****

**Comprehensive Safety Plan**

**Emergency/Crisis Intervention Plan and Procedural Handbook**

**School Site Council – February 20, 2024**

**FSUSD Board of Trustees Approval – February 27, 2024**

Pursuant to Education Code 32280-32289

**Table of Contents**

[Section 1: General Information – School Safety 5](#_Toc155258552)

[District Commitment to School Safety](#_Toc155258553) 5

[Legislative Requirements](#_Toc155258554) 5

[Maintaining a Safe and Orderly Environment 5](#_Toc155258555)

[Responsibilities 6](#_Toc155258556)

[District Emergency Communications Procedures 6](#_Toc155258557)

[Specific Emergency Communication **7**](#_Toc155258558)

[Safe Ingress and Egress 9](#_Toc155258559)

[Visitors on Campus 10](#_Toc155258560)

[Crime Assessment 10](#_Toc155258561)

[School-wide Behavior Consequences ~ Progressive Discipline Policy 10](#_Toc155258562)

[Section 2: Disaster Procedures 15](#_Toc155258563)

[General Information – Disaster 15](#_Toc155258564)

[Biological/Chemical Weapons Assault 15](#_Toc155258565)

[Bomb Threat Procedures 16](#_Toc155258566)

[Bomb Threat Checklist 18](#_Toc155258567)

[Chemical or Hazardous Material Incident 21](#_Toc155258568)

[Earthquake Procedures 22](#_Toc155258569)

[Aircraft Crash 23](#_Toc155258570)

[Fire Procedures or Explosion (on campus) / Wild Land Fire Procedures 24](#_Toc155258571)

[Fire 24](#_Toc155258572)

[Explosion 24](#_Toc155258573)

Brush/[Wild Land Fire Procedures 25](#_Toc155258574)

[Flood Procedures 25](#_Toc155258575)

[Lockdown/Civil Unrest Procedures 26](#_Toc155258576)

[Weather Related Emergencies 27](#_Toc155258577)

[Suspicious Mail/Packages 28](#_Toc155258578)

[Medical Emergency 29](#_Toc155258579)

[School Bus “Field Trip” Emergency 30](#_Toc155258580)

[Emergency Procedures- Dangerous Person on Campus ~ Lock Down 30](#_Toc155258581)

[Active Shooter Outside Building 30](#_Toc155258582)

[Active Shooter Inside Building 31](#_Toc155258583)

[Opioid Overdose Protocol 33](#_Toc155258584)

[Section 3: Considerations for Students with Special Needs 34](#_Toc155258585)

[Emergency Evacuation of Persons with Disabilities 34](#_Toc155258586)

[Planning Needs and Assumptions 34](#_Toc155258587)

[Mitigation and Prevention for Students with Special Needs 35](#_Toc155258588)

[Working with the Families of Students with Special Needs 35](#_Toc155258589)

[Communication Access 35](#_Toc155258590)

[The Evacuation Plan Review 35](#_Toc155258591)

[Section 4: Dangerous Individual Procedures 36](#_Toc155258592)

[Notifying Teachers of Dangerous Pupils 36](#_Toc155258593)

[Irrational Behavior 37](#_Toc155258594)

[Section 5: Threats of Violence 38](#_Toc155258595)

[Procedure 38](#_Toc155258596)

[Continuum of Threats 39](#_Toc155258597)

[Factors to Consider for Substantive Threats 39](#_Toc155258598)

[Possible Indicators of a Substantive Threat 39](#_Toc155258599)

[Threat Evaluation 40](#_Toc155258600)

[Section 6: Incident Command System 42](#_Toc155258601)

[Fort Sage School Incident Command Structure (ICS) 42](#_Toc155258602)

[Management Team Responsibilities 42](#_Toc155258603)

[Responsibilities of School Personnel during Emergency Conditions 43](#_Toc155258604)

[District School Safety Team Members 44](#_Toc155258605)

[School Crisis Response Locations 45](#_Toc155258606)

**SECTION 7: RESPONSES FOR SUICIDE AND SUDDEN DEATH…………………..47**

Prevention…………………………………………………………………………………47

 Intervention………………………………………………………………………………..48

 Postvention………………………………………………………………………………..52

[Section 8: Board Policies & Administrative Regulations 53](#_Toc155258607)

[Policy 0450: Comprehensive Safety Plan 53](#_Toc155258608)

[Regulation 0450: Comprehensive Safety Plan 54](#_Toc155258609)

[Policy 5132: Dress And Grooming 59](#_Toc155258610)

[Regulation: 5132: Dress And Grooming 60](#_Toc155258611)

[Policy 5141.4: Child Abuse Prevention And Reporting **Error! Bookmark not defined.**](#_Toc155258612)64

[Regulation 5141.4: Child Abuse Prevention And Reporting **Error! Bookmark not defined.**](#_Toc155258613)64

[Policy 5144.1: Suspension and Expulsion/Due Process](#_Toc155258614)……………………………...70

[Regulation 5144.1: Suspension and Expulsion/Due Process](#_Toc155258615)………………………..73

[Regulation 5144.2: Suspension and Expulsion/Due Process (Student With Disabilities)](#_Toc155258616)…………………………………………………………………………93

[Policy 5145.3: Nondiscrimination/Harassment](#_Toc155258617)………………………………………99

[Regulation 5145.3: Nondiscrimination/Harassment……………………………….101](#_Toc155258618)

[Policy 5145.7: Sexual Harassment](#_Toc155258619)……………………………………………………108

[Regulation 5145.7: Sexual Harassment](#_Toc155258620)……………………………………………..110

# Section 1: General Information – School Safety

## District Commitment to School Safety

Fort Sage Unified School District is committed to ensuring that students enrolled in this district, and all employees, attend a school that is safe and secure. Fort Sage Unified School District recognizes the development and refinement of the Comprehensive School Safety Plan requires the input from a variety of sources including parents, students, teachers, the Superintendent/Principal, classified personnel, and community groups, including local law enforcement and fire protection agencies. Fort Sage Unified School District Site Council will review the Comprehensive School Safety Plan on an annual basis. Changes proposed by the School Site Council will be submitted to the Fort Sage Unified School District Board of Trustees for approval prior to March 1st.

## Legislative Requirements

The California Education Code (Sections 32280-32288) requires each school to develop a Comprehensive School Safety Plan that is relevant to the needs and resources of that particular school. In addition, the development and refinement of the safety plan must use a systematic planning process, which include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

Fort Sage Unified School District has incorporated protocols of California’s Standardized Emergency Management System (SEMS) as outlined by the California Code of Regulations, Title 19, Division 2, Chapter 1, Sections 2400-2450. SEMS is intended to standardize response to emergencies involving multiple jurisdictions or multiple agencies. In addition, SEMS is intended to be flexible and adaptable to the needs of all emergency responders in California.

SEMS requires emergency response agencies use basic principles and components of emergency management including:

* ICS,
* Multi-agency or inter-agency coordination,
* Operational area concept, and
* Established mutual aid systems

Fort Sage Unified School District recognizes the importance of utilizing SEMS, and, in particular the ICS method, to create order during times of emergencies.

## Maintaining a Safe and Orderly Environment

The maintenance of student safety and an orderly educational environment is a priority for Fort Sage Unified School District personnel. This environment is one in which students not only feel physically safe, but one that incudes also a positive school climate in all activities both within, and outside, the classroom.

Fort Sage Unified School District staff desire to provide an orderly, caring, and nondiscriminatory learning environment in which all students can feel comfortable and take pride in their school and their achievements.

Students shall have opportunities to voice their concerns about school policies and practices and to share responsibility for solving problems that affect their school. This includes through the use of surveys and the Student Council. In addition, school staff shall encourage and recognize success and achievement, participation in community projects, and positive student conduct.

## Responsibilities

Superintendent/Principal

TheSuperintendent/Principal is responsible for the overall, district-wide implementation of all aspects of this program. Under District policy, and by law, it is understood that the Superintendent/Principal is charged with the responsibility of students, professional staff, and additional employees within their school. Therefore, it is the responsibility of the Superintendent/Principal to designate a person to assume a portion of that responsibility and to make decisions during a crisis in the absence of the Superintendent/Principal.

The Superintendent/Principal designee shall be identified at the beginning of the school. For the purposes of the safety plan, it is understood that the designee only acts in the place of the Superintendent/Principal when the Superintendent/Principal is absent. The designee shall have copies of the safety plan and be fully aware of the procedures contained within. Faculty and staff shall be informed as to who’s in charge when the Superintendent/Principal is not on campus.

**The person in charge if Superintendent/Principal’s absence:**

1. **2023-2024 ~ Primary: Crystal Jones, Executive Secretary**

**Secondary: Patty Gunderson, LCOE**

The Superintendent/Principal, or designee will notify Fort Sage Unified School District employees of any known safety hazards or emergencies. In addition, all Fort Sage Unified School District employees will notify the Superintendent/Principal, or designee, of any safety hazards or emergencies as soon as possible. Furthermore, Fort Sage Unified School District staff will follow all reporting instructions as outlined in the safety plan.

## District Emergency Communications Procedures

**General Information**

Communication

Communication in time of emergency should be as complete as possible so that panic is not created through the absence of accurate information.

* During an emergency, telephones and cell phones will only be used to report emergency conditions or to request emergency assistance. If telephone and/or electrical service are interrupted, other means must be relied upon to relay information. If phone or FAX communication is impossible then radios should be used to relay information. In the event that communication by radio, telephone or FAX is not available then messengers will be used as a last resort. A bullhorn and/or runners (designated by the Superintendent/Principal) may be utilized within the school building and on school grounds.
* Supervisors will designate staff member(s) (Human Resources, Administrative Assistant) to monitor all communications.
* All District entities are required to report to the Superintendent as soon after a civil disturbance or disaster immediately after initial corrective action is taken at the site. The Supervisor or Principal will send the Superintendent a follow-up report in writing as soon as possible.
* The District Office will communicate with each school whenever a civil disturbance or disaster occurs, or is pending, by calling or sending a messenger to the school sites.
* Supervisors, or their designees, shall personally contact the Superintendent as soon after a disaster or civil disturbance as reasonably practical.
* Communications regarding civil disturbances or disasters must be communicated to the schools and the District Office.
* All District entities should be aware of the Emergency Broadcast System, which will broadcast over local radio stations.
* All office personnel will monitor one of these stations during an emergency situation.
* Battery operated radios will be maintained in proper working order in all site offices.

**Health and Safety**

The Superintendent/Principal, who shall be in charge at the time of a disaster or civil disturbance affecting the health and safety of District personnel, will inform personnel as to appropriate protective action; however, the safety of students will be the District's primary consideration. All employed personnel shall endeavor to support that goal.

Please contact all of the following people in our communications team:

Superintendent/ Principal

Executive Secretary

Business Services

Maintenance

Food Services

Alarm Company

## Specific Emergency Communication

**Internal School Site Communication:**

Should you lose your phone system within your building:

* Notify Business Services of the loss of your internal phone service by radio or email messenger. Request phone repair services.
* Notify classroom and other staff rooms by email to activate voice radios for interim communication.

**Loss of Outside Communication:**

Should you lose your external phone system:

* If it’s an emergency situation use your **radios** to contact the Front Office. *Request that they call 911.*
* In a non-emergency situation, contact the Front Office and report the loss of your phone system.

**Emergency telephone numbers**

Dial 9 to call out

All Emergencies- 911

California Highway Patrol- Susanville (530) 252-1800

CDF Fire- Susanville (530) 257-4171

Lassen County Animal Control- Susanville (530) 257-9200

Lassen County Sheriff Department- Susanville Dispatch (530) 257-6121

Herlong Public Utility District- (530) 827-3150

Poison Control Center (800) 424-8802

Sierra Army Depot Police Department- (530) 827-4345

Sierra Army Depot Fire Department- (530) 827-4323

Herlong Volunteer Fire Department- (530) 827-3587

Banner Lassen Medical Center- (530) 252-2000

(Special Note: If mass casualty incident (MCI) contact Renown Medical Center in Reno, NV- Level One Trauma Center at 1-(775) 982-4144)

Lassen County Mental Health Services- (530) 251-8108

**School Crisis Response**

**Communication**

Communications equipment we have: phones, computers, 2-way radios, and a public address (PA) system.

Our radios are kept: 2-way in every classroom and in the front office

All staff responsible for keeping the radios in their room or office charged. In addition, they are responsible for getting their own radios during an emergency.

If a crisis happens during SCHOOL HOURS, we will communicate with the Incident Management Team by: phones, computers, 2-way radios, Base Station radios, or messenger

* With the staff by: phones, 2-way radios, computers, PA system, messengers, or email
* With the students by: PA system; staff members
* With parents by: telephones, computers, email, Aeries Communications

If a crisis happens during NON-SCHOOL HOURS, we will communicate with the Incident Management Team by: phone, computer or messenger.

* With the staff by: phone, computer or messenger (Reverse 911)
* With the students by: phone, computer or messenger (Reverse 911)
* With parents by: phone, computer or messenger (Reverse 911)

During a Shelter in Place or Lock Down incident we will communicate with our Incident Commander.

* Management Team by: phone, PA system (code for lockdown), computer
* With our Staff by: phone, PA system (code for lockdown), computer
* With our Students by: staff members
* With our Parents by: phone, computer

## Safe Ingress and Egress

Fort Sage Unified School District’s mission is to provide a safe environment for all students, parents, and school employees. School personnel will conduct periodic reviews, and take measures to, ensure safe ingress and egress to and from the school for pupils, parents, and school employees. Fort Sage Unified School District personnel will ensure that all passageways to and from school buildings, corridors within school buildings and emergency exits remain clear of all obstruction to allow flow of pedestrian and vehicular traffic. Staff will also ensure that potential obstructions and hazards are removed, as safely and quickly as possible from such areas.

## Visitors on Campus

Fort Sage Unified School District utilizes the following visitor procedures in order to maintain a safe environment for students and staff at Sierra Primary, Fort Sage Middle, Herlong High and Mt. Lassen Charter Schools:

* All visitors are to check into the front office and sign in.
* Visitors will be issued a badge that indicates they are checked into the office.
* Visitors will return the badge to the office at the end of their visit and sign out.
* Staff will ask all visitors without badges to check into the front office or staff will notify the office for assistance.
* Law enforcement will be called upon in the event any visitor is not complying with posted regulations.

## Crime Assessment

Fort Sage Unified School District strives to maintain a safe and orderly environment conducive to student learning. In order to do this, school administration and staff will use a variety of information sources including the California Basic Educational Data System (CBEDS), an array of surveys including the California Healthy Kids Survey, the school’s information system, and suspension/expulsion reports to assess crime statistics.

Current Status of School Crime: There was no crime reported to law enforcement in the 2022-2023 school year. Fort Sage Unified School District had a total of six (6) individuals with out-of-school suspensions and no expulsions during that same time period.

## School-wide Behavior Consequences ~ Progressive Discipline Policy

BE RESPECTFUL, BE SAFE, BE RESPONSIBLE, BE KIND

Progressive Discipline Policy:

Step 1: Error Correction (non-verbal/proximity)

Step 2: Private Redirect with the definition of problematic behavior

Step 3: Reset in class/break (Think Spot)

Step 4: Fair Warning/Private Conference with the student (If you continue \_\_\_\_ will happen)

Step 5: Parent contact and Staff choice (time in other room, loss of privilege…)

Step 6: Office referral

\*Severe clause- If a behavior is severe and interferes with the safety and learning of others, steps may be skipped and the student will automatically be referred to the office for consequences appropriate for the behavior displayed (Level 2 or 3 Violation).

School-wide Positive Behavior and Recognition:

Special privileges (make morning announcements, extra computer time, first in line), Class Dojo points, treats, positive note or call home, Grizzly Bracelets, special recognition at school events, meetings, or assemblies.

**School-wide Behavior Guidelines and Consequences**

Level One Violations Include But Are Not Limited To:

|  |  |  |
| --- | --- | --- |
| Touching others or their materials | Playing after the bell rings or yard duty blows the whistle | Chewing gum  |
| Not following directions, the first time | Playing in line | Roughhousing or rough play |
| Boundary violations | Playing in the bathroom or using the bathroom during class without a pass | Flicking or throwing items inappropriately |
| Yelling or Running in line | Inappropriate language | Out of seat at an inappropriate time or without permission |
| Pushing or shoving others | Talking out of turn | Using a loud voice in the hallway |
| In the hallway without an adult or pass | Excluding others  | Invading others’ space |
| Arguing with others | Name Calling | Spreading gossip/rumors  |
| Tardiness | Inappropriate noises | Disruption of Learning |
| Sharpening pencil at inappropriate times | Toys, unnecessary items | Dress code violations |
| Littering | Loitering after school | Not following playground rules  |

Potential Consequences: Each classroom will follow the School-wide Behavior Consequences Progressive Discipline Policy for behavior consequences listed above. All interventions must be followed up with parent contact via phone call/Aeries Communications or behavior log requiring parent signature.

