



Comprehensive School Safety Plan

2018-2019

School Name: Bracher Elementary School
CDS Code: 43-69674-6048805
District: Santa Clara Unified School District
Address: 2700 Chromite Drive
Santa Clara CA, 95051
Date of Public Meeting February 27, 2019
Date of Adoption March 26, 2019

Approved by: School Site Council
(Enter Name of School Site Council OR Safety Committee)

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Comprehensive School Safety Plan Purpose

Bracher Elementary School is a community where...

1. Teaching and Learning occurs in an engaging, empowering, collaborative manner where success are celebrated.
2. Staff and students are positive, caring and have high expectations.
3. All members work in partnership with the belief that every child can learn.

The California Education Code (sections 32280-32289) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

Our School Site Council and/or Safety Committee developed our safety goals and the plan after reviewing the following components:

- Law Enforcement Fire Review of Hazards and Threats
- Situational Emergencies
- Tactical Response Procedures
- Evacuation Maps of our campus

Assessment of school crime committed on school campuses and at school-related functions

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year.

A copy of the Comprehensive School Safety Plan is available for review at School and District Safety Department.

Components of the Comprehensive School Safety Plan (EC 32281)

School Site Council Membership

California Education Code describes the required composition of the School Site Council (SSC). The SSC shall be composed of the principal and representatives of: teachers selected by teachers at the school; other school personnel selected by other school personnel at the school; parents of pupils attending the school selected by such parents; and, in secondary schools, pupils selected by pupils attending the school. The current make-up of the SSC is as follows:

Name of Members	Principal	Classroom Teacher	Other School Staff	Parent or Community Member	Secondary Students
				X	
Angela Sempek		X			
Wayne Leach	X				
Richard Alvarado				X	

Zheng Tu		X		X	
Sharon Goodson				X	
Jenny Petros		X			
Carol Allegretti		X			
David Gish			X		
Katherine Fan				X	
Numbers of members of each category:	1	3	1	5	

At elementary schools, the school site council must be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel, and (b) parents of students attending the school or other community members. Classroom teachers must comprise a majority of persons represented under section (a). At secondary schools there must be, in addition, equal numbers of parents or other community members selected by parents, and students. Members must be selected by their peer group.

CONSULTATION WITH LAW ENFORCEMENT AND FIRE DEPARTMENT REPRESENTATIVES [EC 32281(b)(3)]

1. Wayne Leach
2. Angela Sempek
3. Richard Alvarado
4. David Gish
5. Kathryn Fan

SAFETY DRILLS AT OUR SCHOOL (EC 32282(a)[2B])

Fire Drills, [REDACTED] Earthquake Drills [REDACTED]

SAFETY TRAINING AT OUR SCHOOL (EC 32282(a)[2B])

Safety Training going over shuts-off and evacuations plans [REDACTED], RHD [REDACTED], SCPD parent education on cyber security 1/18/19

Assessment of School Safety

- Data Sources:
- California Health Kids Survey
- Suspensions
- Expulsions
- Local Crime data
- SWIS Data
- Parent input from safety sub committee and PTA/Principal Coffee
- Staff input

Conclusions from Data:

Our school is located in a fairly safe neighborhood that has changing demographics.
Attendance data shows Bracher has over a 96% daily average attendance rate
SWIS data shows most BTTs are completed by teachers for disrespect/defiance in classrooms
While suspensions and expulsions increased, less than 2% of student population was suspended or put up for expulsion.
Tier supports are implemented and 92% of students reported knowing ROAR expectations.

Conclusions from Parent, Teacher and Student Input:

Students report enjoying school and feeling safe at school.
Staff reports that school climate is good. PBIS works in most grade levels.

Other:

Santa Clara police recommended to have clear camera sight lines, changing the curb color for the back parking area, and flashing street signs with the speed limit.

SCPD suggests we have student and parent training around safe use of technology, including phones and apps.

List Data Sources Reviewed and How the Data Determined the Goals:

Surveys

Focus Groups

Student Discipline

Attendance Logs

Data review of suspensions and expulsions

Healthy Kids Survey

Santa Clara Crime Statistics

Parent, teacher and student responses

Based on the information collected and reviewed, new goals were developed for the 2018-2019 school year.

Areas of Pride and Strength (include school programs and practices that promote a positive learning environment):

High expectations from teachers

PLC work - teachers collaborating to assess and support student learning

MTSS-B/PBIS program - check in/check out, ROAR (respectful, outstanding attitude, always safe, responsible)

DARE program - no reported drug use

YMCA/Extended Care - safe after-school programs to support students

PTA - STEM night, lego night, multicultural day, school mural, Bracher Bop, book fair, movie night, Choir/Music, Classroom Art Program

Areas we wish to Change:

I. Fencing, access to campus and lighting to keep students safe and prevent strangers from walking on campus. Secure the perimeter to ensure all visitors check in with the front office. Single point of entry needed.

II. Review traffic safety and access to parking lots. Monitor drop-off and pick-up for possible changes. Review access to back parking lot off Bowers. Monitor increasing traffic on South/Chromite Dr and work with city to improve traffic flow around Bracher.

III. Gates should have crash bars or all staff should have keys to access gate padlocks.

IV. Monitor social emotional well being of students and add additional counseling or other supports for our students in need or crises.

Strategies and Programs to Provide and Maintain a High Level of Safety [EC 32282(a)(2)] A Safe and Orderly School Environment Conducive to Learning [EC 32282(a)(2)(H)]

Component:

Component I: Facilities Upgrades

Element:

Goal #1:

Opportunity for Improvement:

SSC and principal tracked progress to goals and reported out to staff and community.

Communication between district and site is improving and repairs and replacement to facilities has improved.

Repairs were made to children's center classrooms.

Gate with crash bar was installed in back. Additional roll gates needed for front of school.

Cameras were installed -- 13 additional -- 2 are not working currently.

Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>By August of 2019, have the district patch holes on fencing, repair broken fence, change gates to push out bars so students can get out in an emergency. Investigate increasing height of fence in back parking lot and around school to 6 feet. Add roll gates in front and back parking lots to control access. Add or move loudspeaker to K play area so it can be heard on side students are playing -- play structure and turf side of building.</p>	<p>1.0 Work with bonds and facilities to increase height of fencing. 2.0 Add roll gates to front and back gates. Repair fencing along Chormite/South Ave 3.0 Work with facilities to repair back fencing by dirt that is pushed out. 4. Ask district to have Sound and Signal move or bring in a new speaker to the play structure side of the building so students and staff can hear all call announcements.</p>	<p>District Office support – bonds/facilities Outside organizations</p>	<p>School Site Council School Principal SSC subcommittee on safety Principal</p>	<p>Anecdotal evidence Staff monitoring Review of survey data Work completion logs</p>

Component:

Component II: Social and Emotional Well being PBIS and Wellness goals

Element:

Goal #1: Support students, staff and parents with additions counseling to meet the needs of our Bracher families.

Opportunity for Improvement:

How was the previous plan monitored?

Principal and Wellness Team tracked the progress of the plan over the course of the year. Lesson plans and site training offered to new staff and yard duty staff.

What progress was made on Component 2? Tier I is completely in place and adopted by all staff members. Tier 2 supports for check in check out are in place. Additional tier 2 supports are still needed and being investigated. Reverse referral document created.

Behavior team and wellness team is increasing the work with students with major difficulties and identifying potential supports for these students

Screening tool is needed, and training in tool needs to be given. Teachers were trained in recognizing students in trauma and how to approach them to talk as well and talking with families.

