

# Ventura Unified School District Comprehensive School Safety Plan



**Ventura Adult & Continuing Education**

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**Fiscal Year 2022-2023**

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## I. The Comprehensive School Safety Plan Overview

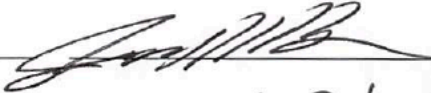
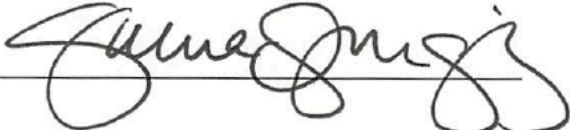
The Comprehensive School Safety Plan (CSSP) is required by Education Code 32282-32289 to be reviewed and updated by March 1 annually and subsequently submitted for approval to the School Site Council (or School Safety Planning Committee) as well as to the district’s governing board or county office of education. The contents of the CSSP should include at a minimum, information assessing the current status of school crime committed on school campus and at school-related functions, strategies and programs that provide or maintain a high level of school safety, and procedures for complying with existing laws related to school safety. For additional information on school safety programs, policies, or procedures and how you may become involved locally, please contact:

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**Prepared by:**

Assistant Principal  
Staff/Student Impact

**Reviewed and Approved by:**

	Date Approved	Authorized Representative Signature
<input type="checkbox"/> School Site Council	Not Applicable	Not Applicable
<input checked="" type="checkbox"/> Ventura City Police Department Officer	<u>3/3/23</u>	
<input type="checkbox"/> Ventura Fire Department	<u>3/13/23</u>	<u>Ment Sahito</u>
<input checked="" type="checkbox"/> Ventura Unified School District Governing Board	<u>3/14/23</u>	

- An evaluation of the 2022-23 School Safety Plan goals took place in November 2022. (EC 32282)
- School staff was advised of the updated school safety plan in December 2022 during a staff meeting. (EC 32282)
- The most current copy of the school plan is available in the school office for public review.

## II. General School Information

### A. School Profile

Ventura Adult & Continuing Education offers high school students and community members 18 years and older the opportunity to earn a high school diploma and/or develop job skills in a safe, flexible learning environment.

Current enrollment: over 4,000 students from July 1, 2021 to June 30, 2022

Ages: 17 to 60+

Total Staff (teaching and support): 65

### B. Safe School Mission

Students, staff and guests will have a safe and secure campus where they are free from physical and psychological harm. The principal and staff are committed to maximizing school safety and to creating a positive learning environment that teaches strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior, and respect for others.

### C. Description of School Facilities

The campus is housed in adjacent professional buildings which have been re-purposed to accommodate a learning environment. There are three points of entry into each building. Visitors are required to sign in at the office before visiting any of the classrooms.

Campus Description		Auxiliary Buildings	Qty.
Year Built		Number Restrooms (in sets)	4 sets
Acreage		Administration Offices	1
Square Footage		Student Support Center	1
Number of Permanent Classrooms	16	Career Opportunity Center	1
Number of Portable Classrooms	0	Conference Rooms	2
Teacher Work Rooms	2	Testing Rooms	2
Staff Lounge/Lunch Rooms	2	Ron Halt Community Room	1
Study Room	1	TV Studios	1
Support Offices	6	Community Support Program Room	1

### D. School Site Council Membership

Education Code Section 32288 requires that the Comprehensive School Safety Plan be reviewed and updated at least annually by the school site council. Ventura Adult & Continuing Education is not required to establish a School Site Council.



## **E. Notifications and Communications**

### **Required Notifications of Hearing**

The following persons and entities were notified in writing of the public hearing concerning input on this Comprehensive School Safety Plan in accordance with the district's administrative regulations (AR 0450) (EC 32282):

- Local mayor
- A representative of the local school employee organization
- All persons who have indicated that they want to be notified

### **Notice to Public**

The Comprehensive School Safety Plan prepared for the 2022-23 school year was shared with: (EC 32282 and EC 32288)

- School staff at a staff meeting
- Communicated to the general public through the district website
- Communicated to the following entities:
  - Law Enforcement Agencies (by Student Support Services)

### **Assurances**

The school site council may include the following three essential components and/or strategies into this plan (AR 0450):

- Assuring each student a safe physical environment
- Assuring each student a safe, respectful, accepting and emotionally nurturing environment
- Providing each student resiliency skills

Evidence of these assurances is embedded throughout this school safety plan.

### III. Safe School Reports

#### A. School Crime Status

Ventura Adult & Continuing Education does not experience high incidents of crime on campus or during school-related functions. There are no known safety hazards on campus or nearby at this time.

2021-22 Summary Data	
Total Suspensions	N/A
Total Expulsions	N/A

#### B. Safe School Assessment Resources

The following resources were analyzed to develop an understanding of current conditions of school safety and standard practices to develop a comprehensive plan of action and procedures to ensure students, staff, and guests are provided a safe and secure environment.

- Safe School Needs Assessment
- District input

### C. Evaluation of 2021-22 Action Plans/Goals

An evaluation of the school’s progress in fulfilling Action Plans/Goals outlined in the 2021-22 Comprehensive School Safety Plan was performed by:

- School Safety Committee

Component #1 – People and Programs	
Were objectives met? Why?  <b>Goal #1: Assure each student a safe, respectful, accepting, and emotionally nurturing.</b>	Although staff members completed and reported three or more hours of professional development related to social and emotional learning, they did not present their findings in the context of a Professional Learning Community, but to others that share their instructional assignments.
Identify deficiencies in meeting objectives.	High school diploma and equivalency programs at VACE run Monday through Friday, from 8:00 in the morning until 9:00 in the evening. The five on-site instructors have little to no time that overlaps with one another, and off-site instructors do not meet with the on-site instructors. Additionally, there is no release time to schedule a regularly occurring Professional Learning Community meetings.
Explain how the objectives/action plans can be strengthened.	Utilization of existing on-line communication platforms to discuss professional development (which removes the time and space restrictions and provides accountability). Possibly setting assigned professional development to steer discussions.
Component #2 – Places	
Were objectives met? Why?  <b>Goal #1: Assure each student a safe physical environment.</b>	Objectives 1 and 2: Replacing incandescent hallway and stairwell lighting with energy saving LED lighting and the replacement of the second-floor damaged linoleum have not yet been accomplished.  Objective 3: As students and staff returned to onsite classroom instruction emergency protocols were reviewed. This objective to be continued into the next school year.
Identify deficiencies in meeting objectives.	Objectives 1 and 2: This is the responsibility of VUSD, and was delayed by issues with the ongoing Covid-19 pandemic and influence over these projects were limited.  Object 3: Completed
Explain how the objectives/action plans can be strengthened.	Objectives 1 and 2: Upgrading of lighting and replacement of flooring is scheduled to begin this school year.  Objective 3: This objective to be continued into the next school year with the implementation of fire, earthquake, and intruder drills conducted with local safety authorities.

### D. 2021-22 Safe School Needs Assessment

What are Needs of School, Staff, and Students?			
<b>Assure a Safe Physical Environment</b>			
<input type="checkbox"/>	Improve safety of school grounds	<input type="checkbox"/>	Improve ingress/egress routes
X	Improve safety of buildings/classrooms	<input type="checkbox"/>	Improve safety of field/equipment
<input type="checkbox"/>	Improve internal security	X	Prepare students and staff for crisis emergencies
<input type="checkbox"/>	Improve exterior and/or perimeter security	<input type="checkbox"/>	Prevent and reduce vandalism and graffiti
<input type="checkbox"/>	Improve dropping off/picking up students	<input type="checkbox"/>	Prevent weapons on campus
<input type="checkbox"/>	Other		
<b>Provide each Student with Resiliency Skills (Expectations, Caring and Participation) by enhancing:</b>			
<input type="checkbox"/>	Community service opportunities	<input type="checkbox"/>	Problem solving skills
<input type="checkbox"/>	Parent involvement	X	Autonomy (sense of self/identity)
<input type="checkbox"/>	Alternatives to violence	X	Sense of purpose and future
X	Good Communication skills	X	Participation in academic activities
<input type="checkbox"/>	Character/value education	<input type="checkbox"/>	High academic self-expectations
<input type="checkbox"/>	Social competence (SEL)	<input type="checkbox"/>	Other: Asset Building
<b>Assure a Safe, Respectful Accepting, and Emotionally Nurturing Environment by promoting:</b>			
<input type="checkbox"/>	Positive structure in classroom	<input type="checkbox"/>	Prevention and intervention strategies
<input type="checkbox"/>	Fair, consistent discipline and consequences	<input type="checkbox"/>	Anti-bullying/hazing
X	Acceptance of diversity	X	Ongoing staff development
<input type="checkbox"/>	Drug-Free school	X	Attendance enhancement
<input type="checkbox"/>	Character/values education	<input type="checkbox"/>	Gang suppression
<input type="checkbox"/>	Parent Involvement	X	Effective teacher/student relationships
<input type="checkbox"/>	Nurture positive self-esteem	<input type="checkbox"/>	Suicide prevention/response plans
<input type="checkbox"/>	High behavior expectations	<input type="checkbox"/>	Extra-curricular activities
<input type="checkbox"/>	Conflict resolution skills	<input type="checkbox"/>	Student recognition
<input type="checkbox"/>	Anger Management	<input type="checkbox"/>	Supervision of students across all settings
<input type="checkbox"/>	Personal and social responsibility	X	Student support
<input type="checkbox"/>	Collaboration among agencies, law enforcement and judicial system	<input type="checkbox"/>	Other
<input type="checkbox"/>	Participation in and collaboration of parents/students/community	<input type="checkbox"/>	

## E. Conclusions of 2022-23 Safe Schools Assessment

- Areas of Pride and Strength: (Components 1 & 2)

Ventura Adult and Continuing Education continues to be proactive in engaging the changes required to keep staff and students safe both within the facility environs and through the Covid-19 pandemic.

The majority of students and staff report feeling safe on campus according to VACE school surveys. Incidents of graffiti have remained low through the 2022-2023 fiscal year.

Provision of appropriate PPE has continued through the school year, available to students and staff. Facemasks, face shields, disposable gloves, hand sanitizer and hand sanitizer dispensers, disinfectant wipes and other products are available in all working areas. Although not currently in use, plexiglass shields and both hand-held and free-standing thermometers remain available to all personnel. Appropriate signage remains in place.

In most instances, staff have returned to classrooms and offices at Ventura Continuing and Adult Education. The three learning platforms instituting in the prior year have developed more fully, and in-person, hybrid, and distance learning are currently in place.

Staff development for the school year occurred on an individual basis, with instructors accessing VACE's LinkedIn Learning accounts, professional development opportunities offered through Ventura County Office of Education, CalPRO, ACSA, Ventura Unified School District and other online resources. This professional development was reported to site administrators. Topics covered included social and emotional learning, student safety, and crisis and emergency training.

- Areas to Change: (Components 1 & 2)

If the institution is to implement a more accurate and functional version of professional learning community time will either have to be set aside for instructors to gather together and collaborate on projects aimed at student success, or a method of innovative collaboration must be considered.

Suggestions for improvement in this area include an agreed upon shared focus of professional learning in the area of social and emotional learning and implementing an online work group for PLC members to asynchronously discuss topics and plan for improvement.

- Analysis of how the data, needs, and perceptions about the school's safety determined the goals: (EC 32282)

Ventura Adult and Continuing Education continues to improve the condition of the physical plant in conjunction with the Ventura Unified School District. The Covid-19 pandemic slowed the progress of these improvements, but it is anticipated that in the upcoming year lighting and flooring issues will be resolved.

Emergency protocols will continue to be an ongoing process of education, review, and practice, all aimed at preparation for safety in the advent of an actual emergency situation.

