

**La Cañada Elementary
School**

**SB 187
Comprehensive School Safety
Plan**

2017-2018

SUMMARY OF CHANGES

(Component 1)

Updates and Revisions:

- *Component 1* - Summary of Changes
- *Component 2* - Assurances (signature page)
- *Component 3* - LCUSD Vandalism Report 2015-2016
- *Component 5* - Site Disaster Plan 2016-2017 based on changes in personnel
- *Component 5* – LCE Lockdown Procedure
- *Component 6* - K-6 Suspension Data
- *Component 10* – LCE Traffic Flow Map
- *Component 12* – Board Policy BP 5131
- *Component 12* – Board Policy BP 5144.1
- *Component 12* – Administrative Regulation AR 5144.1
- *Component 12* - “Anti Bullying Policy” excerpt from the “LCUSD Elementary Schools Parent and Student Handbook2016-2017”
- *Component 12* – Student Problem Report (1-2)
- *Component 13* - Hate Crime Report 2015-2016
- *Component 13* – Board Policy BP 5145.9

Additions:

- *Component 10* – LCE Carline Safety
- *Component 12* – Board Policy BP 5131.2
- *Component 12* – Board Policy BP 5144
- *Component 12* – Administrative Regulation AR 5144
- *Component 12* - School Incident Report

Deletions: N/A

Component 2

ASSURANCES

(Component 2)

The undersigned assure that the School Safety Plan includes the following elements:

1. Summary of Changes
2. Assurances (signature page)
3. Assessment of the current status of school or school-related crimes (attach Vandalism report)
4. Child abuse reporting procedures
5. Disaster procedures, routine and emergency
6. Policies related to suspension, expulsion or mandatory expulsion and other school designated serious acts which would lead to suspension or expulsion
7. Procedures regarding teacher notification of dangerous students pursuant to EC 49079
8. Sexual harassment policy pursuant to EC 212.5
9. Provisions of any school wide dress code, established pursuant to EC 35183
10. Procedures for safe ingress and egress to and from school
11. A safe and orderly environment conducive to learning
12. Rules and procedures on school discipline adopted pursuant to EC 35291 and 35291.5
13. Hate crime reporting procedures pursuant to Chapter 1.2 of Title 15 of the Penal Code

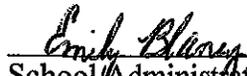
In addition, La Canada Elementary School has met the following requirements of SB 187

- The plan was written and developed by the Local Control and Accountability Plan Council pursuant to EC 52012 or 52852
- The Local Control and Accountability Plan Council consulted with a representative from a law enforcement agency regarding the writing and development of the plan
- A public hearing was held by the Local Control and Accountability Plan Council on January 24, 2017.
- Public input was solicited through vehicle of the Local Control and Accountability Plan Council.



LEAP Council President

1/24/17
Date



School Administrator

1-31-17
Date



PTA President

2-2-17
Date



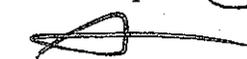
CSEA Representative

1/31/2017
Date



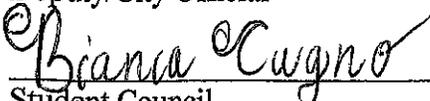
LCTA Representative

2/2/17
Date



Deputy/City Official

1/10/17
Date



Student Council

2/2/17
Date

Component 3

Component 5

La Cañada Elementary School Disaster Plan 2016 – 2017

EVACUATION PROCEDURE:

- **REMAIN CALM & Give safety instructions to students** (*earthquake, fire, etc.*)
- **When safe:**
 - Take emergency bucket and gray clipboard
 - Evacuate students from building & **LEAVE CLASSROOM DOOR AJAR!**
(*Position LockBlok so that the door remains open while locked*)
 - If injured remain in classroom, place "Injuries Inside" card on outside of exit door to alert Sweep & Rescue. (*Yellow card on magnetic clip is located on inside of classroom exit door for quick access*)
 - Assemble on classroom line-up number on field
- **Identify "Buddy Class(s)":**
 - Confirm class(s) are evacuating
 - Notify EOC (Emergency Operation Center) if a "buddy" teacher stays behind
- **Walk students to field for Emergency Assembly on assigned number.**
**** (Teachers in programs outside of school day (Reading Intervention, Chess Nuts, etc.) must walk students to the field for Emergency Assembly on an unassigned number. **Do not send students to their homeroom teachers.** Program teachers are responsible for student supervision.)*
- **Line up your students in alphabetical order.**
(*Send students from other classes back to their homeroom teachers.*)
- **5th/6th Grade Teachers** – After taking roll, send assigned students to their teams:
 - Student Tent Team (see Team 3 for assigned students)
 - Student Runners (see Team 8 for assigned students)

ATTENDANCE PROCEDURE:

1. **Take roll:** Use pre-printed & blank adhesive name tags (*located inside clipboard*)
 - Attach name tag to each student so as to quickly identify missing students.
2. **Complete pink attendance form** and send to EOC with 2 students.
3. **Give class roster** to grade level supervising teacher(s) before reporting to your assigned Disaster Response Team. Attach labels of absent students to roster.

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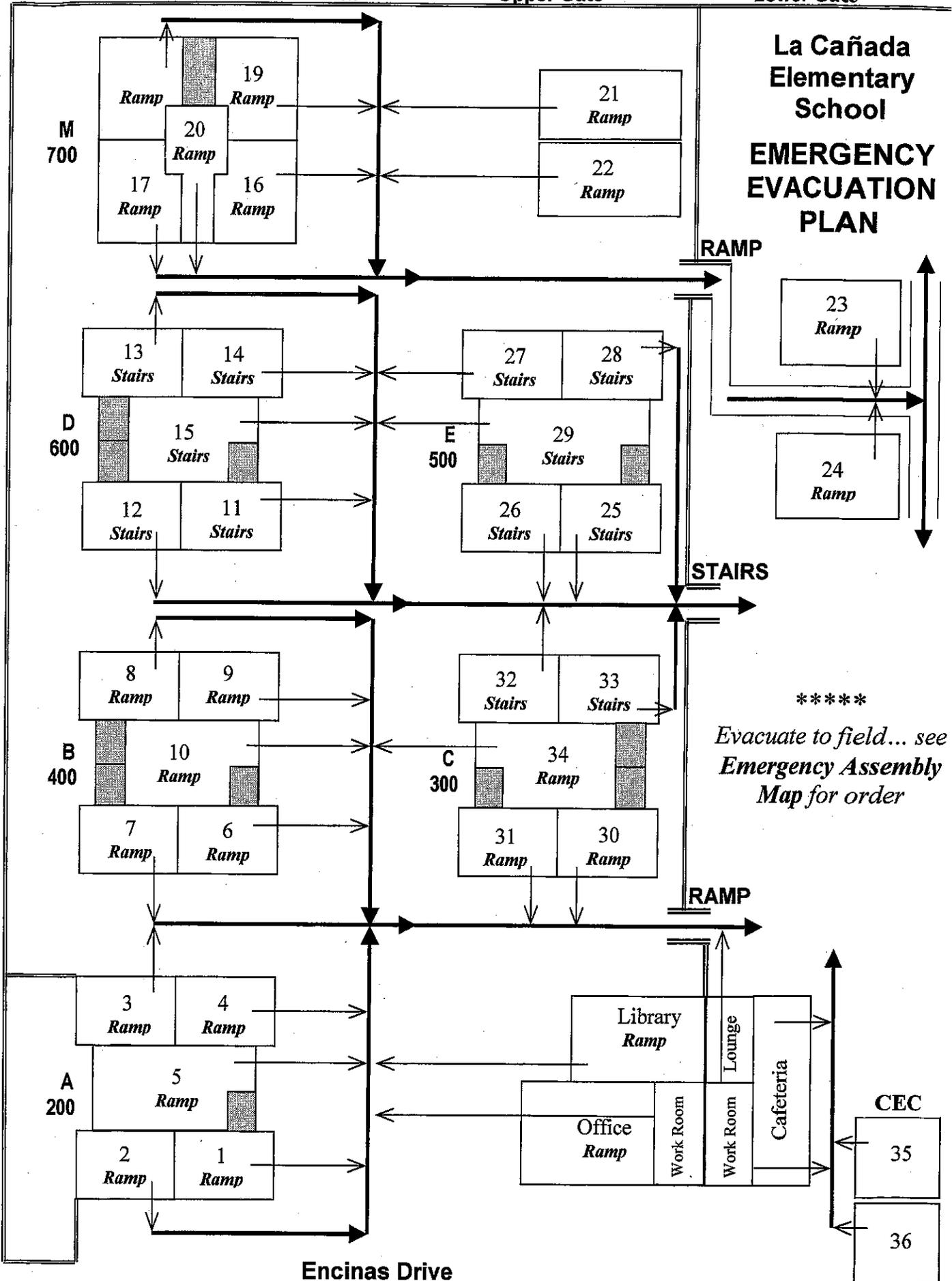
La Canada Blvd.

