carrying out the Big 5 protocol. When the emergency has been cleared the mental health professionals will be on site to be able to help with stress or other mental health related issues that come from the aftermath. We have 10 trained mental health professionals on site daily.

In non-emergency situations, the mental health professionals are responsible to be proactive and reactive to the emotional needs of the students they either work with directly or ones that come to them in crisis.

Roles and Responsibilities of Community Intervention Professionals

In case of an emergency, the Community Intervention professionals will support the school in the state they are in.

Roles and Responsibilities of School Resources Officer (or other Law Enforcement on Campus)

In case of an emergency, the School Resource Officer will support the school with the rehearsed Big 5 protocol action steps. He will follow procedure for managing a situation on site as well as contacting backup to come and support. In the case of an evacuation, the SRO will oversee the process with the incident commander and support the school with search and rescue efforts as well as following the reunification process.

In non-emergency situations the SRO is present on campus to support a safe academic environment.

IV. Verification of Public Meeting

Method for Communicating Plan and Notifying Public: Ed Code 32288

The School site council or school safety planning committee shall notify, in writing, the following persons and entities, if available, of the public meeting:

- Local Mayor
- Representative of the local school employee organization
- A representative of each parent organization at the school site, including the parent teacher association and parent teacher clubs
- A representative of each teacher organization at the school site
- A representative of the student body government
- All persons who have indicated they want to be notified

The School site council or school safety planning committee is encouraged to notify, in writing, the following persons and entities, if available, of the public meeting:

- A representative of the local churches
- Local civic leaders
- Local business organizations
- In order to ensure compliance with this article, each School District or County Office of Education shall annually notify the State Department of Education by October 15 of any schools that have not complied with Ed Code 32281

Date of Board Meeting/Public Hearing:

Site of Board Meeting/Public Hearing:

Review of Progress for Last Year

Each School year the Safety Plan is reviewed by the School Safety Team and presented to its SSC to be approved annually. Community members are invited to the annual SSC meeting to review the Comprehensive Safety Plan including the City, Police and Fire departments, representatives from parent and teacher groups, and certificated and classified Presidents. The Comprehensive Safety Plan is also taken to the school board each year for approval and public review.

Law Enforcement Review Date:

Site Council Approval Date:

IV. Appendix 1: Board Policies and Administration Regulations

Board Policy and Administration Regulations:

EMERGENCIES AND DISASTER PREPAREDNESS PLAN

BP 3516

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

The Superintendent shall require school Principal or designee to develop and maintain a disaster preparedness plan which details provisions for handling all foreseeable emergencies and disasters and which shall be included in the district's comprehensive school safety plan. (Education Code 32282) The Superintendent or designee may appoint a committee to regularly review the disaster preparedness plan and recommend changes.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3516.3 - Earthquake Emergency Procedure System)

The Superintendent or designee shall also develop and maintain emergency plans for each school site.

The Superintendent, Principal or other designee shall collaborate with city and/or county responders, including local public health administrators, so that district and site plans may provide the best possible way of handling each situation and also provide for emergency communications systems between these agencies and each district school.

(cf. 3543 - Transportation Safety and Emergencies)

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

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

(cf. 1330 - Use of School Facilities)

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

(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)
(cf. 4119.3/4219.3/4319.3 - Duties of Personnel)

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

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

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT

adopted: December 10, 1997 Redwood City, California

revised: January 20, 2010

re-adopted: September 12, 2012

EMERGENCIES AND DISASTER PREPAREDNESS PLAN

AR 3516

Components of the Plan

The Superintendent or designee shall ensure that district and school site plans address, at a minimum, the following types of

emergencies and disasters:

1. Fire on or off school grounds which endangers students and staff
(cf. 3516.1 - Fire Drills and Fires)
2. Earthquake or other natural disasters
(cf. 3516.3 - Earthquake Emergency Procedure System)
3. Environmental hazards
(cf. 3514 - Environmental Safety)
(cf. 3514.2 - Integrated Pest Management)
4. Attack or disturbance, or threat of attack or disturbance, by an individual or group
(cf. 3515 - Campus Security)
(cf. 3515.2 - Disruptions)
(cf. 5131.4 - Student Disturbances)
5. Bomb threat or actual detonation
(cf. 3516.2 - Bomb Threats)
6. Biological, radiological, chemical, and other activities, or heightened warning of such activities
7. Medical emergencies and quarantines, such as a pandemic influenza outbreak
(cf. 5141.22 - Infectious Diseases)

The Superintendent or designee shall ensure that the district's procedures include strategies and actions for prevention/mitigation, preparedness, response, and recovery, including, but not limited to, the following:

1. Regular inspection of school facilities and equipment and identification of risks
(cf. 3530 - Risk Management/Insurance)
2. Instruction and practice for students and employees regarding emergency plans, including:
 - a. Training of staff in first aid and cardiopulmonary resuscitation
 - b. Regular practice of emergency procedures by students and staff
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
3. Specific determination of roles and responsibilities of staff during a disaster or other emergency, including determination of:
 - a. The appropriate chain of command at the district and, if communication between the district and site is not possible, at each site
 - b. Individuals responsible for specific duties
 - c. Designation of the principal for the overall control and supervision of activities at each school during the emergency, including authorization to use his/her discretion in situations which do not permit execution of prearranged plans
 - d. Identification of at least one person at each site who holds a valid certificate in first aid and cardiopulmonary resuscitation
 - e. Assignment of responsibility for identification of injured persons and administration of first aid
4. Personal safety and security, including:
 - a. Identification of areas of responsibility for supervision of students
 - b. Procedures for evacuation of students and staff, including posting of evacuation routes
 - c. Procedures for release of students, including a procedure to release students when reference to the emergency card is not feasible
(cf. 5141 - Health Care and Emergencies)
(cf. 5142 - Safety)
 - d. Identification of transportation needs, including a plan which allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety
(cf. 3543 - Transportation Safety and Emergencies)
 - e. Provision of a first aid kit to each classroom
 - f. Arrangements for students and staff with special needs
(cf. 4032 - Reasonable Accommodation)
(cf. 6159 - Individualized Education Program)
 - g. Upon notification that a pandemic situation exists, adjustment of attendance policies for students and sick leave policies for staff with known or suspected pandemic influenza or other infectious disease
(cf. 4161.1/4361.1 - Personal Illness/ Injury Leave)
(cf. 4261.1 - Personal Illness/Injury Leave)

(cf. 5113 - Absences and Excuses)
(cf. 6183 - Home and Hospital Instruction)

5. Closure of schools, including an analysis of:
 - a. The impact on student learning and methods to ensure continuity of instruction
 - b. How to provide for continuity of operations for essential central office functions, such as payroll and ongoing communication with students and parents/guardians
(cf. 3516.5 - Emergency Schedules)
6. Communication among staff, parents/guardians, the Board of Trustees, other governmental agencies, and the media during an emergency, including:
 - a. Identification of spokesperson(s)
(cf. 1112 - Media Relations)
 - b. Development and testing of communication platforms, such as hotlines, telephone trees, and web sites
(cf. 1113 - District and School Web Sites)
 - c. Development of methods to ensure that communications are, to the extent practicable, in a language and format that is easy for parents/guardians to understand
 - d. Distribution of information about district and school site emergency procedures to staff, students, and parents/guardians
7. Cooperation with other state and local agencies, including:
 - a. Development of guidelines for law enforcement involvement and intervention
 - b. Collaboration with the local health department, including development of a tracking system to alert the local health department to a substantial increase of student or staff absenteeism as indicative of a potential outbreak of an infectious disease
(cf. 1400 - Relations between Other Governmental Agencies and the Schools)
8. Steps to be taken after the disaster or emergency, including:
 - a. Inspection of school facilities
 - b. Provision of mental health services for students and staff, as needed
(cf. 6164.2 - Guidance/Counseling Services)

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT
approved: January 20, 2010 Redwood City, California

EARTHQUAKE EMERGENCY PROCEDURE SYSTEM

AR 3516.3

Earthquake Preparedness

Earthquake emergency procedures shall be established in every school building having an occupant capacity of 50 or more students, or more than one classroom, and shall be incorporated into the comprehensive safety plan. (Education Code 32282)

(cf. 0450 - Comprehensive Safety Plan)

Earthquake emergency procedures shall be aligned with the Standardized Emergency Management System and the National Incident Management System. (Government Code 8607; 19 CCR 2400-2450)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The Superintendent or designee may work with the California Emergency Management Agency and the Seismic Safety Commission to develop and establish the earthquake emergency procedures. (Education Code 32282)

Earthquake emergency procedures shall outline the roles and responsibilities of students and staff during and after an earthquake.

Earthquake emergency procedures shall include, but not be limited to, all of the following: (Education Code 32282)

1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff
2. A drop procedure whereby each student and staff member takes cover under a table or desk, dropping to his/her knees, with the head protected by the arms and the back to the windows
Drop procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools.

3. Protective measures to be taken before, during, and following an earthquake
4. A program to ensure that students and staff are aware of and properly trained in the earthquake emergency procedure system

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Staff and students shall be informed of the dangers to expect in an earthquake and procedures to be followed. Students shall be instructed to remain silent and follow directions given by staff in such an emergency. Staff and students also shall be taught safety precautions to take if they are in the open or on the way to or from school when an earthquake occurs.

Earthquake emergency procedures shall designate primary and alternative locations outside of buildings, which may include areas off campus if necessary, where individuals on a school site will assemble following evacuation. In designating such areas, the Superintendent or designee shall consider potential post-earthquake hazards outside school buildings including, but not limited to, power lines, trees, covered walkways, chain link fences that may be an electric shock hazard, and areas near buildings that may have debris.

Earthquake emergency procedures also shall outline primary and alternative evacuation routes that avoid areas with potential hazards to the extent possible. The needs of students with disabilities shall be considered when planning evacuation routes.

The Superintendent or designee shall consider the danger of a post-earthquake tsunami when developing evacuation routes and locations, including the need to evacuate to higher ground.

The Superintendent or designee shall identify at least one individual within each building to determine if an evacuation is necessary, the best evacuation location, and the best route to that location when an earthquake occurs.

The Superintendent or designee shall identify potential earthquake hazards in classrooms and other district facilities, including, but not limited to, areas where the main gas supply or electric current enters the building, suspended ceilings, pendant light fixtures, large windows, stairwells, science laboratories, storage areas for hazardous materials, shop areas, and unsecured furniture and equipment. To the extent possible, dangers presented by such potential hazards shall be minimized by securing equipment and furnishings and removing heavy objects from high shelves.

Earthquake While Indoors at School

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

1. Staff shall have students perform the drop procedure. Students should stay in the drop position until the emergency is over or until further instructions are given.
2. In laboratories, burners should be extinguished, if possible, before taking cover.
3. As soon as possible, staff shall move students away from windows, shelves, and heavy objects or furniture that may fall and out from under heavy suspended light fixtures.
4. After the earthquake, the principal or designee shall determine whether planned evacuation routes and assembly locations are safe and shall communicate with teachers and other staff.
5. When directed by the principal or designee to evacuate, or if classrooms or other facilities present dangerous hazards that require immediate evacuation, staff shall account for all students under their supervision and shall evacuate the building in an orderly manner.

Earthquake While Outdoors on School Grounds

When an earthquake occurs, the following actions shall be taken by staff or other persons in authority who are outdoors on school grounds:

1. Staff shall direct students to walk away from buildings, trees, overhead power lines, power poles, or exposed wires.
2. Staff shall have students perform the drop procedure.
3. Staff shall have students stay in the open until the earthquake is over or until further directions are given.

Earthquake While on the Bus

If students are on the school bus when an earthquake occurs, the bus driver shall take proper precautions to ensure student safety, which may include pulling over to the side of the road or driving to a location away from outside hazards, if possible. Following the earthquake, the driver shall contact the Superintendent or designee for instructions before proceeding on the route or, if such contact is not possible,

drive to an evacuation or assembly location.

(cf. 3543 - Transportation Safety and Emergencies)

Subsequent Emergency Procedures

After an earthquake episode has subsided, the following actions shall be taken:

1. Staff shall extinguish small fires if safe.
2. Staff shall provide first aid to any injured students, take roll, and report missing students to the principal or designee.
3. Staff and students shall refrain from lighting any stoves or burners or operating any electrical switches until the area is declared safe.
4. All buildings shall be inspected for water and gas leaks, electrical breakages, and large cracks or earth slippage affecting buildings.
5. The principal or designee shall post staff at safe distances from all building entrances and instruct staff and students to remain outside the buildings until they are declared safe.
6. The principal or designee shall request assistance as needed from the county or city civil defense office, fire and police departments, city and county building inspectors, and utility companies and shall confer with them regarding the advisability of closing the school.
7. The principal or designee shall contact the Superintendent or designee and request further instructions after assessing the earthquake damage.
8. The Superintendent or designee shall provide updates to parents/guardians of district students and members of the community about the incident, any safety issues, and follow-up directions.

(cf. 1112 - Media Relations)

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT

approved: December 10, 1997 Redwood City, California

revised: February 15, 2012

EMERGENCY SCHEDULES

BP 3516.5

In order to provide for the safety of students and staff, the Governing Board authorizes the Superintendent or designee to close a school site, change the regular school day schedule, or take any necessary action when hazardous environmental or weather conditions or other emergencies warrant.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 4157/4257/4357 - Employee Safety)

(cf. 5142 - Safety)

(cf. 6112 - School Day)

When an emergency condition causes a school closure, reduction in attendance, or change in schedule pursuant to Education Code 41422 or 46392, thereby preventing the district from complying with the minimum number of instructional days or minutes required by law, the Superintendent or designee shall complete and submit to the Superintendent of Public Instruction the necessary forms for obtaining approval of the days of the closure, reduction in attendance, or change in schedule. The Superintendent or designee shall submit other relevant district records as may be required.

(cf. 3580 - District Records)

(cf. 6111 - School Calendar)

The Superintendent or designee shall establish a system for informing students and parents/guardians when school buses are not operating as scheduled, the school day schedule is changed, or the school is closed. The district's notification system shall include, but is not

limited to, notifying local television and radio stations, posting on district web site(s), sending email and text messages, and/or making telephone calls.

(cf. 1112 - Media Relations)

(cf. 1113 - District and School Web Sites)

(cf. 3542 - School Bus Drivers)
(cf. 3543 - Transportation Safety and Emergencies)

Whenever the school day schedule changes after students have arrived at school, the Superintendent or designee shall ensure that students are supervised in accordance with the procedures specified in the district's emergency and disaster preparedness plan.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The Superintendent or designee may provide a means to make up lost instructional time later during the year. Students and parents/guardians shall receive timely advanced notice of any resulting changes in the school calendar or school day schedule.

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT

adopted: June 27, 2012 Redwood City, California

EMERGENCY SCHEDULES

AR 3516.5

The Superintendent or designee shall establish a system for informing staff, students and parents/guardians when school buses are not operating as scheduled, the school day schedule is changed, or the school is closed.

(cf. 1112 - Media Relations)
(cf. 1113 - District and School Web Sites)
(cf. 3542 - School Bus Drivers)
(cf. 3543 - Transportation Safety and Emergencies)

Beginning July 1, 2012, staff, students, and parents will have the option to opt-in or opt-out from receiving district notifications through the district's notification system which shall include, but is not limited to, sending email, text messages, and/or making telephone calls. Options can be submitted to the district's office or school site as specified below.

1. By default all e-mail addresses and households' telephone numbers are notified unless staff, parents, and/or students opt-out in writing from receiving such notifications.
 - a. All written requests from parents and students should be addressed to their school site.
 - b. Staff written requests should be addressed to the district office Information Services Department.
2. Through the annual online registration process, parents and students will have the option to opt-in or opt-out from receiving text messages directly to their cell phones. Standard text rates may apply and/or data usage (depending on their carrier).
 - a. Parents and students can also opt-in or opt-out from text messaging by given written notice to their school site.
3. Through an annual electronic survey, staff will have the option to opt-in or opt-out from receiving text messages directly to their cell phones. Standard text rates may apply and/or data usage (depending on their carrier).
 - a. Staff can also opt-in or opt-out from text messaging by given written notice to the Information Services Department, district office.
4. Emergency notifications include but are not limited to, sending emails, text messages, and/or telephone calls must be approved by the Superintendent or designee.