The formation and successful implementation of professional learning communities has met with difficulties: due to instructional time including hours throughout the day and the presence of programs in various locations, instructors are not present at the physical plant at the same time (some of them never see one another). The institution is currently investigating solutions to this issue, including utilizing a asynchronous meeting software so that discussion can occur over time and not constrained by time and space limitations. Additionally, having instructors collaboratively choose shared professional development targeting issues around social emotional learning to serve as the basis for conversation.

- Generalized statement of goals for 2022-23: (EC 32282)

Ventura Adult and Continuing Education will continue efforts to encourage staff and student involvement and responsibility for physical, social and emotional safety, and security of campus. Additionally, training will also focus on improving student and staff preparation for emergencies.

## **IV.2022-23 Safe School Action Plans**

After analyzing data, resources, and desired areas of change, Ventura Adult & Continuing Education has determined that the following priorities for action are necessary to create a safe, secure campus and a positive learning environment emphasizing responsible and respectful behavior.

### **A. Component 1: People and Programs**

**Goal #1:** Assure each student a safe, respectful, accepting, and emotionally nurturing environment.

### **B. Component 2: Places**

**Goal #1:** Assure each student a safe physical environment.

Component 1: People and Programs – Create a Caring and Connected School Climate		
Goal #1	Assure each student a safe, respectful, accepting, and emotionally nurturing environment.	
<b>Objective 1.1</b>	Related Activities:  By June 30, 2023, all staff members will complete at least three hours of personal development, including one assigned topic, related to social and emotional learning as evidenced by instructors' online professional development discussions.	<b>Person(s) Responsible:</b> Instructors, Ellis, Albaugh
		<b>Timeline for Implementation:</b> Ongoing
<b>Objective 1.2</b>	Related Activities:  By June 30, 2023, each staff member will engage in discussion on what was learned about social and emotional learning as evidenced by online professional development discussions	<b>Person(s) Responsible:</b> Instructors, Vang-Walker, Bell, Albaugh, Ellis, Martinez
		<b>Timeline for Implementation:</b> Ongoing
<b>Objective 1.3</b>	Related Activities:  By June 30, 2023, ASB Student Council will involve students in monthly meetings (in person or via a networking platform in the case of further Covid-19 complications) in the development of activities aimed at fostering support for the student learning community as evidenced by ASB Student Council meeting agendas and minutes.	<b>Person(s) Responsible:</b> Instructors, Vang-Walker, Bell, Ellis, Albaugh
		<b>Timeline for Implementation:</b> Ongoing
<b>Objective 1.4</b>	Related Activities:	<b>Person(s) Responsible:</b>
		<b>Timeline for Implementation:</b>

Component 2: Places – Create a Physical Environment That Communicates Respect for Learning and for Individuals		
Goal #1	Assure each student a safe physical environment.	
Objective 1.1	Related Activities:  VUSD to replace incandescent hallway and stairwell lighting with energy saving LED lighting.	<b>Person(s) Responsible:</b> Administration, District Personnel
		<b>Timeline for Implementation:</b> Ongoing
Objective 1.2	Related Activities:  The ongoing Covid-19 pandemic delayed the replacement of damaged linoleum flooring on second floor of 5280 building. Plan are in place for VUSD to replace damaged time in the 2022-23 school year.	<b>Person(s) Responsible:</b> Administration, District Personnel
		<b>Timeline for Implementation:</b> Ongoing
Objective 1.3	Related Activities:  Staff and students continue building skill and training awareness of emergency procedures for lockdown, earthquake, and fire related events.	<b>Person(s) Responsible:</b> Administration, All Staff, Students
		<b>Timeline for Implementation:</b> Ongoing



## V. School Safety Practices, Policies and Procedures

### A. Accident Reporting and Investigation

Injury to staff, student, or guest, contact office immediately. Use your best judgment for degree of injury or sickness. If needed, call 911 for paramedics. Do not transport people yourself or administer medications; do no more than basic emergency first aid. Come to office and, if possible, from witnesses. Please do not discuss liability. The school district does not carry accident insurance on students so that, in event of an injury, it is the financial responsibility of the student to seek and obtain medical treatment. The completed form should be sent to the VUSD Risk Management Department.

Ventura County Schools Self-Funding Authority Report of Personal Accident <b>CONFIDENTIAL - ATTORNEY - CLIENT PRIVILEGE</b>			
<b>TO BE COMPLETED IMMEDIATELY</b>		<input type="checkbox"/> STUDENT <input type="checkbox"/> VENDOR <input type="checkbox"/> PARENT <input type="checkbox"/> OTHER <input type="checkbox"/> VISITOR	
THE SCHOOL EMPLOYEE WHO EITHER WITNESSES THE INJURY OR IS SUPERVISING AT THE TIME OF INJURY SHOULD COMPLETE THIS FORM, IF POSSIBLE. THE REPORT SHOULD BE SUBMITTED IMMEDIATELY TO THE APPROPRIATE SCHOOL DISTRICT OFFICE. SHOULD OTHER PERTINENT FACTS DEVELOP, NOTIFY THE SCHOOL DISTRICT OFFICE BY MEANS OF A SUPPLEMENTAL REPORT.			
SCHOOL DISTRICT <b>Ventura Unified School District</b>		SCHOOL	
SCHOOL ADDRESS		PHONE NO.	
INJURED PARTY'S NAME		SEX	AGE      GRADE
HOME ADDRESS		DAYTIME PHONE	HOME PHONE
WHERE DID ACCIDENT OCCUR?		DATE	TIME
HOW DID ACCIDENT OCCUR?			
STATEMENT OF INJURED PARTY			
EMPLOYEE IN CHARGE OF INJURED STUDENT AT TIME OF ACCIDENT:		WAS EMPLOYEE PRESENT AT THE TIME OF ACCIDENT? YES    NO	
WAS ANY SCHOOL RULE VIOLATED? YES    NO	IF SO, EXPLAIN		
<b>WITNESSES PRESENT AT TIME OF ACCIDENT</b>			
NAME	ADDRESS	PHONE	
NATURE OF INJURY		DISABLED? YES    NO	
FIRST AID APPLIED? YES    NO	BY WHOM?	HAVE PARENTS CONTACTED SCHOOL? YES    NO	
DISPOSITION OF INJURED PARTY (RETURN TO CLASS, HOME DOCTOR HOSPITAL)		NAME OF PERSON NOTIFIED	
LIST NAME OF STUDENT'S SCHOOL ACCIDENT INSURANCE COVERAGE		BY WHOM NOTIFIED?	DATE      TIME
COMMENTS			
REPORT SUBMITTED BY		POSITION	PHONE      DATE
<small>VCSSFA-1006/Rev. Aug. 10      Send to: York Insurance Services Group, Inc.      District: DO NOT keep a copy of the completed form</small>			

## B. Bully Prevention

### District Policy

The Governing Board affirms the right of every student to attend a school that is safe and secure. The District's Policy on Bullying (Board Policy 5131.2 and Administrative Regulation 5131.2) can be accessed on the District's website at [www.venturausd.org](http://www.venturausd.org). Copies of the policy are also available at the school office.

All persons are to be treated with dignity and respect; therefore, the district, schools, students, parents/guardians and community have an obligation to promote mutual respect and safe, harmonious relations that support dignity and equality. To that end, the school district has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to address incidents of bullying and harassment when they occur.

These policies and procedures must be disseminated annually to staff, students, and parents/guardians.

The district will not tolerate bullying or any behavior that infringes on the safety or well-being of students, staff, or any other persons within the district's jurisdiction whether directed at an individual or group. This includes but is not limited to bullying or harassment based on race, color, creed, national origin, ethnicity, gender, gender identity, gender expression, language, perceived or actual sexual orientation, physical or mental disability, political or religious ideology, physical appearance, or economic status, or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all acts while on school grounds, at a school sponsored-activity, while traveling to and from school, on a school bus, during any activity related to school attendance.

## C. Child Abuse Reporting Procedures

(Penal Codes 11164-11174.3 and Child Abuse & Neglect Reporting Act)

Ventura Unified S.D. Board Policy 5141.4

As stated in the Board Policy, "District employees are obligated to report all known or suspected incidents of child abuse and neglect in accordance with law, Board policy, and administrative regulation. Employees shall not investigate any suspected incidents but rather shall fully cooperate with agencies responsible for reporting, investigating and prosecuting cases of child abuse and neglect." District employees are mandated reporters.

Ventura Unified S.D. Administrative Regulation 5141.4 (b)

Mandated reporters include but are not limited to teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; 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)

### Reporting Procedures

- Complete Child Abuse reporting form.
- Call Children and Family Services immediately to verbally report (805-654-3200 - Coalition to End Family Violence, [www.thecoalition.org](http://www.thecoalition.org)).
- Forward completed Child Abuse Report form within 36 hours.
- Do not pass on the responsibility to report. However, you can/should consult with your supervisor.
- If you have a reasonable suspicion, you then have a duty to check (reasonable suspicion creates a duty).
- If in doubt, file.
- The burden of proof is not with you. Children and Family Services will do the investigation.
- School staff is not liable for defamation if done in the course and scope of your employment.

## D. Discipline and School Rules

The Governing Board desires to provide a safe, supportive, and positive school environment conducive to student learning and to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, and parent involvement can minimize the need for discipline.

The Superintendent or designee shall approve, for each school, a complement of effective, age-appropriate strategies for correcting student behavior. Such strategies may include, but are not limited to, conferences with students and their parents/guardians; use of study, guidance, or other intervention-related teams; enrollment in a program teaching prosocial behavior or anger management; and participation in a restorative justice program. Staff shall use preventative measures and positive conflict resolution techniques whenever possible. Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as suspension and expulsion, shall be imposed only when required by law and when other means of correction have failed. (Education Code [48900.5](#))

Board policies and administrative regulations shall outline acceptable student conduct and provide the basis for sound disciplinary practices

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

Persistently disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy, and administrative regulation.

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

The Superintendent or designee shall provide professional development as necessary to assist staff in developing consistent classroom management skills, implementing effective disciplinary techniques, and establishing cooperative relationships with parents/guardians.

#### Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment means the willful infliction of, or willfully causing the infliction of, physical pain on a student. (Education Code [49001](#))

However, corporal punishment does not include any pain or discomfort suffered by a student as a result of his/her voluntary participation in an athletic or other recreational competition or activity. In addition, an employee's use of force that is reasonable and necessary to protect himself/herself, students, staff, or other persons, to prevent damage to property, or to obtain possession of weapons or other dangerous objects within the control of the student is not corporal punishment. (Education Code [49001](#))

### **E. Dress Code**

Education Code 35294.2 (f)

Gang-related apparel is defined as apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus.

Ventura Unified S.D. Board Policy 5132 (a)

The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval.

Ventura Unified S.D. Administrative Regulation 5132 (b)

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

Ventura Unified S.D. Administrative Regulation 5132 (a) and Education Code 35183.5

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

Ventura Unified S.D. Administrative Regulation 5136 (a)

In order to discourage the influence of gangs, school staff shall take the following measures:

- Any student displaying behavior, gestures, apparel, or paraphernalia indicative of gang affiliation shall be referred to the principal or designee.
- The student's parent/guardian shall be contacted and may be asked to meet with school staff.
- The student may be sent home to change clothes.

## F. Emergency Drills Schedules

California law requires public schools to conduct minimum emergency drills every school year. On an annual basis, school sites develop a calendar of scheduled emergency drills. Parents/Guardians are provided written notification during the first quarter of each school year about emergency procedures in the district.

1. Earthquake drills shall be practiced at least once each school quarter in elementary schools and at least once a semester in secondary schools (California Education Code 35297).
2. Fire drills shall be practiced not less than once every calendar month at the elementary level, four times every school year at the intermediate level and not less than twice every school year at the secondary level. In addition, each Administrator shall sound the fire alarm in a test monthly (California Education Code 32001).

Although not mandated by local or federal entities, the Ventura Unified School District schedules and conducts tactical response drills related to the increasing Active Shooter/Intruder events in schools nationwide.

