

Comprehensive School Safety Plan

EdCode 32280

Desert Winds High School
Antelope Valley Union High School District

Will Laird, Principal

415 E. Kettering St.

661-948-7555

WEBSITE: dwhs.org



Date of Review: 2/1/2018

SCHOOL SAFETY COMMITTEE MEMBERS

MEMBERS	REVIEW DATE
Will Laird, Principal	1/23/18
Kevin Wassner, Vice Principal	1/23/18
Joe Esparza, Campus Supervisor	1/30/18
Cristy Todd, Principal's Secretary	1/22/18
David Otis, Teacher	1/24/18
Lucy Cox, Instructional Aide	1/25/18

A.V.U.H.S.D. DISASTER/INCIDENT REFERENCE SHEET

THE LOCATION OF THE CLOSEST FIRE EXTINGUISHER IS: _____



Antelope Valley Union High School District Disaster/Incident Reference Sheet

AVUHSD 44811 N. Sierra Highway, Lancaster, CA 93534 (661) 948-7655. Superintendent – Ext. 225; Educational Services – Ext. 230; Business Services – Ext. 218; Personnel – Ext. 216; Risk Management – Ext. 292; Student Support – 729-2321; Maintenance/Facilities – Ext. 290; Transportation 945-3621; AVAE 942-3042; AVHS 948-8552; DWM 948-7555; DWW 943-2091; JHS 538-0304; LnHS 726-7649; LHS 944-5209; PHS 273-3181; PxHS 729-3936; QHHS 718-3100; RRP 944-6510; ROP 575-1000.

Emergency Phone Numbers (9-9-1-1): Lancaster Police 948-8466; Fire 948-2631, Palmdale Sheriff 267-4300;

Lock Down (CODE RED): Please keep in mind that there are times when a decision to evacuate may actually put students and staff in harms way. If the situation dictates that it is best for students to remain locked down in their classrooms, a **CODE RED** will be called an immediate lock down will occur. All doors are to be immediately locked and students who are outside are to come indoors. If a fire alarm is sounding and you hear a verbal/PA command for a Code Red, obey the verbal/PA commands. During a Code Red, remain in the locked room until directed to leave by the police or school/staff administration.

General Information: Always call **Campus Security** or one of the numbers listed above. Clearly identify your exact location. If safe, remain on the line and do not hang up. Keep other lines clear for emergency calls. Your school site may well be a crime scene and everyone needs to take steps to preserve the evidence and to identify potential witnesses. Gather roll sheets or other class records for student accountability. Consider the impact on students and your peers. Anticipate the involvement of the school psychologist or district procedures for releasing students. There have been situations where attempted kidnappings have occurred during earthquakes and other disasters.

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

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

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

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

Fire/Explosion: The injured should be treated as much as possible while awaiting Police or Fire. Anticipate an evacuation away from threatened buildings using fire drill. Maintain control of students and take roll. If smoke is in the immediate vicinity, instruct students to "Stay low and Exit," crawling to avoid breathing fumes. If no escape is possible, close as many doors as possible between you and the fire. Stuff cracks and openings with wet clothing/rags and avoid fanning flames. Lay on floor to avoid smoke. Wait for help. Identify witnesses. Anticipate being bused to alternative location.

Hang Fight/Riot/Threatening Group: Contact the main office immediately. Wait for Campus Security. If there is fighting, do not try to break it up. Identify yourself and issue an order to disperse. Let the police handle the situation. (For Office Staff): **Call 9-9-1-1 and identify your school site and exact location. Stay on the phone with police until they arrive. Relay as much information as possible. Who and how many are involved? Specific location of occurrence? Number of wounded? Weapons involved? Any background knowledge of trouble or participants? Treat injured as much as possible. If possible, remove students from the area. Anticipate that a LOCK DOWN** be implemented to contain students in the classroom. If students are out of class, instruct them to report to their next period immediately. Do not disturb the fight area. It is a crime scene. Send the name of potential witnesses to the office. Attempt to calm students. Contact the office with any rumors of potential conflicts or fights.

Hazardous Material Spill: Immediately evacuate danger areas, notify neighboring rooms, and administration. Move crosswind, never up or down wind. Check wind direction by looking at movement of trees or flag. Ensure that all students in school building are away from the danger area. If possible, without endangering yourself or others, turn off air conditioner/heater; close all windows and doors; seal gaps under doorways and windows with wet cloth, such as towels and thick tape; close as many internal doors as possible; and close all shades and drapes. Instruct students to stay away from windows. If you suspect that gas or vapors have entered the building, take shallow breaths through a cloth or towel. Do not return to the area until it is cleared by Police or Fire officials.

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

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

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

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

RESPONSIBILITIES

PRINCIPAL OR DESIGNEE

- Assume overall direction of all emergency procedures based on procedures and actions outlined in this Plan.
- Good judgment, based upon the facts available in any emergency situation, is of paramount importance.
- This Plan should not be considered as a restriction to judgmental prerogatives.
- Establish and contact district EOC.

OFFICE STAFF

- Provide assistance to principal by handling telephones, monitor radio emergency broadcasts, assist with health emergencies as needed, acting as messengers, etc.

TEACHERS

- Responsible for the supervision of students in their charge.
- Direct evacuation of students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders.
- Give **DUCK, COVER AND HOLD** command during an earthquake or in a surprise attack.
- Take roll when class relocates in an outside or inside assembly area or at another location.
- Report missing students to principal.
- Send students in need of first aid to school nurse or person trained in first aid. Acquire first aid for those unable to be moved.

INSTRUCTIONAL ASSISTANTS/AIDES

- Assist teacher.

CUSTODIANS/MAINTENANCE PERSONS

- Examine buildings and plant for damage, provide damage control.
- Keep principal informed of condition of school.
- Assist as directed by the principal.

ALL OTHER EMPLOYEES

- Report to EOC for directions from principal.

EMERGENCY TEAM

CRISIS INTERVENTION***Team Leader AM/PM***

- Will Laird
Principal

Team Leader AM/PM

- Kevin Wassner
Vice Principal

Team Members

- Counselor
- Nurse
- Psychologist

Location

- Inside: Office or Room 14
- Outside: What ever site deem safe and away from Press and Large crowds

Functions

In response to notification of an emergency or disaster, sudden death, suicide, etc., the principal or designee should immediately notify the superintendent and assemble the Crisis Intervention Team to help plan the response and prepare for the following day. Plans should include:

1. Preparation of a written statement to staff members as to how to handle phone calls and requests for information about the emergency or disaster.
2. Establish a crisis center on campus where crisis team members will be available to meet with the students.
3. Promptly share factual information with staff, students, parents and community.
4. Plan staff meetings or other communications as soon as possible to share information.
5. Provide an opportunity for teachers to meet with a designated crisis team member to obtain additional information on how to facilitate classroom discussion and to respond to students' questions and needs.
6. Provide a written statement, which teachers may use to announce the event to students.
7. Request teachers to refer students who seem especially upset to the school's crisis center for individual counseling.

EMERGENCY TEAM

EMERGENCY OPERATIONS CENTER (EOC)***Team Leader AM/PM***

- Will Laird
Principal

Team Leader AM/PM

- Kevin Wassner
Vice Principal

Team Members

- Cristy Todd
- Sabrina McClinton
- Kati Sheehan
- Ginny Anderson
- David Otis
- Kaila Bourne

EOC Location

- Inside: School Office
- Outside: Field on north side of school or other area that is deemed safe

Functions

1. Determine appropriate actions for students, i.e. evacuate school buildings, evacuate school site, return to class, etc.
2. Assign emergency functions as appropriate.
3. Conduct drills in keeping with requirements.
4. Collect, analyze and report information concerning: students and staff who are injured or unaccounted for; facility damage assessment; etc.; and report status to the District Office.
5. Determine the need for, and request, outside assistance.
6. Provide the overall direction for all activities that occur during an emergency.

EMERGENCY TEAM

FIRST AID

Team Leader AM

- Dave Otis

Team Leader PM

- Dave Otis

Team Members

- Lucy Cox
- Paulette Chapman

- Karen Harrell
- Morgan D'Errico

Location

- Inside: Office or Room 14
- Outside: Whatever site deem safe

Functions

1. Report to EOC to determine medical needs and plan.
2. Set up first aid area and get supplies.
3. Assess injuries and provide first aid as indicated.
4. Determine need for skilled medical assistance and request from the EOC.
5. Tag each of the injured with name, address, injury and any treatment rendered.
3. Establish priorities for the transport of the injured to hospitals, when transport is available.
4. Complete the Injury and Missing Persons Report.

EMERGENCY TEAM

CUSTODIAN/FIRE

Team Leader AM

- _____ Liz Deal _____

Team Leader PM

- _____ Liz Deal _____

Team Members

- _____ Sam Vaiana _____
- _____ Janie Miller _____
- _____ Larry Searight _____

- _____ Valerie Orosco _____
- _____ Sabrina McClinton _____
- _____ Campus Supervisors _____

Location**Location**

- Inside: _____ Main Quad _____
- Outside: _____ Annex box beside room 18. The one marked in red Disaster Supplies _____

Functions

1. Turn off utilities and secure water system.
2. Access emergency supplies.
3. Extinguish small fires if possible.
4. Assure that emergency vehicles have access to school grounds.
5. Secure school buildings against unauthorized entry.
6. Seal off and post areas where hazardous conditions exist.
7. Set up sanitary facilities.
8. Set up morgue.

Fire Alarm Reset Procedures**Main Office:**

1. Turn key to the right to disable it.
2. Press the following two buttons simultaneously for 30 seconds:
 - Silent alarm
 - Reset alarm
3. Turn key back-up to able position.

Electrical Room:

1. Press Enter button
2. Press 1-2-3-4 (security code)
 - It will ask you what you want to do.
 - You want to enable the system.
 - Punch in the enable option
3. Press enter
4. Press reset (hold for a few seconds).

EMERGENCY TEAM

LIGHT SEARCH AND RESCUE

Team Leader AM

- Joe Esparza

Team Leader PM

- Joe Esparza

Team Members AM

- Suzanne Ankerstrom
- Tom St. George
- Ray Flowers

Team Memders PM

- Ray McClinton
- Cristy Todd
- Valerie Orosco

Location

- Inside: Main Quad
- Outside: Annex box beside room 18 mark disaster supplies

Functions (Always done in teams of no less than two people)

1. Check in with Team Leader.
2. Be sure that you have the proper equipment.
3. Check the exterior of the building
4. Turn in a building status report.
5. Develop a plan of attack.
6. Select a safe entrance.
7. Interior Search
 - Mark the entry door with a slash /
 - Initiate a sweep of assigned area in an orderly pre-assigned sweep pattern.
 - Upon entering an area call out and wait for an answer.
 - Remove untrapped victims first.
 - Remove trapped victims if possible.
 - When exiting complete original / making and X and write pertinent information on the door.
 - Secure the building from re-entry after the search
 - Report to team leader and describe situation.

EMERGENCY TEAM

STUDENT RELEASE

Team Leader

- Ginny Anderson
- Ginny Anderson

Team Members

- Rose Stanley
- Kaila Bourne
- Kati Sheehan
- Amy Mittelstadt
- Andrea McWilliams
- Valerie Orosco

Location

- Inside: Room 9
- Outside: North Field

Functions

1. Account for all students and staff. Get Injury and Missing Persons Report from each teacher and report to EOC.
2. Check student emergency card for name of person(s) authorized to pick up student.
3. Release student only to an authorized person.
4. If in doubt, ask for identification.
5. Complete Student Release Log.

DISASTER PROCEDURES

EARTHQUAKE

When Inside School Buildings

1. Personally execute Action **DUCK, COVER AND HOLD** upon the first indication of an earthquake.

Responsibility of Teacher in class room

2. Try to avoid glass and falling objects. Move away from windows where there are large panes of glass and out from under heavy suspended light fixtures. (The same applies to other staff members.)
3. When the earthquake is over, initiate Action **LEAVE BUILDING**.

Responsibility of Principal or Vice Principal or Teachers

4. Post guards a safe distance away from building entrances to see that no one re-enters the buildings.

Responsibility of Principal or Vice Principal

5. Warn all personnel to avoid touching electrical wires, which may have fallen to the ground.
6. Notify the appropriate District official.
7. Notify the appropriate utility company of breaks or suspected breaks in utility lines or pipes.
8. Inspect school buildings. When damage is apparent, contact superintendent and determine the advisability of closing the school.
9. Initiate any other Action deemed necessary, or return to normal routine.

When Outside on School Grounds

1. Execute those Actions required under 4 through 9 above.

At Times Other Than School Hours

1. Inspect school buildings. When damage is apparent, contact the superintendent and determine the advisability of closing the school.
2. If school must be closed, notify staff members and students.
5. Notify the District Office who will inform public information media as appropriate.

FIRE/EXPLOSION

Explosion

1. Personally execute Action **DUCK, COVER AND HOLD** upon the first indication of the explosion.
2. If the explosion occurred within the school buildings, immediately upon passage of the blast wave, initiate Action **LEAVE BUILDING**.
3. Notify the appropriate Fire Department.
4. Notify the Police Department or County Sheriff's Office.
5. Teachers report missing students to office. Those not found will be reported to Fire and Law Enforcement Officials.
6. Notify the appropriate utility company of breaks or suspected breaks in utility lines or pipes.
7. Notify the appropriate district official.
8. Do not allow the return of students or staff members to school buildings.
9. Initiate any other Action deemed necessary because of the condition of the school, or return to normal routine.

Threat of Explosion

1. Initiate Action **LEAVE BUILDING**.
2. Execute those Actions required under 3 through 9 above.

Fire

Within School Buildings

1. Immediately initiate Action **LEAVE BUILDING**.
2. Notify the appropriate Fire Department.
3. Notify the Police Department of County Sheriff's Office.
5. Ensure that access roads are kept open for emergency vehicles.
6. Teachers report missing students to office. Those not found will be reported to Fire and Law Enforcement Officials.
7. Notify the appropriate utility company of breaks or suspected breaks in utility lines or pipes.
8. Notify the School District Emergency Preparedness Coordinator, or other appropriate District Official.
9. Do not allow the return of students or staff members to school buildings until Fire Department Officials declare them safe.

Fire Near School

1. Determine the need to implement any Action. If the answer is "no", continue with school routine. Notify appropriate Fire Department to be sure alarm has been given.
2. If the fire threatens the school, execute those Actions under "Within School Buildings" 1-9 above.

LOCKDOWN

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

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

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

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

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

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

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

Administrative Responsibilities:

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

We are in a CODE RED Lock-Down, Activate lock down procedures immediately.

All students, staff, and registered guests proceed immediately to the nearest classroom.

Staff, secure your rooms and students.

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

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

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

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

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

ACTIVE SHOOTER

- During classes:

Principal, Vice Principal, or designated Administrator will announce a Lockdown on the P.A.

Principals' Secretary: Notify the District Office

Front Office: Notify authorities for emergency response

Teachers: Lock doors and move all students away from windows. All students will remain in class until instructed to leave by Law Enforcement or Administration.

Security: Report to assigned areas and report status. Move all students found out of class to the nearest classroom and assign them to the teacher. Security will notify the office of the location of these students when secured.

Vice Principal: Assist security in securing all students; report to areas as assigned by the Principal or Law Enforcement.

Principal will control the command post and assign personnel.

Further instructions will be provided to staff over the P.A. system or by security personnel after the LOCKDOWN declaration.

If shots are heard: Drop, find cover, and do not move. Begin moving to nearest classroom, office, building or safe area only when you deem it to be safe to do so.

- During times when students are not in classes:

Principal, Vice Principal, or designated Administrator will announce a LOCKDOWN on the P.A.

Principals' Secretary: Notify the District Office

Front Office: Notify authorities for emergency response.

Teachers: Assist in getting students to nearest classroom, office or building. Admit students, moving students away from the windows. All students will remain in class until instructed to leave by Law Enforcement or Administration.

Security: Begin to unlock doors of classrooms, offices and buildings. Assist in getting students to nearest classroom, office or building. Security will then report to assigned areas.

Vice Principal: Assist in securing students and staff and report to areas as assigned.

Principal will control the command post and assign personnel.

Further instructions will be provided to staff over the P.A. system or by security personnel after the LOCKDOWN declaration.

HOSTAGE

- Obey the suspect's commands.
- Do not use words such as "hostage", "captives", or "negotiate".
- Stay Calm, No Confrontation, No Challenges, No Heroics.
- IF A CLASSROOM IS TAKEN HOSTAGE:
- Don't argue or fight the suspect. Go into a rest mode.
- Be passive. Tend to display more restful, sleepy behavior as opposed to being active.
- Try to calm the suspect and listen to complaints or demands.
- Once again, do not use words such as "hostage", "captives", or "negotiate". Keep the students calm and don't allow them to agitate the suspect.
- Ask permission of the suspect in all matters. Make an effort to establish rapport with suspect. Provide your first name.

Find out his/her first name and use first names, including the student's first name, throughout the conversation. If you do not know first names, refer to the hostage(s) as boys, girls, men, women, or students. This will help personalize hostage(s) as people rather than objects.

- Encourage suspect to release everyone. KEEP ALL RADIOS, TELEVISION SETS, AND COMPUTERS TURNED OFF.
- If possible and without increasing risk to yourself, minimize any possibility that the suspect can hear or see "NEWS REPORTS." This could escalate the situation and keeping these devices off may help the situation.
- Be calm and patient and wait for help.
- Keep in mind that the average hostage incident lasts approximately six (6) to eight (8) hours and the average barricade incident last approximately three (3) hours. "TIME IS ON YOUR SIDE."
- Based on the situation and the age of the suspect, anticipate at the point of rescue that all "possible suspects" in the room will be handcuffed by the police department. The police will then make a positive identification of the suspect and release the victims.
- Anticipate a **LOCK DOWN** to protect student and staff members in their classrooms/offices.

BOMB THREAT

Within School Buildings

1. Immediately initiate Action **LEAVE BUILDING**.
2. Notify the appropriate Fire Department.
3. Notify the Police Department of County Sheriff's Office.
5. Ensure that access roads are kept open for emergency vehicles.
6. Teachers report missing students to office. Those not found will be reported to Fire and Law Enforcement Officials.
7. Notify the appropriate utility company of breaks or suspected breaks in utility lines or pipes.
8. Notify the School District Emergency Preparedness Coordinator, or other appropriate District Official.
9. Do not allow the return of students or staff members to school buildings until Fire Department Officials declare them safe.

