Comprehensive School Safety Plan
Ed Code 32280

Highland High School
Principal: Mr. Chris Grado
Email: cgrado@avhsd.org

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Palmdale, 93551
Phone: (661) 538-0304    FAX: (661) 538-0405
www.highlandhs.org

HIGHLAND HIGH SCHOOL
# Table of Contents

School Safety Committee Members................................................. Page - 2

School Site Council Review & Approval Sheet................................. Page - 3

AVUHSD Disaster/Incident Reference Sheet...................................... Page - 4

Disaster Procedures........................................................................ Page – 6
  - Earthquake ................................................................. Page - 17
  - Fire/Explosion ............................................................. Page - 18
  - Lockdown ................................................................. Page - 20
  - Active Shooter .......................................................... Page - 22
  - Hostage ........................................................................ Page - 24
  - Bomb Threat ............................................................. Page - 25
  - Suicide Threat ........................................................... Page - 27

Emergency Evacuation Routes......................................................... Page - 28

Emergency Supplies Checklist........................................................ Page - 37

School Crime Assessment Data....................................................... Page - 40

Compliance..................................................................................... Page - 42

Appendix......................................................................................... Page – 43
  - A: Board Policies ......................................................... Page - 44
  - B: School Discipline Policy ............................................. Page - 117
  - C: School Dress Code .................................................. Page - 118
  - D: School Site Safety Checklist ....................................... Page - 122
SCHOOL SAFETY COMMITTEE MEMBERS

Chris Grado – Principal (Committee Chair)
Therean Thompson – Director of Security
Robert Morris – Campus Security
Chris Hindman – School Deputy
Mike Brown – Maintenance
Jeanette Perry – School Nurse
Adam Kendra – Maintenance
Rika Moya – Head Counselor
### Names of Members

<table>
<thead>
<tr>
<th>Category</th>
<th>Chris Grado</th>
<th>Therean Thompson</th>
<th>Robert Morris</th>
<th>Mike Brown</th>
<th>John Johnston</th>
<th>Beth Whisenand</th>
<th>Adam Kendra</th>
<th>Jeanette Perry</th>
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</thead>
<tbody>
<tr>
<td>Principal</td>
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<td>Classroom Teacher</td>
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<tr>
<td>Other School Staff</td>
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<td>Parent or Community</td>
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<td>Secondary Student</td>
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</tr>
</tbody>
</table>

Numbers of members of each category: 1 2 5 0 0

This Comprehensive School Safety Plan was adopted by the School Site Council at a public meeting on: Date.

Attested:

Signature of School Principal: Date

Signature of SSC:
**Accidents:** If an accident happens near campus or if a student or staff member is seriously injured call the Switchboard. Identify your exact location. Remain calm and respond to the situation.

**Armed Student in Class:** Do not confront the student! Wait for the Campus Security. Do not attempt to retrieve the weapon! Do not restrain or discipline the student. STAY CALM! Wait for the Police.

**Bomb Threat:** If available, immediately refer to the “Bomb Threat Checklist” below. Keep the caller on the line as long as possible. Ask him/her to repeat the message. If the caller does not indicate the location of the bomb or the time of the possible detonation, ask him/her for this information. If possible, have more than one person listen on the call. Alert the principal/site administrator. Keep the matter confidential. Immediately complete the “Bomb Threat Checklist”. If you find a suspicious device, immediately contact the principal/site administrator. Anticipate that all students and staff will be evacuated from the danger zone. Be prepared to report the location and an accurate description of the object. If possible, check to see that all doors and windows are open. Expect the police department to examine rooms. Anticipate being asked if you have seen any objects that are out of place or are in places where they do not normally belong. Identify potential witnesses. Please keep in mind that there is a higher probability of an explosion outside of buildings than inside of buildings.

**Earthquake:** **DURING THE QUAKE.** At first sign of shaking, you should give the DROP command. If indoors, everyone should get under a desk or table. If that is not possible, stand next to an inside wall or under an inside doorway. Stay away from computers, televisions, and stacks of books, file cabinets, and other heavy objects. Get as far away from the window(s) as possible. Drop to knees with back to the window(s) and knees together. Clasp one hand firmly behind head, covering neck. Wrap other arm around a table or chair leg. Bury your face in your arms, protecting head. Close eyes tightly. Stay until the earthquake is over. If outdoors, staff should direct students away from buildings, trees, poles and wires. Call DROP command. Everyone should cover as much skin surface as possible, close eyes and cover ears. If students are on the way to or from school, instruct them to stay in the open away from buildings, signs, trees and wires. Do not run. After the quake, continue home or to school. FOLLOWING THE QUAKE, ANTICIPATE AFTER SHOCKS: Anticipate that all students and staff will be evacuated in an orderly manner using pre-planned evacuation routes. All teachers should take roll and note missing students or staff. Students should remain outdoors, in evacuation area, until buildings are declared safe. Be prepared to operate without Police or Fire assistance for an unknown time. Keep in mind (1) the first concern is with physical safety; (2) attention can and should be given to the emotional trauma; (3) everyone will need facts; (4) everyone will need an opportunity to share feelings and experiences; (5) children need to be together with adults, friends or family members; (6) if possible, engage children in activities.

**Fire/Explosion:** The injured should be treated as much as possible while awaiting Police or Fire. Anticipate an evacuation away from threatened buildings using fire drill. **Maintain control of students** and take roll, if smoke is in the immediate vicinity, instruct students to “Stay low and Exit,” crawling to avoid breathing fumes. If no escape is possible, close as many doors as possible between you and the fire. Stuff cracks and openings with wet clothing/rags and avoid fanning flames. Lay on floor to avoid smoke. Wait for help. Identify witnesses. Anticipate being bused to alternative location.
Gang Fight/Riot/Threatening Group: Contact the main office immediately. Wait for Campus Security. If there is fighting, do not try to break it up. Identify yourself and issue an order to disperse. Let the police handle the situation. (For Office Staff) Call 9-9-1-1 and identify your school site and exact location. Stay on the phone with police until they arrive. Relay as much information as possible. Who and how many are involved? Specific location of occurrence? Number of wounded? Weapons involved? Any background knowledge of trouble or participants? Treat injured as much as possible. If possible, remove students from the area. Anticipate that a LOCK DOWN will be implemented to contain students in the classroom. If students are out of class, instruct them to report to their next period immediately. Do not disturb the fight area. It is a crime scene. Send the name of potential witnesses to the office. Attempt to calm students. Contact the office with any rumors of potential conflicts or fights.

Hostage Situation: Do not use words such as “hostage”, “captives”, or “negotiate”. Stay Calm, No Confrontation, No Challenges, No Heroics. Tend to display more restful, sleepy behavior as opposed to being active, Try to calm the suspect and listen to complaints or demands. Once again, do not use words such as “hostage”, “captives”, or “negotiate”. Keep the students calm and don’t allow them to agitate the suspect. Ask permission of the suspect in all matters. Make an effort to establish rapport with suspect. Provide your first name. Find out his/her first name and use first names, including the student’s first name, throughout the conversation. If you do not know first names, refer to the hostage(s) as boys, girls, men, women, or students. This will help personalize hostage(s) as people rather than objects. Encourage suspect to release everyone. KEEP ALL RADIOS, TELEVISION SETS, AND COMPUTERS TURNED OFF. If possible and without increasing risk to yourself, minimize any possibility that the suspect can hear or see “NEWS REPORTS.” This could escalate the situation and keeping these devices off may help the situation. Be calm and patient and wait for help. Keep in mind that the average hostage incident lasts I approximately six (6) to eight (8) hours and the average barricade incident last approximately three (3) hours. “TIME IS ON YOUR SIDE.” Based on the situation and the age of the suspect, anticipate at the point of rescue that all “possible suspects” in the room will be handcuffed approximately six (6) to eight (8) hours and the average barricade incident last approximately three (3) hours. “TIME IS ON YOUR SIDE.” Based on the situation and the age of the suspect, anticipate at the point of rescue that all “possible suspects” in the room will be handcuffed by the police department. The police will then make a positive identification of the suspect and the age of the suspect, anticipate at the point of rescue that all “possible suspects” in the room will be handcuffed (by the police department. The police will then make a positive identification of the suspect and the age of the suspect, anticipate at the point of rescue that all “possible suspects” in the room will be handcuffed.

Rape: Offer the victim care and first aid until authorities arrive. Avoid destroying any evidence. Do not permit the victim to use the restroom until instructed to do so by the police. Wait with the victim until the site administrator arrives. Identify potential witnesses. If you talk to the victim prior to the police arriving on the scene, restrict the conversation to immediate medical needs. If discussion occurs on the situation, speak only in general terms. DO NOT DISCUSS THE SPECIFICS of the case. It is better in court that the initial specific statements about the crime are recorded by the police department and are not heard second hand with you as the witness. Take steps to protect the victim’s identity. Protect the “PRIVACY” and “Rights of Confidentiality” of the student and family. Confer with site administrator regarding contacting Child Protective Services.

Shooting: At the first indications of shooting, sound of gunfire, loud cracking, popping, banging noises, windows shattering, glass exploding in classrooms, bullets ricocheting: Instruct students to drop to the ground immediately, face down as flat as possible. If you are within 15-20 feet of a safe position, duck and run for it. Move or crawl away from gunfire, trying to create obstruction between you and the gunfire. IMPORTANT: KEEP IN MIND THAT MANY OBSTRUCTIONS MAY VISUALLY CONCEAL YOU FROM THE GUNFIRE, BUT THEY MAY NOT BE BULLET PROOF AND WILL NOT PROTECT YOU FROM GUNFIRE. Try to get behind or inside a building and stay down. When you reach a relatively safe area, stay down and do not move. Do not peek or raise your head. If possible, call the office from a classroom, or run to the office (only if safe!) to report the situation. Listen for directions from the Police. If INSIDE CLASSROOM (WITH ASSAILANT OUTSIDE): Duck and cover. Keep students inside. Close and lock the outside door to the classroom. Close the blinds, turn off the lights, and stay on the floor. Call the office (if possible) to report location of the sniper. OFFICE PERSONNEL: Duck and cover on the floor, making phone calls from this position. Keep students out of danger. Consider if a LOCKDOWN should be implemented to contain those students in their classrooms. Call 9-9-1-1. Identify your school site and exact location. As Police are in transit, relay information: Is suspect still on-campus? Where did he/she go? Specific location of occurrence. Number of wounded. Description of all weapon(s), dangerous object(s) and any visible ammunition. Describe suspect(s) if known. LOOK FOR MULTIPLE WEAPONS AND REPORT ALL WEAPONS any shots fired? Describe sound and number of shots fired. Keep the P. A. System on to provide instant announcements.

Suicide/Threat: Suicide rarely happens without some warning to someone. Staff and faculty need to take all comments about suicidal thoughts seriously, especially if details of a suicide plan are shared. Verbal Suicide Threat: If a student suggests he/she is thinking about committing suicide in the near future: LISTEN! SHOW YOU CARE! GET HELP! Trust your feelings that this student may be self-destructive. Notify the office immediately. They will contact the counselor and/or school psychologist. Under no circumstances should an untrained person attempt to assess the severity of suicidal risk. The psychologist will notify the student’s parent, guardian or other emergency contact. When a Student is Threatening Suicide on Campus and Has a Lethal Weapon Available: Stay with the student. Remain calm. Get vital information if possible. Clear other students from the scene. Assist the student that he or she has done the right thing by talking to you. Get the student to talk. Listen! Listen! Listen! Repeat back! Speak in a calm low voice. Make a mental note of what the student says. Monitor the student’s behavior constantly. Try to get the student to agree to a verbal “no suicide” contract. (“I will not kill myself before talking to a counselor.”)
DISASTER PROCEDURES

DISASTER PROCEDURES – ROUTINE AND EMERGENCY
Highland High School is prepared to work through many different types of routine and emergency disasters and student crisis. The most likely type of natural disaster to affect HHS will be an earthquake as the school is situated right next to a major fault line. The following chart displays how the responsibilities for working through an emergency, disaster, or student crisis will be followed.
## 2017-2018 CRISIS INTERVENTION TEAM PLAN

### School:
**HIGHLAND**
**HIGH SCHOOL**

### Attachment: 2017-2018 Crisis Intervention Team Telephone Roster

### ACTION PLAN QUESTIONS:

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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</thead>
<tbody>
<tr>
<td>1. Who will call the team together?</td>
<td>Chris Grado, Principal</td>
</tr>
<tr>
<td>2. Where will the team assemble?</td>
<td>Career Center&lt;br&gt;<em>(Members should meet with their site Crisis Team Manual in hand.)</em></td>
</tr>
<tr>
<td>3. Who are team leaders?</td>
<td>Matt Berryman – Asst Principal&lt;br&gt;Rika Moya – Head Counselor&lt;br&gt;Nolan Swanson - Psychologist</td>
</tr>
<tr>
<td>4. What is the referral system?</td>
<td>The referral system is an operating procedure to provide assistance to students and staff as needed in the event of a crisis, either on or off campus. Further details are available in the site Crisis Team Manual.</td>
</tr>
<tr>
<td>4a. Who refers and how?</td>
<td>Anyone may refer through direct contact with a team member or written referral. See forms in the site Crisis Team Manual.</td>
</tr>
<tr>
<td>4b. Who will handle all forms as outlined in the site Crisis Team Manual?</td>
<td>Natalie Hernandez and Leslie Ortega - Guidance office PST staff.</td>
</tr>
<tr>
<td>4c. If necessary, where will the first triage room for most critically affected students be located?</td>
<td>Career Center as needed with Counselors Denise Shultz, Gwen Shim and Lori Fimbres</td>
</tr>
<tr>
<td>4d. If necessary, where will the second triage room for less affected students be located?</td>
<td>Student Union and/or Theater, as needed with Counselors Elinor Kun, Angela Robertson and Psychologist Fenella Torres</td>
</tr>
<tr>
<td>4e. Who will visit classrooms directly involved?</td>
<td>Principal Chris Grado, AP Matt Berryman, Head Counselor Rika Moya, Counselor Makeba Hale, Psychologist Nolan Swanson</td>
</tr>
<tr>
<td>5. What systems will be used to share information?</td>
<td>E-mail, memos, P.A. system, telephone, staff meeting, room visitations, or person-to-person contact.</td>
</tr>
<tr>
<td>Question</td>
<td>Answer</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
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</tbody>
</table>
| 5a. Who is responsible for disseminating information about the event to the District Office/Student Services? | **Principal Chris Grado**  
**AP Matt Berryman** |
| 5b. Who is responsible for disseminating information about the event to staff members? | **Principal Chris Grado**  
**AP Matt Berryman** |
| 5c. Who is responsible for disseminating information about the event to the student body? | **Principal Chris Grado**  
**AP Matt Berryman** |
| 6. Who will meet with members of the media? | **Principal Chris Grado or designee will meet with members of the media in the PCR or Career Center depending on size of group** |
| 7. Who will provide food and refreshments? | **VP of Activities working with food services (Aaron Foley)** |
| 7a. Where will food and refreshments be provided? | **Career Center, Student Union and/or PCR** |
| 8. Who will staff the Health Office? | **Nurse and Health Office Tech.** |
| 9. Who will staff the phones? | **Switchboard, Admin Secretaries and Guidance Clerk** |
| 10. What are suggested materials to have available? |  
- Butcher block paper.  
- Pens, pencils, markers.  
- Identification badges for visitors.  
- Roll sheets and clipboard.  
- Follow-up lists of students.  
- Kleenex.  
- Hand sanitizer.  
- Water, juice, cookies. |
<p>| 11. Who is responsible for transportation issues? Student release? | <strong>VP Lisa Schmidt, his secretary and attendance clerks</strong> |</p>
<table>
<thead>
<tr>
<th><strong>COUNSELING/PSYCHOLOGICAL SERVICES:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Who will provide screening to determine students at risk?</td>
<td><strong>Team Members</strong></td>
</tr>
<tr>
<td>2. Which school staff members are qualified to provide crisis counseling services?</td>
<td><strong>School Psychologist/ Counselors/ District Nurse</strong></td>
</tr>
<tr>
<td>3. What community advisory groups are available to assist?</td>
<td><strong>Only those requested directly by the District Office or Steve Ford</strong></td>
</tr>
<tr>
<td>4. Who will make referrals to support services/resources within the community?</td>
<td><strong>Director of Behavior Interventions (Matt Case), at 661-729-2321 or Justin Prewitt Coordinator of Guidance Services.</strong></td>
</tr>
<tr>
<td>5. How will staff members be informed about the school’s Crisis Intervention Action Plan?</td>
<td><strong>Discussion at a faculty meeting, handouts, memos and updates</strong></td>
</tr>
<tr>
<td>6. How will new team members be selected and trained?</td>
<td><strong>New team members will be selected through expressed interest, by training and experience, or via selection by the principal and team leaders. New team members will receive in-service session(s) as appropriate.</strong></td>
</tr>
<tr>
<td>7. Who is assigned to assist TMH and Severe Special Ed students (in addition to their teachers and instructional aides)?</td>
<td><strong>VP Heidi Morey and TSA Cynthia Hathaway</strong></td>
</tr>
<tr>
<td>8. How will relief and rest breaks be provided to Crisis Team members?</td>
<td><strong>Asst Principal Matt Berryman and Head Counselor Rika Moya will monitor the condition of team members and will advise breaks where appropriate. Alternates will be requested as needed.</strong></td>
</tr>
<tr>
<td>9. How will the Crisis Team debrief after dealing with a crisis to evaluate the effectiveness of actions?</td>
<td><strong>Meet in PCR first thing in the morning, last thing in the afternoon and/or next day as needed.</strong></td>
</tr>
<tr>
<td>10. How will counseling needs of staff be determined during the weeks following the crisis (known as Post Traumatic Stress Syndrome)?</td>
<td><strong>Staff will be monitored by the Crisis Team and department chairs or leads; especially staff most connected to the event will be watched.</strong></td>
</tr>
</tbody>
</table>
Emergency Evacuation Support Teams Sweep Team Responsibilities:

Sweep teams are to assemble at the north basketball court Disaster Container. Sweep Teams are to check each of their assigned areas as to the status and condition of the school and its occupants. Each Sweep Team’s responsibility is to identify, treat/stabilize and report all trapped parties and serious injuries. The Sweep Team is to send all ambulatory injuries and extrications to the school’s triage center on the north basketball courts. Serious injuries and trapped individuals are to be reported to the Command Post where additional help will be dispatched to the location. Seriously injured persons are those individuals who are not ambulatory. Trapped individuals are those persons whom the Sweep Team cannot extricate in two or three minutes.

Only after their sweep has been completed is the team to report their findings to the Command Post for the dispatching of a Recovery Team. If the Sweep Team is uncertain of how to proceed with respect to a trapped or injured party, they are to contact the Command Post for advice.

Sweep Teams: Team Leader*
Team 1: Robert Morris*
   Christina Gee

Team 2: Leah VVarela*
   Gabriel Torres

Team 3: Joe Riley*
   Sandy Pettway

Team 4: Edgar DeLaCruz*
   Rebeca Ratliff

Team 5: JJustin VVargo*
   Stan WWilson
Recovery Team Responsibilities
The dispatching of the Recovery Team will be determined by the CP Coordinator and dispatched accordingly. Once dispatched, the Recovery Team is responsible for extricating, treating, and transporting, if possible, the seriously injured to the school’s triage center on the north basketball court.

Recovery Team
John Johnston*
Beth Whisenand

Shut Off Team: Gas, Electrical, Water
Robert Gamez*
Robert Bonnelle

Back Up: Mike Brown, Adam Kendra

Triage Center:
Triage Center will be determined based on the emergency. Primary triage center will be located on the North Basketball court area. If it cannot be set up at that location, the Command Post will determine the alternate location. Health Technician, Diana Davis, will monitor the triage area along with the School Nurse and anyone else who is available to assist.

Administrative
Supervision: Administrator
Evacuation Location
Chris Grado
Command Post/Public Relations
Matt Berryman
Public Relations
Heidi Morey
South Parking Lot
Aaron Foley
North Basketball Courts
Ryan Branch
South Basketball Courts
Lisa Schmidt
Flagpole in front of the school
Therean Thompson
Disaster Coordinator/Dispatcher

Radio Communication
Communication during times of natural and man-made disasters is critical, especially as it relates to emergency radio usage. Therefore, all radio communications shall be brief and precise, conveying only necessary information and only when absolutely necessary.