A copy of the Emergency Drills Schedule is maintained in the school site administration office. A complete districtwide calendar is on file at the school district office in the Risk Manager's Office or the Student Services Department.

## G. Hate Motivated Behavior

Ventura Unified S.D. Board Policy 5145.9 (a) (b)

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

## H. Mass Care and Welfare Shelters

The Ventura Unified School District has a shelter agreement with the American National Red Cross (Red Cross), a not-for-profit corporation chartered by the United States Congress as part of its disaster relief activities and partnership.

Ventura Unified School District has been identified as a disaster relief shelter for the community. Potential emergencies could include natural disaster, i.e., fires, floods, earthquakes, or human made incidents, such as, chemical spills, terrorist attacks, etc., which might necessitate the evacuation and mass care (sheltering and feeding) for a number of people, including district staff, students, and visitors.

By agreement, the City of Ventura works in partnership with Ventura Unified School District to assist in the determination for the need for shelters and is the agency that is acknowledged by the Ventura Unified School District exclusively for this guidance. Red Cross has been provided with emergency contact names and telephone numbers for district personnel authorized to communicate with Red Cross and local government agencies.

The Facilities Use Agreement between Ventura Unified School District and the American Red Cross was executed in 2016. A copy is on file at the Ventura Unified School District office located at 255 W. Stanley Avenue, Suite 100, Ventura, CA 93001.

## I. Nondiscrimination/Harassment

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

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school. (Education Code 48900 (r)(1)(2)(s), 48900.2, 48900.3, 48900.4)

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an

intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

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

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

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

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

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

#### **Record-Keeping**

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

## **J. Notification to Teachers of Pupil Suspension or Expulsion**

(Pursuant to Education Code 49079)

The district shall inform the principal/teachers annually of students who were engaged in, or reasonably suspected to have engaged in, for the previous three school years, any of the acts described in:

- Education Code 48900 subdivision [except subdivision (h)]
- Education Code 48900.2 (sexual harassment)
- Education Code 48900.3 (hate violence)
- Education Code 48900.4 (harassment of school/district personnel or pupil; threats/intimidation)
- Education Code 48900.7 (terrorist threat)

The principal/teacher shall keep this information in confidence and must not further disseminate.  
Ventura Unified School District Board Policy 4158, 4258, 4358

The Governing Board 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 for assisting them in the event of an emergency situation.

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

## K. Response to Immigration Enforcement

### District Policy

#### Students

The Governing Board is committed to the success of all students and believes that every school site should be a safe and welcoming place for all students and their families irrespective of their citizenship or immigration status.

District staff shall not solicit or collect information or documents regarding the citizenship or immigration status of students or their family members or provide assistance with immigration enforcement at district schools, except as may be required by state and federal law. (Education Code 234.7).

No student shall be denied equal rights and opportunities nor be subjected to unlawful discrimination, harassment, intimidation, or bullying in the district's programs and activities on the basis of his/her immigration status. (Education Code 200, 220, 234.1)

The Superintendent or designee shall notify parents/guardians regarding their children's right to a free public education regardless of immigration status or religious beliefs and their rights related to immigration enforcement. (Education Code 234.7)

Consistent with requirements of the California Office of the Attorney General, the Superintendent or designee shall develop procedures for addressing any requests by a law enforcement officer for access to district records, school sites, or students for the purpose of immigration enforcement.

School site administrators shall receive training regarding immigration issues, including information on responding to a request from an immigration officer to visit a school site or to have access to a student. School site administrator will inform teachers and other school staff.

The Superintendent or designee shall report to the Board in a timely manner any requests for information or access to a school site by an officer or employee of a law enforcement agency for the purpose of enforcing the immigration laws. Such notification shall be provided in a manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)

## L. Search and Seizure

Ventura Unified S.D. Board Policy 5145.12

### Students

The Governing Board is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. Therefore, 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 Governing Board requires that discretion, good judgment and common sense be exercised in all cases of search and seizure.

The Superintendent or designee shall ensure that staff who conduct student searches receive training regarding the requirement of the district's policy and administrative regulation and other legal issues, as appropriate.

### 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. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices.

Any search of a student, his/her property, or district property under his/her control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search shall include the danger to the health or safety of students or staff, such as the possession of weapons, drugs, or other dangerous instruments, and whether the item(s) to be searched by school officials are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation.

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 district property that is within the control of students, such as lockers and desks, on a regular, announced or unannounced 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. Students should not expect, nor shall they possess, any privacy interest in any district property (i.e. lockers, desks, etc.)

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 Drug/Contraband Detection Dogs

In an effort to keep the school site free of illegal contraband, the district may utilize the services of non-aggressive, trained detection dogs to sniff out and alert to substances prohibited by law or district policy. These inspections will be unannounced and will be made at the discretion of the Superintendent, site principal or administrative designee.

Unless there exists an objectively reasonable suspicion that a student possesses contraband, the dog will not be allowed to sniff the person of a student while on district property or at any district sponsored event, nor shall there be a search of any personal items on that student, absent consent. The dogs will not be used in classrooms or other district facilities when those areas are occupied by students. No student shall be forced to leave personal items behind for search without reasonable suspicion that a person possesses contraband. The dogs will be used to sniff lockers, classrooms, common areas, desks, bags, and other personal items voluntarily left in rooms or other common areas, and containers or vehicles that are on district property or adjacent property.

Parents and guardians of district students shall be annually notified of the district's use of drug/contraband detection dogs in the same manner as other notification required by Education Code section 48980. In addition, a letter will be sent to all affected student's parent/guardian informing them of the use of drug/contraband detection dogs.

#### Vehicle Searches

All vehicles parked on any district property shall be subject to comprehensive searches to the maximum extent permitted by law. The administration is directed to post appropriate notices and take all other actions necessary to allow authorized searches of vehicles. (cf. 5131.6 - Alcohol and Other Drugs)

## **M. Suspension & Expulsion Policies**

(Pursuant to Education Code §48900 and Ventura Unified School District Board Policy 5144.1)

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

#### Student Due Process

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

#### Alternative to Suspensions/Options

To correct the behavior of any student who is subject to discipline, the Superintendent or designee shall, to the extent allowed by law, first use alternative disciplinary strategies specified in AR 5144 - Discipline. (Education Code 48900.5) Alternatives to suspension or expulsion also shall be used with students who are truant, tardy, or otherwise absent from assigned school activities. Except for single acts of a grave nature or offenses for which suspension or expulsion is required by law, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct or the student's presence causes a continuing danger to himself/herself or others.

Required Parental Attendance

Whenever a student is removed from a class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class from which the student was removed may provide that the student's parent/guardian (must be living with student) attend a portion of a school day in that class. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)

Definitions

**Suspension** from school means removal of a student from ongoing instruction for adjustment purposes. **Expulsion** means removal of a student from the immediate supervision and control, or the general supervision, of school personnel. (Education Code 48925)

Parent Notification of Regulations

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

## **N. Threat Assessment Protocols**

The Ventura Unified School District recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The District is fully committed to providing learning environments that are safe and free from acts of intimidation, threats of violence, and actual violence. This policy encompasses behaviors by students. The policy is applicable to schools, District and school-related activities, and in areas within the District's jurisdiction.

Action Plan:

A threat assessment should be conducted when there is a direct, clear, and plausible threat of serious physical violence towards another person or District site. Additionally, a threat assessment could be conducted if the totality of the circumstances warrants it. The action plan developed should reflect the level of risk determined by the multidisciplinary threat assessment team.

A school official who is alerted to or observes any threat or perceived threat, as described in subdivision (e) of Section 49390, shall immediately report the threat or perceived threat to law enforcement.



## VI. Sample Communications Forms and Postings

### A. Employee Safety Poster

Ventura Unified School District  
255 West Stanley Avenue, Suite 100, Ventura, CA 93001-1348  
Printed by: Student Support Services  
(805) 641-5000 Ext. 1102



### Employee Safety

#### REASONABLE PRECAUTIONS

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Use a BUDDY SYSTEM if you arrive at work in the dark</li> <li>2. PARK YOUR CAR in an area close to the entrance even if you have to move later. Keep your car locked, get your materials together and your office/classroom key out as you prepare to exit.</li> </ol> | <ol style="list-style-type: none"> <li>3. BE AWARE of your surroundings and circumstances ("street smarts") upon entry to your work site and lock the door immediately.</li> <li>4. HAVE A CELL PHONE HANDY and dial 911 if you need help.</li> <li>5. REPORT CONCERNS, ASK QUESTIONS, AND MAKE SUGGESTIONS to your supervisor or site administrator.</li> </ol> |
|--|--|

#### INTRUDER/NON STUDENTS DISRUPTING THE SCHOOL

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. DON'T CONFRONT. Either ask the intruder/non student to leave, hand he/she the notice below, or inform intruder/non student that police are on their way.</li> <li>2. BE A GOOD WITNESS. Note the kind of activity and description of eyes, height, clothes, and mode of transportation, etc.</li> </ol> | <ol style="list-style-type: none"> <li>3. INFORM site supervisor/administrator</li> <li>4. IF PERSON/PEOPLE CONSITUTE/S AN EMERGENCY, CALL 911</li> </ol> |
|---|---|

#### DEALING WITH OUT OF CONTROL BEHAVIOR

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. GET assistance.</li> <li>2. IDENTIFY YOURSELF and say "STOP".</li> <li>3. REMOVE the audience</li> <li>4. AVOID stepping between combatants or into the "LINE OF FIRE"</li> </ol> | <ol style="list-style-type: none"> <li>5. ALWAYS try verbal intervention first</li> <li>6. Use a DISTRACTION</li> <li>7. GIVE the person time to blow off steam, ensuring their safety and the safety of others</li> </ol> |
|---|--|

#### ASSAULT ON SCHOOL EMPLOYEES

Follow procedures listed below if attacked, assaulted or physically threatened by a student, parent, community member, campus intruder, or another school employee.

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. INFORM site supervisor/administrator</li> <li>2. NOTIFY law enforcement (if not an emergency, notify SRO)</li> </ol> | <ol style="list-style-type: none"> <li>3. COMPLETE "Assaults on School Employees" form</li> </ol> |
|--|---|

✂

NOTIFICATION OF DISTURBANCE, INTERFERENCE OR LOITERING ON SCHOOL GROUNDS  
(Give to Police Officer)

Name	Date	Time	Location
Address		School Official	

✂

Ventura Unified School District  
"YOU ARE REQUESTED TO LEAVE"

**DISRUPTING SCHOOL ACTIVITIES** - EC 44810(a) & 44811 (a) EC 44810(a): Every minor over 16 years of age or adult who is not a pupil of the school who comes upon any school ground or into any school house and there willfully interferes with the discipline, good order, lawful conduct, or administration of any school class or activity of the school, with the intent to disrupt, obstruct, or to inflict damage to property or bodily injury upon any person, is guilty of a misdemeanor.

**EC 44811(a)** Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor.

**WILLFUL DISTURBANCE, PUBLIC SCHOOLS OR MEETINGS** - EC 32210 Any person who willfully disturbs a public school or public school meeting is guilty of a misdemeanor, and may be punished by a fine of not more than \$500.

**OUTSIDER ON SCHOOL GROUNDS** - PC 627.7 & EC 32211: If a person other than a student, parent or guardian of a student, district or public employee authorized to be on school grounds, or elected public official remains on school grounds without registering, has had

access to school grounds revoked and re-enters within 7 days after being directed by the principal or designee to remain off school grounds for 7 days, is guilty of a crime.

**LOITERING** - PC 653b (formerly PC 653g): A person who delays, lingers, or is idle about a school without a lawful purpose or who re-enters within 72 hours after being directed to remain off school grounds is a vagrant, and is punishable by a fine of not more than \$1000 or imprisonment not to exceed 6 months.

