


Comprehensive School Safety Plan SB 187 Compliance Document

**2017-2018
School Year**

School: Morello Park Elementary School
CDS Code: 07617396003875
District: Martinez Unified School District
Address: 1200 Morello Park Dr.
Martinez, CA 94553
Date of Adoption: 01/2018

Approved by:

Name	Title	Signature	Date
Stacy Joslin	Principal		
Todd Navarro	School Site Council President		

Documents (Active | Archived)

Name	Document Last Updated	View Document	Document History	Attachments	Edit By Sections
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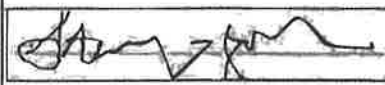
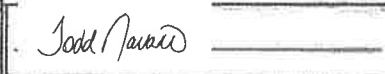
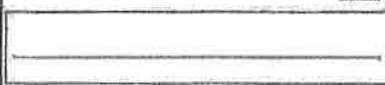

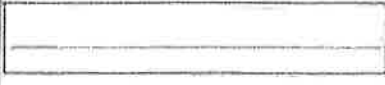
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Todd Navarro	School Site Council President	 Clear	02/20/18
		 Clear	
		 Clear	
		 Clear	

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Components of the Comprehensive School Safety Plan (EC 32281)

Morello Park Elementary School Safety Committee

Helen Rossi - Assistant Superintendent of Personnel Services

Mike Pawlowski - Coordinator of Maintenance / Grounds / Custodial

Stacy Joslin, Principal Morello Park Elementary

Todd Navarro, School Site Council President and PTA Treasurer

Assessment of School Safety

Assessment of the current status of school crime

In so much as any school is a reflection of its larger community, Morello Park Elementary School faces the same challenges as the parent community it represents. Overall, MPE has been highly successful in addressing many of these challenges. Nonetheless, areas of concern do exist and are constantly evaluated as to both response mechanisms as well as more proactive, longer-term strategies. This section will spell out the areas of concern, as well as some of the strategies being employed to address them.

School climate - Students:

Overall, Morello students are motivated and well behaved. The majority of students never earn a discipline referral in their tenure at MPE. Together these facts indicate that for most students the school's extensive system of recognition and rewards are powerful incentives to keep them on track and meeting the school's standards and expectations. Students are involved in many community activities both on and off campus such after-school enrichment classes and activities.

The Morello Family Handbook is posted on our website (<http://mpe-martinez-ca.schoolloop.com>) and is also available in the school office. The handbook details school wide expectations and rules. The MPE staff aligns daily class expectations to the school wide expectations. The Eagle Code is taught and expected on our campus. The Eagle Code says to be respectful, responsible and safe. Our school has adopted Character Counts which focuses on the following six traits: trustworthiness, respect, responsibility, fairness, caring and citizenship. Traits are taught and reinforced on campus. Rewards are given weekly to students who are examples of the trait. The traits are used as a guide to reflect on choices made and to proactively prepare for situations that do arise each day at school.

MPE provides leadership opportunities to promote and improve school culture and climate. Fourth and fifth grade students can participate in Student Council, Conflict managers, Green Team, Morning Greeters and various leadership groups. Our Conflict Managers allow students to be on the yard at recess to help students solve problems and manage conflicts. They are supported and trained by staff. Our Morning Greeters are trained by the principal and serve each day, greeting families with smiles and support as they enter campus. Our Student Council officers lead our weekly announcements and support various programs at our site. Our Green Team trains students on ways to recycle each day at school and works to support recycling daily at lunch.

School Spirit is embraced at Morello. Each Friday, children dress in themes created by Student Council or they wear school colors. Students are called out for being examples of our Character Counts trait of focus over the loudspeaker. They are honored with a certificate and a prize. The Principal leads music at lunch as a way to celebrate the completion of a week and to promote unity as a Morello family.

Our school counselor and principal work with students in grades K-5 on appropriate social skills, self-monitoring strategies, and reactions to peer related issues through one on one, small group and large group assistance. Our counselor is in classrooms one a week training classes on effective communication, recognition of feelings and having the mindset to succeed. Additionally, support is provided in the classrooms and at recess.

c. Neglect of child's physical, health, and emotional needs.

d. Unusual and willful cruelty; unjustifiable punishment.

e. Unlawful corporal punishment.