Channel #1 on HHS hand held radios is reserved for emergency communications only. The only exception to this is when the Sweep Teams complete the check of their designated areas.
Channel #2 can be used for routine emergency traffic.

Food Teams: Cafeteria will be required to prepare and serve food if H.H.S is determined to be a Red Cross Shelter.

Morgue Teams: If in the event we experience someone who has died during a disaster, a morgue team will be assembled and the on-site temporary morgue will be away from the triage area.
Crisis Intervention Team Roster 2017-2018

Principal: Chris Grado
Assistant Principal: Matt Berryman
Dir. of Security: Therean Thompson
Vice Principal: Lisa Schmidt
Vice Principal: Ryan Branch
Vice Principal: Aaron Foley
Vice Principal: Heidi Morey

COUNSELORS

Rika Moya - Head Counselor
Gwen Shim
Natalie Hernandez
Elinor Kun
Leslie Ortega
Angela Robertson

Lisa Sacca
Denise Schultz
Lori Fimbres

PSYCHOLOGISTS

Nolan Swanson
Jose Lopez

Fenella Torres

CLASSIFIED

Mike Brown - Head Maintenance
Karina Valazquez - Cafeteria Manager
Jan Coltin - Attendance
Eric Linn - CAW
Jeanette Perry - Health Office Technician
Emergency Phone Numbers

School District Information, 661-948-7655
Superintendent:
   David Vierra, ext. 225
District Incident Commander:
   Danny Ramos, ext. 222
District Maintenance:
   Ed Hedgecock, ext. 290

School Site Information, 661-538-0304
School Incident Commander: Chris Grado, ext 395
Alternate: Therean Thompson, ext. 247

Safety Officer:
   Therean Thompson, ext. 247
   Alternate: Ryan Branch, ext. 390

Emergency Support
Los Angeles Sheriff’s Department
Emergency, 911
Non-emergency (Palmdale Station), 661-272-2400
School related (Lancaster Station), 661-948-8466
Emergency Management:
   Emergency, 911
Fire-Paramedics, 661-947-2111
Local Red Cross:
   661-267-0650
Local Health Department:
   County Emergency Management Coordination, 213-738-4300
Local Mental Health Department:
   County Hotline, 1-800-854-7771

Emergency Broadcast
TV Station Channel Frequency:
   Channel 2, 4, or 7
Radio Stations:
   88.1 FM, National Public Radio
The Standard Emergency Management System (SEMS)

1. MANAGEMENT

In general, during an emergency at HHS the principal or his/her designee will act as the Incident Commander. The Incident Commander will be the sole person in charge; however, the incident commander will work closely with other key personnel to manage the situation. The Incident Commander shall remain in the PCR or other designated command post and will constantly receive updated information concerning different aspects of the emergency at hand. As each emergency is different, the Incident Commander will determine which key personnel will assist him with each of the following areas:

- Situation Assessment
- Resource Availability
- Situational Strategy Management
- Monitoring of Plan
- Plan Adjustment
- Safety/Hazard Awareness
- Communications
- Logistics

The Incident Commander will assess the situation, determine objectives and strategy, and establish immediate priorities. The command post will be located so that the full emergency assembly area is in view, while maintaining adequate separation from students, medical treatment area and a Student Request and Release Gate. It should also be set up in close proximity to the outside disaster supply storage container.

The task of speaking to the media and making public announcements should be done by the Principal or Assistant Principal. Highland’s Head of Security shall make sure that working conditions are safe. The established point of contact for any assisting and cooperating agency representatives (fire, law enforcement, Red Cross) shall be the Vice Principal of Activities or his/her representative.

2. PLANNING/INTELLIGENCE

Instructional Staff

Teachers, teachers’ aides, library techs, and computer lab personnel can serve as planning and intelligence personnel. These people with need to be able to communicate only the important facts of the situation quickly and efficiently to the Incident Commander. Designated Personnel will gather up information from all functions, prepare a situation report for the district office and keep abreast of weather forecasts if foul weather is expected.
3. OPERATIONS
Plant/Facilities Staff, Maintenance Staff, Instructional Staff, Nurse and Health Techs.

This function will involve a number of teachers, facilities, food service workers. It will also involve the nurse, if she/he is on site. Under this function, numerous response teams are located:

**First Aid Team** - school nurse, if possible, and two others (must have first aid and CPR training)

**Search and Rescue Teams** – administrative staff, faculty, food workers, and school security, if present

**Damage Assessment Team** – two teams of two facilities people.

**Evacuation Team** - an administrator (VP of Athletics) and teachers.

**Student Release team** – administrators (VP of Sped) or teachers

4. LOGISTICS

**Instructional, Facilities, and Administrative Staff**

This function will accommodate faculty, staff, or administrators ---anyone who knows how to get things. The designated personnel for logistics will ensure communication systems are working, prepare a situation report for the district office, keep abreast of weather forecasts if foul weather is expected.

**Information Officer** – point of contact for the media regarding the emergency

**Safety Officer** – monitors safety conditions and develops safety measures

**Liaison Officer** – coordinates involvement of other agency representatives.
Earthquakes occur without warning. For their safety, students shall be taught methods of protecting themselves.

The Superintendent or designee shall establish an emergency procedure system to be followed in case of earthquakes. This system shall include, but not be limited to, the following:

1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff. This plan should outline roles, responsibilities and procedures for students and staff.
2. A DROP procedure, whereby each student and staff member takes cover under a table or desk, drops to the knees, protects the head with arms, and faces away from the window.
3. Protective measures to be taken before, during and after an earthquake.
4. A training program to ensure that all students and all certificated and classified staff are aware of, and properly skilled in, the earthquake emergency procedure system. (Education Code 35297)

Drop procedures shall be practiced at least once each semester in secondary schools. (Education Code 35297)

*Legal Reference:*

**EDUCATION CODE**

35295-35297 Emergency earthquake procedures

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

Policy adopted: November 13, 1990 Lancaster, California

Business and Non-instructional Operations AR 3516.3 (a)

EARTHQUAKE EMERGENCY PROCEDURE SYSTEM

Earthquake While Indoors at School

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

1. The teacher or other person in authority shall implement the DROP and HOLD action. Each student shall:
   a. Get under furniture (desk, table, etc.) where available. Otherwise get next to an inside wall or under an inside doorway.
   b. Drop to knees with back to the windows and knees together.
   c. Clasp both hands firmly behind the head, covering the neck. Clasp other hand to furniture providing protection.
   d. Bury face in arms, protecting the head. Close the eyes tightly.
   e. Stay there until the procedure or emergency is over or until subsequent instructions are given. Such instructions will depend upon circumstances and the extent of damage to the buildings.
2. As soon as possible, teachers shall move the students away from windows and out from under heavy suspended light fixtures.
3. Teachers shall implement action to LEAVE THE BUILDING when the earthquake is over. Teachers shall ensure that students do not run, particularly on stairways.

Earthquake While on School Grounds

When an earthquake occurs, the following actions shall be taken if teachers and students are on
1. The teacher or other person in authority shall direct the students to WALK away from buildings, trees, poles, or exposed wires.
2. The teacher shall implement the DROP action. Teachers and students shall cover as much skin surface as possible, close eyes, and cover ears.
3. Teachers and students shall stay in the open until the earthquake is over, or until further directions are given.

Business and Non-instructional Operations AR 3516.3 (b)

EARTHQUAKE EMERGENCY PROCEDURE SYSTEM

Subsequent Emergency Procedures

1. Teachers shall see that students avoid touching electrical wires that may have fallen.
2. Teachers or students shall not light any fires after the earthquake until the area is declared safe. Laboratory or shop teachers shall be watchful of students' relighting burners or stoves.
3. Teachers shall render first aid if necessary.
4. Teachers shall take roll of their classes.
5. The principal shall see that security are posted at a safe distance from all building entrances to see that no one reenters for any reason until the buildings are declared safe. Guards may be custodians, teachers, or students.
6. The principal shall direct a custodian to shut off all pilot lights on water heaters or furnaces, as well as stoves in homemaking classrooms.
7. The principal shall request assistance as needed, through appropriate channels, from the county or city civil defense office or fire and police departments.
8. The principal shall notify utility companies of any break or suspected break in lines which may present an additional hazard. If damage has occurred, the custodian shall shut off all utilities at the main valve.
9. The principal shall, if possible, contact the district office for further instructions.
10. The principal shall determine the advisability of closing the school, after a site inspection has been conducted by site and/or district personnel.
11. The status of site facilities shall be communicated to the principal or designee.
12. The principal or designee shall notify the Superintendent or designee of the operational status of the site.

General Procedures

Students shall be taught the following safety precautions to be taken during an earthquake in the event that adults are not present to give specific directions:

1. The safest place to be is in the open. Stay there.
2. Move away from buildings, trees, and exposed wires. DO NOT RUN!
3. After the earthquake, if you are on your way to school, continue to school.
4. After the earthquake, if you are on your way home, continue home.

Inspections After Earthquake

1. The school custodian shall make a thorough inspection immediately after a severe earthquake.
2. Check points: Large cracks affecting buildings
3. Earth slippage affecting buildings
4. Water leaks
Gas leaks
Electrical breakages
If leaks are detected, the custodian shall shut off the utility in the building affected and notify the maintenance department.

2. The building principal shall inspect the facility and if the principal believes the school is damaged sufficiently to be a hazard, he/she shall notify the Superintendent or designee and ask the City Building Inspector to check for structural failure and equipment adequacy. Until this is done, the building shall not be occupied.

3. The City Building Inspector shall be responsible for determining if the structure is safe for occupancy. The Superintendent or designee shall expedite reconstruction and replacement of equipment.
HIGHLAND HIGH SCHOOL

SCHOOL LOCK-DOWN PROCEDURE

Lock-Down (CODE RED)

When a physical threat is imminent due to an armed intruder, national or local warnings of terrorist activity or similar extreme situations, the intercom system and the loudspeaker system will be used to convey this status to all faculty and staff.

School staff and students are secured inside the rooms they are currently in and no one is allowed to leave until the situation has been curtailed. This allows the school to secure the students and staff safely in place until the threat has been neutralized.

Steps to implementing a Lock-Down after a threat has been identified:

1. **Lockdown** status is announced – **Code Red Lock-Down**. This action will be administered by the Principal or Designee.
2. Teachers/Staff follow preset instructions to secure doors, turn out lights, cover windows and pull shades. Move students out of line of sight of doors and windows and have them sit or lie on the floor. Students and staff are to remain quiet.
3. Teachers/Staff take attendance and record students that are in the room, including additional students allowed to enter the room, and any students who are missing and communicate this information to the main office when it is safe to do so.
4. **DO NOT** unlock any doors or windows.
5. Teachers will remain in the **Lock-Down** status until an “all clear” is announced or further direction is given by Administration or Law Enforcement.

**Important:** During a **Lock-Down**, disregard all audible school bells. **DO NOT** evacuate your classroom unless directed to do so by Administration or Law Enforcement.

6. All activities cease.
7. Students/Staff outside of the building must take shelter in the nearest classroom or office.

**Important Note:** In the event that there is a **Lock-Down** during lunch, snack, before or after school, students and staff will be directed to take shelter in the nearest available safe structure.
Administrative Responsibilities:

Immediately provide the coded command for **Lock-Down (Code Red)** upon being provided credible information from local authorities or through visual identification of an imminent threat. (See wording to be used below.)

We are in a **CODE RED Lock-Down**, Activate lock down procedures immediately. All students, staff, and registered guests proceed immediately to the nearest classroom. Staff, secure your rooms and students.

**REPEAT:** Activate **Lock-Down** procedures immediately. All students, staff, and registered guests please proceed to the nearest classroom.

Administration will immediately contact local authorities to identify the lock-down status and / or request further instructions.

Contact classroom when feasible to gather student attendance counts if not already provided by faculty.

The Security Department will maintain visual surveillance of the facility and maintain contact with the Command Post through the two-way radio system and receive direction through that method.

The main office will **NOT** immediately contact parents/guardians during a **Lock-Down** until such time as the facilities are deemed to be secure. This is to avoid having parents come to the school to pick up their student while the incident is still dynamic thus compromising their safety. Following the Lock-Down period parents/guardians will be notified of the status of the school and their child (ren). While in **Lock-Down** status parents/guardians will **NOT** be permitted to pick up their children unless deemed safe by the Principal or Designee.
Active Shooter

At the first indications of a shooting:

Protocol If Outside:

1. Instruct students to drop to the ground immediately, face down as flat as possible.
2. If you are within 15-20 feet of a safe position, duck and run for it.
3. Move or crawl away from gunfire in order to create an obstruction.
4. Keep in mind that though many obstructions may visually conceal you from gunfire, they may NOT be bullet proof and offer protection.
5. Try to get behind or inside a building and stay down.
6. DO NOT peek or raise your head.
7. If possible, call or run to (only if safe!) the office to report the situation.
8. Listen for directions from the Sheriff.

Protocol If Inside Classroom (With Assailant outside):

1. Duck and cover.
2. Keep students inside.
3. Close and lock outside doors to the classroom.
4. Close the blinds, turn off the lights, and stay on the floor.
5. Call the office (if possible) to report location of the sniper.
Active Shooter

Office Staff only

At the first indications of a shooting:

1. Duck and cover on the floor.
2. Make phone calls from floor position.
3. Keep students out of danger.
4. Implement a Lock Down to contain students in their classrooms.
5. Call 9-9-1-1 and identify school site and exact location.
6. As Sheriff is in transit, relay the following information:
   
   * Is suspect still on campus?
   * Where did he/she go?
   * Specific location of occurrence.
   * Number of wounded.
   * Description of weapons, dangerous objects, and any visible ammunition.
   * (Look for multiple weapons and report all weapons.) Describe sound and number of shots fired.
7. Keep the P.A. System on to provide instant announcements.
HOSTAGE

DO NOT use words such as “hostage”, “captives” or “negotiate”. Stay calm. NO confrontations. NO challenges. NO heroics.

If a classroom is taken hostage:

1. Obey the suspect’s commands.
2. **DO NOT** argue or fight. Be passive.
3. Display restful, sleepy behavior. **DO NOT** be active.
4. Try to calm suspect and listen to suspect’s complaints or demands.
5. Keep students calm and **DO NOT** allow them to agitate the suspect.
6. Ask permission of the suspect in all matters.
7. Attempt to establish a rapport with the suspect.
8. Provide your first name and find out the suspect’s first name.
9. Use first names to personalize hostages as people rather than objects.
10. If first names are not known, refer to hostages as boys, girls, men, women or students.
11. Encourage suspect to release everyone.
12. **Keep all radios, television sets and computers turned off.** Without increasing risk to yourself, minimize any possibility that the suspect can hear or see “news reports.”
13. Be calm and patient and wait for help. Keep in mind that the average hostage incident lasts 6 to 8 hours.
14. Anticipate a Lock Down to protect students and staff.
BOMB THREAT

If you observe a suspicious object or a potential bomb on campus:

1. DO NOT handle the object.
2. Clear the area and immediately call campus security.
3. Be prepared to accurately describe and report the location of the object.
4. Check to see that all doors and windows are open.
5. Identify any objects that are out of place or in places they do not normally belong.
6. Keep in mind that there is a higher probability of an explosion outside of buildings.

If you receive a phone call that a bomb has been placed on campus:

ASK THE CALLER:

1. When is the bomb going to explode?
2. Where is the bomb located?
3. What kind of bomb is it?
4. What does it look like?
5. Why did you place the bomb?

KEEP TALKING to the caller as long as possible and record the following:

1. Time of call.
2. Age and sex of the caller.
3. Speech pattern, accent, and emotional state.
4. Background noises.
5. Is the voice familiar? Who did it sound like?

NOTIFY CAMPUS SECURITY immediately and supply them with the above information.
Bomb Threat

If Received By Mail

Sheriff 9911
Fire 9911
HHS Operator “0”
HHS Principal 395. HHS Security 242/133.

Protocol:
1. DO NOT further handle the letter, envelope, or package.
2. Vacate the area at once.
3. Immediately notify campus security.
SUICIDE THREAT

Take ALL comments about suicidal thoughts seriously, especially if details of a suicide plan are shared.

Protocol for a Verbal Suicide Threat:
1. Listen! Show you care!
2. Notify the office immediately.
3. DO NOT attempt to assess the severity of suicidal risk.

Protocol for When a Student is Threatening Suicide on Campus and Has a Lethal Weapon Available:
1. Stay with the student.
2. Remain calm.
3. Get vital information if possible.
4. Clear other students from the scene.
5. Get the student to talk.
6. Listen! Listen! Listen!
7. Repeat back.
8. Speak in a calm, low voice.
9. Monitor the student’s behavior constantly.
10. Try to get the student to agree to a verbal “no suicide” contract.
EMERGENCY EVACUATION ROUTES

Evacuation Routes:
Rooms 236-246
1. Exit the second floor using the back stairwell near room 246.
2. Evacuate the structure through the north doors, near the Maintenance Shop, and then proceed westbound towards the athletic field, then southbound toward ramp leading to the upper field. Proceed westbound up the ramp to the upper field.

Rooms 222,223,229,230,231,235
1. Exit the second floor using the north, 3rd quad stairs nearest the restrooms.
2. Evacuate the structure through the south doors between rooms 127 and 128. Proceed westbound toward the upper field then northbound toward the ramp leading to the upper field. Proceed westbound up the ramp to the upper field.

Rooms 224 - 228
1. Exit the second floor using the south, 3rd quad stairs nearest to room 225.
2. Evacuate the structure through the south doors between rooms 127 and 128. Proceed westbound toward the upper field then northbound toward the ramp leading to the upper field. Proceed westbound up the ramp to the upper field.

Rooms 211,212,220,221
1. Exit the second floor using the north, 2nd quad stairs nearest the commons roof.
2. Evacuate the structure through the south doors between rooms 114 and 115. Proceed westbound toward the upper field then northbound toward the ramp leading to the upper field. Proceed westbound up the ramp to the upper field.

Rooms 214,215,217,218
1. Exit the second floor using the south, 2nd quad stairs nearest room 215.
2. Evacuate the structure through the south doors between rooms 114 and 115. Proceed westbound toward the upper field then northbound toward the ramp leading to the upper field. Proceed westbound up the ramp to the upper field.

Rooms 201,202,207
1. Exit the second floor using the west stairwell near the theater.
2. Evacuate the structure through the south doors between rooms 104 and 105. Proceed westbound toward the upper field then northbound toward the ramp leading to the upper field. Proceed westbound up the ramp to the upper field.

Rooms 203-206
1. Exit the second floor using the west stairs nearest room 204.
2. Evacuate the structure through the south doors between rooms 104 and 105. Proceed westbound toward the upper field then northbound toward the ramp leading to the upper field. Proceed westbound up the ramp to the upper field.

Rooms 101 - 109
Evacuate the structure through the south doors between rooms 104 and 105. Proceed westbound toward the upper field then northbound toward the ramp leading to the upper field. Proceed westbound up the ramp to the upper field.

Rooms 110 - 119
Evacuate the structure through the south doors between rooms 114 and 115. Proceed westbound toward the upper field then northbound toward the ramp leading to the upper field. Proceed westbound up the ramp to the upper field.

Rooms 123-132, Library
Evacuate the structure through the south doors between rooms 127 and 128. Proceed westbound toward the upper field then northbound toward the ramp leading to the upper field. Proceed westbound up the ramp to the upper field.

Rooms 139-142, Electric Shop, Auto Shop
Evacuate the structure through the north doors, near the Maintenance Shop, and then proceed westbound towards the athletic field, then southbound toward ramp leading to the upper field. Proceed westbound up the ramp to the upper field.

Rooms 143-146, Cafeteria, Metal Shops, Wood Shop, Head Start, Weight Room
Evacuate the structure through the north doors (student entrance). Proceed westbound towards the athletic field, then southbound toward ramp leading to the upper field. Proceed westbound up the ramp to the upper field.

Rooms P-2, P-3
Evacuate the structure through the south doors between room 104 and 105. Proceed westbound toward the upper field then northbound toward the ramp leading to the upper field. Proceed westbound up the ramp to the upper field.
Small Gym
Evacuate the structure by going south through the double doors. Proceed westbound toward the upper field then northbound toward the ramp leading to the upper field. Proceed westbound up the ramp to the upper field.