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT

approved: June 27, 2012 Redwood City, California

TRANSPORTATION SAFETY AND EMERGENCIES

AR 3543

Cautionary Notice 2010-13: AB 1610 (Ch. 724, Statutes of 2010) amended Education Code 37252.2 and Government Code 17581.5 to relieve districts from the obligation, until July 1, 2013, to perform any activities that are deemed to be reimbursable state mandates under those sections. As a result, certain provisions of the following policy or administrative regulation that reflect those requirements may be suspended.

Safety Equipment

Each school bus shall be equipped with at least one fire extinguisher located in the driver's compartment which meets the standards specified in law. (Education Code 39838; 13 CCR 1242)

In addition, each school bus shall carry three red triangle reflectors and a first aid kit.

The Superintendent or designee shall ensure that any school bus which is purchased or leased by the district is equipped with a combination pelvic and upper torso passenger restraint system at all designated seating positions if that bus: (Vehicle Code 27316, 27316.5; 13 CCR 1201)

1. Is a Type 1 school bus designed for carrying more than 16 passengers and the driver and is manufactured on or after July 1, 2005
2. Is a Type 2 school bus designed for carrying 16 or fewer passengers and the driver, or designed for carrying 20 or fewer passengers and the driver and having a manufacturer's vehicle weight rating of 10,000 pounds or less, and is manufactured on or after July 1, 2004

When a school bus is equipped with a passenger restraint system, all passengers shall use the passenger restraint system. (5 CCR 14105)

Bus drivers shall be informed of procedures to be followed to reasonably enforce proper use of the passenger restraint system.

Safe Bus Operations

School buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that students be moved immediately to ensure their safety.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips shall have the authority to discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

(cf. 3516.5 - Emergency Schedules)

(cf. 3540 - Transportation)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 6118 - Weather-Related Schedules)

A person shall not drive a motor vehicle while using a wireless telephone, except under the following conditions: (Vehicle Code 23123, 23125)

1. When he/she uses a wireless telephone that is specifically designed and configured to allow hands-free listening and talking, provided it is used in that manner while driving
2. For emergency purposes, including, but not limited to, an emergency call to a law enforcement agency, health care provider, fire department, or other emergency service agency or entity
3. In the case of a school bus driver, for work-related purposes

(cf. 3513.1 - Cellular Phone Reimbursement)

(cf. 4040 - Employee Use of Technology)

A person shall not drive a motor vehicle while using an electronic wireless communications device to write, send, or read a text-based communication, including, but not limited to, text messages, instant messages, and email. This prohibition does not include reading, selecting, or entering a telephone number or name in an electronic wireless communications device for the purpose of making or receiving a telephone call. (Vehicle Code 23123.5)

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization (13 CFR 1256.5)

(cf. 3515.2 - Disruptions)

Student Instruction

All students who are transported in a school bus shall receive instruction in school bus emergency procedures and passenger safety. (Education Code 38048)

The Superintendent or designee shall ensure that instruction is provided to students as follows:

1. The Superintendent or designee shall annually provide appropriate instruction in safe riding practices and emergency evacuation drills to each student who receives home-to-school transportation in a school bus. (5 CCR 14102)
2. At least once each school year, all students who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to: (Education Code 38048)
 - a. Proper loading and unloading procedures, including escorting by the driver
 - b. How to safely cross the street, highway, or private road
 - c. In school buses with passenger restraint systems, instruction in the use of such systems as specified in 5 CCR 14105, including, but not limited to, the proper fastening and release of the passenger restraint system, acceptable placement of passenger restraint systems on students, times at which the passenger restraint systems should be fastened and released, and acceptable placement of the passenger restraint systems when not in use
 - d. Proper passenger conduct (cf. 5131.1 - Bus Conduct)
 - e. Bus evacuation procedures
 - f. Location of emergency equipment
 - g. As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction also may include responsibilities of passengers seated next to an emergency exit.

Each time the above instruction is given, the following information shall be documented:

- a. District name
- b. School name and location
- c. Date of instruction
- d. Names of supervising adults
- e. Number of students participating
- f. Grade levels of students
- g. Subjects covered in instruction
- h. Amount of time taken for instruction
- i. Bus driver's name
- j. Bus number
- k. Additional remarks

This documentation shall be kept on file at the District office or the school for one year and shall be available for inspection by the California Highway Patrol.

3. Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to: (Education Code 38048)
 - a. Location of emergency exits
 - b. Location and use of emergency equipment

This instruction also may include responsibilities of passengers seated next to an emergency exit.

Notifications

The Superintendent or designee shall provide written safety information to the parents/guardians of all students in grades prekindergarten through 6 who have not previously been transported in a school bus or school activity bus. This information shall be provided upon registration and shall include: (Education Code 38048)

1. A list of school bus stops near each student's home
2. General rules of conduct at school bus loading zones

3. Red light crossing instructions
4. School bus danger zone
5. Safety while walking to and from school bus stops

(cf. 5145.6 - Parental Notifications)

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT

approved: December 10, 1997 Redwood City, California

revised: February 29, 2012

INDIVIDUALIZED EDUCATION PROGRAM

BP 6159

Students with disabilities shall be placed in the least restrictive environment which meets their needs. The Board of Trustees provides a full range of educational alternatives to facilitate this placement so that these students may interact with children without disabilities in an understanding, cooperative and mutually respectful environment. Students shall be placed outside of the regular classroom only when the student's specific needs cannot be met in that setting.

Upon the identification of a student's exceptional need(s), the Superintendent or designee shall appoint an individualized education program (IEP) team. This team shall consider the student's needs, determine the content of his/her IEP, and make placement decisions. Students and parents/guardians shall have the right to participate in the development of the IEP.

The IEP team shall consider the educational and nonacademic benefits of placing the student in a regular class and shall determine what support services would be needed in order to maintain this placement. All placement decisions should promote maximum social interaction between students with disabilities and their nondisabled peers, in a manner that is appropriate to the needs of both.

Each IEP shall be consistent with the curriculum and course of study pursued in the regular education program. Students with exceptional needs should also receive instruction which fosters their independence and integration into the community.

Students and parents/guardians shall have the right to approve the student's placement in a special education program, and written parental consent shall be obtained before any such placement is made unless a due process hearing officer authorizes the placement. Once an IEP team has determined an appropriate placement with the parent/guardian's approval, that placement remains in effect unless the parties agree otherwise or a due process hearing officer so orders.

A special education or regular education teacher may request a review of the classroom assignment of an individual with exceptional needs in accordance with procedures set forth in administrative regulations.

This policy shall be implemented in accordance with the SELPA Local Plan.

(cf. 0430 - Comprehensive Local Plan for Special Education)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 3541.2 - Transportation for Students with Disabilities)

(cf. 4112.23 - Special Education Staff)

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

(cf. 6146.4 - Differential Graduation and Competency Standards for Individuals with Exceptional Needs)

(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

(cf. 6159.2 - Nonpublic Nonsectarian School and Agency Services for Special Education)

(cf. 6164.4 - Identification of Individuals for Special Education)

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT

adopted: March 25, 1998 Redwood City, California

WEAPONS AND DANGEROUS INSTRUMENTS

BP 5131.7

The Board of Trustees desires students and staff to be free from the fear and danger presented by firearms and other weapons. The Board therefore prohibits students from possessing weapons, imitation firearms (for example, toy guns), or dangerous instruments of

any kind in school buildings, on school grounds or buses, or at a school-related or school-sponsored activity away from school.

Under the power granted to the Board to maintain order and discipline in the schools and to protect the safety of students, staff and the public, any school employee is authorized confiscate a weapon, dangerous instrument or imitation firearm from any person on school grounds.

(cf. 3515 - Campus Security)
(cf. 4158/4258/4358 - Employee Security)

Students possessing or threatening others with a weapon, dangerous instrument or imitation firearm are subject to suspension and/or expulsion in accordance with law, board policy and administrative regulations.

(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))

The principal or designee shall notify law enforcement authorities when any student possesses a weapon or commits any act of assault with a firearm or other weapon. (20 USC 7151, Education Code 48902, Penal Code 245, 626.9, 626.10)

Possession of Pepper Spray

The Board recognizes that students age 16 or older may legally possess tear gas or tear gas weapons such as pepper spray for the purpose of self-defense. However, to prevent potential misuse that may harm students or staff, students are prohibited from carrying such items on campus or at school activities.

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT

adopted: December 10, 1997 Redwood City, California

SUSPENSION AND EXPULSION/DUE PROCESS

BP 5144.1

The Board of Trustees has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.

(cf. 5144 - Discipline)

Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. (Education Code 48900.5)

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to him/herself or others. (Education Code 48915)

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

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

(cf. 6145 - Extracurricular and Cocurricular Activities)

Zero Tolerance

The Board supports a zero tolerance approach to serious offenses in accordance with state and federal law. This approach makes the removal of potentially dangerous students from the classroom a top priority. It ensures fair and equal treatment of all students and requires that all offenders be punished to the fullest extent allowed by law. Staff shall immediately report to the Superintendent or designee any incidence of offenses specified in law, board policy and administrative regulation as cause for suspension or expulsion.

The Superintendent or designee shall notify staff, students and parent/ guardians about the District's zero tolerance policy and the consequences which may result from student offenses. He/she shall also ensure strict enforcement of this policy.

Student Due Process

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

(cf. 5119 - Students Expelled from Other Districts)

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

The Superintendent or designee shall examine alternatives to off-campus suspension and may establish a suspension program which involves progressive discipline during the school day on campus; use of conferences between staff, parents/guardians and students; detention; student study teams or other assessment-related teams; and/or referral to school support services staff. The use of such alternatives does not preclude off-campus suspensions.

Required Parental Attendance

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise.

Whenever a student is suspended from a class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class from which the student was suspended may provide that the student's parent/guardian attend a portion of a school day in that class. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)

The Board encourages teachers, before requiring parental attendance, to make reasonable efforts to have the parent/guardian visit the class voluntarily. The teacher also may inform the parent/guardian about available resources and parent education opportunities. Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and the parent/guardian and to improve classroom behavior.

The teacher shall apply this policy uniformly to all students within the classroom. This policy shall apply only to a parent/guardian who lives with the student. (Education Code 48900.1)

When a teacher requires parental attendance, the principal shall send a written notice to the parent/guardian stating that his/her attendance is pursuant to law. (Education Code 48900.1)

The notice shall specify that the attendance may be on either the date the student is scheduled to return to class or within one week thereafter.

Parental attendance may be requested on the day the student returns to class or within one week thereafter. The principal or designee shall contact any parents/guardians who do not respond to the request to attend school. The Board recognizes that parental compliance with

this policy may be delayed, modified or prevented for reasons such as serious illness/injury/disability, absence from town, or inability to get certain release time from work.

District regulations and school-site rules for student discipline shall include procedures for implementing parental attendance requirements. Parents/guardians shall be notified of this policy prior to its implementation. (Education Code 48900.1)

Decision Not to Enforce Expulsion Order

In cases where expulsion is mandatory pursuant to Education Code 48915(c), the enforcement of an expulsion order shall not be suspended by the Board. In all other cases of expulsion, the order for expulsion may be suspended by the Board, on case-by-case basis, pursuant to the requirements of law.

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT

adopted: December 10, 1997 Redwood City, California

revised: January 18, 2012

The Board of Trustees has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular

classroom instruction.
(cf. 5144 - Discipline)

Suspended or expelled students shall be denied the privilege of participation in all extracurricular activities during the period of suspension or expulsion.
(cf. 6145 - Extracurricular and Cocurricular Activities)

Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. (Education Code 48900.5)

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes danger to self or others.

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

Zero Tolerance

The Board supports a zero tolerance approach to serious offenses in accordance with state and federal law. This approach makes the removal of potentially dangerous students from the classroom a top priority and ensures the standardized treatment of all students. Staff shall immediately report to the Superintendent or designee any incidence of offenses specified in law, Board policy, and administrative regulation as cause for suspension or expulsion.

Student Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices and appeals as specified in administrative regulation and/or law. (Education Code 48911, 48915, 48915.5)
(cf. 5119 - Students Expelled from Other Districts)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))

Supervised Suspension Classroom

The Board recognizes that students who are suspended from school often have no supervision or guidance during the school hours when they are off campus and may fall behind in the coursework. The Board believes that, in many cases, it would be better to manage the student's behavior by keeping the student at school and providing him/her with supervision that is separated from the regular classroom.

The Superintendent or designee shall establish a supervised classroom suspension program which meets the requirements of law for students suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, who pose no imminent danger or threat at school, and for whom an expulsion action has not been initiated.

The Superintendent or designee shall examine alternatives to off-campus suspension and may establish a suspension program which involves progressive discipline during the school day on campus; use of conferences between staff, parents/guardians and students; detention; student study teams or other assessment-related teams; and/or referral to school support services staff. The use of such alternatives does not preclude off-campus suspensions.

Decision Not to Enforce Expulsion Order

On a case-by-case basis, the enforcement of an expulsion order may be suspended by the Board pursuant to the requirements of law.
Legal Reference:

SUSPENSION AND EXPULSION/DUE PROCESS

AR 5144.1

Definitions

Suspension from school means removal of a student from ongoing instruction for adjustment purposes. However, "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 Board of Trustees 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(u))

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, 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)

(cf. 5145.6 - Parental Notifications)

Grounds for Suspension and Expulsion

Any student, including a student with disabilities, 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, or willfully used force or violence upon another person, except in self-defense (Education Code 48900(a))

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, such a student may be suspended or expelled pursuant to Education Code 48900(a) when 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(t))

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 the Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))

(cf. 5131.6 - Alcohol 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))

(cf. 5131.62 - Tobacco)
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 Section 11014.5 of the Health and Safety Code (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))

No student may be expelled solely for engaging in such disruptive or willfully defiant conduct. This prohibition on expulsion shall not prohibit expulsions for conduct that is subject to expulsion on other grounds.

(cf. 5131.4 Student Disturbances)
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 Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code (Education Code 48900(n))
15. Harassed, threatened or intimidated a student who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both (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. (Education Code 48900(q))

Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events. (Education Code 48900(q))

18. Engaged in an act of bullying. (Education Code 48900(r))

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of one or more of the following: (1) placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property; (2) causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health; (3) causing a reasonable pupil to experience substantial interferences with his or her academic performance; or (4) causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

Additionally, any student or group of students in high school who engage in any severe or pervasive physical or verbal act or conduct that constitutes one or more acts as defined in Education Code 48900.2, 48900.3, or 48900.4 (see items #20-22 below), which also has one or more of the forgoing effects on a reasonable pupil has also committed an act of bullying.

(Education Code 48900(r))

Electronic act means the creation and transmission, originated on or off the schoolsite, of a communication, including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet web site shall include, but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above. (Education Code 48900(r))

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. (Education Code 48900(r))

(cf. 5131.2 - Bullying)

19. Made written or oral terrorist threats against school officials and/or school property. (Education Code 48900.7)

A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person, or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

A high school student is also subject to suspension or recommendation for expulsion when it is determined that he/she:

20. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)

Sexual harassment means that conduct, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

(cf. 5145.7 - Sexual Harassment)

21. 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)

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating another person, interfering with the exercise of a person's civil rights, or damaging a person's property because of the person's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)

22. Intentionally engaged in harassment, threat, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

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 or within any other school district, at any time, including, but not limited to, the following: (Education Code 48900(s))

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

Administrators may take appropriate action when information becomes available about student misconduct that originates away from school grounds or school activities that has a direct and detrimental effect on or seriously threatens the discipline, educational environment, safety or general welfare of students, faculty, staff and/or administrators of the District. When assessing the impact of conduct or behavior originating away from school grounds on a District school, staff, students, and/or the educational environment, District administrators will take into consideration the seriousness of the alleged student conduct and the protection of students, faculty, staff and administrators from the effects of violence, drugs, disruption of the educational environment, or other relevant factors. District administrators should evaluate each situation relating to conduct originating away from school grounds on a case-by-case basis. Student

conduct originating away from school grounds, which may be subject to discipline as provided herein includes but is not limited to electronic acts that result in a substantial disruption to the educational environment, or for which a substantial disruption to the educational environment is reasonably foreseeable under the circumstances.