2. Not Considered Child Abuse

- Mutual affray between minors
- Injury caused by reasonable and necessary force used by a peace officer:
 - To quell a disturbance threatening physical injury to a person or damage to property
 - To prevent physical injury to another person or damage to property
- For the purposes of self-defense
- To obtain possession of weapons or other dangerous objects within the control of a child
- To apprehend an escapee

B. Mandated Child Abuse Reporting

a. Mandated child abuse reporting is governed by the Child Abuse and Neglect Reporting Act,

P.C. 11164.

b. Any child care custodian, health practitioner, or employee of a child protective agency who has

- knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse shall report the known or suspected instance of child abuse to a child protective agency by telephone and written report:

The telephone call must be made immediately or as soon as practicably possible by telephone

AND

a written report must be sent within 36 hours of the telephone call to the child protective agency.

c. Any child care custodian, health practitioner, or employee of a child protective agency who has:

c. Lewd and lascivious acts committed by a partner of any age.

d. Partner is alleged spouse and is over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

a. There is unlawful sexual intercourse with a partner older than 21 years

b. There are lewd and lascivious acts committed by a partner more than 10 years older than the child

c. The partner is the alleged spouse and over 21 years of age

Mandated reports of sexual activity must be reported to either the Department of Family and Children's Services (DFCS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

Failure to Report Known or Suspected Child Abuse

Failure to report known or reasonable suspicion of child abuse, including sexual abuse, is a misdemeanor. Mandated reporters are provided with immunity from civil or criminal liability as a result of making a mandated report of child abuse.

Child Abuse Reporting Number: 1-877-881-1116

Martinez Police Dept: 925-372-3440

Please report all incidents of physical and sexual abuse to the police department as well as CPS.

(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)

Disaster Plan (See Appendix C-F)

DISASTER PROCEDURES, ROUTINES, AND EMERGENCY RESPONSE

Definitions: Incidents, Emergencies, Disasters

Incident

An incident is an occurrence or event, either human-caused or caused by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources. Incidents may result in extreme peril to the safety of persons and property and may lead to, or create conditions of disaster. Incidents may also be rapidly mitigated without loss or damage. Although they may not meet disaster level definition, larger incidents may call for managers to proclaim a "Local Emergency".

Incidents are usually a single event that may be small or large. They occur in a defined geographical area and require local resources or, sometimes, mutual aid. There is usually one to a few agencies involved in dealing with an ordinary threat to life and property and to a limited population. Usually a local emergency is not declared and the jurisdictional EOC is not activated. Incidents are usually of short duration, measured in hours or, at most, a few days. Primary command decisions are made at the scene along with strategy, tactics, and resource management decisions

Emergency

The term emergency is used in several ways. It is a condition of disaster or of extreme peril to the safety of persons and property. In this context, an emergency and an incident could mean the same thing, although an emergency could have more than one incident associated with it.

Resources in or near the impacted areas are overwhelmed and extensive State and Federal resources are required. The cities and the County of Contra Costa will proclaim a local emergency. Then, the State of California will declare a State of Emergency. A Presidential Declaration of an Emergency or Major Disaster is requested by the State. Examples of major disasters are the Loma Prieta Earthquake of 1989 or the Oakland Hills Firestorm of 1991. When local jurisdictions declare a State of Emergency, the district board can declare the same.

Standard Response Protocol V2: Site Specific Procedures

Public Agency Use of School Buildings for Emergency Shelters

Martinez Unified School District will coordinate with the Contra Costa County American Red Cross and the City of Martinez for school facility use as a mass care and welfare shelter during an emergency. After a shelter assessment has been conducted, the Martinez Unified School Board will take appropriate action on proposed agreements from the American Red Cross.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

Administrative Regulation 5144.1

Suspension And Expulsion/Due Process

Students

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 Board of Education 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

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)

(cf. 5144 - Discipline)

(cf. 5145.6 - Parental Notifications)

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:

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 in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

Bullying shall include 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 items #1-3 of "Additional Grounds for Suspension and Expulsion: Grades 4-12," that has any of the effects described above on a reasonable student.