Large Gym, PE Classroom
Evacuate the structure through the north double doors. Evacuate the structure through the north doors, near the Maintenance Shop, and then proceed westbound towards the athletic field, then southbound toward ramp leading to the upper field. Proceed westbound up the ramp to the upper field.

Wrestling Rooms
Evacuate the structure through the west doors of each room. Proceed, westbound, up the ramp to the upper field.

Boys’ Girls’ Locker Rooms
Evacuate the structure through the west breezeway doors. Proceed, westbound, up the ramp to the upper field.

Rooms 401-430, Snack Bar
All classrooms will evacuate and proceed to the main walkway and proceed east towards the south parking lot.

Rooms 501-508
All classrooms will evacuate and proceed toward the south basketball courts. Proceed westbound, through the south basketball courts, up the stairs to the upper field.

Rooms 509-519
All classrooms will evacuate and proceed, northwest, up the stairs to the upper field. (Note: DO NOT WALK UNDER METAL CANOPY!)

Rooms 520&521
Evacuate classroom and proceed northbound down the stairwell, proceed eastbound to Walkway, then westbound through the south basketball courts and up the stairs to the upper field. (Note: DO NOT WALK UNDER METAL CANOPY!)

Rooms 522&523,524
Evacuate classroom and proceed down the center stairwell closest to your classroom. Proceed northbound toward the fence, eastbound to walkway, north to the basketball courts, then westbound through south basketball court, and up the stairs to the upper field. (Note: DO
NOT WALK UNDER METAL CANOPY!

Rooms 525-527
Evacuate classroom and proceed down the center stairwell closest to your classroom and proceed north toward fence, proceed westbound up the stairs to the upper field. (Note: DO NOT WALK UNDER METAL CANOPY!)

Rooms 528-530
Evacuate classroom and proceed down the northwest stairwell and proceed westbound up the stairs to the upper field.
(Note: DO NOT WALK UNDER METAL CANOPY!)

Rm. P4, Theatre, Teacher’s Lounge, Counseling, Attendance, Health, Administration Offices
1. Evacuate the structure through the lobby toward the grass field by the flagpole.
2. Registrar, Senior Attendance Clerk, Secretaries: Please remember to bring student emergency information and other important documentation (athletic cards, emergency cards, etc.).
3. Counselors and Administrators should assist with locating classes and keeping in radio contact with Security.

External Evacuation:
An external evacuation is used when a fire or disaster strikes during snack or lunch. In an external evacuation, each teacher is asked to take their roll sheets from their 4th period class and report to their designated area on the upper field to meet that class. (See Evacuation Area map)

It is very important that you establish with your fourth period class exactly where you will meet them in case of an external evacuation. Please review the external evacuation procedure with your students.
<table>
<thead>
<tr>
<th>A</th>
<th>Upper Field</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>501</td>
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<td>426</td>
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</tr>
</tbody>
</table>

**A- Aaron Foley;  B- Lisa Schmidt;  C- Heidi Morey;  D- Ryan Branch**
SAFETY PROCEDURE
CODES

CODE RED

This code denotes an immediate in-place lockdown. Code Red is to signal, to students and staff, that significant danger is present, on or near campus, and that “Locking Down” is the appropriate response to the danger. Examples would include: Active Shooter, Hostile Intruder, Chemical Spill, criminal activity near the school, or any apparent danger to student and staff.

CODE BLUE

This code denotes an immediate building evacuation. Code Blue is to be used for fires, earthquakes (when the shaking has stopped), classroom chemical spills, or any emergency when immediate evacuation is required, resulting in staff and students moving to a pre-designated assembly area.

CODE GREEN

This code denotes an “all clear” notification. Code Green notifies staff and students that it is safe to return to the classroom and resume normal operations. Code Green can be used at the conclusion of any emergency, either Code Red or Blue.
### EMERGENCY SUPPLY CHECKLIST

<table>
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<th>Inventory No.</th>
<th>Item Description</th>
<th>Quantity</th>
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<td>55 Gallon Water Drums (Filled)</td>
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<td>Portable Toilets</td>
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<td>Water Pumps (For 55 Gallon)</td>
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<td>Triage Tags</td>
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<td>Emergency Blankets</td>
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<td>Cardboard Splints</td>
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<td>Flathead Screwdrivers</td>
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<td>Goggles</td>
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SEARCH AND RESCUE BAGS

Hard hat – 1
Automatic Center Punch – 1
Flashlight – 1
Tape – 1 roll
Wood Door Wedges – 4
Light Sticks – 4
Disposable Masks – 5
Knee Pads – 1 Pair
Nylon Webbing Strap – 1 Set
Safety Vest – 1
Marking Crayon – 1
4 in 1 Emergency Tool – 1
Leather Gloves – 1 Pair
Rubber Gloves – 3 Pair
Water Pouches  N/A
SCHOOL CRIME ASSESSMENT DATA

SUSPENSION AND EXPULSION RATES
The most current School Accountability Report Card for Highland High School lists suspension and expulsion rates, comparative to the Antelope Valley Union High School District as a whole, is as follows:

<table>
<thead>
<tr>
<th>Rate</th>
<th>School</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>14-15</td>
<td>15-16</td>
</tr>
<tr>
<td>Suspensions</td>
<td>6.5</td>
<td>7.0</td>
</tr>
<tr>
<td>Expulsions</td>
<td>0.2</td>
<td>0.3</td>
</tr>
</tbody>
</table>

The above calculation is derived from the number of suspensions divided by the number of students enrolled at the time of CBEDS. For instance, this does not mean that the suspension rate indicates that 8.6% of the students were suspended in 2016-2017, but rather that the number of suspensions totaled an amount equal to 8.6% of the school’s enrollment. A single student who was suspended multiple times is counted multiple times in the calculation of the suspension rate.

Analysis of Suspension and Expulsion Rates
Highland High School’s suspension rate increased in 2016-2017 as compared to 2014-2015, as did the district’s rate. Highland’s expulsion rate decreased and continues to be lower than that of the school district’s rate and has decreased along with the district’s rate.

CRIME STATISTICS
Due to continuing variations in discipline reporting through various data entry systems (i.e., SASI changed to PowerSchool, and data entry in PowerSchool has since shifted from Log Entries to Incident Management). For this reason, the numbers represented in the following table were gathered from the vice-principals’ recommendations for expulsion to the principal of the school. These numbers are relatively inclusive of major crimes and offenses that have taken place at HHS. They are also more current than those listed in the SARC.

The following numbers have been manipulated by grouping the individual discipline categories into master groups for easier interpretation. Remember that single incidents may result in multiple entries; for instance, the violence category will always have relatively higher numbers than others because a mutual fight requires multiple participants who will be counted individually despite them being involved in a single incident.
<table>
<thead>
<tr>
<th>Offense Descriptor</th>
<th>12-13</th>
<th>13-14</th>
<th>14-15</th>
<th>15-16</th>
<th>16-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Violence, or Threat of Violence to Student</td>
<td>5</td>
<td>5</td>
<td>7</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Violence, or Threat of Violence Threat to Employee</td>
<td>4</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Weapon Possession</td>
<td>4</td>
<td>2</td>
<td>4</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Drug (Sales, Furnishing, Use, Possession)</td>
<td>8</td>
<td>16</td>
<td>14</td>
<td>21</td>
<td>8</td>
</tr>
<tr>
<td>Sexual Offense</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Analysis of Discipline Statistics

Analysis of the above statistics shows that sex-related offenses have gone down significantly, as well threats to employees. Drug sales or possession continues to be the highest of all offenses. In the case of violence and threats of violence to students having gone down, this is a false number as alternate means of correction are being more commonly employed in these instances than in the past. The other offenses are being corrected with suspensions with some of those offenses being recommended for expulsion.
<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law Enforcement Review</td>
<td></td>
</tr>
<tr>
<td>School Site Safety Committee Review</td>
<td></td>
</tr>
<tr>
<td>Board Approval</td>
<td></td>
</tr>
<tr>
<td>Post on SARC</td>
<td></td>
</tr>
<tr>
<td>Post on School Website</td>
<td></td>
</tr>
</tbody>
</table>
Appendix
NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES

The Governing Board is committed to equal opportunity for all individuals in education. District Programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

(cf. 4030 - Nondiscrimination in Employment)
(cf. 4032 - Reasonable Accommodation)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 6145.2 - Athletic Competition)
(cf. 6164.4 - Identification of Individuals for Special Education)
(cf. 6164.6 - Identification and Education under Section 504)
(cf. 6178 - Vocational Education)
(cf. 6200 - Adult Education)

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act.

The Superintendent or designee shall ensure that the district provides auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, note takers, written materials, taped text, and Braille or large print materials.

(cf. 5124 - Communication with Parents/Guardians)

Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program or meeting.

(cf. 9320 - Meetings and Notices)
(cf. 9322 - Agenda/Meeting Materials)

The Superintendent or designee shall notify students, parents/guardians, employees, and employee organizations, applicants for admission and employment, and sources of referral for applicants about the district’s policy on nondiscrimination. Such notification shall be included in each
Philosophy, Goals, Objectives
and Comprehensive Plans

Nondiscrimination in District Programs and Activities

Announcement, bulletin, catalog, application form or other recruitment materials distributed to these groups. (34 CFR 104.8, 106.9)
The Superintendent or designee shall also provide information about related complaint procedures.
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 4031 - Complaints Concerning Discrimination in Employment)
In compliance with law, the district's nondiscrimination policy shall be published in the individual's primary language to the extent practicable.
(cf. 5145.6 - Parental Notifications)

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
48985 Notices to parents in language other than English
GOVERNMENT CODE
11000 Definitions
11138 Rules and regulations
12900-12996 Fair Employment and Housing Act
54953.2 Brown Act compliance with Americans with Disabilities Act
PENAL CODE
422.6 Interference with constitutional right or privilege
CODE OF REGULATIONS, TITLE 5
4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance
UNITED STATES CODE, TITLE 20
1400-1487 Individuals with Disabilities in Education Act
1681-1688 Discrimination based on sex or blindness, Title IX
2301-2415 Carl D. Perkins Vocational and Applied Technology Act
6311 State plans
6312 Local education agency plans
UNITED STATES CODE, TITLE 29
794 Section 504 of the Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
2000h-2000h-6 Title IX
12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 28
35.101-35.190 Americans with Disabilities Act
10/15/03

Philosophy, Goals, Objectives BP 0410(c)
and Comprehensive Plans

Nondiscrimination in District Programs and Activities
36.303 Auxiliary aids and services

CODE OF FEDERAL REGULATIONS, TITLE 34
100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI
104.1-104.39 Section 504 of the Rehabilitation Act of 1973
106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:
106.9 Dissemination of policy

Management Resources:
U.S. DEPARTMENT OF EDUCATION, OFFICE OF CIVIL RIGHTS PUBLICATIONS
Protecting Students from Harassment and Hate Crime, January, 1999
Notice of Non-Discrimination, January, 1999

WEB SITES
CDE: http://www.cde.ca.gov
CSBA: http://www.csba.org
Pacific Disability and Business Technical Assistance Center: http://www.pacdbtac.org

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT
Policy adopted: November 13, 1990 Lancaster, California
Revised: October 6, 1999; May 1, 2002; October 15, 2003
The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that teaches strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior and respect for others.

Each principal or designee shall ensure the development of a site-level plan, in accordance with law, tailored to the specific concerns of each school. The plan shall take into account the school's staff, available resources and building design, as well as other factors unique to the site.

The school safety plan shall be reviewed and updated annually by March 1 of each year. The School Safety Plan shall be submitted to the Superintendent or designee for approval. (Education Code 35294.6)

By October 15 of each year, the Superintendent or designee shall notify the State Department of Education of any schools that have not complied with the requirements of Education Code 35294.1. (Education Code 35294.8)

Legal Reference:
EDUCATION CODE
231.5 Sexual harassment
32260-32262 Interagency School Safety Demonstration Act of 1985
35147 School site councils and advisory committees
35183 School dress code; uniforms
35291 Rules
35291.5 School-adopted discipline rules
35294-35294.9 School safety plans
35294.10-35294.15 School Safety and Violence Prevention Act
48900-48926 Suspension and expulsion
48950 Speech and other communication
PENAL CODE
11164-11174.3 Child Abuse and Neglect Reporting Act
CALIFORNIA CONSTITUTION
Article 1, Section 28(c) Right to Safe Schools
Management Resources:
CSBA PUBLICATIONS
Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1995, revised 1999
CDE PUBLICATIONS
WEB SITES
CDE, Safe Schools and Violence Prevention Office:
http://www.cde.ca.gov/spbranch/safety/safetyhome
CSBA: http://www.csba.org
COMPREHENSIVE SAFETY PLAN

Development of School Site Safety Plan
The school site council shall write and develop a comprehensive safety plan relevant to the needs and resources of that particular school. The site council shall consult with local law enforcement in the writing and development of the plan, as well as other school site councils and safety committees, when practical. (Education Code 35294.1, 35294.2) 
(cf. 0420 - School Plans/Site Councils)
In addition, the school site council may consult with other local agencies as appropriate, including health care and emergency services.  
(cf. 1400 - Relations between other Governmental Agencies and the Schools) 
The school site council may delegate, or if a school site council does not exist, the responsibility for writing and developing a school safety plan to a school safety planning committee. This committee shall be composed of the following members: (Education Code 35294.1) 
1. The principal or designee; 
2. One teacher who is a representative of the recognized certificated employee organization; 
3. One parent/guardian whose child attends the school; 
4. One classified employee who is a representative of the recognized classified employee organization; and 
5. Other members, if desired. 
Before adopting its comprehensive school safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the school safety plan. (Education Code 35294.8)  
(cf. 1220 - Citizen Advisory Committees)
Elements of the Safety Plan
The safety plan shall include, but not be limited to: (Education Code 35294.2) 
1. An assessment of the current status of school crime committed on campuses and at school-related functions; and 
Philosophy-Goals-Objectives & Comprehensive Plans AR 0450(b) 

COMPREHENSIVE SAFETY PLAN

(cf. 3515.1 - Crime Data Reporting) 
2. Appropriate strategies and programs that will provide or maintain a high level of school safety and address the school’s procedures for complying with existing laws related to school safety, which shall include the development of all of the following: 
(cf. 5141.4 - Child Abuse Reporting Procedures)
b. Routine, emergency disaster, and crisis intervention procedures.  
(cf. 3516 - Emergencies and Disaster Preparedness Plan) 
(cf. 3516.1 - Fire Drills and Fires) 
(cf. 3516.2 - Bomb Threats) 
(cf. 3516.3 - Earthquake Emergency Procedure System) 
(cf. 3516.5 - Emergency Schedules)
(cf. 3543 - Transportation Safety and Emergencies)
(cf. 3515.2 - Disruptions)
(cf. 3515.5 - Sex Offender Notification)
(cf. 5131.4 - Campus Disturbances)
(cf. 1112 - Media Relations)
(cf. 9010 - Public Statements)
c. Policies pursuant to Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion or mandatory expulsion recommendations.
(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process [Students with Disabilities])
d. Procedures to notify teachers of dangerous students pursuant to Education Code 49079.
(cf. 4158/4258/4358 - Employee Security)
e. A sexual harassment policy pursuant to Education Code 231.5.
(cf. 5145.7 - Sexual Harassment)
f. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel," the provisions of that dress code.
(cf. 5132 - Dress and Grooming)

Philosophy-Goals-Objectives & Comprehensive Plans

COMPREHENSIVE SAFETY PLAN

g. Procedures for safe ingress and egress of students, parents/guardians and employees to and from school.
(cf. 5142 - Safety)
h. A safe and orderly environment conducive to learning at the school. A positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management and conflict resolution.
(cf. 5131 - Conduct)
(cf. 5137 - Positive School Climate)
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)
(cf. 6141.2 - Recognition of Religious Beliefs and Customs)
i. The rules and procedures on school discipline behavioral expectations and consequences for violations adopted pursuant to Education Code 35291 and 35291.5.
(cf. 5144 - Discipline)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5113 - Absences and Excuses)
(cf. 5136 - Gangs)
(cf. 5145.12 - Search and Seizure)
j. Prevention and intervention strategies related to the sale or use of drugs and alcohol, which shall reflect expectations for drug-free schools and support for recovering students.
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.61 - Drug Testing)
(cf. 5131.62 - Tobacco)
k. Assessment of the school's physical environment, including a risk management
analysis and development of ground security measures such as procedures for the closing of campuses to outsiders, securing the campus perimeter, and protecting buildings against vandalism. In addition, methods for effective enforcement and prevention may be considered, including the presence of law enforcement on campus. (cf. 1250 - Visitors/Outsiders) (cf. 3515 - Campus Security) (cf. 3515.3 - District Police Department)

Philosophy-Goals-Objectives & Comprehensive Plans

AR 0450(d)

COMPREHENSIVE SAFETY PLAN

Evaluation of the Safety Plan
(cf. 3530 - Risk Management/Insurance) (cf. 5112.5 - Open/Closed Campus) (cf. 5131.5 - Vandalism, Theft and Graffiti)
The school site council or safety planning committee shall evaluate, and amend as necessary, the safety plan at least once a year to ensure that the plan is properly implemented. (Education Code 35294.2)
The principal or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 35294.2)

School Accountability Report Card

Each school shall report on the status of its school safety plan, including a description of its key elements in the annual school accountability report card prepared pursuant to Education Code Sections 33126 and 35256. (Education Code 35294.6)

ANTELOPE
VISITS TO THE SCHOOLS

The Board of Trustees encourages parents/guardians and interested members of the community to visit the schools, view the educational program, and offer constructive comments to the Board. Besides inviting parents/guardians and the community to open house activities and other special events, the Superintendent or designee shall develop procedures which facilitate visits during regular school days when all visitors must first register at the school office.

The principal or designee may refuse to register any visitor whose acts or presence he/she judges would disrupt normal school operations, threaten the health and safety of students or staff, or cause property damage. (Penal Code 627.4)

To ensure minimum interruption of the regular classroom program, school visits should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher for a time before school, after school, or during the teacher's preparation period.

The Board recognizes that under California law, any person whose conduct materially disrupts class work or Extra-curricular activities or cause a disturbance on school grounds may be guilty of a misdemeanor and subject to a fine, imprisonment, or both. (Education Code 44811, Penal Code 415.5) When such conduct occurs, the Superintendent or designee may call the police.

Possession of unauthorized dangerous instruments, weapons or devices is prohibited on school premises, on any public right-of-way immediately adjacent to school property, or any other place where a teacher and student(s) are required to be in connection with assigned school activities.

(cf. 3514 - Safety)
(cf. 3515 - Security)
(cf. 4158 - Employee Protection)
(cf. 5131.7 - Weapons and Dangerous Instruments)

Legal Reference:
EDUCATION CODE
32210 Willful disturbance of public school or meeting: misdemeanor
32211 Threatened disruption or interference with classes; misdemeanor
35292 Visits to schools (board members)
44810 Willful interference with classroom conduct
44811 Disruption of classwork or extracurricular activities
49334 Injurious objects - notice to law enforcement agency

PENAL CODE
243.5 Assault or battery on school property
415.5 Disturbance of peace of school
626 Definitions (re disruption of schools)
626.4 Notice of withdrawal or consent; report; action on report; reinstatement of consent; hearing; unlawful entry upon campus or facility; punishment
626.6 Committing act, or entry upon campus or facility to commit act, likely to interfere with peaceful activities
626.8 Disruptive presence at schools
626.9-626.10 Bringing or possessing firearms or weapons on school grounds
627.3 Access to school premises
627.4 Refusal or revocation of registration
627.5 Hearing request following denial or revocation of registration
627.6 Posted signs
653 Loitering about schools or public places

VISITS TO THE SCHOOLS

The Superintendent or designee shall post at every entrance to each school site and school grounds a notice setting forth school hours, visitor registration requirements, penalties for refusing to leave school grounds, and any other announcements required by the local law enforcement agency in order
to pursue the arrest of persons found loitering or trespassing. (Education Code 32211, Penal Code 627.6)

Immediately upon entering any school building or grounds, any person who is not a student of the school or a district officer or employee shall, when school is in session, report his/her presence and the reason for visiting the school to the principal or designee. Any person the principal or designee asks to leave school grounds shall promptly comply.