Level Two Violations Include but Are Not Limited To:

|  |  |  |
| --- | --- | --- |
| 3 level-one violations within a day | Gang symbols/clothing | Defiance |
| Bullying  | Extreme disrespect to anyone | Cheating |
| Stealing | Ignoring a consequence | Damage to school property |
| Unsafe behavior |  |  |

Potential Consequences: Parent contact, a violation recorded on the discipline record, counseling, detention (community service before or after school), alternative placement (with work from the teacher) 1-5 days depending on the number of previous referrals

Level Three Violations Include but Are Not Limited To:

|  |  |  |
| --- | --- | --- |
| Multiple Level One, or Level Two violations | Possession or distribution of illegal substances | Possession of weapon |
| Threatening others with intent to harm | Fighting  | Sexual or physical assault |
| Bullying | Theft | Destruction of school property |

Potential Consequences: Violation recorded on discipline record, parent contact/conference, behavior modification plan, alternative in-school placement (1- 5 days), law enforcement contacted, out-of-school placement (1-5 days), out-of-district students may be returned to their school of residency.

**Office Protocol/Procedures:**

Step 1: A staff member calls the office if a student is sent over or to request assistance. Think Sheet is completed as students wait to see the administration.

Step 2: Student meets with administration.

Step 3: The administration will defuse, counsel, mediate and use the progressive discipline plan as appropriate.

Step 4: Communication will occur between the administration and the teacher/staff referring

**Recess Restriction and Detention:**

Ed Code 44807 authorizes a teacher to restrict, for disciplinary purposes, the time a pupil is allowed for recess. It may be necessary to detain a pupil after school for disciplinary reasons or lack of academic effort. At the discretion of the teacher, a student may serve their detention during recess for up to 60 min. or for the same amount of time after school. By law, a pupil may be detained for one hour. (Title 5, section 353, Article IX; Specific authority cited for Section 350: Section 5 of Article IX, California Constitution). Normally, parents are notified 24 hours in advance so arrangements can be made for transportation. At times, however, for major infractions, parents may be notified immediately to have the detention served that day. If a parent cannot have his/her child serve on the date of the detention for personal reasons, the detention may be served on an alternate date, within 3 days of the requested date.

If the signed detention is not returned by the student, a second detention may be issued. When a parent refuses to have his/her child stay after school because it is an inconvenience, the student will be suspended for the school day. Suspension may result in the loss of eligibility for honors, awards, and field trips.

**Suspension:**

Pupils may be suspended from school pursuant to Education Code 48900. Parent(s) will be contacted and the reasons explained. Students will be counted absent and their grades may be affected unless pre-arrangements are made between the student and the teacher. A follow up letter is sent home for all suspensions. A suspended student is not permitted on the school grounds, during, or after school hours including activities.

Type of Suspension:

There are two types of suspension:

* In-School Suspension – A student is sent to an area other than their regular classroom.
* Out of School Suspension – A student is suspended from school for one or more days.

Students with suspensions may lose eligibility for school activities, honors, awards, and/or field trips.

**Parent Involvement/Visitation:**

Pursuant to Education Code #48900.1 a parent can be required to attend their child’s class when the student disrupts school or classroom activities. This policy includes the following procedures:

1. Conference with the administration
2. A parent will be notified that their attendance is required under Education Code #48900.1
3. This policy may be implemented in lieu of a student suspension or as a follow-up to a suspension.

**Expulsion:**

The Superintendent notifies a parent in writing that their child is being recommended to the Board of Trustees for expulsion for violation of Education Code #48900. A hearing is held and only the Board may expel. Other parental options subject to Board approval may include Community School, Interdistrict transfer, shortened day, or independent study. Out-of-district students may be returned to their school of residency.

**Sexual Harassment:**

Sexual discrimination can be a violation of Title IX of the Education Act of 1972. Both males and females are protected under this law. On January 1, 1993, a California law was enacted stating that pupils who harass another student may be suspended and/or expelled from school. Following the guidelines of this law, sexual harassment will not be tolerated. Below are some examples that can result in student-to-student sexual harassment.

Activities:

* Pulling down pants or pulling up skirts
* Students “rating” other students
* Inappropriate touching of students of either sex (Note: Touch does not necessarily have to be sexual to constitute sexual harassment).
* Displays of open affection between students (i.e. “Making out” may offend others).
* A student “cornering” a student in an intimidating manner
* Students wearing sexually offensive t-shirts, hats, or pins
* Students spreading sexual rumors about other students
* Students pressuring other students for dates, especially when it involves an older student pressuring a younger student

Gestures:

Students making sexual gestures

Writings:

Students possessing sexually explicit materials in front of others

Publications:

* “Slam books,” which include sexual commentary and/or remarks about a student’s sexual reputation
* Sexually descriptive letters or notes
* Sexually descriptive or suggestive graffiti

Comments:

Students referring to another student inappropriately or name-calling of a sexual nature

Teasing:

* Students teasing other students about body development
* Whistling or catcalls
* Sexist remarks stereotyping one’s gender or vulgar jokes
* Suggestive comments

It is recommended that a student record in writing when they believe they are being sexually harassed and report the situation to a staff member. Record the date, time, the individual(s) involved and any witnesses. Students who withhold or present false information will be disciplined. The case will be turned over to the sheriff’s office if any witness is harassed, intimidated or threatened.

Procedures:

When a written or verbal allegation is brought to the office, depending on the situation, the following steps may be followed:

1. Conference with the parties involved and document the facts.
2. Parent notification.
3. Student discipline up to and including expulsion.
4. Intervention by law enforcement

**Section 2: Disaster Procedures**

## General Information – Disaster

Fort Sage Unified School District will take all necessary measures to keep students, staff, and visitors safe in the event of a disaster. This section constitutes the Fort Sage Unified School District’s Crisis Response Plan that outlines procedures and responsibilities for specific incidents.

## Biological/Chemical Weapons Assault

Biological and chemical weapons are unconventional warfare tactics that can be deployed upon the public with little or no notice. Such weapons typically involve microscopic materials that may be organic or synthetically manufactured in laboratories. Biological or chemical weapons can be in powder form, liquid, or vaporous. Agents used in biological/chemical attacks include, but are not limited to anthrax, smallpox, other harmful viruses, various forms of nerve gas, tear gas, and other vaporous irritants. Pranks using stink bombs should also be considered a chemical weapons attack.

There are several possible dispersion techniques to deliver biological and chemical agents. The following procedures should be utilized in the event of an assault involving biological or chemical weapons.

In any situation involving biological or chemical weapons all staff must follow all instructions given by officers of emergency response agencies. Fort Sage Unified School District’s Incident Commander, in coordination with other agencies, will develop an action plan to handle telephone inquiries, rumor control, media relations, public information, employee/student crisis counseling, and facility damage assessment/control.

If a biological or chemical weapons attack is suspected:

* Immediately call emergency number, 911.
* Notify the Superintendent/Principal.
* Maintenance personnel or designee are to shut down any ventilation systems in the buildings.
* Students should remain inside. Students who are outside should be taken inside the closest building as soon as possible.
* School staff shall close all windows and doors within the building.
* School staff shall duct tape the perimeters of all exterior windows and doors.
* Any persons that are suspected of being contaminated with a substance that could be transferred to others should be isolated until public safety personnel carry out decontamination procedures.
* Law enforcement, Fire, Public Health, or Environmental Health Departments may order evacuation of the school.
* Maintenance personnel, under the direction of Operations, will provide repairs, modifications of equipment, or facilities when requested by responding Hazardous Materials Response Team or Fire Department personnel.
* Teachers will take roll to ensure that all students are present. The names of any missing students or staff members will be provided to the Operations Chief to coordinate potential search and rescue operations.

The Superintendent/Principal acting as the Incident Commander (IC) will follow the pre-established district communication procedures and will then monitor the emergency and make decisions about moving groups of students away from areas that might be dangerous.

## Bomb Threat Procedures

If you observe a suspicious object or potential bomb on property,

**DO NOT HANDLE THE OBJECT, IMMEDIATELY NOTIFY 9-1-1.**

The Superintendent/Principal will make the decision to evacuate the building. However, if possible, this decision should be made in conjunction with law enforcement authorities after their arrival on campus.

The decision to search the building will be made in conjunction with law enforcement authorities and performed by them. The Superintendent/Principal will authorize reoccupation of an evacuated building only after consulting with law enforcement authorities.

Staff and students are to strictly follow the above notification procedures and do not discuss or notify others of the bomb threat since this may create an unwarranted panic response within the community and cause disruption in the front office or command center.

**Receiving the Call**

The vast majority of bomb threat telephone calls and notes are hoax or prank calls. All such threatsmust, nevertheless, be handled quickly and efficiently. School personnel, upon receipt of a telephone call or note reporting a BOMB at the school shall be responsible for the following:

* Person receiving call should attempt to keep the caller on the telephone as long as possible and alert someone else by prearranged signal so they can call 911 in an attempt to trace the call.
	+ Dial "911" -- tell operator, "This is (name of caller) from (name of) School. We are receiving a bomb threat on another line. The number of that line is XXXXXXXXXXXXXX. Please trace the call."
* Give any additional information needed by the operator. This must be done quickly. (The call cannot be traced once the caller has hung up.)
* Inform the caller, "I'll connect you with the Superintendent/Principal." If the Superintendent/Principal is unavailable, then connect him with the designee.
* The Superintendent/Principal or designee, when possible, will question the caller.
* If the caller refuses to speak to the Superintendent/Principal, the employee answering the phone shall notify the Superintendent/Principal IMMEDIATELY AND PERSONALLY giving him/her ALL pertinent information collected from the caller.
* Upon receiving a bomb threat by telephone or other means:
* Try to ascertain as much information from the caller or sources as possible, noting caller's voice (sex, age, tone, and whether it is familiar or not).
* Any background noise should also be noted.
* Refer to the Bomb Threat checklist when dealing with a telephone bomb threat.
* Notification by Letter. If the message is in the form of a letter, the manner in which it arrived, who found it, and where it was found shall be noted.
* Care shall be taken in handling the message by immediately placing it in a plastic envelope for fingerprint detection. Provide the letter or note to law enforcement.
* Law enforcement personnel will determine the course of further action.

### Bomb Threat Checklist

**KEEP THE CALLER ON THE LINE AS LONG AS POSSIBLE**

**Exact Time and Date of Call: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Exact Words of Caller: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Please check the appropriate boxes.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Voice** | **Accent** | **Manner** | **Background Noise** |
| **□ Loud** | □ **Local** | **□ Calm** | **□ Factory Machines** |
| **□ High Pitched** | **□ Foreign** | **□ Rationale** | **□ Music** |
| **□ Raspy** | **□ Race** | **□ Coherent** | **□ Office Machines** |
| **□ Intoxicated** | **□ Not Local** | **□ Deliberate** | **□ Mixed** |
| **□ Soft** | **□ Region** | **□ Righteous** | **□ Street Traffic** |
| **□ Deep** |  | **□ Angry** | **□ Trains** |
| **□ Pleasant** |  | **□ Irrational** | **□ Animals** |
| **□ Other** |  | **□ Incoherent** | **□ Quiet** |
|  |  | **□ Emotional** | **□ Voices** |
|  |  | **□ Laughing** | **□ Airplanes** |
|  |  |  | **□ Party Atmosphere** |

|  |  |  |
| --- | --- | --- |
| **Language** | **Speech** | **Familiarity With Threatened Facility** |
| **□ Excellent** | **□ Fast** | **□ Much** |
| **□ Fair** | **□ Distinct** | **□ Some** |
| **□ Foul** | **□ Stutter** | **□ None** |
| **□ Good** | **□ Slurred** |  |
| **□ Poor** | **□ Slow** |  |
| **□ Other** | **□ Distorted** |  |
|  | **□ Nasal** |  |
|  | **□ Lisp** |  |

**Questions to ask the caller.**

**1. When is the bomb going to explode? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. Where is the bomb? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. What does it look like? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4. What kind of bomb is it? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5. What will cause it to explode? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**6. Did you place the bomb? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**7. Why did you place the bomb? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**8. Where are you calling from? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**9. What is your name and address? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Action Plan Procedures**

**If the location of the bomb is not specifically designated, students will be kept in the classroom.**

**Emergency Procedures- Bomb Threat**

* When the Superintendent/Principal feels that the "bomb threat" is valid, (in view of the willingness of the informer to give detailed, convincing information) he/she shall proceed as outlined below. This procedure is also to be followed should an object suspected of being an explosive device be discovered.
* Call 9-1-1 immediately.
* The Superintendent/Principal will notify the teacher of the room identified in the bomb threat, if possible, that his/her room is a specific location of a suspected bomb or object. The teacher will make a visual inspection of the affected classroom and provide the Superintendent/Principal and Law enforcement personnel information of any suspicious objects.
* Sweep team thoroughly checks evacuation area for suspicious items or persons. When the area is determined to be clear, sweep team notifies school office and posts a team member to safeguard the area until evacuation is determined.
* Law enforcement personnel, in conjunction with the Incident Commander, will determine if a search or evacuation should be conducted.
* Notify Maintenance. Maintenance personnel will assist law enforcement personnel in the evaluation of buildings, access, and other important facility physical conditions.
* If it is decided to search the building before evacuating it, an informal search may be made by law enforcement. School personnel, if requested by law enforcement, should be on hand to assist the officer(s) with pertinent site information.
* Rooms such as mechanical rooms, custodial closets, storage rooms, and restrooms may be identified as a high priority for searches by law enforcement personnel.
* If a suspicious item is found, it shall not be touched until investigated by law enforcement personnel.
* If any suspicious item is found, the building must be evacuated immediately. Follow fire drill evacuation procedures.
* Students and staff should not return until authorities declare the area safe.

**UPON DISCOVERY OF A SUSPICIOUS PACKAGE, BOX, OR STRANGE DEVICE:**

**DO NOT TOUCH OR REMOVE STRANGE OBJECTS.**

**TWO WAY RADIOS MUST NOT BE USED DURING THE SEARCH. CONTACT THE OPERATIONS CHIEF**

**BY TELEPHONE OR MESSENGER IF A SUSPICIOUS OBJECT IS FOUND.**

Additional instructions and considerations to be made in handling bomb threats.

* Try to eliminate publicity and discussion to avoid spreading the idea to others.
* All school personnel should be briefed on their assignments so that they may respond calmly when a threat is made.
* Treat these procedures confidentially. Do not post them on a bulletin board, but keep a folder accessible to those who need to access them.
* Since bomb threats are likely to be the act of a prankster, evacuating in every instance may encourage the repetition or mimicking of the act.

**EACH BOMB THREAT MUST BE EVALUATED AND AN APPROPRIATE RESPONSE DETERMINED BY THE SUPERINTENDENT/PRICNIPAL AND LAW ENFORCEMENT.**

* No bomb threat should be ignored. The minimum response must be no less than a report to the Lassen County Sheriff’s Department and the Superintendent/Principal.

**Evacuation Procedures - Specific Responsibilities**

* **All office personnel:**
	+ Immediately leave your work area.
	+ DO NOT search your work area for foreign, suspicious, or strange objects or packages. If one is found, **DO NOT TOUCH OR MOVE IT!**
* **Superintendent/Principal**
	+ The Superintendent/Principal or designee will assume overall direction as the Incident Commander (IC) during a bomb threat.
	+ Direct evacuation of building, using appropriate signals and procedures.
	+ Arrange for transfer of students, if necessary, when their safety is threatened.
	+ Issue order to teachers when students are to assemble in pre-selected safer areas within the school.
* **Administrative Assistant**
	+ The public address system will be used when necessary.
	+ Immediately leave the work area.
* **Custodian/Maintenance:**
	+ Immediately leave the work area and move to the evacuation area.
	+ Custodial and Maintenance staff under the direction of the Superintendent/Principal may assist in the search process **ONLY WHEN DIRECTED BY THE LAW ENFORCEMENT AGENCY IN CHARGE.**
* **Teachers:**
	+ When the fire drill signal is sounded, teachers will conduct their students to the usual fire drill assembly area. They will hold their students there until the designated evacuation area has been searched and declared safe and then will conduct the students to the cleared area. Teachers assigned to the evacuation area will remain with the students.
* If notification of a threat is received and immediate evacuation is not ordered, the Superintendent/Principal or designee will search their work areas for any unidentifiable objects. If none is found, work will resume until an evacuation order is received.

When the building has been declared safe by law enforcement personnel and **ALL CLEAR** signal has been given, the Superintendent/Principal or designee will direct the return of students and staff to buildings.