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

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

(cf. 1114 - District-Sponsored Social Media)

(cf. 5131.2 - Bullying)

(cf. 6163.4 - Student Use of Technology)

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

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

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 it out. (Education Code 48900.7)

Additional Grounds for Suspension and Expulsion: Grades 4-12

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 to have committed any of the acts listed in the Board policy under "Authority to Expel" and for which he/she is required to recommend expulsion. (Education Code 48915(c))

The Superintendent, principal, or designee may impose a suspension for a first offense if he/she determines 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 in the student. (Education Code 48900.5)

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

(cf. 5125 - Student Records)

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 continuation school or class for the purpose of adjustment, he/she 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)

(cf. 6184 - Continuation Education)

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, presented with the available evidence against him/her, and given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911)

The Board may suspend a student for any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12" 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 violating a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

(cf. 9321 - Closed Session Purposes and Agendas)

The Board shall provide the student and his/her parent/guardian with written notice of the closed session by 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 his/her 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 in person or by telephone. When the assignment is for longer than one class period, this notification may 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, he/she 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 11053-11058, except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician
4. Robbery or extortion

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).

(cf. 5119 - Students Expelled from Other Districts)

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 and Homeless Students

If the student facing expulsion is a foster student, the Superintendent or designee shall also send notice of the hearing to the student's attorney and a representative of an appropriate child welfare agency at least 10 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 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

- c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
- d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
- e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.
- f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.
- g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.
 - (1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.
 - (2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.
 - (3) The person conducting the hearing may:
 - (a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness
 - (b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours
 - (c) Permit one of the support persons to accompany the complaining witness to the witness stand
- 6. Decision: The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. 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 his/her 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))

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 his/her 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" or "Additional Grounds for Suspension and Expulsion: Grades 4-12" 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 his/her 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

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

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 parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

No student shall be denied readmission into the district based solely on the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile 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)

(cf. 5119 - Students Expelled from Other Districts)

Regulation MARTINEZ UNIFIED SCHOOL DISTRICT

approved: April 27, 2015 Martinez, California

MORELLO DATA

In 2015 - 2016 there were five suspensions ranging from physical aggression to defiance. There were forty-three documented referrals to the office for school rule violations. In 2016-2017 there were 14 suspensions and 79 documented referrals. This led us to adopt our Eagle Code schoolwide along with implementing our new Character Counts Program. Students who were suspended received school counseling, monitoring and preventative services.

(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)

Notification to Teacher Re: Violent or Dangerous Student

Ed Code 49079 requires that school administrators notify classroom teachers concerning students who have engaged in, or are reasonably suspected of engaging in, certain suspendable or expellable acts. Those acts are listed in section 48900 of the Education Code and are included in the end of this section

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 where 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. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable

Disciplinary Actions

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and 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.

(cf. 5144 - Discipline)

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

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

Any staff member found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements.

(cf. 4117.4 - Dismissal)

(cf. 4117.7 - Employment Status Report)

(cf. 4118 - Suspension/Disciplinary Action)

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

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

Record-Keeping

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.

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

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

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

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Sexual Violence, April 4, 2011

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

WEB SITES

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

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

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

Policy MARTINEZ UNIFIED SCHOOL DISTRICT

Adopted: December 8, 2014 Martinez, California

Administrative Regulation 5145.7

Sexual Harassment

Students

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 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

921 Susana Street

Reporting Process and Complaint Investigation and Resolution

Any student who believes that he/she has been subjected to sexual harassment or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted the Superintendent or designee.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

When a report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures.

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3.

Confidentiality

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

However, when a complainant or victim of sexual harassment notifies the district of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the district of the harassment but requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

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

(cf. 5125 - Student Records)

Response Pending Investigation

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. Such measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

Notifications

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

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 dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5136 - Gangs)

Legal Reference:

EDUCATION CODE

32282 School safety plans

35183 School dress codes; uniforms

35183.5 Sun-protective clothing

48907 Student exercise of free expression

49066 Grades; effect of physical education class apparel

CODE OF REGULATIONS, TITLE 5

302 Pupils to be neat and clean on entering school

COURT DECISIONS

Marvin H. Jeglin et al v. San Jacinto Unified School District et al, (C.D. Cal. 1993)

827 F.Supp. 1459

Arcadia Unified School District v. California Department of Education, (1992) 2 Cal. 4th 251

Hartzell v. Connell, (1984) 35 Cal. 3d 899

5. Gym shorts may not be worn in classes other than physical education.

6. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

(cf. 3260 - Fees and Charges)

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

(cf. 5121 - Grades/Evaluation of Student Achievement)

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

Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

Regulation MARTINEZ UNIFIED SCHOOL DISTRICT

approved: April 28, 2003 Martinez, California

Comprehensive School Safety Plan

Teachers are responsible for making sure evacuation routes are always posted in their classrooms and need to be prepared to use an alternative route. Evacuation areas are established away from the fire lanes. Maps in classrooms have locations for all fire extinguishers indicated on the map.