SUICIDE THREAT

Dealing with a Suicide Threat

Teen suicide is a problem of alarming proportions. An estimated half million teenagers in the United States attempt suicide every year -- and about 5,000 succeed.

WHAT YOU CAN DO?

Recognize the warning signs of suicide.

The following is a list of behaviors that, when considered collectively, suggest a child is feeling distress and possibly has a desire to kill himself. Keep in mind that a child who displays one or even a number of the behaviors is not necessarily suicidal. They do suggest, however, that the child might be depressed and in need of emotional support.

- an oral comment or written note indicating a desire to die
- a previous suicidal attempt
- statements of hopelessness
- compositions or artwork involving death
- increased absenteeism from school
- unexplained decline in academic performance
- dramatic personality changes
- risky or reckless behavior
- withdrawal from family, friends or activities
- giving away his favorite possessions to friends or family
- unusual neglect of his physical appearance
- frequent physical complaints such as stomachaches or headaches
- self-inflicted injuries such as cuts, scratches or burns

What should you do if a student tells you that they are suicidal?

Take every threat seriously. A threat of suicide, even when made by a teenager, even when said in jest, can be a desperate cry for help. We cannot take the risk of not responding to that threat.

Ignoring or trivializing a child's threat when he is feeling distressed will only intensify his desperation.

Respond in a caring, compassionate manner. If one of your students has communicated, orally or in writing, his desire to die, take him aside as soon as possible and talk with him.

If necessary, find someone to take over your class. Ask him what he meant when he wrote or said that.

Encourage him to speak about what is upsetting him by listening attentively without criticizing him or even offering advice. Respond in a sympathetic, soothing manner and help him feel that he has been understood even if his feelings seem trivial to you. If he perceives a problem as serious, then it is serious -- to him. Let him know that you have an obligation to inform the school Administration.

Contact Security. If one of your students is very distressed and has expressed feelings of wanting to harm himself, it is essential that you notify the Security Department immediately.

Security will notify the principal and other appropriate school staff members of the situation.

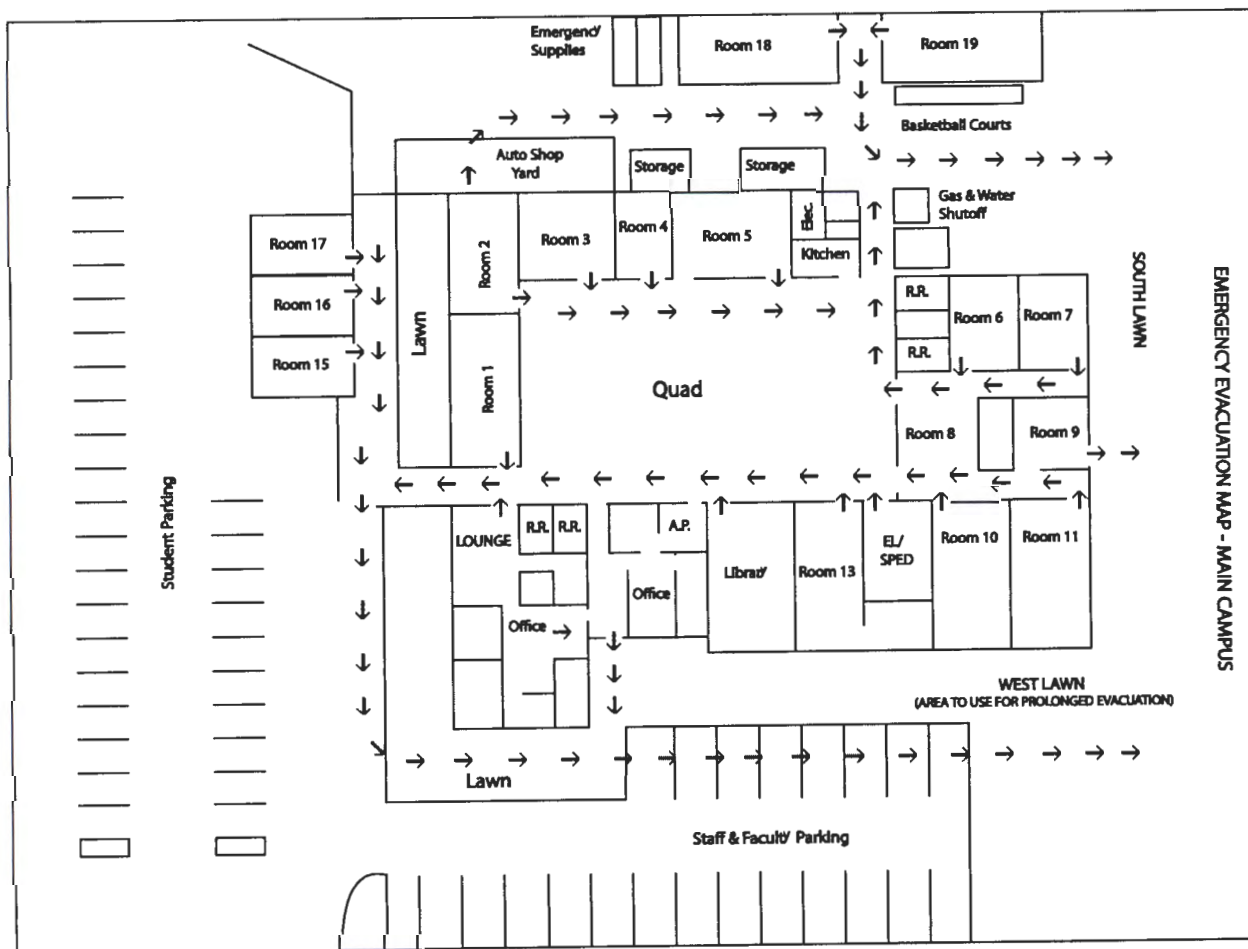
(i.e. school psychologist, guidance counselor and social worker)

Parent contact will be made by one of the aforementioned school personnel.

EMERGENCY EVAUATION ROUTES

Desert Winds High School

Emergency Exits



EMERGENCY SUPPLIES CHECKLIST

EMERGENCY SUPPLIES CHECKLIST

SUPPLIES	2018
DRINKING WATER POUCHES	
BOTTLES OF HYDROGEN PROXIDE	
4"X4" COMPRESS	40
8"X10" COMPRESS	60
2" ELASTIC BANDAGE	60
4" ELASTIC BANDAGE	30
BLEACH	
TRIAGE TAGS - PACKS	3
OVAL EYE PATCH	10
1" CLOTH TAPE	
2" CLOTH TAPE	5
FIRST AIDE BOOK STANDARD	
FIRST AIDE BOOK ADVANCED	
HEAVY DUTY RUBER GLOVES	
BARRELS OF WATER (NOT CHANGED SINCE 2007)	4
SURVIVAL BLANKETS	22
DUST MASKS	
DISPOSABLE GLOVES	100
ROLLS OF CATION TAPE	
ROLLS OF DUCT TAPE	1
ANTIBIOTIC OINTMENT 1OZ PACKET	20
PEPTO-BISMOL 2 PILL PACKET	
ALCOHOL WIPES INDIVIDUAL PACKET	
ASPRIN TABLETS 5GR. 2 PILL PACKET	
EYE WASH BOTTLE	
PETROLEUM JELLY 1OZ TUBE	
WATER PURIFICATION TABLETS	
4OZ CUPS	100
WATER BARREL PUMP	
MEASURING SPOON SET	
STREACHERS	6
FOREARM SPLINTS	
ARM SPLINTS	
LEG SPLINTS	
TRIANGLE BANDAGES	12
BUTTERFLY CLOSURES	35
SCISSORS	4
TWEEZERS	2
BOXES OF CLOTH TAPE	1

Tools	
AXES & SLEDGE HAMMER COMBINATIONS	1
QUAKE OFF BAR	
EVERREADY EMERGENCY FLASHLIGHTS	3
LARGE CROWBAR	2
18" BOLT CUTTERS	1
LARGE BREAKER/PRY BARS	1
MINI HAND SAWS	1
4" SCREW DRIVERS	
6" SCREW DRIVERS	
8" PLIERS	1
CLAW HAMMERS	1
INTER LOCKING KNIVES (BOX CUTTERS)	
BUNDLES OF LOCK OUT TAGS	
MEGAPHONES	
BARRIER TAPE 3"X100"	
PICK AXE	1
SLEDGE HAMMER	1
UTILITY SHUT OFF WRENCH	
PUSH BROOMS	1
SQUARE POINT SHOVELS	
ROUND POINT SHOVELS	2
SLIP JOINT 8"	1
AA BATTERIES	4
D BATTERIES	2
RAKE	1
HOE	1
MONKEY WRENCH	1
WIRE CUTTERS	1
PROPANE TANK	1
FIRE EXTINGUISHER	1
ALL PURPOSE COOKER	1
CHISELS	4

SEARCH AND RESCUE BAGS	2016
GREEN BACKPACKS COMPLETE WITH	1
FLASHLIGHT	1
SAFETY HELMET	1
DUST MASK	
NIGHT VEST	1
PAIR KNEE PADS	
PAIR GOGGLES	1
PAIR SAFETY GLOVES	1
WHISTLE	
GLOW STICKS	3
WIPES	8
BLACK SEARCH AND RESCUE BAGS COMPLETE WITH	3
SAFETY HELMET	1
SAFETY VEST	1
SAFETY GLOVES	1
KNEE PADS	1
GOGGLES	1
DUST MASK	1
CENTER PUNCH	1
4 IN 1 EMERGENCY TOOL	1
ORANGE TAPE	1
CROW BAR	1
FLASHLIGHT	1
LUMBER CRAYON	1
NYLON STRAP	1
GLOW STICKS	4
EMERGENCY WATER	4
DOOR STOPS	4
WHISTLE	
SKIN WIPES	3

SCHOOL CRIME ASSESSMENT DATA

COMPLIANCE

ACTIVITY	DATE
Law Enforcement Review	
School Site Safety Committee Review	1/25/18
Board Approval	
Post on SARC	
Post on School Website	

Antelope Valley Union HSD | BP 0410 Philosophy, Goals, Objectives and Comprehensive Plans

Nondiscrimination In District Programs And Activities

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

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

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

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 6145.2 - Athletic Competition)

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

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

(cf. 6178 - Vocational Education)

(cf. 6200 - Adult Education)

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

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

(cf. 5124 - Communication with Parents/Guardians)

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

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

The Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination. Such notification shall be included in each announcement, bulletin, catalog, application form or other recruitment materials distributed to these groups. (34 CFR 104.8, 106.9)

The Superintendent or designee shall also provide information about related complaint procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

In compliance with law, the district's nondiscrimination policy shall be published in the individual's primary language to the extent practicable.

(cf. 5145.6 - Parental Notifications)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48985 Notices to parents in language other than English

GOVERNMENT CODE

11000 Definitions

11138 Rules and regulations

12900-12996 Fair Employment and Housing Act

54953.2 Brown Act compliance with Americans with Disabilities Act

PENAL CODE

422.55 Definition of hate crime

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities in Education Act

1681-1688 Discrimination based on sex or blindness, Title IX

2301-2415 Carl D. Perkins Vocational and Applied Technology Act

6311 State plans

6312 Local education agency plans

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2000h-6 Title IX

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

36.303 Auxiliary aids and services

CODE OF FEDERAL REGULATIONS, TITLE 34

100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI

104.1-104.39 Section 504 of the Rehabilitation Act of 1973

106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:

106.9 Dissemination of policy

Management Resources:

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

Protecting Students from Harassment and Hate Crime, January, 1999

Notice of Non-Discrimination, January, 1999

Nondiscrimination in Employment Practices in Education, August, 1991

WEB SITES

CDE: <http://www.cde.ca.gov>

Safe Schools Coalition: <http://www.casafeschoolscoalition.org>

Pacific Disability and Business Technical Assistance Center: <http://www.pacdbtac.org>

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

Policy ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

adopted: November 13, 1990 Lancaster, California

revised: October 6, 1999

revised: May 1, 2002

revised: October 15, 2003

Antelope Valley Union HSD | BP 0450 Philosophy, Goals, Objectives and Comprehensive Plans

Comprehensive Safety Plans

The Board of Trustees recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that teaches strategies for violence prevention and high expectations for student conduct, responsible behavior and respect for others.

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

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 3515 - Campus Security)

(cf. 3515.2 - Disruptions)

(cf. 3515.3 - District Police/Security Department)

(cf. 5131 - Conduct)

(cf. 5131.4 - Student Disturbances)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5136 - Gangs)

(cf. 5137 - Positive School Climate)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

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

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

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

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. New school campuses shall develop a safety plan within one year of initiating operations. (Education Code 32281, 32286)

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

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.

Each school shall forward its comprehensive safety plan to the Board for approval. (Education Code 32288)

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year. (Education Code 32286)

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

(cf. 0500 - Accountability)

(cf. 9320 - Meetings and Notices)

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

Public Access to Safety Plan(s)

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

(cf. 1340 - Access to District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32260-32262 Interagency School Safety Demonstration Act of 1985

32270 School safety cadre

32280-32289 School safety plans

32290 Safety devices

35147 School site councils and advisory committees

35183 School dress code; uniforms

35291 Rules

35291.5 School-adopted discipline rules

35294.10-35294.15 School Safety and Violence Prevention Act

41510-41514 School Safety Consolidated Competitive Grant Program

48900-48927 Suspension and expulsion

48950 Speech and other communication

49079 Notification to teacher; student act constituting grounds for suspension or expulsion

67381 Violent crime

PENAL CODE

422.55 Definition of hate crime

626.8 Disruptions

11164-11174.3 Child Abuse and Neglect Reporting Act

CALIFORNIA CONSTITUTION

Article 1, Section 28(c) Right to Safe Schools

CODE OF REGULATIONS, TITLE 5

11987-11987.7 School Community Violence Prevention Program requirements

11992-11993 Definition, persistently dangerous schools

UNITED STATES CODE, TITLE 20

7101-7165 Safe and Drug Free Schools and Communities

7912 Transfers from persistently dangerous schools

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

Management Resources:

CSBA PUBLICATIONS

Safe Schools: Strategies for Board of Trustees to Ensure Student Success, Third Edition, October 2011

Community Schools: Partnerships Supporting Students, Families and Communities, Policy Brief, October 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2010

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

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Safe Schools: A Planning Guide for Action, 2002

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007

Early Warning, Timely Response: A Guide to Safe Schools, August 1998

U.S. SECRET SERVICE AND U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates, 2002

WEB SITES

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

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

California Emergency Management Agency: <http://www.calema.ca.gov>

California Healthy Kids Survey: <http://chks.wested.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov/ViolencePrevention>

Federal Bureau of Investigation: <http://www.fbi.gov>

National Alliance for Safe Schools: <http://www.safeschools.org>

National Center for Crisis Management: <http://www.schoolcrisisresponse.com>

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

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

U.S. Secret Service, National Threat Assessment Center: http://www.secretservice.gov/ntac_ssi.shtml

Policy ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

adopted: February 7, 2001 Lancaster, California

revised: June 18, 2013

Antelope Valley Union HSD | AR 0450 Philosophy, Goals, Objectives and Comprehensive Plans

Comprehensive Safety Plan

Development and Review of Comprehensive School Safety Plan

The school site council shall consult with local law enforcement in writing and developing the comprehensive school safety plan. When practical, the school site council also shall consult with other school site councils and safety committees. (Education Code 32281, 32282)

(cf. 0420 - School Plans/Site Councils)

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

1. The principal or designee;
2. One teacher who is a representative of the recognized certificated employee organization;
3. One parent/guardian whose child attends the school;
4. One classified employee who is a representative of the recognized classified employee organization; and
5. Other members, if desired.

(cf. 1220 - Citizen Advisory Committees)

(cf. 1400 - Relations between other Governmental Agencies and the Schools)

Before adopting its comprehensive school safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the school safety plan. (Education Code 32288) The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting: (Education Code 32288)

1. The local mayor
2. A representative of the local school employee organization
3. A representative of each parent organization at the school, including the parent teacher association and parent teacher clubs

(cf. 1230 - School-Connected Organizations)

4. A representative of each teacher organization at the school

(cf. 4140/4240/4340 - Bargaining Units)

5. A representative of the school's student body government

6. All persons who have indicated that they want to be notified

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

1. Representatives of local religious organizations

2. Local civic leaders

3. Local business organizations

(cf. 1700 - Relations Between Private Industry and the Schools)

Content of the Safety Plan

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

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

(cf. 0500 - Accountability)

(cf. 0510 - School Accountability Report Card)

The plan also shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including all of the following: (Education Code 32282)

1. Child abuse reporting procedures consistent with Penal Code 11164

(cf. 5141.4 - Child Abuse Prevention and Reporting)

2. Routine and emergency disaster procedures including, but not limited to:

a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act

(cf. 6159 - Individualized Education Program)

b. An earthquake emergency procedure system in accordance with Education Code 32282

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3516.3 - Earthquake Emergency Procedure System)

c. A procedure to allow public agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

(cf. 1330 - Use of School Facilities)

(cf. 3516.1 - Fire Drills and Fires)

(cf. 3516.2 - Bomb Threats)

(cf. 3516.5 - Emergency Schedules)

(cf. 3543 - Transportation Safety and Emergencies)

3. Policies pursuant to Education Code 48915(d) for students who commit an act listed in Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations

(cf. 5131.7 - Weapons and Dangerous Instruments)

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

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

4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079

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

5. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4

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

(cf. 1312.3 - Uniform Complaint Procedures)

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

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

6. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel" pursuant to Education Code 35183, the provisions of that dress code and the definition of "gang-related apparel"

(cf. 5132 - Dress and Grooming)

7. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school

(cf. 5142 - Safety)

8. A safe and orderly school environment conducive to learning

(cf. 5137 - Positive School Climate)

9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5

(cf. 5144 - Discipline)

10. Hate crime reporting procedures

(cf. 5145.9 - Hate-Motivated Behavior)

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

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, hazing, and cyberbullying, as well as behavioral expectations and consequences for violations

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5131 - Conduct)

(cf. 5136 - Gangs)

3. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education, character/values education, media analysis skills, conflict resolution, community service learning, and education related to the prevention of dating violence

(cf. 6142.3 - Civic Education)

(cf. 6142.4 - Service Learning/Community Service Classes)

(cf. 6142.8 - Comprehensive Health Education)

4. Parent involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus

(cf. 1240 - Volunteer Assistance)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

5. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.61 - Drug Testing)

(cf. 5131.62 - Tobacco)

(cf. 5131.63 - Steroids)

6. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction

(cf. 1020 - Youth Services)

7. Procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of the school

(cf. 3514.1 - Hazardous Substances)

(cf. 3514.2 - Integrated Pest Management)

8. Procedures for receiving verification from law enforcement that a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime

(cf. 5116.1 - Intradistrict Open Enrollment)

9. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for the closing campuses to outsiders, installing surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus

(cf. 1250 - Visitors/Outsiders)

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

(cf. 3530 - Risk Management/Insurance)

(cf. 5112.5 - Open/Closed Campus)

(cf. 5131.5 - Vandalism and Graffiti)

10. Crisis prevention and intervention strategies, which may include the following:

a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate

(cf. 3515.2 - Disruptions)

(cf. 3515.5 - Sex Offender Notification)

(cf. 5131.4 - Student Disturbances)

- b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)
- c. Assignment of staff members responsible for each identified task and procedure
- d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan
- e. Coordination of communication to schools, Board of Trustees members, parents/guardians, and the media

(cf. 1112 - Media Relations)

(cf. 9010 - Public Statements)

- f. Development of a method for the reporting of violent incidents
- g. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling

11. Staff development in violence prevention and intervention techniques, including preparation to implement the elements of the safety plan

Regulation ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

approved: February 7, 2001 Lancaster, California

revised: June 19, 2013

Antelope Valley Union HSD | BP 1250 Community Relations

Visits To The Schools

The Board of Trustees encourages parents/guardians and interested members of the community to visit the schools, view the educational program, and offer constructive comments to the Board.