## Chemical or Hazardous Material Incident

If the chemical spill is an immediate danger to students and staff of the school – as indicated by mandates from the emergency preparedness agencies, students and staff should exit the building through doors on the side of the building opposite the chemical or hazardous material incident.

Standard fire drill procedures should be followed.

**CHEMICAL ACCIDENTS**

Chemical accidents of disaster magnitude may include tank truck accident involving large quantities of toxic substances. Should such an accident endanger the students or staff, the Superintendent/Principal or designee will determine which action of those following, if any, should be implemented. The nature of the material and the nearness of the accident will probably be the deciding factor. Sheriff, Fire, Public Health, or Environmental Health Departments may order evacuation of the school.

If a chemical accident has occurred:

* Immediately call emergency number, 911.
* Notify the Superintendent/Principal.
* Maintenance personnel or designee are to shut down any ventilation systems in the buildings.
* Students should remain inside. Students who are outside should be taken inside the closest building as soon as possible.
* School staff shall close all windows and doors within the building.
* School staff shall duct tape the perimeters of all exterior windows and doors.
* Any persons that are suspected of being contaminated with a substance that could be transferred to others should be isolated until public safety personnel carry out decontamination procedures.
* Law enforcement, Fire, Public Health, or Environmental Health Departments may order evacuation of the school.
* Maintenance personnel, under the direction of Operations, will provide repairs, modifications of equipment, or facilities when requested by responding Hazardous Materials Response Team or Fire Department personnel.
* Teachers will take roll to ensure that all students are present. The names of any missing students or staff members will be provided to the Operations Chief to coordinate potential search and rescue operations.

If a chemical spill occurs on site such as in a classroom, students in the area of the spill should be evacuated to an area outside.

If a fire occurs during a chemical spill, the fire alarms should be pulled and the fire emergency procedures shall be followed.

The Superintendent/Principal will follow the pre-established district communication procedures and will then monitor the emergency and make decisions about moving groups of students away from areas that might be dangerous.

Follow all instructions given by the Fire Department when they arrive at the facility.

## Earthquake Procedures

**Indoors**

DUCK, COVER, AND HOLD.

Get under desk or table. Move away from windows and objects that could fall. Stay under desk or table until shaking stops.

**Outdoors**

Move away from buildings, utility poles and vehicles. Avoid all downed wires or electrical lines. Do not run.

**In School Bus/School Transportation**

Stop vehicle in safe location away from power lines, overpasses, or large buildings. Stay in vehicle and establish radio contact with Fort Sage Unified School District Superintendent/Principal.

**General**

* Be prepared for immediate aftershocks and ground motion.
* Evaluate immediate area for earthquake related hazards (fire, building collapse, gas leaks, broken electrical lines, wires, etc.).
* Evaluate immediate area (classroom, bus, etc.) for injuries or medical aid situations.
* Call 9-1-1, if you have an immediate emergency such as a fire or serious injury.
* Assist injured with First Aid treatment.
* The students and staff shall remain in the duck and cover position for at least two (2) minutes.
* The fire alarm will be activated when it is safe to evacuate the building. However, an evacuation should NOT be automatic. Wait until directed to do so or the fire alarm has sounded.
* If you do not hear the fire alarm, signaling that it is safe to evacuate, and are in an unsafe classroom (ceiling has collapsed, wires are crackling, broken glass is all over the floor), have another teacher watch your students and find the safest evacuation route. You may only need to move your class to another room.
* Establish communications with the Superintendent/Principal, designee, or front office and follow emergency checklists and procedures

## Aircraft Crash

If an aircraft crash occurs near the school, the school office staff should call 9-1-1.

The Superintendent/Principal or designee will determine which action of those following, if any, should be implemented. Any actions will depend on the size of the aircraft, nature of the crash, and its exact location. If it is safe to be in a building, ALL students should be kept therein under supervision.

**WHEN NECESSARY, TEACHERS WILL TAKE IMMEDIATE ACTION FOR THE SAFETY OF STUDENTS WITHOUT WAITING FOR DIRECTIONS FROM THE SUPERINTENDENT/ PRINCIPAL or designee.**

When an airplane crash occurs:

* If the impact scatters debris into a classroom, students and teachers should immediately crawl under their desk.
* When the initial phase of the crash has ended, teachers and students should evacuate the building by following the normal evacuations procedures. If normal evacuations routes are blocked, alternate routes should be used.
* Assist any persons who have physical problems evacuating the building.
* When outside the building, each class moves quickly to a pre-designated evacuation location
* An alternative evacuation location may be necessary to maintain a safe distance from the crash site.
* Teachers shall maintain control over the students for which they are responsible and report missing students to school office staff. Those not found will be reported to the Operations Chief.
* A staff member will be located near the entrance to the school to direct all non-emergency traffic away from the buildings. Keep fire lanes, streets and walkways open for emergency responders.
* The Incident Commander will follow the pre-established district communication procedures and will then monitor the emergency and make decisions about moving groups of students away from areas that might be dangerous.
* School personnel and students are not return to buildings until authorized by the fire department or the Superintendent/Principal or designee

## Fire Procedures or Explosion (on campus) / Wild Land Fire Procedures

### Fire

The school’s office staff will call 9-1-1.

**A BUILDING EVACUATION WILL BE INITIATED WHEN YOU HEAR THE FIRE ALARMS, *unless you have been instructed to stay put via the intercom.***

* When an evacuation is in effect, instruct your class to leave the building using the established fire routes and proceed to your class’s designated spot. If you are being evacuated due to a bomb threat or hazardous materials, use alternate route to avoid area of concern.
* Take your emergency backpack and your emergency attendance sheets, turn your lights off, and close your door. Once at your designated area, take attendance. Record the names of any student(s) that are missing and the names of any extra students in your care.
* Do not return to the building until told to do so by the administration.

A staff member will be located near the entrance to the school to direct all non-emergency traffic away from the buildings. Keep fire lanes, streets and walkways open for emergency responders.

The Superintendent/Principal or designee will follow the district communication procedures and will then monitor the emergency situation and make decisions about moving groups of students away from areas that might be dangerous.

In the event of an explosion at the school, or the threat of an explosion--such as those caused by leaking gas or faulty equipment--the Incident Commander will determine what action should be taken.

**WHEN NECESSARY, TEACHERS WILL TAKE IMMEDIATE ACTION FOR THE SAFETY OF STUDENTS WITHOUT WAITING FOR DIRECTION FROM THE Superintendent/Principal or designee.**

### Explosion

* Teachers will direct students to **DUCK, COVER, AND HOLD ON**.
* If the explosion occurred in the building, the teachers should immediately take attendance and ready students for evacuation.
* Staff will activate the fire alarm. This will initiate the evacuation process.
* Teachers will be moved to an area of safety and maintain control of students.
* Notify Plumas Sierra Electric or Ed Staub and Sons of break/suspected break in the electrical or propane line(s).
* Teachers will take roll to ensure that all students are present in evacuation area. The names of any missing students or staff members will be provided to the Operations Chief.
* The Incident Commander will direct further action as necessary.
* Students and staff should not return to the school or building until Fire officials declare the area safe and the ALL CLEAR signal has been given.

The designated evacuation area should be at least 300 feet from the structure and out of the way of the fire department.

If the fire is off site, wait for instructions from the Superintendent/Principal or designee.

Only trained personnel should operate fire extinguishers or other fire suppression systems.

**Brushfires and wildfires**

1. The District will make every effort to assure there is defensible space in the case of brushfires and wildfires.
2. The District will assure there are no flammable debris on the roofs of campus structures and all debris will be cleaned around the campus areas on a routine basis.
3. All students, teachers, and other employees shall be required to leave the building in an orderly and rapid manner. Teachers shall take roll to make sure no student remains in the buildings. Missing students shall be reported immediately to the principal.
4. Teachers and students will assemble in the primary assembly area as rehearsed, however teachers should be mindful of the necessity to meet in the alternate assembly areas if necessary.

**In the case of an actual fire emergency, the following actions will be taken:**

1. Sound the fire alarm
2. Call the fire and sheriff departments on a mobile phone
3. Students and adults evacuate the building to a designated assembly area with the most defensible space and the least threat from the fire.
4. In outside areas, teachers shall take roll, report missing students, and provide assistance to injured students.
5. In the event of a rapid building wildfire or brushfire students will be immediately relocated to a safe location for reunification with parents.
6. The district will notify parents of this location dependent upon the location of the wildfire/brushfire.

**Floods**

In the event of a flood, the superintendent shall initiate one or more of the following emergency actions, depending upon the extent of the flood and the leave time before its projected arrival at the school site:

1. Action “Go Home” where parents are called and students are sent home.
2. Action “Leave the Building” when the students are evacuated to a predetermined safe location or to a high safe spot as determined by the professional emergency providers.
3. If the school is surrounded by water, students and faculty should not enter in case the water is electrically charged.
4. Power should be turned off prior to the flood if at all possible.
5. The superintendent shall also provide damage assessment/injury reports to the Lassen County Superintendent of Schools and the other appropriate authorities.
6. In the event that Lassen County Office of Emergency Services and the office of Social Services indicate Action “Convert School” shall be invoked so that the school facility may be used as a mass Casualty/Congregate Care Center.
7. The school counseling staff and/or superintendent (or designee) may continue to make contact with families of distressed students.
8. The superintendent may arrange for outside counselors to help those dealing directly with the crisis. Guidelines for dealing with students will be given to the staff.
	1. If enough lead time is available, a bona fide civil defense shelter should be found (eg. County Buildings, Police Department, Post Office, etc.)
	2. If in open country, students and staff should move to higher ground away from known water sources such as watersheds, creek beds, dry river channels, levees and ravines.

**No water**

If a water outage occurs while students are at school the superintendent and staff will make the recommendation to close school and release students if the water remains off for more that 1 hour. Elementary and middle school students will be released to their parents or guardians. Elementary and middle school students will not be allowed to leave on their own unless verbal or written permission is given from a parent or legal guardian.

## Lockdown/Civil Unrest Procedures

Civil disobedience is defined as any assemblage on the school premises by unauthorized persons whose purpose and conduct are antagonistic with the orderly conduct of the school and the laws relating to the conduct of schools and the welfare of students. The major purpose is to keep school personnel and students from undue exposure to danger; therefore, every effort will be made to keep classes within their rooms.

Any threatening disturbance should be reported immediately to the Superintendent/Principal or designee. If the disturbance is affecting normal school or facility operations, the Superintendent/Principal or designee should notify law enforcement authorities immediately.

As necessary, alert all site employees of the situation by intercom. School personnel must follow the instructions below:

If you are inside:

* Notify law enforcement of situation and request assistance.
* Notify Superintendent/Principal or designee of situation.
* Upon the receipt of an alert, the front office staff will proceed to lock and secure non-classroom exterior doors, and maintenance staff will remove trash containers and other burnable items from public access.
* Teachers will be directed to lock and close their classroom doors.
* Upon command from the Incident Commander all teachers will keep their students within their locked classrooms until further notice regardless of the schedule.
* The teacher must remain in charge utilizing the best judgment in occupying the students within the classroom.
* Window coverings should be closed to inhibit individuals from the outside viewing the classroom activities and/or personnel.
* Any other precautions should be taken to protect personnel from flying glass should the windows be broken.
* When there is any evidence of a potential problem, classes outside will immediately enter into the closed safe classroom.
* Should a disturbance enter the school building itself, staff should be prepared to move students to a safe area.
* Accurate record of events, conversations, and actions should be kept.
* Assign staff members to assist medical or first aid personnel as necessary.

**Reminder:**

Avoid all areas that have large concentrations of electrical equipment or power cables.

**Weather related emergencies**

**Emergency power outages**

1. The number one priority is to keep students in school and to operate classes as normal as possible under safe conditions.
2. Any decision to send students home early will be made by the superintendent (or designee), in consultation with the staff, and under the parameters of student safety and sanitary conditions.
3. If a power outage occurs while students are at school the staff and superintendent will make the recommendation to close and release students. Elementary and middle school students will be released to their parents. Elementary and middle school students will not be allowed to leave on their own unless verbal or written permission is given by the parent or guardian.
4. If the power is off prior to the start of school, the superintendent or designee, will contact PSREC to determine how long the power will be off and if it would be safe to have students at the school. The superintendent (or designee) will make the recommendation to close school. The Head Maintenance Manager will notify the superintendent of the power outage and of any information they may obtain regarding the outage. If school is to be closed, staff, parents and students will be notified via the all-call phone system. The website manager will be notified to post announcements of the school closure on the district website and the district official Facebook page.
5. The administrative assistant or superintendent will notify the county superintendent of the school closure.

**Storms and high Force winds**

1. When a major storm approaches, the internet, radios, phones, or television should be tuned to weather reports and forecasts.
2. In the event of a high force winds storm, the following procedures will be observed:

**When on campus (SHELTER IN PLACE):**

1. All students should remain inside the building and stay away from windows and doors
2. Cover should be taken under desks, tables, or other sturdy materials if needed
3. Weather forecasts should be monitored for reports and updates, information, and advise.

**When off campus:**

1. If enough lead time is available, a bona fide civil defense shelter should be found (County Buildings, Police Departments, Post Office, etc.)
2. If in open country, students and staff should move at right angles away from the path of high force winds (such as a tornado) if it is known. If unknown or insufficient time is available, cover should be taken and people should lie flat in the nearest depression, such as a ditch, culvert, or ravine away from power lines and trees.

## Suspicious Mail/Packages

All incoming mail and packages should be handled with caution.

What to do with suspicious mail (general response):

* Do not try to open the package or envelope.
* Do not sniff, taste, or shake the package.
* Isolate the package.
* Evacuate the immediate area; close the door.
* Contact the Superintendent/Principal or designee and call 911.

Response to mail suspected of delivering biological/chemical agents in powder form:

* Do not open an envelope or package with powder on the outside.
* If powder is spilled from an envelope or package, do not try to clean up the powder.
* Cover the spilled contents immediately with anything (clothing, paper, trash can) to attempt to minimize dispersal of the powder.
* Leave the room and close the door or otherwise prevent access to the room.
* Ensure that everyone who had contact with the piece of mail washes his/her hands with soap and hot water.
* The Superintendent/Principal or designee should immediately contact Lassen County Sheriff Department (911) and the U.S. Postal Inspection Service National Emergency Hotline 1-888-363-7462 and Reno, NV inspector (775) 328-6042.
* Remove heavily contaminated clothing as soon as possible and place inside a plastic bag or some other container that can be sealed. This clothing should be given to the responding emergency response units.
* Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.
* Make a list of all the people who were in the room or area, especially those who had contact with the envelope or package. Provide this list to the emergency response teams investigating the incident.
* Investigators will remove the envelope or package and conduct a thorough check of the area for contamination.

**Indicators** **of suspicious mail**:

* is unexpected or from an unfamiliar source
* has excessive postage
* is addressed to someone who no longer works in the District
* is addressed to a current employee but with the wrong title
* contains several misspelled words on the envelope
* marked with restrictive endorsements such as “Personal” or “Confidential”
* has no return address or an address that cannot be verified
* mail that is from a foreign country
* shows a city or state in the postmark that doesn’t match the return address
* is lopsided, oddly shaped, or has an unusual weight, given its size
* has protruding wires, strange odors or stains
* has powdery substance on the outside
* has an unusual amount of tape on it
* is ticking or making unusual sounds

Not all mail comes perfectly packaged or with accurate information on it, so it is important that employees handling mail remain sensible in the screening of mail. However, prudent scrutiny conducted in a reasonable manner can greatly reduce the school’s chances of becoming the victim of attack by mail.

## Medical Emergency

In the event of a medical emergency involving a staff member, or student the following procedures shall be followed.

* A member of the staff or student should immediately get help by contacting the Superintendent/Principal or designee.
* The school’s office staff will call 911.
* Leave injured person where they are (unless unsafe) and stabilize so that movement is limited.
* The school’s office staff will notify the parent(s)/legal guardian(s) of the medical emergency.

**Reminders:**

* If the student *has not* been transported to the hospital let the parent decide whether he/she wants the student taken to an emergency room.
* Let the parent decide if he/she would rather come for the student and take him/her to the emergency room.
* If the student *has* been transported to the hospital assign a staff member to accompany the student to the hospital.
* Depending upon the nature of the medical emergency the news media may seek inquiries. The Superintendent/Principal can refer all media inquiries to the Public Information Officer.

## School Bus/Transportaion “Field Trip” Emergency

The following steps should be taken during a field trip.