Notificación de interrupción, Interferencia con la escuela o vagancia en el campo escolar  
(Dar al oficial de policía)

Nombre	Fecha	Hora	Lugar
--------	-------	------	-------

Domicilio	Funcionario
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✂

Distrito Escolar Unificado de Ventura  
"SE LE PIDE IRSE"

**INTERRUPCIÓN DE LAS ACTIVIDADES ESCOLARES** - EC 44810(a) & EC 44811(a)

EC44810(a) Cualquier menor de 16 años de edad ó más, o un adulto que no sea alumno de la escuela y que se presente en el campo escolar, o dentro de una escuela, e interfiere deliberadamente con la disciplina, el orden, la conducta legal o la administración de una clase o actividad escolar, con la intención de interrumpir, obstruir o causar daño a la propiedad o daño corporal a cualquier persona, será culpable de un delito menor.

**EC 44811(a)** La conducta de cualquier padre, tutor u otra persona que requiera que un empleado escolar que se encuentra realizando su labor interrumpa el trabajo de la clase o una actividad extracurricular, o implique un desorden sustancial, será culpable de un delito menor.

**EC 322210** DISTURBIO INTENCIONAL, ESCUELAS PUBLICAS O REUNIONES

Cualquier persona que intencionalmente disturba una escuela pública o una reunión de una escuela pública será culpable de haber cometido un delito menor, y puede ser castigado con una multa de no más de \$500.

**PERSONA AJENA EN EL CAMPO ESCOLAR** - PC 627.7 y E.C. 32211 Si una persona que no sea estudiante, padre o tutor de un estudiante, empleado del distrito o público que está autorizado para encontrarse en el campo escolar, o un funcionario público, permanece en el campo escolar sin inscribirse, o se le ha negado el acceso al campo escolar y regresa dentro de 7 días después de que el director o sus designado le haya indicado que se encuentre fuera del campo escolar por 7 días, será culpable de un crimen.

**VAGANCIA**- PC 653b Una persona que se atrase, permanezca o se encuentre en una escuela sin un fundamento legal, o que reingresa dentro del espacio de 72 horas después de haber sido solicitado que salga del campo escolar, se considera como un vago y puede recibir una multa que no exceda de \$1,000 o, cárcel que no exceda de 6 meses

## B. Pandemic Influenza

# PANDEMIC INFLUENZA

Pandemic flu is a worldwide outbreak of disease that occurs when a new flu virus appears that can spread from person to person. Because people have not been exposed to the new virus they have little or no immunity.

Therefore, serious illness or death is more likely to result. The illness rates for both seasonal and pandemic flu are high among children. Because schools are the most densely populated environments in society, they are likely to contribute significantly to the containment or to the spread of flu in the community.

Therefore, school closures may result as a means of reducing the overall illness rates within communities.

### GOAL

Plan and increase preparedness for the possibility of an influenza pandemic.

### Stages of Preparation include planning for:

- Mitigation and Prevention - anticipating needs
- Preparedness - planning what to do and how to do it
- Response - implementing your plan
- Recovery - what to do to return to normal

### Principal/Designee

- Review instructions for staff and students
- Implement prevention policies and procedures including:
  - Posting of health education materials more frequently
  - Education of staff/students on how to cover coughs and sneezes
  - Education of staff/students on frequent hand washing
  - Use of waterless hand sanitizers and wipes
- Develop platoon system for rotation of staff, and identify a priority list for staff release.
- Plan for possible use of facility by Public Health Officials.

### All Personnel

Basic elements required for pandemic influenza preparedness:

Any staff member can be designated to serve as Civil Service Worker

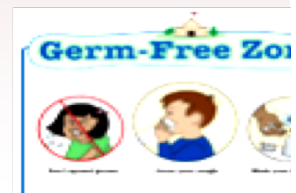
- Each employee will be assigned priority for serving as a Civil Service Worker depending on the need.
- The platoon system for rotation purposes will be implemented and a general plan made for systematic dismissal of staff.
- Students will be dismissed according to standard student release procedures as outlined for any emergency.

**FOLLOW  
STANDARD  
OPERATING  
PROCEDURES**

**Cough or Sneeze  
Into Your Upper  
Sleeve  
Not Your Hand**

### Prevention

Hand Hygiene  
Cough Hygiene  
Sneeze Hygiene  
Social Distance



**C. Death or Serious Injury Procedures/Checklist for a School Site****Death or Serious Injury Procedures/Checklist for A School Site**

(Reference: *Crisis Response Manual: Addressing Psychosocial Needs* Section 2; VUSD; March 2003 – notebook at each school site)

Student Support Services Office (805) 641-5000 Ext 1102

**SUPERINTENDENT or SUPT. DESIGNEE'S RESPONSIBILITIES:**

- 1. Contact School Board, Risk Manager, Asst. Supts., Student Support Services Director, & DLT Members; as appropriate
- 2. Contact Director of Pupil Services to assign psychologists and counselors to the site (do you need bilingual assistance?). Ventura Behavioral Health may also be contacted for assistance through Pupil Services
- 3. Receive permission from affected family regarding information to be shared.
- 4. If appropriate, contact families before school resumes. May invite parents to accompany their child(ren) to school the next day and provide counseling for parents. Assign a Parent Liaison
- 5. If necessary, contact elementary, middle, and high school schools
- 6. Allow one voice for the press (usually the superintendent)

**Public Information Officer**

- a. Statements to media should include the following: cause, time, event, current situation, care being given, etc. Convey that everything is going to be OK. Answer questions completely and truthfully. Avoid talking off the record, arguing, or using the phrase "No comment". Repeat what you want the press to hear.
- b. Remind staff and volunteers to refer all questions from media or waiting parents to the Public Information Officer.
- c. Ensure announcements and other information are translated into other languages as needed.
- d. Monitor new broadcasts about incident; correct any misinformation heard.

**PRINCIPAL'S RESPONSIBILITIES:**

- 1. Inform staff that all press/news inquiries go to the Superintendent
- 2. Identify 3 rooms/areas for student counseling with available crayons, paper, pencils, construction paper, etc.; if age appropriate; and 1 room for staff counseling.
- 3. Update staff.
- 4. Develop a fact sheet for office manager/secretary/clerk to use when responding to inquiries (see attached example).
- 5. Update students regarding what happened (offer students journaling, poetry, art, sharing of stories, etc. to express their thoughts).
- 6. Prepare a letter to go home to parents in English and Spanish (see attached example)
- 7. Make arrangements for staff to be relieved of duties to participate in counseling.
- 8. Debrief staff at end of school day (share stories).
- 9. Plan support for the next school day (counseling, food, etc.).
- 10. If any staff were involved in emergency procedures to save a life; have Student Support Services contact Ventura Police or Ventura Fire Dept. to access their Critical Incidence Stress Teams for debriefing of the school staff members involved.
- 11. Debrief support staff who helped at the school.
- 12. Take care of witnesses.

## D. Responding to Inquires – Principal’s Template

### SAMPLE – SCRIPT FOR OFFICE MANAGER/SECRETARY/CLERK Responding to Inquires

#### **What has happened?**

Share the information honestly:

*e.g... "This morning one of our kindergarten students, (NAME), was hit by a car outside of his home. According to the family (he/she) ran out into the street and was seriously injured. He/she died this afternoon."*

#### **What actions are being taken?**

Security measures, emotional issues, correspondence.

*e.g... "The Standardized Emergency Management System was activated. School support staff including school psychologist, counselor, and nurse have been and will continue to be available to students, teachers, and parents."*

*A written correspondence will be sent home sharing pertinent and resource information."*

#### **When to retrieve students?**

Explain that safety and welfare of students is of the foremost concern. Be prepared for an influx of students wanting to go home or parents trying to retrieve.

*e.g... "Your son or daughter is not in immediate danger and therefore will be dismissed as usual."*

#### **What can the parent/community member do to help?**

Immediate and long term.

*e.g... "As per the request of the family, monetary donations can be sent to defray the cost of the funeral. If you wish for your son/daughter to attend the funeral, parents/guardians are expected to attend with their child."*

*If victim is hospitalized, respect hospital visitation hours and respect the privacy of the family.*

*Be observant of your child’s feelings and listen to them. If you have concerns about how your child is coping, seek support from family members, clergy, doctor, or contact the school site support staff."*

## E. Notification of Student Death – Sample Letter to Parents/Guardians - English

Date:

Dear Parents and Guardians:

We are extremely saddened to learn today that *Student*, 6<sup>th</sup> grader at *School* has died. *He/she* collapsed at school. Emergency care was provided and *he/she* was immediately transported by ambulance to the hospital where *he/she* passed away. *Student* attended *Elementary School and Middle School*.

We are all saddened by *Student's* death and we send condolences to his/her family and friends.

Today we have shared the information of *Student's* death with the student's in each classroom. We have also enlisted the help of *Name* school psychologist, *Name* and *Name*, school counselors and other psychologists, administrators, nurses and counselors throughout the district to help children who need to express their feelings, concerns, and questions.

The death of a student like *Student* is very hard for us to understand or accept. For the children who knew *Student*, it may be especially difficult to deal with, but even those who did not know him/her may still have strong emotional reactions upon receiving this news. It is very important for you to be available to discuss this tragic event if your children want to talk to you. Please be alert to special possible behavior changes in our child because this might indicate a need for support. If you think your child needs to talk to a counselor, please call us at *Phone Number*.

Sincerely,

*Name*  
Principal

## F. Notification of Student Death – Sample Letter to Parents/Guardians – Spanish

Fecha:

Estimados padres y tutores:

Es con mucha tristeza que le informamos que hoy falleció el/la estudiante *NOMBRE DEL ALUMNO* que cursaba el a grado en *Escuela*. Se desmayo en la escuela, se le dieron primeros auxilios; inmediatamente se le transporto por ambulancia al hospital a donde *el/ella* dejo de existir. *NOMBRE DEL ALUMNO* asistió las escuelas de \_\_\_\_\_ y \_\_\_\_\_.

Se que todos estamos muy entristecidos por la defunción de *NOMBRE DEL ALUMNO* y participamos nuestras condolencias a su familia y amistades.

Hoy hemos compartido información del fallecimiento de *NOMBRE DEL ALUMNO* con los alumnos en sus salones de clases. También hemos solicitado la ayuda del *Nombre, el/la* psicólogo(a) la escuela, *Nombre y Nombre*, los consejeros y otros psicólogos, administradores, enfermeras y consejeros de todo el Distrito para asistir a los niños que necesiten ayuda para expresar sus sentimientos, dudas y preguntas.

La muerte de un estudiante como *NOMBRE DEL ALUMNO* no es fácil comprenderla ni aceptarla. Para los niños que conocían a *NOMBRE DEL ALUMNO*, va a ser especialmente difícil encarar esto, pero aun los que no lo conocían podrían tener una reacción emocionalmente difícil al recibir la mala noticia. Es muy importante que este disponible en caso de que su hijo o hija quiera hablar con usted este trágico evento. Por favor este al tanto de cualquier cambio emocional en el comportamiento de su hijo o hija que pueda indicar la necesidad de apoyo emocional. Si siente que hijo o hija necesita hablar con un consejero, por favor llámenos al teléfono \_\_\_\_\_.

Atentamente,

*Nombre*  
Director(a)

## **VII. Emergency Response Plan**

The Emergency Response Plan provided in this report is in alignment with the Emergency Procedures Guide, a spiral bound publication located in every classroom.