Besides inviting parents/guardians and the community to open house activities and other special events, the Superintendent or designee shall develop procedures which facilitate visits during regular school days when all visitors must first register at the school office.

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

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

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

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

(cf. 3514 - Safety)

(cf. 3515 - Security)

(cf. 4158 - Employee Protection)

(cf. 5131.7 - Weapons and Dangerous Instruments)

Legal Reference:

EDUCATION CODE

32210 Willful disturbance of public school or meeting

32211 Threatened disruption or interference with classes; misdemeanor

32212 Classroom interruptions

35160 Authority of governing boards

35292 Visits to schools (board members)

51512 Prohibited use of electronic listening or recording device

EVIDENCE CODE

1070 Refusal to disclose news source

LABOR CODE

230.8 Discharge or discrimination for taking time off

PENAL CODE

626-626.10 Schools

627-627.10 Access to school premises, especially:

627.1 Definitions

627.2 Necessity of registration by outsider

627.7 Misdemeanors; punishment

ATTORNEY GENERAL OPINIONS

95 Ops.Cal.Atty.Gen. 509 (1996)

Policy ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

adopted: November 13, 1990 Lancaster, California

Antelope Valley Union HSD | AR 1250 Community Relations

Visits To The Schools

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

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

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

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

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

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

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

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

Regulation ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

approved: November 13, 1990 Lancaster, California

Antelope Valley Union HSD | BP 1310.1 Community Relations

Civility Policy

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

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

(cf. 0410.1 Recognition of Human Diversity)

Disruptions

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

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

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

(cf. 5146 Campus Disturbance)

(cf. 5146 (c) Disturbing the Peace)

(cf. 9323 Meeting Conduct)

Safety and Security

4. The Superintendent or designee will ensure that a safety and/or crisis intervention techniques program is provided in order to raise awareness on how to deal with these situations if and when they occur.

5. When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their Principal or supervisor and complete an Incident Report. Employees and supervisors should complete an Incident Report and report to law enforcement, any attack, assault or threat made against them on school/District premises or at school/District sponsored activities.

Documentation

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

Legal Reference:

EDUCATION CODE

32210 Disturbing School

44014 Assault on Personnel

44810 Person on School Grounds

44811 Insults and Abuses

PENAL CODE

243.5 Arrest on School Grounds

415.5 Fighting on School Grounds

626.8 Entry of School by Person Not on Lawful Business

627.7 Refusal to Leave School Grounds

Policy ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

adopted: June 15, 2005 Lancaster, California

Antelope Valley Union HSD | AR 1310.1 Community Relations

Civility Policy**Examples of Conduct Which Violates the Civility Policy**

The Civility Policy prohibits harassment of district employees. For purposes of this policy, harassment is defined as a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person and which serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress and actually causes such distress (California Code of Civil Procedure 527.6). A course of conduct would include a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose, including but not limited to:

1. Following or stalking an individual;
2. Making harassing telephone calls to an individual;
3. Sending harassing correspondence to an individual by any means, including, but not limited to:
 - a. The use of private mails,
 - b. Interoffice mail,
 - c. Computer email, text messages, and instant messages,
 - d. Facsimile (fax).

Constitutionally protected activity is excluded from the definition of harassment.

Recourse Available for Unacceptable Disruptive Conduct by District Employees or Representatives

Any parent/guardian or member of the public who is subjected to unacceptable conduct from any district employee, as defined in the Civility Policy, may complete a Complaint Against Staff pursuant to the district's policy, BP 1312.1 (Complaints Concerning School Personnel).

Any parent/guardian or member of the public who is subjected to unacceptable conduct from any district representative, other than school personnel, may file a written complaint with the Superintendent.

Recourse Available for Unacceptable/Disruptive Conduct by Parents/Guardians and Other Members of the Public

The following are examples of ways by which district employees and school administrators, depending on the circumstances presented, may resolve situations involving parents/guardians and other members of the public who violate the Civility Policy.

1. Provision of Civility Policy:

The district employee may provide to the offending person a written copy of this policy at the time of the occurrence.

2. Request to Cease and Desist Behavior:

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

3. Termination of Activity:

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

4. Request to Leave School Grounds/Report to Law Enforcement:

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

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

5. Handling Violence, Threat, Battery or Other Illegal Action:

When violence, threat, assault, battery or other illegal action is threatened or directed, district employees may: (1) report the occurrence to their Principal or supervisor, (2) complete an Incident Report, and/or (3) report the incident to law enforcement officials.

In extraordinary circumstances the district may assist the affected employee(s) in obtaining a restraining order against the offending person pursuant to California Code of Civil Procedure 527.6 and 527.8.

Complaint Procedure Concerning Violations of the Civility Policy by Parents/ Guardians or Other Members of the Public

All complaints against/involving parents/guardians or other members of the public shall be initially filed with the Superintendent or designee. At the discretion of the Superintendent or designee, the complaint may be referred to the appropriate school site or department in an attempt to informally resolve the matter.

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

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

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

Regulation ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

approved: June 15, 2005 Lancaster, California

Antelope Valley Union HSD | AR 3515.1 Business and Noninstructional Operations

Crime Data Reporting

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

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

(cf. 5145.9 - Hate-Motivated Behavior)

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

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

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

(cf. 3515.3 - District Police/Security Department)

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

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

(cf. 1112 - Media Relations)

Supporting Data

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

1. Reports to local law enforcement officers for the crime classifications specified in Education Code 48915(a)-(d).

2. Suspension and expulsion reports which have been reported to the Board of Trustees for the crime classifications specified in Education Code 48915(a)-(d).

(cf. 5131.7 - Weapons and Dangerous Instruments)

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

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

3. Insurance claims, maintenance records and other documents to verify economic loss, if applicable

(cf. 0510 - School Accountability Report Card)

(cf. 1340 - Access to District Records)

(cf. 3515 - Campus Security)

(cf. 3530 - Risk Management/Insurance)

Legal Reference:

EDUCATION CODE

14044 Crimes committed on school grounds

48915 Expulsion

PENAL CODE

628-628.6 Reporting of school crime

CODE OF REGULATIONS, TITLE 5

700-705 Safe schools assessment programs

Management Resources:

CSBA PUBLICATIONS

Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1995, revised 1999

CDE PUBLICATIONS

Understanding and Reporting School Crime, California Safe Schools Assessment, California Department of Education and Butte County Office of Education, 1995

WEB SITES

CDE Safe Schools and Violence Prevention Office:
<http://www.cde.ca.gov/spbranch/safety/safetyhome.html>

Butte County Office of Education (CDE's designee): <http://www.cssa.butte.k12.ca.us>

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

Regulation ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

approved: March 20, 2002 Lancaster, California

Antelope Valley Union HSD | BP 3516 Business and Noninstructional Operations

Emergencies And Disaster Preparedness Plan

In order to save lives and protect property, all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters and events which threaten to result in a disaster.

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

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

District and site plans shall address at least the following situations:

1. Fire on or off school grounds which endangers students.

2. Natural or man-made disasters.

(cf. 3516.3 - Earthquake Emergency Procedure System)

3. Bomb threat or actual detonation.

(cf. 3516.2 - Bomb Threats)

4. Attack or disturbance by individuals or groups.

(cf. 0450 - Comprehensive Safety Plan)

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

(cf. 3514 - Environmental Safety)

(cf. 3515 - Campus Security)

(cf. 3515.2 - Disruptions)

(cf. 3530 - Risk Management/Insurance)

(cf. 5131.4 - Campus Disturbances)

The Superintendent or designee should ensure that the plan includes:

1. Procedures for personal safety and security.

2. Ways to ensure smooth administrative control of operations during a crisis.

3. Procedures to establish a clear, effective communications system.

4. Guidelines for law enforcement involvement, including specific steps for law enforcement intervention depending upon the intensity of the crisis.

The Superintendent or designee shall use state-approved Standard Emergency Management System guidelines when updating district and site-level emergency and disaster preparedness plans.

The Superintendent or designee shall consult with city and/or county agencies so that district and site plans may provide the best possible way of handling each situation and also provide for emergency communications systems between these agencies and each district school.

The Superintendent or designee may provide a plan, which allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety. (Education Code 38051)

(cf. 3543 - Transportation Safety and Emergencies)

Disaster preparedness exercises shall be held regularly at each school site and shall demonstrate how safety procedures may be applied to various types of emergencies. All students and employees shall receive instruction regarding emergency plans.

The Board encourages all employees to become proficient in first aid and cardiopulmonary resuscitation (CPR). The Superintendent or designee shall ascertain that at least one staff member at each school holds a valid certificate in these areas. The Superintendent or designee shall provide for CPR in-service training to be offered at least once a year for district staff.

Legal Reference:

EDUCATION CODE

32001 Fire alarms and drills

32040 Duty to equip school with first aid kit

32280-32289 School safety plans

32290 Safety devices

39834 Operating overloaded bus

46390-46392 Emergency average daily attendance in case of disaster

49505 Natural disaster; meals for homeless students; reimbursement

GOVERNMENT CODE

3100 Public employees as disaster service workers

8607 Standardized emergency management system

CODE OF REGULATIONS, TITLE 5

550 Fire drills

54

560 Civil defense and disaster preparedness plans

CODE OF REGULATIONS, TITLE 19

2400-2450 Standardized emergency management system

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

Management Resources:

CSBA PUBLICATIONS

Avian Influenza, Governance and Policy Services Fact Sheet, April 2006

911! A Manual for Schools and the Media During a Campus Crisis, 2001

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Pandemic Influenza Planning Checklist, 2006

CONTRA COSTA COUNTY OFFICE OF EDUCATION

Pandemic Flu School Action Kit, June 2006

GOVERNOR'S OFFICE OF EMERGENCY SERVICES

School Emergency Response: Using SEMS at Districts and Sites, June 1998

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Practical Information on Crisis Planning: A Guide for Schools and Communities, May 2003

WEB SITES

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

American Red Cross: <http://www.redcross.org>

California Department of Education, Crisis Preparedness: <http://www.cde.ca.gov/ls/ss/cp>

California Emergency Management Agency: <http://www.calema.ca.gov>

California Seismic Safety Commission: <http://www.seismic.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Contra Costa County Office of Education, Pandemic influenza resources:
http://www.cccoe.k12.ca.us/about/flu/resources_flu_action_kit

Federal Emergency Management Agency: <http://www.fema.gov>

U.S. Department of Education, Emergency Planning:
<http://www.ed.gov/admins/lead/safety/emergencyplan>

U.S. Department of Homeland Security: <http://www.dhs.gov>

Policy ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

adopted: September 5, 2001 Lancaster, California

Technical revision: January 28, 2002

Antelope Valley Union HSD | AR 3516 Business and Noninstructional Operations

Emergencies And Disaster Preparedness Plan

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

The Board of Trustees shall grant the use of school buildings, grounds and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services it deems necessary to meet the community's needs. (Education Code 38132)

Release of Students

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

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

Role of Staff

School staff are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)

During an emergency, staff shall fulfill roles as defined in the District and site Disaster Preparedness Plan.

(cf. 4119.3 - Duties of Personnel)

Regulation ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

approved: September 5, 2001 Lancaster, California

Antelope Valley Union HSD | BP 3516.3 Business and Noninstructional Operations

Earthquake Emergency Procedure System

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

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

1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff. This plan should outline roles, responsibilities and procedures for students and staff.

2. A DROP procedure, whereby each student and staff member takes cover under a table or desk, drops to the knees, protects the head with arms, and faces away from the window.

3. Protective measures to be taken before, during and after an earthquake.

4. A training program to ensure that all students and all certificated and classified staff are aware of, and properly skilled in, the earthquake emergency procedure system. (Education Code 35297)

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

Legal Reference:

EDUCATION CODE

32280-32289 School safety plans

GOVERNMENT CODE

3100 Public employees as disaster service workers

8607 Standardized Emergency Management System

CODE OF REGULATIONS, TITLE 19

2400-2450 Standardized Emergency Management System

Management Resources:

CALIFORNIA EMERGENCY MANAGEMENT AGENCY PUBLICATIONS

The ABCs of Post-Earthquake Evacuation: A Checklist for School Administrators and Faculty

Guide and Checklist for Nonstructural Earthquake Hazards in California Schools, January 2003

School Emergency Response: Using SEMS at Districts and Sites, June 1998

FEDERAL EMERGENCY MANAGEMENT AGENCY PUBLICATIONS

Guidebook for Developing a School Earthquake Safety Program, 1990

WEB SITES

American Red Cross: <http://www.redcross.org>

California Emergency Management Agency: <http://www.calema.ca.gov>

California Seismic Safety Commission: <http://www.scismic.ca.gov>

Federal Emergency Management Agency: <http://www.fema.gov/hazards/earthquakes>

National Incident Management System: <http://www.fema.gov/emergency/nims>

Policy ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

adopted: November 13, 1990 Lancaster, California

Antelope Valley Union HSD | AR 3516.3 Business and Noninstructional Operations

Earthquake Emergency Procedure System

Earthquake While Indoors at School

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

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

Earthquake While on School Grounds

When an earthquake occurs, the following actions shall be taken if teachers and students are on school grounds:

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

Subsequent Emergency Procedures

1. Teachers shall see that students avoid touching electrical wires that may have fallen.
2. Teachers or students shall not light any fires after the earthquake until the area is declared safe. Laboratory or shop teachers shall be watchful of students' relighting burners or stoves.

3. Teachers shall render first aid if necessary.
4. Teachers shall take roll of their classes.
5. The principal shall see that security are posted at a safe distance from all building entrances to see that no one reenters for any reason until the buildings are declared safe. Guards may be custodians, teachers, or students.
6. The principal shall direct a custodian to shut off all pilot lights on water heaters or furnaces, as well as stoves in homemaking classrooms.
7. The principal shall request assistance as needed, through appropriate channels, from the county or city civil defense office or fire and police departments.
8. The principal shall notify utility companies of any break or suspected break in lines which may present an additional hazard. If damage has occurred, the custodian shall shut off all utilities at the main valve.
9. The principal shall, if possible, contact the district office for further instructions.
10. The principal shall determine the advisability of closing the school, after a site inspection has been conducted by site and/or district personnel.
11. The status of site facilities shall be communicated to the principal or designee.
12. The principal or designee shall notify the Superintendent or designee of the operational status of the site.