* Student authorization release forms should be kept on file in the school’s main office. Before a bus leaves with the students a list of riders for each bus will be left at the school. Riders are informed of their expectation to travel on the bus they are assigned (or the one in which roll is taken from).
* A copy of the list is given to the teacher/lead chaperone.
* Teachers will take roll prior to the bus departure.
* If an accident occurs while enroute,
	+ The driver will contact the Superintendent/Principal or designee informing the director of the accident, location, and number of students on board.
	+ The teacher/lea chaperone will contact emergency personnel if emergency medical treatment is needed.
	+ The chaperone and/or teacher will contact the Superintendent/Principal informing the Superintendent/Principal of the accident and any emergency care including any the names of faculty or student(s) who is/are receiving emergency care.
	+ In the event emergency care is given, the school personnel will contact the student’s primary adult contact.

## Emergency Procedures- Dangerous Person on Campus ~ Lock Down

### Active Shooter Outside Building

**Signage:**

Fort Sage Unified School District is required by California Penal Code Title 15, Chapter 1.1 § 627, to post signs at points of entry to their campus from streets and parking lots. The following statement should be used on signage:

**“All visitors entering school grounds on school days must register at the main office.**

**Failure to do so may constitute a misdemeanor. Penal Code 627.2”**

**Lock Down School;**

* As soon as a decision is made to lock down the school, administration will call 911.
* Lock Down announcements may be made by PA system

**If students are in class at the time of the signal,**

**Staff will:**

* Explain that there is an emergency
* Lock the classroom doors
* Have students move to the safest location in the room away from windows and doors
* Close window coverings and take any possible precautions to protect others from possible broken glass.
* Remain locked in classrooms and offices until advised to move ***personally*** by the Superintendent/Principal or law enforcement.
* Do ***not*** listen to PA announcements once a lock down has started.

**Incident Commander will:**

* Coordinate with the Operations Chief to check locks on all exterior doors and classroom doors
* Make sure that a site map and key set are available to Public Safety Personnel
* The Public Information Officer will be available to work with the media/press
* Law enforcement personnel will direct bystanders to keep site clear of visitors

**If students are not in class at the time of the signal:**

Teachers will:

* Move students into the nearest safe building available
* Lock doors of room, if possible.
* Remain with students to maintain order
* Keep students in a safe area until advised ***personally*** by Superintendent/Principal or law enforcement to move.
* Avoid, if possible, large open areas such as the library, gym, lawns, or parking lots

**Incident Commander will:**

* Coordinate with the Operations Chief to move students into the nearest safe building available
* Make sure that a site map and key set are available to Public Safety Personnel
* The Public Information Officer will be available to work with the media/press
* Law enforcement personnel will direct bystanders to keep site clear of visitors

**STAFF IS NOT TO ACT UPON PA MESSAGES, ALARMS, OR OTHER SIGNALS WITHOUT *personal* Notification by Superintendent/Principal or Law enforcement personnel**

**Recommendation:** Students should be aware in advance that there will be severe consequences for failure to cooperate with administration or staff during an emergency or drill.

### Active Shooter Inside Building

**If the situation progresses to an Active Shooter who gains entrance to the building:**

* Front office staff who see or hear the shooter enter the building shall announce “Lock Down” for Active Shooter over the PA on the phone system and identify the location of the shooter if possible.
* Teachers will determine whether to Run, Hide, or Fight according to where they believe the shooter is in the building and follow the procedures practiced during these drills.
* **If evacuation is possible, this is the best option and should always be considered first.**
* If evacuation is too dangerous, teachers will lock down in their rooms, barricade the doors, shut the window coverings, and hide the students in the safest area away from doors and windows.
* If an active shooter gains entrance to the room, staff members should be prepared to attempt to subdue the shooter by any means necessary.

## Opioid Overdose Protocol

****

**Staff Volunteers:**

Fort Sage Unified School District will designate at least one or more volunteers to receive initial and annual refresher professional development regarding the storage and emergency use of naloxone hydrochloride or another opioid antagonist from the LCOE nurse or other qualified person.

In addition, pursuant to California Education Code 49414.3 and Board policy, Fort Sage Unified School District will distribute a notice to all staff that contains a description of the training that the volunteer will receive, and the right of an employee to rescind his or her offer to volunteer. Trained volunteer personnel shall be provided with defense and indemnification for any and all civil liability, in accordance with, but not limited to, that provided in Division 3.6 (commencing with Section 810) or Title 1 of the Government Code.

Any emergency response for a potential, or actual opioid overdose, will complete an emergency response report and an incident report as soon as possible after the incident is resolved.

# Section 3: Considerations for Students with Special Needs

## Emergency Evacuation of Persons with Disabilities

Fort Sage Unified School District policies and procedures require that all students, staff, and parents in a school facility evacuate that facility any time the fire alarm system is activated. In addition, evacuation for other emergencies, such as earthquakes may be ordered by the superintendent/principal over the public address system, telephone, or verbally. Persons with special needs may need assistance during an evacuation.

## Planning Needs and Assumptions

In addition, communication may be impeded at a time when clear and rapid communication is crucial to safety and survival. To comply with statutes involving students with special needs, individuals responsible for evacuation and emergency operation plans, notification protocols, shelter identification, emergency medical care, and other emergency response and recovery programs must:

* Have sound, working knowledge of the accessibility and nondiscrimination requirements applicable under federal disability rights laws;
* Know the special needs demographics of the students attending classes on site;
* Involve teachers and staff in identifying the communication and transportation needs, accommodations, support systems, equipment, services, and supplies that they will need during an emergency;
* Consider emergency accommodations for those with temporary disabilities;
* Identify existing resources within the school and local community that meet the special needs of these students;
	+ Develop new community partners and resources, as needed;
	+ Inform parents about the efforts to keep their child safe at school;
	+ Identify medical needs and make an appropriate plan;
	+ Determine transportation needs, special vans, and buses for students;
	+ Identify any necessary tools such as personal response plans, evacuation equipment, or visual aids;
	+ Work with local first responders in an attempt to establish a relationship with individual students with disabilities and their teachers.

## Mitigation and Prevention for Students with Special Needs

Mitigation is the action Fort Sage Unified School District will take to identify the barriers students with special needs may face during an emergency and eliminate or reduce their adverse effects. A hazards and vulnerability assessment of the site will help in preparing the emergency plan and identifying improvements for safety

At the beginning of each year, the special education teacher will provide the superintendent/principal and main office personnel with a list of students who will require special assistance in the event of an emergency.

This list will include

* The name of the student
* Any medication they must take and a schedule for their medication
* Identify all the stakeholders who should be considered in the plan (family, friends, service providers, personal attendants, physicians, and others.
* Assess potential hazards. Review evacuation equipment. Mitigation Strategies
* Identify potential antecedent triggers that could cause issues with the student

## Working with the Families of Students with Special Needs

The special education teacher will work with families on their caseload to discuss emergency procedures with parents as part of an IEP meeting or other review.

## Communication Access

Communication access enables effective interaction with people who have special needs in the area of communication. Fort Sage Unified School District’s alarm systems incorporate both audible and visual elements to help those who are either blind and/or hard of hearing/deaf.

In addition, special education staff will help provide the following:

* Give clear, succinct verbal instructions.
* Communicate important information through gestures, if necessary
* Pictorial representations, where appropriate, can provide quick and easily understood instruction to individuals with cognitive disabilities.

## The Evacuation Plan Review

* Part of the development of the evacuation plan should take into consideration the evacuation, potential transportation, and medical needs of students who will require additional support in an emergency.
* Review all paths of travel and potential obstacles.
* Identify the students and staff with special needs and the type of assistance they will require in an emergency.
* Train staff in general evacuation procedures.
* Review the plan with emergency response personnel, including local law enforcement, fire, and emergency medical personnel.
* Review the evacuation plan with students and staff to be familiar with the process and identify any problems.

# Section 4: Dangerous Individual Procedures

Notifying Teachers of Dangerous Pupils

When the Superintendent/Principal is aware that a student has caused, or tried to cause, another person serious bodily injury, or any injury that requires professional medical treatment, a separate and confidential file is created for that student. Information based upon written district records or records received from a law enforcement agency are contained in the file.

When such a student is assigned to a teacher’s classroom, the Superintendent/Principal shall provide the teacher with written notification. This notification shall not name or otherwise identify the student. The teacher will be asked to review the student’s confidential file in the office. Teachers are informed that such information is to be kept in strictest confidence and is to be disseminated no further.

Excerpts from the California Education Code and the California Penal Code are presented below.

From California Education Code Section 49079

* A school district shall inform the teacher of every student who has caused or who has attempted to cause serious bodily injury to another person, as defined in paragraphs (5) and (6) of subdivision € of Section 243 of the Penal Code, to another person.
* The District shall provide the information to the teacher based on any written records that the District maintains or receives from a law enforcement agency regarding a student described in this section.
* No school district shall be liable for failure to comply with this section if, in a particular instance, it is demonstrated that the district has made a good faith effort to notify the teacher.
* The information provided shall be from the previous three (3) school years.
* Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

From California Penal Code Section 243(e) – Paragraphs 5 and 6

* “Injury” means any physical injury, which requires professional medical treatment.
* “Custodial Officer” means any person who has the responsibilities and duties and who is employed by a law enforcement agency of the city or county or who performs those duties as a volunteer.

When the District is informed pursuant to Welfare and Institutions Code 828.1 that a student has committed crimes unrelated to school attendance which do not therefore constitute grounds for suspension or expulsion, the Superintendent/Principal or designee may so inform any teacher whom he/she believes needs this information in order to work with the student appropriately. (California Welfare and Institutions Code 828.1).

In addition, the Superintendent/Principal or designee shall notify all personnel who are likely to come into contact with the student, including the student’s classroom teachers, special education teachers, coaches, counselor, and instructional aides.

The teacher shall initial the student’s file when reviewing it in the appropriate office. Once the district has made a good faith effort to comply with the notification requirement of Education Code 49079, a teacher’s failure to review the file may be construed as a waiver of the district’s liability.

## Irrational Behavior

The school district utilizes a nationally recognized threat assessment program and has identified specific procedures to be followed in the Crisis Management Plan.

**Student or Staff**

* Notify Superintendent/Principal or designee.
* Notify Lassen County Office of Education School Nurse.
* Notify Fort Sage Unified School District’s family therapist.
* Isolate person from students.
* Notify family (attempt to get direction as to how they want the situation handled).
* Try to protect individual from injury.
* Notify law enforcement if individual is endangering self or others. If violent, notify appropriate law enforcement immediately.

**Campus Visitor**

* Notify Superintendent/Principal or designee
* Isolate person from students.
* Request person to leave campus, if possible.
* Remain calm, talk in soft non-threatening manner, and avoid hostile-type actions, except in cases when necessary to safeguard person or property.
* Notify law enforcement immediately.

# Section 5: Threats of Violence

*A threat is an expression of intent to harm oneself or others. It is important that ALL threats be taken seriously until they have been thoroughly investigated.*

* Threats may be spoken, written, or gestured
* Threats may be direct or indirect and need not be communicated to the intended victim or victims (e.g. “I’m going to get him”)
* Weapon possession is presumed to be a threat unless circumstances clearly indicate otherwise (e.g. “I forgot it was in my backpack”)
* When in doubt, assume that it is a threat
* This portion of “Threats of Violence” does not include:
	1. Threats to damage property
	2. Threats made by non-students
	3. Fights or misbehavior that do not involve a threat
	4. Slurs, insults, or verbal abuse that do not involve a threat to physically harm someone

 *Other school policies apply to these situations*

* Bomb threats and threats made on websites or by emails may be prosecutable by international law
* ***It is imperative that ALL threats be reported immediately to the Superintendent/Principal. It is the Superintendent/Principal’s responsibility to evaluate the threat immediately.***

## Procedure

*The following procedure is separated into several sections in order to reflect those instances where a threatened act of violence may be received by specific individuals. Note that in all instances, the threat is initially assumed to be serious, until further evaluation is done by the Superintendent/Principal. The procedure for threat assessment is applicable during any school-sponsored event or function, whether the event/function be on school property or not.*

1. Any student upon receiving information that a person is threatening to commit an act of violence shall:

* + 1. Assume the threat is serious
		2. Immediately report the threat to a parent, guardian, school staff, administrator or law enforcement officer
		3. Be available and cooperative in providing a statement of information, with the understanding that the information source (student) will remain anonymous to the greatest extent possible.

2. Any parent or guardian, upon receiving information that a person is threatening to commit an act of violence shall:

* 1. Assume the threat is serious
	2. Immediately report the threat to a school staff member, administrator, or law enforcement officer
	3. Be available and cooperative in providing a statement of information, with the understanding that the information source (parent or guardian) will remain anonymous to the greatest extent possible.
1. Any school staff member, upon receiving information that a person is threatening to commit an act of violence shall:
	* 1. Assume the threat is serious
		2. Immediately report the threat to an administrator or their designee
		3. Be available and cooperative in providing a statement of information, with the understanding that the information source (staff member) will remain anonymous to the greatest extent possible.
2. The Superintendent/Principal, upon receiving information that a person is threatening to commit an act of violence shall evaluate the seriousness of the threat by initiating the following procedures.

## Continuum of Threats

* + Warning of impending violence
	+ Attempts to intimidate or frighten
	+ Thrill of causing a disruption
	+ Attention-seeking, boasting
	+ Fleeting expressions of anger
	+ Jokes
	+ Figures of speech

## Factors to Consider for Substantive Threats

* + Age of student
	+ Capability of student to carry out the threat
	+ Student’s discipline history
	+ Credibility of student and willingness to acknowledge his/her behavior
	+ Credibility of witness accounts

## Possible Indicators of a Substantive Threat

* + Specific, plausible details
	+ Threat has been repeated over time
	+ Threat reported as a plan
	+ Accomplices or recruitment of accomplices
	+ Physical evidence of intent

*It is important to note that determining a threat as transient does not mean that the situation is over. It is necessary to determine what follow-up actions are necessary (e.g., counseling, student mediation, etc.)*

Threat Evaluation***:***

A. Gather Information:

* + - * 1. Obtain an account of the threat and the context from the student and witnesses.
				2. Document the exact threat and circumstances surrounding the threat.
				3. Obtain the student’s explanation of the threat’s meaning and his/her intentions.
				4. Obtain witness perceptions of the threat’s meaning.
				5. Document your evaluation. All documentation must be maintained, whether the threat is considered substantive or transient.

B. Evaluate Threat:

* + - * 1. Based on the information gathered, determine whether the threat is transient or substantive.
				2. The important thing here is to determine whether or not the student intends to carry out the threat NOT what he/she threatened to do.
				3. When in doubt, treat the threat as substantive.
				4. Transient threats:

Often are rhetorical remarks, not genuine expressions of intent to harm.

At worst, express temporary feelings of anger or frustration.

Usually can be resolved on the scene or in the office.

After resolution, the threat no longer exists.

v. Usually ends with an apology or clarification.

e. Substantive threats:

Express intent to physically injure someone beyond the immediate situation.

There is at least some risk the student will carry out the threat.

Protective action MUST be taken (i.e., warn the intended victim(s) and parents; involve student reunification personnel).

May require legal violations and require police consultation.

v. When in doubt, treat the threat as substantive.

C. Responses to Transient Threats

Threat MUST be resolved through explanation, apology, making amends, etc.

There is no need to take safety precautions (e.g., no warnings to “victims” parents, no student release personnel involved, etc.).

Provide counseling and education where appropriate.

Administer discipline if appropriate (e.g., reprimand, parental notification, etc.)

D. Responses to Substantive Threats

If a threat is considered substantive, members of the CIT must be contacted immediately, as they are needed for the following steps.

Determine if substantive threats are **serious** or **very serious**.

Substantive assault threats are classified as **serious**.

Substantive threats to kill, rape and/or inflict severe injury are classified as **very serious**. Threats involving weapons are also considered **very serious**. Such threats are usually felonious.

Very serious substantive threats ALWAYS involve law enforcement (always document information of contacted agent – i.e., badge number, etc.). In such threat situations, it would be useful to have the School Resource Officer as a member of the CIT to provide recommendations for appropriate action.

E. Conduct an Extended Safety Inquiry

* + - 1. For all substantive threats, notify the parents of both the potential perpetrator and potential victim(s); if the potential victim(s) is a teacher, he/she must be notified.
			2. Office personnel must be notified. Both victim and perpetrator should only be released to a parent or guardian.
			3. Take disciplinary action consistent with school policy (e.g., suspensions/expulsions, demerit system, etc.).
			4. Identify any other student support or intervention needs (e.g., necessary counseling, 51/50, dispute mediation, etc.).
			5. Follow-up to verify that the threat has been resolved and interventions are occurring.