In addition, students are subject to disciplinary action for the following offenses: being abusive to others; presenting unacceptable appearance (as defined in Section III); participating in gambling on school grounds, hazing, forgery, or sit-ins; refusing to attend class while on campus; loitering in the rest rooms; violating or inciting others to violate school laws and regulations on any campus within the District; possession or use of laser emitting devices such as laser pointers; possession or use of any electronic signaling device, including paging equipment, except as deemed essential by a licensed physician for the health of a student; interfering with school activities; and any other rules and procedures developed by school sites consistent with the provisions of Education Code 35291.5.

As provided by law, policy, and regulation, 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(v))

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6164.2 - Guidance/Counseling Services)

Suspension from Class by a Teacher/Parental Attendance

A teacher may suspend any student from his/her class for the day of the suspension and the next 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 suspending 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 suspended. (Education Code 48910)

As soon as possible, the teacher shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension. A counselor or psychologist should 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 suspended student shall not be returned to class during the period of suspension without the approval of the teacher of the class and the principal. (Education Code 48910)

A student suspended from class shall not be placed in another regular class during the period of suspension. 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 suspended. (Education Code 48910)

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

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

The notice shall specify that the attendance may be on either the date the student is scheduled to return to class or within one week thereafter.

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. 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 designee may suspend a student for any of the acts listed in "Grounds for Suspension and Expulsion" above. A student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct in the student. (Education Code 48900.5)

However, the Superintendent, principal, or designee may impose a suspension upon a first offense if he/she determines that the student violated any of items #1-5 listed in "Grounds for Suspension and Expulsion" above or if the student's presence causes a danger to

persons. (Education Code 48900.5)

When other means of correcting a student's behavior are implemented prior to imposing suspension upon the student, including supervised suspension, the Superintendent, principal, or designee shall document the other means of correction used and retain them in the student's record. (Education Code 48900.5)

(cf. 5125 - Student Records)

In addition, the Superintendent, principal, 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 as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
5. Possession of an explosive as defined in 18 USC 921

Explosive means a destructive device and includes, but is not limited to, any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device. A destructive device includes any other type of weapon (except a shotgun or shotgun shell recognized by the United States Attorney General as suitable for sporting purposes) which might be converted to project an explosive. (18 USC 921)

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

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, 48911, 48912)

The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the 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, presented with the evidence against him/her, and given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911)

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)

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. (Education Code 48911)

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. Within one school day of the beginning of a suspension, a school employee shall mail a notice to the parent/guardian of the suspended student. The notice shall be, insofar as is practicable, in the primary language of the student's parent/guardian.

This notice shall state the specific offense committed by the student. (Education Code 48900.8) In addition, the notice may 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 matters. (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 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)

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)

If the student involved is a foster youth, the Superintendent or designee shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (Education Code 48853.5, 48911, 48918.1)

In addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct his/her behavior and keep him/her in school.

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 enumerated 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 a closed session if a public hearing would lead to disclosure of information which would violate a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

The Board shall provide the student and his/her parent/guardian with written notice of the closed session by registered or 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)

(cf. 9321 - Closed Session Purposes and Agendas)

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." (Education Code 48915)

For all other grounds listed above under "Grounds for Suspension and Expulsion," the Board shall order a student expelled upon the recommendation of the Superintendent, principal, or designee, only if the Board makes a finding of either or both of the following: (Education Code 48915 (b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the

student or others

(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Exceptional Needs))

Mandatory Recommendation for Expulsion

Unless the Superintendent, principal, or designee determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, he/she 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 (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician
4. Robbery or extortion
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee

In determining whether or not to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 48915)

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

However, possession of an imitation firearm, as defined in Education Code 48900(m), shall not be regarded as an offense requiring a mandatory recommendation for expulsion and mandatory expulsion.

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 110530-11058
4. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
5. Possessing an explosive as defined in 18 USC 921

Upon finding that the student committed any of these acts, the Board shall expel the student.

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 principal or Superintendent 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 impracticable 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 at 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 and charges 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 parent/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 nonattorney 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.

Nonattorney 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

Additional Notice of Expulsion Hearing for Foster Youth

At least 10 days prior to a hearing to determine if a student who is a foster youth as defined under Education Code 48853.5 should be expelled for an offense not requiring a mandatory recommendation for expulsion, the Superintendent or designee shall notify the student's attorney and a representative of an appropriate county child welfare agency. If the hearing is pursuant to an offense requiring a mandatory expulsion recommendation, the Superintendent or designee may provide the same notification. The notice shall be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)

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 written and complete 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. (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 pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion." (Education Code 48918(h))

Findings of fact shall be based solely on the evidence at the hearing. While no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at a 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, 48918.5)
 - 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 in accordance with 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 nonthreatening 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 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 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." (Education Code 48918 (a) and (d))

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 expulsion proceeding shall be terminated and 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. The decision to not recommend expulsion shall be final. (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board of Trustees. 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))

The hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion for a period of one year. (See "Suspension of Enforcement of the Expulsion below.") (Education Code 48917, 48918)

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 must be taken by the Board at a public meeting. (Education Code 48918(j))

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. If an expulsion is ordered during the summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period 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/or other rehabilitative programs

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 above under "Grounds for Suspension and Expulsion" (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 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)
5. Notice of the alternative educational placements available to the student during the time of expulsion (Education Code 48918)

Suspension of Enforcement of the Expulsion

The Board, upon voting to expel a student, may suspend the enforcement of the expulsion order for not more than one calendar year.

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

In cases of mandatory expulsion, the enforcement of an expulsion order shall not be suspended.

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. (Education Code 48917)
2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)
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. (Education Code 48917)
4. 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. (Education Code 48917)
5. 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. (Education Code 48917)
6. 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.
7. 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, the alternative educational placement to be provided to the student during the time of expulsion, and 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(b). (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. The district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

Placements While Under Expulsion

The Board shall refer expelled students to a program of study that meets all the following conditions: (Education Code 48915, 48915.01)

1. Is appropriately prepared to accommodate students who exhibit discipline problems
2. Is 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. Is not housed at the school site attended by the student at the time of suspension

(cf. 6185 - Community Day School)

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 #20-22 under "Grounds for Suspension and Expulsion" may be instead referred to a program of study that is provided at another comprehensive senior high 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)

Students expelled from grades 7-12 may be offered independent study as a voluntary alternative to available classroom instruction; however, the student's parent/guardian must first provide written consent for this option. (Education Code 48916.1)

(cf. 6158 - Independent Study)

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 parents/guardians must present to the Superintendent evidence of the student's readiness to return, which shall be demonstrated by evidence of the student's satisfactory compliance with the requirements of the expulsion order (for example, written reports from required treatment, or a record of adherence to behavioral requirements during the period of expulsion).
3. The Superintendent or designee shall hold a readmission committee meeting 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.
4. The Superintendent or designee shall transmit his/her recommendation regarding readmission to the Board. 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.
5. 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. Students shall be placed in a different high school from which the expulsion occurred unless a specialized instructional program required by the student is not available on any other campus.
6. The Board may deny readmission 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)
7. 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)
8. 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)

No student shall be denied readmission into the district based solely on the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile school, or other such contact with the juvenile justice system. (Education Code 48645.5)

Maintenance of Records

The District shall maintain a record of each suspension and expulsion, including its specific cause(s). (Education Code 48900.8)

Expulsion records of any student shall be maintained in the student's mandatory interim record, and sent to any school in which the student subsequently enrolls upon written request by that school. (Education Code 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)

Outcome Data

The Superintendent or designee shall maintain the following data: (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

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. In addition, law enforcement authorities shall be notified regarding any acts by students or nonstudents regarding the possession, sale, or furnishment of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or 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)

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT

approved: December 10, 1997 Redwood City, California

revised: January 18, 2012

revised: November 19, 2014

revised: October 21, 2015

SUSPENSION AND EXPULSION DUE PROCESS (STUDENTS WITH DISABILITIES)

AR 5144.2

Suspension

A student identified as an individual with disabilities pursuant to the Individuals with Disabilities Education Act or Section 504 of the federal Rehabilitation Act of 1973 is subject to the same grounds for suspension and expulsion which apply to regular education students. All the procedural safeguards established by District policies and regulations shall be observed in considering the suspension of students with disabilities.

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

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

The Superintendent or designee may suspend a student with disability for up to five school days for a single incident of misconduct, and for up to 20 school days in a school year. If the student is transferred to another school or alternative educational program, the student may be suspended for up to 30 school days in a school year, but still no more than five days for a single incident of misconduct, unless the student is suspended by the Board of Trustees pursuant to Education Code 48912. (Education Code 48903, 48911)

If the student poses an immediate threat to the safety of himself/herself or others, the Superintendent or designee may suspend the student for up to, but not more than, 10 consecutive school days. In the case of a dangerous child, a suspension may exceed 10 consecutive school days, and/or the student's placement may be changed, if the parent/guardian so agrees or if a court order so provides. (Education Code 48911)

If a student with disability possesses at school or at a school activity a weapon as defined in the United States Code, Title 18, Section 921, he/she shall be immediately suspended and may be placed in an alternative educational setting for not more than 45 calendar days, or until the conclusion of any due process proceedings requested by the parent/guardian. The student's alternative educational setting shall be determined by the student's IEP team or school site committee. (Education Code 48915; 20 USC 1415)

Expulsion

Procedures and timelines governing the expulsion of students with disabilities shall be the same as those for all other students, except that a pre-expulsion assessment shall be made and an IEP team or school site committee meeting held under conditions and with possible consequences indicated below.

Pre-Expulsion Assessment and Meeting

1. The parent/guardian shall receive written notice of the district's intent to conduct the pre-expulsion assessment and shall make the student available for the assessment without delay at a site designated by the District. The parent/guardian shall also have the right to an independent assessment as provided in Education Code 56329. (Education Code 48915.5)
2. The pre-expulsion assessment shall be conducted in accordance with the guidelines of the Code of Federal Regulations, Title 34, Section 104.35, which shall include a review of the student's placement at the time of the alleged misconduct and a determination of the relationship, if any, between the student's behavior and his/her disability. (Education Code 48915.5)
3. The IEP team or school site committee shall meet to determine if an expulsion hearing is appropriate. This meeting shall be held at a time and place mutually convenient to the parent/guardian and district within the period, if any, of the student's pre-expulsion suspension. The parent/guardian's participation may be made through actual participation, representation, or a telephone conference call. (Education Code 48915.5)

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education under Section 504)

4. The parent/guardian shall be notified of his/her right to participate in the meeting at least 48 hours before the meeting. This notice shall specify: (Education Code 48915.5)
 - a. That the meeting may be held without the parent/guardian's participation unless he/she requests a postponement for up to three additional school days, and
 - b. That the suspension will be continued during the postponement if the student continues to pose an immediate threat to the safety of himself/herself or others.

In order to make a record of its attempts to arrange the meeting at a mutually convenient time and place, the District shall keep documentation such as: (Code of Federal Regulations, Title 34, Part 300.345)

- a. Detailed records of telephone calls made or attempted and the results of those calls.
 - b. Copies of correspondence sent to parents/guardians and any responses received.
 - c. Detailed records of visits made to the parent/guardian's home or place of employment and the results of those visits.
5. The District shall grant a parent/guardian's request that the meeting be postponed for up to three additional school days and may extend a student's suspension for the period of postponement if he/she continues to pose an immediate threat to the safety of himself/herself or others. However, the suspension shall not be extended beyond 10 consecutive school days unless agreed to by the parent/guardian or by court order. If the parent/guardian refuses to consent to an extension beyond 10 consecutive school days and chooses not to participate, the meeting may be conducted without the parent/guardian's participation. (Education Code 48915.5)
 6. The IEP team or school site committee shall consider the pre-expulsion assessment results and shall also review and

consider the student's health records and school discipline records. (Education Code 48915.5)

7. If the IEP team or school site committee determines that the alleged misconduct was caused by, or was a direct manifestation of, the student's disability or that the student was not appropriately placed, the expulsion shall not proceed. (Education Code 48915.5)
8. If the IEP team or school site committee determines that the alleged misconduct was not caused by, or a direct manifestation of, the student's disability, and if it is determined that the student was appropriately placed, the student shall be subject to expulsion in accordance with procedures that apply to all students. (Education Code 48915.5)
9. When expulsion is recommended, the IEP team or school site committee should also recommend a potential rehabilitation plan for the student, if appropriate.

Due Process and Expulsion Hearings

If the parent/guardian disagrees with the decision of the IEP team or school site committee, he/she has a right to a due process hearing conducted pursuant to United States Code, Title 20, Section 1415 or the Code of Federal Regulations, Title 34, Section 104.36.

Due process appeals must be initiated within 15 days of the decision of the IEP team or school site committee.

The expulsion hearing shall not be conducted, and the 30-day expulsion proceedings time limit shall not commence, until after completion of:

1. The pre-expulsion assessment,
2. The IEP team or school site committee meeting, and
3. Due process hearings and appeals, if initiated. (Education Code 48915.5)

The Board may expel a student with disability only if an IEP team or school site committee has determined that 1) the misconduct was not caused by, or a direct manifestation of, the student's identified disability; and 2) the student was appropriately placed at the time the misconduct occurred. (Education Code 48915.5)

Services During Expulsion

During the term of the expulsion, a special education student shall continue to be offered a program of appropriate educational services that is individually designed to meet his/her unique learning needs. Such services may include independent study, home instruction, or another appropriate alternative program.

(cf. 6158 - Independent Study)

(cf. 6183 - Home and Hospital Instruction)

The Board shall consider the recommendations of the IEP team or school site committee when developing a rehabilitation plan for an expelled student with disability.

Readmission

Readmission procedures for students with disabilities shall parallel those used for all students. The Superintendent or designee may consider the input of the student's IEP team or school site committee when developing recommendations to the Board regarding a request for readmission. Upon readmission, an IEP team or school site committee meeting shall be convened to determine whether a new IEP or accommodation plan needs to be established.

Suspension of Expulsion

The Board's criteria for suspending the enforcement of an expulsion order shall be applied to students with disabilities just as they are applied to regular students. (Education Code 48917)

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT

approved: December 10, 1997 Redwood City, California

SUSPENSION AND EXPULSION DUE PROCESS (STUDENTS WITH DISABILITIES)

BP 5144.2

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(cf. 5144.1 - Suspension and Expulsion/Due Process)
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Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT
approved: December 10, 1997 Redwood City, California

The Board of Trustees desires to provide a safe, orderly working environment for all employees. As part of the District's comprehensive school safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for assisting them in the event of an emergency situation.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515 - Campus Security)

(cf. 5131.4 - Student Disturbances)

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

Employees shall promptly report any student attack, assault, or threat against them to their principal or other immediate supervisor. The employee and the principal or other immediate supervisor both shall promptly report such instances to the appropriate local law enforcement agency. (Education Code 44014) The report shall be forwarded immediately to the Superintendent or designee.

When violence is directed against an employee by any individual and the employee so notifies the Superintendent or designee, the Superintendent or designee shall take steps to ensure that appropriate legal measures are instituted. When the employee notifies the Superintendent or designee of a threat of bodily harm, the district shall take appropriate measures to enable the employee to request assistance if a threat occurs on school grounds.