*Post on “Safe Wall” in Classroom/Office*



## A. Emergency Contact Datasheet

**School/Site:** Ventura Adult & Continuing Education

**IC (Incident Commander):** Director/Principal

**Command Center Location:** H.S. Diploma Office

**ALTERNATIVE LOCATION:** Ron Halt Classroom

**Release of Students Location:** Room 101, 5200 Valentine Rd.  
Room 227, 5280 Valentine Rd.

**ALTERNATIVE LOCATION:** Ron Halt Classroom

### PHONE NUMBERS

Emergency – 911  
Fire/Paramedic Emergency – 911  
Non-Emergency Police – 339-4399

### PUBLIC UTILITIES

Electricity (800) 655-4555 (So. CA Edison)  
Gas (800) 427-2200 (The Gas Co.)  
Water (805) 652-4500 (City of Ventura)  
Technology/Telephone (805) 641-5000 X1340

**Ventura USD District Office – 641-5000**  
Superintendent Telephone 611 X1014  
Student Support Services X1102  
Risk Manager X1241  
Health Services X1136  
Pupil Services X1123  
Transportation (805) 641-5000 X1320  
Maintenance & Operations (805) 289-7981  
M&O After Hours (805) 320-7519

**American Red Cross**  
Camarillo (main office) (805) 987-1514  
Ventura (805) 339-2234  
24-Hour Number (800) 951-5600

**Ventura County Office of Emergency Services** (805) 654-2551

**Ventura Police Department**  
Main Desk (805) 339-4400  
Traffic (805) 339-4401

**Hospitals**  
Ventura County Medical Center (805) 652-6000  
Community Memorial (805) 652-5011

**Radio Stations**  
Ventura: KVEN 1450 AM  
Ventura: KHAY 100.7 FM  
Spanish: KMLA 103.7 FM

**Emergency Web Site Info**  
Ventura Unified School District [www.venturausd.org](http://www.venturausd.org)  
Natl. Weather Service: [www.wrh.noaa.gov](http://www.wrh.noaa.gov)  
Ventura County Sheriff [www.vcsd.org](http://www.vcsd.org)

**Emergency Supplies**  
Location/s: classrooms  
Gas wrench: custodian

**Walkie Talkie Codes**  
Code 911 Emergency  
10-4 OK, Acknowledge  
10-9 Repeat  
10-20 Location

**Staff w/Walkie Talkies**  
Custodians  
Administrators  
Office Manager

## B. Initial Contact to Launch District Emergency Response Phone Tree

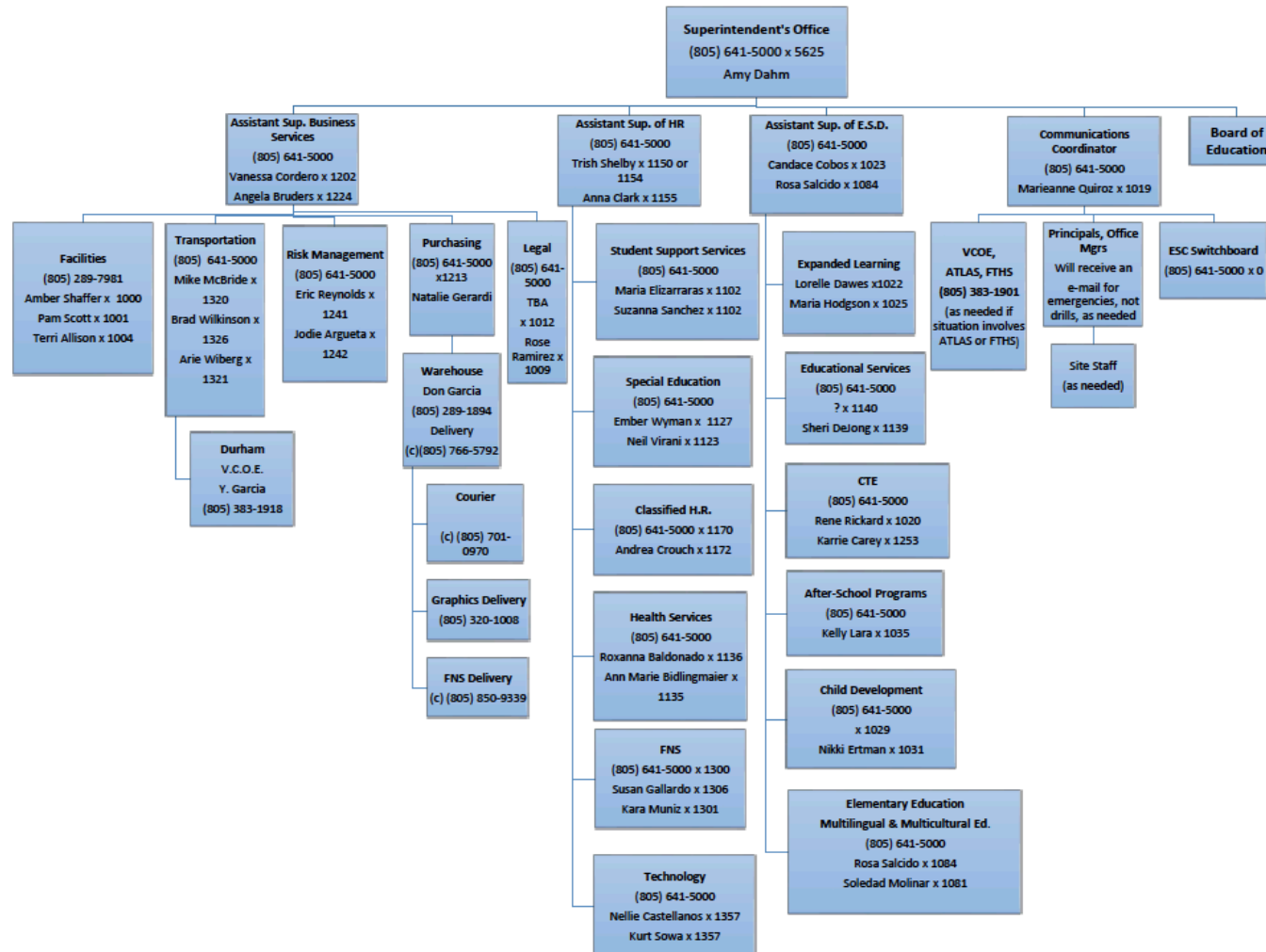
### DISTRICT EMERGENCY RESPONSE PHONE TREE

11/8/2022

Continue on Phone Tree until you give a live person the following information:

1. Location of emergency
2. Practice or Real
3. Description of emergency
4. Time emergency began

**DO NOT LEAVE A VOICEMAIL MESSAGE**



### C. Communication Signals

#### PRIMARY SIGNALS

Evacuate: short continuous bells or Fire Siren

Lockdown: announce “lockdown”; then, rapid, erratic, succession of bells with pauses to announce lockdown over telephone/intercom

Duck, Cover, and Hold: teacher signals “Duck, cover, and hold”

All-Clear: one continuous bell (Police Only to signal; if present)

BACK-UP (if bells don’t work)

Inside

Evacuate/Lockdown/All-Clear: verbal signal via:

- a. telephone paging system
  - 1. Dial 6021 – internal paging
  - 2. Dial 6020 – external paging
  - 3. 6022 – both internal and external paging
- b. telephone
  - 1. e-mail
  - 2. *Police Only to signal all clear; if present*

Outside

Evacuate/Lockdown/All-Clear: verbal signal via:

- bullhorns
- walkie talkies
- cell phones (not reliable in an emergency)
- outside speaker
- police car speaker
- *Police Only to signal all-clear; if present*

Persons responsible for fields and hallways:

1)	Parking Lot	Jeffrey Albaugh	4)	Hallway Downstairs 5200	Brian Harrison
2)	Hallway Upstairs 5280	Jean Ellis	5)	Hallways Upstairs 5200	Sean Bell

## D. Action “Lockdown”

Types of Crisis: *Dangerous Intruder, Drive-by Shooting, Riot, Unauthorized Weapons on Site, Assault, Battery, or Kidnapping on or near the school site or Dangerous Crimes or Emergencies in the neighborhood off site.*

1. **Call 911 (if feasible, use landline)** if you witness an “Intruder,” “Active Assailant,” or threatening situation. Specify if “Intruder” or “Active Assailant.”
2. Signal "**Lockdown**" - Announce "**Lockdown**"; then use bells as appropriate. Move away from danger, help students with disabilities.
3. The person-in-charge in the Command Center will contact the SRO designated to the school site.
4. Set up and man Command Center.
5. If grounds or maintenance staff is on campus, use the following as a “universal signal” for those who are far away or have earplugs: put wrists together and fists clenched.
6. Contact Superintendent’s Office (X 1014) to initiate phone tree and update status as needed.
7. Post sign on door notifying public of lockdown. (i.e., “We are in a lockdown for safety, return to your car and leave our school / Estamos en Encierro por seguridad, regrese a su automóvil y salga de nuestra escuela” .....**or**.....“We are practicing a lockdown drill, come back in 15 minutes / Estamos realizando una práctica de Encierro, regrese en 15 minutos”)
8. Activate **SEMS** (Standardized Emergency Management System) as needed.
9. **If students are in classrooms** (Office staff should lockdown in a safe area of office area with computer):
  - a. Quickly scan hallway for students walking by. Close and lock classroom doors, close and lock windows and close window treatments, if applicable.
  - b. Once the Lockdown has started, teachers should not, under any circumstance, open their doors until the end of the lockdown.
  - c. Teaching activities are to be stopped.
  - d. Silence all mobile telephones; keep the classroom computer turned on.
  - e. Assemble students in one area on the floor. Keep students quiet and away from doors and windows. Maintain a calm environment.
  - f. Continue to check email for updates.
  - g. Lights should only be left on if it would help the police search, without compromising the safety of the students.
  - h. If gunshot(s) or an explosion is heard, begin action “**Run, Hide, Fight.**”
  - i. Take roll and prepare a list of missing students.
  - j. Email attendance information using the color codes (Green, Yellow, or Red) to the office, after the threat is contained.
    - a.Green – everything is OK
    - b.Yellow – missing students or students from another class
    - c.Red – medical assistance or other emergent need present in class
  - k. When safe, place the “ALL CLEAR” sign on the front window of the classroom.

- l. If there are problems, place the “NEED HELP” sign on the window.
  - m. If evacuated, bring roll sheets. Office staff takes emergency cards to the designated evacuation area.
10. **If students are not in the classroom:**
- a. Go to the safest and closest area or room. DO NOT try to go to your classroom. Instead enter any available room.
  - b. Follow steps “a-m” above.
11. **Action “Soft Lockdown”** consists of:
- a. All procedures above from “**Lockdown**”.
  - b. Lights can remain on, teachers may continue teaching, and students may remain in their seats.
  - c. Transition from a lockdown to a soft lockdown must be authorized by the police.
  - d. During a soft lockdown if students need to leave, only for an urgent need, they must be escorted by staff.
12. If lockdown is due to **Active Assailant**:
- a. Do not use placards until situation is resolved.
  - b. If Assailant enters an occupied Room: **Have a Plan of Action (Run, Hide, Fight)**.
13. **Follow the direction of law enforcement** and/or other competent authority upon their arrival. Have emergency supplies for law enforcement available.
14. Only law enforcement can authorize an All Clear. The All Clear **will be signaled by Principal**. It may be hours later.
15. Principal debriefs staff, parents/community and students.
16. Follow **"Student Release Procedures"** (only send students home before end of the day if directed by Superintendent):
17. Debriefing if appropriate: Ventura Police Department, District administrator, Site Administrator and teachers.