All drills are logged by the Office Manager and approved by the principal.

There is one fire drill per month. Earthquake drills are every other month. Shelter in Place (Lock Out) drills are monthly. Lockdown drills are 2-4 times a year.

Safety is discussed in staff meetings, PTA meetings and School Site Council meetings.

(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)

(H) Safe and Orderly School Environment Conducive to Learning

All students and staff at Morello Park Elementary have the right to attend a campus that is safe, secure and peaceful.

Universal Expectations for all areas of the school are created by the MPE staff and posted throughout the school. Explicit behavior instruction is provided through the following: visual media at the beginning of the year, with the principal, modeling in the lunchroom, hand signals in the lunchroom, assigned seating, and student student announcements,. Behavior is consistently reinforced throughout the campus. Consequences are appropriate and fair. Students are counseled by staff, the counselor and the principal to build a universal understanding as to why we follow the rules and the impact it has on others when we don't.

It is the goal of the MPE community to make the school a safe and healthy environment for all students, reduce the referral and suspension rates, increase the attendance rates, and increase student achievement. .

As with most schools, MPE does have incidents of student bullying on campus. In response to the incidents of bullying on our campus MPE has done the following: visual media presentation to students, visual media presentation to parents and on our school website, conflict manager training and an open door policy where students and parents can access the principal. All reported incidents to the principal are followed up on right away. There is also an electronic reporting system accessible on our website. Parents, students, and other stakeholders can report any incidents of bullying or harassment on this site, available twenty-four hours per day.

Our handbook states, "Bullying is not tolerated at Morello Park. Bullying is a negative behavior directed on purpose toward another student. It may be negative physical or verbal actions. Bullying is when this action is done with a hostile intent, when it causes distress to another student, is repeated over time, and when it involves power and aggression. Bullying is a form of aggression and is not accidental; it is intended to harm. It may be done face-to-face, behind someone's back, or even over the internet. Bullying must be reported to a staff member and it will be dealt with by the principal. Progressive disciplinary consequences will be administered. You may be given a referral, be suspended, or lose your school privileges. The MPE school website has an anonymous "bullying" tip line.

Students who engage in acts of any type of bullying are provided consequences appropriate to their behavior and are counseled on appropriate behavior by either a school Counselor or Principal. We work closely with all parties involved. Continued issues can and will result in a referral to the Martinez Police Department, and off campus suspension, and in some cases a recommendation for expulsion from the Martinez Unified School District and all of its programs.

Campus Safety

At MPE, we practice our drills regularly so that in an emergency students and staff are prepared. We enforce our Eagle Code and expect students to be respectful, responsible and safe. Students who are not demonstrating this code, will be addressed in the classroom and/or the Principal's office. Staff was trained in August and continues to be trained throughout the year.

In addition to students, the Principal works to create a safe drop off and pick up area on campus. Multiple reminders are sent home along with alerts when unsafe behaviors have surfaced during these times. Newsletters have included safety reminders with the message that we are always responsible for setting an example to our children and following the drop off and pick up rules are imperative.

(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)

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

We believe:

- * All stakeholders have a responsibility for establishing and maintaining this quality learning environment.
- * Students develop and staff models a sense of community pride and civic responsibility by "Living by the Eagle Code" and being respectful, responsible and safe.

GENERAL BEHAVIORAL POLICY

Morello Park Elementary School has a clearly defined student behavior policy that was developed by parents and staff, and is reviewed and revised each year by stakeholders in our school community. In addition to being clearly posted in all classrooms, the Eagle Code is reviewed in each classroom and classroom rules and incentive systems are created.