Updated monitoring tools have been created. More collaboration between counseling staff and teachers would benefit students as we link academics to behavioral supports.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Investigate hiring or adding additional staff to support student wellness needs. Especially for students in trauma or having behavior issues at school needing counseling. Provide support for parents and families of students needing support at home or school.	<p>1.0 Work with district staff to hire additional counseling time. Possibly add more MFT FTE time to Bracher.</p> <p>2.0 All staff will receive screening tools to help identified students who need support.</p> <p>3.0 Staff will be trained in recognizing students in trauma and how to talk with students and parents.</p> <p>4.0 Documents will be created and data will be used to make decisions on which students need to be served. Data will be monitored on effectiveness of interventions and if students needs to continue receiving support or moved to monitoring.</p>	<p>Leadership Team</p> <p>Wellness Team</p> <p>Wellness Lead (MFT)</p> <p>Counseling Intern</p> <p>District PBIS Staff</p> <p>Kognito Training</p> <p>Erin's Law Training</p>	<p>Principal</p> <p>SSC</p> <p>Wellness Team</p> <p>Wellness Lead (MFT)</p> <p>Site Leadership Team</p> <p>Behavior Team</p>	<p>Anecdotal evidence</p> <p>Wellness Committee data analysis</p> <p>Review of staff survey data</p> <p>Data collection documents</p> <p>SWIS</p> <p>Counseling logs reviewed by Site Leadership Team</p> <p>Staff training monitored by principal and Wellness/Leadership Team</p> <p>Evaluation of Screening tool and effectiveness of the tools</p> <p>Review of referral records</p>

Component:

Element:

Opportunity for Improvement:

Objectives	Action Steps	Resources	Lead Person	Evaluation

Component:

Element:

Opportunity for Improvement:

Objectives	Action Steps	Resources	Lead Person	Evaluation

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Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)

CHILD ABUSE REPORTING PROCEDURES – SCUSD ADMINISTRATIVE REGULATION 5141.4

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; athletic coaches, administrators, and directors; administrators and employees of a licensed child day care facility; Head Start teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7) All SCUSD employees are required to complete online training each year, specific to Child Abuse Reporting and Mandated Reporters. Training includes various scenarios on child abuse, updated legislation, and requires all employees to pass a quiz at the end of the training. (SCUSD Child Abuse and Prevention Reporting BP 5141.4)

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

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

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

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

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

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

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

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

REPORTING PROCEDURES – TELEPHONE REPORTS

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)

Santa Clara County Social Services

408-755-7100 (8:00 a.m.-5:00 p.m.)

408-299-2071 Central County (24 hour Hotline)

408-683-0601 South County (24 hour Hotline)

650-493-1186 North County (24 hour Hotline)

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

REPORTING PROCEDURES – WRITTEN REPORT

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

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

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

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

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

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

REPORTING PROCEDURE – INTERNAL REPORTING

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

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

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

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

In addition, at least once every three years, school personnel may receive training in the prevention of child abuse, including sexual abuse, on school grounds, by school personnel, or in school-sponsored programs. (Education Code 44691)

PARENT/GUARDIAN COMPLAINTS

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

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters. (cf. 1312.1 - Complaints Concerning District Employees)

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

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

District Disaster Plan (See Appendix for Emergency-Specific Response Plans)

General Information

California Government Code Section 3100

ALL public employees are hereby declared to be disaster service workers subject to such disaster activities as may be assigned to them by their superior or by law.

This section means that in a major disaster, teachers, administrators, school site personnel, and district office personnel have important roles in assuring the safety of our students.

Authority:

In the absence of orders from the Superintendent or his designee, each school principal is authorized and directed to implement the action necessary to save lives, mitigate the effects of the disaster and to insure the welfare of the students.

Responsibility:

A well prepared and tested plan for prompt and positive protective actions will minimize injuries and loss of life in a major disaster. Our school has developed an Emergency Response Plan, in alignment with disaster preparedness policies in the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). Procedures are established in the event of a fire, earthquake, airborne contaminant, or any potential threat requiring a lockdown, shelter-in-place incident. Following Education Code policies for earthquake emergency procedures, as well as ensuring ADA compliance for our students and staff with disabilities, our students and staff have participated in a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during an incident response. A more detailed outline of our Emergency Response Plan is available upon request at the district office, or in the principal's office at our school. See also SCUSD Emergencies and Disaster Preparedness Plan BPs/ARs 3516, 3516.3.

Public Agency Use of School Buildings for Emergency Shelters

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

Emergency Response Guidelines

Step One: Identify the Type of Emergency

Danger To Life

Danger To Health

Danger To Environment

Step Two: Identify the Level of Emergency

Level One Emergency: A localized emergency, which school personnel can handle by following the procedures in their own emergency plan. Examples – power outage or minor earthquake.

Level Two Emergency: A moderate to severe emergency, somewhat beyond the school district response capability, which may require mutual aid assistance from the fire department, police, etc. Examples – fire or severe earthquake with injuries and/or structural damage.

Level Three Emergency: A major disaster, clearly beyond the response capability of school personnel, where large amounts of mutual aid assistance will be required, recovery time will be extensive, and the response time from major supportive agencies may be seriously delayed.

Step Three: Determine the Immediate Response Action

Emergency Announcements

In an emergency, an announcement or alarm will be made to alert Staff and Students of the type of emergency so that they may take the appropriate action per the Safe Schools Plan.

Fire is a good example where an alarm is used. It is standard throughout the district and is easily recognized by all personnel.

In other types of emergencies a verbal announcement over the public address system may be the most effective warning that we have. It can initiate action faster than an announcement following a bell signal.

When a verbal announcement is made it should be concise, to the point and easily understood. It is an emergency; it is important that people respond quickly and take the appropriate action.

It is recommended that verbal announcements are given using the following format:

In an ACTUAL emergency

Part 1: "Attention all personnel." "Attention all personnel."

Part 2: "This is not a drill." "This is not a drill."

Part 3: The type of event: Evacuation, Lockdown, etc. (Repeat twice)

Part 4: Any additional information that you feel is appropriate or helpful.

For an emergency drill

Simply Change Part 2: "This is a drill." "This is a drill."

Exception to Normal School Response

DOES NOT APPLY TO LOCK DOWN.

WHEN AN EMERGENCY IS:

Before School: Report to the evacuation area [REDACTED]

After School: Report to the evacuation area [REDACTED]

During Lunch: Report to the evacuation area [REDACTED]

If necessary, engage ICS - Chain of Command - Emergency Operations Plan (EOP)

Step Four: Communicate the Appropriate Response Action

If the emergency or threat is immediate, call 911. When able, the school administration or secretary shall call and make contact with the Superintendent's Office, School Safety Support, and the Public Information Officer as needed. Support will be provided by the district office staff on next steps, as well as informing the community.

Types of Emergencies & Specific Procedures

AIRCRAFT CRASH

Aircraft incidents could include items falling from passing aircraft or entire aircraft crashing onto or near the school property. Falling debris or aircraft may cause injuries or structural damage. In addition, there is a risk of explosion and or fire resulting from spilled fuel or cargo. Fumes from such a combustion may be harmful, particularly to those with respiratory ailments. Incidents involving planes fall under the jurisdiction of the first responders who serve the city, not airport security. In the event of an aircraft emergency, call 911.