## Ventura Unified School District Lockdown Procedure

<b>Active Assailant with weapon on campus</b>			
	<b>School Resource Officers</b>	<b>Administration / Office Staff</b>	<b>Teachers/Staff</b>
<b>Active Assailant</b>	SRO sent to the site to immobilize Assailant	<ul style="list-style-type: none"> <li>Announce "Active Assailant Lockdown"</li> <li>Signal "Lockdown"</li> <li>If Assailant enters an occupied room: <b>HAVE A PLAN OF ACTION (RUN, HIDE, FIGHT)</b></li> <li>If gunshot(s) or an explosion is heard, began action "Run, Hide, Fight"</li> </ul>	<ul style="list-style-type: none"> <li>If Assailant enters an occupied Room: <b>HAVE A PLAN OF ACTION (RUN, HIDE, FIGHT)</b></li> <li><b>Lock doors and windows to prevent entry</b></li> <li>If gunshot(s) or an explosion is heard, began action "Run, Hide, Fight"</li> </ul>
<b>ACTION LOCKDOWN</b>			
<i>Types of Crisis: Dangerous Intruder, Drive-By Shooting, Riot, Unauthorized Weapons on Site, Kidnapping on or near school site, Dangerous Crimes or Emergencies in the neighborhood off site.</i>			
<b>Lockdown</b>	Declare "Lockdown"	<ul style="list-style-type: none"> <li>Call 911 (if feasible, use landline) or SRO if you witness any immediate emergency</li> <li>Specify type of crisis to 911 operator/SRO</li> <li>May declare "Lockdown" if necessary</li> </ul>	
		Announce "Lockdown" Signal "Lockdown" (If grounds or maintenance staff is on campus, using the following as a "universal signal" for those who are far away or have earplugs; put wrists together and clench fists.)	<ul style="list-style-type: none"> <li>Teaching activities are to be stopped</li> <li>Quickly scan hallway for students who have not made it to their class before closing</li> <li>Lock doors and windows once all students have entered classroom.</li> <li>Turn off the lights. Lights should only be left on if it would help the police search without compromising the safety of the students</li> </ul>
		<ul style="list-style-type: none"> <li>Set up and man Command Center</li> <li>Person in charge of Command Center will communicate with Law Enforcement on the situation</li> <li>Contact SRO designated to the school site</li> <li>Contact the Superintendent's Office to initiate <b>Emergency Phone Tree</b> and update status as needed</li> <li>District will initiate the <b>Emergency Phone Tree</b> upon receipt of the phone call</li> </ul>	Once the Lockdown has begun, <b>DO NOT UNDER ANY CIRCUMSTANCE OPEN THE DOOR</b> until the lockdown has ended  Physical Education classes should be taken to the nearest room and remain there until the lockdown ends. Lock doors and other points of entry

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## Ventura Unified School District Lockdown Procedure

School Resource Officers	Administrative / Office Staff	Teachers/Staff
		Warn all students and staff to silence all mobile telephones. Keep class room computer turned on
		<ul style="list-style-type: none"> <li>Assemble students in a safe area(s) on the floor</li> <li>Keep students quiet and away from doors and windows</li> <li>Maintain a calm environment</li> </ul>
	Post Sign on office door notifying public of lockdown	<ul style="list-style-type: none"> <li>Take roll and prepare a list of missing students (Google Docs)</li> <li>E-mail room status using the color codes (<b>Green, Yellow, or Red</b>) to the office, after the threat is contained                             <ul style="list-style-type: none"> <li><i>i) Green-everything is OK</i></li> <li><i>ii) Yellow-missing students or students from another class</i></li> <li><i>iii) Red-medical assistance or other emergent need present in class</i></li> </ul> </li> <li>Continue to check e-mail for updates</li> </ul>
	Activate <b>SEMS</b> (Standard Emergency Management System) as needed	
	If evacuated, office staff takes emergency cards to designated evacuation site	If evacuated, follow the evacuation procedure
<b>Transition to Soft Lockdown</b>		
<b>Soft Lockdown</b>	Only Law Enforcement can authorize and declare <b>Soft Lockdown</b>	<ul style="list-style-type: none"> <li>Announce "Soft Lockdown"</li> <li>Signal "Soft Lockdown"</li> </ul>
		Lights can remain on, teachers may resume teaching, and students may return to their seats
		Place the ' <b>ALL CLEAR</b> ' sign on the front window of the classroom
		If there are problems, place the ' <b>NEED HELP</b> ' sign on the window
		If students need to leave, <b>only for an urgent need</b> , they must be escorted by staff and must coordinate through the Command Center.
<b>Transition to Clear</b>		
<b>Clear</b>	Only Law Enforcement can declare <b>Clear</b>	<ul style="list-style-type: none"> <li>Announce "Clear"</li> <li>Signal "Clear"</li> </ul> Debrief staff, parents/community and students
		Back to normal activity

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## E. Dangerous Person on Campus

*A dangerous person could be someone with a legitimate purpose on campus (student, staff, or authorized visitor) or an unauthorized person.*

- Trespasser,
  - Thief or vandal,
  - Armed suspect,
  - Or registered sex offender.
1. **Warning:** The principal or designee will signal for a **“Lockdown”**.
  2. **Action.** In the event of a dangerous person on campus, the following actions will be accomplished:
    - a. Direct all visitors to the office for registration,
    - b. Report the person to the office, with his or her description,
    - c. If indoors, implement **Action “Lockdown”**,
    - d. If outdoors, go immediately to the closest safe cover,
    - e. If gun shots are fired, implement **Action “Drop – Take Cover”**,
    - f. Account for all students,
    - g. Stay with students, keeping them together,
    - h. Wait for an all clear announcement.



## F. Active Assailant on Campus

*A dangerous person could be someone with a legitimate purpose on campus (student, staff, or authorized visitor) or an unauthorized person.*

- Active assailant/armed suspect
- Trespasser
- Thief or vandal
- Registered sex offender.

1. **Warning:** The principal or designee will signal for a “**Lockdown**”.
2. **Action.** In the event of a dangerous person on campus, the following actions will be accomplished:

Inside school building:

- a. Implement lockdown”, however do not post red or green placards
- b. Construct barriers using furniture, desks, etc., as far from the door and windows as possible
- c. Instruct students to lie down behind the barriers
- d. Do not open doors until after the lockdown is cancelled or you are absolutely sure of the identity or you are absolutely sure of the identity of the person asking to open the door
  1. Ask for identification, it can be slid under the door.
- e. If the assailant enters an occupied room be ready with a Plan of Action:
  1. If possible, run away from the threat to a safe location
    - An open room or behind a block wall or building, or off campus
    - It is OK to leave campus if it leads to safety
  2. Hide where there is concealment and cover
    - A place that hides staff and students and provides protection from bullets
  3. Fight when there are no other options
    - Try to use surprise and/or anything you can use as a weapon
    - Chairs, books, fire extinguisher, etc.

Outside:

- a. Follow procedure e) under “Inside school building.”
1. When law enforcement arrives, be quiet and compliant, do not look like a threat
  - a. Keep hands empty and hold them up when law enforcement approaches
  - b. If known, tell where the assailant is located
  - c. Report status to command center and post placards as instructed

## G. Action Evacuation Procedures

Types of Crisis: *Fire, Dam Rupture, Flood or Utility Failure*

1. **Signal "Evacuation"** fire bell. Help students with disabilities. Close, but do not lock doors. Office staff takes student emergency cards to evacuation area.
2. **The first person to notify the concern, they are to call 911.** (Use landline phone, as cell phone contacts California Highway Patrol)
3. **Principal notifies** (or assigns designee to notify) assistant principals, campus supervisors, support staff, on-campus childcare, and initiate district phone tree by calling **ESC switchboard 641-5000 x0**.
4. **Principal activates SEMS Plan** (Standardized Emergency Management System) as needed.
5. If students are in classrooms:
  - a. Evacuate (2<sup>nd</sup> floor classrooms should utilize the stairwells and DO NOT use elevators)
  - b. Close, but do not lock doors.
  - c. Teacher takes roll sheets and office staff takes student emergency cards to evacuation area.
  - d. Teacher takes roll and alerts command center of any student not accounted for (telephone, intercom, walkie talkie, runner, or e-mail).
6. If students are not in classrooms:
  - a. Reunite with students in evacuation area.
  - b. Teacher takes roll and alerts command center of any student not accounted for (telephone, walkie-talkie, or runner).
7. **Follow the directions of law enforcement** and/or other competent authority upon their arrival. Have extra school maps available for law enforcement.
8. **All Clear** will be signaled by Principal.
9. **Principal debriefs** staff, parents/community (Connect Ed message, etc.), and students.
10. **"Student Release Procedures"** (only send students home before end of day if directed by Superintendent);
  - a. Use signs to designate "Request Student Pick-Up Area (or Gate)" and "Release Students Area (or Gate)."
  - b. Use signs to direct parents how to line up (e.g. alpha, grade levels, or room numbers).
  - c. Release younger students first. Use "Student Emergency Release" form to document each student release and use "Emergency Cards" or Zangle "Contacts" print-out to verify authorized adults who can pick up student, if applicable (concurrent students). (RETAIN RECORDS)
  - d. Provide escort for parent/guardian to Crisis Response Team, Search/Rescue Team, or Medical area; if necessary.

*See evacuation preparation checklist on next page.*

**Evacuation Preparation**

Before an incident check-list:

- Pre-determined pick-up spots for students
  - Store necessary furniture nearby (tables, chairs, etc.)
  - Store clipboards
- Prepare signs in advance (A-D, grade, etc.).
- Make sure Staff is aware of their assignment/role. Assignment based on Roles and Responsibilities in SEMS plan in the CSSP. Have backups selected. Make sure you have someone assigned to answer phones and make calls.
- Have script ready, and have a copy(ies) ready for the person (people) answering phones/making calls, including initial call to parents.
- Have CTA Alphabet handy.
- Emergency Release forms for every student (copy from CSSP).
- Emergency cards available via mobile set up so they can be moved to the pick-up location.
- Have communication (walkie talkies, etc.) ready.
- Clear guidelines (printed out so clear to staff) on what documentation is required for student pick up.
- Determine order of release (building wings, age, etc.) so an evacuation can be orderly.
- Have a designated parent waiting location (if different or in addition to the pick-up areas).
- Have a plan for activity/supervision for remaining students.
- Recommendations:
  - Share this procedure with all site staff
  - Train by incorporating this procedure in a drill in conjunction with a fire or EQ drill

## H. Action “Student Release”

1. **Warning:** Verbal Communication by the principal or designee. Action “Student Release” will be considered by the principal or designee. Students will be held at school until released to an authorized adult.
2. **Action** “Student Release” consists of:
  - a. Dismissal of all classes.
  - b. Release of students to their parents or guardian or other authorized adult at principal's or designee's judgment.
3. Action “Student Release” may be appropriate for, but not limited to, the following:
  - Flood,
  - Severe wind storm
  - Fire,
  - Or strategic alert

## I. Action “Directed Transportation”

1. **Warning:** Under certain conditions, Civil Defense officials may attempt to move people from an area of danger to an area of safety. Instructions from the authorities could come to the school via telephone, regular radio broadcast, or on the Emergency Broadcast System. The method of disseminating this warning at the school will, if at all possible, be by telephone message from the district office.
2. Action “Directed Transportation” consists of:
  - a. Transporting students to a safe area.
3. Action “Directed Transportation” is considered appropriate only when directed by a competent Civil Defense authority. It may be appropriate for, but not limited to, movement away from:
  - Flood or tsunami,
  - Fire,
  - Fallout area,
  - Or blast area

## **J. Civil Disturbance**

*A public or student demonstration or riot on or near school grounds that has the potential to disrupt school activities, cause injury to staff and students, and/or cause property damage.*

1. **Warning:** The principal or designee will signal for a “**Lockdown**”.
2. **Action:**
  - a. Follow principal's or designee's direction for possible “**Lockdown**”.
  - b. Account for all students and staff.
  - c. Remain in classroom or designated areas until contacted.
  - d. Remain calm and reassuring.

## **K. Flood or Tsunami**

*Flooding on a school site may be caused by heavy rain, failure of a dam, or for coastal sites, a tsunami.*

1. **Warning:**
  - a. Method: direct communication with principal or designee.
  - b. How Received: by telephone or notification from civil agency or district administrator.
2. The extent of the flood or tsunami and the estimated time before it arrives will dictate the course of action to be taken. The principal may initiate the following emergency actions:
  - a. Execute **Action “Leave Building”** (fire alarm), or
  - b. Execute **Action “Student Release”**, or
  - c. Execute **Action “Directed Transportation”**, or
  - d. Provide care for students at school.