*NOTE: Threats made via cell phones (e.g., by texting) and on the Internet (via emails, web postings, blogs, etc.) are felonious and can be prosecuted by International Commerce Law. For threats made via websites or cell phones, the above-mentioned steps should be taken.*

* + An evaluation to determine the mental health needs of an individual (e.g., why the threat was made) and propose strategies for reducing risk.
	+ An Emergency Severity Index (ESI) assessment should be conducted as soon as possible after a very serious threat (if a student was removed from campus by law enforcement, the ESI needs to be completed before he/she returns to campus. The ESI for a student who has been removed from campus may be completed by County Mental Health.
	+ A mental health professional will interview necessary individuals (e.g., student, intended victim and witnesses, student’s parents, school staff who know the student, outside professionals who know the student, etc.).

o NOTE: A signed release of information form is not needed to complete the ESI because this involves the immediate safety of a student or students. If a formal evaluation is deemed necessary, based on the results of the ESI, a signed assessment plan will be needed before the assessment can begin.

*NOTE: Interviewing the potential perpetrator and no other person is NOT a full comprehensive evaluation of whether this students poses a threat and is potentially on the path toward violence.*

# Section 6: Incident Command System

## Fort Sage Unified School District Incident Command Structure (ICS)

Fort Sage Unified School District is a small school district with a limited number of employees. The primary role of the certificated staff during an emergency will be to remain with their assigned students. This greatly reduces the number of individuals that can serve within the Incident Command Structure. As such, the district has adopted an ICS model that is narrow in scope.

|  |  |  |
| --- | --- | --- |
| Position | **Primary Name** | **Alternate Name** |
| **Incident Commander** | Superintendent/Principal | Admin Designee |
| **Public Information Officer** | Executive Secretary | Administrative Assistant |
| **Operations** | Executive Secretary | AdministrativeAssistant  |
| **Finance/Logistics** | Chief Business Official |  |
| **Scribe** | Chief Business Official |   |
| **List Others** | Emergency: 911 |

## Management Team Responsibilities

**Incident Commander**

* Responsibility is to coordinate the school’s response.
* Continually checking on status, progress and needs of all other ICS leads.
* Coordinates with responding agencies and establishes a unified command.

**Public Information Officer (PIO)**

* The official spokesperson for the district/school.
* All school personnel should refer information requests to the School PIO.
* Primary task is to handle the media.
* Arranges for news conferences, etc. of necessary.

**Operations**

* This group provides the actual “hands-on” response.
* The Operations Chief manages the group.
* The Operations group is concerned with accountability, student release/reunification, assembly, shelter, and first aid.

**Finance/Logistics**

* Works closely with other Management groups to provide personnel information, resource information, money/credit if needed.
* Responsible for arrangement of transportation, food, water, supplies, and communication systems.

**Scribe**

* Provides an official record of the event.
* This group is responsible for collecting data, scribe records, expenses, etc. either during or after the incident.
* Coordinates the follow-up paperwork and reports.

**Those staff not listed will report to their classroom, or if unsafe, to their students.**

As soon as first responders arrive and establish an incident command, there will be a transition of command from Fort Sage Unified School District command to first responder command.

## Responsibilities of School Personnel during Emergency Conditions

**Superintendent/Principal**

* Assume the overall direction of the school crisis management team as the IC.

**Superintendent/Principal Designee**

* Assume the role of superintendent/principal/IC in case of their absence.

**Teachers**

* Determining the extent of injuries and capabilities for class evacuation.
* Determine the need for assistance for neighboring (buddy) teachers.
* Takes attendance and reports status to Incident Command Center through sweep team members.
* Supervises and reassures students throughout the duration of the emergency and until relieved by the superintendent/principal or law enforcement authorities.
* Takes care of minor first aid needs
* Release students only to authorized persons by following proper sign-out procedures only after permission is issued by school administration and law enforcement authorities.
* Fulfill duties assigned through the Incident Command System.

**School Office Staff/Nurse**

* Fulfill duties assigned through the Incident Command System.
* Supervise administration of first aid by those with first aid training.
* Organize distribution and use of first aid and medical supplies.
* Locate, categorize, and identify victims.
* Have personal information available on each student and faculty member.

**Maintenance/Transportation Department**

* Shut off utilities immediately when directed to do so.
* Conduct damage control to limit damage to school facility.
* Survey and report damage to Operations Lead
* Fulfill duties assigned through the Incident Command System.

**Other School Personnel**

* Fulfill duties assigned through the Incident Command System.

## District School Safety Team Members

**Superintendent/Principal –** Bryan Young, (530) 827-2129

**Business Services –** Heather Von Ins, (530) 827-2129

**Human Resources –** Crystal Jones, (530) 827-3910

**Transportation –** Crystal Jones, (530) 827-3910

**Director of Building and Site Maintenance –** Jesse Hodson, (530) 827-2129

**Food Services –** Lauretta Harkema, (530) 827-2129

**Alarm Company** – Current Electric & Alarm, (530)249-1937

**Sweep Team –** The responsibilities of the site sweep team is to proceed in an orderly and pre-established sweep pattern checking classrooms, hallways, and storage areas for people and observable assessment of buildings. If injured people are found during the sweep, the team reports the location of all injured to the first aid team. The sweep team reports to the site’s Incident Command Center.

**Sweep Team Members:**

* Heather Von Ins, Business Officer
* Crystal Jones, Executive Secretary
* Jesse Hodson, Maintenance
* Lindsey Godman, Administrative Assistant

**Student Release Team –** Consists of front office staff. This team is the only team which should release students to parent(s) or guardian(s). Their responsibilities include:

* Maintaining information on whereabouts of faculty, staff, and students.
* Maintaining a location at the front of the emergency meeting area.
* Reunites students with parents or guardians ensuring proper release and authorization through the use of data maintained on student emergency cards and using an official sign out sheet.

**Maintenance and Custodial Staff –** Their responsibilities include:

* Shut off of all utilities, if necessary.
* Turn on utilities when cleared to do so.
* Assist in the routing of parent and emergency personnel as necessary

**Buddy System –** Consists of pairing of classroom teachers and staff members so that each staff member is accounted for. This system is utilized within grade-level clusters of TK-2nd , 3rd-6th, 7th- 9th , and 10th- 12th.

**Crisis Team** (Sometimes known as grief counseling /crisis intervention team) – Due to the limited size of Fort Sage Unified School District, this team will need to be outsourced to the following organizations:

* Lassen County Office of Education staff
* Lassen County Behavioral Health Department staff

**Special Needs Students and Staff** – includes those students and staff members who need special assistance (e.g., blind, deaf, autistic, diabetic, down syndrome, seizure disorder, etc.) and those who need assistance with evacuation due to physical or other disabilities. This category also includes those students and staff who require medication.

## School Crisis Response Locations

**Date**: 2023-24 School Year **Location**: Sierra Primary School & Herlong High School

Staging Areas

Our **Evacuation sites** are:

Sierra Primary: Courtyard of Playground

Secondary: Gym parking lot of Sierra Army Depot

Herlong High & Fort Sage Middle School: Basketball courts behind the gym

Secondary: Football Field

Our **Reunification Center** is:

Sierra Primary: School Cafeteria

Secondary: Gym parking lot of Sierra Army Depot

Herlong High & Fort Sage Middle School: Gymnasium

Secondary: Football Field

Our **Command Center**:

Primary: District Office (Sierra Primary)

Secondary: Herlong High School Front Office

School maps have been redacted under the advisement of law enforcement

**Section 7: Procedural Responses for Suicide and Sudden Death**

**PREVENTION**

Fort Sage Unified School District recognizes that prevention of youth suicide, violence, and substance abuse and the early identification and treatment of mental health disorders are most effective when students, staff, parents, and community members have access to prevention information and resources.

**SUICIDE PREVENTION TRAINING FOR STAFF SHALL INCLUDE THE FOLLOWING:**

1. Research identifying risk factors, such as previous suicide attempt(s), history of depression or mental illness, substance use problems, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor loss, family instability, and other factors
2. Warning signs that may indicate suicidal intentions, including changes in students’ appearance, personality, or behavior
* Youth bereaved by suicide
* Youth with disabilities, mental illness, or substance abuse
* Homeless youth
* LGBTQ youth
* Youth in the juvenile justice or welfare system
* Native American youth
1. Research-based instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health
2. School and community resources and services
3. District procedures for intervening when a student attempts, threatens, or discloses the desire to commit suicide

A training will be provided annually for all teachers and staff:

Keenan Link: [www.keenan.safeschools.com](http://www.keenan.safeschools.com) – Youth Suicide: Awareness and Prevention

More information on evidence-based programs and practices can be found in [SAMHSA’s National Registry of Evidence-Based Programs and Practices](http://nrepp.samhsa.gov/).

The Trevor Project can be found at:[www.thetrevorproject.org](http://www.thetrevorproject.org)

**Intervention**

The following process should be followed when a staff member becomes aware that a student is experiencing a crisis that may involve risk of harm to self or others:

* When a staff member suspects or has knowledge of a student’s suicidal intentions, he/she shall promptly notify the Superintendent, Principal, or designee, who shall then notify the student’s parents/guardians as soon as possible. The student may be referred to mental health resources in the school or community.
* Students shall be encouraged to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student’s suicidal intentions.

IMMINENT RISK

* There is immediate danger to the student’s self or others (for example, possible presence of

a weapon or other means the student intends to use to harm self or others).

* There is a suicide attempt in progress (for example, the student has taken a drug or

medication overdose).

The staff member who suspects or has knowledge of imminent risk will do the following:

* Provide for continuous supervision of the student at risk until an emergency responder arrives, keeping personal safety in mind. Evaluate the environment for safety and remove access to methods or lethal means.
* Notify the administrator or designee.

The administrator or other designee will do the following:

* Call 911or designate a person to call. Be mindful that in the presence of a weapon or danger to others, emergency medical personnel will need the scene secured by law enforcement personnel before they can intervene.
* Notify the Superintendent.

Depending on the situation, the administrator or designee will:

* Even with no danger to others, if a suicide attempt is imminent or in progress, other students need to be removed quickly and calmly from the vicinity. (Execute emergency plan.)
* Notify the student’s guardian and/or emergency contact and document the time and content of the conversation.
* Fill out the district’s incident report forms. CHART 1: IMMINENT RISK

IMMINENT RISK:

Attempt imminent or in progress, possible danger to others.

Notify student’s guardian and/or emergency contact and document notification

**A school employee shall act only within the authorization and scope of the employee’s credential or license.**

Notify Superintendent

Activate Emergency Plan

Priorities: Supervise student, protect student body and staff

The same person remains with student if personal safety allows

Notify administrator or designee

Call 911

AT RISK

* The student identifies thoughts of death but has no plan, intent to die, or suicidal behavior.
* The student identifies thoughts of death and may have a plan, intent to die or suicidal behavior.
* The student is experiencing some stressors.

The administrator or designee will do the following:

* Remain with the student and provide support, safety, and continuous supervision.
* Contact support team members (school counselor, behavioral counselor, school psychologist, Lassen County Behavioral Health).
* The administrator must be notified if the student will be leaving school grounds.
* If the assessment is that the student needs additional evaluation, appropriate arrangements will be made.

CHART 2: AT RISK

Maintain support, safety and continuous supervision of student

**A school employee shall act only within the authorization and scope of the employee’s credential or license.**

Notify family/guardian and appropriate school personnel

Create safety plan

Handled at local level

Further evaluation and appropriate care

Contact Support Team Member to stabilize and assess.

Notify administrator

Priorities: Keep student safe and supervised until evaluation.

ATRISK

May or may not have a plan

**POSTVENTION**

Fort Sage Unified School District recognizes that the death of a student, whether by suicide or other means, is a crisis that affects the entire school and community. In the event of a student’s death, it is critical that the school’s response be swift, consistent, and intended to protect the student body and community. In the case of a death by suicide, other concerns such as the prevention of [suicide contagion](http://www.nasponline.org/resources/principals/Suicide_Clusters_NASSP_Sept_%2009.pdf%22%20%5Co%20%22Suicide%20contagion%20refers%20to%20the%20risk%20of%20other%20students%20seeing%20suicide%20as%20an%20option%20after%20a%20death.%20Follow%20this%20link%20for%20an%20article%20about%20suicide%20contagion%20and%20prevention.%20) will be taken into account.

Upon receiving news of a student’s death, including an unconfirmed rumor, a staff member must immediately contact the Superintendent, Principal, and/or designee. Contact must be made whether this is during or outside school hours.

* The Superintendent, Principal, or designee will contact:
* Lassen County Office of Education (LCOE) County Superintendent of Schools
* In the absence of Superintendent, the Lead Teachers will be the Superintendent Designee at their sites.
* The LCOE County Superintendent of Schools will convene the educational support team which may include:
* Administrators
* Behavioral Counselors
* School Psychologists

Guidelines for Notifying Parents

Parents or guardians should be contacted as soon as possible after a student has been identified as being at risk for suicide. The person who contacts the family is typically the principal, school psychologist, or a staff member with a special relationship with the student or family. Staff need to be sensitive toward the family’s culture, including attitudes toward suicide, mental health, privacy, and help-seeking.

1. Notify the parents about the situation and ask that they come to the school immediately.
2. When the parents arrive at the school, explain why you think their child is at risk for suicide.
3. Explain the importance of removing from the home (or locking up) firearms and other dangerous items, including over-the-counter and/or prescription medications and alcohol.
4. If the student is at risk and does not need to be hospitalized, discuss available options for individual and/or family therapy. Provide the parents with the contact information of mental health service providers in the community. If possible, call and make an appointment while the parents are with you.
5. Ask the parents to sign the Parent Contract Acknowledgement Form confirming that they were notified of their child’s risk and received referrals to treatment.
6. Tell the parents that you will follow-up with them in a few days. If this follow-up conversation reveals that the parent has not contacted a mental health provider: • Stress the importance of getting the child help. • Discuss why they have not contacted a provider and offer to assist with the process.
7. If the student does not need to be hospitalized, release the student to the parents and notify the site administrator.
8. If the parents refuse to seek services for a child under the age of 18 who you believe is in danger of self-harm, you may need to notify child protective services that the child is being neglected.
9. Document all contacts with the parents.

**Section 8: Board Policies & Administrative Regulations**

## Policy 0450: Comprehensive Safety Plan

Adopted 4/19/2023

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 includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

(Districts with 2,500 or less ADA that choose to develop a districtwide plan)

The Superintendent or designee shall oversee the development of a districtwide comprehensive safety plan that is applicable to each school site.  (Education Code 32281)

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year and forwarded to the Board for approval.  (Education Code 32286, 32288)

The Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education (CDE) of any schools that have not complied with the requirements of Education Code 32281.  (Education Code 32288)

**Tactical Response Plan**

Notwithstanding the process described above, any portion of a comprehensive safety plan that addresses tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to safeguard students and staff, secure affected school premises, and apprehend criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with representative(s) of employee bargaining unit(s), if they choose to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials and approve the tactical response plan, provided that any vote to approve the tactical response plan is announced in open session following the closed session.  (Education Code 32281)

**Safety Plan(s) Access and Reporting**

The Superintendent 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 32282)

However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed.

The Superintendent or designee shall share the comprehensive safety plans and any updates to the plans with local law enforcement, the local fire department, and other first responder entities.  (Education Code 32281)

The Superintendent or designee shall also provide data to CDE pertaining to lockdown or multi-option response drills conducted at district schools in accordance with Education Code 32289.5.  (Education Code 32289.5)

## Regulation 0450: Comprehensive Safety Plan

Adopted 12/19/12 Revised/Reviewed 4/19/23

**Development and Review of Comprehensive School Safety Plan**

The school site council shall consult with local law enforcement, the local fire department, and other first responders in the writing and development of the comprehensive school safety plan. When practical, the school site council shall also consult with other school site councils and safety planning committees.  (Education Code 32281, 32282)

The school site council may delegate the responsibility for developing a comprehensive safety plan to a school safety planning committee composed of the following members:  (Education Code 32281)

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
5. Other members, if desired

Before adopting the comprehensive 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 plan.  (Education Code 32288)

The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting:  (Education Code 32288)

1. The local mayor
2. A representative of the local school employee organization
3. A representative of each parent/guardian organization at the school, including the parent teacher association and parent teacher clubs
4. A representative of each teacher organization at the school
5. A representative of the school's student body government
6. All persons who have indicated that they want to be notified

In addition, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting:  (Education Code 32288)

1. Representatives of local religious organizations
2. Local civic leaders
3. Local business organizations

**Content of the Safety Plan**

Each comprehensive safety plan shall include an assessment of the current status of any crime committed on campus and at school-related functions.  (Education Code 32282)

The assessment may include, but not be limited to, reports of crime, suspension and expulsion rates, and surveys of students, parents/guardians, and staff regarding their perceptions of school safety.