AIRCRAFT CRASHES INTO THE SCHOOL

STAFF

1. Notify Principal.
2. Move students away from immediate vicinity of the crash.
3. Evacuate students from the building using primary and/or alternate fire routes to a safe assembly area away from the crash scene.
4. Take attendance at the assembly area.
5. Report missing students to the Principal and emergency response personnel.
6. Maintain control of the students a safe distance from the crash site.
7. Care for the injured, if any.
8. Escort students back to the to the school site when emergency response officials have determined it is safe to return to the building.

PRINCIPAL

1. Notify police and fire department (call 911).
2. Determine immediate response procedures, which may include Evacuation.
3. Notify District Office.
4. Arrange for first aid treatment and removal of injured occupants from building.
5. Secure area to prevent unauthorized access until the Fire Department arrives. Ensure that students and staff remain at a safe distance from the crash.
7. Account for all building occupants and determine extent of injuries.
8. Do not re-enter building until the authorities provide clearance to do so.

AIRCRAFT CRASHES NEAR SCHOOL

STAFF

1. Notify Principal.
2. Move students away from immediate vicinity of the crash.
3. Remain inside with students unless subsequent explosions or fire endanger the building.

PRINCIPAL

1. Notify police and fire department (call 911).
2. Initiate Shelter In Place, if warranted.
3. Ensure that students and staff remain at a safe distance from the crash.
5. Notify District Office.
6. Fire department officials will secure area to prevent unauthorized access. Do not enter affected areas until the appropriate authorities provide clearance to do so.

ANIMAL DISTURBANCE

If there is a rabid or uncontrollable animal on campus, follow these procedures to provide safety for students and/or staff. Panic can be one of the greatest dangers.

Remain calm, size up the situation and then take action.

1. Contact the school office.

2. The school office will call the animal control group appropriate to their city.

Santa Clara, Cupertino, San Jose and Alviso call:
Santa Clara County Animal Care & Control 408-201-0660
Sunnyvale call:
City of Sunnyvale Animal Control 408-730-7178

3. Keep students in classrooms.

4. Close all doors.

5. All students outside of the building are to be quietly and cautiously led back into the building.

BIOLOGICAL OR CHEMICAL RELEASE

This is an incident involving the discharge of a biological substance in a solid, liquid or gaseous state. Such incidents may include the release of radioactive materials. Defense against biological release is difficult because symptoms usually appear after some time has lapsed. Indicators that may suggest the release of a biological or chemical substance include multiple victims suffering from: watery eyes, choking or breathing difficulty, twitching or the loss of coordination. Another indicator is the presence of distressed animals or dead birds. Determine which scenario applies and implement the appropriate response procedures. A biological agent can be introduced through:

- postal mail, via a contaminated letter or package
- a building's ventilation system
- a small explosive device to help it become airborne
- a contaminated item such as a backpack, book bag, or other parcel left unattended
- the food supply
- aerosol release

PRINCIPAL

1. Initiate Shelter In Place.

2. Order the shut off HVAC units.

3. Move to central location where windows and doors can be sealed with duct tape.

4. Call 911.

5. Notify District Office of the situation.

6. Turn on a battery-powered commercial radio and listen for instructions.

7. Remain inside the building until the Department of Health or Fire Department determines it is safe to leave.

9. Arrange for psychological counseling for students and staff.

STAFF

1. Notify principal.

2. Move students away from immediate vicinity of danger.

3. Segregate individuals who have been topically contaminated by a liquid from unaffected individuals.

4. Follow standard student assembly, accounting and reporting procedures.

THOSE WHO HAVE DIRECT CONTACT WITH BIOLOGICAL AGENT

1. Refer to the Safety Data Sheets (SDS) for appropriate treatment until Fire arrives. An SDS includes information such as the properties of each chemical; the physical, health, and environmental health hazards; protective measures; and safety precautions for handling, storing, and transporting the chemical. The SDS also provides guidance for each specific chemical on things such as: Personal Protective Equipment (PPE) First aid procedures Spill clean-up procedures Lab Safety Standard (1910.1450) both require that SDSs be readily accessible to employees when they are in their work area(s). Laboratories, facilities or shops that use chemicals must obtain an SDS that is specific to each chemical used in the workplace.

2. Immediately remove and contain contaminated clothing.

3. Do not use bleach on potentially exposed skins.

4. Remain in safe, but separate area, isolated from those who are unaffected, until emergency response personnel arrive.

BOMB THREAT/ THREAT OF VIOLENCE

In the event the school receives a bomb threat by telephone, keep the caller on the telephone as long as possible and listen carefully to all information the caller provides. Make a note of any voice characteristics, accents, or background noises.

PERSON RECEIVING THREAT BY TELEPHONE

1. Listen. Do not interrupt caller.

2. Keep the caller on the line with statements such as "I am sorry, I did not understand you. What did you say?"

3. Alert someone to notify 911.

4. Notify site administrator immediately after completing the call.

5. Write down everything you can remember about the call.

PERSON RECEIVING THREAT BY MAIL

1. Note the manner in which the threat was delivered, where it was found and who found it.

2. Limit handling of item by immediately placing it in an envelope so that fingerprints may be detected. Written threats should be turned over to law enforcement.

3. Caution students against picking up or touching any strange objects or packages.

4. Notify principal or site administrator.

PRINCIPAL

1. Call 911.

2. If the caller is still on the phone, contact the phone company to trace the call. Tell the telephone operator the name of school, name of caller, phone number on which the bomb threat came in. This must be done quickly since the call cannot be traced once the caller has hung up.

3. Instruct staff and students to turn off any cellular phones or two-way radios. Do not use those devices during this threat since explosive devices can be triggered by radio frequencies.

4. Determine whether to evacuate the threatened building and adjoining buildings. If the suspected bomb is in a corridor, modify evacuation routes to bypass the corridor.

5. Use the intercom, personal notification by designated persons, or the PA system to evacuate the threatened rooms.

6. If it is necessary to evacuate the entire school, use the fire alarm.

7. Notify the District Office of the situation.

8. Do not return to the school building until it has been inspected and determined safe by proper authorities.

9. Avoid publicizing the threat any more than necessary.

STAFF

1. Evacuate students as quickly as possible, using primary or alternate routes.

2. Upon arrival at the designated safe site, take attendance. Notify the principal of any missing students.

3. Do not return to the building until emergency response officials determine it is safe.

BUS DISASTER

<http://gamutonline.net/district/santaclarausd/DisplayPolicy/853428/3>

Bus drivers may need to make spontaneous, independent decisions, based on the nature of the emergency, age of children, location of bus and other unique circumstances. Students transported in a school bus or in a student activity bus shall be under the authority of, and responsible directly to, the driver of the bus. (SCUSD AR 3543 - Transportation Safety And Emergencies, cf. 3540 - Transportation)

A bus driver shall have the authority to discontinue the operation of a school bus whenever he/she determines that it is unsafe to continue. (cf. 3516.5 - Emergency Schedules)

BUS DRIVER

1. Turn off power, ignition and headlights. Use safety lights, as appropriate.
2. Evaluate the need for evacuation.
3. Remain with the vehicle. Notify California Highway Patrol.

STAFF ACTIONS AT THE SCENE

1. Call 911, if warranted.
2. Notify principal.
3. Implement basic first aid until emergency medical services and/or law enforcement arrives and takes charge of the emergency.
4. Move all uninjured students to a safe distance from the accident.
5. Document the names of all injured students and their first aid needs.

PRINCIPAL

1. Notify law enforcement.
2. Notify the District Office.
3. Notify parents/guardians of all students on the bus as soon as accurate information is available.
4. Designate a school staff representative to proceed to any medical treatment facility to which an injured student has been taken to assist parents and provide support to students, as appropriate.