General Procedures

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

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

Inspections After Earthquake

1. The school custodian shall make a thorough inspection immediately after a severe earthquake.

Check points: Large cracks affecting buildings

Earth slippage affecting buildings

Water leaks

Gas leaks

61

Electrical breakages

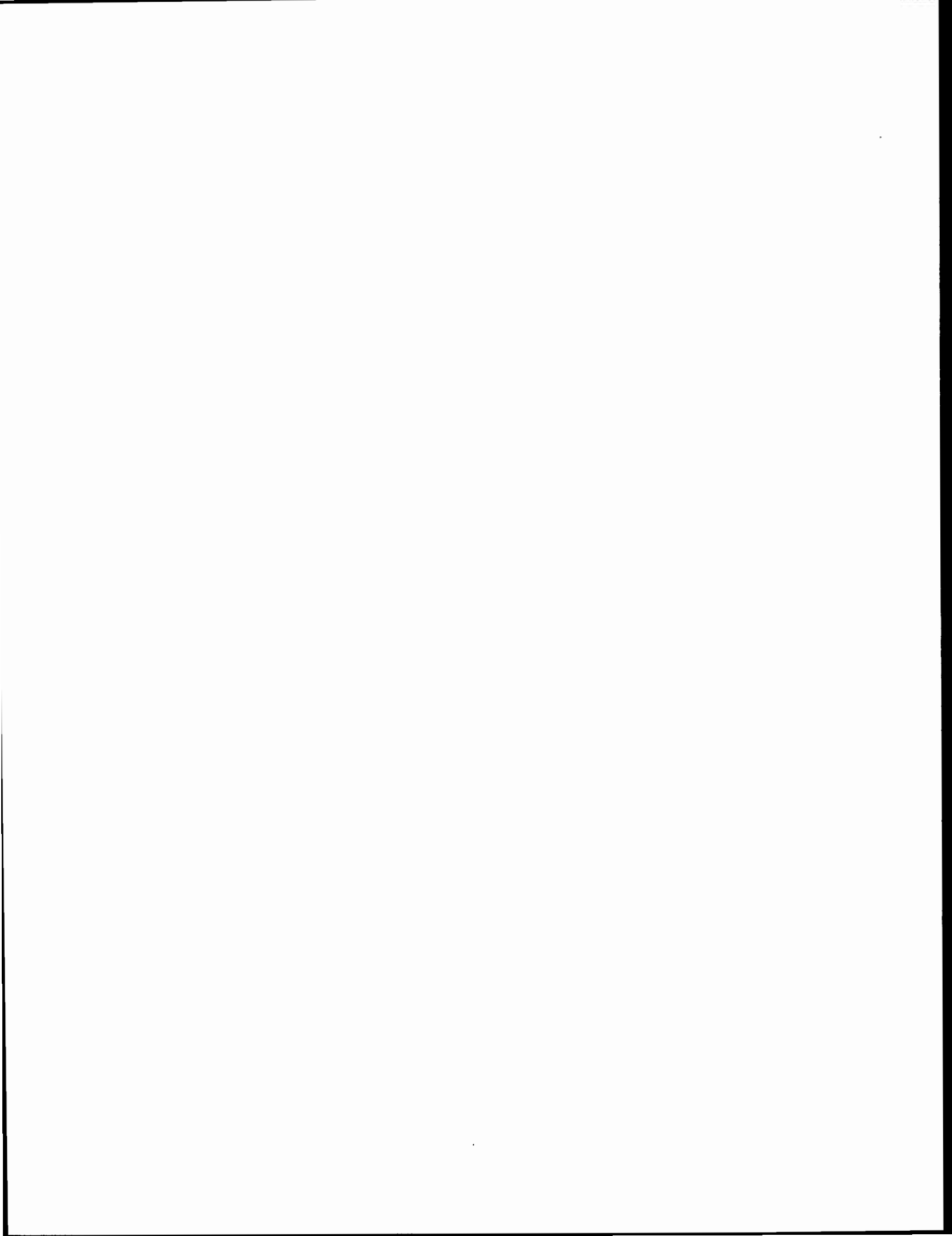
If leaks are detected, the custodian shall shut off the utility in the building affected and notify the maintenance department.

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

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

Regulation ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

approved: November 13, 1990 Lancaster, California



Antelope Valley Union HSD | BP 4119.11 Personnel

Sexual Harassment

The Board of Trustees prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.

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

(cf. 4030 - Nondiscrimination in Employment)

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

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to staff

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

3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

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

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

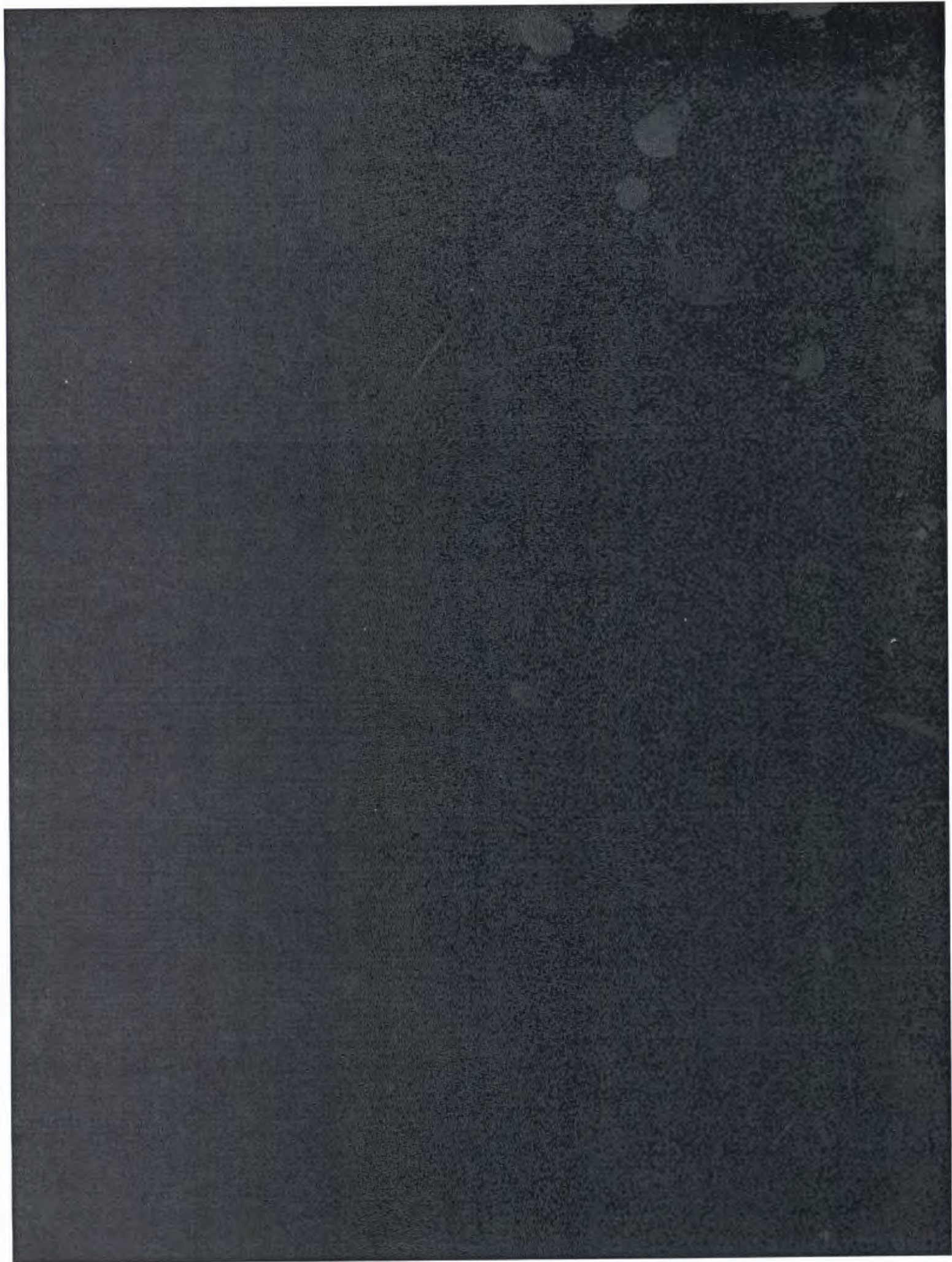
A supervisor, principal or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

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

(cf. 4031 - Complaints Concerning Discrimination in Employment)

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a district employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

(cf. 4117.4 - Dismissal)



(cf. 4118 - Suspension/Disciplinary Action)

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination

12950.1 Sexual harassment training

LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

CODE OF REGULATIONS, TITLE 2

7287.8 Retaliation

7288.0 Sexual harassment training and education

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

CODE OF FEDERAL REGULATIONS, TITLE 34

106.9 Dissemination of policy

COURT DECISIONS

Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026

Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275

64

Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257

Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989

Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998

Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Management Resources:

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL

Protecting Students from Harassment and Hate Crime, January, 1999

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

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

Policy ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

adopted: March 3, 1993 Lancaster, California

revised: February 6, 2002

revised: May 5, 2004

revised: October 19, 2005

Antelope Valley Union HSD | AR 4119.11 Personnel

Sexual Harassment

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

1. Submission to the conduct is made expressly or implicitly a term or condition of the individual's employment
2. Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her
3. The conduct has the purpose or effect of unreasonably interfering with the other individual's work performance; creating an intimidating, hostile, or offensive work environment; or adversely affecting the other individual's evaluation, advancement, assigned duties, or any other condition of employment or career development
4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs, or activities available at or through the district

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

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit e-mails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

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

Training

By January 1, 2006, and every two years thereafter, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All newly hired or promoted supervisory employees shall

receive training within six months of their assumption of the supervisory position. (Government Code 12950.1)

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

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

Notifications

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

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

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

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

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

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

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples
4. The district's complaint process available to the employee

(cf. 4031 - Complaints Concerning Discrimination in Employment)

5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)

6. Directions on how to contact DFEH and the EEOC

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

Regulation ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

approved: March 3, 1993 Lancaster, California

revised: February 6, 2002

revised: May 5, 2004

revised: October 19, 2005

Antelope Valley Union HSD | BP 4219.11 Personnel

Sexual Harassment

The Board of Trustees prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.

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

(cf. 4030 - Nondiscrimination in Employment)

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

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to staff

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

3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

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

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

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

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

(cf. 4031 - Complaints Concerning Discrimination in Employment)

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a district employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination

12950.1 Sexual harassment training

LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

CODE OF REGULATIONS, TITLE 2

7287.8 Retaliation

7288.0 Sexual harassment training and education

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

CODE OF FEDERAL REGULATIONS, TITLE 34

106.9 Dissemination of policy

COURT DECISIONS

Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026

Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275

- 70

Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257

Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989

Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998

Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Management Resources:

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL

Protecting Students from Harassment and Hate Crime, January, 1999

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

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

Policy ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

adopted: March 3, 1993 Lancaster, California

revised: February 6, 2002

revised: May 5, 2004

revised: October 19, 2005

Antelope Valley Union HSD | AR 4219.11 Personnel

Sexual Harassment

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

1. Submission to the conduct is made expressly or implicitly a term or condition of the individual's employment
2. Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her
3. The conduct has the purpose or effect of unreasonably interfering with the other individual's work performance; creating an intimidating, hostile, or offensive work environment; or adversely affecting the other individual's evaluation, advancement, assigned duties, or any other condition of employment or career development
4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs, or activities available at or through the district

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

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
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Prohibited sexual harassment may also include any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Training

By January 1, 2006, and every two years thereafter, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All newly hired or promoted supervisory employees shall

receive training within six months of their assumption of the supervisory position. (Government Code 12950.1)

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

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

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

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(cf. 4031 - Complaints Concerning Discrimination in Employment)

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

Regulation ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

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revised: February 6, 2002

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Antelope Valley Union HSD | BP 4319.11 Personnel

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

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

1. Providing training to employees in accordance with law and administrative regulation
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(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

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

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

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

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

(cf. 4031 - Complaints Concerning Discrimination in Employment)

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a district employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

(cf. 4117.4 - Dismissal)

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California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

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Policy ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

adopted: March 3, 1993 Lancaster, California

revised: February 6, 2002

revised: May 5, 2004

revised: October 19, 2005

Antelope Valley Union HSD | AR 4319.11 Personnel

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receive training within six months of their assumption of the supervisory position. (Government Code 12950.1)

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

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6. Directions on how to contact DFEH and the EEOC

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

Regulation ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

approved: March 3, 1993 Lancaster, California

revised: February 6, 2002

revised: May 5, 2004

revised: October 19, 2005

Antelope Valley Union HSD | BP 4158 Personnel

Employee Security

The Board of Trustees desires to provide a safe, orderly working environment for all employees. As part of the district's comprehensive school safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and providing them with necessary assistance and support when emergency situations occur.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515 - Campus Security)

(cf. 5131.4 - Campus Disturbances)

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

(cf. 3320 - Claims and Actions Against the District)

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

The Superintendent or designee shall ensure that employees are trained in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication techniques, and crisis resolution.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee also shall ensure that employees are informed, in accordance with law, regarding crimes and offenses committed by students who may pose a danger in the classroom.

The Superintendent or designee may make available at appropriate locations, including, but not limited to, district and school offices, gyms, and classrooms, communication devices that would enable two-way communication with law enforcement and others when emergencies occur.

(cf. 5141 - Health Care and Emergencies)

Reporting of Injurious Objects

The Board requires employees to take immediate action upon being made aware that any person is in possession of an unauthorized injurious object on school grounds or at a school-related or school-

sponsored activity. The employee shall use his/her own judgment as to the potential danger involved and, based upon this analysis, shall do one of the following:

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

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144. - Discipline)

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

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

When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

Legal Reference:

EDUCATION CODE

32210-32212 Willful disturbance, public schools or meetings

32225-32226 Communication devices

35208 Liability insurance

35213 Reimbursement for loss, destruction or damage of school property

44014 Report of assault by pupil against school employee

44807 Duty concerning conduct of students

48201 Transfer of student records

48900-48926 Suspension or expulsion

49079 Notification to teacher; student who has engaged in acts re: grounds suspension or expulsion

49330-49335 Injurious objects

CIVIL CODE

51.7 Freedom from violence or intimidation

CODE OF CIVIL PROCEDURE

527.8 Workplace violence safety

GOVERNMENT CODE

995-996.4 Defense of public employees

3543.2 Scope of representation

PENAL CODE

71 Threatening public officers and employees and school officials

240-246.3 Assault and battery, including:

241.3 Assault against school bus drivers

241.6 Assault on school employee includes board member

243.3 Battery against school bus drivers

243.6 Battery against school employee includes board member

245.5 Assault with deadly weapon; school employee includes board member

290 Registration of sex offenders

601 Trespass by person making credible threat

626-626.11 School crimes

646.9 Stalking

12403.7 Weapons approved for self defense

WELFARE AND INSTITUTIONS CODE

827 Juvenile court proceedings; reports; confidentiality

828.1 District police or security department, disclosure of juvenile records

COURT DECISIONS

City of San Jose v. William Garbett, (2010) 190 Cal. App. 4th 526

Management Resources:

WEB SITES

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

California Department of Education, Safe Schools and Violence Prevention Office:
<http://www.cde.ca.gov/lss/ss>

Policy ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

adopted: September 3, 2003 Lancaster, California

revised: November 7, 2012

Antelope Valley Union HSD | AR 4158 Personnel

Employee Security

An employee may use reasonable and necessary force when necessary for his/her self-defense, defense of another person, or protection of property; to quell a disturbance threatening physical injury to others; or to obtain possession of weapons or other dangerous objects within the control of a student. (Education Code 44807, 49001)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144 - Discipline)

Employees shall promptly report to the principal or other immediate supervisor any attack, assault, or physical threat made against them by a student.

Both the employee and the principal or other immediate supervisor shall promptly report such instances to the appropriate local law enforcement agency. (Education Code 44014)

In addition, employees shall promptly report to the principal or supervisor, and may report to law enforcement, any attack, assault or threat made against them on school grounds by any other individual.

(cf. 3515.2 - Disruptions)

Reports of attack, assault or threat also shall be forwarded immediately to the Superintendent or designee.

(cf. 3320 - Claims and Actions Against the District)

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

(cf. 3530 - Risk Management/Insurance)

Notice Regarding Student Offenses Committed While Under School Jurisdiction

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

(cf. 5125 - Student Records)

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

Upon receiving a transfer student's record regarding acts committed by the student that resulted in his/her suspension or expulsion, the Superintendent or designee shall inform the student's teacher(s)

that the student was suspended from his/her former district and of the act that resulted in the suspension or expulsion. (Education Code 48201)

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

Notice Regarding Student Offenses Committed While Outside School Jurisdiction

When a minor student has been found by a court of competent jurisdiction to have illegally used, sold or possessed a controlled substance or committed specified crimes involving serious acts of violence, the district police or security department may provide written notification to the Superintendent. (Welfare and Institutions Code 828.1)

(cf. 3515.3 - District Police/Security Department)

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

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

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

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

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

Procedures to Maintain Confidentiality of Student Offenses

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

The staff member shall also initial the student's file when reviewing it in the school office. Once the district has made a good faith effort to comply with the notification requirement of Education Code 49079 and Welfare and Institutions Code 827, an employee's failure to review the file constitutes district compliance with the requirement to provide notice to the teacher.

Regulation ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

approved: November 13, 1990 Lancaster, California

revised: September 3, 2003

revised: November 7, 2012

Antelope Valley Union HSD | BP 4258 Personnel

Employee Security

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(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515 - Campus Security)

(cf. 5131.4 - Campus Disturbances)

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

(cf. 3320 - Claims and Actions Against the District)

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(cf. 4131 - Staff Development)

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(cf. 4331 - Staff Development)

The Superintendent or designee also shall ensure that employees are informed, in accordance with law, regarding crimes and offenses committed by students who may pose a danger in the classroom.

The Superintendent or designee may make available at appropriate locations, including, but not limited to, district and school offices, gyms, and classrooms, communication devices that would enable two-way communication with law enforcement and others when emergencies occur.

(cf. 5141 - Health Care and Emergencies)

Reporting of Injurious Objects

The Board requires employees to take immediate action upon being made aware that any person is in possession of an unauthorized injurious object on school grounds or at a school-related or school-

sponsored activity. The employee shall use his/her own judgment as to the potential danger involved and, based upon this analysis, shall do one of the following:

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

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144. - Discipline)

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

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

When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

Legal Reference:

EDUCATION CODE

32210-32212 Willful disturbance, public schools or meetings

32225-32226 Communication devices

35208 Liability insurance

35213 Reimbursement for loss, destruction or damage of school property

44014 Report of assault by pupil against school employee

44807 Duty concerning conduct of students

48201 Transfer of student records

48900-48926 Suspension or expulsion

49079 Notification to teacher; student who has engaged in acts re: grounds suspension or expulsion

49330-49335 Injurious objects

CIVIL CODE

51.7 Freedom from violence or intimidation

CODE OF CIVIL PROCEDURE

527.8 Workplace violence safety

89

GOVERNMENT CODE

995-996.4 Defense of public employees

3543.2 Scope of representation

PENAL CODE

71 Threatening public officers and employees and school officials

240-246.3 Assault and battery, including:

241.3 Assault against school bus drivers

241.6 Assault on school employee includes board member

243.3 Battery against school bus drivers

243.6 Battery against school employee includes board member

245.5 Assault with deadly weapon; school employee includes board member

290 Registration of sex offenders

601 Trespass by person making credible threat

626-626.11 School crimes

646.9 Stalking

12403.7 Weapons approved for self defense

WELFARE AND INSTITUTIONS CODE

827 Juvenile court proceedings; reports; confidentiality

828.1 District police or security department, disclosure of juvenile records

COURT DECISIONS

City of San Jose v. William Garbett, (2010) 190 Cal. App. 4th 526

Management Resources:

WEB SITES

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

California Department of Education, Safe Schools and Violence Prevention Office:
<http://www.cde.ca.gov/lss/ss>

Policy ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

90

adopted: September 3, 2003 Lancaster, California

revised: November 7, 2012

Employee Security

An employee may use reasonable and necessary force when necessary for his/her self-defense, defense of another person, or protection of property; to quell a disturbance threatening physical injury to others; or to obtain possession of weapons or other dangerous objects within the control of a student. (Education Code 44807, 49001)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144 - Discipline)

Employees shall promptly report to the principal or other immediate supervisor any attack, assault, or physical threat made against them by a student.