Upper Gate

Lower Gate

La Cañada Elementary School

EMERGENCY EVACUATION PLAN



RAMP

STAIRS

RAMP

*Evacuate to field... see
Emergency Assembly
Map for order*

CEC

35

36

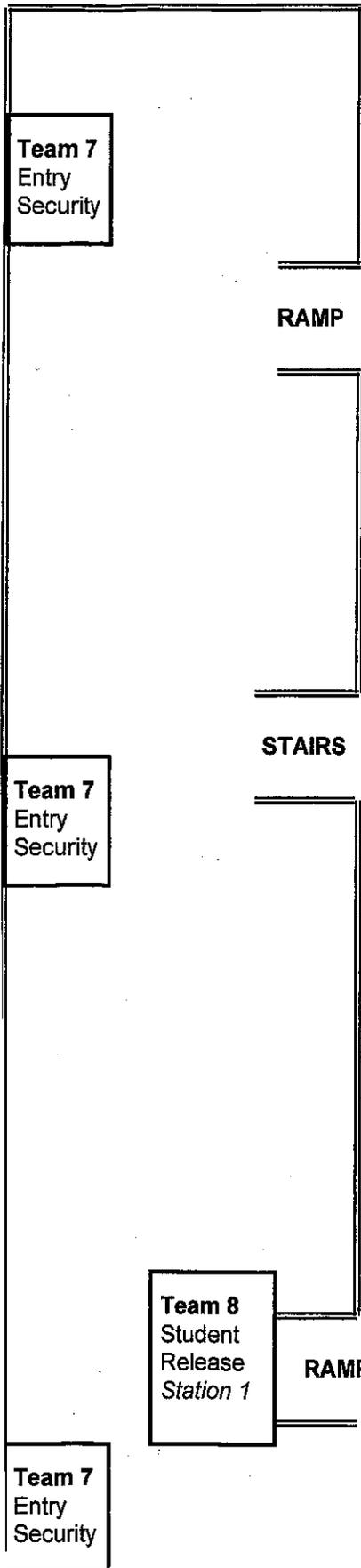
**Emergency Buddy Classes
2016-2017**

Teachers & Room #s
Damico (1), Daniger (2)
Redfern (3), Tseng (4)
Pruden (7), Rappleye (6),
Balane (8), Diaz (9)
Flowers (10), Durfee (34)
Slattery (12), Boayes (11)
Stassel (15), Worster (29)
Franz (13), Drange (14)
Patito (17), ELD (20) Redecker (16)
Morin (18), Fungo (19)
Davis (21), Brown (22)
Hopkins (27), Spanish/GATE (28)
S. Fuelling (26), Freyberger (25)
Loya (32), Gilmour (33)
Lee (31), Burns (30)
A. Fuelling (23), Torres (24)
CEC Staff (35, 36)

1. Identify "Buddy" Class(s):
2. Confirm that class is evacuating.
3. Notify EOC if a "Buddy" teacher stays behind.

La Cañada Elementary School Emergency Assembly Map 2016-2017

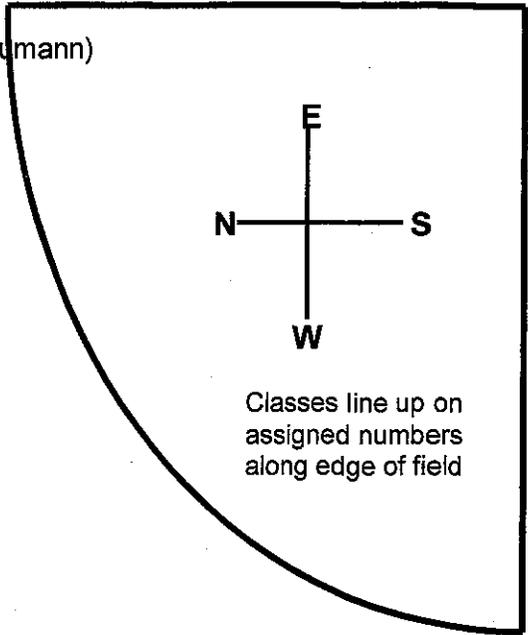
La Canada Blvd.



***Team 1 Supervision**

(K-6 Assistant – V. Neumann)

- 30. *Unassigned*
- 29. *Unassigned*
- 28. *Unassigned*
- 27. Fungo
- 26. *Patito (6)
- 25. Redecker
- 24. Morin
- 23. *A. Fuelling (5)
- 22. Franz
- 21. Drange
- 20. *Hopkins (4)
- 19. S. Fuelling
- 18. Freyberger
- 17. Slattery
- 16. Balane
- 15. Diaz
- 14. *Flowers (3)
- 13. Pruden
- 12. Durfee
- 11. Gilmour
- 10. Loya
- 9. *Lee (2)
- 8. *Boayes (1)
- 7. Burns
- 6. Rappleye
- 5. Tseng
- 4. Damico-AM K
Damico/*Redfern-PM K
- 2. Daniger-AM TK
Daniger-PM TK
- 1. *CEC



Team 2 (EOC)
Emergency
Operations
Center

STAGE

Team 4
First Aid

Team 6
Campus
Safety

Team 5
Sweep &
Rescue

**DISASTER
VAN**

Team 3
Disaster Van/
Set-up

Encinas Drive

Disaster Response Teams

***Team 1: Student Supervision**

CEC - CEC Staff;

TK / Kinder AM – Redfern, Herman, Poulatian

TK / Kinder PM – Redfern, Steinbrugge

1st – Tseng, *Djagharbekian; 2nd – Lee, *Pratt

3rd – Flowers; 4th – Hopkins

5th – Fuelling, *Leidelmeijer, *Williams/Beckner; 6th – Patito

TK-6 Supervision Assistant - V. Neumann

**One-on-one aide*

***Team 2: EOC (Emergency Operation Center)**

Blaney, J. Lee, Bahrami, DeBoer,

Part Time Staff (*Ratliff, Worster, Crowe, Pilarski, Trimberger, Hurley, Gregg, Fike, Hadley*),

and Food Service *must be available to assist where needed.*

***Team 3: Disaster Van/Set-up**

Hayos, Cannata, Quinones/Rangel/McClure

Student Tent Team (5th/6th grade students chosen by Hayos)

***Team 4: First Aid**

Johnson, Drange, Slattery, Davis, Torres, Barkhordarian,

Waterman, Serr/Wilson, Henry

CEC Staff Member, CEC Staff Member

***Team 5: Sweep and Rescue**

Team Leader: Andrea Redecker

Group A: Rappleye, Balane; Group B: Freyberger, Loya;

Group C: Damico, Diaz; Group D: Daniger, Gilmour

***Team 6: Campus Safety**

Pickworth/Dorado, Bobby (Maintenance)

***Team 7: Entry Security**

Burns, Deno, Stassel, Boayes, McAdams, King, Barriga/Walker

***Team 8: Student Release**

Station 1: Pruden, Franz, Fungo, Varraveto, McAleenan

Station 2: S. Fuelling, Morin, Durfee, Brown, Crowther

6th grade Student Runners already chosen in 5th grade

5th grade Student Runners to be chosen by 5th grade teachers

Note: At any time, staff may be pulled from one team to be placed on another team as needs arise.

Disaster Response Team #1

Student Supervision

Team:

CEC - CEC Staff

TK / Kinder AM/PM – Redfern, Herman (AM) / Steinbrugge (PM)

1st – Tseng, Djagharbekian; **2nd** – Lee, Pratt; **3rd** – Flowers

4th – Hopkins; **5th** – Fuelling, Leidelmeijer, Williams/Beckner; **6th** – Patito

TK-6 Supervision Assistant – Neumann (Pass out Walkie Talkies to supervisors)

Location: Field (assigned grade level location)

Duties:

1. Collect all class rosters from teachers in assigned grade level.
2. Remain in field location for supervision of assigned grade level.
3. Determine if first aid is needed.
4. Calm students.
5. Follow Student Release procedure as outlined below.
6. As students are released, check names off of class rosters.

Student Release Procedure: (Procedure also on gray clipboard)

Student Runner brings grade level supervisor "Student Release Card" with the name of the requested student for release.

- IF student is **IN** line:
 - a. Teacher notes "R" on class roster - student is being released
 - b. Release student to runner
 - c. Send "Student Release Card" **back** with runner
- IF student is **NOT** in line:

Make notation on "Student Release Card" indicating student location.

Circle one of the following:

 - Absent
 - Released
 - First Aid
 - Unknown

Send student runner back to assigned Student Release station (1 or 2) with the "Student Release Card".

Supplies: (From EOC)

- Walkie-talkies (**channel 12-26**) – 1 per grade level
- EB/LB lists for reference in gray clipboards.