EARTHQUAKE - BUS DRIVER

1. Issue Duck, Cover and Hold instruction.
2. Stop bus away from power lines, bridges, overpasses, buildings, possible landslide conditions, overhanging trees or other dangerous situations.
3. Set brake, turn off ignition and wait for shaking to stop.
4. Check for injuries and provide first aid, as appropriate.
5. Contact the school administrator and bus dispatch to report location and condition of students and the bus.
6. Do not attempt to cross bridges, overpasses or tunnels that may have been damaged.
7. If instructed, continue route.
8. Remain with students until further instructions are received from District Office.
9. Account for all students and staff throughout the emergency.

DISORDERLY CONDUCT

IRRATIONAL BEHAVIOR

A risk to the life and safety of students and staff may exist if there is a serious display of disordered thought or behavior. Possible symptoms include: hallucinations, extreme paranoia, impaired judgment that may lead to unsafe decision-making and dangerous behavior (to self or others), incoherent or disjointed speech and self-injurious behavior such as: hitting head, cutting self. Attempts should be made to use de-escalation strategies, calming techniques (e.g., deep breathing). br/>

Law enforcement will respond to almost every emergency at a school site. In many cases this is to provide assistance to school personnel and other agencies.

In other cases Law Enforcement will be responding to a CRIME IN PROGRESS where life and property is threatened. When this occurs, the following are important considerations:

When you call 911 it is important for the caller to remain calm and provide as much information as possible. **STAY ON THE LINE** as long as you safely can or until directed by the dispatcher.

Accurate information is very important to the responding officers. Please try to provide the 911 operator with the following information:

The type of emergency.

Number and type of Suspects.

Is medical aid needed?

The location on the campus of the suspects and anyone injured.

Is the act still in progress (i.e. yelling, threatening behavior).

Based on the location of the threat, what is the best access point to the school site for the responding officers?

Who will meet the officers when they arrive?

Any other information that may be of assistance to the officers.

Have others provide updated information whenever possible, relay this information to the officers or the dispatcher/call taker.

REMAIN CALM AND TAKE ACTION TO PROTECT YOURSELF AND OTHERS UNTIL THE SITUATION IS RESOLVED.

EARTHQUAKE

Earthquakes strike without warning. Fire alarms or sprinkler systems may be activated by the shaking. The effect of an earthquake from one building to another will vary. The major shock is usually followed by numerous aftershocks, which may last for weeks. The major threat of injury during an earthquake is from falling objects, glass shards and debris. Many injuries are sustained while entering or leaving buildings. Therefore, it is important to quickly move away from windows, free-standing partitions and shelves and take the best available cover under a sturdy desk or table, in a doorway or against an inside wall. All other actions must wait until the shaking stops. If persons are protected from falling objects, the rolling motion of the earth may be frightening but not necessarily dangerous.

PRINCIPAL

1. Direct inspection and assessment of school buildings. Report building damage and suspected breaks in utility lines or pipes to fire department responders.
2. Send search and rescue team to look for trapped students and staff.
3. Post guards a safe distance away from building entrances to assure no one re-enters.
4. Notify District Office of school and personnel status.
5. Do NOT re-enter building until it is determined to be safe by appropriate facilities inspector.
6. Determine whether to close school. If school must be closed, notify staff members, students and parents.

INSIDE BUILDING - STAFF

1. Give Drop, Cover and Hold command. Instruct students to move away from windows, bookshelves and heavy suspended light fixtures. Get under table or other sturdy furniture with back to windows.
2. Check for injuries, and render First Aid.
3. After shaking stops, evacuate building; bring emergency bag. Avoid evacuation routes with heavy architectural ornaments over the entrances. Warn students to avoid touching electrical wires and keep a safe distance from any downed power lines.
4. Check attendance at the assembly area. Report any missing students to principal.
5. Stay alert for aftershocks
6. Do not re-enter building until it is determined to be safe.

OUTSIDE BUILDING - STAFF

1. Move students away from buildings, trees, overhead wires, and poles. Drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes and cover ears with forearms. Maintain position until shaking stops.
2. After shaking stops, check for injuries, and render first aid.
3. Check attendance. Report any missing students to principal.
4. Stay alert for aftershocks.
5. Keep a safe distance from any downed power lines
6. Do not re-enter building until it is determined to be safe.
7. Follow instructions of principal.

DURING NON-SCHOOL HOURS - PRINCIPAL

1. Inspect school buildings with Maintenance/Building and Grounds Manager to assess damage and determine corrective actions.
2. Confer with District Superintendent if damage is apparent to determine the advisability of closing the school.
3. Notify fire department and utility company of suspected breaks in utility lines or pipes.
4. If school must be closed, notify staff members, students and parents.

EXPLOSION OR RISK OF EXPLOSION

Emergency response will depend on the type of explosion (smoke bomb, chemical lab incident, etc.) and proximity to the school. All students should be kept away from the explosion and under supervision.

PRINCIPAL

1. Determine whether site evacuation should be implemented.
2. If so, sound fire alarm. This will automatically implement action to evacuate the building. Evacuation may be warranted in some buildings but others may be used for Shelter in Place.
3. Notify Fire Department (call 911). Provide school name, address, exact location within the building, your name and phone number and nature of the emergency.
4. Secure area to prevent unauthorized access until the Fire Department arrives.
5. Advise the District Office of school status.
6. Notify emergency response personnel of any missing students.
7. Determine if Student Release should be implemented. If so, notify staff, students and parents.
8. If damage requires the school to be closed, notify parents and staff of school status and alternate site for classroom instruction.
9. Do not return to the school building until it has been inspected and determined safe by proper authorities.

STAFF

1. Initiate Drop, Cover and Hold.
2. If explosion occurred inside the school building, evacuate to outdoor assembly area. Keep students and staff at a safe distance from the building(s) and away from fire-fighting equipment.
3. Upon arrival at assembly area, check attendance. Report status to site administrator immediately.
4. Render first aid as necessary.
5. Do not return to the building until the emergency response personnel determine it is safe to do so.
6. If explosion occurred in the surrounding area, initiate Shelter in Place. Keep students at a safe distance from site of the explosion.

FIRE

Fire in Surrounding Area

A fire in an adjoining area can threaten the school building and endanger the students and staff. Response actions are determined by location and size of the fire, its proximity to the school and the likelihood it may endanger the school community.

PRINCIPAL

1. Determine if evacuation of school site is necessary.
2. Contact local fire department (call 911) to determine the correct action for your school site.
3. If necessary, begin evacuation of school site to previously identified safe site using school evacuation plan.
4. Direct inspection of premises to assure that all students and personnel have left the building.
5. Do not return to the building until it has been inspected and determined safe by proper authorities.
6. If evacuation is not necessary, confer with the District Office to determine air quality and if there is a need to stay indoors.

STAFF

1. If students are to be evacuated, take attendance to be sure all students are present before leaving the building.
2. Stay calm. Maintain control of the students a safe distance from the fire and fire-fighting equipment.
3. Take attendance at the assembly area. Report any missing students to the principal and emergency response personnel.
4. Remain with students until the building has been inspected and it has been determined safe to return to.

Fire on School Grounds

Should any fire endanger the students or staff, it is important to act quickly and decisively to prevent injuries and contain the spread of the fire. All doors leading to the fire should be closed. Do not re-enter the area for belongings. If the area is full of smoke, students and employees should be instructed to crawl along the floor, close to walls, which will make breathing easier and provide direction. Before opening any door, place a hand an inch from the door near the top to see if it is hot. Be prepared to close the door quickly at the first sign of fire. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Fire Department.