Our school behavior policy is as follows:

Discipline will be progressive, with increased consequences as the number of infractions increase. Consequences for breaking school rules may involve one or more of the following actions:

- Rule citation to be signed by parent
- Student reflection letter
- Peer/individual social or behavior group sessions with school counselor- (with parent consent)
- In office monitoring or restricted access during recess
- Parent contact by email/phone
- Parent/Teacher/Student/Counselor/Principal conference
- Exclusion from various school/extracurricular activities
- Placed on behavior contract
- In School Time Out/ Detention/Suspension
- Suspension
- Recommendation for expulsion

FAMILY-SCHOOL COMPACT

We believe that the foundation of student success lies in the close interrelationship between home and school. To develop and promote a supportive and successful climate for all students, we ask that you and your child, along with the Morello Park staff, sign the Family-School Compact and Playground Rules at the beginning of the school year.

TEACHER DISCIPLINE AND TEACHER-ASSIGNED CONSEQUENCES

It is expected that the first level of student discipline will come from the teacher within the classroom. The teacher is responsible for communicating with the parents and working together to find solutions

The typical sequence of consequences for student misbehavior in the classroom could include: clip up clip down, changing cards, name on board, loss of class cash, time out, walk and think, apology letter, child calls home, an email home, etc

The following general rules are expected of all students at all times:

- Students are courteous to others on campus. Good manners are to be used at all times.
- Personal items such as toys, trading cards, ipods, and electronic games, are not to be brought to school. The school does not assume responsibility for lost or stolen items
- Students are not to trade or sell any items.
- Gum and candy are not allowed at school.
- Spitting is only allowed in a trash can or in the toilet.
- Students are to walk in the halls and in the classrooms at all times. Students are to use a quiet voice.
- Restrooms are to be used properly and safely. Unsafe or inappropriate use of the student restrooms may result in a child being required to use only the office restroom. It is expected that students use the restrooms at school as they would at home. Playing, loitering in, vandalizing, or misusing the restrooms is not allowed. Students should flush the toilet and wash their hands. Notify an adult if there is no soap or toilet paper.
- Students are expected to follow the directions of the adult in charge at all times.

Corridors

Students are not to run or meet with groups of friends in the corridors. The corridors of the school are considered "Quiet Zone" areas. For the consideration of all classes that are in session, it is expected that all students, staff members or visitors are quiet when walking in the corridors.

Focus on Character

At Morello, we believe that character is something that we teach and model. We adopted the Character Counts program at Morello that includes the following six traits; trustworthiness, respect, responsibility, fairness, caring and citizenship. Children learn about each trait. Weekly, one person from each class is honored with a certificate and a small prize. We also adopted the Eagle Code. All children are expected to demonstrate excellent character while living by our code, which includes: Being Respectful, Being Responsible and Being Safe.

(J) Hate Crime Reporting Procedures and Policies

The MUSD takes a strong stand in supporting every student's right to a safe and hate free learning environment. Assemblies, small group and one on one instruction are provided to students educating them on the laws of harassment and the consequences of such behavior. All schools in the MUSD have a strict discipline policy with consequences ranging from detention to expulsion for offenders who violate school and district policies.

Martinez USD

Board Policy

Hate-Motivated Behavior

BP 5145.9

Students

In order to create a safe learning environment for all students, the Board of Education desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

(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 and Graffiti)

(cf. 5136 - Gangs)

(cf. 5137 - Positive School Climate)

(cf. 5141.52 - Suicide Prevention)

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

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

(cf. 5145.7 - Sexual Harassment)

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the Coordinator/Principal, Superintendent or designee, and/or law enforcement, as appropriate.

(cf. 3515.3 - District Police/Security Department)

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

As necessary, the district shall provide counseling, guidance, and support to students who are victims of hate-motivated behavior and to students who exhibit such behavior.

(cf. 6164.2 - Guidance/Counseling Services)

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 and 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

Safety Plan Review, Evaluation and Amendment Procedures

All MUSD site comprehensive safety plans will be reviewed, evaluated and amended (if necessary) each school year.

Pursuant to CA Education Code 35294.6(a) Each MUSD school site will have their annual comprehensive school safety plan adopted at a regular meeting of the Board of Trustees held in February of each year. An opportunity for public comment will be made available, prior to the plan's adoption.