Disaster Response Team #2

Emergency Operations Center (EOC)

Team Leader: Emily Blaney

Alarm/Bell and Information Coordinator : J. Lee

Student/Staff Attendance Coordinator: Bahrami

Sweep and Rescue/EOC Contact: DeBoer

Part Time Staff (Ratliff, Worster, Crowe, Pilarski, Hurley, Gregg, Fike, Hadley), and Food Service must be available to assist where needed.

Location: Area in front of outdoor stage

Duties:

1. Pick up Walkie-talkies and 2-Way Radios from office
2. Report to designated location
3. Pick up EOC cart from Disaster Van
4. Account for all students and staff
5. Prepare list of missing students and staff
6. Coordinate emergency operations
7. Control external site communication (D.O. & Emergency Services)
8. Control internal communication (Site Disaster Response Teams)
9. Assign staff and parent volunteers to duties as needed

Supplies:

Office –

- Walkie-talkies
 - District communication - Blaney
 - Site communication – Blaney/DeBoer
 - Sweep and Rescue communication - DeBoer

EOC Cart –

- Walkie-talkies (**channel 12-26**) – *Distribution to Response Teams.*
Programming:
 1. With radio **on**, press “Menu”. The large left # flashes.
 2. Press “+” or “-” to change left #.
 3. Quickly press “Menu” again and the small right # flashes.
 4. Press “+” or “-” to change right #.
 5. Press “PTT” (push to talk) button to lock in channel.
- 1 Megaphone
- 2 Student Release (Team 8) supply boxes.
- 2 Student Release Banners
- 3 Entry Security (Team 7) Supply boxes
- 2 Entry Security Banners
- Current Classroom / CEC Lists
- Staff Disaster Check-off List

Disaster Response Team #3

Disaster Van / Set-up

Team: Hayos, Smith, Quinones/Rangel/McClure

Student Tent Team: (5th/6th grade students chosen by Hayos):

Classroom teachers give class roster to grade level supervising teacher(s) before reporting to Team location.

Location: Disaster Van

Duties:

1. Report to designated location.
2. Open Disaster Van (Quinones).
3. Disseminate supplies to appropriate Disaster Response Teams.
4. When finished, report to EOC for further instructions.

Supplies:

Disaster Van –

- Disaster Van keys (Quinones and all other master key carriers)
- 2 Large E-Z Up Tents (Student Tent Team)
- 10x10 E-Z Up Tents (available if needed)

Disaster Response Team #4

First Aid

Team Leader: Laura Johnson

Drange, Slattery, Torres, Davis, Barkhordarian, Waterman,
Serr/Wilson, Henry
CEC Staff Member, CEC Staff Member

Classroom teachers give class roster to grade level supervising teacher(s) before reporting to Team location.

Location: Area between CEC and the Pavilion

Duties:

1. Report to designated location.
2. Pick up First Aid supplies from the Disaster Van.
3. Supervise Student Tent Team in tent set-up.
8. Team Leader assigns specific job to each team member.
(Triage, Scribe, Treatment (3), Re-stock supplies).
9. Designate/dispatch team members to attend to injured.
10. Record information on extent of each injury and determine need for assistance.
11. Report injuries to EOC as needed.

Supplies:

Health Office –

- Walkie-talkie (**channel 12-26**) - Johnson
- Medication Cart (2 drawer cabinet)
- Disaster Information Notebook
- Staff Emergency Forms Notebook
- Student Sign-out Sheet
- Volunteer Sign-in Sheet
- Wheel Chair
- Back packs (behind bed)

Disaster Van –

- Stretchers
- 2 Folding Tables
- Blankets/triage tarps
- First Aid Supplies
- Bleach

Disaster Response Team #5

Sweep and Rescue

Team Leader: Andrea Redecker

EOC Contact: Nancy DeBoer

Rappleye, Balane; Freyberger, Loya; Damico, Diaz; Daniger, Gilmour

Classroom teachers give attendance sheet to Team 1 grade level supervisor(s) prior to reporting to Team location.

Location: Gather at Disaster Van

Duties:

1. Report to designated location.
2. Pick up Sweep and Rescue bags from Disaster Van.
3. **Turn on Walkie-talkies (turn left knob to the word "Sweep").**
4. Report to EOC for instructions on those reported missing.
5. Begin sweep in office while waiting for missing and injured list
6. Begin search for those reported missing once list is established.
7. Determine, as a group, where to begin sweep, go together, divide team as appropriate.
8. Check doors for "Injuries Inside" signs. If no sign is posted and there are injured persons inside, tape "Injuries Inside" signs to both outside doors.
9. Notify EOC immediately if injured are found.
10. When entering room, make a slash "/" on outside door with chalk or blue tape. When sweep is completed, change slash to an "X" and keep door **unlocked**.
11. If building is unsafe, mark a "U" on closed door.
12. Complete sweep in all rooms of buildings (visually, vocally, & physically).
13. When removing injured person(s) from room, remove "Injuries Inside" sign from door.
14. **Groups** report to Team Leader:
 - Location of injured persons.
 - Areas determined unsafe.
 - Sweep completion.
15. Complete "Sweep & Rescue Report" and give to Team Leader.

Team Leader reports to EOC:

- Location of injured persons.
- Areas determined unsafe.
- Completed sweep information.

When finished, report to EOC for further instructions.

Supplies:

Disaster Van –

- 4 Sweep bags (*includes hard hats, walkie-talkies, clipboards, "Injuries Inside" signs, safety equipment, etc.*).

Disaster Response Team #6

Campus Security

Team: Pickworth/Dorado, and Bobby (Maintenance Office)

Location: Gather at Disaster Van

Duties:

1. Take walkie-talkie with you (**channel 12-26**).
2. Report to designated location.
3. Pick up backpacks and shut off tools from Disaster Van.
4. Gates: **DO NOT TOUCH THE CHAIN-LINKED FENCE UNTIL YOU HAVE VISUALLY DETERMINED THAT THERE ARE NO POWER LINES NEXT TO OR IN CONTACT WITH THE FENCE!**
 - Unlock – Upper La Canada Blvd.
 - Lock – Lower La Canada Blvd.
(unlock when Emergency Services arrive)
 - Lock – Loading dock gate and front cafeteria doors
4. Check status of utilities:
 - Water
 - Gas
 - Electricity
5. Report site damage to EOC.
6. When finished, report to EOC for further instructions.

Supplies:

Disaster Van –

- Backpacks (*includes hard hats and other equipment*).
- Shut off tools

Disaster Response Team #7

Entry Security

Team: Burns, Deno, Stassel, Boayes, McAdams, King, Barriga/Walker

Classroom teachers give class roster to grade level supervising teacher(s) before reporting to Team location.

Location: Gather at EOC

Duties:

1. Report to designated location.
2. Pick up walkie-talkies (**Channel 12-26**), Entry Security Banners, and supply boxes from the EOC Cart.
3. Report to security entrances:
 - Encinas Dr.
 - La Canada Blvd. (Upper Gate) – **DO NOT TOUCH THE CHAIN-LINKED FENCE UNTIL YOU AND/OR CAMPUS SECURITY HAS VISUALLY DETERMINED THAT THERE ARE NO POWER LINES NEXT TO OR IN CONTACT WITH THE FENCE!**
4. Hang Banners:
 - La Canada Blvd. – attach to chain-linked fence.
 - Encinas Dr. – attach to school name wall (hardware in wall).
5. Tape off areas to direct parents.
6. Give parents 1 blue “*Student Release Instructions*” sheet.
7. Give parents 1 “*Student Release Card*” per student.
8. Direct parents to a “Student Release” Station (1 or 2).
9. Route Emergency Services (Fire, Police, Ambulance, etc).

Supplies:

EOC Cart –

- Walkie-talkies (**channel 12-26**) – 1 per entrance
- 2 Entry Security Banners (1 for each entrance)
- 3 Supply boxes (includes bull horns, caution tape, “Student Release Instructions” sheets, “Student Release Cards”, pencils, and other supplies).

Disaster Response Team #8

Student Release

Team:

Station 1: Pruden, Franz, Fungo, Varraveto, McAleenan
& Student Runners

**Communication Contact – McAleenan (set walkie-talkie to channel 12-26)*

Station 2: S. Fuelling, Morin, Durfee, Brown, Crowther, & Student Runners

**Communication Contact - Crowther (set walkie-talkie to channel 12-26)*

Classroom teachers give class roster to grade level supervising teacher(s) before reporting to Team location.

Location: Gather at EOC – (Student Runners report to assigned Station)

Duties:

1. Report to designated location.
2. Pick up Station supply boxes, banners, and walkie-talkies – 1 per station (**channel 12-26**) from EOC Cart.
3. Report to Student Release Station:
 - **Station 1** – *Playground entry next to library*
 - **Station 2** – *Playground entry at stairs above basketball courts*
4. Hang Student Release Banners:
 - Station 1 – attach to entry above rooms 30 & 31 (Pod C).
 - Station 2 - attach to chain-linked fence at playground entry.