PRINCIPAL

1. Sound the fire alarm to implement evacuation of the building.
2. Immediately evacuate the school using the primary or alternate fire routes.
3. Notify the Fire Department (call 911).
4. Direct teachers to take attendance to be sure all students and personnel have left the building.
5. Ensure that access roads are kept open for emergency vehicles.
6. Notify District Office of the situation.
7. Do not allow staff and students to return to the building until the Fire Department declares it is safe to do so.

STAFF

1. Evacuate students from the building using primary or alternate fire routes. Take emergency bag.
2. Take attendance. Report missing students to the Principal and emergency response personnel.
3. Maintain supervision of students until the Fire Department determines it is safe to return to the school building.

FLOODING

Flooding could threaten the safety of students and staff whenever storm water or other sources of water threaten to inundate school grounds or buildings. Flooding may occur if a water pipe breaks or prolonged rainfall causes urban streams to rise. Flooding may also occur as a result of damage to water distribution systems such as failure of a dam or levee. If weather-related, an alert message will be broadcast over the weather radio station.

PRINCIPAL

1. Work with the District Office to determine if an evacuation is required.
2. Notify local police department of intent to evacuate, the location of the evacuation site and the route to be taken to that site.
3. Take attendance to ensure all students have been evacuated.
4. Post a notice on the office door stating where the school has relocated.
5. Monitor AM radio weather station for flood information.
6. Notify District Superintendent of school status and action taken.
7. Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.

STAFF

1. If warranted, evacuate students using evacuation plan. Take the class roster, emergency backpack and any personal items.
2. Take attendance before leaving the campus.
3. Remain with students throughout the evacuation process.
4. Upon arrival at the safe site, take attendance. Report any missing students to principal and emergency response personnel.
5. Do not return to school building until it has been inspected and determined safe by property authorities.

LOSS OR FAILURE OF UTILITIES

Failure of any of the utilities (electricity, gas, water) during school hours constitutes a condition that must be dealt with on a situational basis. Advance notice may be received from a utility company regarding loss of service. In many cases, such loss of service will be of short duration and require no special action other than notifying staff of the temporary interruption of service.

PRINCIPAL

1. Notify District Office.
2. If directed by the District Office, notify utility company. Provide the following information:
 - Affected areas of the school site
 - Type of problem or outage
3. Determine length of time service will be interrupted.
4. Determine desired action, which may include relocation of students and staff, notification of parents, and alternate food service.
4. If disruption will severely hamper school operations, notify students and staff by appropriate means.
5. Use messengers with oral or written word as an alternate means of faculty notification.
6. Implement plan to provide services without utilities or with alternate utilities.

MOTOR VEHICLE CRASH

A motor vehicle crash may result in a fuel or chemical spill on school property. If the crash results in a utility interruption, refer to the section on Utility Failure.

PRINCIPAL

1. Call 911.
2. Determine immediate response procedures, which may include evacuation.
3. Arrange for first aid treatment and removal of injured occupants from building.
4. Secure area to prevent unauthorized access until the public safety officials arrive.
5. Ensure students and staff remain at a safe distance from the crash.
6. Account for all building occupants and determine extent of injuries.
7. Notify District Office.

STAFF

1. Notify Principal.
2. Move students away from immediate vicinity of the crash.
3. If given the evacuation signal, evacuate students to a safe assembly area away from the crash scene.
4. Maintain control of the students a safe distance from the crash site.
5. Take attendance.
6. Care for the injured, if any.
7. Escort students back to the to the school site when emergency response officials have determined it is safe.

PSYCHOLOGICAL TRAUMA

DEATH OF A STUDENT

A student's death may be the result of a suicide, homicide, car accident, illness or other causes. It may have a profound effect on the school and may be one of the most difficult situations an administrator will face. A communications strategy developed in advance of such tragedy will help the administrator know what to say to the student's family and the school community.

PRINCIPAL

1. Verify the death.
2. Obtain information about the funeral/memorial service; respect wishes.
3. Protect the privacy of the family; the school neither gives nor confirms information to the media or others without consent.
4. If the death occurred in the evening or weekend, implement the staff phone tree so that teachers and staff members are informed about the occurrence.
5. Notify teachers prior to notification of students.

6. Meet with Wellness Team as soon as possible so that everyone understands the response plan.
7. Determine whether additional resources are needed and make appropriate requests.
8. Schedule a staff meeting as soon as possible to share the details that are known, review procedures for the day and discuss the notification of students, availability of support services and the referral process for students and staff who want or need counseling support and assistance.
9. Develop a plan for notifying other students and sharing information about availability of support services. Do not use the public address system.
10. Go to each of the student's classes and notify his/her classmates in person.
11. Prepare a parent / guardian information letter and distribute it to students at the end of the day.
12. Contact parents of those students who are affected by the crisis to determine appropriate support needed after leaving school. Offer assistance to parents of impacted students. If necessary, designate areas for crisis team/community resource persons to meet with affected students.
13. Make arrangements with the family to remove the student's personal belongings from the school.
14. Meet with your staff/crisis team to evaluate the response and determine what additional resources might be needed. Thank all those who assisted.

STAFF

1. Allow students who wish to meet in counseling office or other appropriate place to do so.
2. Encourage students to report any other students who might need assistance.
3. Arrange with counselor to individually escort each student to the counseling support site.

DEATH OF A STAFF MEMBER

PRINCIPAL

1. Verify the death.
2. Protect the privacy of the family; the school neither gives nor confirms information to the media or others without consent.
3. If the death occurred in the evening or weekend, implement the staff phone tree so that teachers and staff members are informed about the occurrence. Notify teachers prior to notification of students.
4. Contact the decedent's family to offer condolence and support. Obtain information about the funeral/memorial service. Respect the wishes of the family.
5. Meet with Wellness Team as soon as possible so that everyone understands the response plan.
6. Determine whether additional resources are needed and make appropriate requests.
7. Develop a plan for notifying students and sharing information about availability of support services. Do not use the public address system.
8. Schedule a staff meeting as soon as possible to share the details that are known, review procedures for the day and discuss the notification of students, availability of support services and the referral process for staff who want or need support and assistance.
9. Facilitate classroom and small group discussions for students.
10. Prepare a parent/guardian information letter and distribute it to students at the end of the day.
11. Determine who from the decedent's family will secure the personal belongs. Make arrangements to remove the personal belongings from the school after school hours. Do not clean out personal belongings in the presence of students or staff.
12. Meet with your staff/crisis team to debrief at the end of the day and determine what additional resources might be needed.

SUSPECTED CONTAMINATION OF FOOD OR WATER

This procedure applies if there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies or suspicion of possible food/water contamination. Indicators of contamination may include unusual odor, color and/or taste or multiple individuals with unexplained nausea, vomiting or other illnesses.

PRINCIPAL

1. Call 911.
2. Isolate suspected contaminated food/water to prevent consumption; restrict access to the area.
3. Maintain a log of affected students and staff and their symptoms, the food/water suspected to be contaminated, the quantity and character of products consumed and other pertinent information.
4. Provide list of potentially affected students and staff to responding authorities.
5. Provide staff with information on possible poisonous materials in the building.
6. Notify District Office of situation and number of students and staff affected.

7. Confer with Department of Health and Human Services before the resumption of normal school activities.
8. Prepare communication for families advising them of situation and actions taken.

STAFF

1. Notify principal.
2. Call the Poison Center Hotline 1-800-222-1222.
3. Administer first aid as directed by poison information center.
4. Seek additional medical attention as needed.