## L. Windstorm

*Windstorms can be hazardous when wind speeds cause damage to property or when wind combined with cold weather causes wind chill.*

1. **Warning:** Telephone call from district office or civil agency such as fire or sheriff's department
2. If high winds develop during school hours, the following emergency actions will be accomplished:
  - a. Students and staff should be assembled inside buildings.
  - b. Implement **Action "Drop Procedures"** (take cover signal).
  - c. Close windows and blinds.
  - d. Remain near an inside wall if possible.
  - e. Evacuate classrooms bearing full force of wind.
  - f. Keep tuned to one of the suggested radio stations for latest advisory information. (see **"Radio Stations"**)
  - g. Take roll.
  - h. School office will notify utility companies of an actual or suspected break in the utility service.
  - i. If necessary/possible, school office will contact the fire department, district office and/or district maintenance/operations office.



## M. Hazardous Material Spill

A hazardous material spill may include one or more of the following:

- Natural gas leak,
  - Science lab spill,
  - Chemical release from a nearby facility,
  - A collision or accident involving a tank truck or railroad car, or
  - An unknown powder or substance received in a letter or package.
1. **Warning:** Location, quantity, concentration, and other factors affect how a spill will be handled. Unless you are familiar with the material, risks and specific clean-up procedures, do not try to clean up the spill.
    - a. First priority is students and staff safety, then the environment, and then property.
  2. **Actions:**
    - a. Notify office immediately.
    - b. Office will notify fire/law enforcement agency and district office.
    - c. Determine the need to implement **Action "Leave Building"** (fire alarm).
    - d. Check for adverse medical symptoms (loss of breath, fainting, etc.) and request immediate medical attention.
    - e. **Isolate, identify and get names** of students and staff that could have been exposed or contaminated.
    - f. **Account** all students and staff.
    - g. Principal will direct other action as required.
    - h. Remain in designated area until contacted.

## N. Fire

Fires can occur at school sites due to the following:

- Sources of ignition near flammable and combustible materials,
- Overloaded electrical circuits,
- Wildfires spreading onto school sites from neighboring areas,
- Or lightning.

1. **Warning:** fire alarm

2. **Action:**

### **Fire at School:**

- a. Sound the fire alarm. This will automatically implement Action “Leave Building”,
- b. Maintain control of students at the designated area,
- c. Maintain a safe distance from the fire and the firefighting equipment,
- d. Account for all students,
- e. Stay with students, keeping them together.
- f. Wait for an all clear announcement.

### **Fire near School**

- a. Determine the need to implement **Action “Leave Building”**,
- b. Determine the need to implement **Action “Directed Transportation”**,
- c. Maintain control of students at the designated area,
- d. Maintain a safe distance from the fire and the firefighting equipment,
- e. Account for all students,
- f. Stay with students, keeping them together,
- g. Wait for an all clear announcement.

## O. Fallen Aircraft

*Aircraft can fall on schools near airports or in flight paths.*

1. **Warning:**

- a. The engine of an aircraft may sputter or explode prior to the aircraft falling.
- b. The aircraft will give no warning before falling.

2. **Action:** if an aircraft falls on a portion of the school, the following will be accomplished:

- a. Staff will evacuate students from buildings as per fire drill to safe area.
- b. All students and staff will be kept at a safe distance, up wind, allowing for possible explosion. (Note: in case of a jet aircraft, minimum safe distance is 400 yards.)
- c. School office will immediate notify:
  - Fire Department 911
  - Law Enforcement Agency 911
  - District office (805) 641-5000

3. **Action:** if an aircraft falls near the school, the following will be accomplished:

- a. All students and staff will be kept at a safe distance, up wind, allowing for possible explosion. (Note: in case of jet aircraft, minimum safe distance is 400 yards)
- b. School office will immediately notify:
  - Fire Department 911
  - Law Enforcement Agency 911
  - District office (805) 641-5000

## P. Medical Emergencies

1. Medical emergencies include the following:
  - a. Heart attack,
  - b. Stopped breathing,
  - c. Severe bleeding,
  - d. Poisoning,
  - e. Diabetic emergencies,
  - f. Or heat Stroke.
2. **Warning:** Medical emergencies usually occur without warning.
3. If a medical emergency occurs during school hours, the following emergency actions will be accomplished:
  - a. Evaluate the scene of the injury or illness. isolate and secure the area.
  - b. Notify the school office.
  - c. Call (Access Code) 9-1-1, as appropriate.
  - d. If indoors, determine the need to implement **Action “Leave Building”** (affected classroom only) so that students are not unnecessarily exposed to trauma or danger.
  - e. Stabilize the victim, and administer first aid.
  - f. Use standard precautions as outlined in the district “Blood-borne Pathogens Exposure Control Plan.”
  - g. Rejoin students as soon as possible.
  - h. Account for all students and remain with them.
  - i. Remain calm and reassure students that all possible actions are being taken to care for the injured or ill person and to protect others.

## Q. Earthquake Procedures

*Hazards of ground movement in an earthquake include: items falling from shelves, breaking glass, moving furniture, and building damage and/or collapse*

1. **Warning:** Earthquakes usually strike without warning.

The following actions, as time permits, will be accomplished:

### **Inside school building:**

- a. The teacher, or staff member in authority, will implement **Action “Drop Procedure”**.
  - b. Try to avoid glass and falling objects, areas where there are large panels of glass and/or heavy suspended light fixtures.
  - c. Implement **Action “Leave Building”** when, in the judgment of the staff member, the earthquake is over and tremors have subsided. Implement **Action “Leave Building”** (fire alarm). Special consideration should be given to exit routes as some exits have heavy roof structures over the doorways. Go to an open area away from trees, power poles, etc.
  - d. Maintain control of students. **Do not run!**
  - e. Avoid touching electrical wires and metal objects such as chain link fences.
  - f. Render first aid if necessary.
  - g. Take roll and issue student name tags.
  - h. If possible, school office will immediately notify appropriate agencies/offices as per fire drill.
  - i. Do not return to building for any reason until they have been declared safe by authorized official(s).
2. The principal will determine the advisability or necessity of **Action “Student Release”**. Prior approval must be obtained by the superintendent.

### **In school grounds:**

- a. The staff member in authority implements **Action “Drop – Take Cover”**.
- b. The safest place is in the open. Stay there until the earthquake is over.
- c. Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed wires, and wet areas.
- d. Do not run!
- e. Follow procedures c) through i) under “Inside school building”.

## R. Duck, Cover and Hold Procedures

Types of Crisis: *Earthquake, Windstorm, Tornado, or Explosion*

1. Teacher signals "**Duck, Cover and Hold**". Help students with disabilities.
2. **Call 911** (use landline phone, as cell phone contacts California Highway Patrol).
3. **Signal "Evacuation"** fire bell, if necessary. Office staff takes emergency cards to evacuation site.
4. **Principal notifies** (or assigns designee to notify) assistant principals, campus supervisors, support staff, on-campus childcare, and initiate district phone tree by calling **ESC switchboard 641-5000 x0**.
5. **Principal activates SEMS Plan** (Standardized Emergency Management System), as needed.

### **If students are in classrooms:**

- a. Duck under a desk, cover head w/arms and hold leg of furniture. Turn face away from windows.
- b. Take roll and alert command center of any student not accounted for (telephone, walkie-talkie, runner or e-mail).

### **If students are not in classrooms:**

- a. Move away from buildings, equipment, utility poles, signs, trees, etc.
  - b. Reunite with students in evacuation area.
6. Take roll and alert command center of any student not accounted for (telephone, walkie-talkie, runner or e-mail).
  7. **Follow the direction of law enforcement** and/or other competent authority upon their arrival. Have extra school maps available for law enforcement.
  8. **All Clear will be signaled by Principal.** Only law enforcement can authorize an all clear. It may be hours later.
  9. **Principal debriefs** staff, parents/community (Connect Ed message, etc), and students.
  10. **"Student Release Procedures"** (only send students home before end of day if directed by Superintendent);
    - a. Use signs to designate "Request Student Pick-Up Area (or Gate)" and "Release Students Area (or Gate)".
    - b. Use signs to direct parents how to line up (e.g. alpha, grade levels, or room numbers).
    - c. Release younger students first.
    - d. Use "Student Emergency Release" form to document each student release and use "Emergency Cards" or Zangle "Contacts" print-out to verify authorized adults who can pick up student. (RETAIN RECORDS)
    - e. Provide escort for parent/guardian to Crisis Response Team, Search/Rescue Team, or Medical area; if necessary.

## S. Bomb Threat or “Suspicious Object/Device” Procedures

**OFF THE AIR!**  
Do NOT text message  
Do NOT use walkie-talkies  
Do NOT use cell phones

1. **If phone call**, attempt to keep the caller on the line and complete form entitled “Bomb Threat Report” (see attached).
2. Call 911 - OFF THE AIR - DO NOT USE CELL PHONES, TEXT MESSAGE, OR USE WALK-TALKIES
3. **Principal notifies** (or assigns a designee to notify) assistant principals, campus supervisors, support staff, on campus childcare, and initiate district phone tree on a land-line by calling ESC switchboard 641-5000 x0.
4. **Intercom announcement**, “Please do a quick visual 1-minute scan of your classroom or office for anything unusual.” (A professional/law enforcement officer will decide if it is a bomb device or not) **OR Written message** for staff (see attached sample) to be sent to staff to search for anything unusual.
5. **Follow the direction of law enforcement.** They will search perimeter, public areas, roof, etc. and assist with crowd control. Have extra school maps available for law enforcement.
6. **Principal activates SEMS Plan** (Standardized Emergency Management System), as needed.
7. Secure campus perimeter.
8. **Evacuate, if deemed necessary.** Help students with disabilities. Teachers take roll sheets and office staff takes emergency cards to evacuation area.
9. **Take roll** and alert command center of any student not accounted for (telephone, intercom, walkie-talkie, and/or e-mail).
10. **All clear will be signaled by Principal.** Only law enforcement can authorize an all clear.
11. **Principal debriefs** staff, parents/community (Connect Ed message, etc), and students.
12. **“Student Release Procedures”** (only send students home before end of day if directed by Superintendent);
  - a. Use signs to designate “Request Student Pick-Up Area (or Gate)” and “Release Students Area (or Gate)”.
  - b. Use signs to direct parents how to line up (e.g. alpha, grade levels, or room numbers).
  - c. Release younger students first.
  - d. Use “Student Emergency Release” form to document each student release and use “Emergency Cards” or Zangle “Contacts” print-out to verify authorized adults who can pick up student. (RETAIN RECORDS)
  - e. Provide escort for parent/guardian to Crisis Response Team, Search/Rescue Team, or Medical area; if necessary.

## **T. Bus Incident Site Protocol**

1. Bus Driver's initial communication with Transportation verify:
  - a. Transportation is aware of the incident
  - b. Transportation has contacted the appropriate law enforcement agency as/if necessary
  - c. Transportation has contacted the Assistant Superintendent of Business Services
  - d. Assist with any student medical issues if on-site
  - e. Assist any law enforcement agency, if on-site, with safety check, seating chart, etc.
  - f. Confirm with Transportation that mechanics or second bus to transport students is on the way
2. Assistant Superintendent of Business Services notifies the principal(s) of the involved school(s)
3. If students are injured, Assistant Superintendent of Business Services notifies Superintendent office. Superintendent's offices activates phone tree.
4. Communications Coordinator sends Bus Incident Scripts to school Principal(s), Transportation and district front desk. Principal shares with front desk staff to answer questions.
5. Principal of school(s) use Initial Notification Script and send email and voicemail Edulink to parents/guardians of all general education students on the bus as soon as accurate information is available. Transportation notifies parents/guardians for special education students on buses designated for special education students only. If Principal or Transportation are not available, Communications Coordinator can send.
6. Transportation notifies after-school programs (if happened after school) Provide them with a script or information.
7. The Principal sends Update on Incident via Edulink 30 minutes after initial Edulink if details were unknown initial contact. Transportation (special education)
8. The principal (general education) and Transportation (special education) should send all safe email if the incident happened on the way to school, if there were no injuries, and the children have now arrived safely to the school site(s).
9. District Communications Coordinator will prepare a press release or social media post if appropriate.
10. Bus Driver follows up with Transportation to follow up with any lists of students that includes names, DOB, phone and address (profile can be printed from Q) as requested.