The principal or designee shall provide visible means of identification to be used by all visitors while on school premises.

All staff members should watch for strangers on school grounds and ask such persons if they have registered in the school office. Staff shall inform the principal when anyone is present who refuses to comply with the registration requirement.

Any possession of unauthorized dangerous instruments, weapons or devices shall be reported immediately to the principal or designee and may be reported to the local law enforcement agency.

Any visitor who fails to register within a reasonable time after entering the school grounds, who fails to leave upon request of the principal or designee, or who returns after leaving pursuant to such a request has committed an unlawful act and may be prosecuted according to law.

Any person who complies with the principal or designee's request to depart from school grounds may appeal to the Superintendent or designee or principal. The written request for a hearing must be made within five days after the person's departure from school and must state why the request to depart was improper. The request also must provide an address to which a hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent or designee or principal shall mail a notice of the hearing to the person requesting it. The hearing shall be held within seven days after receipt of the request.

The decision of the Superintendent or designee or principal may be appealed to the Board of Trustees. The Board shall consider and decide the matter at the next regular public Board meeting for which it can be placed on the agenda. The Board's decision shall be final.
CIVILITY POLICY

Members of Antelope Valley Union High School District staff will treat parents and other members of the public with respect and expect the same in return. The District is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/District grounds.

This policy promotes mutual respect, civility and orderly conduct among District employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting District employees as positive role models to the children of this District, as well as the community, AVUHSD encourages positive communication, and discourages volatile, hostile or aggressive actions. The District seeks public cooperation with this endeavor.

(cf. 0410.1 Recognition of Human Diversity)

Disruptions

1. Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school District property, will be directed to leave school or school District property promptly by the Principal or designee.

2. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the District employee will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on District premises, the offending person will be directed to leave promptly.

3. When an individual is directed to leave under such Paragraph 1 or 2 circumstances, the Principal or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Codes 415.5 and 626.7, if he/she reenters any District facility within 30 days after being directed to leave, or within 14 days if the person is a parent/guardian of a student attending that school. If any individual refuses to leave upon request or returns before the applicable period of time, the Principal or designee may notify law enforcement officials. An Incident Report (Exhibit 1310.1 (a)) should be completed for the situations as set forth in Paragraphs 1 and 2.

CIVILITY POLICY

(cf. 5146 Campus Disturbance)
(cf. 5146 (c) Disturbing the Peace)
(cf. 9323 Meeting Conduct)

Safety and Security
4. The Superintendent or designee will ensure that a safety and/or crisis intervention techniques program is provided in order to raise awareness on how to deal with these situations if and when they occur.
5. When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their Principal or supervisor and complete an Incident Report. Employees and supervisors should complete an Incident Report and report to law enforcement, any attack, assault or threat made against them on school/District premises or at school/District sponsored activities.

Documentation
6. When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code provisions, at the time of occurrence. The employee will immediately notify his/her supervisor and provide a written report of the incident on the attached form.

Legal Reference:

**EDUCATION CODE**
32210 Disturbing School
44014 Assault on Personnel
44810 Person on School Grounds
44811 Insults and Abuses

**PENAL CODE**
243.5 Arrest on School Grounds
415.5 Fighting on School Grounds
626.8 Entry of School by Person Not on Lawful Business
627.7 Refusal to Leave School Grounds

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**
Policy adopted: June 15, 2005 Lancaster, California
6/15/05

Community Relations

AR 1310.1 (a)

**CIVILITY POLICY**

Examples of Conduct Which Violates the Civility Policy
The Civility Policy prohibits harassment of District employees. For purposes of this policy, harassment is defined as a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person and which serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress and actually causes such distress (California Code of Civil Procedure 527.6).
A course of conduct would include a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose, including but not limited to:
1. Following or stalking an individual;
2. Making harassing telephone calls to an individual;
3. Sending harassing correspondence to an individual by any means, including, but not limited to:
a. the use of private mails,
b. interoffice mail,  
c. computer email, text messages, and instant messages,  
d. facsimile (fax).  
Constitutionally protected activity is excluded from the definition of harassment.  

Recourse Available for Unacceptable Disruptive Conduct by District Employees or Representatives  
Any parent/guardian or member of the public who is subjected to unacceptable conduct from any District employee, as defined in the Civility Policy, may complete a Complaint Against Staff pursuant to the District's policy, BP 1312.1 (Complaints Concerning School Personnel). Any parent/guardian or member of the public who is subjected to unacceptable conduct from any District representative, other than school personnel, may file a written complaint with the Superintendent.  

6/15/05  

Community Relations  

AR 1310.1 (b)  

CIVILITY POLICY  

Recourse Available for Unacceptable/Disruptive Conduct by Parents/Guardians and Other Members of the Public  
The following are examples of ways by which District employees and school administrators, depending on the circumstances presented, may resolve situations involving parents/guardians and other members of the public who violate the Civility Policy.  

1. Provision of Civility Policy:  
The District employee may provide to the offending person a written copy of this policy at the time of the occurrence.  

2. Request to Cease and Desist Behavior:  
District employees may request any parent/guardian or other members of the public who engages in unacceptable and/or disruptive conduct, as described above, to immediately cease his/her conduct and to act and speak civilly, or may report such person and conduct to the appropriate site administrator.  

3. Termination of Activity:  
If the offending person does not cease his/her inappropriate conduct and/or communication after being requested to do so, the District employee may verbally notify the offending person that the meeting, conference, telephone conversation, or any other activity is terminated. The District employee may terminate personal contact with the offending person. In that event, the District employee or site administrator and the offending person may continue to communicate in writing, if appropriate, regarding the subject matter of the conference, telephone conversation, or other activity that was terminated.  

4. Request to Leave School Grounds/Report to Law Enforcement:  
If the meeting, conference, or other conduct is on District premises, or interferes with, or is disruptive of school or school activities, the appropriate site administrators or their designees may issue a formal warning, notify the offending person to promptly leave the school grounds and not return pursuant to Education Codes 33210, 33211, 44810, 44811 and Penal Codes 626.4, 626.7 and 626.8. The form of the notification is attached hereto as Exhibit 1310.1(b).  

6/15/05
CIVILITY POLICY
The form entitled, "Withdrawal of Consent" is to be used when the Principal chooses to base his/her decision to direct the individual off of the school campus upon Education Code 32211 or Penal Code sections 626.7, 626.8 or 653(g).

5. Handling Violence, Threat, Battery or Other Illegal Action:
When violence, threat, assault, battery or other illegal action is threatened or directed, District employees may: (1) report the occurrence to their Principal or supervisor, (2) complete an Incident Report, and/or (3) report the incident to law enforcement officials. In extraordinary circumstances the District may assist the affected employee(s) in obtaining a restraining order against the offending person pursuant to California Code of Civil Procedure sections 527.6 and 527.8.

Complaint Procedure Concerning Violations of the Civility Policy by Parents/Guardians or Other Members of the Public
All complaints against/involving parents/guardians or other members of the public shall be initially filed with the Superintendent or designee. At the discretion of the Superintendent or designee, the complaint may be referred to the appropriate school site or department in an attempt to informally resolve the matter.

The complaint must be submitted on the designated complaint form (see Exhibit 1310.1(a)). Complaints that do not contain specific factual allegations concerning the purported misconduct and the desired remedy will not be processed.

The complaint must be filed not later than one month from the date the alleged misconduct occurred or, if such be the case, one month from the date complainant knew or, in the exercise of reasonable care and diligence, should have known of the alleged misconduct.

The school site or department level may attempt to resolve the complaint informally within 10 working days of receipt of the complaint. If the complaint is referred to, and is not resolved at the school site or department level, as the case may be, the Superintendent or designee shall conduct an investigation, which may include a conference with the complainant and the alleged violator. The Superintendent or designee shall complete the investigation within 20 working days from his/her receipt of the complaint from the school site or department level. Within 10 working days thereafter, the Superintendent shall render his/her decision concerning the merits of the complaint and the requested remedy, which shall be in writing, and served on both the complainant and the alleged violator. The Superintendent or designee's decision shall be final.

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT
Regulation approved: June 15, 2005 Lancaster, California
6/15/05

Community Relations
E 1310.1 (a)

CIVILITY POLICY
ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT
Lancaster, California
CIVILITY INCIDENT REPORT
Name ____________________________________________ Site ____________________________
Today's Date ____________ Date and Time (approximate) of Incident ___________________________
Location of Incident (office, classroom, hallway, etc.) __________________________________________

56
Name of Person you are Reporting (if known) ________________________________________________
Is this person a parent/guardian or relative to a student at AVUHSD? Yes No
Did you feel your well being/safety was threatened? Yes No
Were there any witnesses to this incident? Yes No
Name of Witness(es) ____________________________________________________________________
Were law enforcement officials contacted? Yes No
Who was notified? _____ Security _____ Administrator _____ Sheriff
Below, please describe what happened:
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
Signature of Person Completing Form Date
Retain copy for your records Ref. BP/AR 1310.1
6/15/05

Community Relations E 1310.1 (b)

CIVILITY POLICY

Please see District material at the District Office for Exhibit 1310.1 (b). The title is:
WITHDRAWAL OF CONSENT.
CRIME DATA REPORTING

The principal or designee at each school shall complete a California Safe Schools Assessment (CSSA) incident form for each incident of school crime, including hate-motivated incidents and hate crimes. The information on the form includes, but is not limited to, identification of the crime or hate-motivated incident, victim characteristics, suspect characteristics if known at the time of the incident, and the actual or estimated dollar loss to the district resulting from a criminal act directed against district property. (Penal Code 628.2; 5 CCR 701)

(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 5145.9 - Hate-Motivated Behavior)

The principal or designee shall use the crime and hate-motivated incident classifications specified in 5 CCR 700 and the reporting guidelines specified in 5 CCR 702 to determine if an incident is reportable. (5 CCR 701)

Each month, the principal shall report the data to the Superintendent or designee. (5 CCR 701)

On or before February 1 and August 1 of each year, the Superintendent or designee shall aggregate the data reported by the schools and report this aggregated data to the California Department of Education or its designee. (5 CCR 701)

(cf. 3515.3 - District Police/Security Department)

The Superintendent or designee shall certify to the best of his/her knowledge and belief that the information in each CSSA form is true, accurate and complete prior to submission to the California Department of Education or its designee. (5 CCR 704)

Copies of CSSA incident forms and any district-wide aggregated data shall be made available to the public upon request. (Penal Code 628.2)

(cf. 1112 - Media Relations)

Supporting Data

The district shall make available, for at least three years from the date the report was submitted, supporting data which verifies information contained on the CSSA forms. Such data shall include, but not be limited to: (5 CCR 702)

1. Reports to local law enforcement officers for the crime classifications specified in Education Code 48915(a)-(d).
2. Suspension and expulsion reports which have been reported to the Governing Board for the crime classifications specified in Education Code 48915(a)-(d).

CRIME DATA REPORTING

(cf. 5131.7 - Weapons and Dangerous Instruments)
3. Insurance claims, maintenance records and other documents to verify economic loss, if applicable
(c.f. 0510 - School Accountability Report Card)
(c.f. 1340 - Access to District Records)
(c.f. 3515 - Campus Security)
(c.f. 3530 - Risk Management/Insurance)
Legal Reference:
EDUCATION CODE
14044 Crimes committed on school grounds
48915 Expulsion
PENAL CODE
628-628.6 Reporting of school crime
CODE OF REGULATIONS, TITLE 5
700-705 Safe schools assessment programs
Management Resources:
CSBA Publications
Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1995, revised 1999
CDE PUBLICATIONS
Understanding and Reporting School Crime, California Safe Schools Assessment,
California Department of Education and Butte County Office of Education, 1995
WEB SITES
CDE Safe Schools and Violence Prevention Office:
http://www.cde.ca.gov/spbranch/safety/safetyhome.html
Butte County Office of Education (CDE's designee): http://www.cssa.butte.k12.ca.us
CSBA: http://www.csba.org
ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT
Regulation approved: March 20, 2002 Lancaster, California

Business and Non-instructional Operations BP 3516(a)

EMERGENCIES AND DISASTER PREPAREDNESS PLAN

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 or designee shall develop and maintain a disaster preparedness plan, which details provisions for handling all foreseeable emergencies and disasters. The Superintendent or designee may appoint a committee to regularly review the disaster preparedness plan and recommend changes.

The principal or designee shall augment the district plan with working plans and procedures specific to each school. He/she shall present a copy of these site plans and procedures to the Superintendent.

District and site plans shall address at least the following situations:
1. Fire on or off school grounds which endangers students.
2. Natural or man-made disasters.
   (c.f. 3516.3 - Earthquake Emergency Procedure System)
3. Bomb threat or actual detonation.
(cf. 3516.2 - Bomb Threats)
4. Attack or disturbance by individuals or groups.
(cf. 0450 - Comprehensive Safety Plan)
(cf. 1400 - Relations between Other Governmental Agencies and the Schools)
(cf. 3514 - Environmental Safety)
(cf. 3515 - Campus Security)
(cf. 3515.2 - Disruptions)
(cf. 3530 - Risk Management/Insurance)
(cf. 5131.4 - Campus Disturbances)
The Superintendent or designee should ensure that the plan includes:
1. Procedures for personal safety and security.
2. Ways to ensure smooth administrative control of operations during a crisis.
3. Procedures to establish a clear, effective communications system.

Business and Non-instructional Operations

BP 3516(b)

EMERGENCIES AND DISASTER PREPAREDNESS PLAN

4. Guidelines for law enforcement involvement, including specific steps for law enforcement intervention depending upon the intensity of the crisis.
The Superintendent or designee shall use state-approved Standard Emergency Management System guidelines when updating district and site-level emergency and disaster preparedness plans.
The Superintendent or designee shall consult with city and/or county agencies 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.
The Superintendent or designee may provide 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. (Education Code 38051)
(cf. 3543 - Transportation Safety and Emergencies)
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 in-service training to be offered at least once a year for district staff.

Legal Reference:
EDUCATION CODE
32001 Fire alarm and drills
32040 Duty to equip school with first aid kit
35295-35297 Earthquake emergency procedures
38132 Mass care and welfare shelters
39834 Operating overloaded bus
46390-46392 Emergency average daily attendance in case of disaster
49505 Natural disaster; meals for homeless students; reimbursement
GOVERNMENT CODE
3100 Public employees as disaster service workers
8607 Standard emergency management system
EMERGENCIES AND DISASTER PREPAREDNESS PLAN

Management Resources:
CDE PROGRAM ADVISORIES
0224.94 Contingency Planning for School Campus Emergencies, CIL: 93/94-04
GOVERNOR’S OFFICE OF EMERGENCY SERVICES
SEMS Approved Course of Instruction, March 1995
ANTELOPE
EMERGENCIES AND DISASTER PREPAREDNESS PLAN

The district disaster preparedness plan shall be available to staff, students and the public in the office of the Superintendent and in the office of each principal. Individual school site disaster plans shall be provided to each teacher and shall be available for public inspection at the principal's office. The principal shall make certain that students and staff are familiar with their site plan.

The Governing 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 it deems necessary to meet the community's needs. (Education Code 38132)

Release of Students

The following procedures shall be followed in releasing students in the event of an emergency or disaster:

1. The principal or designee shall receive authorization from the Superintendent or designee before releasing students.
2. Individual students shall not leave a school site without receiving permission from the principal or designee.
3. If possible, staff shall release students only to persons authorized on the student emergency card.
4. In absence of an emergency card or in an emergency in which reference to the emergency card is impossible, individual students shall be released, upon presentation of identification, to parents/guardians, persons authorized by the parents/guardians, or to authorized persons representing public agencies that may take responsibility, when necessary, for the safety of the student.

4. The principal or designee shall record the release of all students.

Role of Staff

School staff 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)

Business and Non-instructional Operations AR 3516(b)

EMERGENCIES AND DISASTER PREPAREDNESS PLAN

During an emergency, staff shall fulfill roles as defined in the District and site Disaster Preparedness Plan.
(cf. 4119.3 - Duties of Personnel)
EARTHQUAKE EMERGENCY PROCEDURE SYSTEM

Earthquakes occur without warning. For their safety, students shall be taught methods of protecting themselves.

The Superintendent or designee shall establish an emergency procedure system to be followed in case of earthquakes. This system shall include, but not be limited to, the following:

1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff. This plan should outline roles, responsibilities and procedures for students and staff.
2. A DROP procedure, whereby each student and staff member takes cover under a table or desk, drops to the knees, protects the head with arms, and faces away from the window.
3. Protective measures to be taken before, during and after an earthquake.
4. A training program to ensure that all students and all certificated and classified staff are aware of, and properly skilled in, the earthquake emergency procedure system. (Education Code 35297)

Drop procedures shall be practiced at least once each semester in secondary schools. (Education Code 35297)

Legal Reference:
EDUCATION CODE
35295-35297 Emergency earthquake procedures
ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT
Policy adopted: November 13, 1990 Lancaster, California

EARTHQUAKE EMERGENCY PROCEDURE SYSTEM

Earthquake While Indoors at School

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

1. The teacher or other person in authority shall implement the DROP and HOLD action.
   Each student shall:
   a. Get under furniture (desk, table, etc.) where available. Otherwise get next to an inside wall or under an inside doorway.
   b. Drop to knees with back to the windows and knees together.
   c. Clasp both hands firmly behind the head, covering the neck. Clasp other hand to furniture providing protection.
   d. Bury face in arms, protecting the head. Close the eyes tightly.
   e. Stay there until the procedure or emergency is over or until subsequent instructions are given. Such instructions will depend upon circumstances and the extent of damage to the buildings.
2. As soon as possible, teachers shall move the students away from windows and out from under heavy suspended light fixtures.
3. Teachers shall implement action to LEAVE THE BUILDING when the earthquake is over.
Teachers shall ensure that students do not run, particularly on stairways.

Earthquake While on School Grounds
When an earthquake occurs, the following actions shall be taken if teachers and students are on school grounds:
1. The teacher or other person in authority shall direct the students to WALK away from buildings, trees, poles, or exposed wires.
2. The teacher shall implement the DROP action. Teachers and students shall cover as much skin surface as possible, close eyes, and cover ears.
3. Teachers and students shall stay in the open until the earthquake is over, or until further directions are given.

Business and Non-instructional Operations AR 3516.3 (b)

EARTHQUAKE EMERGENCY PROCEDURE SYSTEM

Subsequent Emergency Procedures
1. Teachers shall see that students avoid touching electrical wires that may have fallen.
2. Teachers or students shall not light any fires after the earthquake until the area is declared safe. Laboratory or shop teachers shall be watchful of students' relighting burners or stoves.
3. Teachers shall render first aid if necessary.
4. Teachers shall take roll of their classes.
5. The principal shall see that security are posted at a safe distance from all building entrances to see that no one reenters for any reason until the buildings are declared safe. Guards may be custodians, teachers, or students.
6. The principal shall direct a custodian to shut off all pilot lights on water heaters or furnaces, as well as stoves in homemaking classrooms.
7. The principal shall request assistance as needed, through appropriate channels, from the county or city civil defense office or fire and police departments.
8. The principal shall notify utility companies of any break or suspected break in lines which may present an additional hazard. If damage has occurred, the custodian shall shut off all utilities at the main valve.
9. The principal shall, if possible, contact the district office for further instructions.
10. The principal shall determine the advisability of closing the school, after a site inspection has been conducted by site and/or district personnel.
11. The status of site facilities shall be communicated to the principal or designee.
12. The principal or designee shall notify the Superintendent or designee of the operational status of the site.

General Procedures
Students shall be taught the following safety precautions to be taken during an earthquake in the event that adults are not present to give specific directions:
1. The safest place to be is in the open. Stay there.
2.
2. Move away from buildings, trees, and exposed wires. DO NOT RUN!
3. After the earthquake, if you are on your way to school, continue to school.
4. After the earthquake, if you are on your way home, continue home.