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Board recognizes that access to two-way communications devices in classrooms allow employees to call for assistance from their supervisor or law enforcement in the event of a threat of violence or medical emergency. The District shall provide such communications devices in classrooms to the extent possible.

(cf. 5141 - Health Care and Emergencies)

Reporting of Injurious Objects

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

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately notify the local law enforcement agency and the principal

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144. - Discipline)

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

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

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

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT

adopted: December 10, 1997 Redwood City, California

revised: June 9, 2010

The Board of Trustees desires to provide a safe, orderly working environment for all employees. As part of the district's comprehensive

An employee may use reasonable force when necessary to protect himself/herself from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects on or within the control of a student. (Education Code 44807, 49331)

(cf. 5131.7 - Weapons and Dangerous Instruments)

To Report An Attack, Assault Or Threat By A Student

Employees shall promptly report to their principal or other immediate supervisor any attack, assault or threat made against them by a student. Both the employee and the principal or other immediate supervisor shall promptly report such instances to the appropriate local law enforcement agency. (Education Code 44014)

In addition, employees shall promptly report any attack, assault or threat made against them on school grounds by any other individual. The employee and supervisor shall follow the same procedures as specified above.

(cf. 3515.2 - Disruptions)

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

An employee whose person or property is injured or damaged by willful misconduct of a student may ask the District to pursue legal action against the student or the student's parent/guardian. (Education Code 48905)

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

(cf. 4516.3 - Employee Property Reimbursement)

Notice Regarding Student Offenses Committed While Under School Jurisdiction

The Superintendent or designee shall inform the teacher of any student in his/her class who has engaged in, or is reasonably suspected of, any act during the previous three years which could constitute grounds for suspension or expulsion under Education Code 48900, with the exception of the possession or use of tobacco products. This information shall be based upon written district records or records received from a law enforcement agency. Teachers shall keep the information confidential. (Education Code 49079)

Notice Regarding Student Offenses Committed While Outside School Jurisdiction

When informed by the court that a minor student has committed any felony, or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, assault or battery, larceny, vandalism or graffiti, the Superintendent or designee shall

so inform the school principal. The principal shall keep this information in a separate confidential file and give it to the vice principals and guidance advisors who directly supervise or report on the student's behavior or progress. The principal or designee also may inform any teacher or administrator he/she thinks may need the information so as to work with the student appropriately, avoid being needlessly vulnerable, or protect others from vulnerability. (Welfare and Institutions Code 827)

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

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

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

Procedures to Maintain Confidentiality of Student Offenses

In order to maintain confidentiality when providing information about student offenses to guidance advisors and teachers of classes/programs to which a student is assigned, the principal or designee shall send the staff member a written notification requesting him/her to review a student's file.

Once the District has made a good faith effort to comply with the notification requirement of Education Code 49079 and Welfare and

Institutions Code 827, an employee's failure to review the file may be construed as a waiver of the District's liability.

(cf. 5125 - Student Records)
(cf. 5145.1 - Privacy)

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT

approved: December 10, 1997, Redwood City, California

EMPLOYEE SECURITY

BP 4258

The Board of Trustees desires to provide a safe, orderly working environment for all employees. As part of the District's comprehensive school safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for assisting them in the event of an emergency situation.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515 - Campus Security)

(cf. 5131.4 - Student Disturbances)

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

Employees shall promptly report any student attack, assault, or threat against them to their principal or other immediate supervisor. The employee and the principal or other immediate supervisor both shall promptly report such instances to the appropriate local law enforcement agency. (Education Code 44014) The report shall be forwarded immediately to the Superintendent or designee.

When violence is directed against an employee by any individual and the employee so notifies the Superintendent or designee, the Superintendent or designee shall take steps to ensure that appropriate legal measures are instituted. When the employee notifies the Superintendent or designee of a threat of bodily harm, the district shall take appropriate measures to enable the employee to request assistance if a threat occurs on school grounds.

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

(cf. 4131 - Staff Development)

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(cf. 4331 - Staff Development)

The Board recognizes that access to two-way communications devices in classrooms allow employees to call for assistance from their supervisor or law enforcement in the event of a threat of violence or medical emergency. The District shall provide such communications devices in classrooms to the extent possible.

(cf. 5141 - Health Care and Emergencies)

Reporting of Injurious Objects

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

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately notify the local law enforcement agency and the principal

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144. - Discipline)

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

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

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

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT

adopted: December 10, 1997 Redwood City, California

revised: June 9, 2010

EMPLOYEE SECURITY

AR 4258

An employee may use reasonable force when necessary to protect himself/herself from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects on or within the control of a student. (Education Code 44807, 49331)

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In addition, employees shall promptly report any attack, assault or threat made against them on school grounds by any other individual. The employee and supervisor shall follow the same procedures as specified above.

(cf. 3515.2 - Disruptions)

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

An employee whose person or property is injured or damaged by willful misconduct of a student may ask the District to pursue legal action against the student or the student's parent/guardian. (Education Code 48905)

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

(cf. 4516.3 - Employee Property Reimbursement)

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The Superintendent or designee shall inform the teacher of any student in his/her class who has engaged in, or is reasonably suspected of, any act during the previous three years which could constitute grounds for suspension or expulsion under Education Code 48900, with the exception of the possession or use of tobacco products. This information shall be based upon written district records or records received from a law enforcement agency. Teachers shall keep the information confidential. (Education Code 49079)

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so inform the school principal. The principal shall keep this information in a separate confidential file and give it to the vice principals and guidance advisors who directly supervise or report on the student's behavior or progress. The principal or designee also may inform any teacher or administrator he/she thinks may need the information so as to work with the student appropriately, avoid being needlessly vulnerable, or protect others from vulnerability. (Welfare and Institutions Code 827)

Any court-initiated information that a teacher, guidance advisor or administrator receives shall be kept confidential and used only to rehabilitate the student and protect other students and staff. The information shall be further disseminated only when communication with

the student, parent/guardian, law enforcement staff and probation officer is necessary to rehabilitate the student or to protect students and staff. (Welfare and Institutions Code 827)

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

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

Procedures to Maintain Confidentiality of Student Offenses

In order to maintain confidentiality when providing information about student offenses to guidance advisors and teachers of classes/programs to which a student is assigned, the principal or designee shall send the staff member a written notification requesting him/her to review a student's file.

Once the District has made a good faith effort to comply with the notification requirement of Education Code 49079 and Welfare and Institutions Code 827, an employee's failure to review the file may be construed as a waiver of the District's liability.

(cf. 5125 - Student Records)

(cf. 5145.1 - Privacy)

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT

approved: December 10, 1997, Redwood City, California

EMPLOYEE SECURITY

BP 4358

The Board of Trustees desires to provide a safe, orderly working environment for all employees. As part of the District's comprehensive school safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for assisting them in the event of an emergency situation.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515 - Campus Security)

(cf. 5131.4 - Student Disturbances)

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

Employees shall promptly report any student attack, assault, or threat against them to their principal or other immediate supervisor. The employee and the principal or other immediate supervisor both shall promptly report such instances to the appropriate local law enforcement agency. (Education Code 44014) The report shall be forwarded immediately to the Superintendent or designee.

When violence is directed against an employee by any individual and the employee so notifies the Superintendent or designee, the Superintendent or designee shall take steps to ensure that appropriate legal measures are instituted. When the employee notifies the Superintendent or designee of a threat of bodily harm, the district shall take appropriate measures to enable the employee to request assistance if a threat occurs on school grounds.

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Board recognizes that access to two-way communications devices in classrooms allow employees to call for assistance from their supervisor or law enforcement in the event of a threat of violence or medical emergency. The District shall provide such communications devices in classrooms to the extent possible.

(cf. 5141 - Health Care and Emergencies)

Reporting of Injurious Objects

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

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately notify the local law enforcement agency and the principal

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144. - Discipline)

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

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

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

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT

adopted: December 10, 1997 Redwood City, California

revised: June 9, 2010

EMPLOYEE SECURITY

AR 4358

An employee may use reasonable force when necessary to protect himself/herself from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects on or within the control of a student. (Education Code 44807, 49331)

(cf. 5131.7 - Weapons and Dangerous Instruments)

To Report An Attack, Assault Or Threat By A Student

Employees shall promptly report to their principal or other immediate supervisor any attack, assault or threat made against them by a student. Both the employee and the principal or other immediate supervisor shall promptly report such instances to the appropriate local law enforcement agency. (Education Code 44014)

In addition, employees shall promptly report any attack, assault or threat made against them on school grounds by any other individual. The employee and supervisor shall follow the same procedures as specified above.

(cf. 3515.2 - Disruptions)

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

An employee whose person or property is injured or damaged by willful misconduct of a student may ask the District to pursue legal action against the student or the student's parent/guardian. (Education Code 48905)

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

(cf. 4516.3 - Employee Property Reimbursement)

Notice Regarding Student Offenses Committed While Under School Jurisdiction

The Superintendent or designee shall inform the teacher of any student in his/her class who has engaged in, or is reasonably suspected of, any act during the previous three years which could constitute grounds for suspension or expulsion under Education Code 48900, with the exception of the possession or use of tobacco products. This information shall be based upon written district records or records received from a law enforcement agency. Teachers shall keep the information confidential. (Education Code 49079)

Notice Regarding Student Offenses Committed While Outside School Jurisdiction

When informed by the court that a minor student has committed any felony, or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, assault or battery, larceny, vandalism or graffiti, the Superintendent or designee shall

so inform the school principal. The principal shall keep this information in a separate confidential file and give it to the vice principals and guidance advisors who directly supervise or report on the student's behavior or progress. The principal or designee also may inform any teacher or administrator he/she thinks may need the information so as to work with the student appropriately, avoid being needlessly vulnerable, or protect others from vulnerability. (Welfare and Institutions Code 827)

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

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

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

Procedures to Maintain Confidentiality of Student Offenses

In order to maintain confidentiality when providing information about student offenses to guidance advisors and teachers of classes/programs to which a student is assigned, the principal or designee shall send the staff member a written notification requesting him/her to review a student's file.

Once the District has made a good faith effort to comply with the notification requirement of Education Code 49079 and Welfare and Institutions Code 827, an employee's failure to review the file may be construed as a waiver of the District's liability.

(cf. 5125 - Student Records)

(cf. 5145.1 - Privacy)

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT
approved: December 10, 1997, Redwood City, California

UNIFORM COMPLAINT PROCEDURES

BP 1312.3

The Board of Trustees recognizes that the District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early, informal resolution of complaints whenever possible and appropriate. To resolve complaints which cannot be resolved through such an informal process, the District shall utilize the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

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

1. Any complaint alleging District violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs (5 CCR 4610)

(cf. 3553 - Free and Reduced Price Meals)

- (cf. 3555 - Nutrition Program Compliance)
- (cf. 5141.4 - Child Abuse Prevention and Reporting)
- (cf. 5148 - Child Care and Development)
- (cf. 6159 - Individualized Education Program)
- (cf. 6171 - Title I Programs)
- (cf. 6174 - Education for English Language Learners)
- (cf. 6175 - Migrant Education Program)
- (cf. 6178 - Career Technical Education)
- (cf. 6178.1 - Work-Based Learning)
- (cf. 6178.2 - Regional Occupational Center/Program)
- (cf. 6200 - Adult Education)

2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any person, based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics, in district programs and activities, including, but not limited to, those funded directly by or that receive or benefit from any state financial assistance (5 CCR 4610)

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 4030 - Nondiscrimination in Employment)
- (cf. 4031 - Complaints Concerning Discrimination in Employment)
- (cf. 5145.3 - Nondiscrimination/Harassment)
- (cf. 5145.7 - Sexual Harassment)

3. Any complaint alleging district violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

- (cf. 3260 - Fees and Charges)
- (cf. 3320 - Claims and Actions Against the District)

4. Any complaint alleging that the district has not complied with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075).

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

5. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

6. Any other complaint as specified in a district policy

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

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

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

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

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints. All such records shall be destroyed in accordance with applicable state law and district policy.

(cf. 3580 - District Records)

Non-UCP Complaints

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

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of Education.

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education Code 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT

adopted: September 17, 1997 Redwood City, California
revised: February 3, 2016

UNIFORM COMPLAINT PROCEDURES

AR 1312.3

Except as the Board of Trustees may otherwise specifically provide in other district policies, these general uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

Compliance Officers

The Board of Trustees designates the individual identified below as the employee responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual also serves as the compliance officer specified in AR 5145.3 - Nondiscrimination/Harassment as the responsible employee to handle complaints regarding sex discrimination. The individual shall receive and coordinate the investigation of complaints and shall ensure District compliance with law.

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

Superintendent

480 James Avenue

Redwood City, CA 94062

(650) 369-1411 Ext. 2212

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which he/she has a bias or conflict of interest that would prohibit him/her from fairly investigating or resolving the complaint. Any complaint against or implicating a compliance officer may be filed with the Superintendent or designee.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such designated employees shall include current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints including those involving alleged unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 4331 - Staff Development)

(cf. 9124 - Attorney)

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the results of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement, if possible, one or more of the interim measures.

The interim measures may remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

The Superintendent or designee shall annually provide written notification of the district's UCP, including information regarding unlawful student fees and local control and accountability plan (LCAP) requirements, to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 49013, 52075; 5 CCR 4622)

(cf. 0420 - School Plans/Site Councils)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 1220 - Citizen Advisory Committees)

(cf. 3260 - Fees and Charges)

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

(cf. 5145.6 - Parental Notifications)

The annual notification and complete contact information of the compliance officer(s) may be posted on the district web site and, if available, provided through district-supported social media.

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal antidiscrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).
4. Include statements that:
 - a. The District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
 - c. A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
 - d. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.
 - e. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.
 - f. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.
 - g. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
 - h. Copies of the district's UCP are available free of charge.

District Responsibilities

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

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

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

Step 1: Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in accordance with the following:

1. A written complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)
3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges that he/she personally suffered the unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged unlawful discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant or alleged victim of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.
6. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Step 2: Mediation (Alternative Dispute Resolution - ADR)

Within three business days after the compliance officer receives the complaint, he/she may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Step 3: Investigation of Complaint

Within five (5) business day of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to meet to present the information contained in the complaint orally to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

Within ten (10) business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. He/she shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

In accordance with law, the District shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the District to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

Step 4: Report of Findings

Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

Step 5: Final Written Decision

The district's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant. (5 CCR 4631)

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties that may be involved in implementing the decision or affected by the complaint, as long as the privacy of the parties is protected.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited

English proficiency.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
 - a. Statements made by any witnesses
 - b. The relative credibility of the individuals involved
 - c. How the complaining individual reacted to the incident
 - d. Any documentary or other evidence relating to the alleged conduct
 - e. Past instances of similar conduct by any alleged offenders
 - f. Past false allegations made by the complainant
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. How the misconduct affected one or more students' education
 - b. The type, frequency, and duration of the misconduct
 - c. The relationship between the alleged victim(s) and offender(s)
 - d. The number of persons engaged in the conduct and at whom the conduct was directed
 - e. The size of the school, location of the incidents, and context in which they occurred
 - f. Other incidents at the school involving different individuals
5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the notice may, as required by law, include:

- a. The corrective actions imposed on the individual found to have engaged in the conduct that relate directly to the subject of the complaint
 - b. Individual remedies offered or provided to the subject of the complaint
 - c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
6. Notice of the complainant's right to appeal the district's decision within 15 calendar days to the CDE and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

1. He/she may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate

corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on the victim may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Information regarding available resources and how to report similar incidents or retaliation
5. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
6. Restorative justice
7. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
8. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

The District may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code 49013, 52075; 5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures

7. Other relevant information requested by the CDE

The CDE may directly intervene in a complaint without waiting for action by the district when certain conditions exist, including the following: (1) the complaint alleges failure to comply with the UCP, including failure to follow the required timelines and failure to implement the final written decision; (2) the complainant requires anonymity due to the possibility of retaliation and would suffer immediate and irreparable harm if a complaint was filed and the complainant was named; (3) the complainant alleges that he/she would suffer immediate and irreparable harm as a result of an application of a districtwide policy that is in conflict with state or federal law and that filing a complaint would be futile; (4) the complainant alleges failure to comply with the due process procedures established pursuant to special education law and regulation to implement a due process hearing order; (5) the complainant alleges facts that indicate that one or more students may be in immediate physical danger or that the health, safety, or welfare of one or more students is threatened; or (6) the complainant alleges failure to follow a student's individualized education program.