UNLAWFUL DEMONSTRATION OR WALKOUT

A walkout during school hours constitutes a condition that must be dealt with on a situational basis.

PRINCIPAL

1. Upon hearing of any discussion or plan for a walk-out, notify the District Office.
2. Do not advocate one message or belief over another.
3. Do not discuss the walkout event on a school-wide level.
4. Provide a supportive space for individual students who want to speak with an adult during the time of the walkout.
5. Never leave students unaccompanied; call parent if student leaves school grounds.

School Suspension, Expulsion and Mandatory Expulsion Guidelines

SUSPENSION AND EXPULSION POLICY / DUE PROCESS – SCUSD ADMINISTRATIVE REGULATION 5144.1

At the beginning of each school year, the staff and administration 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)

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows:

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code 48900(b))
3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, including e-cigarettes or like material, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))
5. Committed or attempted to commit robbery or extortion (Education Code 48900(e))
6. Caused or attempted to cause damage to school property or private property (Education Code 48900(f))
7. Stole or attempted to steal school property or private property (Education Code 48900(g))
8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products (Education Code 48900(h))
9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))
10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))
11. Knowingly received stolen school property or private property (Education Code 48900(l))
12. Possessed an imitation firearm (Education Code 48900(m))
13. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))

14. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))
15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))
16. Engaged in, or attempted to engage in, hazing (Education Code 48900(q))
17. Engaged in an act of bullying (Education Code 48900(r))
18. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31 (Education Code 48900(t))
19. Made terrorist threats against school officials and/or school property (Education Code 48900.7)

Any student in grades 4-12 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k)) A student in grades 4-12 shall be subject to suspension or recommendation for expulsion when it is determined that he/she:

1. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)
2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)
3. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

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)

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)

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:

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)

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of the conference and the conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

Administrative Actions

All requests for student suspension are to be processed by the principal or designee. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (Education Code 48911)

Notice to Parents/Guardians

At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall also be notified in writing of the suspension. (Education Code 48911)

This notice shall state the specific offense committed by the student. (Education Code 48900.8)
In addition, the notice may state the date and time when the student may return to school.

Parent/Guardian Conference

Whenever a student is suspended, school officials may request a meeting with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved, and any other pertinent matter. (Education Code 48914)

If school officials request to meet with the parent/guardian, the notice may state that the law requires the parent/guardian to respond to such requests without delay. However, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied reinstatement solely because the parent/guardian failed to attend the conference. (Education Code 48911)

Extension of Suspension

If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision, provided the following requirements are followed: (Education Code 48911)

- a. The extension of the original period of suspension is preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension.
- b. The Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)
- c. If the student involved is a foster youth, the Superintendent or designee shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (Education Code 48853.5, 48911, 48918.1)
- d. If the student involved is a homeless child or youth, the Superintendent or designee shall notify the district liaison for homeless students. (Education Code 48918.1)

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

SUSPENSION BY THE BOARD

The Board may suspend a student for any of the acts listed 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)

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

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
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

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

STUDENT'S RIGHT TO EXPULSION HEARING

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

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

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

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

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

STIPULATED EXPULSION

After a determination that a student has committed an expellable offense, the Superintendent, principal, or designee shall offer the student and his/her parent/guardian the option to waive hearing and stipulate to the expulsion or to a suspension of the expulsion under certain conditions. The offer shall be made only after the student or his/her parent/guardian has been given written notice of the expulsion hearing pursuant to Education Code 48918.

The stipulation agreement shall be in writing and shall be signed by the student and his/her parent/guardian. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of his/her right to have a full hearing, to appeal the expulsion to the County Board of Education, and to consult legal counsel.

A stipulated expulsion agreed to by the student and his/her parent/guardian shall be effective upon approval by the Board.

RIGHTS OF COMPLAINING WITNESS

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

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

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

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

WRITTEN NOTICE OF THE EXPULSION HEARING

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

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

This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).

5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a non-attorney 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.

Non-attorney 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

Closed Session

Notwithstanding Education Code 35145, the Board, hearing officer or administrative panel shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public to the extent that privacy rights of other students are not violated. (Education Code 48918)

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code 48918(c))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

Record of Hearing

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))

Subpoenas

Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20. (Education Code 48918(i))

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

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

Presentation of Evidence

Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12" above. (Education Code 48918(h))

Findings of fact shall be based solely on the evidence at the hearing. Although no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

Testimony by Complaining Witnesses

The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)

- a. Any complaining witness shall be given five days' notice before being called to testify.
- b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during his/her testimony.
- c. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during his/her testimony.
- d. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
- e. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
- f. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.
- g. 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.
- h. 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

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))

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

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

FINAL ACT BY BOARD

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

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

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

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

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

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

WRITTEN NOTICE TO EXPEL

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

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion: Grades K-12" or "Additional Grounds for Suspension and Expulsion: Grades 4-12" (Education Code 48900.8)

2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

DECISION TO SUSPEND EXPULSION ORDER

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

1. The student's pattern of behavior
2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and 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

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

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

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

PLACEMENT DURING EXPULSION

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

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

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

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

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

READMISSION AFTER EXPULSION

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

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

Procedures to Notify Teachers of Dangerous Pupils (EC 49079)

EMPLOYEE SECURITY – SCUUSD ADMINISTRATIVE REGULATION 4158

The Superintendent or designee shall inform the teacher(s) of each student who has engaged in, or is reasonably suspected of, any act during the previous three school years which could constitute grounds for suspension or expulsion under Education Code 48900, with the exception of the possession or use of tobacco products, or Education Code 48900.2, 48900.3, 48900.4, or 48900.7. This information shall be based upon district records maintained in the ordinary course of business or records received from a law enforcement agency. (Education Code 49079)

Upon receiving a transfer student's record regarding acts committed by the student that resulted in his/her suspension or expulsion, the Superintendent or designee shall inform the student's teacher(s) that the student was suspended or expelled from his/her former district and of the act that resulted in the suspension or expulsion. (Education Code 48201)

Information received by teacher(s) shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher. (Education Code 49079)

NOTICE REGARDING STUDENT OFFENSES COMMITTED WHILE OUTSIDE SCHOOL JURISDICTION

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

The principal shall disseminate this information to any counselor who directly supervises or reports on the student's behavior or progress. The principal also may inform any teacher or administrator he/she thinks may need the information so as to work with the student appropriately, avoid being needlessly vulnerable, or protect others from vulnerability. (Welfare and Institutions Code 827)

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

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

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

PROCEDURES TO MAINTAIN CONFIDENTIALITY OF STUDENT OFFENSES

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

The classroom teacher is expected to initial the student's file whenever they are reviewing it in only the school office. Once the district has made a good faith effort to comply with the notification requirement of Education Code 49079 and Welfare and Institutions Code 827, an employee's failure to review the file constitutes district compliance with the requirement to provide notice to the teacher.

Harassment, Discrimination, Hate Crimes, and Anti-Bullying Policies and Procedures

HARASSMENT AND DISCRIMINATION POLICIES AND PROCEDURES

The Santa Clara Unified School District is committed to providing a safe school and working environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students, employees and others at school or at school-sponsored or school-related activities. Board Policies and Administrative Regulations 5145.7 (Students) and 4119.11, 4219.11, 4319.11 (Personnel)

HATE CRIMES - POLICIES AND PROCEDURES - (SCUSD BOARD POLICY 5145.9)

In order to create a safe learning environment for all students, the Governing Board desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students. 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.