DO NOT TOUCH CHAIN-LINKED FENCE UNTIL YOU AND/OR CAMPUS SECURITY HAS VISUALLY DETERMINED THAT THERE ARE NO POWER LINES NEXT TO OR IN CONTACT WITH THE FENCE!

5. Follow “Student Release Procedure” (instructions on next page)

Supplies:

Disaster Van –

- 2 Folding tables (1 per station)
- Orange cones

EOC Cart –

- Walkie-talkies (**channel 12-26**) – 1 per station
- 2 Student Release Banners (1 designated for each station)
- 2 Supply boxes – 1 per station (includes bull horns, Black Binder, Student Labels, Student Runner yellow armbands, etc).

Student Release Procedure:

1. Receive completed "*Student Release Card*" from adult.
2. Check Photo Id. (make notation and initial "*Student Release Card*").
3. If no photo Id., send the adult away.
4. Refer to "*Student Labels*" with "Y" or "N" code.
 - a.) If "**Y**" - Student may be released to any adult he/she recognizes.
 - Place "*student label*" (alpha. left to right) on back of "*Student Release Card*".
 - Give "*Student Release Card*" to student runner, then send to get requested student from class lineup.

Check "Teacher note" on "Student Release Card" if requested student is not located in class lineup.

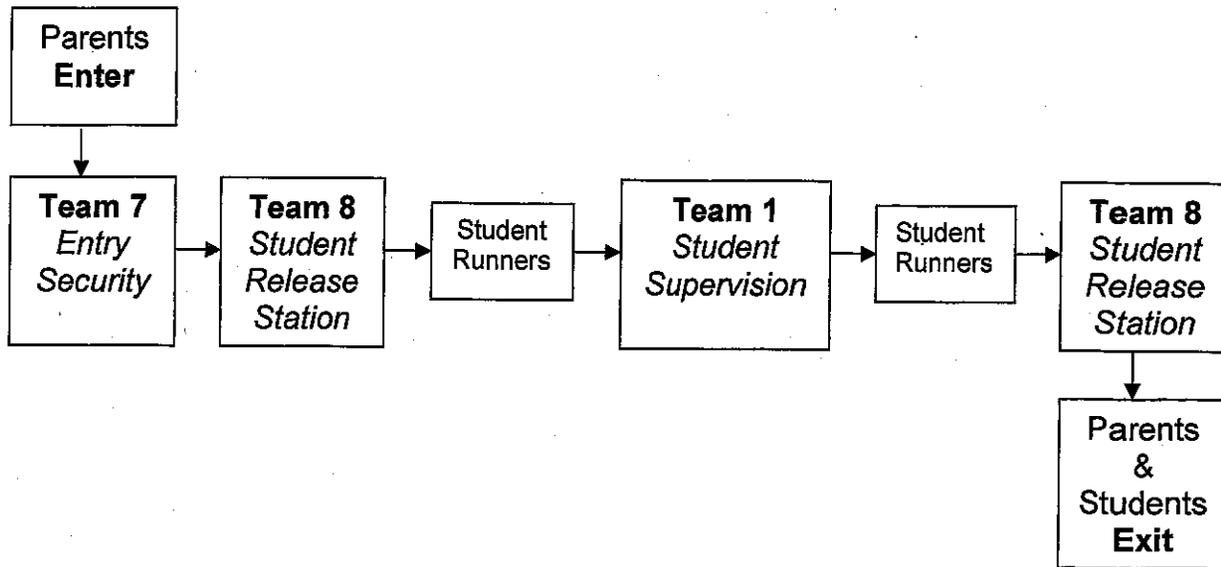
(Teacher note = Absent / Released / First Aid / Unknown)

- b.) If "**N**" or **blank** - Student may **only** be released to adults listed.
 - 1) Refer to *Black Binder* for names of authorized adults.
 - 2) If adult is authorized:
 - Place "*student label*" (alpha. left to right) on back of "*Student Release Card*".
 - Give labeled "*Student Release Card*" to student runner, then send to get requested student from class lineup.

Check "Teacher note" on "Student Release Card" if requested student is not located in class lineup. (Teacher note = Absent / Released / First Aid / Unknown)

4. Stamp student's hand – (Student Runner duty).
5. Direct adult to exit at Encinas Dr. or La Cañada Blvd.
6. File "*Student Release Card*" in file box.

Student Release Overview



1. Parents report to Entry Security and pick up "Student Release Cards" and instructions.
2. Parents proceed to one Student Release Station.
Station 1 – Playground entry next to library
Station 2 – Playground entry at stairs above basketball courts
3. Student runners report to Student Supervisors with names for release.
4. Student runners bring students back to assigned Student Release Stations where parents/emergency contacts will be waiting.
5. Parents and students exit Encinas Dr. or La Canada Blvd. as directed.

La Cañada Elementary School
Student Release Card

(Please Print)
Student Name: _____

Teacher: _____ Grade: _____

Adult Requesting Student: _____

Relationship: _____

Phone: _____ Cell: _____

Proposed Destination: _____

Signature (person picking up student)

STAFF USE ONLY - ID Verified *Initials:* _____
Release time: _____
Teacher note: Absent / Released / First Aid / Unknown

La Cañada Elementary School
Student Release Card

(Please Print)
Student Name: _____

Teacher: _____ Grade: _____

Adult Requesting Student: _____

Relationship: _____

Phone: _____ Cell: _____

Proposed Destination: _____

Signature (person picking up student)

STAFF USE ONLY - ID Verified *Initials:* _____
Release time: _____
Teacher note: Absent / Released / First Aid / Unknown

La Cañada Elementary School
Student Release Card

(Please Print)
Student Name: _____

Teacher: _____ Grade: _____

Adult Requesting Student: _____

Relationship: _____

Phone: _____ Cell: _____

Proposed Destination: _____

Signature (person picking up student)

STAFF USE ONLY - ID Verified *Initials:* _____
Release time: _____
Teacher note: Absent / Released / First Aid / Unknown

La Cañada Elementary School
Student Release Card

(Please Print)
Student Name: _____

Teacher: _____ Grade: _____

Adult Requesting Student: _____

Relationship: _____

Phone: _____ Cell: _____

Proposed Destination: _____

Signature (person picking up student)

STAFF USE ONLY - ID Verified *Initials:* _____
Release time: _____
Teacher note: Absent / Released / First Aid / Unknown

La Cañada Elementary School
Student Release Card

(Please Print)
Student Name: _____

Teacher: _____ Grade: _____

Adult Requesting Student: _____

Relationship: _____

Phone: _____ Cell: _____

Proposed Destination: _____

Signature (person picking up student)

STAFF USE ONLY - ID Verified *Initials:* _____
Release time: _____
Teacher note: Absent / Released / First Aid / Unknown

La Cañada Elementary School
Student Release Card

(Please Print)
Student Name: _____

Teacher: _____ Grade: _____

Adult Requesting Student: _____

Relationship: _____

Phone: _____ Cell: _____

Proposed Destination: _____

Signature (person picking up student)

STAFF USE ONLY - ID Verified *Initials:* _____
Release time: _____
Teacher note: Absent / Released / First Aid / Unknown

La Canada Blvd.

Upper Gate

Lower Gate

Main Water Shut-Off (Outside Gate)

La Cañada Elementary School
Emergency Utilities Shut-Off Location Map

Science Center

RAMP

STAIRS

RAMP

Pod Shut-Offs

Water

Gas

Electrical

All classrooms have a yellow gas shut-off knob in heater closet on main heater line.