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT

approved: September 17, 1997 Redwood City, California
revised: November 19, 2014
approved: February 3, 2016

SEXUAL HARASSMENT

BP 4119.11

The District is committed to providing a work and educational environment free of unlawful harassment. The District maintains a strict personnel policy prohibiting sexual harassment and harassment of employees because of race, religious creed, color, national origin, ancestry, physical handicap, medical conditions, marital status, sexual orientation, age or any other basis protected by federal, state or local law, ordinance or regulation. All such harassment is unlawful. Irrespective of law, the District believes that all such harassment is offensive. The District's anti-harassment policy applies to all persons involved in the operations of the District and prohibits unlawful harassment by any District student or any employee of the District, including management, supervisors, certificated employees, classified employees, and co-workers. Unlawful harassment in any form, including verbal, physical and visual conduct, threats, demands and retaliation, is prohibited. Sexual harassment is defined in Education Code Section 212.5.

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

Violation of this policy may result in discipline, which may include discharge, depending on the seriousness of the violation.

Employees or job applicants who believe they are being harassed because of their gender, race, ancestry or other protected basis, or who have knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, should follow the procedure outlined in administrative regulation.

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT

adopted: December 10, 1997 Redwood City, California
revised: December 9, 2009

UNLAWFUL HARASSMENT OF EMPLOYEES

AR 4119.11

Employee Complaint Procedure

Employees have a right to redress for unlawful harassment. In order to secure this right, affected employees should provide a complaint, preferably but not necessarily in writing, to the Assistant Superintendent, or to the Superintendent, both located at 480 James Avenue, Redwood City, CA, telephone 369-1411, as soon as possible, but at least within six months of the date the alleged harassment occurred or within six months of the date the employee first obtained knowledge regarding the alleged harassment. Any supervisor who receives a harassment complaint shall notify the Superintendent or designee, who will ensure that the complaint is appropriately investigated. Employee's complaints should include the details of the incident or incidents, the names of the individuals involved and the names of any witnesses. The District will immediately undertake an effective, thorough and objective investigation of the harassment allegations. The investigation will be conducted in a manner that protects the confidentiality of the parties and the facts. This investigation will be completed and a determination regarding the alleged harassment will be made and communicated to the employee within 60 days after the District receives the complaint.

If the District determines that unlawful harassment as occurred, it will take effective remedial action commensurate with the severity of the offense. Appropriate action will also be taken to deter any future harassment. The District will take appropriate action to remedy any employment-related loss to the victim resulting from harassment. The District will not retaliate against the employee for filing a complaint

and will not knowingly permit retaliation by management or supervisory employees or co-workers.

The District encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be resolved quickly and fairly. A complaint may be filed directly with the State Superintendent of Public Instruction in a variety of circumstances. More information on this complaint process may be obtained from the Assistant Superintendent, or the Superintendent, both located at 480 James Avenue, Redwood City, CA, telephone 369-1411.

Employees should be aware that the California Department of Fair Employment and Housing (DFEH) also investigates and prosecutes complaints of prohibited harassment in employment. If employees think they have been harassed or retaliated against for resisting or complaining about harassment, employees may file a complaint with DFEH. The nearest DFEH office is listed in the telephone book. DFEH will investigate the complaint. If the complaint has merit, DFEH will attempt to resolve it. If no resolution is possible, DFEH may prosecute the case with its own attorney before the Fair Employment and Housing Commission. The Commission may order the harassment stopped and can require the employer to pay money damages and reinstate the employee or give other appropriate relief. Employees should also be aware that the U.S. Office of Civil Rights investigates complaints of harassment on the basis of sex, race, color, national origin, marital status, sexual orientation, blindness or severely impaired vision or other protected basis in education programs that receive federal financial assistance. If employees think they have been harassed or retaliated against for resisting or complaining about harassment, an employee may file a complaint with the Office. Information on beginning this complaint process may be obtained from the Assistant Superintendent, or by calling the U.S. Office of Civil Rights directly.

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT

approved: December 10, 1997 Redwood City, California

UNLAWFUL HARASSMENT OF EMPLOYEES

BP 4219.11

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

Violation of this policy may result in discipline, which may include discharge, depending on the seriousness of the violation.

Employees or job applicants who believe they are being harassed because of their gender, race, ancestry or other protected basis, or who have knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, should follow the procedure outlined in administrative regulation.

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT

adopted: December 10, 1997 Redwood City, California

revised: December 9, 2009

UNLAWFUL HARASSMENT OF EMPLOYEES

AR 4219.11

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If the District determines that unlawful harassment has occurred, it will take effective remedial action commensurate with the severity of the offense. Appropriate action will also be taken to deter any future harassment. The District will take appropriate action to remedy any employment-related loss to the victim resulting from harassment. The District will not retaliate against the employee for filing a complaint and will not knowingly permit retaliation by management or supervisory employees or co-workers.

The District encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be resolved quickly and fairly. A complaint may be filed directly with the State Superintendent of Public Instruction in a variety of circumstances. More information on this complaint process may be obtained from the Assistant Superintendent, or the Superintendent, both located at 480 James Avenue, Redwood City, CA, telephone 369-1411.

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Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT

approved: December 10, 1997 Redwood City, California

UNLAWFUL HARASSMENT OF EMPLOYEES

BP 4319.11

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Employees or job applicants who believe they are being harassed because of their gender, race, ancestry or other protected basis, or who have knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, should follow the procedure outlined in administrative regulation.

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT

adopted: December 10, 1997 Redwood City, California

revised: December 9, 2009

UNLAWFUL HARASSMENT OF EMPLOYEES

AR 4319.11

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witnesses. The District will immediately undertake an effective, thorough and objective investigation of the harassment allegations. The investigation will be conducted in a manner that protects the confidentiality of the parties and the facts. This investigation will be completed and a determination regarding the alleged harassment will be made and communicated to the employee within 60 days after the District receives the complaint.

If the District determines that unlawful harassment has occurred, it will take effective remedial action commensurate with the severity of the offense. Appropriate action will also be taken to deter any future harassment. The District will take appropriate action to remedy any employment-related loss to the victim resulting from harassment. The District will not retaliate against the employee for filing a complaint and will not knowingly permit retaliation by management or supervisory employees or co-workers.

The District encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be resolved quickly and fairly. A complaint may be filed directly with the State Superintendent of Public Instruction in a variety of circumstances. More information on this complaint process may be obtained from the Assistant Superintendent, or the Superintendent, both located at 480 James Avenue, Redwood City, CA, telephone 369-1411.

Employees should be aware that the California Department of Fair Employment and Housing (DFEH) also investigates and prosecutes complaints of prohibited harassment in employment. If employees think they have been harassed or retaliated against for resisting or complaining about harassment, employees may file a complaint with DFEH. The nearest DFEH office is listed in the telephone book. DFEH will investigate the complaint. If the complaint has merit, DFEH will attempt to resolve it. If no resolution is possible, DFEH may prosecute the case with its own attorney before the Fair Employment and Housing Commission. The Commission may order the harassment stopped and can require the employer to pay money damages and reinstate the employee or give other appropriate relief. Employees should also be aware that the U.S. Office of Civil Rights investigates complaints of harassment on the basis of sex, race, color, national origin, marital status, sexual orientation, blindness or severely impaired vision or other protected basis in education programs that receive federal financial assistance. If employees think they have been harassed or retaliated against for resisting or complaining about harassment, an employee may file a complaint with the Office. Information on beginning this complaint process may be obtained from the Assistant Superintendent, or by calling the U.S. Office of Civil Rights directly.

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT

approved: December 10, 1997 Redwood City, California

BULLYING

BP 5131.2

The Sequoia Union High School District Board of Education prohibits bullying, harassment, discrimination, intimidation, or cyberbullying of any student or school personnel by a student or group of students. Prohibited behavior includes physical, verbal, nonverbal, or written conduct.

(cf. 5131.2 - Freedom of Speech/Expression)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6164.2 - Guidance Services)

The Board affirms the right of all students and staff to be free from harassment or any activity that degrades the unique actual or perceived qualities of an individual, such as race, gender, gender identity, gender expression, physical appearance, ethnic group identification, national origin, age, sex, color, sexual orientation, physical/mental/intellectual disability, or religion, or association with a person or group with one or more of those actual or perceived characteristics. Such verbal or physical acts are abusive and will not be tolerated in any manner related to school activity or school attendance occurring within a school under the jurisdiction of the Superintendent of the District.

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

(cf. 6164.6 - Multicultural/Human Relations Education)

The Board encourages the Superintendent and staff to develop programs on campus and/or through the use of technology that enhance self-esteem, raise awareness and sensitivity, and foster respect for individuals and their unique qualities. The Board recognizes that bullying, harassment, discrimination, and intimidation are inflammatory to those victimized by such acts and jeopardizes the safety and well being of students and staff.

(cf. 4119.21, 4219.21, 4319.21 - Professional Standards/Codes of Ethics)

(cf. 5131 - Bus Conduct)

(cf. 5144 - Discipline)

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

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

School personnel who witness an act of discrimination, harassment, intimidation, or bullying, shall take immediate steps to intervene when safe to do so. (Education Code 234.1)

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be in violation of this policy. Complaints of bullying shall be investigated and resolved in accordance with the District's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.

Notice of this policy shall be posted in all schools and offices, including staff lounges and pupil government meeting rooms. (Education Code 234.1)

Documentation of complaints and their resolution shall be maintained by the District for a minimum of one review cycle. (Education Code 234.1)

All individuals making a complaint under this policy shall be protected from retaliation, and their identity shall remain confidential, as appropriate. (Education Code 234.1)

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

The Assistant Superintendent Human Resources shall be responsible for overseeing District compliance with this Policy.

(cf. 5144 - Discipline)

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

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT

adopted: May 2, 2012 Redwood City, California

revised: November 19, 2014

BULLYING

AR 5131.2

Definition of Terms

Bullying, harassment, cyberbullying and related terms are defined as follows:

1. Bullying means inflicting physical hurt or psychological distress on one or more students or employees. The term "bullying" is further defined as follows:

Unwanted purposeful written verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture that causes an intimidating, hostile, or offensive educational environment or causes long term damage; causes discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, and is often characterized by an imbalance of power.

Bullying may involve, but is not limited to these non-verbal and verbal behaviors:

- a. Unwanted teasing
- b. Threatening
- c. Intimidating
- d. Stalking
- e. Cyberstalking
- f. Cyberbullying
- g. Disseminating inappropriate images

- h. Physical violence
- i. Theft
- j. Sexual, religious, or racial harassment
- k. Public humiliation
- l. Destruction of school or personal property
- m. Social exclusion, including incitement and/or coercion
- n. Rumor or spreading of falsehoods

2. Harassment means any threatening, insulting, or dehumanizing gesture or written, verbal or physical conduct directed against a student that does the following:

- a. Places a student in reasonable fear of harm to his or her person or damage to his or her property;
- b. Has the effect of substantially interfering with a student's educational performance, or either's opportunities, or benefits;
- c. Has the effect of substantially negatively impacting a student's emotional or mental well-being; or
- d. Has the effect of substantially disrupting the orderly operation of a school and/or school district work environment.

3. Cyberbullying is defined as the willful bullying, harassment, discrimination, or intimidation of a person through the use of digital technologies, including, but not limited to these: email, blogs, texting on cell phones, social websites (e.g., MySpace, Facebook, Twitter, etc.), chat rooms, sexting, images, instant messaging, or video voyeurism.

4. Cyberstalking means to engage in a course of conduct to communicate or to cause to be communicated the following: words, images, or language by or through the use of electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

5. Bullying, Harassment and/or Cyberbullying also encompass:

- a. Retaliation against a student by another student or school employee for asserting or alleging an act of bullying, harassment, discrimination or intimidation.
- b. Retaliation also includes reporting a baseless act of bullying, harassment, discrimination or intimidation that is not made in good faith.
- c. Perpetuation of conduct listed in the definition of bullying, harassment, discrimination and/or intimidation by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student by:
 - (1) Incitement or coercion;
 - (2) Accessing or reading other users mail or files or attempting to interfere with other users' ability to send or receive electronic mail; or
 - (3) Acting in a manner that has an effect substantially similar to the effect of bullying, harassment, or discrimination.

6. Bullying, Harassment, Cyberbullying, Discrimination, and Intimidation also encompass, but are not limited to, unwanted harm towards a student or employee in regard to their actual or perceived: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, physical appearance, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background or being viewed as different in its education programs or admissions to education programs.

7. Accused is defined as any student who is reported to have committed an act of discrimination, harassment, intimidation, or bullying.

8. Complainant is defined as any district employee, student, or other person who formally or informally makes a report of bullying or harassment, whether orally or in writing.

9. Victim is defined as any district employee or student who is reported to have been the target of an act of discrimination, harassment, intimidation, or bullying.

The Sequoia Union High School District prohibits bullying, harassment, discrimination, intimidation, cyberbullying, and cyberstalking of or toward any student or employee by any student or group of students.

BP 5131.2 and this administrative regulation constitute a focused, coordinated effort designed to support school staff in their efforts to provide awareness, training, and intervention steps when bullying and harassment incidents are reported and/or occur.

Because acts of bullying, harassment, discrimination, intimidation or cyberbullying are not tolerated on any SUHSD school campus or related to school activity or attendance, students and/or staff are expected to immediately report incidents to the principal or designee. Each complaint will be promptly investigated.

The Principal or administrative designee will respond and intervene to reports of bullying, harassment, discrimination, intimidation, and

cyberbullying and follow procedures established at each school site.

The District's prohibition of bullying, harassment, discrimination, intimidation, and cyberbullying applies to incidents related to school activity or school attendance occurring within a school under the jurisdiction of the Superintendent of the District. This includes activity on school grounds, on transportation provided by the district, during lunch period, during a school-sponsored activity on or off campus, and to all activity likely to cause a substantial disruption of a school activity or school attendance (including electronic activity). The consequences of bullying, harassing, discriminatory, intimidating, or cyberbullying activity may include a broad range of disciplinary measures, but can include student suspension and recommendation for expulsion in accordance with District policy.

Initial Response and Reporting Expectations

The District requires all employees, if they observe or become aware of an act of bullying, harassment, discrimination, or intimidation to take immediate, appropriate steps to intervene when safe to do so.

The situation must be reported to an administrator for further investigation in writing within (2) two working days.

Investigation and Response

Investigations of discrimination complaints shall follow Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Any incident reported to administration, which may constitute an act of bullying, harassment, discrimination, intimidation or any other behavior under BP 5131.2 and this regulation, shall be thoroughly investigated.

As part of the investigation process the parent/guardians of all students involved in any incident shall be contacted and may be asked to attend a conference with school officials. Staff will develop a supervision plan with the parents as appropriate. If a parent/guardian does not attend the conference, the site administrator shall send a letter informing the parent/guardian of the action under consideration and notifying parent/guardian of all data pertinent to the action.

The process and timeline for investigation shall be as set forth under the District's Uniform Complaint Procedures, and if the complainant or victim is dissatisfied with the conclusion of the investigation they may appeal following the established procedure.