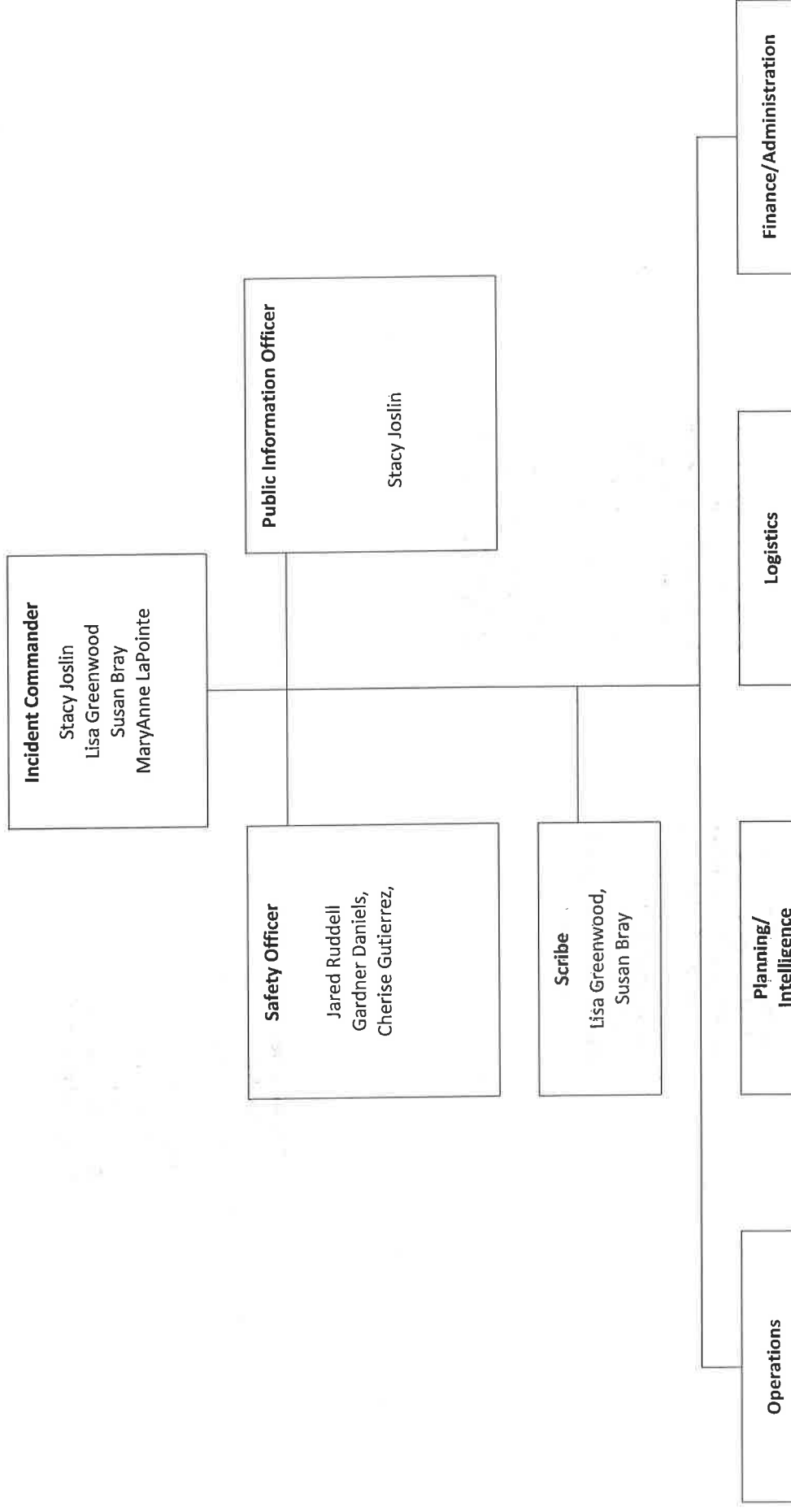
An updated file of all safety plans will be held at the MUSD District Office and are available for public inspection. Documentation of the MUSD Board Meeting where this plan was adopted will be filed along side the plan along with the agenda and the minutes.