Grievance Procedure

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the Principal or Administrative Designee. Upon receiving such a complaint, the Principal or Designee shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7. The Principal or Designee shall notify others, including law enforcement, as appropriate.

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

PREVENTION OF BULLYING - ANTI-BULLYING POLICIES AND PROCEDURES, Student Education and School Programs (SCUSD Bullying BP 5131.2)

The Santa Clara Unified 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. The Santa Clara Unified School District will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation. The Santa Clara Unified School District expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff who witness such acts shall take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity. To ensure bullying does not occur on school campuses, the Santa Clara School District will continue to provide staff development in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment. Teachers should 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 up to and including expulsion. Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus. The Student Code of Conduct includes, but is not limited to: Any student who engages in bullying may be subject to disciplinary action up to and including expulsion. Students are expected to immediately report incidents of bullying to the principal or designee. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner. If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal or the Office of Student Services. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process. The procedures for intervening in bullying behavior include, but are not limited, to the following: All staff,

students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents. The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential. Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

Part of a healthy environment is the freedom to openly disagree with others. With this freedom comes the responsibility to discuss and resolve disagreements with respect for the rights and opinions of others. To prevent conflict, schools within SCUSD will incorporate conflict resolution education and problem solving techniques into the curriculum and campus programs. This is an important step in promoting respect and acceptance, developing new ways of communicating, understanding, and accepting differing values and cultures within the school community and helps ensure a safe and healthy learning environment. Students, especially those trained in conflict resolution and peer mediation, are encouraged to help fellow students resolve problems peacefully. Students can rely on staff trained in conflict resolution and peer mediation strategies to intervene in any dispute likely to result in violence. Students needing help in resolving a disagreement, or students observing conflict may contact an adult or peer mediators. Staff and mediators will keep the discussions confidential. Conflict resolution procedures shall not supplant the authority of staff to act to prevent violence, ensure campus safety, maintain order, and discipline students.

SEXUAL HARASSMENT POLICIES

Sexual Harassment includes "unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature," or when any of four conditions are met:

1. Submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining education;
2. Submission or rejection of the conduct or communication is used as a factor in decisions affecting that person's education;
3. The conduct or communication has either the purpose or effect of 'substantially interfering' with a person's education;
4. The conduct or communication creates an 'intimidating, hostile, or offensive' educational environment."

Sexual Harassment can take form in a number of ways: Student to Student, Student to Staff Member, Staff Member to Student, OR Staff Member to Staff member

STAFF TRAINING

Teachers and staff participate in online harassment training each year. Notices are sent by the Human Resources Department to school principals annually. Principals and district administrators ensure that all staff are trained in Harassment, Sexual Harassment, and Anti-Bullying policies and procedures.

School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)

DRESS AND GROOMING – SCUSD ADMINISTRATIVE REGULATION 5132

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Governing Board policy and administrative regulations. These school dress codes shall be regularly reviewed.

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

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

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)

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.

Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)

Beyond planning for daily ingress/egress routes and emergency evacuation routes, our school has a plan for assisting students, staff and visitors with disabilities. Under the Americans with Disabilities Act of 1990, individuals who are deaf/hard of hearing, blind/partially sighted, mobility impaired and/or cognitively/emotionally impaired must be assisted.

For safe ingress and egress, students who are tardy are to check in at the front office before reporting to class. Students who leave early are checked out through the office and released to the parent, or with a note from the parent, released to the adult identified in the note. Identification is requested.

Bracher has a morning valet service to greet students in the morning and help with arrival and crossing in the parking lot.

Bracher staff supervise the front parking lot before school and both parking lots after school.

All students arrived to school via school transportation are met at their bus and escorted off the bus unto campus by staff.

Santa Clara City has posted crossing guards at Bowers and on Chromite at the crosswalks.

Staff members assist in the supervision of students during arrival and dismissal times. The multipurpose room is opened at 8:00 AM for breakfast and staff supervise the blacktop beginning at 8:15 AM. Student are not to arrive to school before 8:15, unless they are eating breakfast. Students are to go home or an after school program right after classes end. They are not to linger on the playgrounds. There is additional supervision by administration whenever available and possible.

Our school is regularly inspected by the fire marshal to ensure fire and life safety compliance is achieved each year, as well as by our facilities department and administration to ensure our campus is safe for students and staff. Any corrective action is handled immediately. Fire extinguishers are inspected and refurbished once a year. The stage elevator is inspected yearly and serviced.

COMMUNITY RELATIONS – SCUSD ADMINISTRATIVE REGULATION 1250

The Superintendent or designee shall post at every entrance to each school and school grounds a notice describing registration requirements, school hours or hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements. (Education Code 32211; Penal Code 627.6)

REGISTRATION PROCEDURE

In order to register, a visitor shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3)

1. His/her name, address, and occupation
2. His/her age, if less than 21
3. His/her purpose for entering school grounds
4. Proof of identity
5. Other information consistent with the provisions of law

PRINCIPAL'S REGISTRATION AUTHORITY

The principal or designee may refuse to register any visitor if he/she reasonably concludes that the individual's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee or school security officer may revoke any outsider's registration if he/she has a reasonable basis for concluding that the individual's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students, or staff. (Penal Code 627.4)

When a visitor fails to register, or when the principal or designee denies or revokes a visitor's registration privileges, the principal or designee may request that the individual promptly leave school grounds. When a visitor is directed to leave, the principal or designee shall inform him/her that if he/she reenters the school within seven days he/she may be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code 627.7)

APPEAL PROCEDURE

Any person who is denied registration or whose registration is revoked may appeal to the Superintendent or principal by submitting, within five days after the person's departure from school, a written request for a hearing. This request must state why he/she believes the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent or principal shall promptly mail a notice of the hearing to the person requesting it. A hearing before the Superintendent or principal shall be held within seven days after receipt of the request. (Penal Code 627.5)

Safe and Orderly Environment Conducive to Learning

At the beginning of each school year, the principal or administration presents our school's Safety Plan to the staff. We take time to review campus supervision expectations, discipline procedures for classrooms, student enrollment and potential concerns, parent education opportunities, positive incentives for our students, safety data, and new or ongoing student support programs (including Health and Wellness programs, Anti-Bullying and Cyber Safety, counseling support, etc.). We also review earthquake procedures, evacuation routes in the event of a fire, and what to do in the event of an active shooter. New teachers and staff may receive extra training if they are new to our school, so that all are prepared to work with their students in a safe and orderly environment. During the year we hold ROAR boosters and review our school expectations and matrices. Teachers, support staff and administrators are expected to use ROAR language, encourage students, and pass out ROAR tickets as a way to keep our Bracher community positives. 100% of staff believes all students can learn and high levels and providing a positive climate helps us reach our academic goals. for all our students.

Our School Site Council also reviews our safety data each year, specific to the school environment and level of student safety on our campus. From this data, our administration, staff, and SSC focus upon a minimum of 2 School Goals as outlined in the Components of the Comprehensive School Safety Plan.

One goal is categorized as PEOPLE AND PROGRAMS, and the other focuses on our Campus and Facilities (or PLACE).

The PEOPLE and PROGRAMS component is designed to create a caring and connected school climate at our school.

The PLACE component is designed to create a physical environment that communicates respect for learning and individuals.

Please refer to this previous section for specific Objectives, Action Steps, Resources, Lead Staff, and the process for Evaluation for each of these goals. These goals are shared with all stakeholders, including our students, our staff, our families, and our community.

When students and staff feel safe, our school will be a place that is conducive to learning.