Both the employee and the principal or other immediate supervisor shall promptly report such instances to the appropriate local law enforcement agency. (Education Code 44014)

In addition, employees shall promptly report to the principal or supervisor, and may report to law enforcement, any attack, assault or threat made against them on school grounds by any other individual.

(cf. 3515.2 - Disruptions)

Reports of attack, assault or threat also shall be forwarded immediately to the Superintendent or designee.

(cf. 3320 - Claims and Actions Against the District)

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

(cf. 3530 - Risk Management/Insurance)

Notice Regarding Student Offenses Committed While Under School Jurisdiction

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

(cf. 5125 - Student Records)

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

Upon receiving a transfer student's record regarding acts committed by the student that resulted in his/her suspension or expulsion, the Superintendent or designee shall inform the student's teacher(s)

that the student was suspended from his/her former district and of the act that resulted in the suspension or expulsion. (Education Code 48201)

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

Notice Regarding Student Offenses Committed While Outside School Jurisdiction

When a minor student has been found by a court of competent jurisdiction to have illegally used, sold or possessed a controlled substance or committed specified crimes involving serious acts of violence, the district police or security department may provide written notification to the Superintendent. (Welfare and Institutions Code 828.1)

(cf. 3515.3 - District Police/Security Department)

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

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

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

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

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

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.

sponsored activity. The employee shall use his/her own judgment as to the potential danger involved and, based upon this analysis, shall do one of the following:

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

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144. - Discipline)

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

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

When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

Legal Reference:

EDUCATION CODE

32210-32212 Willful disturbance, public schools or meetings

32225-32226 Communication devices

35208 Liability insurance

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49330-49335 Injurious objects

CIVIL CODE

51.7 Freedom from violence or intimidation

CODE OF CIVIL PROCEDURE

527.8 Workplace violence safety

96

Antelope Valley Union HSD | BP 4358 Personnel

Employee Security

The Board of Trustees desires to provide a safe, orderly working environment for all employees. As part of the district's comprehensive school safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and providing them with necessary assistance and support when emergency situations occur.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515 - Campus Security)

(cf. 5131.4 - Campus Disturbances)

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

(cf. 3320 - Claims and Actions Against the District)

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

The Superintendent or designee shall ensure that employees are trained in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication techniques, and crisis resolution.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee also shall ensure that employees are informed, in accordance with law, regarding crimes and offenses committed by students who may pose a danger in the classroom.

The Superintendent or designee may make available at appropriate locations, including, but not limited to, district and school offices, gyms, and classrooms, communication devices that would enable two-way communication with law enforcement and others when emergencies occur.

(cf. 5141 - Health Care and Emergencies)

Reporting of Injurious Objects

The Board requires employees to take immediate action upon being made aware that any person is in possession of an unauthorized injurious object on school grounds or at a school-related or school-

The staff member shall also initial the student's file when reviewing it in the school office. Once the district has made a good faith effort to comply with the notification requirement of Education Code 49079 and Welfare and Institutions Code 827, an employee's failure to review the file constitutes district compliance with the requirement to provide notice to the teacher.

Regulation ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

approved: November 13, 1990 Lancaster, California

revised: September 3, 2003

revised: November 7, 2012

GOVERNMENT CODE

995-996.4 Defense of public employees

3543.2 Scope of representation

PENAL CODE

71 Threatening public officers and employees and school officials

240-246.3 Assault and battery, including:

241.3 Assault against school bus drivers

241.6 Assault on school employee includes board member

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245.5 Assault with deadly weapon; school employee includes board member

290 Registration of sex offenders

601 Trespass by person making credible threat

626-626.11 School crimes

646.9 Stalking

12403.7 Weapons approved for self defense

WELFARE AND INSTITUTIONS CODE

827 Juvenile court proceedings; reports; confidentiality

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COURT DECISIONS

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Management Resources:

WEB SITES

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

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Policy ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

adopted: September 3, 2003 Lancaster, California

revised: November 7, 2012

Antelope Valley Union HSD | AR 4358 Personnel

Employee Security

An employee may use reasonable and necessary force when necessary for his/her self-defense, defense of another person, or protection of property; to quell a disturbance threatening physical injury to others; or to obtain possession of weapons or other dangerous objects within the control of a student. (Education Code 44807, 49001)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144 - Discipline)

Employees shall promptly report to the principal or other immediate supervisor any attack, assault, or physical threat made against them by a student.

Both the employee and the principal or other immediate supervisor shall promptly report such instances to the appropriate local law enforcement agency. (Education Code 44014)

In addition, employees shall promptly report to the principal or supervisor, and may report to law enforcement, any attack, assault or threat made against them on school grounds by any other individual.

(cf. 3515.2 - Disruptions)

Reports of attack, assault or threat also shall be forwarded immediately to the Superintendent or designee.

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

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(cf. 5125 - Student Records)

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

Upon receiving a transfer student's record regarding acts committed by the student that resulted in his/her suspension or expulsion, the Superintendent or designee shall inform the student's teacher(s)

that the student was suspended from his/her former district and of the act that resulted in the suspension or expulsion. (Education Code 48201)

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(cf. 3515.3 - District Police/Security Department)

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

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

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

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

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

Procedures to Maintain Confidentiality of Student Offenses

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

The staff member shall also initial the student's file when reviewing it in the school office. Once the district has made a good faith effort to comply with the notification requirement of Education Code 49079 and Welfare and Institutions Code 827, an employee's failure to review the file constitutes district compliance with the requirement to provide notice to the teacher.

Regulation ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

approved: November 13, 1990 Lancaster, California

revised: September 3, 2003

revised: November 7, 2012

Antelope Valley Union HSD | BP 4158.1 Personnel

Teacher Notification Of Dangerous Students

The Superintendent or designee shall inform the teacher of every student who has caused or tried to cause another person serious bodily injury or any physical injury which requires professional medical treatment. This information shall be based upon written district records or records received from a law enforcement agency. Teachers shall receive the information in confidence and shall not disseminate it further. (Education Code 49079)

The above information shall be made available for teachers to read, and a copy shall be kept in the student's file.

(cf. 3514 - Safety)

(cf. 5131.7 - Weapons and Dangerous Instruments)

Legal Reference:

EDUCATION CODE

44014 Report of assault by pupil against school employee

44807 Duty concerning conduct of pupils

48902 Notification of law enforcement authorities if student violates assault or controlled substance provision

48904 Parental liability

49079 Notification to teacher; student who has caused or attempted to cause serious bodily injury

48905 Injury or damage to person or property of school district employee; request for legal action

49331 Removal of injurious object from possession of pupil by designated employee

PENAL CODE

71 Threatening public officers and employees and school officials

241.2 Assault on school or park property against any person

241.3 Assault against school bus drivers

241.6 Assault on school employee

243 Battery; punishment

243.2 Battery on school or park property against any person

243.3 Battery against school bus drivers

243.6 Battery against school employee

CIVIL CODE

51.7 Freedom from violence or intimidation

Policy ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

adopted: November 13, 1990 Lancaster, California

Antelope Valley Union HSD | AR 4158.1 Personnel

Teacher Notification Of Dangerous Students

1. The principal shall notify administrators, counselors and other pertinent individuals of the parameters for identifying records regarding "caused or attempted to cause serious bodily injury" under Education Code 49079.

A definition of "injury" and "serious bodily injury" in Penal Code 243 reads as follows:

a. "Injury" means any physical injury which requires professional medical treatment.

b. "Serious bodily injury" means a serious impairment of physical condition including, but not limited to, the following:

(1) Loss of consciousness.

(2) Concussion.

(3) Bone fracture.

(4) Protracted loss or impairment of function of any bodily member or organ.

(5) A wound requiring extensive suturing.

(6) Serious disfigurement.

2. The principal or designee will make the final determination if the student has caused or attempted to cause serious bodily injury.

3. Teacher notification shall begin first day of fall semester.

4. The principal or designee shall make a minimum of two attempts to notify the appropriate teachers of identified student.

The principal or designee shall on a quarterly basis verify that there has not been a program change regarding such a student which would require additional notices being sent to appropriate teachers.

5. Notification shall be by memo or note in the teacher's mailbox to "meet with administrator or designee to discuss and review records of a student pursuant to Education Code 49079." The student's name shall not be included on this note. The teacher will sign that they viewed this record and, at that time will be apprised that the law requires that any information received by a teacher regarding such students be received in confidence and not be further disseminated by the teacher.

6. The principal or designee shall provide leadership and training for teachers as to how one deals with a student who has caused or attempted to cause serious bodily injury.

7. The principal or designee shall maintain a list of:

a. Identified students.

- b. When they were identified.
 - c. When they no longer need to be identified (three-year maximum).
 - d. What they were identified for.
8. A copy of this list will be submitted semiannually to the Superintendent or designee and the Assistant Superintendent of Educational Services.

Regulation ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

approved: November 13, 1990 Lancaster, California

Antelope Valley Union HSD | BP 4258.1 Personnel

Teacher Notification Of Dangerous Students

The Superintendent or designee shall inform the teacher of every student who has caused or tried to cause another person serious bodily injury or any physical injury which requires professional medical treatment. This information shall be based upon written district records or records received from a law enforcement agency. Teachers shall receive the information in confidence and shall not disseminate it further. (Education Code 49079)

The above information shall be made available for teachers to read, and a copy shall be kept in the student's file.

(cf. 3514 - Safety)

(cf. 5131.7 - Weapons and Dangerous Instruments)

Legal Reference:

EDUCATION CODE

44014 Report of assault by pupil against school employee

44807 Duty concerning conduct of pupils

48902 Notification of law enforcement authorities if student violates assault or controlled substance provision

48904 Parental liability

49079 Notification to teacher; student who has caused or attempted to cause serious bodily injury

48905 Injury or damage to person or property of school district employee; request for legal action

49331 Removal of injurious object from possession of pupil by designated employee

PENAL CODE

71 Threatening public officers and employees and school officials

241.2 Assault on school or park property against any person

241.3 Assault against school bus drivers

241.6 Assault on school employee

243 Battery; punishment

106

243.2 Battery on school or park property against any person

243.3 Battery against school bus drivers

243.6 Battery against school employee

CIVIL CODE

51.7 Freedom from violence or intimidation

Policy ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

adopted: November 13, 1990 Lancaster, California

107

Antelope Valley Union HSD | AR 4258.1 Personnel

Teacher Notification Of Dangerous Students

1. The principal shall notify administrators, counselors and other pertinent individuals of the parameters for identifying records regarding "caused or attempted to cause serious bodily injury" under Education Code 49079.

A definition of "injury" and "serious bodily injury" in Penal Code 243 reads as follows:

- a. "Injury" means any physical injury which requires professional medical treatment.
- b. "Serious bodily injury" means a serious impairment of physical condition including, but not limited to, the following:
 - (1) Loss of consciousness.
 - (2) Concussion.
 - (3) Bone fracture.
 - (4) Protracted loss or impairment of function of any bodily member or organ.
 - (5) A wound requiring extensive suturing.
 - (6) Serious disfigurement.

2. The principal or designee will make the final determination if the student has caused or attempted to cause serious bodily injury.

3. Teacher notification shall begin first day of fall semester.

4. The principal or designee shall make a minimum of two attempts to notify the appropriate teachers of identified student.

The principal or designee shall on a quarterly basis verify that there has not been a program change regarding such a student which would require additional notices being sent to appropriate teachers.

5. Notification shall be by memo or note in the teacher's mailbox to "meet with administrator or designee to discuss and review records of a student pursuant to Education Code 49079." The student's name shall not be included on this note. The teacher will sign that they viewed this record and, at that time will be apprised that the law requires that any information received by a teacher regarding such students be received in confidence and not be further disseminated by the teacher.

6. The principal or designee shall provide leadership and training for teachers as to how one deals with a student who has caused or attempted to cause serious bodily injury.

7. The principal or designee shall maintain a list of:

- a. Identified students.

b. When they were identified.

c. When they no longer need to be identified (three-year maximum).

d. What they were identified for.

8. A copy of this list will be submitted semiannually to the Superintendent or designee and the Assistant Superintendent of Educational Services.

Regulation ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

approved: November 13, 1990 Lancaster, California

Antelope Valley Union HSD | BP 4358.1 Personnel

Teacher Notification Of Dangerous Students

The Superintendent or designee shall inform the teacher of every student who has caused or tried to cause another person serious bodily injury or any physical injury which requires professional medical treatment. This information shall be based upon written district records or records received from a law enforcement agency. Teachers shall receive the information in confidence and shall not disseminate it further. (Education Code 49079)

The above information shall be made available for teachers to read, and a copy shall be kept in the student's file.

(cf. 3514 - Safety)

(cf. 5131.7 - Weapons and Dangerous Instruments)

Legal Reference:

EDUCATION CODE

44014 Report of assault by pupil against school employee

44807 Duty concerning conduct of pupils

48902 Notification of law enforcement authorities if student violates assault or controlled substance provision

48904 Parental liability

49079 Notification to teacher; student who has caused or attempted to cause serious bodily injury

48905 Injury or damage to person or property of school district employee; request for legal action

49331 Removal of injurious object from possession of pupil by designated employee

PENAL CODE

71 Threatening public officers and employees and school officials

241.2 Assault on school or park property against any person

241.3 Assault against school bus drivers

241.6 Assault on school employee

243 Battery; punishment

110

243.2 Battery on school or park property against any person

243.3 Battery against school bus drivers

243.6 Battery against school employee

CIVIL CODE

51.7 Freedom from violence or intimidation

Policy ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

adopted: November 13, 1990 Lancaster, California

111

Antelope Valley Union HSD | AR 4358.1 Personnel

Teacher Notification Of Dangerous Students

1. The principal shall notify administrators, counselors and other pertinent individuals of the parameters for identifying records regarding "caused or attempted to cause serious bodily injury" under Education Code 49079.

A definition of "injury" and "serious bodily injury" in Penal Code 243 reads as follows:

a. "Injury" means any physical injury which requires professional medical treatment.

b. "Serious bodily injury" means a serious impairment of physical condition including, but not limited to, the following:

(1) Loss of consciousness.

(2) Concussion.

(3) Bone fracture.

(4) Protracted loss or impairment of function of any bodily member or organ.

(5) A wound requiring extensive suturing.

(6) Serious disfigurement.

2. The principal or designee will make the final determination if the student has caused or attempted to cause serious bodily injury.

3. Teacher notification shall begin first day of fall semester.

4. The principal or designee shall make a minimum of two attempts to notify the appropriate teachers of identified student.

The principal or designee shall on a quarterly basis verify that there has not been a program change regarding such a student which would require additional notices being sent to appropriate teachers.

5. Notification shall be by memo or note in the teacher's mailbox to "meet with administrator or designee to discuss and review records of a student pursuant to Education Code 49079." The student's name shall not be included on this note. The teacher will sign that they viewed this record and, at that time will be apprised that the law requires that any information received by a teacher regarding such students be received in confidence and not be further disseminated by the teacher.

6. The principal or designee shall provide leadership and training for teachers as to how one deals with a student who has caused or attempted to cause serious bodily injury.

7. The principal or designee shall maintain a list of:

a. Identified students.

b. When they were identified.

c. When they no longer need to be identified (three-year maximum).

d. What they were identified for.

8. A copy of this list will be submitted semiannually to the Superintendent or designee and the Assistant Superintendent of Educational Services.

Regulation ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

approved: November 13, 1990 Lancaster, California

113

Antelope Valley Union HSD | BP 5113.1 Students

Chronic Absence And Truancy

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

(cf. 5113 - Absences and Excuses)

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

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

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

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5126 - Awards for Achievement)

(cf. 5131 - Conduct)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent or designee shall work with students and parents/guardians to identify factors contributing to chronic absence and truancy. Based on this needs assessment, he/she shall collaborate with community agencies, including, but not limited to, child welfare services, law enforcement, courts, and/or public health care agencies, to ensure that alternative educational programs and nutrition, health care, and other support services are available for students and families and to intervene as necessary when students have serious attendance problems.

(cf. 1020 - Youth Services)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 5030 - Student Wellness)

(cf. 5145.6 - School Health Services)

- (cf. 5146 - Married/Pregnant/Parenting Students)
- (cf. 5147 - Dropout Prevention)
- (cf. 5149 - At-Risk Students)
- (cf. 6158 - Independent Study)
- (cf. 6164.2 - Guidance/Counseling Services)
- (cf. 6164.5 - Student Success Teams)
- (cf. 6173 - Education for Homeless Children)
- (cf. 6173.1 - Education for Foster Youth)
- (cf. 6173.2 - Education of Children of Military Families)
- (cf. 6175 - Migrant Education Program)
- (cf. 6179 - Supplemental Instruction)
- (cf. 6181 - Alternative Schools/Programs of Choice)
- (cf. 6183 - Home and Hospital Instruction)
- (cf. 6184 - Continuation Education)
- (cf. 6185 - Community Day School)

As required by law, habitually truant students shall be referred to a school attendance review board (SARB), a truancy mediation program operated by the county's district attorney or probation officer, and/or a juvenile court.

The Superintendent or designee shall regularly analyze data on student absence to identify patterns of absence districtwide and by school, grade level, and student population. Such data shall be used to identify common barriers to attendance, prioritize resources for intervention, and monitor progress over time. The Superintendent or designee shall periodically report this information to the Board for purposes of evaluating the effectiveness of strategies implemented to reduce chronic absence and truancy and making changes as needed. As appropriate, the Superintendent or designee also shall provide this information to key school staff and community agency partners to engage them in program evaluation and improvement.

School Attendance Review Board

The Board shall submit nominations to the County Superintendent of Schools for a district representative on the county SARB. (Education Code 48321)

The Board shall appoint members of the district's SARB, who may include, but are not be limited to, a parent/guardian as well as representatives of the district, county probation department, county welfare department, county office of education, law enforcement agencies, community-based youth service

centers, school guidance personnel, child welfare and attendance personnel, and school or county health care personnel. (Education Code 48321)

The district's SARB shall operate in accordance with Education Code 48320-48325 and procedures established by the Superintendent or designee.