The plan shall identify 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, including all of the following:  (Education Code 32282)

1. Child abuse reporting procedures consistent with Penal Code 11164-11174.3
2. Routine and emergency disaster procedures including, but not limited to:

	1. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act
	2. An earthquake emergency procedure system in accordance with Education Code 32282
	3. A procedure to allow public agencies, 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
3. Policies pursuant to Education Code 48915(d) for students who commit an act listed in Education Code 48915(c) and other school-designated serious acts that would lead to suspension, expulsion, or mandatory expulsion recommendations
4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079
5. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4
6. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel" pursuant to Education Code 35183, the provisions of that dress code and the definition of "gang-related apparel"
7. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school
8. A safe and orderly school environment conducive to learning
9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5
10. Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on campus and at school-related functions

Among the strategies for providing a safe environment, the comprehensive safety plan may also include:

1. Development of 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
2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, hazing, and cyberbullying, as well as behavioral expectations and consequences for violations
3. Strategies aimed at preventing potential incidents involving crime and violence on school campuses, including vandalism, drug and alcohol abuse, gang membership and violence, hate crimes, bullying, including bullying committed personally or by means of an electronic act, teen relationship violence, and discrimination and harassment, including sexual harassment
4. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education and literacy, character/values education, social and emotional learning, media analysis skills, conflict resolution, community service learning, and education related to the prevention of dating violence
5. Parent/guardian involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus
6. Provision of safety materials and emergency communications in language(s) understandable to parents/guardians
7. Annual notification to parents/guardians related to the safe storage of firearms
8. 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
9. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction
10. District policy prohibiting the possession of firearms and ammunition on school grounds
11. Measures to prevent or minimize the influence of gangs on campus
12. Procedures for receiving verification from law enforcement when a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime
13. Procedures for the early identification and threat assessment of, and appropriate response to, suspicious and/or threatening digital media content
14. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for closing campuses to outsiders, installing surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus
15. Independent security assessment of the school's network infrastructure and selected web applications to identify vulnerabilities and provide recommendations to improve cybersecurity
16. Guidelines for the roles and responsibilities of mental health professionals, athletic coaches, community intervention professionals, school counselors, school resource officers, and police officers on school campuses. Guidelines may include, but are not limited to, the following:
	1. Strategies to create and maintain a positive school climate, promote school safety, and increase student achievement
	2. Strategies to prioritize mental health and intervention services, restorative and transformative justice programs, and positive behavior interventions and support
	3. Protocols to address the mental health care of students who have witnessed a violent act at any time, including, but not limited to, while on school grounds, while coming or going from school, during a lunch period whether on or off campus, or during or while going to or coming from a school-sponsored activity
17. Strategies for suicide prevention and intervention
18. District policy and/or plan related to pandemics
19. Procedures to implement when a person interferes with or disrupts a school activity, remains on campus after having been asked to leave, or creates a disruption with the intent to threaten the immediate physical safety of students or staff
20. Crisis prevention and intervention strategies, which may include the following:

	1. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate
	2. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)
	3. Assignment of staff members responsible for each identified task and procedure
	4. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan
	5. Coordination of communication to schools, Governing Board members, parents/guardians, and the media
	6. Communication with parents/guardians of reunification plans and the necessity of cooperating with first responders
	7. Development of a method for the reporting of violent incidents
	8. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling
21. Training on assessment and reporting of potential threats, violence prevention, and intervention techniques. Such training shall include preparation to implement the elements of the safety plan
22. Environmental safety strategies, including, but not limited to, procedures for preventing and mitigating exposure to toxic pesticides, lead, asbestos, vehicle emissions, and other hazardous substances and contaminants
23. Continuity of operations procedures to ensure that the district's essential functions are not disrupted during an emergency, to the extent possible

## Policy 5132: Dress And Grooming

Adopted 11/15/06 Revised/Reviewed 4/15/20

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

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

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

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

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

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

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

**Gang-Related Apparel**

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

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

**Uniforms**

The Board may approve a school-initiated dress code requiring students at the school to wear a school uniform whenever the Board determines that such a dress code will promote student achievement, a positive school climate, and/or student safety.

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

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

## Regulation: 5132: Dress And Grooming

Adopted 11/15/06 Revised/Reviewed 4/15/20

**Definitions**

*Bullying*is an unwanted, aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and involves repetition or potential repetition of a deliberate act.

*Cyberbullying* includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images.  Cyberbullying also includes breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

Examples of the types of conduct that may constitute bullying and are prohibited by the district include, but are not limited to:

1. Physical bullying that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures
2. Verbal bullying that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm
3. Social/relational bullying that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public
4. Cyberbullying, such as sending demeaning or hateful text messages or emails, sending rumors by email or by posting on social networking sites, or posting embarrassing photos, videos, web site, or fake profiles

**Measures to Prevent Bullying**

The Superintendent or designee shall implement measures to prevent bullying in district schools, including, but not limited to, the following:

1. Ensuring that each school establishes clear rules for student conduct and implements strategies to promote a positive, collaborative school climate
2. Providing to students, through student handbooks and other age-appropriate means, information about district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying
3. Encouraging students to notify school staff when they are being bullied or when they suspect that another student is being bullied, and providing means by which students may report threats or incidents confidentially and anonymously
4. Conducting an assessment of bullying incidents at each school and, if necessary, increasing supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias
5. Annually notifying district employees that, pursuant to Education Code 234.1, any school staff who witnesses an act of bullying against a student has a responsibility to immediately intervene to stop the incident when it is safe to do so

**Staff Development**

The Superintendent or designee shall make the California Department of Education's online training module on the dynamics of bullying and cyberbullying, which includes the identification of bullying and cyberbullying and the implementation of strategies to address bullying, available annually to all certificated staff and to other employees who have regular interaction with students.  (Education Code 32283.5)

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students.  Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences
2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify the signs of bullying or harassing behavior
4. Take immediate corrective action when bullying is observed
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

**Student Instruction**

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

The district shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

Students should be taught the difference between appropriate and inappropriate behaviors, how to advocate for themselves, how to help another student who is being bullied, and when to seek assistance from a trusted adult. As role models for students, staff shall be expected to demonstrate effective problem-solving and anger management skills.

To discourage cyberbullying, teachers may advise students to be cautious about sharing passwords, personal data, or private photos online and to consider the consequences of making negative comments about others online.

**Reporting and Filing of Complaints**

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3 - Uniform Complaint Procedures. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report such observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

**Discipline/Corrective Actions**

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate.  (Education Code 48900.9)

If any student involved in bullying exhibits warning signs of suicidal thought or intention or of intent to harm another person, the Superintendent or designee shall, as appropriate, implement district intervention protocols which may include, but are not limited to, referral to district or community mental health services, other health professionals, and/or law enforcement.

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

Adopted 5/27/15

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

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

**Child Abuse Prevention**

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

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

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

**Child Abuse Reporting**

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

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

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

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

**Regulation 4141.4: Child Abuse Prevention and Reporting**

Adopted 5/27/15

**Definitions**

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

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

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)
3. An injury resulting from the exercise by a teacher, 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 injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of a student (Education Code 49001)
5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by a student (Education Code 49001)
6. Homelessness or classification as an unaccompanied minor (Penal Code 11165.15)

*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; athletic coaches, administrators, and directors; administrators and employees of a licensed child day care facility; Head Start teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

*Reasonable suspicion* means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

**Reportable Offenses**

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

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05, 11167)

Any district employee who 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 against a victim who is a child under age 14 shall notify a peace officer. (Penal Code 152.3, 288)

**Responsibility for Reporting**

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

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

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

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

**Reporting Procedures**

1. Initial Telephone Report

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)
Lassen Co. Sheriff
1414 Sheriff Cady Lane
Susanville, CA 96130
(530) 251-8013

Lassen Co. CPS
1445 Paul Bunyan
Susanville, CA 96130
(530) 251-8277

When the initial 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 knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

The Department of Justice form may be obtained from the district office or other appropriate agencies, such as the county probation or welfare department or the police or sheriff's department.

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

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

	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)

	The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)
3. Internal Reporting

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

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

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

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

**Training**

Within the first six weeks of each school year, the Superintendent or designee shall provide training on mandated reporting requirements to district employees and persons working on their behalf who are mandated reporters. Any school personnel hired during the school year shall receive such training within the first six weeks of employment. (Education Code 44691; Penal Code 11165.7)

The Superintendent or designee shall use the online training module provided by the California Department of Social Services. (Education Code 44691)

The training shall include, but not necessarily be limited to, training in identification and reporting of child abuse and neglect. In addition, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified. (Education Code 44691; Penal Code 11165.7)

The Superintendent or designee shall obtain and retain proof of each mandated reporter's completion of the training. (Education Code 44691)

**Victim Interviews by Social Services**

Whenever the Department of Social Services or another government agency is investigating suspected child abuse or neglect that occurred within the child's home or out-of-home care facility, the student may be interviewed by an agency representative during school hours, on school premises. The Superintendent or designee shall give the student the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the student. (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 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, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. (Education Code 48906)

**Parent/Guardian Complaints**

Upon request, the Superintendent or designee shall provide parents/guardians with procedures for reporting suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is not English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

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

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.

**Notifications**

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

Before beginning employment, any person who will be a mandated reporter by virtue of his/her position shall sign a statement indicating that he/she has knowledge of the reporting obligations under Penal Code 11166 and will comply with those provisions. The signed statement shall be retained by the Superintendent or designee. (Penal Code 11166.5)

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

The Superintendent or designee also shall notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)
2. If a mandated reporter fails to timely report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime 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 unless it can be shown 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 111

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

Adopted 5/27/2015 Revised/Reviewed 10/21/20

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

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

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

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

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

**Appropriate Use of Suspension Authority**

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

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

No student in grades K-8 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910.  (Education Code 48900)

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

**On-Campus Suspension**

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

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

**Authority to Expel**

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

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

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation, the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following:  (Education Code 48915(b) and (e))

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

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

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

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

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

**Due Process**

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

**Maintenance and Monitoring of Outcome Data**

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

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

**Regulation 5144.1: Suspension and Expulsion/Due Process**

Adopted 5/27/15 Revised 11/15/23

**Definitions**

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

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

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

**Notice of Regulations**

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, including suspension and expulsion.  (Education Code 35291, 48900.1, 48980)

**Grounds for Suspension and Expulsion: Grades K-12**

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows and in the sections "Additional Grounds for Suspension and Expulsion: Grades 4-12" and "Additional Grounds for Suspension and Expulsion: Grades 9-12" below:

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury  (Education Code 48900(a) and (t))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence  (Education Code 48900(b))
3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11059, alcoholic beverage, or intoxicant of any kind  (Education Code 48900(c))
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11059, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the same as a controlled substance, alcoholic beverage, or intoxicant  (Education Code 48900(d))
5. Committed or attempted to commit robbery or extortion  (Education Code 48900(e))
6. Caused or attempted to cause damage to school property or private property  (Education Code 48900(f))
7. Stole or attempted to steal school property or private property  (Education Code 48900(g))
8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing prescription products  (Education Code 48900(h))
9. Committed an obscene act or engaged in habitual profanity or vulgarity  (Education Code 48900(i))
10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5  (Education Code 48900(j))
11. Knowingly received stolen school property or private property  (Education Code 48900(l))
12. Possessed an imitation firearm  (Education Code 48900(m))

*Imitation firearm*means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.  (Education Code 48900(m))
13. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 287, 288, 289, or former 288a, or committed a sexual battery as defined in Penal Code 243.4  (Education Code 48900(n))
14. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness  (Education Code 48900(o))
15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))
16. Engaged in, or attempted to engage in, hazing  (Education Code 48900(q))

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

*Bullying*means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student(s) in fear of harm to self or property; cause the student to experience a substantially detrimental effect on physical or mental health; or cause the student to experience substantial interferences with academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school.  (Education Code 48900(r))

*Bullying*includes any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 and below in the section "Additional Grounds for Suspension and Expulsion: Grades 4-12," that has any of the effects described above on a reasonable student.

*Bullying*also includes an act of cyber sexual bullying by a student through the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, semi-nude, or sexually explicit photograph or other visual recording of an identifiable minor, when such dissemination is to another student or to school personnel by means of an electronic act and has or can be reasonably predicted to have one or more of the effects of bullying described above. Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

*Electronic act* means the creation or transmission originated on or off the school site by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication including, but not limited to:  (Education Code 48900(r))

	1. A message, text, sound, video, or image
	2. A post on a social network Internet web site, including, but not limited to, posting to or creating a burn page or creating a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.

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

	*Burn page* means an internet web site created for the purpose of causing a reasonable student any of the effects of bullying described above.  (Education Code 48900(r))

	*Credible impersonation* means to knowingly and without consent impersonate a student for the purpose of bullying the student and such that the student would reasonably believe, or has reasonably believed, that the student was or is the student who was impersonated.  (Education Code 48900(r))

	*False profile* means a profile of a fictitious student or profile using the likeness or attributes of an actual student other than the student who created the false profile.  (Education Code 48900(r))

	An electronic act is not considered pervasive conduct solely on the basis that it has been transmitted to the internet or is currently posted on the internet.  (Education Code 48900(r))
18. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31  (Education Code 48900(t))
19. Made terrorist threats against school officials and/or school property  (Education Code 48900.7)

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

**Additional Grounds for Suspension and Expulsion: Grades 4-12**

A student in grades 4-12 shall be subject to suspension or recommendation for expulsion when it is determined that the student:

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

*Sexual harassment* means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment.  (Education Code 212.5, 48900.2)
2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233  (Education Code 48900.3)

*Hate violence*means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics.  (Education Code 233; Penal Code 422.55)
3. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment.  (Education Code 48900.4)

**Additional Grounds for Suspension and Expulsion: Grades 9-12**

Any student in grades 9-12 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.  (Education Code 48900(k))

**Suspension from Class by a Teacher**

A teacher may suspend a student from class for the remainder of the day and the following day for any of the acts specified in Education Code 48900 and listed as Items #1-19 under "Grounds for Suspension and Expulsion: Grades K-12" above or for disruption or willful defiance at any grade level, including grades K-8.  (Education Code 48910)

When suspending a student from class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, the student shall be appropriately supervised during the class periods from which the student has been suspended.  (Education Code 48910)

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

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

A student suspended from class shall not be placed in another regular class during the period of suspension. However, a student assigned to more than one class per day may continue to attend other regular classes except those held at the same time as the class from which the student was suspended.  (Education Code 48910)

A teacher may also refer a student, for any of the acts specified above in Education Code 48900, to the principal or designee for consideration of a suspension from school.  (Education Code 48910)

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

**Suspension by Superintendent, Principal or Principal's Designee**

To implement disciplinary procedures at a school site, the principal may, in writing, designate as the principal's designee another administrator or, if the principal is the only administrator at the school site, a certificated employee. As necessary, the principal may, in writing, also designate another administrator or certificated employee as the secondary designee to assist with disciplinary procedures when the principal and the principal's primary designee are absent from the school site.

The Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity away from school to have committed any of the acts listed in the Board policy under "Authority to Expel" for which a recommendation of expulsion is required.  (Education Code 48915(c))

The Superintendent, principal, or designee may impose a suspension for a first offense if it is determined that the student violated any of Items #1-5 listed under "Grounds for Suspension and Expulsion: Grades K-12" above or if the student's presence causes a danger to persons.  (Education Code 48900.5)

For all other offenses, a student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct.  (Education Code 48900.5)

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

**Length of Suspension**

The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days.  (Education Code 48911)

A student may be suspended from school for not more than 20 school days in any school year. However, if a student enrolls in or is transferred to another regular school, an opportunity school or class, or continuation school or class for the purpose of adjustment, the student may be suspended for not more than 30 school days in a school year. The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year.  (Education Code 48903, 48911, 48912)

These restrictions on the number of days of suspension shall not apply when the suspension is extended pending an expulsion.  (Education Code 48911)

**Due Process Procedures for Suspension**

Suspensions shall be imposed in accordance with the following procedures:

1. Informal Conference: Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, including the other means of correction that were attempted before the suspension as required pursuant to Education Code 48900.5, and the evidence against the student, and shall be given the opportunity to present the student's version and evidence in the student's defense.  (Education Code 48911)

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, the student, the student's parent/guardian, or if the student is a foster youth, the foster youth's educational rights holder, attorney, and county social worker, or if the student is an Indian child, the Indian child's tribal social worker and, if applicable, county social worker, shall be notified of the student's right to a conference and the right to return to school for the purpose of the conference. The conference shall be held within two school days, unless the student waives the right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school for the conference.  (Education Code 48911)
2. Administrative Actions: All requests for student suspension are to be processed by the principal or designee. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (Education Code 48911)
3. Notice to Parents/Guardians: At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian, or if the student is a foster youth, the foster youth's educational rights holder, attorney, and county social worker, or if the student is an Indian child, the Indian child's tribal social worker, and, if applicable, the county social worker, in person, by email, or by telephone. Whenever a student is suspended, the parent/guardian, or, if applicable, the foster youth's educational rights holder, attorney, and county social worker, or the Indian child's tribal social worker and, if applicable, the county social worker, shall also be notified in writing of the suspension.  (Education Code 48911)

This notice shall state the specific offense committed by the student.  (Education Code 48900.8)
4. In addition, the notice may state the date and time when the student may return to school.
5. Parent/Guardian Conference: Whenever a student is suspended, school officials may conduct a meeting with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved, and any other pertinent matter.  (Education Code 48914)

If school officials request to meet with the parent/guardian, a foster youth's educational rights holder, attorney, and county social worker, or an Indian child's tribal social worker, and, if applicable, the county social worker, the notice may state that the law requires such individuals to respond to the request without delay. However, the student shall not be penalized for the failure of the parent/guardian, a foster youth's educational rights holder, attorney, and county social worker, or an Indian child's tribal social worker, and, if applicable, the county social worker, to attend such a conference. The student may not be denied reinstatement solely because such individuals failed to attend the conference.  (Education Code 48911)
6. Extension of Suspension: If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision, provided the following requirements are followed:  (Education Code 48911)

	1. The extension of the original period of suspension is preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension.
	2. The Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process.
	3. If the student involved is a foster youth or Indian child, the Superintendent or designee shall notify the district's educational liaison of the need to invite the foster youth's educational rights holder, attorney and county social worker, or the Indian child's tribal social worker or, if applicable, the county social worker, to attend the meeting.  (Education Code 48853.5, 48911, 48918.1)
	4. If the student involved is a homeless child or youth, the Superintendent or designee shall notify the district liaison for homeless students.  (Education Code 48918.1)
	5. In lieu of or in addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct the behavior and keep the student in school.

**Suspension by the Board**

The Board may suspend a student for any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12," "Additional Grounds for Suspension and Expulsion: Grades 4-12," and "Additional Grounds for Suspension and Expulsion: Grades 9-12" above and within the limits specified under "Suspension by Superintendent, Principal, or Designee" above.  (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester. The suspension shall meet the requirements of Education Code 48915.  (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold a closed session if a public hearing would lead to disclosure of information that would violate a student's right to privacy under Education Code 49073-49079.  (Education Code 35146, 48912)

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

**On-Campus Suspension**

A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff may be assigned to on-campus suspension in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply:  (Education Code 48911.1)

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

At the time a student is assigned to an on-campus suspension classroom, the principal or designee shall notify the student's parent/guardian, or if the student is a foster youth, the foster youth's educational rights holder, attorney, and county social worker, or, if the student if an Indian child, the Indian child's tribal social worker and, if applicable, county social worker, in person, by email, or by telephone. When the assignment is for longer than one class period, this notification shall be made in writing.  (Education Code 48911.1)

**Superintendent or Principal's Authority to Recommend Expulsion**

Unless the Superintendent or principal determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, the Superintendent or principal shall recommend a student's expulsion for any of the following acts: (Education Code 48915)

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance as listed in Health and Safety Code 11053-11059, except for:
	1. The first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis
	2. The student's possession of over-the-counter medication for use by the student for medical purposes
	3. Medication prescribed for the student by a physician
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

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

**Student's Right to Expulsion Hearing**

Any student recommended for expulsion shall be entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed the act(s) that form the basis for the expulsion recommendation.  (Education Code 48918(a))

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

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

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

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

**Stipulated Expulsion**

After a determination that a student has committed an offense for which the student may be expelled, the Superintendent, principal, or designee shall offer the student, the student's parent/guardian, or, when applicable, other person holding the right to make educational decisions for the student, the option to waive a hearing and stipulate to the expulsion or to a suspension of the expulsion under certain conditions. The offer shall be made only after written notice of the expulsion hearing pursuant to Education Code 48918 has been given.

The stipulation agreement shall be in writing and shall be signed by the student, the student's parent/guardian, or, when applicable, the person holding the right to make educational decisions for the student. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of the right to have a full hearing, to appeal the expulsion to the County Board of Education, and to consult legal counsel.

A stipulated expulsion agreed to by the student, the student's parent/guardian, or, when applicable, the person holding the right to make educational decisions for the student, shall be effective upon approval by the Board.

**Rights of Complaining Witness**

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

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

1. Receive five days' notice of the scheduled testimony at the hearing
2. Have up to two adult support persons present at the hearing at the time the witness testifies
3. Have a closed hearing during the time the witness testifies

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

**Written Notice of the Expulsion Hearing**

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

1. The date and place of the hearing
2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based
3. A copy of district disciplinary rules which relate to the alleged violation
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment

This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).
5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney adviser

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

Nonattorney adviser means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case and has been selected by the student or student's parent/guardian to provide assistance at the hearing.
6. The right to inspect and obtain copies of all documents to be used at the hearing
7. The opportunity to confront and question all witnesses who testify at the hearing
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses

**Additional Notice of Expulsion Hearing for Foster Youth, Homeless Students, and Indian Children**

If the student facing expulsion is a foster student or Indian child, the Superintendent or designee shall also send notice of the hearing to the foster youth's' educational rights holder, attorney, and county social worker, or the Indian child's tribal social worker and, if applicable, county social worker, at least 10 calendar days prior to the hearing.  (Education Code 48918.1)

If the student facing expulsion is a homeless student, the Superintendent or designee shall also send notice of the hearing to the district liaison for homeless students at least 10 calendar days prior to the hearing.  (Education Code 48918.1)

Any notice for these purposes may be provided by the most cost-effective method possible, including by email or a telephone call.  (Education Code 48918.1)

**Conduct of Expulsion Hearing**

1. Closed Session: Notwithstanding Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public to the extent that privacy rights of other students are not violated.  (Education Code 48918)
2. Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session.  (Education Code 48918(c))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to testify in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, a videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television.  (Education Code 48918(c))
3. Record of Hearing: A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.  (Education Code 48918(g))
4. Subpoenas: Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20.  (Education Code 48918(i))

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

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in Item #6 below.  (Education Code 48918(i))
5. Presentation of Evidence: Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion: Grades K-12," "Additional Grounds for Suspension and Expulsion: Grades 4-12," and "Additional Grounds for Suspension and Expulsion: Grades 9-12" above.  (Education Code 48918(h))
6. Findings of fact shall be based solely on the evidence at the hearing. Although no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.  (Education Code 48918(f))

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.
7. Testimony by Complaining Witnesses: The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student:  (Education Code 48918, 48918.5)

	1. Any complaining witness shall be given five days' notice before being called to testify.
	2. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during the testimony.
	3. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
	4. The person presiding over the hearing may remove a support person who is disrupting the hearing.
	5. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.
	6. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.
	7. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.

		1. The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.
		2. At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which the complaining witness may leave the hearing room.
		3. The person conducting the hearing may:

			1. Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness
			2. Limit the time for taking the testimony of a complaining witness to normal school hours, if there is no good cause to take the testimony during other hours
			3. Permit one of the support persons to accompany the complaining witness to the witness stand
8. Decision: The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from school, unless the student requests in writing that the decision be postponed.  (Education Code 48918(a))

**Alternative Expulsion Hearing: Hearing Officer or Administrative Panel**

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

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue a decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed.  (Education Code 48918(a) and (d))

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated and permitted to return to the classroom instructional program from which the referral was made, unless another placement is requested in writing by the student's parent/guardian. Before the student's placement decision is made by the student's parent/guardian, the Superintendent or designee shall consult with the parent/guardian and district staff, including the student's teachers, regarding other placement options for the student in addition to the option to return to the classroom instructional program from which the student's expulsion referral was made. The decision to not recommend expulsion shall be final.  (Education Code 48918(e))

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

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion. If the hearing officer or administrative panel recommends that the Board expel a student but suspend the enforcement of the expulsion, the student shall not be reinstated and permitted to return to the classroom instructional program from which the referral was made until the Board has ruled on the recommendation.  (Education Code 48917, 48918)

**Final Action by the Board**

Whether the expulsion hearing is conducted in closed or open session by the Board, a hearing officer, or an administrative panel or is waived through the signing of a stipulated expulsion agreement, the final action to expel shall be taken by the Board in public.  (Education Code 48918(j))

The Board's decision is final. If the decision is to not expel, the student shall be reinstated immediately. If the decision is to suspend the enforcement of the expulsion, the student shall be reinstated under the conditions of the suspended expulsion.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for any "mandatory recommendation and mandatory expulsion" act listed in the section "Authority to Expel" in the accompanying Board policy, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred.  (Education Code 48916)

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

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

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

**Written Notice to Expel**

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

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion: Grades K-12," "Additional Grounds for Suspension and Expulsion: Grades 4-12," or "Additional Grounds for Suspension and Expulsion: Grades 9-12"  (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and parent/guardian  (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board  (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion  (Education Code 48918)
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1  (Education Code 48918)

**Decision to Suspend Expulsion Order**

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

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

The suspension of the enforcement of an expulsion shall be governed by the following:

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program.  (Education Code 48917)
2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status.  (Education Code 48917)
3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12," "Additional Grounds for Suspension and Expulsion: Grades 4-12," or "Additional Grounds for Suspension and Expulsion: Grades 9-12" above or violates any of the district's rules and regulations governing student conduct.  (Education Code 48917)
4. When the suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order.  (Education Code 48917)
5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings.  (Education Code 48917)
6. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1(b).  (Education Code 48918(j))
7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code 48917)

**Appeal**

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

If the student submits a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board, the district shall provide the student with these documents within 10 school days following the student's written request.  (Education Code 48919)

**Notification to Law Enforcement Authorities**

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

The principal or designee shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance, or of any student acts involving the possession, sale, or furnishing of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or Penal Code 626.9 and 626.10.  (Education Code 48902)

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

**Placement During Expulsion**

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

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

When the placement described above is not available and when the County Superintendent so certifies, students expelled for only acts described in Items #6-12 under "Grounds for Suspension and Expulsion: Grades K-12" and Items #1-3 under "Additional Grounds for Suspension and Expulsion: Grades 4-12" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school or at an elementary school.  (Education Code 48915)

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

**Readmission After Expulsion**

Prior to the date set by the Board for the student's readmission:

1. The Superintendent or designee shall hold a conference with the student's parent/guardian, or other person holding the right to make educational decisions for the student, and the student. At the conference, the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and the student's parent/guardian or other person holding the right to make educational decisions for the student shall be asked to indicate in writing their willingness to comply with these regulations.
2. The Superintendent or designee shall transmit to the Board a recommendation regarding readmission. The Board shall consider this recommendation in closed session. If a written request for open session is received from the student's parent/guardian or other person holding the right to make educational decisions for the student, or adult student, it shall be honored to the extent that privacy rights of other students are not violated.
3. If the readmission is granted, the Superintendent or designee shall notify the student and the student's parent/guardian, or other person holding the right to make educational decisions for the student, by registered mail, of the Board's decision regarding readmission.
4. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees.  (Education Code 48916)
5. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school.
6. The Board shall provide written notice to the expelled student and the student's  parent/guardian, or other person holding the right to make educational decisions for the student, describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district.

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

**Maintenance of Records**

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

Expulsion records of any student shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon written request by that school.  (Education Code 48918(k))

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

**Regulation 5144:2: Suspension and Expulsion/Due Process (Student with Disabilities)**

Adopted 2/20/13 revised/reviewed 11/15/2023

A student identified as an individual with a disability pursuant to the Individuals with Disabilities Education Act (IDEA), 20 USC 1400-1482, is subject to the same grounds and procedures for suspension and expulsion which apply to students without disabilities, except as otherwise specified in this administrative regulation.

Suspension or expulsion of a student with disabilities shall be in accordance with Board Policy 5144.1 - Suspension and Expulsion/Due Process and this administrative regulation.

When a student with disabilities exhibits behavior which impedes the student's own learning or that of others, the student's individualized education program (IEP) team shall consider positive behavioral interventions and supports, and other strategies, to address the behavior.  (Education Code 56521.2; 20 USC 1414)

**Suspension**

The Superintendent or designee may suspend a student with a disability for up to 10 consecutive school days for a single incident of misconduct, and for up to 20 cumulative school days in a school year as long as the pattern of suspension(s) does not constitute a change in placement pursuant to 34 CFR 300.536.  (Education Code 48903; 34 CFR 300.530)

The Superintendent or designee shall determine, on a case-by-case basis, whether a pattern of removals of a student from the student's current educational placement for disciplinary reasons constitutes a change of placement. A change of placement shall be deemed to have occurred under either of the following circumstances:  (34 CFR 300.536)

1. The removal is for more than 10 consecutive school days
2. The student has been subjected to a series of removals that constitute a pattern because of all of the following:

	1. The series of removals total more than 10 school days in a school year
	2. The student's behavior is substantially similar to the student's behavior in previous incidents that resulted in the series of removals
	3. Additional factors, such as the length of each removal, the total amount of time the student has been removed, and the proximity of the removals to one another

If a student's removal is determined to be a change of placement as specified in Items #1-2 above, the student's IEP team shall determine the appropriate educational services. Such services shall be designed to enable the student to continue to participate in the general education curriculum in another setting, to progress toward meeting the goals set out in the student's IEP, and to address the student's behavior violation so that it does not recur.  (20 USC 1412(a)(1)(A); 34 CFR 300.530)

If the IEP of a student with a disability requires the district to provide the student with transportation, the district shall provide the student with an alternative form of transportation at no cost to the student or the student's parent/guardian when, as a result of a suspension, the student is excluded from school bus transportation.  (Education Code 48915.5)

The principal or designee shall monitor the number of days, including portions of days, in which a student with an IEP has been suspended during the school year.

**Interim Alternative Educational Placement Due to Dangerous Behavior**

The district may unilaterally place a student with a disability in an appropriate interim alternative educational setting for up to 45 school days, without regard to whether the behavior is a manifestation of the student's disability, when the student commits one of the following acts while at school, going to or from school, or at a school-related function:  (20 USC 1415(k)(1)(G); 34 CFR 300.530)

1. Carries or possesses a weapon, as defined in 18 USC 930
2. Knowingly possesses or uses illegal drugs
3. Sells or solicits the sale of a controlled substance as identified in 21 USC 812(c), Schedules I-V
4. Inflicts serious bodily injury upon another person as defined in 18 USC 1365

The student's interim alternative educational setting shall be determined by the student's IEP team.  (20 USC 1415(k)(1)(G); 34 CFR 300.531)

On the date the decision to take disciplinary action is made, the student's parent/guardian shall be notified of the decision and provided the procedural safeguards notice pursuant to 34 CFR 300.504.  (20 USC 1415(k)(1)(H); 34 CFR 300.530)

A student who has been removed from the student's current placement because of dangerous behavior shall receive services, although in another setting, to the extent necessary to allow the student to participate in the general education curriculum and to progress toward meeting the goals set out in the IEP. As appropriate, the student shall also receive a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur.  (20 USC 1415(k)(1)(D); 34 CFR 300.530)

**Manifestation Determination**

The following procedural safeguards shall apply when a student with a disability is suspended for more than 10 consecutive school days, when a series of removals of a student constitutes a pattern, or when a change of placement of a student is contemplated due to a violation of the district's code of conduct:

1. Notice: On the date the decision to take disciplinary action is made, the student's parent/guardian shall be notified of the decision and provided the procedural safeguards notice pursuant to 34 CFR 300.504.  If the student is a foster youth, the notice shall be given to the student's educational rights holder, attorney, and county social worker, and, if the student is an Indian child, the student's tribal social worker and, if applicable, county social worker.  (Education Code 48853.5; 20 USC 1415(k)(1)(H); 34 CFR 300.530)
2. Manifestation Determination Review:  Immediately if possible, but in no case later than 10 school days after the date the decision to take disciplinary action is made, a manifestation determination review shall be made of the relationship between the student's disability and the behavior subject to the disciplinary action.  (20 USC 1415(k)(1)(E); 34 CFR 300.530)

If the student is a foster youth or Indian child, the foster youth's educational rights holder, attorney, or county social worker, or the Indian child's tribal social worker and, if applicable, county social worker, shall be invited to participate in the manifestation determination review.  (Education Code 48915.5)

At the manifestation determination review, the district, the student's parent/guardian, and relevant members of the IEP team (as determined by the district and parent/guardian) shall review all relevant information in the student's file, including the student's IEP, any teacher observations, and any relevant information provided by the parents/guardians, to determine whether the conduct in question was either of the following:  (20 USC 1415(k)(1)(E); 34 CFR 300.530)

	1. Caused by or had a direct and substantial relationship to the student's disability
	2. A direct result of the district's failure to implement the student's IEP, in which case the district shall take immediate steps to remedy those deficiencies

	If the manifestation review team determines that either of the above conditions applies, the student's conduct shall then be determined to be a manifestation of the student's disability.  (20 USC 1415(k)(1)(E); 34 CFR 300.530)
3. Determination that Behavior is a Manifestation of the Student's Disability:  When the student's conduct has been determined to be a manifestation of the student's disability, the IEP team shall conduct a functional behavioral assessment, unless one had been conducted before the occurrence of the behavior that resulted in the change of placement, and shall implement a behavioral intervention plan for the student. If a behavioral intervention plan has already been developed, the IEP team shall review the behavioral intervention plan and modify it as necessary to address the behavior.  (20 USC 1415(k)(1)(F); 34 CFR 300.530)

The student shall be returned to the placement from which the student was removed, unless the parent/guardian and Superintendent or designee agree to a change of placement as part of the modification of the behavioral intervention plan.  (20 USC 1415(k)(1)(F); 34 CFR 300.530)
4. Determination that Behavior is Not a Manifestation of the Student's Disability: When it has been determined that the student's conduct was not a manifestation of the disability, the student may be disciplined in accordance with the procedures for students without disabilities. However, the student's IEP team shall determine services necessary to enable the student to participate in the general education curriculum in another setting and to allow the student to progress toward meeting the goals set out in the IEP.  (20 USC 1415(k)(1)(D); 34 CFR 300.530)

As appropriate, the student also shall receive a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur.  (20 USC 1415(k)(1)(D); 34 CFR 300.530)

**Due Process Appeals**

If the parent/guardian disagrees with any district decision regarding placement under 34 CFR 300.530 (suspension and removal for dangerous circumstances), 34 CFR 300.531 (interim alternative placement), or the manifestation determination under 34 CFR 300.530(e), the parent/guardian may appeal the decision by requesting a hearing. The district may request a hearing if the district believes that maintaining the student's current placement is substantially likely to result in injury to the student or others. In order to request a due process hearing, the requesting party shall file a complaint pursuant to 34 CFR 300.507 and 300.508(a) and (b).  (20 USC 1415(k)(3); 34 CFR 300.532)

Whenever a hearing is requested as specified above, the parent/guardian or the district shall have an opportunity for an expedited due process hearing consistent with requirements specified in 34 CFR 300.507, 300.508 (a)-(c), and 300.510-300.514.