Inspections After Earthquake
1. The school custodian shall make a thorough inspection immediately after a severe earthquake.
   Check points: Large cracks affecting buildings
   Earth slippage affecting buildings
   Water leaks
   Gas leaks
   Electrical breakages
   If leaks are detected, the custodian shall shut off the utility in the building affected and notify the maintenance department.
2. The building principal shall inspect the facility and if the principal believes the school is damaged sufficiently to be a hazard, he/she shall notify the Superintendent or designee and ask the City Building Inspector to check for structural failure and equipment adequacy. Until this is done, the building shall not be occupied.
3. The City Building Inspector shall be responsible for determining if the structure is safe for occupancy. The Superintendent or designee shall expedite reconstruction and replacement of equipment.
Sexual Harassment

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

(cf. 4030 - Nondiscrimination in Employment)

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

1. Providing training to employees in accordance with law and administrative regulation

2. Publicizing and disseminating the district's sexual harassment policy to staff

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

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

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

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (5 CCR 4964)

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

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

Complaints of sexual harassment shall be filed in accordance with AR 4031 - Complaints Concerning Discrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

(cf. 4031 - Complaints Concerning Discrimination in Employment)

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a district employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.
(cf. 4117.4 - Dismissal)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action) Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination on the basis of sex
GOVERNMENT CODE
12900-12996 Fair Employment and Housing Act, especially:
12940 Prohibited discrimination
12950.1 Sexual harassment training
LABOR CODE
1101 Political activities of employees
1102.1 Discrimination: sexual orientation
CODE OF REGULATIONS, TITLE 2
7287.8 Retaliation
7288.0 Sexual harassment training and education
CODE OF REGULATIONS, TITLE 5
4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance
UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended
2000h-2-2000h-6 Title IX, 1972 Education Act Amendments
CODE OF FEDERAL REGULATIONS, TITLE 34
106.9 Dissemination of policy
COURT DECISIONS
Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026
Management Resources:
OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL
Protecting Students from Harassment and Hate Crime, January, 1999
WEB SITES
California Department of Fair Employment and Housing: http://www.dfeh.ca.gov
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr/index.html
Policy ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT
Adopted: March 3, 1993 Lancaster, California
revised: February 6, 2002 revised: May 5, 2004
Revised: October 19, 2005

67
Sexual Harassment

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

1. Submission to the conduct is made expressly or implicitly a term or condition of the individual's employment

2. Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her

3. The conduct has the purpose or effect of unreasonably interfering with the other individual's work performance; creating an intimidating, hostile, or offensive work environment; or adversely affecting the other individual's evaluation, advancement, assigned duties, or any other condition of employment or career development

4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs, or activities available at or through the district

Other examples of actions that might constitute sexual harassment, whether committed by a supervisor, a coworker, or a non-employee, in the work or educational setting, include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors

2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit e-mails; displaying sexually suggestive objects

3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

Prohibited sexual harassment may also include any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Training
By January 1, 2006, and every two years thereafter, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All newly hired or promoted supervisory employees shall receive training within six months of their assumption of the supervisory position. (Government Code 12950.1)

The district's training and education program for supervisory employees shall include information and practical guidance regarding the federal and state statutory law on the prohibition against and the prevention and correction of sexual harassment and the remedies available to the victims of sexual harassment in employment. The training shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation. (Government Code 12950.1)

In addition, the Superintendent or designee shall ensure that all employees receive periodic training regarding the district's sexual harassment policy, particularly the procedures for filing complaints and employees' duty to use the district's complaint procedures.

Notifications

A copy of the Board policy and this administrative regulation shall: (Education Code 231.5)

1. Be displayed in a prominent location in the main administrative building or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted

2. Be provided to each faculty member, all members of the administrative staff, and all members of the support staff at the beginning of the first quarter or semester of the school year or whenever a new employee is hired

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

3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing (DFEH) or a copy of district information sheets that contain, at a minimum, components on: (Government Code 12950)

1. The illegality of sexual harassment

2. The definition of sexual harassment under applicable state and federal law

3. A description of sexual harassment, with examples

4. The district's complaint process available to the employee

(cf. 4031 - Complaints Concerning Discrimination in Employment)

5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)
6. Directions on how to contact DFEH and the EEOC

7. The protection against retaliation provided by 2 CCR 7287.8 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

All Personnel

EMPLOYEE SECURITY

The Governing Board 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 providing them with necessary assistance and support when emergency situations occur.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3515 - Campus Security)
(cf. 5131.4 - Campus Disturbances)
Any employee against whom violence or any threat of violence has been directed in the workplace shall notify the Superintendent or designee immediately. The Superintendent or designee shall initiate legal and security measures to protect the employee and others in the workplace. In addition, the Superintendent or designee may initiate legal proceedings against any individual to recover damages for injury caused by the willful misconduct of that individual to the person or property of an employee or another person on district premises.

(cf. 3320 - Claims and Actions Against the District)
(cf. 3515.4 - Recovery for Property Loss or Damage)
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 Superintendent or designee also shall ensure that employees are informed, in accordance with law, regarding crimes and offenses committed by students who may pose a danger in the classroom.
The Superintendent or designee may make available at appropriate locations, including, but not limited to, district and school offices, gyms, and classrooms, communication devices that would enable two-way communication with law enforcement and others when emergencies occur.

(cf. 5141 - Health Care and Emergencies)
Reporting of Injurious Objects
The Board requires employees to take immediate action upon being made aware that any person is in possession of an unauthorized injurious object on school grounds or at a school-related or school-sponsored activity. The employee shall use his/her own judgment as to the potential danger involved and, based upon this analysis, shall do one of the following:

11/07/12

All Personnel
EMPLOYEE SECURITY

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately call 911 and the principal
   (cf. 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.

Legal Reference:
EDUCATION CODE
32210-32212 Willful disturbance, public schools or meetings
32225-32226 Communication devices
35208 Liability insurance
35213 Reimbursement for loss, destruction or damage of school property
44014 Report of assault by pupil against school employee
44807 Duty concerning conduct of students
48201 Transfer of student records
48900-48926 Suspension or expulsion Grounds for suspension or expulsion
49079 Notification to teacher; student who has engaged in acts constituting grounds for suspension or expulsion
49330-49335 Injurious objects
CIVIL CODE
51.7 Freedom from violence or intimidation
CODE OF CIVIL PROCEDURE
527.8 Workplace violence safety act
GOVERNMENT CODE
995-996.4 Defense of public employees
3543.2 Scope of representation
PENAL CODE
71 Threatening public officers and employees and school officials
240-246.3 Assault and Battery Including:
   241.3 Assault against school bus drivers
   241.6 Assault on school employee includes board member
   243.3 Battery against school bus drivers
   243.6 Battery against school employee includes board member
   245.5 Assault with deadly weapon; school employee includes board member
290 Registration of sex offenders
601 Trespass by person making credible threat
11/07/12

All Personnel

EMPLOYEE SECURITY

626-626.11 School Crimes
646.9 Stalking
12403.7 Weapons approved for self defense
WELFARE AND INSTITUTIONS CODE
827 Juvenile court proceedings; reports; confidentiality
828.1 District police or security department, disclosure of juvenile records

COURT DECISIONS

Management Resources:
WEB SITES
CSBA: http://www.csba.org
California Department of Education, Safe Schools and Violence Prevention Office: http://www.cde.ca.gov/ls/ss
EMPLOYEE SECURITY

An employee may use reasonable and necessary force when necessary for his/her self-defense, defense of another person, or protection of property; to quell a disturbance threatening physical injury to others; or to obtain possession of weapons or other dangerous objects within the control of a student. (Education Code 44807, 49001)
(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5144 - Discipline)
Employees shall promptly report to the principal or other immediate supervisor any attack, assault, or physical 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 to the principal or supervisor, and may report to law enforcement, any attack, assault or threat made against them on school grounds by any other individual.
(cf. 3515.2 - Disruptions)
Reports of attack, assault or threat also shall be forwarded immediately to the Superintendent or designee.
(cf. 3320 - Claims and Actions Against the District)
(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 3530 - Risk Management/Insurance)
Notice Regarding Student Offenses Committed While Under School Jurisdiction
The Superintendent or designee shall inform the teacher(s) of each student who has engaged in, or is reasonably suspected of, any act during the previous three school years which could constitute grounds for suspension or expulsion under Education Code 48900, with the exception of the possession or use of tobacco products, or Education Code 48900.2, 48900.3, 48900.4, or 48900.7. This information shall be based upon district records maintained in the ordinary course of business or records received from a law enforcement agency. (Education Code 49079)
(cf. 5125 - Student Records)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
Upon receiving a transfer student's record regarding acts committed by the student that resulted in his/her suspension or expulsion, the Superintendent or designee shall inform the student's teacher(s) that the student was suspended from his/her former district and of the act that resulted in the suspension or expulsion. (Education Code 48201)

11/07/12

EMPLOYEE SECURITY

Information received by teacher(s) shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher. (Education Code 49079)
Notice Regarding Student Offenses Committed While Outside School Jurisdiction
When a minor student has been found by a court of competent jurisdiction to have illegally used,
sold or possessed a controlled substance or committed specified crimes involving serious acts of violence, the district police or security department may provide written notification to the Superintendent. (Welfare and Institutions Code 828.1)

(cf. 3515.3 - District Police/Security Department)

When informed by the court that a minor student has been found by a court to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Penal Code 290, assault or battery, larceny, vandalism or graffiti, the Superintendent or designee shall so inform the school principal. (Welfare and Institution Code 827)

The principal shall disseminate this information to any counselor who directly supervises or reports on the student's behavior or progress. The principal 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, counselor, 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 shall hold the court's information in a separate confidential file until the student is returned to the district. 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, and shall then be destroyed. (Welfare and Institutions Code 827)

11/07/12

All Personnel

AR 4158/4258/4358 (c)

EMPLOYEE SECURITY

Procedures to Maintain Confidentiality of Student Offenses

In order to maintain confidentiality when providing information about student offenses to counselors and teachers of classes/programs to which a student is assigned, the principal or designee shall send the staff member a written notification that one of his/her students has committed an offense that requires his/her review of a student's file in the school office. This notice shall not name or otherwise identify the student. The staff member shall be asked to initial the notification and return it to the principal or designee.

The staff member shall also initial the student's file when reviewing it in the school office. 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 constitutes district compliance with the requirement to provide notice to the teacher.
Personnel

Teacher Notification of Dangerous Students

The Superintendent or designee shall inform the teacher of every student who has caused or tried to cause another person serious bodily injury or any physical injury which requires professional medical treatment. This information shall be based upon written district records or records received from a law enforcement agency. Teachers shall receive the information in confidence and shall not disseminate it further. (Education Code 49079)
The above information shall be made available for teachers to read, and a copy shall be kept in the student's file.
(cf. 3514 - Safety)
(cf. 5131.7 - Weapons and Dangerous Instruments)
Legal Reference:
EDUCATION CODE
44014 Report of assault by pupil against school employee
44807 Duty concerning conduct of pupils
48902 Notification of law enforcement authorities if student violates assault or controlled substance provision
48904 Parental liability
49079 Notification to teacher; student who has caused or attempted to cause serious bodily injury
48905 Injury or damage to person or property of school district employee; request for legal action
49331 Removal of injurious object from possession of pupil by designated employee
PENAL CODE
71 Threatening public officers and employees and school officials
241.2 Assault on school or park property against any person
241.3 Assault against school bus drivers
241.6 Assault on school employee
243 Battery; punishment
243.2 Battery on school or park property against any person
243.3 Battery against school bus drivers
243.6 Battery against school employee
CIVIL CODE
51.7 Freedom from violence or intimidation
Policy ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT
adopted: November 13, 1990 Lancaster, California

Administrative Regulation

Personnel

Teacher Notification of Dangerous Students
1. The principal shall notify administrators, counselors and other pertinent individuals of
the parameters for identifying records regarding "caused or attempted to cause serious
bodily injury" under Education Code 49079.
A definition of "injury" and "serious bodily injury" in Penal Code 243 reads as follows:
b. "Serious bodily injury" means a serious impairment of physical condition including,
but not limited to, the following:
   (1) Loss of consciousness.
   (2) Concussion.
   (3) Bone fracture.
   (4) Protracted loss or impairment of function of any bodily member or organ.
   (5) A wound requiring extensive suturing.
   (6) Serious disfigurement.
2. The principal or designee will make the final determination if the student has caused
or attempted to cause serious bodily injury.
3. Teacher notification shall begin first day of fall semester.
4. The principal or designee shall make a minimum of two attempts to notify the
appropriate teachers of identified student.
The principal or designee shall on a quarterly basis verify that there has not been a
program change regarding such a student which would require additional notices being
sent to appropriate teachers.
5. Notification shall be by memo or note in the teacher's mailbox to "meet with
administrator or designee to discuss and review records of a student pursuant to
Education Code 49079." The student's name shall not be included on this note. The
teacher will sign that they viewed this record and, at that time will be apprised that the
law requires that any information received by a teacher regarding such students be
received in confidence and not be further disseminated by the teacher.
6. The principal or designee shall provide leadership and training for teachers as to how
one deals with a student who has caused or attempted to cause serious bodily injury.
7. The principal or designee shall maintain a list of:
   a. Identified students.
   b. When they were identified.
   c. When they no longer need to be identified (three-year maximum).
   d. What they were identified for.
8. A copy of this list will be submitted semiannually to the Superintendent or designee
and the Assistant Superintendent of Educational Services.
CHRONIC ABSENCE AND TRUANCY

The Governing Board believes that excessive student absenteeism and tardiness, whether caused by excused or unexcused absences, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district.

(cf. 5113 - Absences and Excuses)
The Superintendent or designee shall establish a system to accurately track and monitor student attendance, including methods to identify students classified as chronic absentees and truants, as defined in law and administrative regulation.

To encourage school attendance, the Superintendent or designee shall develop strategies that focus on prevention and early intervention of attendance problems. Preventive strategies may include efforts to provide a safe and positive school environment, relevant and engaging learning experiences, and school activities that help develop students' feelings of connectedness with the schools. The Superintendent or designee also may provide incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 5126 - Awards for Achievement)
(cf. 5131 - Conduct)
(cf. 5137 - Positive School Climate)
(cf. 5145.3 - Nondiscrimination/Harassment)
The Superintendent or designee shall work with students and parents/guardians to identify factors contributing to chronic absence and truancy. Based on this needs assessment, he/she shall collaborate with community agencies, including, but not limited to, child welfare services, law enforcement, courts, and/or public health care agencies, to ensure that alternative educational programs and nutrition, health care, and other support services are available for students and families and to intervene as necessary when students have serious attendance problems.

(cf. 1020 - Youth Services)
(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 5030 - Student Wellness)
(cf. 5145.6 - School Health Services)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5147 - Dropout Prevention)
(cf. 5149 - At-Risk Students)
(cf. 6158 - Independent Study)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)
3/2/11

Students

CHRONIC ABSENCE AND TRUANCY

(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
As required by law, habitually truant students shall be referred to a school attendance review board (SARB), a truancy mediation program operated by the county's district attorney or probation officer, and/or a juvenile court. The Superintendent or designee shall regularly analyze data on student absence to identify patterns of absence districtwide and by school, grade level, and student population. Such data shall be used to identify common barriers to attendance, prioritize resources for intervention, and monitor progress over time. The Superintendent or designee shall periodically report this information to the Board for purposes of evaluating the effectiveness of strategies implemented to reduce chronic absence and truancy and making changes as needed. As appropriate, the Superintendent or designee also shall provide this information to key school staff and community agency partners to engage them in program evaluation and improvement.

School Attendance Review Board
The Board shall submit nominations to the County Superintendent of Schools for a district representative on the county SARB. (Education Code 48321)
The Board shall appoint members of the district's SARB, who may include, but are not limited to, a parent/guardian as well as representatives of the district, county probation department, county welfare department, county office of education, law enforcement agencies, community-based youth service centers, school guidance personnel, child welfare and attendance personnel, and school or county health care personnel. (Education Code 48321)
The district's SARB shall operate in accordance with Education Code 48320-48325 and procedures established by the Superintendent or designee.

Legal Reference:
EDUCATION CODE
1740 Employment of personnel to supervise attendance (county superintendent)
37223 Weekend classes
41601 Reports of average daily attendance
46000 Records (attendance)
46010-46014 Absences
3/2/11

Students

CHRONIC ABSENCE AND TRUANCY
46110-46119 Attendance in kindergarten and elementary schools
46140-46147 Attendance in junior high and high schools
48200-48208 Children ages 6-18 (compulsory full-time attendance)
48240-48246 Supervisors of attendance
48260-48273 Truants
48290-48296 Failure to comply; complaints against parents
48320-48325 School attendance review boards
48340-48341 Improvement of student attendance
48400-48403 Compulsory continuation education
49067 Unexcused absences as cause of failing grade
60901 Chronic absence
GOVERNMENT CODE
54950-54963 The Ralph M. Brown Act
PENAL CODE
270.1 Chronic truancy; parent/guardian misdemeanor
272 Parent/guardian duty to supervise and control minor child; criminal liability for truancy
830.1 Peace officers
VEHICLE CODE
13202.7 Driving privileges; minors; suspension or delay for habitual truancy
WELFARE AND INSTITUTIONS CODE
601-601.4 Habitually truant minors
11253.5 Compulsory school attendance
CODE OF REGULATIONS, TITLE 5
306 Explanation of absence
420-421 Record of verification of absence due to illness and other causes
Management Resources:
CSBA PUBLICATIONS
Improving Student Achievement by Addressing Chronic Absence, Policy Brief, December 2010
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
School Attendance Review Board Handbook, 2009
School Attendance Improvement Handbook, 2000
WEB SITES
CSBA: http://www.csba.org
Attendance Counts: http://www.attendancecounts.org
California Department of Education: http://www.cde.ca.gov
ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT
Policy adopted: March 2, 2011 Lancaster, California
3/2/11

Students

CHRONIC ABSENCE AND TRUANCY

Definitions
Chronic absentee means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays.
Truant means a student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (Education Code 48260)
Habitual truant means a student who has been reported as a truant three or more times within the same school year, provided the district has made a conscientious effort to hold at least one conference with the student and his/her parent/guardian. (Education Code 48262, 48264.5)
Chronic truant means a student who has been absent from school without a valid excuse for 10 percent or more of the school days in one school year, from the date of enrollment to the current date, provided the district has met the requirements of Education Code 48260-48263 and 48291.
(Education Code 48263.6)
Attendance Supervisor(s)
The Superintendent or designee shall appoint or contract with a supervisor of attendance and assistant supervisors as necessary to supervise the attendance of district students. Such supervisors shall perform duties related to compulsory full-time education, truancy, compulsory continuation education, work permits, and any additional duties prescribed by the Superintendent. (Education Code 48240, 48243, 48244)
(cf. 5113 - Absences and Excuses)
(cf. 5113.2 - Work Permits)
Addressing Chronic Absence
When a student is identified as a chronic absentee, the attendance supervisor shall communicate with the student and his/her parent/guardian to determine the reason(s) for the excessive absences, ensure the student and parent/guardian are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.
(cf. 6020 - Parent Involvement)
3/2/11

CHRONIC ABSENCE AND TRUANCY

The student may be referred to a student success team or school-site attendance review team to assist in evaluating the student's needs and identifying strategies and programs that may assist him/her.
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5147 - Dropout Prevention)
(cf. 5149 - At-Risk Students)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6175 - Migrant Education Program)
A student who is struggling academically may be offered tutoring or other supplemental instruction, extended learning opportunities, and/or alternative educational options as appropriate.
(cf. 6158 - Independent Study)
(cf. 6176 - Weekend/Saturday Classes)
(cf. 6178.1 - Work Experience Education)
(cf. 6179 - Supplemental Instruction)
(cf. 6181 - Alternative Schools/Programs of Choice)
(cf. 6183 - Home and Hospital Instruction)
(cf. 6184 - Continuation Education)
Whenever chronic absenteeism is linked to a nonschool condition, the attendance supervisor may recommend community resources and/or collaborate with community agencies and organizations to address the needs of the student and his/her family.
(cf. 1020 - Youth Services)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 5145.6 - School Health Services)
Addressing Truancy

Students

AR 5113.1 (b)

80
An attendance supervisor or designee, peace officer, probation officer, or school administrator or designee may arrest or assume temporary custody, during school hours, of any minor student found away from his/her home who is absent from school without a valid excuse. Any person arresting or assuming temporary custody of a minor student shall deliver the student and make reports in accordance with Education Code 48265 and 48266. (Education Code 48264, 48265, 48266)

(cf. 3515.3 - District Police/Security Department)

3/2/11

Students AR 5113.1 (c)

CHRONIC ABSENCE AND TRUANCY

The attendance supervisor shall investigate a complaint from any person that a parent/guardian has violated the state compulsory education laws contained in Education Code 48200-48341. (Education Code 48290)

When a student has been identified as a truant, as defined above, the following steps shall be implemented based on the number of truancies he/she has committed:

1. Initial truancy
   a. A student who is initially classified as truant shall be reported to the attendance supervisor. (Education Code 48260)
   b. The student's parent/guardian shall be notified by the most cost-effective method possible, which may include email or a telephone call, that: (Education Code 48260.5)
      (1) The student is truant.
      (2) The parent/guardian is obligated to compel the student to attend school. If the parent/guardian fails to meet this obligation, he/she may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290-48296.
      (3) Alternative educational programs are available in the district.
      (4) The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy.
      (5) The student may be subject to arrest or held in temporary custody by a probation officer, a peace officer, a school administrator or attendance supervisor or his/her designee under Education Code 48264 if found away from home and absent from school without a valid excuse.
      (6) The student may be subject to suspension, restriction, or delay of his/her driving privilege pursuant to Vehicle Code 13202.7.
      (7) It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day.