Legal Reference:

EDUCATION CODE

1740 Employment of personnel to supervise attendance (county superintendent)

37223 Weekend classes

41601 Reports of average daily attendance

46000 Records (attendance)

46010-46014 Absences

46110-46119 Attendance in kindergarten and elementary schools

46140-46147 Attendance in junior high and high schools

48200-48208 Children ages 6-18 (compulsory full-time attendance)

48240-48246 Supervisors of attendance

48260-48273 Truants

48290-48296 Failure to comply; complaints against parents

48320-48325 School attendance review boards

48340-48341 Improvement of student attendance

48400-48403 Compulsory continuation education

49067 Unexcused absences as cause of failing grade

60901 Chronic absence

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act

PENAL CODE

270.1 Chronic truancy; parent/guardian misdemeanor

272 Parent/guardian duty to supervise and control minor child; criminal liability for truancy

1116

830.1 Peace officers

VEHICLE CODE

13202.7 Driving privileges; minors; suspension or delay for habitual truancy

WELFARE AND INSTITUTIONS CODE

601-601.4 Habitually truant minors

11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

Management Resources:

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Improving Student Achievement by Addressing Chronic Absence, Policy Brief, December 2010

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School Attendance Improvement Handbook, 2000

WEB SITES

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

Attendance Counts: <http://www.attendancecounts.org>

California Association of Supervisors of Child Welfare and Attendance: <http://www.cascwa.org>

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

Policy ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

adopted: March 2, 2011 Lancaster, California

Antelope Valley Union HSD | AR 5113.1 Students

Chronic Absence And Truancy

Definitions

Chronic absentee means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays.

Truant means a student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (Education Code 48260)

Habitual truant means a student who has been reported as a truant three or more times within the same school year, provided the district has made a conscientious effort to hold at least one conference with the student and his/her parent/guardian. (Education Code 48262, 48264.5)

Chronic truant means a student who has been absent from school without a valid excuse for 10 percent or more of the school days in one school year, from the date of enrollment to the current date, provided the district has met the requirements of Education Code 48260-48263 and 48291. (Education Code 48263.6)

Attendance Supervisor(s)

The Superintendent or designee shall appoint or contract with a supervisor of attendance and assistant supervisors as necessary to supervise the attendance of district students. Such supervisors shall perform duties related to compulsory full-time education, truancy, compulsory continuation education, work permits, and any additional duties prescribed by the Superintendent. (Education Code 48240, 48243, 48244)

(cf. 5113 - Absences and Excuses)

(cf. 5113.2 - Work Permits)

Addressing Chronic Absence

When a student is identified as a chronic absentee, the attendance supervisor shall communicate with the student and his/her parent/guardian to determine the reason(s) for the excessive absences, ensure the student and parent/guardian are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

(cf. 6020 - Parent Involvement)

The student may be referred to a student success team or school-site attendance review team to assist in evaluating the student's needs and identifying strategies and programs that may assist him/her.

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 5147 - Dropout Prevention)

(cf. 5149 - At-Risk Students)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6164.5 - Student Success Teams)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

(cf. 6175 - Migrant Education Program)

A student who is struggling academically may be offered tutoring or other supplemental instruction, extended learning opportunities, and/or alternative educational options as appropriate.

(cf. 6158 - Independent Study)

(cf. 6176 - Weekend/Saturday Classes)

(cf. 6178.1 - Work Experience Education)

(cf. 6179 - Supplemental Instruction)

(cf. 6181 - Alternative Schools/Programs of Choice)

(cf. 6183 - Home and Hospital Instruction)

(cf. 6184 - Continuation Education)

Whenever chronic absenteeism is linked to a nonschool condition, the attendance supervisor may recommend community resources and/or collaborate with community agencies and organizations to address the needs of the student and his/her family.

(cf. 1020 - Youth Services)

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

(cf. 5145.6 - School Health Services)

Addressing Truancy

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

(cf. 3515.3 - District Police/Security Department)

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

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

1. Initial truancy

a. A student who is initially classified as truant shall be reported to the attendance supervisor. (Education Code 48260)

b. The student's parent/guardian shall be notified by the most cost-effective method possible, which may include email or a telephone call, that: (Education Code 48260.5)

(1) The student is truant.

(2) The parent/guardian is obligated to compel the student to attend school. If the parent/guardian fails to meet this obligation, he/she may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290-48296.

(3) Alternative educational programs are available in the district.

(4) The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy.

(5) The student may be subject to arrest or held in temporary custody by a probation officer, a peace officer, a school administrator or attendance supervisor or his/her designee under Education Code 48264 if found away from home and absent from school without a valid excuse.

(6) The student may be subject to suspension, restriction, or delay of his/her driving privilege pursuant to Vehicle Code 13202.7.

(7) It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day.

(cf. 5145.6 - Parental Notifications)

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

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

(cf. 5125 - Student Records)

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

2. Second truancy

- a. Any student who has once been reported as a truant shall again be reported to the attendance supervisor as a truant if he/she is absent from school without valid excuse one or more days or is tardy on one or more days. (Education Code 48261)
- b. The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223. (Education Code 48264.5)
- c. The student may be assigned to an after-school or weekend study program within the county. If the student fails to successfully complete this study program, he/she shall be subject to item #3 below. (Education Code 48264.5)
- d. An appropriate district staff member shall make a conscientious effort to hold at least one conference with the student and parent/guardian by communicating with the parent/guardian at least once using the most cost-effective method possible, which may include email or a telephone call. (Education Code 48262)
- e. The attendance supervisor may notify the district attorney and/or probation officer whether the student continues to be classified as a truant after the parents/guardians have been notified in accordance with item #1b above. (Education Code 48260.6)

3. Third truancy (habitual truancy)

- a. A student who is habitually truant, irregular in school attendance, or habitually insubordinate or disorderly during attendance at school may be referred to, and required to attend, a school attendance review board (SARB) program, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the district's attendance supervisor. (Education Code 48263, 48264.5)
- b. Upon making a referral to the SARB or the probation department, the attendance supervisor shall provide the student and parent/guardian, in writing, the name and address of the SARB or probation department and the reason for the referral. This notice shall indicate that the student and parent/guardian shall be required, along with the district staff person making the referral, to meet with the SARB or a probation officer to consider a proper disposition of the referral. (Education Code 48263)
- c. If the student does not successfully complete the truancy mediation program or other similar program, he/she shall be subject to item #4 below. (Education Code 48264.5)
- d. If the attendance supervisor determines that available community services cannot resolve the problem of the truant or insubordinate student or if the student and/or student's parents/guardians have failed to respond to the directives of the district or to services provided, the attendance supervisor may so notify the district attorney and/or the probation officer. (Education Code 48263)

4. Fourth truancy

- a. Upon his/her fourth truancy within the same school year, the student shall be within the jurisdiction of the juvenile court. (Education Code 48264.5; Welfare and Institutions Code 601)

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

5. Absence for 10 percent of school days (chronic truancy)

a. The attendance supervisor shall ensure that the student's parents/guardians are offered language-accessible support services to address the student's truancy.

b. If a chronically truant student is at least age 6 years and is in any of grades K-8, the attendance supervisor shall notify the parents/guardians that failure to reasonably supervise and encourage the student's school attendance may result in the parent/guardian being found guilty of a misdemeanor pursuant to Penal Code 270.1.

Records

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

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

Regulation ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

approved: March 2, 2011 Lancaster, California

Antelope Valley Union HSD | BP 5131 Students

Conduct

The Board of Trustees believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5131.1 - Bus Conduct)

(cf. 5137 - Positive School Climate)

(cf. 6145.2 - Athletic Competition)

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

Prohibited student conduct includes, but is not limited to:

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

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5142 - Safety)

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

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination /Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

3. Conduct that disrupts the orderly classroom or school environment

(cf. 5131.4 - Student Disturbances)

4. Willful defiance of staff's authority

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

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

(cf. 5131.5 - Vandalism and Graffiti)

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

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

(cf. 5145.2 - Freedom of Speech/Expression)

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

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.62 - Tobacco)

(cf. 5131.63 - Steroids)

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

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

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

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

No student shall be prohibited from possessing or using an electronic signaling device

that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. (Education Code 48901.5)

10. Plagiarism or dishonesty on school work or tests

(cf. 5131.9 - Academic Honesty)

(cf. 6162.54 - Test Integrity/Test Preparation)

(cf. 6162.6 - Use of Copyrighted Materials)

11. Inappropriate attire

(cf. 5132 - Dress and Grooming)

12. Tardiness or unexcused absence from school

. 124

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

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

(cf. 5112.5 - Open/Closed Campus)

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

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

(cf. 5145.12 - Search and Seizure)

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

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

(cf. 1020 - Youth Services)

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

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

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

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

(cf. 6020 - Parent Involvement)

(cf. 6145 - Extracurricular and Cocurricular Activities)

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

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6164.5 - Student Success Teams)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32280-32289 Comprehensive safety plan

35181 Governing board authority to set policy on responsibilities of students

35291-35291.5 Rules

44807 Duty concerning conduct of students

48900-48925 Suspension and expulsion

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

CIVIL CODE

1714.1 Liability of parents and guardians for willful misconduct of minor

PENAL CODE

288.2 Harmful matter with intent to seduce

313 Harmful matter

417.25-417.27 Laser scope or laser pointer

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

653.2 Electronic communication devices, threats to safety

VEHICLE CODE

23123-23124 Prohibitions against use of electronic devices while driving

CODE OF REGULATIONS, TITLE 5

300-307 Duties of students

126.

UNITED STATES CODE, TITLE 42

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

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Bullying at School, 2003

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

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

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

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

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

Policy ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

adopted: November 16, 1994 Lancaster, California

revised: November 13, 2002

revised: June 18, 2008

revised: September 5, 2012

Antelope Valley Union HSD | BP 5131.2 Students

Bullying

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

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

(cf. 5131 - Conduct)

(cf. 5136 - Gangs)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

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

(cf. 5145.2 - Freedom of Speech/Expression)

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan the local control and accountability plan, and other applicable district and school plans.

(cf. 0420 - School Plans/Site Councils)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 1220 - Citizen Advisory Committees)

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

(cf. 6020 - Parent Involvement)

Bullying Prevention

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

(cf. 5137 - Positive School Climate)

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

(cf. 6163.4 - Student Use of Technology)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6142.94 - History-Social Science Instruction)

Staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective response.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

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

Intervention

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

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

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

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

130

(cf. 6164.2 - Guidance/Counseling Services)

Complaints and Investigation

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

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

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

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

Any complaint of bullying, whether it is discriminatory or nondiscriminatory, shall be investigated and resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. Within two business days of receiving a report of bullying, the principal shall notify a district compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

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

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

Discipline

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

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

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

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

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

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

(cf. 4117.3 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

32283.5 Bullying; online training

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

48985 Translation of notices

52060-52077 Local control and accountability plan

PENAL CODE

422.55 Definition of hate crime

132

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

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

653.2 Electronic communication devices, threats to safety

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

110.25 Notification of nondiscrimination on the basis of age

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

Bullying at School, 2003

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

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Harassment and Bullying, October 2010

WEB SITES

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

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

Common Sense Media: <http://www.common sense media.org>

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

ON[the]LINE, digital citizenship resources: <http://www.onthelineca.org>

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

Policy ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

adopted: September 5, 2012 Lancaster, California

revised: February 4, 2015

134

Antelope Valley Union HSD | BP 5132 Students

Dress And Grooming

The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health or safety hazard or a distraction which would interfere with the educational process.

(cf. 4119.22 - Dress and Grooming)

(cf. 5145.2 - Freedom of Speech/Expression)

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

Students and parents/guardians shall be informed about the school dress code at the beginning of the year and when revised. A student who violates the dress code shall be subject to appropriate disciplinary action.

(cf. 5144 - Discipline)

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

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

Uniforms

The Board recognizes that, in order to promote student safety and discourage theft, peer rivalry, and/or gang activity, the principal, staff, and parents/guardians at a district school may wish to establish a reasonable dress code requiring students to wear uniforms. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval.

The Board shall approve such dress codes when it determines they are necessary for the health and safety of the school's students.

The Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children not comply with an adopted school uniform policy. Students shall not be penalized academically, otherwise discriminated against, or denied attendance to school if their parents/guardians so decide.

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

In schools where a schoolwide uniform is required, the principal, staff, and parents/guardians of the individual school shall jointly select the specific uniform to be worn.

The principal or designee shall give parents/guardians at least six months' notice before a school uniform policy is implemented.

Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting.

Legal Reference:

EDUCATION CODE

32282 School safety plans

35183 School dress codes; uniforms

35183.5 Sun-protective clothing

48907 Student exercise of free expression

49066 Grades; effect of physical education class apparel

CODE OF REGULATIONS, TITLE 5

302 Pupils to be neat and clean on entering school

COURT DECISIONS

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

827 F.Supp. 1459

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

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

Policy ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

adopted: November 13, 1990 Lancaster, California

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134

Antelope Valley Union HSD | AR 5132 Students

Dress And Grooming

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, Board of Trustees policy and administrative regulations. These school dress codes shall be regularly reviewed.

(cf. 0420 - School Plans/Site Councils)

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. Any hats worn must be appropriate for school wear in respect to school rules and particularly in respect to any gang-associated apparel as described in AR 5136. (Education Code 35183.5)

All students will wear an identification badge at all times during the school day. The badge is to be worn around the neck on a school-approved lanyard, or clipped to the front of a collar or chest pocket with a school-approved clip. The initial identification shall be provided by the school. Any lost identification will be replaced at the expense of the student.

In addition, the following standards shall apply to all regular school activities:

1. All students are required to wear appropriate footwear for school.
2. All shirts and tops must cover the midriff at all times.↯ The following are examples of clothing that is unacceptable:↯ tank tops, strapless, spaghetti straps, off-the-shoulder, cut-out designs, low-cut shirts, bare-back, sheer or mesh clothing that does not have an appropriate blouse or shirt underneath, etc.
3. All pants and shorts must fit at the waist.↯ No sagging or low riding will be permitted. Clothing must cover undergarments when sitting, standing, or bending.
4. Hemlines and slits on dresses, skirts, and shorts above mid-thigh are not acceptable.
5. Only school hats are acceptable and must be worn with brim forward.
6. Clothing and hair accessories that are unsafe and/or dangerous are not permitted (for example, hair-picks and combs, studded belts, chains, spikes, handcuffs, safety pins, needles, etc.).
7. Clothing or jewelry that depicts any "gang-style" writing; illegal activity; sexually related or obscene gestures and material; tobacco; drugs; alcohol; or words, pictures, or phrases that depicts violence or intimidation may not be worn.
8. Any body piercing that presents a safety issue or major distraction will not be allowed.
9. Any clothing or styles of dress that may be construed to provoke fear, violence, or intimidation, including gang-related attire, is not acceptable.

Minimum Penalties for Dress Code Violations

Students who appear at school wearing inappropriate clothing or who are inappropriately groomed will not be allowed to attend class until they make the changes necessary to meet the district's dress and grooming requirements. Correction may include removing or changing the objectionable clothing items, removal from the normal class setting, or contacting parents to return home to obtain appropriate clothing.

First Offense:

Warning (documented)

Student conference with administrator

Second Offense:

Parent contact

Student assigned to the After-School Work or Saturday Work Program

Third Offense:

Suspension of one to three days (On-Campus Detention)

Parent contact for continued defiance of school rules

Fourth Offense:

Suspension of three to five days (Off-Campus)

Possible placement to alternative program for continued defiance of school rules

Fifth Offense:

Subsequent offense following alternative placement shall result in a five-day suspension and possible referral for expulsion.

Regulation ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

approved: March 17, 2004 Lancaster, California

revised: May 3, 2006

revised: May 16, 2007

Antelope Valley Union HSD | BP 5136 Students

Gangs

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

The administration is to be sensitive to the early manifestations of such activities including, but not limited to, the presence of insignias, apparel and verbal, nonverbal and written symbols.

The Superintendent or designee shall provide in-service training which helps staff to identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior. Staff shall be informed about conflict management techniques and alerted to intervention measures and community resources.

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

Interventions

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

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

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

Under the California Constitution, students have the inalienable right to attend schools which are safe, secure and peaceful. The Board subscribes to the philosophy that students should be provided with a quality education in a safe, secure and peaceful environment. The Board has determined and finds that the presence of any gang-related jewelry, insignia, colors, paraphernalia, apparel, clothing and attire on school campuses and at school activities results in disruption of or material interference with institutional and other activities and so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the disruption of the orderly operation of the school. Specifically, the Board finds that it is necessary to

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

Legal Reference:

EDUCATION CODE

32281 School safety plans

35183 Gang-related apparel

41510-41514 School Safety Consolidated Competitive Grant

48907 Student exercise of free expression

51264 Educational inservice training; CDE guidelines

51265 Gang violence and drug and alcohol abuse prevention inservice training

51266-51266.5 Model gang and substance abuse prevention curriculum

PENAL CODE

186.22 Participation in criminal street gang

13826-13826.7 Gang violence suppression

UNITED STATES CODE, TITLE 20

7101-7184 Safe and Drug-Free Schools and Communities Act

Management Resources:

CDE PUBLICATIONS

On Alert: Gang Prevention in School and Inservice Guidelines, January 1994

CSBA PUBLICATIONS

Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1995

Policy ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

adopted: November 13, 1990 Lancaster, California

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140

revised: November 17, 1999

141

Antelope Valley Union HSD | AR 5136 Students

Gangs

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009), ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), and SB 70 (Ch. 7, Statutes of 2011), Education Code 42605 grants districts flexibility in "Tier 3"-categorical programs. The Antelope Valley Union High School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-09 through 2014-15 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

Student Dress and Appearance

In recognition of the district instructional responsibilities and goals, the district hereby adopts the following regulations relative to the dress and appearance of the students:

1. Pants oversized at the waist are not allowed. These can be identified as pants that are folded in at the waist or belt line (e.g. students with a 32" waist should wear pants no larger than 32" waist.)
2. Wearing pants below the waist line (sagging) is not allowed
3. No gang-related jewelry, insignia, colors, paraphernalia, materials, apparel, clothing or attire may be worn or carried on campus or at school activities.
4. Belt buckles with any initials are prohibited.
5. Wearing an over-sized belt with one end hanging down is prohibited.
6. Excessive color identities worn in the color of red and/or purple, blue and/or green, black and/or gray, or orange (in combination with other gang attire) are prohibited.
7. No gang-related hats, baseball-type caps or other gang-related head gear may be worn on campus or at school activities. Official school cap (i.e., approved by the principal) representing the current school of residence may be worn.
8. Bandannas, red or blue belts, red or blue shoelaces, or rags that commonly signify gang identity by style or color are prohibited.
9. Clothing, jewelry, paraphernalia or material which is obscene, sexually explicit or which depicts or suggests sexually-related or obscene gestures, pictures or wording or which promotes violence, the use/abuse of drugs, tobacco or alcohol may not be worn or carried on campus or at school activities.
10. Shorts extending below the knee when worn with over-the-calf socks are prohibited. No pants can be worn with one leg up and one down.
11. No student may wear articles of clothing jewelry, paraphernalia or accessories which pose a threat to the physical and/or emotional well-being and safety of the student or others on campus or at school activities.