Consequences for the accused shall be commensurate with the results of the investigation. This may include, but is not limited to, counseling, parent conference, detention, the involvement of law enforcement, involuntary transfer, a formal suspension and/or expulsion. Students may also be required to attend a site program designed to teach anti-bullying behavior or other appropriate intervention.

If the act of bullying, harassment, discrimination, or intimidation is deemed serious enough to warrant a suspension, expulsion, or involuntary transfer to another school, then the matter will be processed in accordance with Education Code 48900, et.seq.

Depending on the severity of the incident, the administrator shall take appropriate steps to ensure campus safety.

The Board prohibits any form of retaliation against any complainant or victim in the complaint process.

The Principal's office or designee will maintain documentation of complaints and their resolution for a minimum of one year.

The school site administration will ensure that appropriate resources will be offered to the victim and victim's family who have been subjected to bullying, harassment discrimination, intimidation, cyberbullying and cyberstalking. These resources may include but are not limited to on-site counseling or therapeutic services if available, peer mediation and referrals to San Mateo County Victim's Service.

Education and Prevention

To ensure harassment and bullying behavior does not occur the District and school sites shall offer training and intervention programs for students and staff, which will enhance self-esteem, raise student awareness and sensitivity, and foster respect for individuals and their unique qualities. These programs reinforce the school's capacity to maintain a safe and healthy learning environment.

Teachers should discuss this BP 5131.2 and this regulation with their students and should assure them that they need not endure any form of harassment.

Each school will adhere to the anti -bullying/anti-harassment procedures to be followed by every student and staff member.

Notification

BP 5131.2 and this administrative regulation shall be posted in English and Spanish in all schools and offices, including staff lounges and pupil government meeting rooms.

At the beginning of each school year, all students and their parents will be notified of BP 5131.2 and this administrative regulation through the school site student handbook.

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT

approved: May 2, 2012 Redwood City, California

revised: November 19, 2014

NONDISCRIMINATION/HARASSMENT

BP5145.3

District programs and activities shall be free from discrimination, including harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

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

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

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

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 6164.6 - Identification and Education under Section 504)

The Board of Trustees shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision.

(cf. 1240 - Volunteer Assistance)

(cf. 6145.2 - Athletic Competition)

(cf. 6162.5 - Student Assessment)

The Board prohibits intimidation or harassment of any student by any employee, student or other person in the District. Staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

(cf. 5145.2 - Freedom of Speech/Expression: Publications Code)

(cf. 5145.7 - Sexual Harassment)

The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate counseling and discipline, up to and including suspension and/or expulsion. An employee who permits or engages prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Suspension/Disciplinary Action)

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

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

The following position is designated Coordinator for Nondiscrimination to handle complaints regarding discrimination, harassment, intimidation, or bullying, and to answer inquiries regarding the district's nondiscrimination policies: Assistant Superintendent Human Resources.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator, the principal or designee, or any other staff member. In addition, any student who observes any such incident should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying or to whom such an incident is reported shall report the incident to the Coordinator or principal, whether or not the victim files a complaint.

In addition, the employee shall immediately intervene when safe to do so. (Education Code 234.1)

Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the Coordinator shall immediately investigate the complaint in accordance with the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

The Superintendent or designee shall ensure that the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination, harassment, intimidation, or bullying, and the resources that are available to students who feel that they have been the victim of any such behavior. The district's policy shall also be posted on the district web site or any other location that is easily accessible to students.

When required pursuant to Education Code 48985, complaint forms shall be translated into the student's primary language.

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT

adopted: December 10, 1997 Redwood City, California

revised: November 19, 2014

SEXUAL HARASSMENT

AR 5145.7

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when: (Education Code 212.5)

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

Other types of conduct which are prohibited in the District and which may constitute sexual harassment include:

- 1.Unwelcome sexual flirtations or propositions
- 2.Sexual slurs, leering, 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, stories, drawings, pictures or gestures
- 5.Spreading sexual rumors
- 6.Teasing or sexual remarks about students enrolled in a predominantly single-sex class
- 7.Touching an individual's body or clothes in a sexual way
- 8.Purposefully cornering or blocking normal movements
- 9.Limiting a student's access to educational tools
- 10.Displaying sexually suggestive objects

Notifications

A copy of the District's sexual harassment policy shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year. (Education Code 48980)

(cf. 5145.6 - Parental Notifications)

2. Be displayed in a prominent location near each school principal's office. (Education Code 212.6)

3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session. (Education Code 212.6)

4. Appear in any school or district publication that sets forth the school or District's comprehensive rules, regulations, procedures and standards of conduct. (Education Code 212.6)

5. Be provided to employees and employee organizations.

Enforcement

The Superintendent or designee shall take appropriate actions to reinforce the District's sexual harassment policy. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti

2. Providing staff inservice and student instruction or counseling

3. Notifying parents/guardians

4. Notifying child protective services

5. Taking appropriate disciplinary action

The Superintendent or designee shall investigate all complaints of sexual harassment thoroughly in accordance with board policy and regulation. This investigation shall include talking with the complainant, the alleged harasser, any other witnesses, and any other persons who may be mentioned as possessing information. The Superintendent or designee shall document all investigations and shall inform the complainant, as well as the alleged harasser, of the decision regarding any complaint.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

Persons found to have knowingly made false allegations of sexual harassment shall be subject to disciplinary action. Persons submitting an unsubstantiated good faith complaint or report of sexual harassment shall not be subject to disciplinary action.

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT

approved: December 10, 1997 Redwood City, California

DRESS AND GROOMING/SCHOOL UNIFORMS

BP 5132

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

(cf. 4119.22 - Dress and Grooming)

(cf. 5145.2 - Freedom of Speech/Expression: Publications Code)

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

(cf. 5144 - Discipline)

When gangs constitute a danger to students, the Superintendent or designee may restrict student dress and grooming as necessary to comply with board policy related to gang activity.

Uniforms

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

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

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

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms.

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT

adopted: December 10, 1997 Redwood City, California

STAFF HEALTH AND SAFETY

BP 4157

The Board of Trustees believes that safety is every employee's responsibility. The Board expects all employees to use safe work practices and to report and correct any unsafe conditions which may occur. If an employee is unable to correct an unsafe condition, he/she shall immediately report the problem to the Superintendent or designee.

Supervisors shall promote safety, and correct unsafe work practices through education, training, and enforcement.

Employees shall not be required to work under unsafe conditions or to perform tasks which endanger their health or safety. Working conditions and equipment shall be maintained in compliance with standards required by federal, state, and local laws and regulations.

Injury and Illness Prevention Program

The Superintendent or designee shall establish and implement a written injury and illness prevention program in accordance with law. (Labor Code 6401.7)

The District's Injury and Illness Prevention Program shall include the identification of the position responsible for implementing the program, the method of identifying and evaluating hazards, and the methods for correcting unhealthy conditions and work practices in a timely manner. A training program complying with Labor Code Section 6401.7 and Title 8, General Industry Safety Orders (GISO) Section 3203 will be implemented.

Appropriate records shall be maintained to ensure there is documentation of District compliance with the applicable code sections.

The Superintendent or designee shall ensure the ready availability of first aid materials at district workplaces and shall make effective provisions, in advance, for prompt medical treatment in the event of an employee's serious injury or illness. (8 CCR 3400)

No employee shall be discharged or discriminated against for making complaints, instituting proceedings, or testifying with regard to employee safety or health or for participating in any occupational health and safety committee established pursuant to Labor Code 6401.7. (Labor Code 6310)

Bloodborne Pathogens

The Superintendent or designee shall meet state and federal standards for dealing with bloodborne pathogens and other potentially infectious materials in a workplace. The Superintendent or designee shall establish a written Exposure Control Plan designed to protect employees from possible infection due to contact with bloodborne viruses, including human immunodeficiency virus (HIV) and hepatitis B virus (HBV).

The Board shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials and in accordance with the District's Exposure Control Plan, employees having occupational exposure shall be offered the hepatitis B vaccination.

Any employee not identified as having occupational exposure in the District's exposure determination may be included in the District's Hepatitis pre-exposure Vaccination Program at his/her own cost.

Inservice Physical Examinations For Certificated And Classified Employees

The Superintendent may require any employee to obtain complete physical and/or psychiatric examinations within a reasonable time period. The Superintendent will notify the employee in writing that the examination is required. The Superintendent shall be allowed wide discretion in determining the reasons for said examination, but in any case the reasons (which must be included in the written notice) must be related to job performance and the examination itself shall be primarily for the purpose of initiating employee rehabilitation.

Tuberculosis Examination

Employees new to the District must present evidence of having submitted to an examination within the past 60 days to determine that they are free from active tuberculosis. Thereafter the employee must present such evidence in the even-numbered years known as leap year.

Fingerprints

All employees, including those assigned on a temporary or substitute basis, shall be fingerprinted and cleared prior to employment.

(cf. 4112.5/4312.5 - Criminal Record Check)

(cf. 4212.5 - Criminal Record Check)

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT

adopted: December 10, 1997 Redwood City, California

revised: June 9, 2010

STAFF HEALTH AND SAFETY

AR 4157

This Injury and Illness Prevention Program document is the District's program to fully comply with Labor Section 5401.7 and Title 8, General Industry Safety Orders (GISO), Section 3203.

The Sequoia Union High School District is a public educational agency providing educational services to students grades 9-12 and adult school.

Responsibility for Implementing the Program (GISO 3203 (a) (1))

The following have the authority and responsibility for implementing the District's Injury and Illness Prevention Program:

1. Director of Maintenance and Operations--Districtwide coordinator and the District office complex.
2. Administrative Vice Principal at Carlmont, Menlo-Atherton, Sequoia and Woodside High Schools.
3. Principal at Redwood High School.
4. Director, Adult Education at Middlefield Adult Education Center.

Ensuring that Employees Comply with Safe and Healthy Work Practices (GISO 3203 (a) (2))

Employees are to be notified of their responsibilities regarding safe work practices and personal protective equipment by monthly safety meetings, safety workshops and safety handouts. Employees are accountable to exercise safe work practices. These safe work practices will be enforced through normal supervisory and disciplinary procedures.

Communicating with Employees (GISO 3203 (a) (3))

Communication of safe working conditions, safe work practices and required personal protection equipment is to be included in initial training and all subsequent training. Other forms of employer-to-employee communications on safety topics will include posters, letters, and staff meetings.

Employees are encouraged to report safety problems or hazards and are to be advised that there will be no reprisals or other job discrimination for expressing any concern, comment, suggestion or complaint about a safety related matter.

Procedure for Identifying and Evaluating Workplace Hazards (GISO 3203 (a) (4))

The District will use the following system for identifying, evaluating, and preventing occupational safety and health hazards:

1. Investigation of lost time, on-the-job accidents, injuries, or illnesses; and all other potentially hazardous events that occur inside or

on the premises of any school facility or in any other specific school operated area.

2. Periodic safety inspection of classrooms and other District grounds and work stations. Frequency of inspections will be based on need.
3. Review of industry and general safety information related to occupational safety and health hazards found in school environments.
4. Evaluation of information or hazards reported by certificated and classified employees.

Accident Investigation (GISO 3203 (a) (5))

Investigations of occupational accidents and injury/illness are to be conducted soon as possible after an accident is reported. Investigation reports are to be on file at the District maintenance and operations office.

Methods and Procedures for Correcting Unsafe and Unhealthy Conditions and Work Practices (GISO 3203 (a) (6))

The following methods and/or procedures will be used to correct unsafe or unhealthy conditions, work practices and work procedures in a timely manner based on the severity of the hazard:

1. Imminent Hazard -- Personnel not needed for corrective action will be removed from the area.
2. Less severe hazards--Problems will be dealt with in a timely manner.
3. Activities such as training or retraining of employees on safe work practices and hazard problems will be practiced to reduce unsafe or hazardous conditions.
4. Procedures such as a safety work order system, inspection reviews and monitoring of employees will be utilized.

Employee Safety Training (GISO 3203 (a) (7))

Employee Safety Training will be provided under the following guidelines:

1. Initial training will be provided for all current employees as soon after the establishment of the District's program as possible.
2. New employees will be provided training.
3. Employees will be provided training when assigned a new task or job for which training has not been received.
4. Supervisors will be trained on hazards and safe practices in their area of responsibility.
5. Training will include general safety and specific job category safety training (see Job Safety Instruction Topics and Categories).

Safety Instruction Topics

General

1. General safety awareness
2. Back injury prevention
3. Medical assistance procedures
4. Fire prevention and response
5. Earthquake response
6. Video display/office and clerical safety
7. Use of chemicals, paints and solvents
8. Operating special tools/machinery
9. Cleaning products/custodial supplies
10. Insecticides, pesticides, herbicides
11. Other

JOB CATEGORIES

- | General Topic | Special Topic |
|--|-----------------|
| 1. MANAGEMENT POSITIONS | |
| All positions | a,b,c,d,e,f |
| 2. SECRETARIAL/CLERICAL POSITIONS | |
| Secretary/Clerk | a,b,c,d,e,f |
| Duplicator Equipment Operator | a,b,c,d,e,g,h,k |
| 3. CUSTODIAL, GROUNDS, AND MAINTENANCE POSITIONS | |
| All positions | a,b g,h,i,j,k |
| 4. SCIENCE, ART, AND | |

INDUSTRIAL ARTS

DEPARTMENTS

All positions a,b,c,d,e,g,k

5. ALL OTHER

CERTIFICATED

POSITIONS a,b,c,d,e

Bloodborne Pathogens

Individuals incur risk of infection and possible illness each time they are subjected to exposure to blood or other potentially infectious materials. This concern caused the Occupational Safety and Health Administration to issue rules on the subject. This plan is developed to address those rules, to identify employees exposed to bloodborne pathogens in the normal scope of duties, and to provide procedural and preventive information to those who may be potentially exposed to bloodborne pathogens.

Blood and body fluid may contain organisms that can cause disease. The two most frequent pathogen-caused diseases are Hepatitis B Virus (HBV) which could lead to a fatal liver disease and Human Immunodeficiency Syndrome (HIV) which could lead to AIDS.

HBV and HIV are usually transmitted when disease organisms enter the body through mucous membranes or through breaks in the skin. Outside the work place HBV and HIV are most commonly transmitted through sexual contact, an infected mother to her unborn child, and intravenous drug users sharing used needles. In the workplace, the most common way exposure can occur is when a worker has an open wound and is in contact with infectious material, or when a worker is not wearing the proper personal protective equipment to protect against contact with infectious material such as blood, human tissue or other body fluids that contain blood.

Exposure Determination

Performance of the following tasks may result in occupation exposure to blood:

1. treating of student injuries
2. cleaning, disinfecting and sterilizing of appliances, equipment and areas used to treat injuries, areas where injuries have taken place, and restrooms
3. handling of contaminated laundry used in health care

Custodians and grounds workers have the potential to come in contact with contaminated materials but have limited potential occupational exposure. This can be controlled by using proper safety procedures. They will be given training on proper handling of materials.

Universal Precautions

The term "universal precautions" refers to a method of infection control in which all human blood and other potentially infectious materials are treated as if known to be infectious for HIV and HBV. Universal precautions will be observed at all Sequoia Union High School District facilities. Under circumstances in which differentiation of body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

Engineering Controls

An engineering control is the use of available technology and devices to isolate or remove hazards from the worker. Engineering controls are used to eliminate or minimize worker to blood or other infectious materials. Examples of engineering controls include puncture-resistant sharps containers and use of "red bags" for disposal of contaminated material. "Red bags" for the storage of contaminated materials will be kept in a covered container located in the nurse's office at each school site and at the principal's office at Redwood High School. When bag disposal is needed, the district warehouse will be contacted for the district delivery truck to collect the bags and deliver them to a designated disposal site.

Work Practice Controls

Work practice controls are alterations in the way tasks are performed in an effort to reduce the potential of a worker's exposure to blood or other infectious materials. For example, when handling bloody or other potentially infectious materials, care should be taken to minimize contact with these materials. Hands should be washed with soap and water immediately after contact with bloody or potentially infectious materials. Any personal protective equipment should be removed immediately and placed in appropriate containers for washing, decontamination, or disposal.