If the student's parent/guardian or the district has initiated a due process hearing under 34 CFR 300.532 as detailed above, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the 45-day time period, whichever occurs first, unless the parent/guardian and district agree otherwise.  (20 USC 1415(k)(4); 34 CFR 300.533)

**Readmission**

Readmission procedures for students with disabilities shall be the same as those adopted for students without disabilities. Upon readmission of a student with disabilities, an IEP team meeting shall be convened to review and, as necessary, modify the student's IEP.

**Decision Not to Enforce Expulsion Order**

The Governing Board's criteria for suspending the enforcement of an expulsion order shall be applied to students with disabilities in the same manner as they are applied to all other students.  (Education Code 48917)

**Notification to Law Enforcement Authorities**

Law enforcement notification requirements involving students with disabilities shall be the same as those specified for all students in AR 5144.1 - Suspension and Expulsion/Due Process.

When giving any required notification concerning a student with disabilities to any law enforcement official, the principal or designee shall require the law enforcement official to certify in writing that the student's information or records will not be disclosed to any other person without the prior written consent of the student's parent/guardian.  (Education Code 49076)

**Report to County Superintendent of Schools**

The Superintendent or designee shall report to the County Superintendent of Schools when any special education student has been expelled or suspended for more than 10 school days. The report shall include the student's name, last known address, and the reason for the action.  (Education Code 48203)

**Procedures for Students Not Yet Eligible for Special Education Services**

A student who has not been determined to be eligible for special education and related services and who has violated the district's code of student conduct may nevertheless assert any of the protections under IDEA, if the district had knowledge of the student's disability.  (20 USC 1415(k)(5); 34 CFR 300.534)

*Knowledge*means that, before the occurrence of the behavior that precipitated the disciplinary action, one of the following occurred:  (20 USC 1415(k)(5); 34 CFR 300.534)

1. The parent/guardian, in writing, has expressed concern to district supervisory or administrative personnel, or to a teacher of the student, that the student is in need of special education or related services
2. The parent/guardian has requested an evaluation of the student for special education pursuant to 20 USC 1414(a)(1)(B) or 34 CFR 300.300-300.311
3. The teacher of the student or other district personnel has expressed specific concerns directly to the district's director of special education or other supervisory district personnel about a pattern of behavior demonstrated by the student

However, the district shall not be deemed to have knowledge of a student's disability if the student's parent/guardian has not allowed the student to be evaluated for special education services or has refused services or, after evaluating the student pursuant to 34 CFR 300.300-300.311, the district determined that the student was not an individual with a disability.  (20 USC 1415(k)(5); 34 CFR 300.534)

When the district is deemed to not have knowledge of a student's disability, the student shall be disciplined in accordance with procedures established for students without disabilities who engage in comparable behavior.  (20 USC 1415(k)(5); 34 CFR 300.534)

If a request is made for an evaluation of a student during the time period in which the student is subject to disciplinary measures pursuant to 34 CFR 300.530, the evaluation shall be conducted in an expedited manner.  Until the evaluation is completed, the student shall remain in the educational placement determined by school authorities.  (20 USC 1415(k)(5); 34 CFR 300.534)

**Policy 5145.3: Nondiscrimination/Harassment**

Adopted 5/27/15 Revised 11/18/2020

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

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

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

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

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

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

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

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

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

**Record-Keeping**

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

**Regulation 5145.3: Nondiscrimation/Harassment**

Adopted 5/27/15 Revised/Reviewed 1/19/2022

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at:  (Education Code 234.1; 5 CCR 4621)

Superintendent
Fort Sage Unified School District Office
PO Box 35
Herlong, CA 96113
(530) 827-2129
byoung@fortsage.org

**Measures to Prevent Discrimination**

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public by posting them in prominent locations and providing easy access to them through district-supported communications
2. Post the district's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students  (Education Code 234.6)
3. Post the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students  (Education Code 234.6)
4. Post in a prominent location on the district web site in a manner that is easily accessible to parents/guardians and students information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the following:  (Education Code 221.6, 221.61, 234.6)

	1. The name and contact information of the district's Title IX Coordinator, including the phone number and email address
	2. The rights of students and the public and the responsibilities of the district under Title IX, including a list of rights as specified in Education Code 221.8 and web links to information about those rights and responsibilities located on the web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR)
	3. A description of how to file a complaint of noncompliance under Title IX, which shall include:

		1. An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of limitations
		2. An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on the OCR's web site
		3. A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office
	4. A link to the Title IX information included on the California Department of Education's (CDE) web site
5. Post a link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families. Such resources shall be posted in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students.  (Education Code 234.5, 234.6)
6. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior.
7. Annually notify all students and parents/guardians of the district's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students.  The notice shall inform students and parents/guardians that they may request to meet with the compliance officer to determine how best to accommodate or resolve concerns that may arise from the district's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the district will address any individual student's interests and concerns in private.
8. Ensure that students and parents/guardians, including those with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.
9. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and/or information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include details of guidelines the district may use to provide a discrimination-free environment for all district students.
10. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so.  (Education Code 234.1)
11. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students from threatened or potentially discriminatory behavior and ensure their privacy rights.

**Enforcement of District Policy**

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment.  As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti
2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination, how to report it or file a complaint, and how to respond
3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination
4. Consistent with laws regarding the confidentiality of student and personnel records, communicating to students, parents/guardians, and the community the school's response plan to unlawful discrimination or harassment
5. Taking appropriate disciplinary action against students, employees, and anyone determined to have engaged in wrongdoing in violation of district policy, including any student who is found to have filed a complaint of discrimination that the student knew was not true

**Process for Initiating and Responding to Complaints**

Students who feel that they have been subjected to unlawful discrimination described above or in district policy are strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, students who observe any such incident are strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so.  (Education Code 234.1)

When a report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal or compliance officer, the principal or compliance officer shall notify the student or parent/guardian of the right to file a formal complaint in accordance with AR 1312.3 - Uniform Complaint Procedures or, for complaints of sexual harassment that meet the federal Title IX definition, AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. Once notified verbally or in writing, the compliance officer shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the principal, compliance officer, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Superintendent or designee who shall determine how the complaint will be investigated.

**Issues Unique to Intersex, Nonbinary, Transgender and Gender-Nonconforming Students**

*Gender identity of a student* means the student's gender-related identity, appearance, or behavior as determined from the student's internal sense, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

*Gender expression* means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth.  (Education Code 210.7)

*Gender transition* refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

*Gender-nonconforming student*means a student whose gender expression differs from stereotypical expectations.

*Intersex student*means a student with natural bodily variations in anatomy, hormones, chromosomes, and other traits that differ from expectations generally associated with female and male bodies.

*Nonbinary student*means a student whose gender identity falls outside of the traditional conception of strictly either female or male, regardless of whether or not the student identifies as transgender, was born with intersex traits, uses gender-neutral pronouns, or uses agender, genderqueer, pangender, gender nonconforming, gender variant, or such other more specific term to describe their gender.

*Transgender student*means a student whose gender identity is different from the gender assigned at birth.

The district prohibits acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, or that have the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment, regardless of whether the acts are sexual in nature. Examples of the types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with the student's gender identity
2. Disciplining or disparaging a student or excluding the student from participating in activities, for behavior or appearance that is consistent with the student's gender identity or that does not conform to stereotypical notions of masculinity or femininity, as applicable
3. Blocking a student's entry to the restroom that corresponds to the student's gender identity
4. Taunting a student because the student participates in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's gender identity to individuals who do not have a legitimate need for the information, without the student's consent
6. Using gender-specific slurs
7. Physically assaulting a student motivated by hostility toward the student because of the student's gender, gender identity, or gender expression

The district's uniform complaint procedures (AR 1312.3) or Title IX sexual harassment procedures (AR 5145.71), as applicable, shall be used to report and resolve complaints alleging discrimination against intersex, nonbinary, transgender, and gender-nonconforming students.

Examples of bases for complaints include, but are not limited to, the above list, as well as improper rejection by the district of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's gender identity, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that intersex, nonbinary, transgender, and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:

1. Right to privacy:  A student's intersex, nonbinary, transgender, or gender-nonconforming status is the student's private information. The district shall develop strategies to prevent unauthorized disclosure of students’ private information.  Such strategies may include, but are not limited to, collecting or maintaining information about student gender only when relevant to the educational program or activity, protecting or revealing a student’s gender identity as necessary to protect the health or safety of the student, and keeping a student’s unofficial record separate from the official record.

The district shall only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being.  In any case, the district shall only allow disclosure of a student's personally identifiable information to employees with a legitimate educational interest as determined by the district pursuant to 34 CFR 99.31.  Any district employee to whom a student's intersex, nonbinary, transgender, or gender-nonconforming status is disclosed shall keep the student's information confidential. When disclosure of a student's gender identity is made to a district employee by a student, the employee shall seek the student's permission to notify the compliance officer.  If the student refuses to give permission, the employee shall keep the student's information confidential, unless the employee is required to disclose or report the student's information pursuant to this administrative regulation, and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to the student's status as an intersex, nonbinary, transgender, or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

As appropriate given the student's need for support, the compliance officer may discuss with the student any need to disclose the student's intersex, nonbinary, transgender, or gender-nonconformity status or gender identity or gender expression to the student's parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The district shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.
2. Determining a Student's Gender Identity:  The compliance officer shall accept the student's assertion of gender identity and begin to treat the student consistent with that gender identity unless district personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose.
3. Addressing a Student's Transition Needs:  The compliance officer shall arrange a meeting with the student and, if appropriate, the student's parents/guardians to identify and develop strategies for ensuring that the student's access to educational programs and activities is maintained. The meeting shall discuss the intersex, nonbinary, transgender, or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to the student's status as an intersex, nonbinary, transgender, or gender-nonconforming individual, so that prompt action can be taken to address it.  Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the arrangements for the student are meeting the student's educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.
4. Accessibility to Sex-Segregated Facilities, Programs, and Activities:  When the district maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity. To address any student's privacy concerns in using sex-segregated facilities, the district shall offer available options such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because the student is intersex, nonbinary, transgender, or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with the student's gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with the student's gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.
5. Student Records:  Upon each student’s enrollment, the district is required to maintain a mandatory permanent student record (official record) that includes the student’s gender and legal name.

A student's legal name as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed with proper documentation.  A student’s gender as entered on the student’s official record required pursuant to 5 CCR 432 shall only be changed with written authorization of a parent/guardian having legal custody of the student.  (Education Code 49061)

However, when proper documentation or authorization, as applicable, is not submitted with a request to change a student’s legal name or gender, any change to the student’s record shall be limited to the student’s unofficial records such as attendance sheets, report cards, and school identification.
6. Names and Pronouns:  If a student so chooses, district personnel shall be required to address the student by a name and the pronoun(s) consistent with the student's gender identity, without the necessity of a court order or a change to the student's official district record.  However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns will, in general, not constitute a violation of this administrative regulation or the accompanying district policy.
7. Uniforms/Dress Code:  A student has the right to dress in a manner consistent with the student's gender identity, subject to any dress code adopted on a school site.

**Policy 5145.7: Sexual Harassment**

Adopted 5/27/15 Revised 11/18/20

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint is addressed through Title IX complaint procedures or uniform complaint procedures, as applicable, and shall offer supportive measures to the complainant.

The Superintendent or designee shall inform students and parents/guardians of the district's sexual harassment policy by disseminating it through parent/guardian notifications, publishing it on the district's web site, and including it in student and staff handbooks.  All district staff shall be trained regarding the policy.

**Instruction/Information**

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even when the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and action shall be taken to respond to harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedures for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation

**Disciplinary Actions**

Upon completion of an investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

**Record-Keeping**

In accordance with law, the Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

**Regulation 5145.7: Sexual Harassment**

Adopted 5/27/15 Revised/Reviewed 11/18/20

**Title IX Coordinator**

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The Title IX Coordinator(s) may be contacted at:

Superintendent
PO Box 35
Herlong, CA 96113
(530) 827-2129

The district shall notify students, parents/guardians, employees, bargaining units, and applicants for employment of the name or title, office address, email address, and telephone number of the district's Title IX Coordinator.  (34 CFR 106.8)

**Prohibited Conduct**

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 educational setting, under any of the following conditions:  (Education Code 212.5; 5 CCR 4916)

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

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

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

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

**Notifications**

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year  (Education Code 48980; 5 CCR 4917)
2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted  (Education Code 231.5)
3. Be summarized on a poster which shall be prominently and conspicuously displayed in each bathroom and locker room at each school.  The poster may be displayed in public areas that are accessible to and frequented by students, including, but not limited to, classrooms, hallways, gymnasiums, auditoriums, and cafeterias. The poster shall display the rules and procedures for reporting a charge of sexual harassment; the name, phone number, and email address of an appropriate school employee to contact to report a charge of sexual harassment; the rights of the reporting student, the complainant, and the respondent; and the responsibilities of the school.  (Education Code 231.6)
4. Be posted in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. This shall include the name or title, office address, email address, and telephone number of the employee(s) designated as the district's Title IX Coordinator.  (Education Code 234.6; 34 CFR 106.8)
5. Be provided as part of any orientation program conducted for new and continuing students at the beginning of each quarter, semester, or summer session  (Education Code 231.5)
6. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)
7. Be included in any handbook provided to students, parents/guardians, employees, or employee organizations  (34 CFR 106.8)

**Reporting Complaints**

A student or parent/guardian who believes that the student has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to a teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Within one school day of receiving such a report, the principal or other school employee shall forward the report to the district's Title IX Coordinator. Any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report the observation to the principal or Title IX Coordinator, regardless of whether the alleged victim files a formal complaint.

When a report or complaint of sexual harassment involves off-campus conduct, the Title IX Coordinator shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If the Title IX Coordinator determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the Title IX Coordinator shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with applicable district complaint procedures.

**Complaint Procedures**

All complaints of sexual harassment by and against students shall be investigated and resolved in accordance with law and district procedures.  The Title IX Coordinator shall review the allegations to determine the applicable procedure for responding to the complaint.  All complaints that meet the definition of sexual harassment under Title IX shall be investigated and resolved in accordance with AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.  Other sexual harassment complaints shall be investigated and resolved pursuant to AR 1312.3 - Uniform Complaint Procedures.