142

12. Shirts buttoned at the top and unbuttoned at the bottom are prohibited.
13. Steel-toe combat style boots are prohibited.
14. Gang or tagger-crew writing on shoes, clothes or body, backpacks or accessories are not permitted
15. Sports jerseys, other than school jerseys, will not be allowed.
16. Clothing or articles of clothing (including, but not limited to gloves, bandannas, shoestrings, wristbands, jewelry) which are likely to provoke others to acts of violence or which are likely to cause others to be intimidated by fear of violence may not be worn on campus or at any school activity.
17. The principal or principal's designee shall enforce the Student Dress and Appearance Policy.
18. For the purpose of implementing consistent school enforcement, the principal will regularly communicate to all staff examples of gang-related clothing, apparel, attire, jewelry, insignias, colors, paraphernalia and materials which are currently unacceptable. All staff members will be expected to follow appropriate school procedures to refer students suspected of violating this regulation to the principal or designee.
19. Gang-related clothing, apparel, attire, jewelry, insignias, colors, paraphernalia and materials may vary from school to school, and may change from year to year. Consequently, prior to disallowing the wearing or display of the aforementioned articles or things, the procedures outlined below shall be strictly adhered to by the principal or the principal's designee.
20. The principal will include the provisions of this regulation in the School Safety Plan per Education Code Sections 35294 and 35294.1.

Implementation Procedures

Recognizing that any gang-related clothing apparel, attire, jewelry, insignias, colors, paraphernalia and materials (e.g., sagging pants) may vary from school to school and may change from year to year, prior to disallowing the wearing or display of clothing, apparel, jewelry, accessories, materials and other items prohibited under the Student Dress and Appearance Policy, the following procedures shall be strictly adhered to:

1. At the beginning of each school year or upon enrollment, the parent/guardian of each student shall be mailed a copy of the student dress code requirements as described in AR 5132 and AR 5136.
2. The student dress code regulations and implementation procedures shall also be posted at each school site.
3. Minimum penalties for Dress Code violations involving gang-related dress shall be the same as those described for Dress Code violations in Administrative Regulation 5132.

Regulation ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

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revised: November 29, 2000

revised: March 17, 2004

144

Antelope Valley Union HSD | BP 5141.4 Students

Child Abuse Reporting Procedures

The Board of Trustees recognizes that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse and neglect. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

(cf. 5141.41 - Child Abuse Prevention)

(cf. 5142 - Safety)

Employees who are mandated reporters, as defined by law and district administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for reporting, investigating and prosecuting cases of child abuse and neglect.

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)

Parents/guardians may contact the Superintendent or designee to obtain procedures for filing a complaint against a district employee or other person whom they suspect has engaged in abuse of a child at a school site.

(cf. 1312.1 - Complaints Concerning District Employees)

Legal Reference:

EDUCATION CODE

32280-32288 Comprehensive school safety plans

33308.1 Guidelines on procedure for filing child abuse complaints

44690-44691 Staff development in the detection of child abuse and neglect

44807 Duty concerning conduct of students

48906 Notification when student released to peace officer

145

48987 Dissemination of reporting guidelines to parents

49001 Prohibition of corporal punishment

51220.5 Parenting skills education

PENAL CODE

152.3 Duty to report murder, rape, or lewd or lascivious act

273a Willful cruelty or unjustifiable punishment of child; endangering life or health

288 Definition of lewd or lascivious act requiring reporting

11164-11174.4 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

15630-15637 Dependent adult abuse reporting

CODE OF REGULATIONS, TITLE 5

4650 Filing complaints with CDE, special education students

Management Resources:

CDE LEGAL ADVISORIES

0514.93 Guidelines for parents to report suspected child abuse

WEB SITES

California Attorney General's Office, Crime and Violence Prevention Center: <http://safestate.org>

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

California Department of Social Services, Children and Family Services Division:
<http://www.childsworld.ca.gov>

U.S. Department of Health and Human Services, National Clearinghouse on Child Abuse and Neglect
Information: <http://nccanch.acf.hhs.gov>

Policy ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

adopted: November 13, 1990 Lancaster, California

revised: June 27, 2001

revised: September 18, 2002

146

Antelope Valley Union HSD | AR 5141.4 Students

Child Abuse Reporting Procedures

Definitions

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

1. A physical injury inflicted by other than accidental means on a child by another person.
2. Sexual abuse of a child as defined in Penal Code 11165.1.
3. Neglect as defined in Penal Code 11165.2.
4. Willful cruelty or unjustifiable punishment of a child as defined in Penal Code 11165.3.
5. Unlawful corporal punishment or injury resulting in a traumatic condition as defined in Penal Code 11165.4.

Child abuse or neglect does not include:

1. A mutual affray between minors. (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment. (Penal Code 11165.6)

(cf. 3515.3 - District Police/Security Department)

3. The exercise by a teacher, vice principal, principal or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning. (Education Code 44807)

4. An amount of force that is reasonable and necessary for a school employee to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student. (Education Code 49001)

5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student. (Education Code 49001)

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

(cf. 5141.41 - Child Abuse Prevention)

(145)

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

Reportable Offenses

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

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

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

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

Responsibility for Reporting

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

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

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

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

Reporting Procedures

1. Initial Telephone Report

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

148

The appropriate telephone contact for our district is:

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

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

2. Written Report

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

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

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

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

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

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

3. Internal Reporting

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

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

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

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

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

Training

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

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

(cf. 5144 - Discipline)

(cf. 5145.7 - Sexual Harassment)

Victim Interviews

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

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

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

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

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian as required in other instances of removal of a child from school, but rather shall provide the peace officer

with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code 48906)

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

(cf. 5145.11 - Questioning and Apprehension)

Parent/Guardian Complaints

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

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

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

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

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

(cf. 1312.1 - Complaints Concerning District Employees)

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

(cf. 1312.3 - Uniform Complaint Procedures)

Notifications

The Superintendent or designee shall give persons hired by the district a statement informing them that they are mandated by law to report suspected child abuse and neglect, inform them of their reporting obligations under Penal Code 11166, and provide a copy of Penal Code 11165.7 and 11166. Before beginning employment, employees shall sign the statement indicating that they have knowledge of the reporting obligations under Penal Code 11166 and that they will comply with those provisions. The signed statements shall be retained by the Superintendent or designee. (Penal Code 11166.5)

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

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

The Superintendent or designee shall also notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)
2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she is guilty of a misdemeanor punishable by a fine and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the district for making a report. (Penal Code 11166)

Regulation ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

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152 -

Antelope Valley Union HSD | BP 5145.12 Students

Search And Seizure

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

Individual Searches

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

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

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

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

(cf. 5145.11 - Questioning and Apprehension)

Student Lockers/Desks

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

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

Use of Metal Detectors

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

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

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

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5131.7 - Weapons and Dangerous Instruments)

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

Use of Drug-Detection Dogs

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

(cf. 5131.6 - Alcohol and Other Drugs)

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

32280-32288 School safety plans

49050-49051 Searches by school employees

49330-49334 Injurious objects

PENAL CODE

626.9 Firearms

626.10 Dirks, daggers, knives or razor; bringing into or possession of upon or within public school ground; exception

COURT DECISIONS

B.C. v. Plumas, (9th Cir. 1999) 192 F.3d 1260

O'Connor v. Ortega, (1987) 107 S.Ct. 1492

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

Horton v. Goose Creek Independent School District, (5th Cir. 1982) 690 F.2d 470

Zamora v. Pomeroy, (10th Cir. 1981) 639 F.2d 662

ATTORNEY GENERAL OPINIONS

154

83 Ops.Cal.Atty.Gen. 257 (2001)

75 Ops.Cal.Atty.Gen. 155 (1992)

Management Resources:

WEB SITES

California Attorney General's Office: <http://caag.state.ca.us>

CDE, Safe Schools and Violence Prevention Office: <http://www.cde.ca.gov/spbranch/safety>

Policy ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

adopted: November 13, 1990 Lancaster, California

revised: April 6, 1994

revised: March 1, 2000

revised: August 22, 2001

Antelope Valley Union HSD | AR 5145.12 Students

Search And Seizure

Use of Metal Detectors

The following procedures shall be followed when making metal detector scans:

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

Use of Drug-Detection Dogs

Drug-detection dogs shall not be used in rooms occupied by persons except for demonstration purposes, with the handler present. When used for demonstration purposes, the dog shall be separated from the students and not allowed to sniff any individual.

Only the dog's official handler shall determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the student having the use of that item or place, or responsibility for it, shall be called to witness the search. If a dog alerts on a locked vehicle, the student who brought the vehicle onto district property shall be asked to unlock it for inspection.

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5144 - Discipline)

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

Notifications

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

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

Regulation ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

approved: November 13, 1990 Lancaster, California

revised: April 6, 1994

revised: March 1, 2000

revised: August 22, 2001

Antelope Valley Union HSD | BP 5145.7 Students

Sexual Harassment

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

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer.

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

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Complaints regarding sexual harassment shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

Instruction/Information

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance

3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved.
5. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
6. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable

Disciplinary Actions

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 9-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144 - Discipline)

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

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

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

(cf. 4117.4 - Dismissal)

(cf. 4117.7 - Employment Status Report)

(cf. 4118 - Suspension/Disciplinary Action)

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

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

Record-Keeping

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

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

159

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX, discrimination

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

1166

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736

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

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

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

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

Management Resources:

CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

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

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

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

Dear Colleague Letter: Sexual Violence, April 4, 2011

Sexual Harassment: It's Not Academic, September 2008

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

WEB SITES

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

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

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

Policy ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

adopted: November 13, 1990 Lancaster, California

revised: February 6, 2002

revised: January 16, 2013

revised: April 1, 2015

161

Antelope Valley Union HSD | AR 5145.7 Students

Sexual Harassment

The district designates the following individual as the responsible employee to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer may be contacted at:

Director of Student Services

Antelope Valley Union High School District Office

548 W. Lancaster Blvd., #102

Lancaster, CA 93534-2571

(661) 729-2321

(cf. 1312.3 - Uniform Complaint Procedures)

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

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

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

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

162

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

Reporting Process and Complaint Investigation and Resolution

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

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

(cf. 5141.4 - Child Abuse Prevention and Reporting)

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

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

163.

Confidentiality

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

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

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

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

(cf. 5125 - Student Records)

Response Pending Investigation

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

Notifications

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

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)

(cf. 5145.6 - Parental Notifications)

2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted, including school web sites (Education Code 231.5)

(cf. 1113 - District and School Web Sites)

3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5)

169

4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)

5. Be included in the student handbook

6. Be provided to employees and employee organizations

Regulation ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

approved: March 3, 1995 Lancaster, California

revised: January 19, 2005

revised: January 16, 2013

revised: April 1, 2015

165

Antelope Valley Union HSD | BP 5145.9 Students

Hate-Motivated Behavior

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

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

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515.1 - Crime Data Reporting)

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

(cf. 5131.5 - Vandalism, Theft and Graffiti)

(cf. 5136 - Gangs)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 6141.6 - Multicultural Education)

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

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

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

(cf. 3515.3 - District Police Department)

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

(cf. 5144 - Discipline)

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

166

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

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

(cf. 6164.2 - Guidance/Counseling Services)

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

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

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

At the beginning of each school year, students and staff shall receive a copy of the district's policy on hate-motivated behavior.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900.3 Suspension for hate violence

PENAL CODE

186.21 Street terrorism; legislative findings and declarations

422.55-422.86 Hate crimes

11410-11414 Terrorism

13023 Reports by law enforcement of crimes motivated by race, ethnicity, religion, sexual orientation or physical or mental disability

13519.6 Hate crimes, training courses and guidelines

UNITED STATES CODE, TITLE 18

245 Federally protected activities

Management Resources:

CSBA PUBLICATIONS

Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1995

ALAMEDA OFFICE OF EDUCATION & CALIFORNIA DEPARTMENT OF EDUCATION
PUBLICATIONS

167

Hate-Motivated Behavior in Schools: Response Strategies for School Boards, Administrators, Law Enforcement and Communities, 1997

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

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

WEB SITES

CDE: <http://www.cde.ca.gov>

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

United States Department of Education, Office of Civil Rights: <http://www.ed.gov/offices/OCR/index.html>

Policy ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

adopted: October 6, 1999 Lancaster, California

Technical Revision: January 28, 2002

Antelope Valley Union HSD | BP 6116 Instruction

Classroom Interruptions

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

Legal Reference:

EDUCATION CODE

32212 Classroom interruptions

Policy ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

adopted: November 13, 1990 Lancaster, California

Antelope Valley Union HSD | AR 6116 Instruction

Classroom Interruptions

1. The Superintendent or designee shall require the school principal to limit office summons and the use of student messengers to a brief, specified period of time during the school day. Messages should be briefly and clearly stated in order to reduce the amount of time devoted to noninstructional activities.
2. Announcements that are only pertinent to teachers should be put in writing.
3. Teachers should be notified in advance of all programming that takes students away from regular classroom instruction.
4. To avoid unplanned entrances to classrooms, visitors should be encouraged to make appointments.
5. Whenever possible, school maintenance and housekeeping activities should be scheduled before or after school hours.
6. The principal or designee is authorized to make on-site decisions in matters of emergency or urgency that require classroom interruptions.

Regulation ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

approved: November 13, 1990 Lancaster, California

170

Antelope Valley Union HSD | BP 6141.2 Instruction

Recognition Of Religious Beliefs And Customs

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

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

Staff shall not endorse, encourage, or solicit religious or anti-religious expression or activities among students. They shall not lead students in prayer or participate in student-initiated prayer. However, staff shall not prohibit or discourage any student from praying or otherwise expressing his/her religious belief as long as this does not disrupt the educational process.

Students may express their beliefs about religion in their homework, artwork, and other written and oral reports if the expression is germane to the assignment. Such work shall be judged by ordinary academic standards, free of discrimination based on religious content.

(cf. 5145.2 - Freedom of Speech/Expression: Publications Code)

(cf. 6144 - Controversial Issues)

(cf. 6145.5 - Student Organizations and Equal Access)

Religious Holidays

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

(cf. 5113 - Absences and Excuses)

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

Health/Family Life/Sex Education

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

(cf. 6142.1 - Family Life/Sex Education)

171.

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

Legal Reference:

EDUCATION CODE

38130-38138 Civic Center Act

46014 Absences for religious purposes

51511 Religious matters properly included in courses of study

51938 Right of parent/guardian to excuse from sexual health instruction

UNITED STATES CODE, TITLE 20

4071-4074 Equal Access Act

6061 School prayer

7904 School prayer

COURT DECISIONS

Lassonde v. Pleasanton Unified School District, (2003, 9th Cir.) 320 F.3d 979

Cole v. Oroville Union High School District, (2000, 9th Cir.) 228 F.3d 1092

Lemon v. Kurtzman, (1971) 403 U.S. 602

Management Resources:

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools,
February 2003

Religion in the Public Schools: A Joint Statement of Current Law, April 1995

WEB SITES

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

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

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

Policy ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

adopted: November 13, 1990 Lancaster, California

revised: June 7, 2000

172

Antelope Valley Union HSD | BP 6163.4 Instruction

Student Use Of Technology

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

(cf. 0440 - District Technology Plan)

(cf. 1113 - District and School Web Sites)

(cf. 4040 - Employee Use of Technology)(cf. 5131 - Conduct)

(cf. 6163.1 - Library Media Centers)

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

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

(cf. 5144 - Discipline)

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

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

(cf. 5145.12 - Search and Seizure)

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

(cf. 6143 - Courses of Study)

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

Use of District Computers for Online Services/Internet Access

The Superintendent or designee shall ensure that all district Internet access has technology protection measures that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors, and that the operation of such measures is enforced. (20 USC 6777, 47 USC 254)

The Board desires to protect students from access to inappropriate matter on the Internet. The Superintendent or designee shall implement rules and procedures designed to restrict students' access

to harmful or inappropriate matter on the Internet. He/she also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication, and other social networking sites deemed appropriate.

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

(cf. 6162.6 - Use of Copyrighted Materials)

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

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

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

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

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

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

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

Bullying/Cyber-bullying/Cyber-harassment

Harassment of students or staff, including bullying, intimidation, cyber-bullying, cyber-harassment hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering is prohibited.

Cyber-bullying and cyber-harassment includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships.