   (cf. 5145.6 - Parental Notifications)
   c. The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223. (Education Code 48264.5)

3/2/11

Students AR 5113.1 (d)

CHRONIC ABSENCE AND TRUANCY
d. The student may be given a written warning by a peace officer. A record of this warning may be kept at school for not less than two years or until the student graduates or transfers from the school. If the student transfers, the record may be forwarded to the new school. (Education Code 48264.5)

(cf. 5125 - Student Records)

e. The attendance supervisor may notify the district attorney and/or probation officer of the name of each student who has been classified as a truant and the name and address of the student's parents/guardians. (Education Code 48260.6)

2. Second truancy
a. Any student who has once been reported as a truant shall again be reported to the attendance supervisor as a truant if he/she is absent from school without valid excuse one or more days or is tardy on one or more days. (Education Code 48261)

b. The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223. (Education Code 48264.5)

c. The student may be assigned to an after-school or weekend study program within the county. If the student fails to successfully complete this study program, he/she shall be subject to item #3 below. (Education Code 48264.5)

d. An appropriate district staff member shall make a conscientious effort to hold at least one conference with the student and parent/guardian by communicating with the parent/guardian at least once using the most cost-effective method possible, which may include email or a telephone call. (Education Code 48262)

e. The attendance supervisor may notify the district attorney and/or probation officer whether the student continues to be classified as a truant after the parents/guardians have been notified in accordance with item #1b above. (Education Code 48260.6)

3. Third truancy (habitual truancy)
a. A student who is habitually truant, irregular in school attendance, or habitually insubordinate or disorderly during attendance at school may be referred to, and required to attend, a school attendance review board (SARB) program, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the district's attendance supervisor. (Education Code 48263, 48264.5)

3/2/11

Students AR 5113.1 (e)

CHRONIC ABSENCE AND TRUANCY

b. Upon making a referral to the SARB or the probation department, the attendance supervisor shall provide the student and parent/guardian, in writing, the name and address of the SARB or probation department and the reason for the referral. This notice shall indicate that the student and parent/guardian shall be required, along with the district staff person making the referral, to meet with the SARB or a probation officer to consider a proper disposition of the referral. (Education Code 48263)

c. If the student does not successfully complete the truancy mediation program or
other similar program, he/she shall be subject to item #4 below. (Education Code 48264.5)

d. If the attendance supervisor determines that available community services cannot resolve the problem of the truant or insubordinate student or if the student and/or student's parents/guardians have failed to respond to the directives of the district or to services provided, the attendance supervisor may so notify the district attorney and/or the probation officer. (Education Code 48263)

4. Fourth truancy
   a. Upon his/her fourth truancy within the same school year, the student shall be within the jurisdiction of the juvenile court. (Education Code 48264.5; Welfare and Institutions Code 601)
   b. If a student has been adjudged by the county juvenile court to be a habitual truant, the attendance supervisor shall notify the juvenile court and the student's probation or parole officer whenever the student is truant or tardy on one or more days without a valid excuse in the same or succeeding school year, or is habitually insubordinate or disorderly at school. The juvenile court and probation or parole officer shall be notified within 10 days of the violation. (Education Code 48267)

5. Absence for 10 percent of school days (chronic truancy)
   a. The attendance supervisor shall ensure that the student's parents/guardians are offered language-accessible support services to address the student's truancy.
   b. If a chronically truant student is at least age 6 years and is in any of grades K-8, the attendance supervisor shall notify the parents/guardians that failure to reasonably supervise and encourage the student's school attendance may result in the parent/guardian being found guilty of a misdemeanor pursuant to Penal Code 270.1.

3/2/11

Students AR 5113.1 (f)

CHRONIC ABSENCE AND TRUANCY

Records
The Superintendent or designee shall maintain accurate attendance records for students identified as habitual or chronic truants. The Superintendent or designee also shall document all contacts with a student and his/her parent/guardian regarding the student's attendance, including a summary of all conversations and a record of all intervention efforts.

The Superintendent or designee shall gather and transmit to the County Superintendent of Schools the number and types of referrals made to the SARB and of requests for petitions made to the juvenile court. (Education Code 48273)

ANTELOPE
CONDUCT

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation. (cf. 0450 - Comprehensive Safety Plan) (cf. 5131.1 - Bus Conduct) (cf. 5137 - Positive School Climate) (cf. 6145.2 - Athletic Competition)

The Superintendent or designee shall ensure that each school develops standards of conduct and discipline consistent with Board policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats (cf. 5131.7 - Weapons and Dangerous Instruments) (cf. 5142 - Safety)
2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption (cf. 5131.2 – Bullying) (cf. 5145.3 – Nondiscrimination /Harassment) (cf. 5145.7 – Sexual Harassment) (cf. 5145.9 – Hate-Motivated Behavior)
3. Conduct that disrupts the orderly classroom or school environment (cf. 5131.4 - Student Disturbances)
4. Willful defiance of staff’s authority
5. Damage to or theft of property belonging to students, staff, or the district (cf. 3515.4 - Recovery for Property Loss or Damage) (cf. 5131.5 - Vandalism and Graffiti)

CONDUCT

The district shall not be responsible for students' personal belongings which are brought on campus or to a school activity and are lost, stolen, or damaged.
6. Obscene acts or use of profane, vulgar, or abusive language (cf. 5145.2 - Freedom of Speech/Expression)
7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs (cf. 5131.6 - Alcohol and Other Drugs) (cf. 5131.62 - Tobacco) (cf. 5131.63 - Steroids)
8. Possession or use of a laser pointer, unless for a valid instructional or other school-related
purpose (Penal Code 417.27)
Prior to bringing a laser pointer on school premises for a valid instructional or school-related purpose, a student shall obtain permission from the principal or designee.

9. Use of a cellular/digital telephone, pager, or other mobile communications device during instructional time
Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. (Education Code 48901.5)

10. Plagiarism or dishonesty on school work or tests
(cf. 5131.9 - Academic Honesty)
(cf. 6162.54 - Test Integrity/Test Preparation)
(cf. 6162.6 - Use of Copyrighted Materials)

11. Inappropriate attire
(cf. 5132 - Dress and Grooming)

12. Tardiness or unexcused absence from school

9/5/12

Students

BP 5131 (c)

CONDUCT

(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Chronic Absence and Truancy)

13. Failure to remain on school premises in accordance with school rules
(cf. 5112.5 - Open/Closed Campus)

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or an administrator for further investigation.

When a school official suspects that a search of a student or his/her belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

When a student uses any prohibited device, or uses a permitted device in any unethical or illegal activity, a district employee may confiscate the device. The employee shall store the item in a secure manner until an appropriate time.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or cocurricular activities or other privileges in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

(cf. 1020 - Youth Services)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5127 - Graduation Ceremonies and Activities)
CONDUCT

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during nonschool hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

Legal Reference:

EDUCATION CODE
200-262.4 Prohibition of discrimination
32280-32289 Comprehensive safety plan
35181 Governing board authority to set policy on responsibilities of students
35291-35291.5 Rules
44807 Duty concerning conduct of students
48900-48925 Suspension and expulsion
51512 Prohibition against electronic listening or recording device in classroom without permission

CIVIL CODE
1714.1 Liability of parents and guardians for willful misconduct of minor

PENAL CODE
288.2 Harmful matter with intent to seduce
313 Harmful matter
417.25-417.27 Laser scope or laser pointer
647 Use of camera or other instrument to invade person's privacy; misdemeanor
653.2 Electronic communication devices, threats to safety

VEHICLE CODE
23123-23124 Prohibitions against use of electronic devices while driving

CODE OF REGULATIONS, TITLE 5
300-307 Duties of students

UNITED STATES CODE, TITLE 42
2000h-2000h6 Title IX, 1972 Education Act Amendments

COURT DECISIONS
LaVine v. Blaine School District, (2000, 9th Cir.) 257 F.3d 981
Bethel School District No. 403 v. Fraser, (1986) 478 U.S. 675
Management Resources:
CSBA PUBLICATIONS
Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010
Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Bullying at School, 2003
WEB SITES
CSBA: http://www.csba.org
9/5/12

CONDUCT

California Department of Education, Safe Schools Office: http://www.cde.ca.gov/ls/ss
Center for Safe and Responsible Internet Use: http://cyberbully.org
National School Boards Association: http://www.nsba.org
National School Safety Center: http://www.schoolsafety.us
BULLYING

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

Bullying Prevention

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.
education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.
(cf. 6163.4 - Student Use of Technology)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6142.94 - History-Social Science Instruction)
School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias.

Intervention
Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.
School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)
As appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

Complaints and Investigation
Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

Students BP 5131.2 (c)

**BULLYING**

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.
If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Discipline
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.
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6159.4 - Behavioral Interventions for Special Education Students)
Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
32282 Comprehensive safety plan
35181 Governing board policy on responsibilities of students
35291-35291.5 Rules
48900-48925 Suspension or expulsion
48985 Translation of notices
PENAL CODE
647 Use of camera or other instrument to invade person's privacy; misdemeanor
647.7 Use of camera or other instrument to invade person's privacy; punishment
653.2 Electronic communication devices, threats to safety
UNITED STATES CODE, TITLE 47
254 Universal service discounts (e-rate)
COURT DECISIONS
9/5/12

Students proposed

BULLYING

Management Resources:
CSBA PUBLICATIONS
Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010
Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008
Bullying at School, 2003
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter: Harassment and Bullying, October 2010
WEB SITES
CSBA: http://www.csba.org
California Cybersafety for Children: http://www.cybersafety.ca.gov
California Department of Education, Safe Schools Office: http://www.cde.ca.gov/ls/ss
Center for Safe and Responsible Internet Use: http://cyberbully.org
National School Boards Association: http://www.nsba.org
National School Safety Center: http://www.schoolsafety.us
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr
DRESS AND GROOMING

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 have the right to make individual choices from a wide range of clothing and grooming styles, but they 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)

The Board considers application of this policy to be a site administrative responsibility within the jurisdiction of the principal. Details and specific rules which apply shall be an administrative decision. In developing standards of student dress, the administration shall consider the effect that wearing apparel may have on students' attitude toward learning and the effect certain apparel may have on other students.

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)

The principal, staff, students, and parents/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

The Board has determined that gangs constitute a danger to students, and the Superintendent or designee shall restrict student dress and grooming as necessary to comply with Board Policy 5136 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.

DRESS AND GROOMING

The Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children not comply with 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.

School plans requiring students to wear uniforms shall identify a source of funding available for the purchase of uniforms by economically disadvantaged students.

In schools where a schoolwide uniform is required, the principal, staff, and parents/guardians of
the individual school shall jointly select the specific uniform to be worn. The principal or designee shall give parents/guardians at least six months' notice before a school uniform policy is implemented. Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting.

Legal Reference:

EDUCATION CODE
- 35183 School dress codes; uniforms
- 35183.5 Sun-protective clothing
- 35294.1 School safety plans
- 48907 Student exercise of free expression
- 49066 grades; effect of physical education class apparel

CODE OF REGULATIONS, TITLE 5
- 302 Pupils to be neat and clean on entering school

COURT DECISIONS
Students BP 5136(a)

GANGS

The Board of Trustees desires to provide safe schools for all students and staff in the district. The Board, therefore, views with extreme concern any act of violence, intimidation, disruption of the orderly operation of the school, activities inciting others and the commission of any unlawful acts on school campuses and at school activities. Therefore, any individual student and/or any group of students acting in concert or as a gang found in violation of Board policy, administrative regulations, school rules or state law are to be recommended to the Board for suspension/expulsion. School personnel shall exchange information and establish mutually supportive efforts with local law enforcement authorities.

The administration is to be sensitive to the early manifestations of such activities including, but not limited to, the presence of insignias, apparel and verbal, nonverbal and written symbols. The Superintendent or designee shall provide in-service training which helps staff to identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior. Staff shall be informed about conflict management techniques and alerted to intervention measures and community resources.

Any individual student manifesting gang behavior or acting in an organized manner to disrupt the activities of the school will be subject to disciplinary action by the school principal or designee.

Interventions

The school administration is to be sensitive to the presence of gang activities and take the steps necessary to provide safe campuses. Among these are:

1. Identification of the leaders and members.
2. Regular meetings are to be held with local law enforcement agencies and other agencies to ascertain the presence of such groups in the community and the potential for school disruptions or events.
3. Regular in-service programs for staff members.

To further discourage the influence of gangs, the Superintendent or designee shall ensure that school rules of conduct and any school dress code prohibiting gang-related apparel are enforced consistently during school hours and at school activities. If a student exhibits signs of gang affiliation, staff shall so inform the parent/guardian.

Under the California Constitution, students have the inalienable right to attend schools which are safe, secure and peaceful. The Board subscribes to the philosophy that students should be provided with a quality education in a safe, secure and peaceful environment. The Board has determined and

Students BP 5136(b)

GANGS

finds that the presence of any gang-related jewelry, insignia, colors, paraphernalia, apparel, clothing and attire on school campuses and at school activities results in disruption of or material interference with institutional and other activities and so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the disruption of the orderly operation of the school. Specifically, the Board finds that it is necessary
to establish a dress and grooming policy designed to regulate the wearing of or display of clothing, attire, jewelry, apparel, insignia, colors, paraphernalia or materials that evidence membership in or affiliation with any gang; which are obscene, sexually explicit or suggestive; which promote the use/abuse of drugs and/or alcohol; which pose a threat to the physical well-being and safety of students or are likely to cause others to be intimidated by fear of violence; or which so incite students as to create a clear and present danger of the commission of unlawful acts on school premises or at school activities, or the violation of law or lawful school regulations, or the disruption of or material interference with the orderly operation of the school or school-sponsored activities.

Legal Reference:

EDUCATION CODE
32230-32239 School Violence Reduction Program
35183 Gang-related apparel
35294.1 School safety plans
48907 Student exercise of free expression
51264 Educational in-service training; CDE guidelines
51265 Gang violence and drug and alcohol abuse prevention inservice training
51266-51266.5 Model gang and substance abuse prevention curriculum
58730-58736 Gang Intervention Programs
58750-58755 Extended school-day activities and violence reduction act

PENAL CODE
186.22 Participation in criminal street gang
13826-13826.7 Gang violence suppression

UNITED STATES CODE, TITLE 20
7101-7143 Safe and Drug-Free Schools and Communities Act of 1994

Management Resources:
CDE PUBLICATIONS
On Alert: Gang Prevention in School and In-service Guidelines, January 1994
CSBA PUBLICATIONS
Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1995
CHILD ABUSE REPORTING PROCEDURES

The Governing Board recognizes that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse and neglect. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.
(cf. 5141.41 - Child Abuse Prevention)
(cf. 5142 - Safety)
Employees who are mandated reporters, as defined by law and district administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for reporting, investigating and prosecuting cases of child abuse and neglect. The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters.
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)
Parents/guardians may contact the Superintendent or designee to obtain procedures for filing a complaint against a district employee or other person whom they suspect has engaged in abuse of a child at a school site.
(cf. 1312.1 - Complaints Concerning District Employees)
Legal Reference:
EDUCATION CODE
33308.1 Guidelines on procedure for filing child abuse complaints
44690-44691 Staff development in the detection of child abuse and neglect
48906 Notification when student released to peace officer
48987 Dissemination of reporting guidelines to parents
PENAL CODE
152.3 Duty to report murder, rape or lewd or lascivious act
273a Willful cruelty or unjustifiable punishment of child; endangering life or health
288 Definition of lewd or lascivious act requiring reporting
11164-11174.3 Child Abuse and Neglect Reporting Act
WELFARE AND INSTITUTIONS CODE
15630-15637 Dependent adult abuse reporting
CODE OF REGULATIONS, TITLE 5
4650 Filing complaints with CDE, special education students
CHILD ABUSE REPORTING PROCEDURES

Definitions
Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)
1. A physical injury inflicted by other than accidental means on a child by another person.
2. Sexual abuse of a child as defined in Penal Code 11165.1.
3. Neglect as defined in Penal Code 11165.2.
4. Willful cruelty or unjustifiable punishment of a child as defined in Penal Code 11165.3.
5. Unlawful corporal punishment or injury resulting in a traumatic condition as defined in Penal Code 11165.4.

Child abuse or neglect does not include:
1. A mutual affray between minors. (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment. (Penal Code 11165.6)
3. The exercise by a teacher, vice principal, principal or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning. (Education Code 44807)
4. An amount of force that is reasonable and necessary for a school employee to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student. (Education Code 49001)
5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student. (Education Code 49001)

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

*(cf. 5141.41 - Child Abuse Prevention)*

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

**Reportable Offenses**

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

Any mandated reporter who has knowledge of or who reasonably suspects that mental suffering has been inflicted upon a child, or that the child's emotional well-being is endangered in any other way, may report the known or suspected instance of child abuse or neglect to the appropriate agency designated below. *(Penal Code 11166.05)*

Instances that indicate that the emotional well-being of a child might be endangered include, but are not limited to, evidence that the child is suffering from emotional damage, such as severe anxiety, depression, withdrawal, or untoward aggressive behavior towards self or others.

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

**Responsibility for Reporting**

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

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

Students

**CHILD ABUSE REPORTING PROCEDURES**

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

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

**Reporting Procedures**

1. **Initial Telephone Report**

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

The appropriate telephone contact for our District is:

Children & Family Services Department Child Abuse Hotline (800) 540 4000

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

2. Written Report

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

Mandated reporters may obtain copies of the above form from either the district, the principal’s office, the guidance office or the appropriate agency.

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

a. The name, business address and telephone number of the person making the report and the capacity that makes the person a mandated reporter;

b. The child's name and address, present location and, where applicable, school, grade and class;

Students AR 5141.4(d)

**CHILD ABUSE REPORTING PROCEDURES**

c. The names, addresses and telephone numbers of the child's parents/guardians;

d. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information; and

e. The name, address, telephone number and other relevant personal information about the person(s) who might have abused or neglected the child.

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

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

3. Internal Reporting

Employees reporting child abuse or neglect to the appropriate agency are encouraged, but not required, to notify the principal or designee as soon as possible after the initial telephone report to an appropriate agency.

The principal or designee so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Governing Board policy and administrative regulation.

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

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

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

Training

Training of mandated reporters shall include child abuse identification and reporting. All
employees receiving such training shall receive written notice of state reporting requirements and employees’ confidentiality rights. *(Penal Code 11165.7)*

Students

AR 5141.4(e)

**CHILD ABUSE REPORTING PROCEDURES**

Training shall also include guidance in the appropriate discipline of students, physical contact with students, and maintenance of ethical relationships with students to avoid actions that may be misinterpreted as child abuse. *(cf. 5144 - Discipline)*

*(cf. 5145.7 - Sexual Harassment)*

**Victim Interviews**

Upon request, a representative of an agency investigating suspected child abuse or neglect may interview a suspected victim during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. *(Penal Code 11174.3)*

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

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. *(Penal Code 11174.3)*

**Release of Child to Peace Officer**

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

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

Students

AR 5141.4(f)

**CHILD ABUSE REPORTING PROCEDURES**

*(cf. 5145.11 - Questioning and Apprehension)*

**Parent/Guardian Complaints**

Upon request, the Superintendent or designee shall provide parents/guardians with procedures whereby they can report suspected child abuse occurring at a school site to appropriate agencies.
Such procedures shall be in the primary language of the parent/guardian and, when communicating orally regarding those procedures, an interpreter shall be provided for parents/guardians whose primary language is other than English. *(Education Code 48987)*

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person or in writing with any appropriate agency identified above under "Reporting Procedures."