CEC

35

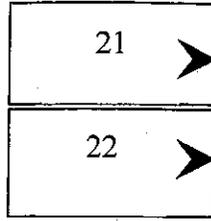
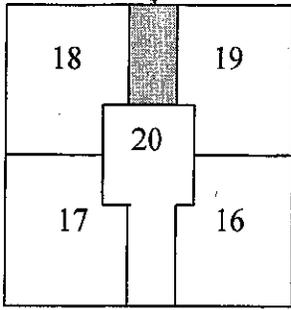
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Revised 6/09

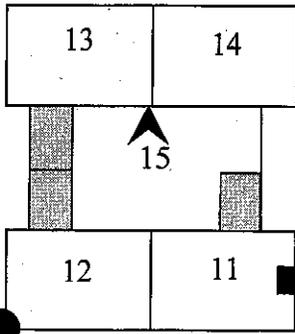
Encinas Drive

Main Gas Shut-off (located on top of slope)

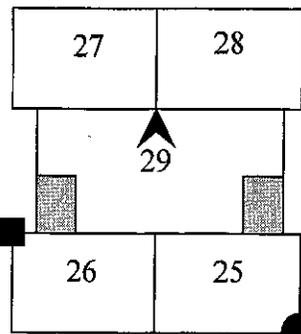
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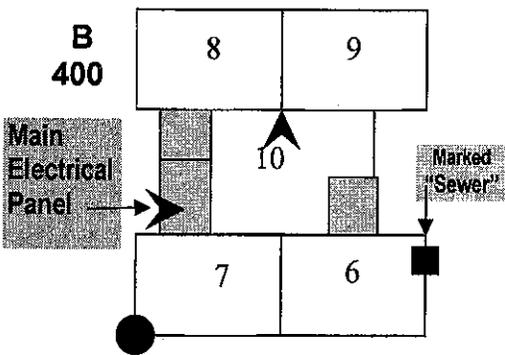
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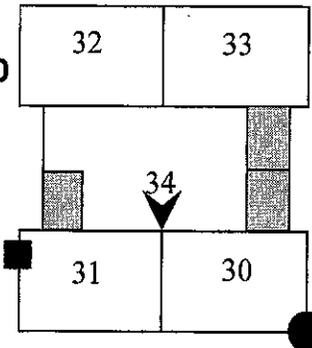
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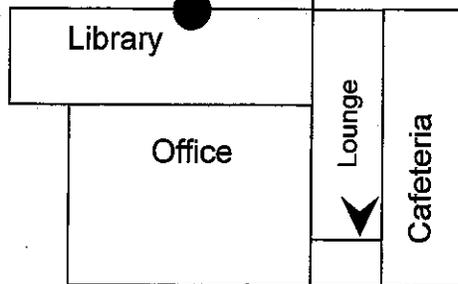
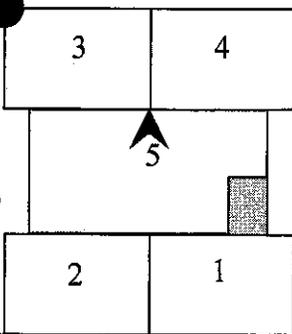
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C 300

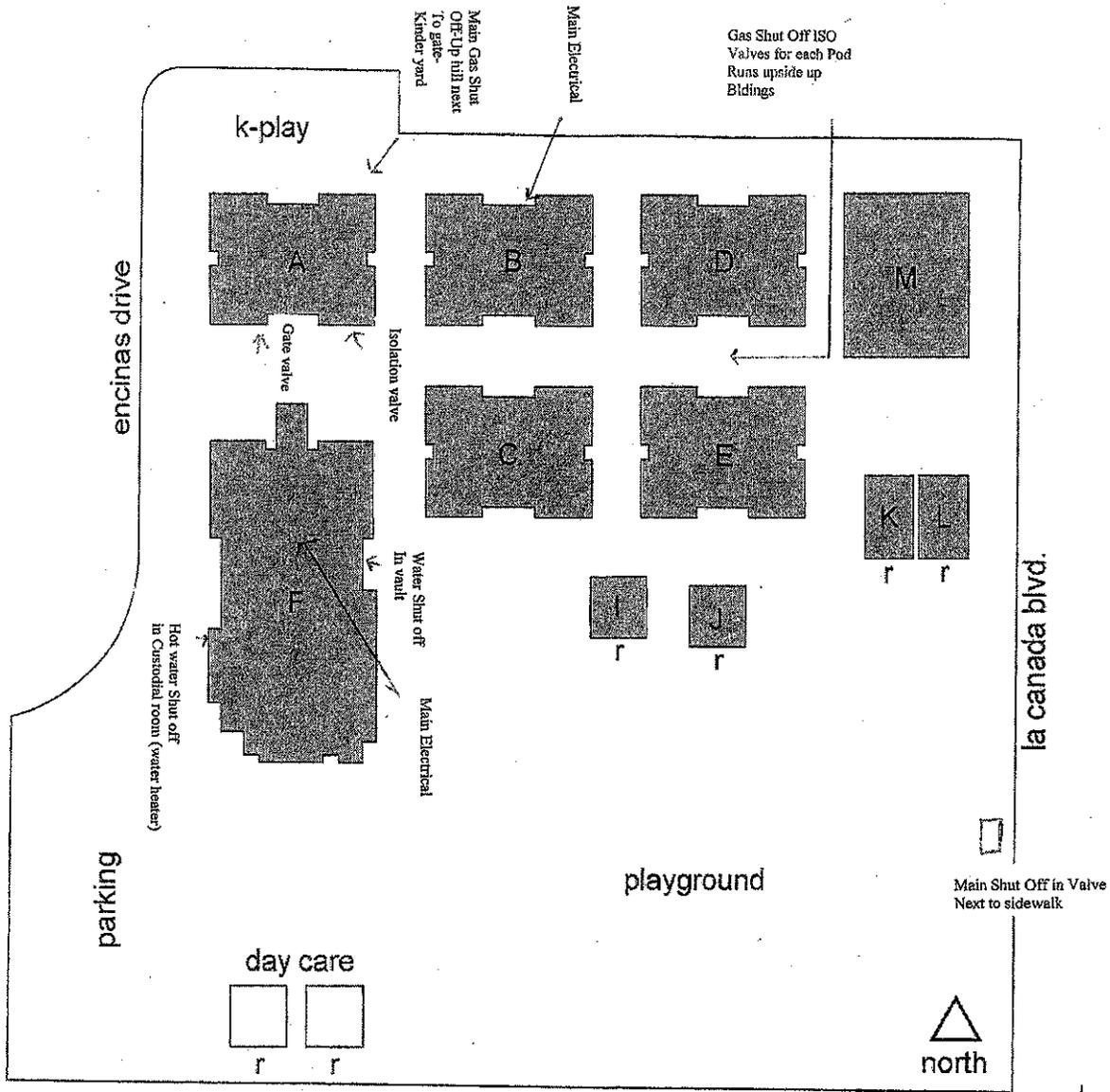


A 200



Grass Area

Each room has a sub panel



r = relocatable

La Canada Elementary

LCE Lockdown Procedure

HIGHLY CONFIDENTIAL

- For Level One: Exercise caution but do not lockdown:
 - Message over intercom: "This is a LockBlok Check." "The LockBlok check is over."
 - An update will be posted in Slack.
- For Level Two: When "This is a Lockdown" is announced **twice** over the PA system:
 1. Keep students inside and gather those from the outside into your classroom/building
 2. Lock all outside doors
 3. Close blinds/shades
 4. Turn off lights
 5. Keep Emergency Bucket with you

Staff in **Classroom Pods**:

1. Quickly and safely move students into middle room.
2. Lock doors to middle room.

Staff in **Portable classrooms**:

1. Instruct students to take cover under desks and stay far away from windows.

Staff on **Playground**:

1. Instruct students to drop to the ground and stay still.
 2. If there is gunfire and you are exposed, run with your students in a "zig-zag" pattern away from the gunfire to the nearest covered area.
 3. If you cannot identify the source or area of the threat, remain where you are – staying close to the ground.
 4. After determining that the threat is far from your group, move students to the cafeteria, lock all doors, and close curtains in front of street entrance (Encinas).
- When students are safe inside, post in slack <https://lcedrills.slack.com> with your name and names of students who are missing from your class and/or found from other classes. Do not post your location. Do not post names of students who are absent for the day - only those who are missing.
 - Supplies - Emergency Buckets = toilets;
Green Emergency Bins = food, water, comfort bags
 - Wait for the "All clear" bell and/or the "All clear" announcement to determine the end of the lockdown.
 - Administrator will check on each class when authorities have determined it safe.

Lockdown Student Information:

- Students who are out of your classroom/building when the lockdown occurs will not be allowed to come in once the doors are locked.
- Students who are unsupervised (i.e. in the bathroom, cafeteria, etc.) should remain in that location as long as they are not exposed to the lockdown threat.
- Students who are exposed to the threat while outside of any classroom or building are instructed to run away from the threat (even to a location off campus if necessary).
- Students who are away from the source of the threat are instructed to move quickly to the nearest cover and stay there until the lockdown is cleared.

Component 6

SUSPENSION DATA

Grades K - 6	48900	2012	2013	2014	2015	2016	2017	2018	2019	2020
Total Number of suspendable incidents for each school year.	6	6	5	7	5					
Put a mark next to the Ed. Code violation(s) that applies to each suspendable incident per year.										
(A-1) Caused, attempted to cause, or threatened to cause physical injury to another person.	1		1	1	1	1				
(A-2) Willfully used force or violence upon the other person of another, except in self defense.				1	1	1				
(B) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.										
(C) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.										
(D) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.										
(E) Committed or attempted to commit robbery or extortion.										
(F) Caused or attempted to cause damage to school property or private property.			1							
(G) Stolen or attempted to steal school property or private property.		1								

SUSPENSION DATA

(H) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.																			
(I) Committed an obscene act or engaged in habitual profanity or vulgarity.																			
(J) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.																			
(K) Alone Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in their performance of their duties.	1111	11																	
(K) Combined with other codes	11	11																	
(K) Total	1111	1111																	
(L) Knowingly received stolen school property or private property.																			
(M) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.																			
(N) Committed or attempted to commit a sexual assault.																			
(O) Harassed, threatened, or intimidated a pupil who is a complaining witness.																			
(P) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.																			
(Q) Engaged in, or attempted to engage in, hazing.																			
(R) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.																			
(S) Aids or abets the infliction or attempted infliction of physical injury to another person																			

SUSPENSION DATA

(0.2) Engaged in Sexual Harassment.																			
(0.3) Engaged in hate violence.																			
(0.4) Engaged in harassment, threats, or intimidation.																			
(0.7) A pupil making a terrorist threat against school officials or school property or both.																			