School Discipline Rules and Consequences [EC 32282(2)(I)]

Bracher Elementary School Student Conduct Code

Conduct Code Procedures

BEHAVIOR POLICY

It is the goal of the staff at Bracher to create an environment where students will be safe and where they will learn to behave as responsible members of the community. Students will learn and understand that they alone are responsible for their behavior within the classroom in the common areas. Students are expected to be respectful of the rights and property of others.

BEHAVIORAL EXPECTATIONS

At Bracher we R.O.A.R

It is expected that while in the classroom, students will conform to the standard of behavior established by the classroom teacher.

Pushing, pinching, kicking, obscene language, or any kind of physical, emotional, or sexual harassment, will not be tolerated. In the event of these behaviors, the teacher is the authority, and has the right and responsibility to deal with the students in the manner best suited to the severity of the incident.

Most behavior problems will be resolved in the classroom; however, some issues may be referred to the principal for disciplinary action.

RECOMMENDED DISCIPLINARY ACTIONS

It is not possible to establish a specific disciplinary action for each possible behavior; however, the following represent some of the disciplinary actions that can be taken by the principal and/or staff: counseling, reprimands, exclusion from play, temporary removal from play (benching, time-out), study hall, loss of privileges, conference with parent, suspension, or expulsion.

BULLYING DEFINITION

Bullying is unwanted aggressive behavior among school age children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated over time. Both kids who are bullied and who bully others may have serious lasting problems. In order to be considered bullying the behavior must be aggressive and include:

- An imbalance of power: kids who bully use their power – such as physical strength, access to embarrassing information, or popularity – to control or harm others.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone

Physically or verbally, and excluding someone from a group on purpose.

SPECIFIC SCHOOL EXPECTATIONS

1. Come ready to learn, on time, with assignments complete and all necessary materials.
2. Treat others with respect. Be polite and courteous.
3. Children not eating breakfast should not arrive on the school grounds prior to 8:15 AM. Children will be held responsible for their actions while traveling to and from school
4. Children may leave the school grounds during the day only when checked out in the school office by an adult listed on the emergency contact card.
5. No weapons, dangerous items, flammable materials, toys, trading cards, radios, boom boxes, marbles, or electronic games or devices may be brought to school. If a student brings an item to school it may be confiscated and the parent called to pick it up from the office.
6. Cell phones must be turned off and stowed away during the entire school day (See Cell Phone Policy).
7. Hats and hoodies may not be worn in any classroom or building.

8. The following actions are strictly prohibited: abusive name calling, physical, emotional, or sexual harassment, stealing, swearing, pushing, shoving, biting, bickering, spitting, wrestling, "play fighting," or any other rough play that could result in injury. Fighting or any other serious example of the behaviors listed may result in a student being suspended or even expelled from school. California Education Code has zero tolerance for punching and drawing blood, or bringing a weapon or dangerous item to school. Students will be suspended for these actions.

9. Children must walk in corridors.

10. Children may not enter or be in a classroom or the cafeteria unless a teacher or classified staff member is present.

11. Playing of any kind in the bathrooms is not permitted.

12. At lunchtime, students will sit at designated tables. They will be expected to display good table manners. They will remain seated until dismissed by the noon aides.

13. Only employees that are finger printed and approved may supervise students.

PLAYGROUND

1. Children should report accidents or misconduct immediately to the yard duty supervisors.

2. Children may not go to the office during recess or lunch without permission from the yard duty supervisors. One child may accompany an injured child to the office.

3. Children should play only in their assigned areas of the playground.

A. Grades 1 and 2 must stay on the office side of the yellow dividing line and may use the grass when it is not wet.

B. Grades 3, 4, and 5, should stay on the basketball court side of the yellow dividing line and may use the grass when it is not wet.

C. Students in grades 3 through 5 may use the ball wall on the lower grade side.

4. At the morning recess, children may eat their snacks at the benches area or at the tables near the blacktop. **FOOD IS NOT PERMITTED** on the blacktop or on the field.

5. Corridors are out of bounds during recess, except to access the water stations.

6. When the bell rings, all students will walk back to their lines.

7. Running, ball throwing, tag, etc., in the tan bark around the playground apparatus area is not permitted.

8. Children may not throw tanbark or any other object at another person for any reason.

9. Games where balls are thrown at one another (bombardment, dodge ball, etc.) are not permitted.

10. Football, soccer, and kickball, are to be played on the grass only during recess or lunch. Football is "touch" only. There is no blocking or tackling. Footballs may not be used on the blacktop.

11. Playground equipment use:

A. Courts and equipment should be shared whenever possible.

B. Jump ropes may not be used for any purpose other than jumping.

[REDACTED]

HOSTAGE SITUATION

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Safety Plan Review, Evaluation and Amendment Procedures

COMPREHENSIVE SAFETY PLAN – SCUSD BOARD POLICY 0450

The school site council at each district school shall develop a comprehensive school safety plan relevant to the needs and resources of that particular school. (Education Code 32281, 32286)

The school safety plan shall take into account the school's staffing, available resources, and building design, as well as other factors unique to the site. The Comprehensive School Safety Plan shall be reviewed and updated by March 1st of each year and forwarded to the Board for approval. (Education Code 32286, 32288)

The Board shall review the comprehensive safety plan in order to ensure compliance with state laws, Board Policies and Administrative Regulations, and shall approve the plan at a regularly scheduled meeting.

SENSITIVE DOCUMENTS

Notwithstanding the process described above, any portion of a comprehensive safety plan that includes tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by administrators in accordance with Education Code 32281.

In developing such strategies, a member or members of the SSC shall consult with law enforcement officials and with a representative of an employee bargaining unit, if he/she chooses to participate.

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

PUBLIC ACCESS TO SAFETY PLAN (Education Code 32282)

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials are readily available for inspection by the public. However, those portions of the comprehensive safety plan that include safety drills, campus security procedures, and confidential staff information shall not be publicly disclosed.

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)
SSC Safety Plan Sub Committee -- Meeting on February 6, 2019 to review plan and draft new goals	February 6, 2019 9 -- 11:30	Met in staff room and held school walk through. Reviewed and created new goals.
SSC Reviewed Sub Committee work and voted to accept Safety Plan on February 27, 2019	February 27, 2019 7 PM	Met in staff room to review and adopt plan for 18-19 school year in an open meeting.
SCUSD Board Approval	April 11, 2019	N/A

Appendix

Emergency Contact Numbers

Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	POLICE/ SHERIFF/FIRE/MEDICAL SERVICES	911	
Law Enforcement/Fire/Paramedic	Sunnyvale	408-730-7180	PUBLIC SAFETY AGENCY
Law Enforcement/Fire/Paramedic	San Jose	408-277-8911	PUBLIC SAFETY AGENCY
Law Enforcement/Fire/Paramedic	Santa Clara	408-615-5580	PUBLIC SAFETY AGENCY
	POISON CONTROL CENTER	1 (800) 876-4766	
	SUICIDE CRISIS LINE	1 (800) 824-6423	
School District	Dr. Stan Rose, Superintendent	423-2005	
School District	Kathie Kanavel Assistant Superintendent	423-2124	
School District	Kevin Keegan, Director of Cert. HR/Davie Torres, Director Class. HR	423-2014	
School District	Tricia Ringel, Director of Elementary Ed	423-2231	
School District	Lorena Tariba, Director of Categorical	423- 2125	
School District	Dr. Laurie Stapleton, Director of Sec. Curriculum	423-2039	
School District	Rob Griffin, Coordinator Student Services	423-2086	
School District	Andrew Lucia, School Support	423-2007	