Personal Protective Equipment (PPE)

Personal protective equipment is specialized clothing or equipment used by individuals to protect themselves from direct exposure to blood or other potentially infectious materials. PPE which must be worn will be purchased by the District. The District will also provide for the repair, replacement, cleaning, laundering or disposal of PPE. An example of protective equipment would be the use of gloves. Gloves must

be worn when there is a chance of exposure to blood or body fluids and discarded after use.

Risk Controls

In addition to the PPE and disposal procedures outlined above, other risk control measures are to be followed. They are:

- 1.The workplace will be maintained in a clean and sanitary condition.
- 2.Equipment and working surfaces, after contact with blood or other potentially infectious material, will be cleaned by nurses and custodians with an appropriate disinfectant solution that is anti-bacterial, anti-fungal, and anti-viral.
- 3.Containers and receptacles used for holding contaminated materials will be red bagged and disposed of as noted in the Personal Protective Equipment section of this plan.
- 4.Broken glass and other items which may be contaminated will be cleaned up with a brush and dust pan.
- 5.Any eating, drinking, or storage of food will be isolated from the immediate first aid areas.
- 6.Good personal hygiene, like washing hands with soap and water before breaks and lunch and after using the restrooms required.

Exposure to Bloodborne Pathogens

OSHA regulations state that an exposure incident is parenteral contact with blood or other potentially infectious material i.e. through specific eye, mouth or other mucous membrane, and/or nonintact skin that results from the performance of an employee's duties.

If an exposure incident occurs:

- 1.The affected employee must immediately use soap and water to wash the part of the body that have been contaminated.
- 2.The affected employee must immediately report the incident to the school nurse and/or the school principal or designee or to the director of student personnel services at the District office. Immediate action can prevent the development of Hepatitis B and enable the tracking of potential HIV infection.
- 3.The person receiving the report will make preliminary determination whether or not the incident should be classified as an "exposure."

If consultation is needed call Sequoia Hospital Occupational Health Services, 364-1565.

If the affected employee is in doubt and desires a consultation with Sequoia Hospital Occupational Health Services, he/she will be immediately referred.

If it is determined that there has been exposure, complete the Bloodborne Pathogens Referral form and refer the employee to Sequoia Hospital Occupational Health Services, 633 Veterans Blvd., Redwood City, 94063, 364-1565. If that facility is closed, refer the employee Sequoia Hospital Emergency Room, 2900 Whipple Avenue, Redwood City, 94062, 367-5541. The employee should take a copy of the Bloodborne Pathogens Referral form to the hospital.

- 4.The employee will complete the Workers' Compensation information form.
- 5.The person receiving the report will call the benefits clerk in the district personnel office (extension 226) to notify that office of the exposure and the referral.
- 6.If there has been a "non-exposure incident" a notation of the incident will be kept in the school nurse's log. If the employee involved in the "non-exposure incident" is uncomfortable with that determination, the individual will be referred to the resources listed above for further evaluation and treatment. In such a case, Workers' Compensation forms must be completed.

Hepatitis B Vaccination

Employees who perform first aid as part of their primary duties will be offered the Hepatitis B vaccination in advance of exposure. Those employees have been notified as:

- 1.School nurses
- 2.Special services aides
- 3.Athletic coaches

Other employees will be offered the Hepatitis B vaccination when they are exposed to blood or other potentially infectious materials.

Training

All employees shall receive training on these regulations. Initial training will be offered by September, 1993. Follow-up training, including training for newly hired staff, will be offered near the beginning of each semester. Training may include written information as well as workshops or classes. All newly hired staff will be given preliminary written information.

The contents of the training will include:

1. Overview of the regulations
2. Explanation of exposure and precautions to take in performing tasks
3. Review of the Bloodborne Pathogens Exposure Control Plan
4. Treatment of exposure including vaccination and medical follow-up
5. Record keeping requirements including how to report an exposure

Recordkeeping

The school nurse will compile a medical record on individuals who have been determined to have been exposed. The form will include the following information:

1. Employee name and social security number
2. Employee address and phone number
3. Documentation of exposure incidents (dates, brief explanation)
4. Documentation of referral to medical facility for appropriate HBV vaccination and follow-up (date received or explanation of why not received).

Results of medical follow-up procedures regarding an exposure incident will be documented as part of the Workers' Compensation procedures.

After completion the record will be sent to the personnel office for processing and/or filing. The records are confidential and not disclosed to anyone without consent of the employee. Filing for Workers' Compensation is automatic consent for a particular injury/incident. Results of medical follow-up procedures regarding exposure incident are confidential and will be kept by San Mateo County School Insurance Group (SMCSIG), the District's Workers' Compensation administrator. SMCSIG will follow strict guidelines for these records.

Assurances

A copy of this plan shall be available to school employees in the principal's office at each site. A copy of the plan and all records shall be available for inspection by CAL/OSHA staff. The plan will be reviewed each year by a committee composed of appropriate staff convened by the District director of student personnel services in consultation with the employee organizations. If the review results in changes in the plan, such changes will be made and distributed to all locations having a copy of this plan.

Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT

approved: December 10, 1997 Redwood City, California

POSITIVE SCHOOL CLIMATE

BP 5137

The Board of Trustees desires to provide an orderly, caring and nondiscriminatory learning environment in which all students can feel comfortable and take pride in their school and their achievements.

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

(cf. 5132 - Dress and Grooming)

(cf. 5144 - Discipline)

(cf. 5145.2 - Freedom of Speech/Expression: Publications Code)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

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

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

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

alcohol, and tobacco use.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3513.3 - Tobacco-Free Schools)

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

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.6 - Alcohol and Drugs)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144 - Discipline)

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

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

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 5145.7 - Sexual Harassment)

The Board encourages staff to teach students the meaning of equality, human dignity, and mutual respect, and to employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds. The district shall provide instruction and counseling designed to promote positive racial and ethnic identity, help students understand diverse cultures, teach them to think critically about racial bias, and show them how to deal with discriminatory behavior in appropriate ways.

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6141.6 - Multicultural Education)

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

Students shall have opportunities to voice their concerns about school policies and practices and to share responsibility for solving problems that affect their school. Thus, the Board encourages student participation in district and school committees and councils. The Superintendent or designee may initiate student courts, campus beautification projects, buddy systems, vandalism prevention campaigns, and other similar programs. Staff shall encourage and reward success and achievement, participation in community projects, and positive student conduct.

(cf. 5131.4 - Campus Disturbances)

(cf. 6142.4 - Learning through Community Service)

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT

adopted: December 10, 1997 Redwood City, California

revised: November 19, 2014

DISCIPLINE

BP 5144

The Board of Trustees desires to prepare youth for responsible citizenship by fostering self-discipline and personal responsibility. The Board perceives that good planning, a good understanding of each child, and parent involvement can minimize the need for discipline. Teachers shall use positive conflict resolution techniques and avoid unnecessary confrontations. When misconduct occurs, staff shall make every effort to identify and correct the causes of the student's behavior.

Board policies and regulations shall delineate acceptable student conduct and provide the basis for sound disciplinary practices. Each school shall develop disciplinary rules in accordance with law to meet the school's individual needs.

Staff shall enforce disciplinary rules fairly and consistently, without regard to race, creed, sexual orientation, color or gender.

In order to maintain safe and orderly environments, the Board shall give employees all reasonable support with respect to student discipline. If a disciplinary strategy is ineffective, another strategy shall be employed. Continually disruptive students may be assigned to alternative programs or removed from school.

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

(cf. 5131 - Conduct)

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

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

(cf. 6164.5 - Student Study Teams)

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT

adopted: December 10, 1997 Redwood City, California

DISCIPLINE

AR 5144

Site-Level Rules

Rules for student discipline shall be developed at each school site and filed with the District office. These rules shall be adopted jointly by the principal or designee and a representative selected by classroom teachers employed at the school. The views of administrators, teachers, security personnel, parents/guardians and secondary school students shall be obtained when the rules are developed. The rules shall be consistent with law, Board of Trustees policy and District regulations; they shall be revised as necessary and shall undergo the site-level review and adoption process at least every four years. (Education Code 35291.5)

All avenues of discipline provided in policy, regulation and law may be used in developing site-level rules. These include but are not limited to advising and counseling students, conferring with parents/guardians, detention during and after school hours, and the use of alternative educational environments, suspension and expulsion.

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 49000, 49001)

For 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 district property. (Education Code 49001)

Community Service

Except when suspension or expulsion is required by law, the Superintendent, principal or principal's designee, at his/her discretion, may require a student to perform community service on school grounds during nonschool hours instead of imposing other disciplinary action. Such service may include, but is not limited to, outdoor beautification, campus betterment, and teacher or peer assistance programs. (Education Code 48900.6)

Detention After School

Students may be detained for up to one hour after the close of the maximum school day under the following conditions:

1. A student who is transported by school bus shall be detained only until the time when the bus departs. (Code of Regulations, Title 5, Section 307, 353)
2. A student who is not transported by school bus shall be detained only after his/her parent/guardian has been notified of the day and amount of time involved.
3. The student shall remain under the supervision of a certificated employee during the period of detention.

If the school is offering a Saturday program, students may be offered the choice of serving their detention on Saturday rather than after

school.

(cf. 6176 - Weekend/Saturday Classes)

Notice to Parents/Guardians and Students

The principal of each school shall ensure that students and parents/guardians are notified in writing of all board policies, administrative regulations and individual school rules related to discipline at the beginning of each school year. Transfer students and their parents/guardians shall be so advised upon enrollment.

The notice shall state that these rules and regulations are available on request at the principal's office in all district schools.

(cf. 5145.6 - Parental Notifications)

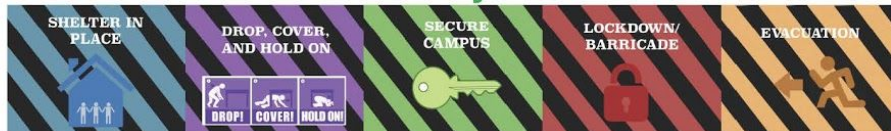
Regulation SEQUOIA UNION HIGH SCHOOL DISTRICT

approved: December 10, 1997 Redwood City, California

V. Appendix 2: School Emergency Response Guide



THE BIG FIVE Community Packet








2017-2018

SCHOOL EMERGENCY GUIDELINES IMMEDIATE ACTION RESPONSE AND HAZARDS



IMMEDIATE ACTION RESPONSE: THE BIG FIVE

When an emergency occurs, it is critical that staff members take **immediate** steps to protect themselves, their students, and other people on campus. Become familiar with The Big Five, and be prepared to perform all assigned responsibilities.

ACTION	DESCRIPTION
	<p>Implement to isolate students and staff from the outdoor environment and provide greater protection from external airborne contaminants or wildlife. Close windows and air vents, and shut down air conditioning/heating units.</p>
	<p>Implement during an earthquake or explosion to protect building occupants from flying and falling debris.</p>
	<p>Initiate for a potential threat of danger in the surrounding community. All classroom/office doors are closed and locked, and all students and staff remain inside until otherwise directed. Instruction continues as planned.</p>
	<p>Initiate for an immediate threat of danger to occupants of a campus or school building and when any movement will put students and staff in jeopardy. Once implemented, no one is allowed to enter or exit rooms for any reason unless directed by law enforcement.</p>
	<p>Implement when conditions outside the building or off-site are safer than inside or on-site. Requires moving or directing students and staff to move from school buildings to a pre-determined safe location.</p>

DISASTER SERVICE WORKER

California Government Code, Section 3100, Title 1, Division 4, Chapter 4 states that public employees are Disaster Service Workers subject to such disaster service activities as may be assigned by their superiors or emergency service commanders. The term “public employees” includes all persons employed by the state or any county, city, city and county, state agency or public district. The law applies in the following cases:

- When a local emergency is proclaimed
- When a state of emergency is proclaimed
- When a federal disaster declaration is made

WHAT DOES A DISASTER SERVICE WORKER DO?

- Public employees serving in the role of Disaster Service Workers may be asked to do jobs other than their usual duties for periods exceeding normal work hours
- Employees may be scheduled in shifts and asked to return to the work site at hours outside the normal work day
- Disaster Service Workers will be deployed within the Incident Command System and may perform a variety of duties including oversight of shelter care, communications, logistics, first aid and comfort, or community support and safety

When pressed into disaster service, employees’ Workers’ Compensation coverage becomes the responsibility of state government (OES), but the employer pays the overtime. These circumstances apply only when a local or state emergency is declared.

To provide effective support as a Disaster Service Worker, employees must have the confidence that they have prepared their own families to deal with emergencies in their absence. The time and energy a staff member commits to being prepared at home will provide the best assurance that they are capable of dealing with the emergency situation at the school site.

CALLING 911

When calling 911 be prepared to remain on the phone and answer specific questions. In order to complete an accurate assessment of the situation, the 911 Dispatcher must obtain as much information as possible to best inform emergency responders and engage the appropriate level of medical response.

WHEN REPORTING AN EMERGENCY

- Remain calm and speak slowly and clearly
- Be prepared to provide name, location of the incident, and caller's location, if different from the scene of the emergency
- Although caller ID information may transfer immediately to the 911 Dispatcher, it is **not** available in all locations. The 911 Dispatcher will confirm and verify the phone number and address for EVERY call received
- Answer all questions asked by the 911 Dispatcher, even those that seem repetitious
- Do not hang up until the Dispatcher says to do so

CALLING 911 FROM A CELL PHONE

- 911 calls from cell phones may need to be transferred to another agency because cell phone calls are often sent to a 911 answering point based on cell radio coverage. Cell coverage areas don't always match political boundaries
- Know your cell phone number and be prepared to give the dispatcher an exact address

When calling 911, time is of the essence. Remain calm; speak slowly and clearly. The 911 Dispatcher needs to gather the correct information the first time he/she asks for it.

IMMEDIATE ACTION RESPONSE: THE BIG FIVE

An Immediate Action Response is a protocol that can be implemented in a variety of different emergency situations. When an emergency occurs, it is critical that staff members take **immediate** steps to protect themselves, their students, and other people on campus. With an Immediate Action Response, staff can follow specific directions without having to learn extensive protocols for each of several dozen different emergency situations.

Staff members must become familiar with each Immediate Action Response and be prepared to perform assigned responsibilities. All students must be taught what to do in the event that any of these response actions is implemented.

IMMEDIATE ACTION RESPONSE: THE BIG FIVE

ACTION	DESCRIPTION
SHELTER IN PLACE	Implement to isolate students and staff from the outdoor environment and provide greater protection from external airborne contaminants or wildlife. Close windows and air vents and shut down air conditioning/heating units
DROP, COVER & HOLD ON	Implement during an earthquake or explosion to protect building occupants from flying and falling debris
SECURE CAMPUS	Initiate for a potential threat of danger in the surrounding community. All classroom/office doors are closed and locked and all students and staff remain inside until otherwise directed. Instruction continues as planned
LOCKDOWN / BARRICADE	Initiate for an immediate threat of danger to occupants of a campus or school building and when any movement will put students and staff in jeopardy. Once implemented, no one is allowed to enter or exit rooms for any reason unless directed by law enforcement
EVACUATION	Implement when conditions outside the building or off-site are safer than inside or on-site. Requires moving or directing students and staff to move from school buildings to a pre-determined safe location

SHELTER IN PLACE

SHELTER IN PLACE is a short-term measure implemented to isolate students and staff from the outdoor environment and prevent exposure to airborne contaminants or threats posed by wildlife or other hazards. The procedures include closing and sealing doors, windows, and vents; shutting down the classroom/building heating, ventilation and air conditioning systems to prevent exposure to the outside air; and turning off pilot lights.