Component 10

LCE Carline Safety (Please read and note new information)



1. Please note that it is OK for cars to enter the carline on Salisbury Rd.
2. Safety is our priority. Please do NOT block the crosswalks on Salisbury and Lasheart. This is extremely hazardous and inconsiderate of the kids and parents walking. It is also a traffic violation and the sheriff has issued citations to many drivers over the past few months.
3. Please do NOT block the driveways to City Hall. DO NOT BLOCK is clearly marked in the street. Please keep that area clear at all times.
4. Please pull forward as far as possible in the pick-up/drop-off areas AND keep pulling forward to fill in the gaps.
5. Drop off and pick up students in the loading zone limits only – NOT on the corner of Encinas OR in the Teacher parking lot. We have recently had many cars, especially during early release, pulling in to the teacher parking lot to pick up kids, sometimes parking in the handicap spaces when not handicapped. This is very dangerous and quite unfair for people who legally need the handicapped space. DO NOT enter the teacher lot
6. Do not leave your car in the loading zone during any of the drop-off/pick-up times (8:10, 9:10, 11:50, 1:50, 2:50 and 4:00)
7. On early release Fridays (11:35) please be aware that it is also close to the kindergarten p.m. drop off time. Please do not come too early and take up the spaces needed for kindergarten drop off. Also, if you are dropping off at that time please allow for extra time and consider parking and walking.
8. Please have your child ready before you pull up, including backpacks and lunch. Put your car in park while your child is exiting the car. We have had situations with cars moving while parents are helping kids. This is extremely dangerous.
9. Do not place items in the trunk or walk between cars - This is very dangerous.
10. Do not exit your car to help your kids out. If they require assistance, you should wait and pull to the very front of the carline, or park and walk them in to school.
11. Students should enter and exit on the passenger side of the vehicle only.
12. Do not park across the street and motion to your child to cross.
13. No U turns or cutting in line. This is dangerous and unfair to others.
14. Please put away your cell phones during carline.
15. If you notice that it is taking longer to pick up in the afternoon (2:50) it is due to a shortage of volunteers. We NEED p.m. volunteers! Please contact us if you have 15 minutes to help out. We are happy for whatever time you can give us.

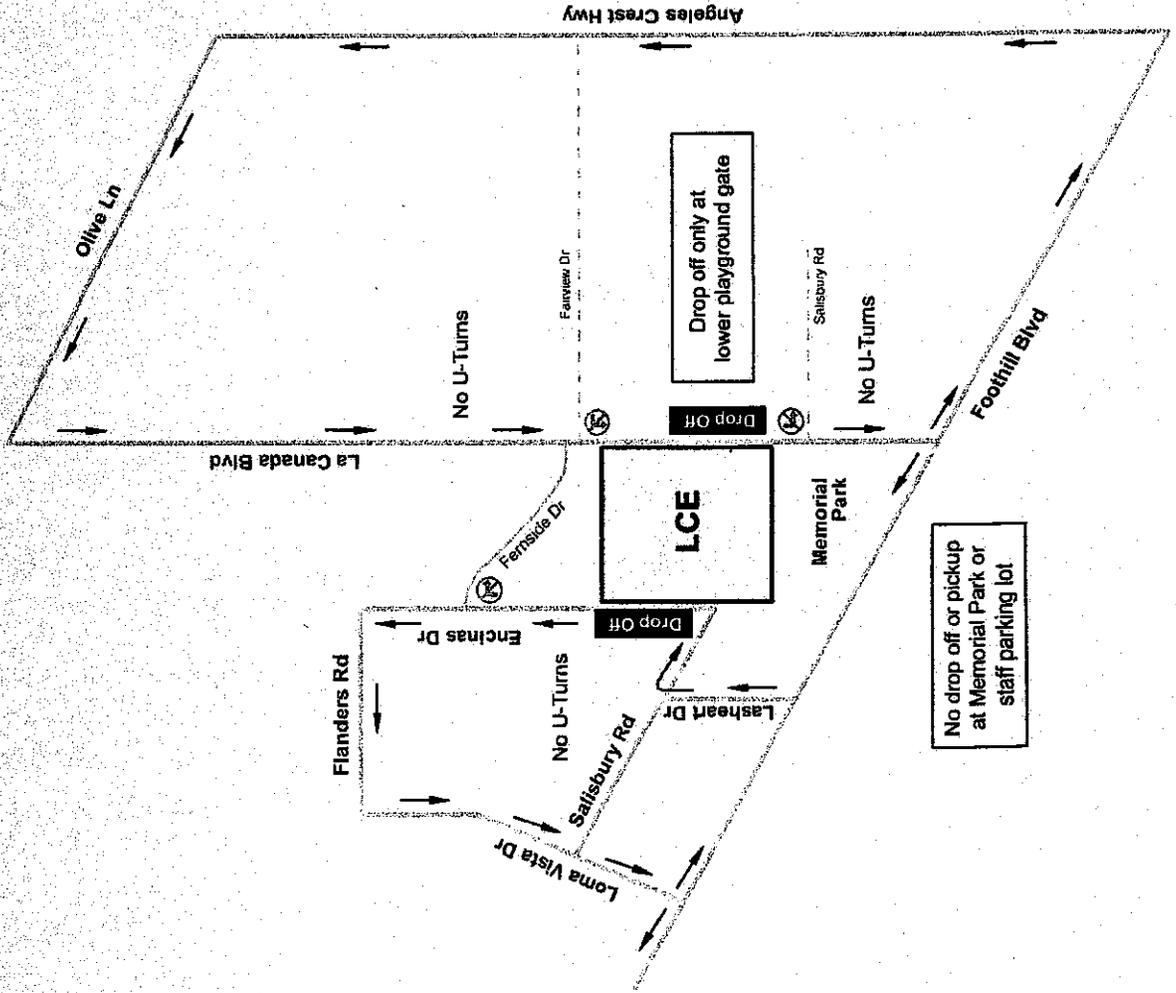
Please remember safety above convenience. The carline volunteers are fellow caring parents who want to help. For more information please contact the Carline Chair Annette Dominguez-O'Hair

annettedoming@yahoo.com

Over for map →

La Canada Elementary Traffic Flow Map

Our local streets are very narrow. Please follow the arrows on this map.
Drive slowly and watch for children.



Please volunteer – contact the school office

PULL FORWARD AS FAR AS POSSIBLE IN THE LOADING ZONES – fill in the gaps.

No U-turns

Stay in line – do not cut in front

Do not place items in the trunk or walk between cars while in the loading zones.

Please have your child ready BEFORE you pull up.

If they require assistance, you should wait and pull to the very front of the car line. (Instruments, extra kisses, projects, etc.)

No drop off or pickup at Memorial Park or staff parking lot.

Component 12

Conduct

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. To maintain such an environment, students, parents/guardians, staff and the Board all must understand and fulfill their responsibilities related to student conduct. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or from school, at school activities, or using district transportation.

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

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats;

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5142 - Safety)

2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption;

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

3. Conduct that disrupts the orderly classroom or school environment;

(cf. 5131.4 - Student Disturbances)

4. Willful defiance of staff's authority;

5. Damage to or theft of property belonging to students, staff, or the district.

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

(cf. 5131.5 - Vandalism and Graffiti)

The district shall not be responsible for students' personal belongings which are brought on campus or to a school activity and are lost, stolen, or damaged.

6. Obscene acts or use of profane, vulgar, or abusive language;

(cf. 5145.2 - Freedom of Speech/Expression)

7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs;

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.62 - Tobacco)

(cf. 5131.63 - Steroids)

8. Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose; (Penal Code 417.27)

Prior to bringing a laser pointer on school premises for a valid instructional or school-related purpose, a student shall obtain permission from the principal or designee.