*(cf. 4117.4 - Dismissal)*
*(cf. 4118 - Suspension/Disciplinary Action)*
*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

If a parent/guardian makes a complaint to any district employee, that employee shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency and also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

*(cf. 1312.1 - Complaints Concerning District Employees)*

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

*(cf. 1312.3 - Uniform Complaint Procedures)*

**Notifications**

The Superintendent or designee shall give persons hired by the district a statement informing them that they are mandated by law to report suspected child abuse and neglect, inform them of their reporting obligations under Penal Code 11166, and provide a copy of Penal Code 11165.7 and 11166. Before beginning employment, employees shall sign the statement indicating that they have knowledge of the reporting obligations under Penal Code 11166 and that they will comply with those provisions. The signed statements shall be retained by the Superintendent or designee.

*(Penal Code 11166.5)*

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

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

**Students**

*AR 5141.4(g)*

**CHILD ABUSE REPORTING PROCEDURES**

The Superintendent or designee shall also notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. *(Penal Code 11172)*

2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she is guilty of a misdemeanor punishable by a fine and/or imprisonment. *(Penal Code 11166)*

3. No employee shall be subject to any sanction by the district for making a report. *(Penal Code 11166)*
SEARCH AND SEIZURE

As necessary to protect the health, safety and welfare of students and staff, school officials may search students, their property and/or district property under their control, and may seize illegal, unsafe and prohibited items. The Governing Board requires that discretion, good judgment and common sense be exercised in all cases of search and seizure.

Individual Searches

School officials may search individual students, their property and district property under their control, when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law, Board policy, administrative regulation, or other rules of the district or the school.

Employees shall not conduct strip searches or body cavity searches of any student. *Education Code 49050*

Searches of individual students shall be conducted in the presence of at least two district employees.

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search. *(cf. 5145.11 - Questioning and Apprehension)*

Student Lockers/Desks

The principal or designee may conduct a general inspection of school properties that are within the control of students, such as lockers and desks, on a regular, announced basis, with students standing by their assigned lockers or desks. Any items contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned.

Because lockers and desks are under the joint control of the student and the district, school officials shall have the right and ability to open and inspect any school locker or desk without student permission or prior notice when they have reasonable suspicion that the search will uncover evidence of illegal possessions or activities or when odors, smoke, fire and/or other threats to health, welfare or safety emanate from the locker or desk.

Use of Metal Detectors

The Board believes that the presence of weapons in the schools threatens the district's ability to provide the safe and orderly learning environment to which district students and staff are entitled. The Board also believes that metal detector searches offer a reasonable means to keep weapons out of the schools and mitigate the fears of students and staff. The Superintendent or designee shall establish procedures that ensure that metal detector searches are conducted in a consistent manner that precludes arbitrary and capricious enforcement by school officials.

The Superintendent or designee shall establish procedures that ensure that metal detector searches are conducted in a consistent manner that precludes arbitrary and capricious enforcement by school officials.

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

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 5131.7 - Weapons and Dangerous Instruments)*
Use of Drug-Detection Dogs

In an effort to keep the schools free of drugs, the district may use specially trained non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy. The dogs may sniff the air around lockers, desks, or vehicles on district property or at district-sponsored events as long as they are not allowed to sniff within the close proximity of any students.

Legal Reference:
EDUCATION CODE
35160 Authority of governing boards
35160.1 Broad authority of school districts
35294-35294.9 School safety plans
49050-49051 Searches by school employees
49330-49334 Injurious objects
PENAL CODE
626.9 Firearms
626.10 Dirks, daggers, knives or razor; bringing into or possession of upon or within public school ground; exception
COURT DECISIONS
B.C. v. Plumas, (9th Cir. 1999) 192 F.3d 1260
Horton v. Goose Creek Independent School District, (5th Cir. 1982) 690 F.2d 470
Zamora v. Pomeroy, (10th Cir. 1981) 639 F.2d 662
ATTORNEY GENERAL OPINIONS

WEB SITES
California Attorney General's Office: http://caag.state.ca.us
CDE, Safe Schools and Violence Prevention Office: http://www.cde.ca.gov/spbranch/safety

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT
Policy adopted: November 13, 1990 Lancaster, California
Policy revised: April 6, 1994; March 1, 2000; August 22, 2001

Students

SEARCH AND SEIZURE

Use of Metal Detectors
The following procedures shall be followed when making metal detector scans:
1. Before walk-through, students shall be asked to empty their pockets of metallic objects.
2. If an initial activation occurs, students shall be asked to remove other metallic objects they may be wearing (e.g., belt and jewelry) before a second scan.
3. If the activation is not eliminated or explained, staff shall escort the student to a private area.
4. In the private area, an expanded search shall be conducted by a staff member of the same gender as the student, in the presence of another district employee.
5. The search shall be limited to the detection of weapons.
Use of Drug-Detection Dogs

Drug-detection dogs shall not be used in rooms occupied by persons except for demonstration purposes, with the handler present. When used for demonstration purposes, the dog shall be separated from the students and not allowed to sniff any individual. Only the dog's official handler shall determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the student having the use of that item or place, or responsibility for it, shall be called to witness the search. If a dog alerts on a locked vehicle, the student who brought the vehicle onto district property shall be asked to unlock it for inspection.

(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Notifications

At the beginning of each school year, or upon enrollment, the Superintendent or designee shall inform students and parents/guardians of the possibility of random searches of students, their belongings and district properties under their control.

Students

AR 5145.12(b)

SEARCH AND SEIZURE

At the beginning of each school year, or upon enrollment, students and parents/guardians shall receive notice that the district uses metal detector scans as part of its program to promote safety and deter the presence of weapons. Signs shall be posted at all schools at which metal detectors are to be used to explain that anyone may be scanned by metal detector for guns, knives or other illegal weapons when on campus or attending athletic or extracurricular events.

ANTELOPE
HATE-MOTIVATED BEHAVIOR

The Governing Board affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 3515.1 – Crime Data Reporting)
(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 5131.5 - Vandalism, Theft and Graffiti)
(cf. 5136 - Gangs)
(cf. 5137 - Positive School Climate)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 6141.6 - Multicultural Education)

Any student who feels that he/she is a victim of hate-motivated behavior shall immediately contact the principal or designee. If the student believes that the principal or designee has not remedied the situation, he/she may file a complaint in accordance with district complaint procedures.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.3 - Uniform Complaint Procedures)

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the principal, Superintendent or designee, and law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with Board policy and administrative regulation.

(cf. 3515.3 - District Police Department)
(cf. 4158/4258/4358 - Employee Security)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

In addition, the District shall provide counseling and appropriate sensitivity training and diversity education for students exhibiting hate-motivated behavior. The District shall also provide counseling, guidance, and support, as necessary, to those students who are the victims of hate-motivated behavior.

(cf. 6164.2 - Guidance/Counseling Services)

HATE-MOTIVATED BEHAVIOR

The Superintendent or designee shall ensure that staff receives appropriate training to recognize hate-motivated behavior and methods for handling such behavior in appropriate ways.

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

The District shall provide age-appropriate instruction to help promote understanding of and
respect for human rights.
At the beginning of each school year, students and staff shall receive a copy of the District’s policy on hate-motivated behavior.

Legal Reference:
EDUCATION CODE
200-262 Prohibition of discrimination on the basis of sex
48900.3 Suspension for hate violence
PENAL CODE
186.21 Street terrorism; legislative findings and declarations
422.6-422.95 Civil Rights
11410-11414 Terrorism
13023 Reports by law enforcement of crimes motivated by race, ethnicity, religion, sexual orientation or physical or mental disability
13519.6 Hate crimes, training courses and guidelines
UNITED STATES CODE, TITLE 18
245 Federally protected activities
Management Resources:
CSBA PUBLICATIONS
Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1995
ALAMEDA OFFICE OF EDUCATION & CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Hate-Motivated Behavior in Schools: Response Strategies for School Boards, Administrators, Law Enforcement and Communities, 1997
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS & NATIONAL ASSOCIATION OF ATTORNEYS GENERAL PUBLICATIONS
Protecting Students from Harassment and Hate Crime: A Guide for Schools, 1999
WEB SITES
CDE: http://www.cde.ca.gov
California Association of Human Relations Organizations: http://www.cahro.org

CLASSROOM INTERRUPTIONS

The Board of Trustees recognizes the importance of providing students with sustained, uninterrupted instruction. Allowing interruptions during class time implies to students that what is occurring in the classroom lacks value. Therefore, interruptions and distractions must be controlled and avoided to ensure that teachers can dedicate classroom time to the instruction of students.

Legal Reference:
EDUCATION CODE
32212 Classroom interruptions

Instruction

BP 6116 (a)

CLASSROOM INTERRUPTIONS

1. The Superintendent or designee shall require the school principal to limit office summons
and the use of student messengers to a brief, specified period of time during the school day. Messages should be briefly and clearly stated in order to reduce the amount of time devoted to non-instructional activities.

2. Announcements that are only pertinent to teachers should be put in writing.

3. Teachers should be notified in advance of all programming that takes students away from regular classroom instruction.

4. To avoid unplanned entrances to classrooms, visitors should be encouraged to make appointments.

5. Whenever possible, school maintenance and housekeeping activities should be scheduled before or after school hours.

6. The principal or designee is authorized to make on-site decisions in matters of emergency or urgency that require classroom interruptions.
RECOGNITION OF RELIGIOUS BELIEFS AND CUSTOMS

The Governing Board recognizes that students’ education would be incomplete without an understanding of the role of religion in history. It is both proper and important for teachers to objectively discuss the influences of various religions, using religious works and symbols to illustrate their relationship with society, literature, or the arts. The Board expects that such instruction will identify principles common to all religions and foster respect for the multiple creeds practiced by the peoples of the world.

In order to respect each student’s individual right to freedom of religious practice, religious indoctrination is clearly forbidden in the public schools. Instruction about religion must not favor, promote, or demean the beliefs or customs of any particular religion or sect. Staff shall be highly sensitive to its obligation not to interfere with the religious development of any student in whatever tradition the student embraces.

Staff shall not endorse, encourage, or solicit religious or anti-religious expression or activities among students. They shall not lead students in prayer or participate in student-initiated prayer. However, staff shall not prohibit or discourage any student from praying or otherwise expressing his/her religious belief as long as this does not disrupt the educational process. Students may express their beliefs about religion in their homework, artwork, and other written and oral reports if the expression is germane to the assignment. Such work shall be judged by ordinary academic standards, free of discrimination based on religious content.

(cf. 5145.2 - Freedom of Speech/Expression: Publications Code)
(cf. 6144 - Controversial Issues)
(cf. 6145.5 - Student Organizations and Equal Access)

Religious Holidays

Whereas teaching about religious holidays is a permissible part of the educational program, celebrating religious holidays is not allowed in the public schools. School-sponsored programs shall not be, nor have the effect of being, religiously oriented or a religious celebration.

(cf. 5113 - Absences and Excuses)

School and classroom decorations may express seasonal themes that are not religious in nature.

Health/Family Life/Sex Education

Upon written request of the parent/guardian, a student shall be excused from any part of health, family life, or sex education which conflicts with the religious training, beliefs, or personal moral convictions of the parent/guardian or student. (Education Code 51240)

(cf. 6142.1 - Family Life/Sex Education)

Instruction

RECOGNITION OF RELIGIOUS BELIEFS AND CUSTOMS

Health/Family Life/Sex Education (Continued)

Alternate activities shall be provided for students who are so excused.

Legal Reference:
EDUCATION CODE
51240 Excuse from health instruction and family life and sex education due to religious belief
51511 Religious matters properly included in courses of study
STUDENT USE OF TECHNOLOGY

The Governing Board intends that technological resources provided by the district be used in a safe, responsible and proper manner in support of the instructional program and for the advancement of student learning.

(cf. 0440 - District Technology Plan)
(cf. 1113 - District and School Web Sites)
(cf. 4040 - Employee Use of Technology)
(cf. 5131 - Conduct)
(cf. 6163.1 - Library Media Centers)

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with district regulations and the district's Acceptable Use Agreement.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process: Students with Disabilities)
(cf. 5145.12 - Search and Seizure)

The Superintendent or designee shall provide age-appropriate instruction regarding the district's Acceptable Use Agreement, including instruction on the safe use of social networking sites and other Internet services including, but not limited to, the dangers of posting personal information online, misrepresentation by online predators, and how to report inappropriate or offensive content or threats.

(cf. 6143 - Courses of Study)

The Superintendent or designee, with input from students and appropriate staff, shall regularly review this policy, the accompanying administrative regulation and other relevant procedures to help ensure that the district adapts to changing technologies and circumstances.

Use of District Computers for Online Services/Internet Access
The Superintendent or designee shall ensure that all district Internet access has technology protection measures that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors, and that the operation of such measures is enforced.

(20 USC 6777, 47 USC 254)

The Board desires to protect students from access to inappropriate matter on the Internet. The Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet. He/she also shall establish regulations
STUDENT USE OF TECHNOLOGY

to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication, and other social networking sites deemed appropriate.

Before using the district's technological resources, each student and his/her parent/guardian shall sign and return an Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree to not hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.

cf. 6162.6 - Use of Copyrighted Materials

Staff shall supervise students while they are using online services and may ask teacher aides, student aides, and volunteers to assist in this supervision.

If a disruption occurs, or a student uses any mobile communications device for improper activities, a school employee shall direct the student to turn off the device and/or shall confiscate it. If a school employee finds it necessary to confiscate a device, he/she shall return it at the end of the class period or school day.

A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to discipline in accordance with Board policy and administrative regulation.

Use of Student Personal Technology Devices for Online Services/Internet Access

The Superintendent or designee shall ensure that all students will have the opportunity to bring their own personal technology devices for academic use. Students using their own laptops must have current anti-virus software installed before accessing district resources.

The Superintendent or designee shall ensure that all will have access to the district's electronic communications system for educational purposes. The electronic communications system is defined as the district's network, servers, computers, mobile devices, peripherals, applications, databases, online resources, Internet access, email, and any other technology designated for use by students.

It will be each student's responsibility to follow the rules for appropriate and responsible use. Access to the district’s network is a privilege and administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly. The district is not responsible for technology devices that are brought to school from home by students or faculty members.

9/5/12

STUDENT USE OF TECHNOLOGY

Bullying/Cyber-bullying/Cyber-harassment
Harassment of students or staff, including bullying, intimidation, cyber-bullying, cyber-harassment hazing or initiation activity, ridicule, extortion, or any other verbal, written, or
physical conduct that causes or threatens to cause bodily harm or emotional suffering is prohibited.
Cyber-bullying and cyber-harassment includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships.

(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

Legal Reference:
EDUCATION CODE
51006 Computer education and resources
51007 Programs to strengthen technological skills
51870-51874 Education technology
60044 Prohibited instructional materials
PENAL CODE
313 Harmful matter
502 Computer crimes, remedies
632 Eavesdropping on or recording confidential communications
UNITED STATES CODE, TITLE 20
6751-6777 Enhancing Education Through Technology Act, Title II, Part D, especially:
6777 Internet safety
UNITED STATES CODE, TITLE 47
254 Universal service discounts (E-rate)
CODE OF FEDERAL REGULATIONS, TITLE 16
312.1-312.12 Children's online privacy protection
CODE OF FEDERAL REGULATIONS, TITLE 47
54.520 Internet safety policy and technology protection measures, E-rate discounts

Management Resources:
CSBA PUBLICATIONS
Cyberbullying: Policy Considerations for Boards, Governance and Policy Services Policy Brief, July 2007
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
9/5/12

Instruction

STUDENT USE OF TECHNOLOGY

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES
1223.94 Acceptable Use of Electronic Information Resources
MY SPACE.COM PUBLICATIONS
The Official School Administrator's Guide to Understanding MySpace and Resolving Social Networking Issues
WEB SITES
CSBA: http://www.csba.org
American Library Association: http://www.ala.org
California Coalition for Children's Internet Safety: http://www.ybersafety.ca.gov
California Department of Education: http://www.cde.ca.gov
Center for Safe and Responsible Internet Use: http://csriu.org and http://cyberbully.org
STUDENT USE OF TECHNOLOGY

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. He/she shall ensure that all students using these resources receive training in their proper and appropriate use.

(cf. 0440 - District Technology Plan)
(cf. 4040 - Employee Use of Technology)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Online/Internet Services: User Obligations and Responsibilities

Students are authorized to use district or personal technology devices equipment to access the Internet or other online services in accordance with Board policy, the user obligations and responsibilities specified below, and the district's Acceptable Use Agreement.

1. The student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers, home addresses, and all telephone numbers private. They shall only use the account to which they have been assigned.

2. Students are responsible at all times for their use of the District's electronic communication system and must assume personal responsibility to behave ethically and responsibly.

3. Students shall use the district's system safely, responsibly, and primarily for educational purposes. Students must have teacher approval for classroom use of personal devices. Students must use the district’s filtered wireless network during the school day on personal electronic devices.

4. Students shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.

(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

9/5/12

Instruction AR 6163.4 (b)

STUDENT USE OF TECHNOLOGY

5. Unless otherwise instructed by school personnel, students shall not disclose, use, or
disseminate personal identification information about themselves or others when using email, chat rooms, or other forms of direct electronic communication. Students shall not disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians. Personal information includes the student's name, address, telephone number, Social Security number, or other individually identifiable information.

6. Students shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations. 
(cf. 3513.3 - Tobacco-Free Schools)

7. Students shall not use the system to engage in commercial or other for-profit activities.

8. Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.
(cf. 5131 - Conduct)

9. Copyrighted material shall be posted online only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information. Copyrighted material shall include but is not limited to music, software and games.
(cf. 5131.9 - Academic Honesty)
(cf. 6162.6 - Use of Copyrighted Materials)

10. Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."
(cf. 5131.5 - Vandalism, Theft and Graffiti)

11. Students shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or use another individual's identity.

12. Students shall report any security problem or misuse of the services to the teacher or principal. The district may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

9/5/12

Instruction

AR 6163.4 (c)

STUDENT USE OF TECHNOLOGY

(cf. 5145.12 - Search and Seizure)
The principal or designee may cancel a student's user privileges whenever the student is found to have violated Board policy, administrative regulation, or the district's Acceptable Use Agreement. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process: Students with Disabilities)
# Antelope Valley Union High School District
## Behavior Consequences

This exhibit pertains to consequences for specified student offenses and is provided as a guideline in implementing the district student conduct/discipline policies in accordance with Ed Code 48915.