Emergency Contact Numbers

Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Martinez Police Department	925-372-3440	911
Local Hospitals	CCC Regional Medical Center	925-370-5000	
Law Enforcement/Fire/Paramedic	CCC Sheriff	925-335-1500	911
Law Enforcement/Fire/Paramedic	CCC Fire District	925-944-3300	911
Public Utilities	Martinez Water	925-375-3575	
Public Utilities	CCC Water	925-688-8044	
Public Utilities	Mt. View Sanitary District	925-228-5635	
Public Utilities	Central Sanitary District	925-689-3890	
Local Hospitals	Kaiser, Martinez	925-372-1000	

Morello Park Elementary School Incident Command System



**Student Release &
Accountability
TeacherB**

Lisa Greenwood and Susan
Bray check all ID and cards for
reunification

Runners Recover students to
take to Reunification area:

Jillian Cureton, Renee Travis,
Kathy Anders, Cindy Courtney,
Gayla Lusk, Maureen
Rumbaugh

REUNIFICATION ROOM:

Amy Benz, Kristi Ellenwood,
Janine Reed, AJ Kaur, Chris
Bown

Incident Commander

Emergency Response Guidelines

Step One: Identify the Type of Emergency

When emergencies occur during school hours, the goal of all school employees is the safety of all students, teachers and staff. This requires planning, preparation and practice to know and implement effective procedures during a crisis. Planning and preparation are essential to ensure that every staff member is familiar with their role in the procedures to be followed and has the tools on hand to accomplish them. Practice ensures employees can calmly and effectively carry out their assigned tasks in an orderly and timely manner.

The emergency plan will detail the procedures to be used during specific crisis situations as well as review the areas of responsibilities for each type of school employee. During an emergency, school employees will remain at school accomplishing their assigned tasks to ensure the safety of all students and personnel until released by the principal, the principal's designated supervisor, or the Incident Commander (when fire fighters or police officers have assumed command of the incident).

It is vital that all staff members remain calm, communicate clearly with the person in charge, and work together to follow the procedures necessary to ensure the safety of all students and personnel.

Each School Site, and the District Office has a team of First Responders called the Incident Command Team. This team is used when the physical, emotional, and/or psychological safety of students and staff is threatened.

Their duties are to:

- Coordinate all functions of site security in the event of a crisis (crowd control, violence, physical plant safety)
- Assist in establishing inner and outer perimeters
- Set up staging area, if necessary
- Provide information, resources and assistance to the Incident Commander
- Attend to the physical and emotional needs of students and staff
- Initiate necessary first aid treatment and triage
- Notify Incident Commander of any injuries
- Assist in controlling access to the school in a crisis
- Assist with student release and accountability by helping to establish and maintain orderly procedures

All MUSD campuses use a Fire Alarm, or a bullhorn (when no electric) to indicate a fire or other evacuation incident.

All MUSD campuses use the campus bell-system, PA system and/or bullhorn to indicate LOCK DOWN and SHELTER-IN-PLACE

If a staff member becomes aware of a crisis, it is very important that this information is communicated with the school office immediately. In an emergency it is important to set up an Incident Command Center to coordinate communication and facilitate implementing emergency procedures and coordination of emergency services. In most cases, the school office will call 911 when emergency services are required. It is important that all details known regarding an emergency are communicated calmly and clearly to the Incident Commander or designee.

- Move away from windows.
- Find shelter behind or under furniture (tables, chairs) if quake, or severe weather
- Stay calm and be patient
- Open the Emergency Backpack

If outdoors enter the closest possible classroom - away from the danger

- If too far from building....(to be determined by school) ie. MJHS lower field can go to DO
 - Wait for school people or police to meet you and give instructions
 - In case of tornado, stay out of vehicles and lie down in a ditch or low depression if possible
- Staff Response:

If indoors or outdoors near room

- Gather students rapidly, and lock door
 - Move away from windows
 - Seek shelter behind or under whatever is available (if necessary)
 - Consider moving students to more interior spaces
 - Take attendance and give the Incident Commander the names of missing and/or extra students
- If outdoors and away from the school

- Escort students to evacuation site...(to be determined by school) ie. MJHS lower field can go to DO
 - Try to take roll
 - Release students only to parents or authorities
 - In case of earthquakes or severe weather, drop to the ground away from buildings, trees and power lines
 - In case of tornadoes, stay out of vehicles and lie down in a ditch or low depression if possible
- LOCKDOWN: Intruder or active shooter on campus. Signal is PA

Student Response:

If indoors or outdoors near room

- Help teacher move furniture to block the door

- One student calls 9-911 from classroom phone
 - One student runs to next room for help
 - One student runs to the office to get help
 - One student calls the office (number on wall by phone)
 - Everyone stay calm and take responsibility
- Staff Response:

Plan ahead for students to make the following responses

- One student calls 9-911
- One student runs to next room for help
- One student runs to the office to get help
- One student calls the office (number on wall by phone)
- Make plans for response if called out of room to attend to the "down teacher" signal