9. Use of a cellular/digital telephone, pager, or other mobile communications device during instructional time;

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

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

10. Plagiarism or dishonesty on school work or tests;

(cf. 5131.9 - Academic Honesty)

(cf. 6162.54 - Test Integrity/Test Preparation)

(cf. 6162.6 - Use of Copyrighted Materials)

11. Inappropriate attire;

(cf. 5132 - Dress and Grooming)

12. Tardiness or unexcused absence from school;

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

13. Failure to remain on school premises in accordance with school rules.

(cf. 5112.5 - Open/Closed Campus)

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

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

(cf. 5145.12 - Search and Seizure)

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

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

(cf. 1020 - Youth Services)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

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

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

(cf. 6020 - Parent Involvement)

(cf. 6145 - Extracurricular and Cocurricular Activities)

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

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6164.5 - Student Success Teams)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32280-32289 Comprehensive safety plan

35181 Governing board authority to set policy on responsibilities of students

35291-35291.5 Rules

44807 Duty concerning conduct of students

48900-48925 Suspension and expulsion

51512 Prohibition against electronic listening or recording device in classroom without permission

CIVIL CODE

1714.1 Liability of parents and guardians for willful misconduct of minor

PENAL CODE

288.2 Harmful matter with intent to seduce

313 Harmful matter

417.25-417.27 Laser scope or laser pointer

647 Use of camera or other instrument to invade person's privacy; misdemeanor

653.2 Electronic communication devices, threats to safety

VEHICLE CODE

23123-23124 Prohibitions against use of electronic devices while driving

CODE OF REGULATIONS, TITLE 5

300-307 Duties of students

UNITED STATES CODE, TITLE 42

2000h-2000h6 Title IX, 1972 Education Act Amendments

COURT DECISIONS

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

LaVine v. Blaine School District, (2000, 9th Cir.) 257 F.3d 981

Emmett v. Kent School District No. 415, (2000) 92 F.Supp. 1088

Bethel School District No. 403 v. Fraser, (1986) 478 U.S. 675

New Jersey v. T.L.O., (1985) 469 U.S. 325

Tinker v. Des Moines Independent Community School District, (1969) 393 U.S. 503

Management Resources:

CSBA PUBLICATIONS

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

Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Bullying at School, 2003

WEB SITES

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

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

Center for Safe and Responsible Internet Use: <http://cyberbully.org>

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

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education: <http://www.ed.gov>

Policy LA CA-ADA UNIFIED SCHOOL DISTRICT

adopted: July 10, 2012 La Cañada Flintridge, California

Bullying

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

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

(cf. 5131 - Conduct)

(cf. 5136 - Gangs)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

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

(cf. 5145.2 - Freedom of Speech/Expression)

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

(cf. 0420 - School Plans/Site Councils)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 6020 - Parent Involvement)

Bullying Prevention

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

(cf. 5137 - Positive School Climate)

(cf. 6164.2 - Guidance/Counseling Services)

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

(cf. 6163.4 - Student Use of Technology)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6142.94 - History-Social Science Instruction)

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

As appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

Complaints and Investigation

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

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

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Discipline

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

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

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

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

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

48985 Translation of notices

PENAL CODE

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices, threats to safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

COURT DECISIONS

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

Lavine v. Blaine School District, (2002) 279 F.3d 719

Management Resources:

CSBA PUBLICATIONS

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

Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008

Bullying at School, 2003

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

Dear Colleague Letter: Harassment and Bullying, October 2010

WEB SITES

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

California Cybersafety for Children: <http://www.cybersafety.ca.gov>

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

Center for Safe and Responsible Internet Use: <http://cyberbully.org>

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

National School Safety Center: <http://www.schoolsafety.us>

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

Policy LA CA-ADA UNIFIED SCHOOL DISTRICT

adopted: July 10, 2012 La Cañada Flintridge, California

La Canada USD

Board Policy

Discipline

BP 5144

Students

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

The Board believes in rules that are effective in maintaining safety and order on campus and in correcting student misbehavior without unnecessarily excluding students from school or participation in instruction.

The district shall adopt alternative disciplinary measures that provide students with appropriate interventions and supports as a means for preventing and addressing student misbehavior, communicating clear, appropriate and consistent expectations and consequences for student conduct; and ensuring equity and continued improvement in the implementation of district policies and practices. Positive interventions and alternative disciplinary measures shall be preferred over exclusionary discipline measures as a means for correcting student misbehavior. Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required by law or when other means of correction have been documented to have failed. (Education Code 48900.5)

Board policies and regulations shall delineate acceptable student conduct and provide the basis for sound disciplinary practices. The administrative staff at each school shall develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and district regulations. The Board, at an open meeting, shall review the approved school discipline rules as described in the comprehensive safety plan, for consistency with Board policy and state law. Pursuant to Education Code 32282 and 35291.5 any adopted site-level discipline rules must be included in the comprehensive safety plan.

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.

Staff shall enforce disciplinary rules fairly and consistently, in accordance with the district's nondiscrimination policies.

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively implement the disciplinary strategies adopted for district schools, including, but not limited to, consistent school and classroom management skills, effective accountability and positive intervention techniques, and development of strong, cooperative relationships with parents/guardians.

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety, and other local measures, shall be included in the district's local control and accountability plan, as required by law.

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

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

(cf. 5131 - Conduct)

(cf. 5142 - Safety)

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

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

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

(cf. 6164.5 - Student Study Teams)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5145.7 - Sexual harassment)

(cf. 4131/4331 - Staff Development)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 5020 - Parent Rights and Responsibilities)

Legal Reference:

EDUCATION CODE

32280-32288 School safety plans

35146 Closed sessions

35291 Rules

35291.5 School-adopted discipline rules

35291.7 School-adopted discipline rules: additional employees

37223 Weekend classes

44807.5 Restriction from recess for disciplinary purposes

48900-48925 Suspension and expulsion

48980-48985 Notification of parents or guardians

49000-49001 Prohibition of corporal punishment
49330-49334 Injurious objects
52060-52077 Local control and accountability plan

CIVIL CODE

1714.1 Parental liability for child's misconduct

CODE OF REGULATIONS, TITLE 5

307 Participation in school activities until departure of bus
353 Detention after school

Management Resources:

CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014
Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009

CDE PROGRAM ADVISORIES

1023.88 Corporal Punishment, CIL: 88/9-5
1110.89 Physical Exercise as Corporal Punishment, CIL 89/9-3

STATE BOARD OF EDUCATION POLICIES

01-02 School Safety, Discipline, and Attendance, March 2001

WEB SITES

CSBA: <http://www.csba.org>
California Department of Education: <http://www.cde.ca.gov>
Public Counsel: <http://www.fixschooldiscipline.org>
U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy LA CANADA UNIFIED SCHOOL DISTRICT

adopted: January 16, 1996

revised: September 6, 2016 La Canada Flintridge, California

00354-00002/3302926.1

La Canada USD

Administrative Regulation

Discipline

AR 5144
Students

Site-Level Rules

Rules for student discipline shall be developed at each school site and filed with the district office. These rules shall be adopted jointly by a panel comprised, at a minimum, of the principal or designee and a representative selected by classroom teachers employed at the school. The views of administrators, teachers, security personnel, parents/guardians and secondary school students shall be obtained when the rules are developed. Site-level rules shall be consistent with law, Governing Board policy and district regulations (Education Code 35291.5). Annually, site-level discipline rules shall be reviewed and, if necessary, updated to align with any changes in district discipline policies or goals for school safety and climate as specified in the district's local control and accountability plan. A copy of the rules shall be filed with the Superintendent or designee for inclusion in the comprehensive safety plan.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 0460 - Local Control and Accountability Plan)

School rules shall be communicated to students clearly and in an age-appropriate manner.

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

Disciplinary Strategies

To the extent possible, staff shall use disciplinary strategies that keep students in school and participating in the instructional program. Except when a student's presence causes a danger to himself/herself or others or he/she commits a single act of a grave nature or an offense for which suspension or expulsion is required by law, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct. Disciplinary strategies may include, but are not limited to:

1. Discussion or conference between school staff and the student and his/her parents/guardians

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6020 - Parent Involvement)

2. Referral of the student to the school counselor or other school support service personnel

for case management and counseling

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6164.2 - Guidance/Counseling Services)

3. Convening of a Student Study Team (SST) or other intervention-related team to assess the behavior and develop and implement an individual plan to address the behavior in partnership with the student and his/her parents/guardians
4. When applicable, referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program or a Section 504 plan

(cf. 6159 - Individualized Education Program)

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

5. Enrollment in a program for teaching prosocial behavior or anger management
6. Participation in a restorative justice program
7. A positive behavior support plan with tiered interventions that occur during the school day on campus
8. Participation in a social and emotional learning program that teaches students the ability to understand and manage emotions, develop caring and concern for others, make responsible decisions, establish positive relationships, and handle challenging situations capably
9. Participation in a program that is sensitive to the traumas experienced by students, focuses on students' behavioral health needs, and addresses those needs in a proactive manner
10. After-school programs that address specific behavioral issues or expose students to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups

(cf. 5148.2 - Before/After School Programs)

11. Recess restriction as provided in the section below entitled "Recess Restriction"
12. Detention after school hours as provided in the section below entitled "Detention After School"
13. Community service as provided in the section below entitled "Community Service"
14. In accordance with Board policy and administrative regulation, restriction or

disqualification from participation in extracurricular activities

(cf. 6145 - Extracurricular/Curricular Activities)

15. Reassignment to an alternative educational environment

(cf. 6158 - Independent Study)

16. Suspension and expulsion in accordance with law, Board policy, and administrative regulation

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

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

When, by law or district policy, other means of correction are required to be implemented before a student could be suspended or expelled, any other means of correction implemented shall be documented and retained in the student's records. (Education Code 48900.5)

(cf. 5125 - Student Records)

Recess Restriction

A teacher may restrict a student's recess time only when he/she believes that this action is the most effective way to bring about improved behavior. When recess restriction may involve the withholding of physical activity from a student, the teacher shall try other disciplinary measures before imposing the restriction. Recess restriction shall be subject to the following conditions:

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

(cf. 5030 - Student Wellness)

(cf. 6142.7 - Physical Education and Activity)

Detention After School

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

If a student will miss his/her after school transportation on account of being detained after school, the teacher, principal or designee shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. The student

shall not be detained unless the teacher, principal or designee has notified the parent/guardian.