175

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

Legal Reference:

EDUCATION CODE

51006 Computer education and resources

51007 Programs to strengthen technological skills

51870-51874 Education technology

60044 Prohibited instructional materials

PENAL CODE

313 Harmful matter

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

653.2 Electronic communication devices, threats to safety

UNITED STATES CODE, TITLE 15

6501-6506 Children's Online Privacy Protection Act

UNITED STATES CODE, TITLE 20

6751-6777 Enhancing Education Through Technology Act, Title II, Part D, especially:

6777 Internet safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's Online Privacy Protection Act

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

Management Resources:

CSBA PUBLICATIONS

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

FEDERAL TRADE COMMISSION PUBLICATIONS

How to Protect Kids' Privacy Online: A Guide for Teachers, December 2000

MY SPACE.COM PUBLICATIONS

The Official School Administrator's Guide to Understanding MySpace and Resolving Social Networking Issues

WEB SITES

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

American Library Association: <http://www.ala.org>

California Coalition for Children's Internet Safety: <http://www.cybersafety.ca.gov>

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

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

Federal Communications Commission: <http://www.fcc.gov>

Federal Trade Commission, Children's Online Privacy Protection:
<http://www.ftc.gov/privacy/privacyinitiatives/childrens.html>

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

Web Wise Kids: <http://www.webwisekids.org>

Policy ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

adopted: October 18, 1995 Lancaster, California

revised: January 16, 2002

revised: April 16, 2008

revised: September 5, 2012

Antelope Valley Union HSD | AR 6163.4 Instruction

Student Use Of Technology

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

(cf. 0440 - District Technology Plan)

(cf. 4040 - Employee Use of Technology)

(cf. 4131- Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Online/Internet Services: User Obligations and Responsibilities

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

1. The student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers, home addresses, and all telephone numbers private. They shall only use the account to which they have been assigned.
2. Students are responsible at all times for their use of the district's electronic communication system and must assume personal responsibility to behave ethically and responsibly
3. Students shall use the district's system safely, responsibly, and primarily for educational purposes. Students must have teacher approval for classroom use of personal devices. Students must use the district's filtered wireless network during the school day on personal electronic devices.
4. Students shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

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

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

6. Students shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.

(cf. 3513.3 - Tobacco-Free Schools)

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

8. Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.

(cf. 5131 - Conduct)

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

(cf. 6162.6 - Use of Copyrighted Materials)

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

(cf. 5131.5 - Vandalism, Theft and Graffiti)

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

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

(cf. 5145.12 - Search and Seizure)

The principal or designee may cancel a student's user privileges whenever the student is found to have violated Board policy, administrative regulation, or the district's Acceptable Use Agreement. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

(cf. 5144 - Discipline)

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

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

Regulation ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

approved: October 18, 1995 Lancaster, California

revised: January 16, 2002

revised: April 16, 2008

revised: September 5, 2012

180

**Antelope Valley Union High School District
 Behavior Consequences**

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

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

Must use OMC before Suspension for the following:

OFFENSE	LEGAL REFERENCE	TYPE OF INCIDENT	POTENTIAL CONSEQUENCES
11. Imitation firearm *Possessed an imitation firearm; "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm	EC 48900(m)	Possessed or brandished a fake gun-must look like a real firearm	OMC Suspension Recommend for expulsion and referral to law enforcement agency.
12. Aided or Abetted *as defined in Penal Code 31, the affliction or attempted infliction of physical injury to another person, may be subject to suspension, but not expulsion, except when victim suffered serious bodily injury per juvenile court adjudication	EC 48900 (t)	Aided, abetted, advised or encouraged infliction of injury	OMC Suspension Recommend for expulsion and referral to law enforcement agency
13. Harassed, threatened, or intimidated a complaining witness	EC 48900 (o)	Harassed, threatened or intimidated a student that will be or was a witness in a disciplinary procedure	OMC Suspension Recommend for expulsion and referral to law enforcement agency
14. Harassment or intimidation Sexual harassment *The conduct described in Section 212.5 Hate violence * The pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Section 233 Terrorist threats, school officials property The pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils *Bullying, cyberbullying	EC 48900(r) EC 48900.2 EC 48900.3 EC 48900.7 EC 48900.4	Unwelcome sexual advances, with the purpose of having a negative impact upon the pupil's academic performance, or creating an intimidating, hostile, or offensive environment Hate violence means any act punishable under Section 422.6, 422.7, or 422.75 of Penal Code Threat must have specific intent and substantial fear created. See PC 422 Engaged in harassment/intimidation that is severe and can create substantial disorder. "Electronic act" includes using a phone, wireless device, computer, etc. to send or post a message, text, sound, or image, including, but not limited to a "Burn page", creating a credible impersonation of another actual pupil or creating a false pupil profile. Electronic act shall not constitute pervasive conduct solely because it has been transmitted or posted on the Internet. Reasonable pupil has average judgment in conduct for the person's age, or for the person's age with his or her exceptional needs	OMC Suspension Recommend for expulsion and referral to law enforcement agency
15. Hazing *Engaged in, or attempted to engage in hazing. "Hazing" does not include athletic events or school-sanctioned events	EC 48900 (q)	Initiation into a pupil group which may cause serious bodily injury or personal degradation resulting in physical or mental harm	OMC Suspension Recommendation for expulsion and referral to law enforcement agency
16. Prescription drug Soma *Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma	EC 48900(p)	Sold or furnished Soma, (prescription muscle relaxer)	OMC Suspension Recommendation for expulsion and referral to law enforcement agency
17. Obscenity, profanity, or vulgarity *Committed an obscene act or engaged in habitual profanity or vulgarity *Possession of pornography	EC 48900(i)	Ongoing swearing at student/staff, indecent exposure, possession of pornography, sexting.	OMC Suspension Recommend for expulsion and referral to law enforcement agency.
18. Burglary	EC 48900(f) EC 48900(g) EC 48900(u)	Graffiti, arson, vandalism Theft, see 48900(c) and (1)	OMC Suspension Recommend for expulsion and referral to law enforcement agency
19. Damage property *Caused or attempted to cause damage to school property or private property 19.1 Vandalism 19.2 Graffiti	EC 48900(f) EC 48900(u)	Graffiti, arson, vandalism	OMC Suspension Recommend for expulsion and referral to law enforcement agency.

20. Steal property, or attempt *Stolen or attempted to steal school property or private property	EC 48900(g) EC 48900(u)	Theft, see 48900(c) and (l)	OMC Suspension Recommend for expulsion and referral to law enforcement agency.
21. Drug paraphernalia *Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code	EC 48900(j)	Includes items for growing, storing, containing, concealing, injecting, ingesting, inhaling, a controlled substance (lighter, clips)	OMC Suspension Recommend for expulsion and referral to law enforcement agency.
22. Receive stolen property *Knowingly received stolen school property or private property	EC 48900(l) EC 48900(u)	Possessed property that the student knew was stolen	OMC Suspension Recommend for expulsion and referral to law enforcement agency.
23. Tobacco, possess or use *Possessed or used tobacco or any products containing tobacco or nicotine products	EC 48900(h)	Possessed/used cigarettes, clove cigarettes, tobacco product See penal Code 308(b)	OMC Refer to TEG Suspension Recommend for expulsion and referral to law enforcement agency.
24. Disruption or willful defiance 24.1 Concerted pupil activities 24.2 Disrespect 24.3 Disturbing the class 24.4 Forgery 24.5 Gambling 24.6 Loitering on or near campus 24.7 Refusal to obey 24.8 Violation of closed campus 24.9 Inciting pupil unrest	EC 48900(k)	Overtly defiant behavior toward faculty/staff Not complying with assigned discipline i.e. forgery, gambling, littering, throwing objects, etc.	OMC Suspension Recommend for expulsion and referral to law enforcement agency.
25. Electronic signaling devices (pagers, beepers, cell phones)	EC 48901.5	School district may regulate use of any electronic device, including, but not limited to, cell phones, by pupils while on campus, attending school-sponsored activities, or under the control of school district employees. No pupil shall be prohibited from using a device prescribed by a physician	OMC Suspension Process in accordance with Board Policy. Recommend for expulsion and referral to law enforcement agency.
26. Violation of District Dress Policy	BP 5136(a)(b) BP 5132	Gang attire prohibited. District may adopt reasonable dress code policy identifying inappropriate clothing, accessories, head coverings (hats), except for outdoor use (P.E.), articles of sun-protecting clothing, including, but not limited to hats (wide brim with neck covering)	OMC Suspension Process in accordance with Board Policy. Recommend for expulsion and referral to law enforcement agency.
27. Plagiarism, dishonesty on school work/tests	BP 5131	Plagiarism or dishonesty on school work or tests	OMC Suspension Process in accordance with Board Policy. Recommend for expulsion and referral to law enforcement agency.
28. Violation of district technology use policy or Internet Use Agreement	BP 5131 BP 6163.4	Students shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs. See AR 6163.4(a), (b), (c)	OMC Cancel student's user privileges Suspension Process in accordance with Board Policy. Recommend for expulsion and referral to law enforcement agency.
29. Attendance * compulsory education * Chronic Truant	EC 48900 (w) EC 48320 EC 48260 EC 48263.6 EC 48264.5(a)	Left campus during the school day without obtaining permission; no hall pass, left class without permission Truant from school or contributed to the truancy of other students Excessive tardiness to school or class	OMC 48900(w) cannot suspend. Truancy Letters/SART/DA SARB Refer to District Attorney Mediation

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT
Lancaster, California

Adopted: November 13, 1990

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

Appendix B: School Discipline Policy

I.D. POLICY

Per Board Policy AR 5132(a) all students will wear an identification badge at all times during the school day. The badge is to be worn around the neck on a school approved lanyard and clearly visible at all times. The initial identification badge shall be provided by the school. Any lost identification badges or lanyards will be replaced at the expense of the student.

Lost I.D.'s will cost \$2.00 and lost/broken lanyards will cost \$1.00. Students who have lost their ID or have continuous offenses of not having their ID will have a new ID printed and the charge can be paid when a new ID is issued or it will be added to their student fines. Disciplinary action will be taken if the I.D. badges are not worn at all times on campus, and will include After School Work, Saturday School and suspension for a first, second or third infraction. I.D. badges must be worn from the time a student enters the campus until he or she leaves campus at the end of the school day.

- **1st/2nd Offense:** Warning
- **Multiple Offenses:** Assigned After School Work/Detention/Saturday school
- **Habitual Offenders:** Suspended 1-5 days and may be made to purchase a new I.D.

***If a student removes their I.D. during the day:**

- **1st/2nd Offense:** Warning
- **Multiple Offenses:** Assigned After School Work/Detention/Saturday School
- **Habitual Offenders:** Suspension

Skateboards, Scooters & Bicycles

All skateboards, scooters and bicycles must be locked up in the rack located in the parking lot. Students must supply their own locks. We cannot hold them in the office and these items are not allowed on campus.

CLASSROOM CONTRACT SYSTEM

Students are expected to conduct themselves in a manner which is conducive to learning in the classroom. Expectations will be determined by the individual classroom teachers. Students will be provided a written copy of classroom expectations and rules from each teacher upon enrolling in the class.

REFERRALS FOR IN SCHOOL DISCIPLINE (ASW/SS/DETENTION)

1. Talking in class or classroom disruption
2. No materials or unprepared in class
3. Non-diligence
4. Dress code violation
5. Misuse of pass, out of class/no pass, in a classroom where student does not belong
6. **Electronic devices (CD players, Walkmans, iPods, MP3 players, electronic games, etc.) are NOT PERMITTED.** Cell phones are permitted but must be turned off and cannot be used or out on campus for any reason. If they are on and being used in class they will be taken away from the student and the parent/guardian must come to pick them up. Further violations will result in suspension.
7. Food, gum and drinks are not allowed in classrooms and offices.
8. No dice allowed on campus.

ASW Assignments:

- | | |
|----------|--|
| 1-2 Days | Students must complete in 3-4 days |
| 3-4 Days | Students must complete in 5-8 days |
| | Make-up day will be 3 days after the assignment date deadline. |

Passing Bell:

Students have 2 minutes to get to class. Students not in the correct classroom will be given a Saturday School by security.

Vending Machines:

Vending machines may be used before school, during break and after school **ONLY!** Any student using the vending machines between bell changes will have their drink taken away. Pregnant women may get water.

Appendix C: School Dress Code Policy

A.V.U.H.S.D. STUDENT DRESS CODE

The standards for dress and grooming will emphasize to the student body that the school is a place of business concerned with the education and safety of young people.

ALL RULES BEGIN AT THE FRONT GATE

1. All students are required to wear appropriate footwear for school. No slippers/house shoes/flip flops. Shoes must have a strap in the back.
2. All shirts and tops must cover the midriff at all times. The following are examples of clothing that is unacceptable: strapless, spaghetti straps, off-the-shoulder, cut-out designs, low-cut shirts, bare-back, sheer or mesh clothing that does not have an appropriate blouse or shirt underneath. Tank tops that fit snugly and do not drop low at the neckline, front or back or under the arms are appropriate. Students may NOT wear men's A Shirt (sleeveless undershirts) without another shirt over it. No batting gloves.
3. All pants and shorts must fit at the waist. No sagging or low riding will be permitted. Clothing must cover undergarments when sitting, standing or bending. Leggings must be worn under shorts or a skirt, not in place of pants. *No pajamas or lounge pants!*
4. Hemlines and slits on dresses, skirts and shorts above mid-thigh are not acceptable.
5. Hats/hoods/headbands/scarves are not allowed. Only school hats are acceptable and must be worn with brim forward. Hats may not be clipped to the waist or carried around campus.
6. Solid black or white beanies may be worn during cold weather only. No emblems will be allowed unless it is an approved school logo.
7. Clothing and hair accessories that are unsafe and/or dangerous are not permitted (for example, hair-picks and combs, studded belts, chains, spikes, handcuffs, safety pins, needles, etc.).
8. Clothing or jewelry that depicts any "gang-style" writing; illegal activity; sexually related or obscene gestures and material; tobacco; drugs; alcohol; or words, weapons, pictures, or phrases that depicts violence or intimidation may not be worn.
9. Any body piercing that presents a safety issue or major distraction will not be allowed.
10. Any clothing or styles of dress that may be construed to provoke fear, violence, or intimidation, including gang-related attire, is not acceptable.

Gang Dress Policy

1. **Pants oversized at the waist are not allowed. These can be identified as pants that are folded in at the waist or belt line (e.g. students with a 32" waist should wear pants no larger than 32" waist).**
2. **Wearing pants below the waist-line (sagging) is not allowed.**
3. **No gang-related jewelry, insignia, colors, paraphernalia, materials, apparel, clothing or attire may be worn or carried on campus or at school activities.**
4. **Belt buckles with any initials are prohibited.**
5. **Wearing an over-sized belt with one end hanging down is prohibited.**
6. **Excessive color identities worn in the color of red and/or purple, blue, and/or green, black and/or gray, or orange (in combination with other gang attire) are prohibited.**
7. **No gang-related hats, baseball-type caps, or other gang-related head gear may be worn on campus or at school activities. Official school cap (i.e., approved by the principal) representing the current school of residence may be worn.**
8. **Bandannas, red or blue belts, red or blue shoelaces, or rags that commonly signify gang identity by style or color are prohibited.**
9. **Clothing, jewelry, paraphernalia or material which is obscene, sexually explicit or which depicts or suggests sexually-related or obscene gestures, pictures or wording or which promotes violence, the use/abuse of drugs, tobacco or alcohol may not be worn or carried on campus or at school activities.**
10. **Shorts extending below the knee when worn with the over-the-calf socks are prohibited. No pants can be worn with one leg up and one down.**
11. **No student may wear articles of clothing, jewelry, paraphernalia or accessories which pose a threat to the physical and/or emotional well-being and safety of the student or others on campus or at school activities.**
12. **Shirts buttoned at the top and unbuttoned at the bottom are prohibited.**
13. **Steel-toe combat style boots are prohibited.**
14. **Gang or tagger-crew writing on shoes, clothes or body, backpacks or accessories are not permitted.**
15. **Sports jerseys, other than school jerseys, will not be allowed.**
16. **Clothing or articles of clothing (including , but not limited to gloves, bandannas, shoestrings, wristbands, jewelry) which are likely to provoke others to acts of violence or which are likely to cause others to be intimidated by fear of violence may not be worn on campus or at any school activity.**

Appendix D: School Site Safety Plan Check List

School Site Safety Plan Check List

DESCRIPTION OF CALIFORNIA ED CODE ITEM		IN PLAN	NEEDED	COMMENTS
32282 (a) <i>The comprehensive school safety plan shall include, but not be limited to the following:</i>				
11	Policies pursuant to subdivision (d) of Section 48915 for pupils who committed an act listed in subdivision (c) of Section 48915 and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations pursuant to Article 1 (commencing with Section 48900) of Chapter 6 of Part 27.	x		
12	Procedures to notify teachers of dangerous pupils pursuant to Section 49079.	x		
13	The provisions of any schoolwide dress code , pursuant to Section 35183, that prohibits pupils from wearing "gang-related apparel," if the school has adopted that type of a dress code. For those purposes, the comprehensive school safety plan shall define "gang-related apparel." The definition shall be limited to apparel that, if worn or displayed on a school campus, reasonably could be determined to threaten the health and safety of the school environment. Any schoolwide dress code established pursuant to this section and Section 35183 shall be enforced on the school campus and at any school-sponsored activity by the principal of the school or the person designated by the principal. For the purposes of this paragraph, "gang-related apparel" shall not be considered a protected form of speech pursuant to Section 48950.	x		
14	Procedures for safe ingress and egress of pupils, parents, and school employees to and from school.	x		
15	A safe and orderly environment conducive to learning at the school. Including the <i>social climate</i> (people and programs) AND the <i>physical environment</i> (place).	x		
16	The rules and procedures on school discipline adopted pursuant to Sections 35291 and 35291.5.	x		
17	Grants to assist schools in implementing their comprehensive school safety plan shall be made available through the partnership as authorized by Section 32285.	x		
18	The comprehensive school safety plan may be evaluated and amended, as needed, by the school safety planning committee, but shall be evaluated at least once a year, to ensure that the comprehensive school safety plan is properly implemented. An updated file of all safety-related plans and materials shall be readily available for inspection by the public . All Site Plans may be viewed by the public at the AVUHSD website: www.avdistrict.org	x		
19	Each school shall adopt its comprehensive school safety plan by March 1, 2000, and shall review and update its plan by March 1, every year thereafter . AVUHSD Board of Trustees will approve plans prior to March 1. See agenda approval date at https://www.boarddocs.com/ca/avuhsd/Board.nsf .	x		
20	Commencing in July 2000, and every July thereafter, each school shall report on the status of its school safety plan, including a description of its key elements in the annual school accountability report card prepared pursuant to Sections 33126 and 35256	x		
21	Completed Checklist and a Copy of the full California Ed Code Section re: School Site Safety Plan	x		

Principal Approved: _____

Date: _____

M. J. Hamel
1/25/18

School Site Safety Plan Check List

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