Step Four: Communicate the Appropriate Response Action

After calling 911 but before local emergency (police/fire) personnel arrive the Incident Commander (Principal or Designee) will:

- Set up a command post
- Contact First Responders
- Assign duties, determine the need for resources
- Using a site map, identify location of emergency and staging area
- Notify appropriate School District officials (District Safety Manager, Laura Juanitas and District Safety Coordinator, Marc Hicks)
- Work with Public Information Officer to initiate preparation of a media release and parent letter of explanation for the same day distribution, if possible

If cell phone use has not been prohibited, do your best to control the message

- Remind students that we are prepared for an emergency
 - Explain that the Police and Fire Departments are in charge
 - Ask parents to go to the District website or District social media page for information
- ROLES/EXPECTATIONS OF ADULTS, STUDENTS, AND EMERGENCY RESPONDERS

Adults

- STAY CALM
- Notify emergency services by any available method
- Notify adults who can assist
- Remove/protect students
- Assist students with injuries/immediate needs
- State your expectations to students and subordinates
- Follow instructions from emergency personnel (Firefighters, Police, EMT's)

Students

- STAY CALM AND PATIENT
- Assist adults
- Comply with emergency service providers' instructions

Emergency Personnel

- Take control upon arrival
 - Keep school leaders informed
 - Call for all services needed
 - Allow school leaders to assist with parents and students
- Classroom Management during Emergencies Students will display a range of emotions. Respond by:

- Tell them that you are prepared to take care of them

Types of Emergencies & Specific Procedures

Lockout

Secure the Perimeter

"Lockout is called when there is a threat or hazard outside of the school building.

Students:	Teacher
Return Inside	Bring everyone indoors
Business as usual	Lock perimeter doors
Increase situational awareness	
Business as usual	
Take attendance	

Lockdown

STUDENTS

Move away from sight
Maintain silence
Do not open the door for anyone
Do not open the door
Maintain silence (all cell phones off or silent)
Take attendance

TEACHERS

Lock interior doors
Turn out the lights
Move away from sight

Just because you hear a fire alarm during a lock down does not mean to evacuate. Use your judgment. If you smell smoke or see fire, evacuate.

Remember, run when you can, hide or fight. Adults will use their best judgment. Keep children calm.

Evacuate

STUDENTS

Lead evacuation to location/ Bring phones that you can
Leave your stuff behind
Follow instructions

TEACHERS

Take attendance
Notify if missing, extra or injured students

Shelter

STUDENTS

HAZARD	SAFETY STRATEGY
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground
Fire	Evacuate

TEACHER

Lead safety strategy
Take attendance
Keep children calm

Reunification Plan

Morello Park Elementary Reunification Plan

Procedures, Process and Branding

A controlled release reunification typically occurs because of a crisis or emergency.

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

What if a Parent Can't Pick-up Their Student?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will continue student supervision. The school will encourage parents to have at least 1-2 other parents that they could be officially released to.

Establish a Parent Check-In Location.

"Greeters" direct parents/ guardians to the Parent Check-In location and help them understand the process; FRONT OF OFFICE/ MU

1. Parent Check In and Greeters:

Lisa Greenwood
Susan Bray
Cherise Gutierrez
Catherine Spinner
Mary Anne LaPointe
Francoise Contastin

2. Deliver the students to the student staging area and supervise: MULTI-USE ROOM

Brook Silva
Cora Standefer
Mark Gouviea

Staging Area Staff:

Kelly Halstead
Suzanne Renaghan

3. Parents/ Guardians complete Reunification Cards and ID is verified.

Lisa Greenwood and Susan Bray

4. Runner recovers student from the student staging areas

Kathy Anders	Cindy Courtney
Renee Travis	Gayla Lusk
Jillian Cureton	Maureen Rumbaugh

5. Student and Parent are reunited in the Reunification Area: F1/F2

Amy Benz AJ Kaur
Kristi Ellenwood Chris Bown
Janine Reed

Setup Procedures for Parent Check-In

Establish a visible Parent Check in Area in front of the office/ MUR
Check-In table is deployed
Student Demographic Card/ Binders are deployed at Check-In table

6. Student Area; Classes will be organized on the playground in buddy groups or in the MU. Teacher will be monitoring all students.

Catherine Alber Caitlin Raymond

Emergency Evacuation Map