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

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

(cf. 6176 - Weekend/Saturday Classes)

Community Service

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

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

Notice to Parents/Guardians and Students

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians, in writing, about the availability of district rules related to discipline. (Education Code 35291, 48980)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall also provide written notice of disciplinary rules to transfer students at the time of their enrollment in the district.

Administrative LA CANADA UNIFIED SCHOOL DISTRICT

approval: May 13, 2003

revised: September 6, 2016 La Canada Flintridge, California

00354-00002/3302902.1

ANTI-BULLYING POLICY

The La Canada School District believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

Our elementary schools will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions.

Bullying among children encompasses a variety of *negative acts* carried out *repeatedly over time*. It involves a *real or perceived imbalance of power*, with the more powerful child or group attacking those who are less powerful.

Bullying can take several forms: physical (hitting, kicking, spitting, pushing, taking personal belongings); verbal (taunting, malicious teasing, name calling, racial slurs, and making threats); psychological (spreading rumors, manipulating social relationships or engaging in social exclusion, extortion or intimidation), and cyberbullying (use of technology to harass, threaten or humiliate). There is a difference between normal peer conflict and bullying:

Knowing the Difference Between Normal Peer Conflict and Bullying*	
Normal Peer Conflict	Bullying/Harassment
Peers have equal power or are friends with each other.	Imbalance of power between peers; not friends.
Conflict happens occasionally or rarely.	Repeated negative actions that happens often.
May be accidental.	Purposefully done.
May not be serious; no threat of harm.	Serious with threat of physical or emotional harm.
Equal emotional reaction from both peers.	Strong emotional reaction from victim and little or no emotional reaction from bully.
Not seeking power or attention and not trying to gain something.	Seeking power, control or material things.
General remorse - will want to take responsibility.	No remorse - bully blames victim; no guilt from bully.
Effort on both sides to solve the problem.	No effort to solve the problem.

*Adapted from *Bully-Proofing Your School, 2004*

Our elementary schools expect students to immediately report incidents of bullying to school staff. Staff is expected to immediately take action when they see or hear of a bullying incident. Each complaint of bullying will be promptly investigated. This policy applies to students on school

grounds, while traveling to and from school, during the lunch period, whether on or off campus and during a school-sponsored activity.

Teachers will discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action.

The steps for intervening in bullying behavior include, but are not limited, to the following:

1. All staff, students and their parents will receive a summary of this policy prohibiting bullying at the beginning of the school year as part of student orientation, included in the student handbook and/or information packet, and as part of the school system's annual notification to parents.
2. Staff is expected to take immediate action when they see a bullying incident or when an incident is reported.
3. The school will consistently follow established progressive discipline procedures in dealing with students who violate school rules and/or the school's Anti-Bullying Policy.
4. People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way. In addition, students who retaliate against witnesses or those reporting bullying behaviors are subject to disciplinary action.
5. The school will make reasonable efforts to keep a report of bullying and the results of an investigation confidential.

STUDENT CONDUCT AND RESPONSIBILITY

School is often the first place children begin to develop an understanding of their own needs and wants, as well as the needs and wants of others. It is a place children begin to "negotiate" turn taking, confront issues of fairness, and resolve differences. At La Cañada Elementary School we are committed to providing a safe, academically challenging, and socially instructive supportive environment in which children can learn and grow. LCE uses the principles of the 40 Developmental Assets and SAFE schools, where students are taught how to make good choices and to solve differences peacefully. By establishing a clear set of school policies and rules for both the classroom and the playground, and actively recruiting parent support, we believe we can teach our children to be responsible young people.

Rules for Responsible Behavior

At LCUSD elementary schools, we believe that a positive environment, where responsible behavior is recognized and rewarded, fosters individual growth, lasting friendships, and pride in the community. We want all students to be proud of their own sense of responsibility. Students

School Incident Report

Student _____

Teacher _____ Room _____ Date _____

Incident _____

Action Taken:

- Ask for student explanation
 - Remind student of safety concerns
 - Refer to Teacher
 - Refer to Office
 - Warning
 - Redirected to _____ game
 - Time out for _____ minutes
- Campus Supervisor: _____

School Incident Report

Student _____

Teacher _____ Room _____ Date _____

Incident _____

Action Taken:

- Ask for student explanation
 - Remind student of safety concerns
 - Refer to Teacher
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 - Warning
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School Incident Report

Student _____

Teacher _____ Room _____ Date _____

Incident _____

Action Taken:

- Ask for student explanation
 - Remind student of safety concerns
 - Refer to Teacher
 - Refer to Office
 - Warning
 - Redirected to _____ game
 - Time out for _____ minutes
- Campus Supervisor: _____

School Incident Report

Student _____

Teacher _____ Room _____ Date _____

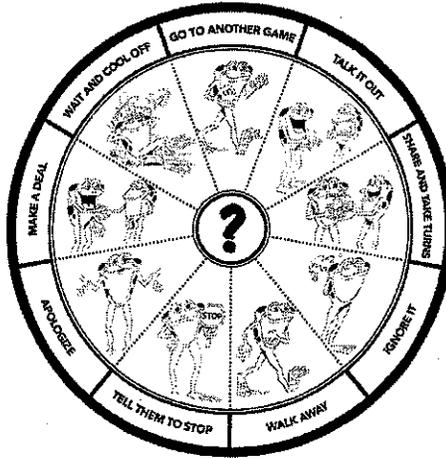
Incident _____

Action Taken:

- Ask for student explanation
 - Remind student of safety concerns
 - Refer to Teacher
 - Refer to Office
 - Warning
 - Redirected to _____ game
 - Time out for _____ minutes
- Campus Supervisor: _____

Student Problem Report – Grades 1-2

Name _____ Date _____ Teacher _____



1. Did others dip into your bucket with their

Words YES NO **Body** YES NO

2. Did you dip into someone's bucket with your

Words YES NO **Body** YES NO

3. Did you use Kelso's Choices to solve the problem when it was small? YES NO

4. Did you ask an adult for help before the problem became big? YES NO

Write Your Answers Below

5. What is the problem? _____

6. What did others do? _____

7. What did you choose to do? _____

8. Why did you choose to do that? _____

Office Follow-Up _____

Component 13

Hate-Motivated Behavior

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

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

(cf. 0450 - Comprehensive Safety Plan)

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

(cf. 5131.5 - Vandalism, Theft and Graffiti)

(cf. 5136 - Gangs)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 6141.6 - Multicultural Education)

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

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

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

(cf. 3515.3 - District Police/Security Department)

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

(cf. 5144 - Discipline)

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

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

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

(cf. 6164.2 - Guidance/Counseling Services)

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The district shall provide age-appropriate instruction to help promote understanding of and respect for human rights.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 School safety plans

48900.3 Suspension for hate violence

48900.4 Suspension or expulsion for threats or harassment

PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform Complaint Procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

California Student Safety and Violence Prevention - Laws and Regulations, April 2004

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS & NATIONAL ASSOCIATION OF ATTORNEYS GENERAL PUBLICATIONS

Protecting Students from Harassment and Hate Crime: A Guide for Schools, 1999

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Preventing Youth Hate Crimes: A Guide for Schools and Communities, 1997

WEB SITES

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

California Association of Human Relations Organizations: <http://www.cahro.org>

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

National Youth Violence Prevention Resource Center: <http://www.safeyouth.org>

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

U.S. Department of Justice, Community Relations Service: <http://www.usdoj.gov/crs>

Policy LA CANADA UNIFIED SCHOOL DISTRICT

adopted: April 9, 2012 La Canada Flintridge, California