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>LEGAL REFERENCE</th>
<th>TYPE OF INCIDENT</th>
<th>CONSEQUENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. FIREARM</td>
<td>EC 48900(b) \ EC 48915(c)(1)</td>
<td>Firearm defined in Penal Code (PC) 16520, gun-free zone 626.9, Knife defined in PC 626.10 Other dangerous objects include lighter, matches, fireworks, firecrackers, poppers, airsoft gun</td>
<td>Mandatory Recommend for expulsion and referral to law enforcement agency.</td>
</tr>
<tr>
<td>2. BRANDISHING KNIFE</td>
<td>EC 48900(b) \ EC 48915(c)(2)</td>
<td>Brandishing a knife at another person</td>
<td>Mandatory Recommend for expulsion and referral to law enforcement agency.</td>
</tr>
<tr>
<td>3. SALES CONTROLLED SUBSTANCES</td>
<td>EC 48900(c) \ EC 48900(p) \ EC 48915(c)(3)</td>
<td>Possessed, used, sold, furnished alcohol, marijuana/other drug Substances listed in Health &amp; Safety Code 11053-11058</td>
<td>Mandatory Recommend for expulsion and referral to law enforcement agency.</td>
</tr>
<tr>
<td>4. SEXUAL ASSAULT/SEXUAL BATTERY</td>
<td>EC 48900(n) \ EC 48915(c)(4)</td>
<td>Committed or attempted rape, oral copulation, sodomized or touched an intimate part while restraining victim against their will and for sexual gratification</td>
<td>Mandatory Recommend for expulsion and referral to law enforcement agency.</td>
</tr>
<tr>
<td>5. POSSESSION OF EXPLOSIVES</td>
<td>EC 48900(b) \ EC 48915(c)(5)</td>
<td>Possessed explosive</td>
<td>Mandatory Recommend for expulsion and referral to law enforcement agency.</td>
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<td>6. PHYSICAL INJURY: Cause, attempt, threaten</td>
<td>EC 48900(a)(1)(2)</td>
<td>Threatened to injure another Attempted to injure another Involved in a mutual fight</td>
<td>Suspension Recommend for expulsion and referral to law enforcement agency.</td>
</tr>
<tr>
<td>6.1 Assault/battery on school personnel</td>
<td>EC 48900(a)(1)(2)</td>
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<tr>
<td>6.2 Assault/battery on pupils and non-school personnel</td>
<td>EC 48900(a)(1)(2)</td>
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<td>6.3 Causing serious injury</td>
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<td>6.4 Pupil fights</td>
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<td>6.5 False fire alarm</td>
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<td>6.6 Inciting pupil unrest</td>
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<tr>
<td>6.7 Hazing</td>
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<tr>
<td>7. WEAPON (knife, other dangerous object)</td>
<td>EC 48900(b) \ EC 48915(a)(1)(B)</td>
<td>Possession, sale, furnished of a knife Other dangerous object include</td>
<td>Suspension 7.1 One semester alternative placement Recommend for expulsion and referral to law enforcement agency.</td>
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<tr>
<td>7.1 Possession, sale, furnishing</td>
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<td>7.2 Firecrackers</td>
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<td>7.3 Laser pointer</td>
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<tr>
<td>8. Controlled Substance: Possession, use, under influence</td>
<td>EC 48900(c) \ EC 48915(a)(1)(C)</td>
<td>Possessed, used, sold, furnished alcohol, marijuana/other drug Listed in Chapter 2 of Division 10 of the Health &amp; Safety Code, an alcoholic beverage, or intoxicant</td>
<td>Suspension and attendance to drug diversion program. Alternative placement Referral to law enforcement agency Recommend for expulsion</td>
</tr>
<tr>
<td>8.1 Alcohol, drug narcotics, hallucinogenic, or controlled substances or breathing fumes of poisonous substances</td>
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<tr>
<td>OFFENSE</td>
<td>LEGAL REFERENCE</td>
<td>TYPE OF INCIDENT</td>
<td>POTENTIAL CONSEQUENCES</td>
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<tr>
<td>9. Look-alike controlled substance, etc.</td>
<td>EC 48900(d)</td>
<td>An exchange of a material represented as a controlled substance, alcoholic beverage or intoxicant</td>
<td>Suspension, Recommend for expulsion and referral to law enforcement agency.</td>
</tr>
<tr>
<td>10. Robbery, extortion</td>
<td>EC 48900(e) EC 48915(a)(1)(D)</td>
<td>Theft by force or fear, or induced theft by force or fear.</td>
<td>Suspension, Recommend for expulsion and referral to law enforcement agency.</td>
</tr>
</tbody>
</table>

Must use OMC before Suspension for the following:

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>LEGAL REFERENCE</th>
<th>TYPE OF INCIDENT</th>
<th>POTENTIAL CONSEQUENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>11. Imitation firearm</td>
<td>EC 48900(m)</td>
<td>Possessed or brandished a fake gun must look like a real firearm</td>
<td>OMC, Suspension, Recommend for expulsion and referral to law enforcement agency.</td>
</tr>
<tr>
<td>12. Aided or Abetted</td>
<td>EC 48900(t)</td>
<td>Aided, abetted, advised or encouraged infliction of injury</td>
<td>OMC, Suspension, Recommend for expulsion and referral to law enforcement agency.</td>
</tr>
<tr>
<td>13. Harassed, threatened, or intimidated a complaining witness</td>
<td>EC 48900(o)</td>
<td>Harassed, threatened or intimidated a student that will be or was a witness in a disciplinary procedure</td>
<td>OMC, Suspension, Recommend for expulsion and referral to law enforcement agency.</td>
</tr>
<tr>
<td>14. Harassment or intimidation</td>
<td>EC 48900(e)</td>
<td>Unwelcome sexual advances, with the purpose of having a negative impact upon the pupil’s academic performance, or creating an intimidating, hostile, or offensive environment</td>
<td>OMC, Suspension, Recommend for expulsion and referral to law enforcement agency.</td>
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<td>EC 48900.2</td>
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<td>EC 48900.3</td>
<td>Engaged in harassment/intimidation that is severe and can create substantial disorder. “Electronic act” includes using a phone, wireless device, computer, etc. to send or post a message, text, sound, or image, including, but not limited to a “Burn page”, creating a credible impersonation of another actual pupil or creating a false pupil profile. Electronic act shall not constitute pervasive conduct solely because it has been transmitted or posted on the Internet. Reasonable pupil has average judgment in conduct for the person’s age, or for the person’s age with his or her exceptional needs.</td>
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</tbody>
</table>
| 15. Hazing  
*Engaged in, or attempted to engage in hazing. “Hazing” does not include athletic events or school-sanctioned events | EC 48900 (q) | Initiation into a pupil group which may cause serious bodily injury or personal degradation resulting in physical or mental harm | OMC  
Suspension  
Recommendation for expulsion and referral to law enforcement agency |
|---|---|---|---|
| 16. Prescription drug Soma  
*Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma | EC 48900(p) | Sold or furnished Soma, (prescription muscle relaxer) | OMC  
Suspension  
Recommendation for expulsion and referral to law enforcement agency |
| 17. Obscenity, profanity, or vulgarity  
*Committed an obscene act or engaged in habitual profanity or vulgarity  
*Possession of pornography | EC 48900(i) | Ongoing swearing at student/staff, indecent exposure, possession of pornography, sexting | OMC  
Suspension  
Recommend for expulsion and referral to law enforcement agency |
| 18. Burglary | EC 48900(f)  
EC 48900(g)  
EC 48900(u) | Graffiti, arson, vandalism  
Theft, see 48900(e) and (1) | OMC  
Suspension  
Recommend for expulsion and referral to law enforcement agency |
| 19. Damage property  
*Caused or attempted to cause damage to school property or private property  
19.1 Vandalism  
19.2 Graffiti | EC 48900(f)  
EC 48900(u) | Graffiti, arson, vandalism | OMC  
Suspension  
Recommend for expulsion and referral to law enforcement agency |
| 20. Steal property, or attempt  
*Stolen or attempted to steal school property or private property | EC 48900(g)  
EC 48900(u) | Theft, see 48900(e) and (1) | OMC  
Suspension  
Recommend for expulsion and referral to law enforcement agency |
| 21. Drug paraphernalia  
*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 | EC 48900(j) | Includes items for growing, storing, containing, concealing, injecting, ingesting, inhaling, a controlled substance (lighter, clips) | OMC  
Suspension  
Recommend for expulsion and referral to law enforcement agency |
| 22. Receive stolen property  
*Knowingly received stolen school property or private property | EC 48900(l)  
EC 48900(u) | Possessed property that the student knew was stolen | OMC  
Suspension  
Recommend for expulsion and referral to law enforcement agency |
| 23. Tobacco, possess or use  
*Possessed or used tobacco or any products containing tobacco or nicotine products | EC 48900(h) | Possessed/used cigarettes, clove cigarettes, tobacco product See penal Code 308(b) | OMC  
Refer to TEG  
Suspension  
Recommend for expulsion and referral to law enforcement agency |
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>EC/Code</th>
<th>Action</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>24.</td>
<td>Disruption or willful defiance</td>
<td>EC 48900(k)</td>
<td>Overtly defiant behavior toward faculty/staff</td>
<td>Not complying with assigned discipline i.e. forgery, gambling, littering, throwing objects, etc.</td>
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<tr>
<td>24.1</td>
<td>Concerted pupil activities</td>
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<td>24.2</td>
<td>Disrespect</td>
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<td>24.3</td>
<td>Disturbing the class</td>
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<td>24.4</td>
<td>Forgery</td>
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<td>24.5</td>
<td>Gambling</td>
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<tr>
<td>24.6</td>
<td>Loitering on or near campus</td>
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<td>24.7</td>
<td>Refusal to obey</td>
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<td>24.8</td>
<td>Violation of closed campus</td>
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<td>24.9</td>
<td>Inciting pupil unrest</td>
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<tr>
<td>25.</td>
<td>Electronic signaling devices (pagers, beepers, cell phones)</td>
<td>EC 48901.5</td>
<td>School district may regulate use of any electronic device, including, but not limited to, cell phones, by pupils while on campus, attending school-sponsored activities, or under the control of school district employees. No pupil shall be prohibited from using a device prescribed by a physician</td>
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<tr>
<td>26.</td>
<td>Violation of District Dress Policy</td>
<td>BP 5136(a)(b) BP 5132</td>
<td>Gang attire prohibited. District may adopt reasonable dress code policy identifying inappropriate clothing, accessories, head coverings (hats), except for outdoor use (P.E.), articles of sun-protecting clothing, including, but not limited to hats (wide brim with neck covering)</td>
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<tr>
<td>27.</td>
<td>Plagrism, dishonesty on school work/tests</td>
<td>BP 5131</td>
<td>Plagiarism or dishonesty on school work or tests</td>
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</tr>
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<td>28.</td>
<td>Violation of district technology use policy or Internet Use Agreement</td>
<td>BP 5131 BP 6163.4</td>
<td>Students shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs. See AR 6163.4(a), (b), (c)</td>
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<td>29.</td>
<td>Attendance * compulsory education</td>
<td>EC 48900 (w) EC 48320 EC48260 EC 48263.6 EC 48264.5(a)</td>
<td>Left campus during the school day without obtaining permission; no hall pass, left class without permission Truant from school or contributed to the truancy of other students Excessive tardiness to school or class</td>
<td></td>
</tr>
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ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT
Lancaster, California

Exhibit Approved: November 13, 1990
Exhibit Revised: April 2, 1997; March 1, 2000; February 4, 2004; July 5, 2011; March 6, 2013; March 21, 2014

116
DISCIPLINE POLICIES

DISCIPLINARY PROCEDURE PHILOSOPHY

The Board of Education has the responsibility to see that an appropriate educational program is available to each student in our schools. Rules and regulations are established to ensure a proper climate in which students may pursue their studies. School personnel have been charged by the Board to carry out these rules in a friendly, firm and fair manner in order to safeguard each student's right to the finest education we can provide. The Board further feels that good discipline is a shared responsibility.

Students, parents, teachers, and administrators all share in this endeavor and responsibility. Students and parents should be aware that this booklet only describes the major areas of unacceptable behavior. At anytime students may be disciplined and/or counseled by teachers, administrators or other staff members regarding their behavior and/or referred to other authorities in special circumstances.
STUDENT DRESS CODE

Antelope Valley Union High School District / Highland High School

Highland High School students will adhere to the following guidelines for student dress on campus and at school-related activities off campus: Note: Exceptions may be made for team uniforms with administrative approval.

PANTS, SHORTS
Pants and shorts must be worn at waist level and must fit at the waist. No sagging or low-riding will be permitted. Pants and shorts must be worn right side out, hemmed and cannot be ragged or torn. Non-factory produced cuffs are not allowed. Cutoff shorts are not allowed. Shorts extending below the knee when worn with over-the-calf socks are prohibited. Non-manufactured creases in pants or shorts are not allowed. Hemlines and slits on shorts above mid-thigh are not acceptable. Bib pants or shorts must be fastened over both shoulders. Pants shall not drag on the ground.

SHIRTS, BLOUSES, TOPS
Shirts or other clothing that depicts any “gang-style” writing; illegal activity, sexually-related or obscene gestures, pictures, logos, insignias, or wording; use or abuse of tobacco, drugs or alcohol; words, pictures, or phrases that depicts violence or intimidation may not be worn; or poses a threat to the physical well-being and safety of the students or others shall not be worn on campus or at any school-related activities. Shirts cannot be buttoned at the top while unbuttoned at the bottom.
All shirts and tops must cover the midriff at all times. The following shirts and tops are prohibited: tank tops, strapless, spaghetti straps, off-the-shoulder, cut-out designs, low-cut shirts, bare-back shirts and sheer or mesh clothing without a blouse or shirt underneath. Undergarments worn under shirts, blouses, or tops must not be visible. Non-manufactured creases in shirts are not allowed. Sports jerseys, other than school jerseys, are not allowed.

SHOES
All students are required to wear appropriate footwear/shoes. Slipper-type shoes steel-toed boots, and thongs/flip-flops and inappropriate writing on shoes are not allowed. Only black, white, or brown shoelaces are permitted. Black, red, or blue athletic shoes worn in combination with clothing of the same color are not allowed.

SKIRTS, SHORTS, DRESSES
Hemlines and slits on skirts, jumpers or one-piece dresses above mid-thigh are not acceptable. Transparent skirts/dresses and/or strapless or backless dresses are not allowed.

HEADWEAR
Only Highland High School approved headwear are allowed on campus. Hats must be worn with bills forward. No writing is permitted on a hat except the owner's name on the underside of the bill. No headbands, scarves, (associated with gang attire), bandanas, dorags, hair nets, combs, curlers, rubber bands, clips, hair picks, or plastic bags may be worn or “displayed” by students.
Hats may be worn inside the classroom or office ONLY with the permission of the instructor or office personnel During inclement winter weather, solid color beanies may be worn.

BELTS
Belts must be worn snugly without the ends hanging down. Belt buckles must be free of any initials or inappropriate designs. No studded belts and no spikes on belts.

CHAINS
Students may wear appropriate chains around their necks as jewelry. Chains attached to wallets or hanging from a student's pants or shorts are not allowed. Spiked collars or accessories are not allowed.

EARRINGS/JEWELRY
Any body piercing that presents a safety or major distraction will not be allowed.

SUNGLASSES
Sunglasses may be worn on campus, but not in the classroom.

BOOK BAGS
Book bags/backpacks may be any color and identified with only the name of the student. Book bags/backpacks must be free of any other writing or graffiti.

TATTOOS
Tattoos that depict or suggest illegal activity; sexually-related or obscene gestures; logos, insignias, or wording which poses a threat to the physical well-being and safety of students or others; or creates
a "gang like" image which may provoke others to acts of violence, shall not be visible at school or at any school-sponsored activity.

ADDITIONAL INAPPROPRIATE ATTIRE
Attire that may cause student unrest is not allowed. Clothing with writing other than the original factory-produced letters and patterns is not allowed. Clothing that represents gangs, racist/hate groups, or groups on campus not officially approved by Highland High School are not allowed.

Any clothing or styles of dress that may be construed to provoke fear, violence, or intimidation, including gang-related attire, is not acceptable.

Any clothing typically worn for sleep is unacceptable school attire. Gang or tagger-crew writing on shoes, clothes or body, backpacks or accessories are not permitted.

Excessive color identities in combination with other gang attire are prohibited.

No handcuffs, safety pins and needles are permitted on campus. Clothing resembling law enforcement or security personnel is strictly prohibited.

Highland High School recognizes that students have a right to show their individuality by the clothes they choose to wear. We do feel, however, that the school has a responsibility to establish basic guidelines which are both reasonable and fair. Part of the school's responsibility is to prepare students to enter the work place with an idea of employer expectations. Good attendance, being at work on time and a reasonable dress standard will be expected by an employer.
<table>
<thead>
<tr>
<th>DESCRIPTION OF CALIFORNIA ED CODE ITEM</th>
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<th>NEEDED</th>
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<tr>
<td><strong>32282 (a) The comprehensive school safety plan shall include, but not be limited to the following:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 School Info - Name of School, District, principal, address, phone number, email. Public Meeting Date/Location. Law Enforcement Review. Mission Statement, Table of Contents</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Date reviewed and approved by Site Council. List of committee member’s names/titles: Principal/designee, teacher rep, classified rep, Parent of attending student, Law Enforcement rep, Student Rep. May include other community member or other desired member/s.</td>
<td>✓</td>
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<td>3 Assessment of the current status of school crime committed on school campuses and at school-related functions. California Healthy Kids Survey (CHKS), staff climate with student and parent surveys. Student attendance, referrals, discipline and expulsions. Crime Data. Threat, Risk, Hazard and Vulnerability Assessment.</td>
<td>✓</td>
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<td>4 Identifying appropriate strategies and programs that will provide or maintain a high level of school safety and address the school’s procedures for complying with existing laws related to school safety, which shall include the development of all of the following:</td>
<td>✓</td>
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<td>5 Child abuse reporting procedures consistent with Article 2.5 (commencing with Section 11164) of Title 1 of Part 4 of the Penal Code. Sexual Harassment Policy. A Discrimination and Harassment policy consistent with the prohibition against discrimination contained in Chapter 2 (commencing with Section 200) of Part 1. Procedures adopted under the Safe and Drug Free Schools Act. Hate crime policies and reporting procedures pursuant to Chapter 1.2 (commencing with Section 628) of Title 15 of Part 1 of the Penal Code. Bullying prevention Policies and Procedures.</td>
<td>✓</td>
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<td>6 Disaster procedures, routine and emergency, including adaptations for pupils with disabilities in accordance with the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.). The disaster procedures shall also include, but not be limited to both of the following:</td>
<td>✓</td>
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<tr>
<td>7 Establishing an earthquake emergency procedure system in every public school building having an occupant capacity of 50 or more pupils or more than one classroom. A district or county office may work with the California Emergency Management Agency and the Seismic Safety Commission to develop and establish the earthquake emergency procedure system. The system shall include, but not be limited to, all of the following:</td>
<td>✓</td>
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<td>8 A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of pupils and staff. A drop procedure whereby each pupil and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A drop procedure practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools</td>
<td>✓</td>
<td></td>
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<td>9 Protective measures to be taken before, during, and following an earthquake. A program to ensure that pupils and both the certificated and classified staff are aware of, and properly trained in, the earthquake emergency procedure system.</td>
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<td>10 Establishing a procedure to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.</td>
<td>✓</td>
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## School Site Safety Plan Check List

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<td>Policies pursuant to subdivision (d) of Section 48915 for pupils who committed an act listed in subdivision (c) of Section 48915 and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations pursuant to Article 1 (commencing with Section 48900) of Chapter 6 of Part 27.</td>
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<td>Procedures to notify teachers of dangerous pupils pursuant to Section 49079.</td>
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<td>The provisions of any schoolwide dress code, pursuant to Section 35183. That prohibits pupils from wearing &quot;gang-related apparel,&quot; if the school has adopted that type of a dress code. For those purposes, the comprehensive school safety plan shall define &quot;gang-related apparel.” The definition shall be limited to apparel that, if worn or displayed on a school campus, reasonably could be determined to threaten the health and safety of the school environment. Any schoolwide dress code established pursuant to this section and Section 35183 shall be enforced on the school campus and at any school-sponsored activity by the principal of the school or the person designated by the principal. For the purposes of this paragraph, &quot;gang-related apparel&quot; shall not be considered a protected form of speech pursuant to Section 48950.</td>
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<td>Procedures for safe ingress and egress of pupils, parents, and school employees to and from school.</td>
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<td>A safe and orderly environment conducive to learning at the school. Including the social climate (people and programs) AND the physical environment (place).</td>
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<td>The rules and procedures on school discipline adopted pursuant to Sections 35291 and 35291.5.</td>
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<td>Grants to assist schools in implementing their comprehensive school safety plan shall be made available through the partnership as authorized by Section 32285.</td>
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<td>The comprehensive school safety plan may be evaluated and amended, as needed, by the school safety planning committee, but shall be evaluated at least once a year, to ensure that the comprehensive school safety plan is properly implemented. An updated file of all safety-related plans and materials shall be readily available for inspection by the public. All Site Plans may be viewed by the public at the AVUHSD website: <a href="http://www.avdistrict.org">www.avdistrict.org</a></td>
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<td>Each school shall adopt its comprehensive school safety plan by March 1, 2000, and shall review and update its plan by March 1, every year thereafter. AVUHSD Board of Trustees will approve plans prior to March 1. See agenda approval date at <a href="https://www.boarddocs.com/ca/avuhsd/Board.nsf">https://www.boarddocs.com/ca/avuhsd/Board.nsf</a>.</td>
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<td>Commencing in July 2000, and every July thereafter, each school shall report on the status of its school safety plan, including a description of its key elements in the annual school accountability report card prepared pursuant to Sections 33126 and 35256.</td>
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Date: ____________

AVUHSD 12/15