SHELTER IN PLACE is considered appropriate for, but is not limited to, the following types of emergencies:

- External Chemical Release
- Fire in the Community
- Hazardous Material Spills

A Shelter-in-Place response that is a result of air contamination requires that the HVAC systems must be shut down to provide protection from outside air. Students and staff may freely move about inside the buildings, but no one should leave the protected space until directed by fire officials, law enforcement, or site administration.

SHELTER IN PLACE:

- Requires an understanding that all heating, air conditioning, and ventilation systems may be shut down immediately
- Requires an understanding that all pilot lights and sources of flame may need to be extinguished
- Requires an understanding that any gaps around doors and windows may need to be sealed
- Allows for free movement within classrooms or offices

DROP, COVER AND HOLD ON

DROP, COVER AND HOLD ON is the immediate action taken during an earthquake to protect students and staff from flying and falling debris. It is an appropriate action for, but is not limited to, the following types of emergencies

- Earthquake
- Explosion

In the event of an explosion, earthquake, or other event causing falling debris, immediately “DROP, COVER, and HOLD ON.” Students and staff should drop to the floor, duck under a sturdy desk or table, cover the head with arms and hands, and hold onto furniture. Turn away from windows to stay clear of breaking glass. Individuals in wheelchairs can remain in the chair if mobility is limited. Move wheelchair against an interior wall and lock the wheels. Protect head by covering with arms if possible.

DROP, COVER, AND HOLD ON:

- Must be practiced for immediate and automatic response
- Is the single most useful action to protect oneself in an earthquake
- In the event it is impossible to duck under sturdy furniture, continue to cover face and head with arms and hold onto something sturdy
- Requires an awareness that most injury in earthquakes is the result of breaking glass or falling objects
- Requires an awareness that fire alarms and sprinkler systems may go off in buildings during an earthquake, even if there is no fire
- Requires alert attention to aftershocks
- Requires that staff and students assist those with special needs to ensure safe cover for all
- Evacuate only if there is damage to the building, the building is on fire, or location is in a tsunami zone

SECURE CAMPUS

SECURE CAMPUS is implemented when the threat of violence or police action in the surrounding community requires precautionary measures to ensure the safety of staff and students. When a campus is in **SECURE CAMPUS** status, classroom instruction and/or activity may continue as long as all classroom and office doors are locked and all students and staff remain inside **through the duration of the event**. Outer gates and other entrance/exit points can be closed (**NOT LOCKED**) to deter a potential perpetrator from entering school grounds.

This response is considered appropriate for, but not limited to, the following types of emergencies:

- Potential threat of violence in the surrounding community
- Law enforcement activity in the surrounding community

A **SECURE CAMPUS** response may be elevated to **LOCKDOWN / BARRICADE** in which case instruction immediately ceases and students and staff follow **LOCKDOWN / BARRICADE** procedures.

Secure Campus is a precautionary measure against the threat of potential violence in the surrounding community. Secure Campus requires locking all classroom/office doors and closing entrance and exit points on the school's perimeter. The objective is to protect against a potential threat at large in the community from coming onto campus. Secure Campus differs from Lockdown/Barricade in that it allows classroom instruction to continue.

SECURE CAMPUS:

- Is intended to prevent a potential community threat from entering campus
- Heightens school safety while honoring instructional time
- Requires that **all** exterior classroom / office doors are locked and remain locked
- Is intended to prevent intruders from entering occupied areas of the building
- Requires that students and staff remain in **SECURE CAMPUS** status until **ALL CLEAR** is issued by School Incident Commander

LOCKDOWN / BARRICADE

LOCKDOWN / BARRICADE is implemented when the imminent threat of violence or gunfire is identified on the campus or the school is directed by law enforcement. During **LOCKDOWN / BARRICADE**, students are to remain in designated classrooms or lockdown locations at all times. Do not evacuate until room is cleared by law enforcement or site administration. This response is considered appropriate for, but not limited to, the following types of emergencies:

- Gunfire
- Threat of extreme violence outside the classroom
- Immediate danger in the surrounding community

Lockdown/Barricade is a protective action against human threat while Shelter-in-Place protects against environmental threat. Lockdown/Barricade requires closing and locking doors and barricading with heavy objects. No one is allowed to enter or exit until door-to-door release by Law Enforcement or School Incident Commander. Shelter-in-Place calls for closed, unlocked doors and allows for the free movement of staff and students within the classroom or office.

LOCKDOWN / BARRICADE:

- Is a response to an immediate danger; it is **not** preceded by any warning
- Demands quick action; an active shooter, for example, can fire one round per second
- Requires common sense thinking under duress; do what must be done to best ensure survival of both students and staff
- If it is possible to safely **get off campus** with students, take that action immediately (Run)
- If it is not possible to get off campus, **quickly lockdown** inside a safe room and **barricade** the entrance (Hide)
- Once a room is secured, no one is allowed to enter or exit under any circumstances
- In the extreme instance that a Violent Intruder is able to enter a room, occupants should be prepared to fight back (Fight)

LOCKDOWN / BARRICADE

“THINK ON YOUR FEET”

In the event of a Violent Intruder on campus, quick thinking is imperative for survival. Especially when an active threat of violence is present, an individual will have to think on his/her feet to quickly determine the best course of action. These choices may include getting off campus, hiding, implementing Lockdown/Barricade or even, in the most extreme of situations, fighting an assailant. Understanding and practicing these options can help an individual respond decisively and in so doing, best ensure the safety and survival of self, students, and other staff.

In the event of a Violent Intruder on campus, expect to hear noise from alarms, gunfire, explosions and shouting. It is not uncommon for people confronted with a threat to first deny the possible danger rather than respond. Quality training can help individuals think clearly in the midst of a chaotic scene. Proper training should include helping staff recognize the sounds of danger and teaching them to forcefully communicate and take necessary action. These actions would likely include:

Escape / Get Off Campus

- Only attempt this if you are confident the suspect(s) is not in the immediate vicinity
- Safely get off campus; find a position of cover or safe place for assembly
- Guide/instruct others you encounter on the way to follow you to safety
- Call 911 immediately to report location and request emergency services if necessary
- Once in a safe place – stay there

Hide / Lockdown/Barricade

- Clear all hallways; get students and staff inside immediately
- Once locked and barricaded inside a room, follow all protocols for Lockdown/Barricade as practiced
- Direct all those in the room to remain still and quiet; turn off/silence cellphones
- If unable to find cover inside a secure room, quickly seek out a hiding place on campus

Fight

- If confronted by an assailant, as a last resort, consider trying to disrupt or incapacitate through aggressive force or by using items in the environment such as fire extinguishers or chairs
- There are documented instances where aggressive action on the part of the victims resulted in stopping the attacker
- Fighting back is NOT an expectation, merely one option for a last resort response

EVACUATION

EVACUATION is implemented when conditions make it unsafe to remain in the building. This action provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated outside area of safety.

EVACUATION is considered appropriate for, but is not limited to, the following types of emergencies:

- Bomb threat
- Chemical accident
- Explosion or threat of explosion
- Fire
- Earthquake

In the event of an explosion, earthquake, or other event causing falling debris, EVACUATION will be preceded by a "DROP, COVER and HOLD ON" protocol. Students and staff should drop to the floor, duck under a desk or table, cover the head with arms and hands, and hold onto furniture.

EVACUATION:

- Requires exit from the building to a designated safe site, on-campus or off-site
- May require that students and staff rely on district bus transportation
- May require staff to exit via alternate routes based on circumstances
- Requires that students remain with assigned teachers unless circumstances prohibit that
- Requires that staff and students assist those with special needs to ensure for safe egress of all

EVACUATION

HOW TO ASSIST THOSE WITH DISABILITIES DURING AN EVACUATION

The needs and preferences of non-ambulatory individuals will vary. Those at ground floor locations may be able to exit without help. Others may have minimal ability to move, but lifting them may be dangerous. Some non-ambulatory people also have respiratory complications. Oversee their careful evacuation from smoke or vapors if danger is immediate.

To alert visually-impaired individuals:

- Announce the type of emergency
- Offer arm for guidance
- Tell person where you are going, obstacles you encounter
- When you reach safety, ask if further help is needed

To alert individuals with hearing limitations:

- Turn lights on/off to gain person's attention -OR-
- Indicate directions with gestures -OR-
- Write a note with evacuation directions

To evacuate individuals using crutches, canes or walkers:

- Evacuate these individuals as injured persons
- Assist and accompany to evacuation site, if possible -OR-
- Use a sturdy chair (or one with wheels) to move person -OR-
- Help carry individual to safety

To evacuate individuals using wheelchairs

- Give priority assistance to wheelchair users with electrical respirators
- Most wheelchairs are too heavy to take downstairs; consult with the affected individual to determine the best carry options
- Reunite person with the wheelchair as soon as it is safe to do so

HAZARDS: CHEMICALS AND GAS

Knowledge of the location of existing pipelines near or on school property is essential for preparedness in the event of a hazardous chemical or gas leak. Pipeline markers are generally yellow, black, and red and can vary in shape and size. Excavation is a leading cause of pipeline damage, so it is important to follow strict on-site protocol prior to digging on school property. The facilities supervisor should call 811 to confirm the planned dig location is safe.

All school personnel, including cafeteria managers and custodians, shall immediately report any hazardous chemical or gas odor or leak to the School Incident Commander.

Design school bus routes and student pick-up/drop off locations to avoid contact with pipelines and pipeline rights-of-way. This helps to ensure evacuation routes are safe in a pipeline emergency.

How To Detect a Gas Leak

Smell, listen, and always be alert to signs of a gas leak. A gas leak can be detected by a sulfur-like odor, a hissing, whistling, or roaring sound coming from underground or a gas appliance, dirt spraying into the air, or the appearance of dead vegetation in an otherwise moist area.

HAZARDS: FIRE OFF-SITE

A fire in the surrounding community can threaten school buildings and endanger students and staff. Response actions are determined by location and size of the fire, whether it is a wind-driven or chemical-driven fire, and how the surrounding terrain might influence the flames. Responding to a fire in the surrounding community requires “think-on-your-feet” alertness.

HAZARDS: FIRE ON-SITE

An on-site fire necessitates quick and decisive action to prevent injuries and further spread of fire. All doors leading to the fire should be closed. Do not re-enter the area for belongings. If the area is full of smoke, students and staff should be instructed to crawl along the floor close to walls to enable easier breathing and provide direction. Before opening any door, place a hand an inch from the door near the top to see if it is hot. Be prepared to close the door quickly at the first sign of fire. All fires extinguished on-site by school staff, regardless of size, require that the Fire Department be notified.

FIRST AID: TRIAGE

First Aid response is an important part of any emergency response plan and should be developed in cooperation with partner agencies including local Emergency Medical Services, local hospitals, and the health department. All employees should be trained, and staff roles should be clearly defined and integrated into the site's written plan.

THE BASICS OF FIRST AID RESPONSE

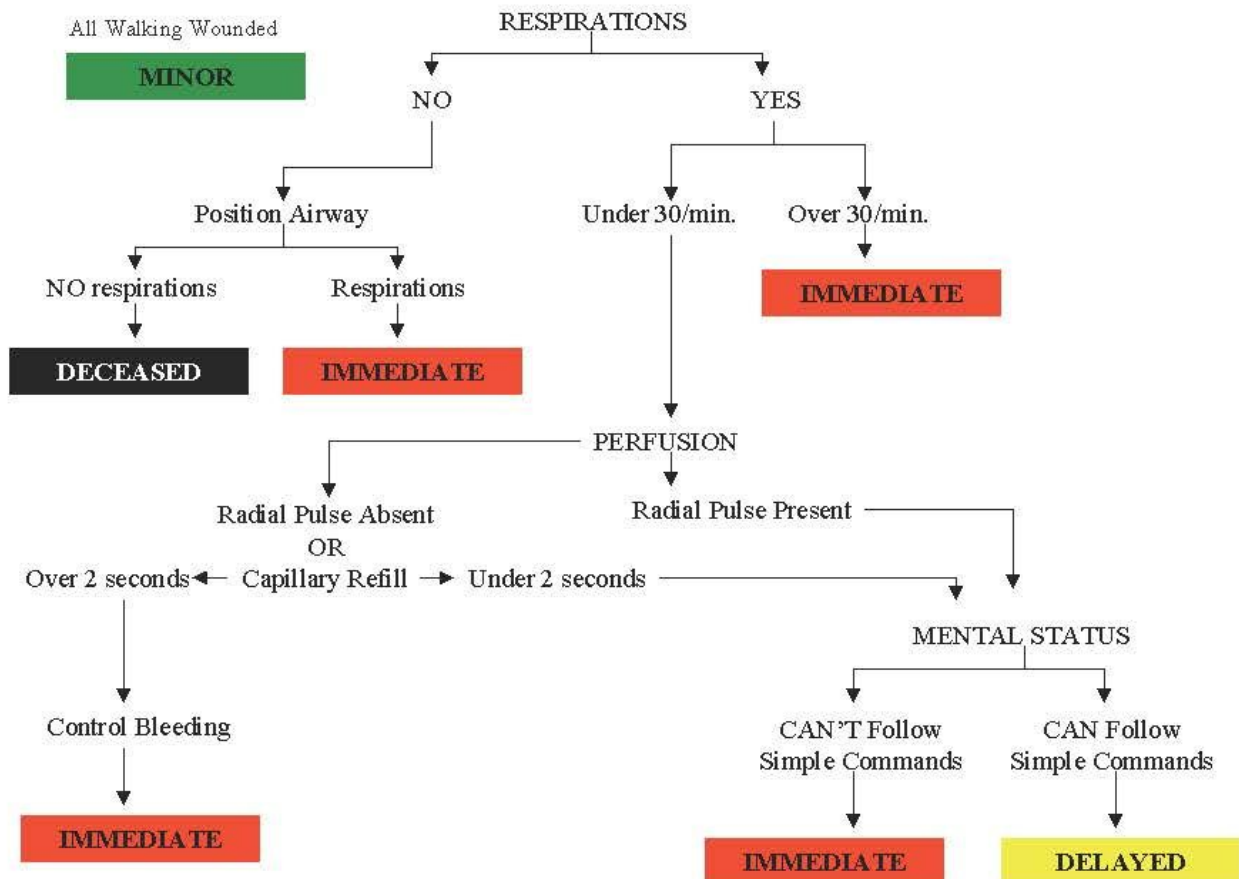
- Remain calm and assess the situation
- Be sure the situation is safe for the responder
- In the case of serious injury involving difficulty breathing, loss of consciousness, uncontrolled bleeding, head injury, or possible poisoning, call 9-1-1 immediately
- Do NOT move a severely injured or ill person unless absolutely necessary for immediate safety
- If moving is necessary, protect the neck by keeping it straight to prevent further injury

RECOMMENDED FIRST AID EQUIPMENT AND SUPPLIES FOR SCHOOLS

1. Portable stretcher and cot with waterproof cover
2. Ten Triage Tags
3. Blankets, sheets/pillows/pillow cases (disposable covers are suitable)
4. Wash cloths, hand towels, and small portable basin
5. Covered waste receptacle with disposable liners
6. Bandage scissors, tweezers
7. Disposable thermometer
8. Pocket mask/face shield for CPR
9. Disposable latex free gloves
10. Cotton tipped applicators, individually packaged
11. Assorted Band-Aids (1"x3")
12. Gauze squares (2"x2"; 4"x4"), individually packaged
13. Adhesive tape (1" width)
14. Gauze bandage (2" and 4" widths) rolls
15. Ace bandage (2" and 4" widths)
16. Splints (long and short)
17. Cold packs
18. Triangular bandages for sling & Safety pins
19. Tongue blades
20. Disposable facial tissues, paper towels, sanitary napkins
21. One flashlight with spare bulb and batteries

FIRST AID: TRIAGE

Remember
 Respirations
 Perfusion
 Mental Status



SCHOOL INCIDENT COMMAND CHART