**U. Bomb Threat Report**

** BOMB THREAT REPORT **

Try to keep the caller on the phone. Stall by saying: *I'm sorry, I didn't hear you.*

Questions to ask

- 1. Where is the bomb located? \_\_\_\_\_
  - 2. What does it look like? \_\_\_\_\_
  - 3. When is the bomb going to explode? \_\_\_\_\_
  - 4. What kind of bomb is it? \_\_\_\_\_
  - 5. What will cause the bomb to explode? \_\_\_\_\_
  - 6. Why did you place the bomb? \_\_\_\_\_
  - 7. What is your address? Where are you? \_\_\_\_\_
  - 8. What is your name? \_\_\_\_\_
- Exact wording of threat: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Time: \_\_\_\_\_ Date: \_\_\_\_\_

Sex of Caller?     M     F                      Mature?     Yes     No  
 Youthful Voice?     Yes     No                      Accent?     Yes     No

Caller's Voice

Calm                                       Stutter                                       Loud                                       Familiar  
 Nasal                                       Excited                                       Disguised                                       Slurred  
 Angry                                       Deep                                       Normal

Other \_\_\_\_\_

If the voice is familiar, who did it sound like? \_\_\_\_\_

Background Sounds

Street Noise                                       Voices                                       Traffic  
 Music                                       Animals

Person receiving call: \_\_\_\_\_

Reported to: \_\_\_\_\_

**V. Bomb Threat Notices for Staff**

**WRITTEN MESSAGE FOR STAFF MEMBERS ONLY: *Do NOT Read to Students***

*As you read this, try not to cause concern on the part of your students.*

A bomb threat has been received or a suspicious object has been found. We DO NOT believe there is a bomb in your room or we would have sounded the fire alarm to evacuate the building. However, as a precaution, casually check your cabinets and any other obvious place where a bomb/suspicious object could be hidden.

**OFF THE AIR! DO NOT USE CELL PHONE, TEXT MESSAGE, or USE WALKIE TALKIE**

If you discover nothing suspicious, destroy this notice and continue with your lessons.

**REPORT ANYTHING OF A SUSPICIOUS NATURE TO THE OFFICE IMMEDIATELY - DO NOT TOUCH IT!**  
**(a professional/law enforcement officer will decide if it is a bomb device or not)**

-----

**WRITTEN MESSAGE FOR STAFF MEMBERS ONLY: *Do NOT Read to Students***

*As you read this, try not to cause concern on the part of your students.*

A bomb threat has been received or a suspicious object has been found. We DO NOT believe there is a bomb in your room or we would have sounded the fire alarm to evacuate the building. However, as a precaution, casually check your cabinets and any other obvious place where a bomb/suspicious object could be hidden.

**OFF THE AIR! DO NOT USE CELL PHONE, TEXT MESSAGE, or USE WALKIE TALKIE**

If you discover nothing suspicious, destroy this notice and continue with your lessons.

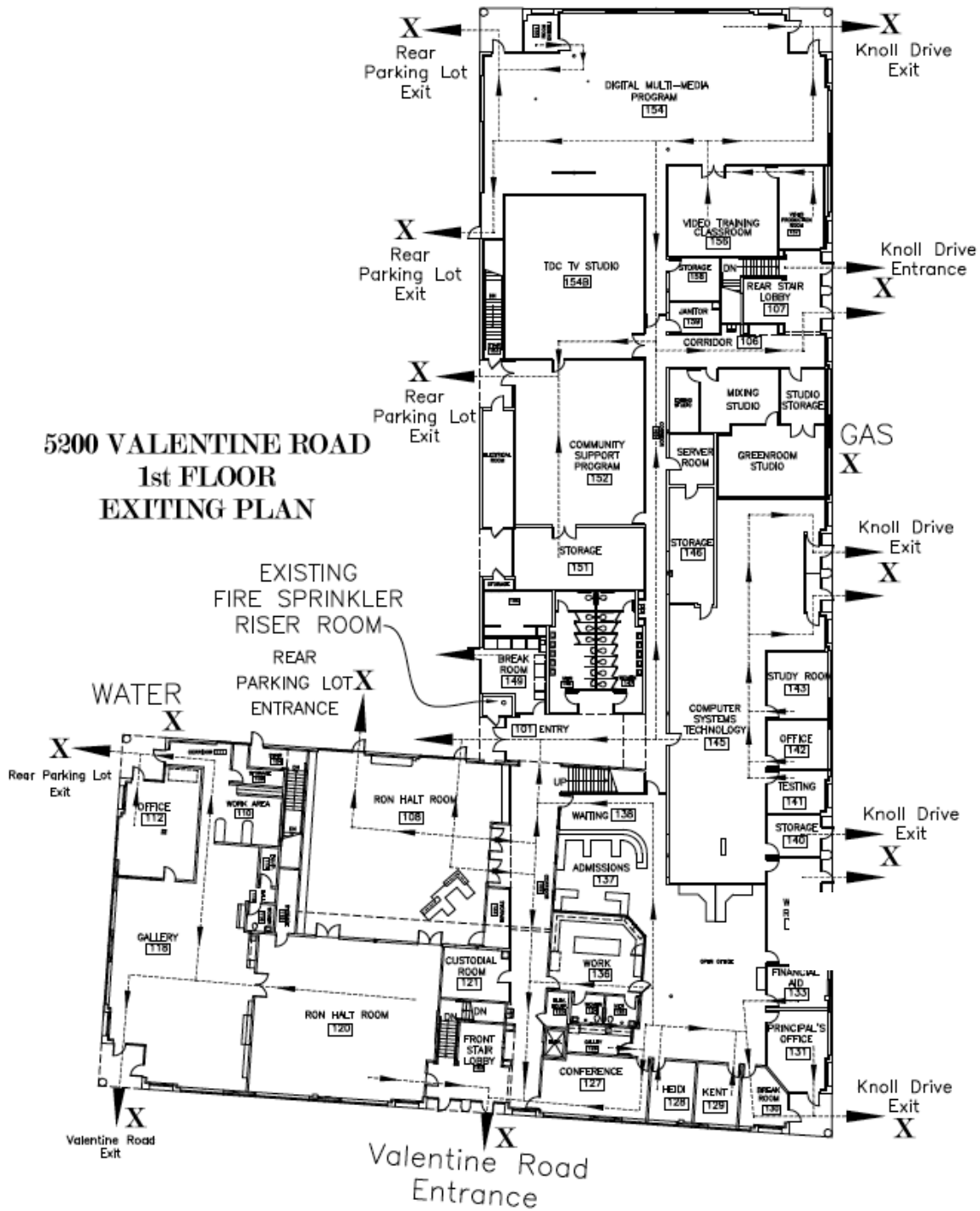
**REPORT ANYTHING OF A SUSPICIOUS NATURE TO THE OFFICE IMMEDIATELY – DO NOT TOUCH IT!**  
**(a professional/law enforcement officer will decide if it is a bomb device or not)**

**W. Staff “Buddy” List**

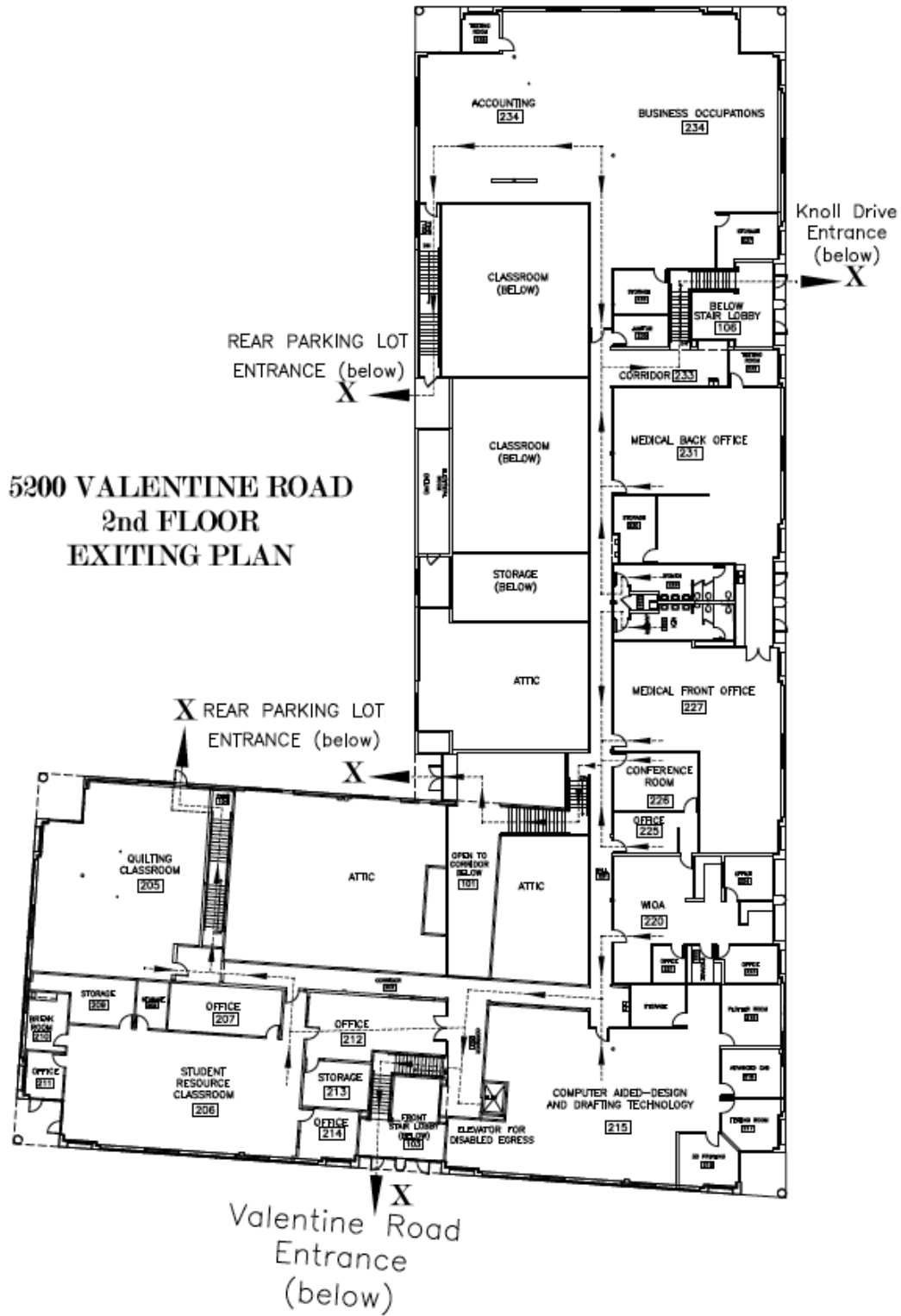
When necessary, a “buddy” or buddy group will take charge of the students of other classes.

<b>5200 Valentine Building</b>
Mariya Messier – Susan Vinson
Margie Garzon – Dawne Hamilton
Raffi Gabriel – Brian Harrison
Michael Cook – Amy Crittenden
Josh Ball – Scott Collins
Tim Oglesbee – Rich Sigerist
Leticia Murillo – Vicki Stiffler
Kendall Griffin – Valerie Gaone Melendez
Halyna Turchyn – Myra Nunley
Kathy Walker – Gisela Martinez
<b>5280 Valentine Building</b>
Lisa Chapman
Heidi Sohn – Monica Borkowski
Christine Wilson – Joslynn Browne
<b>Evening Staff 5280 Valentine Building</b>
Monique Laurence – Abraham Meza
Sam Harley – Susan Knoll

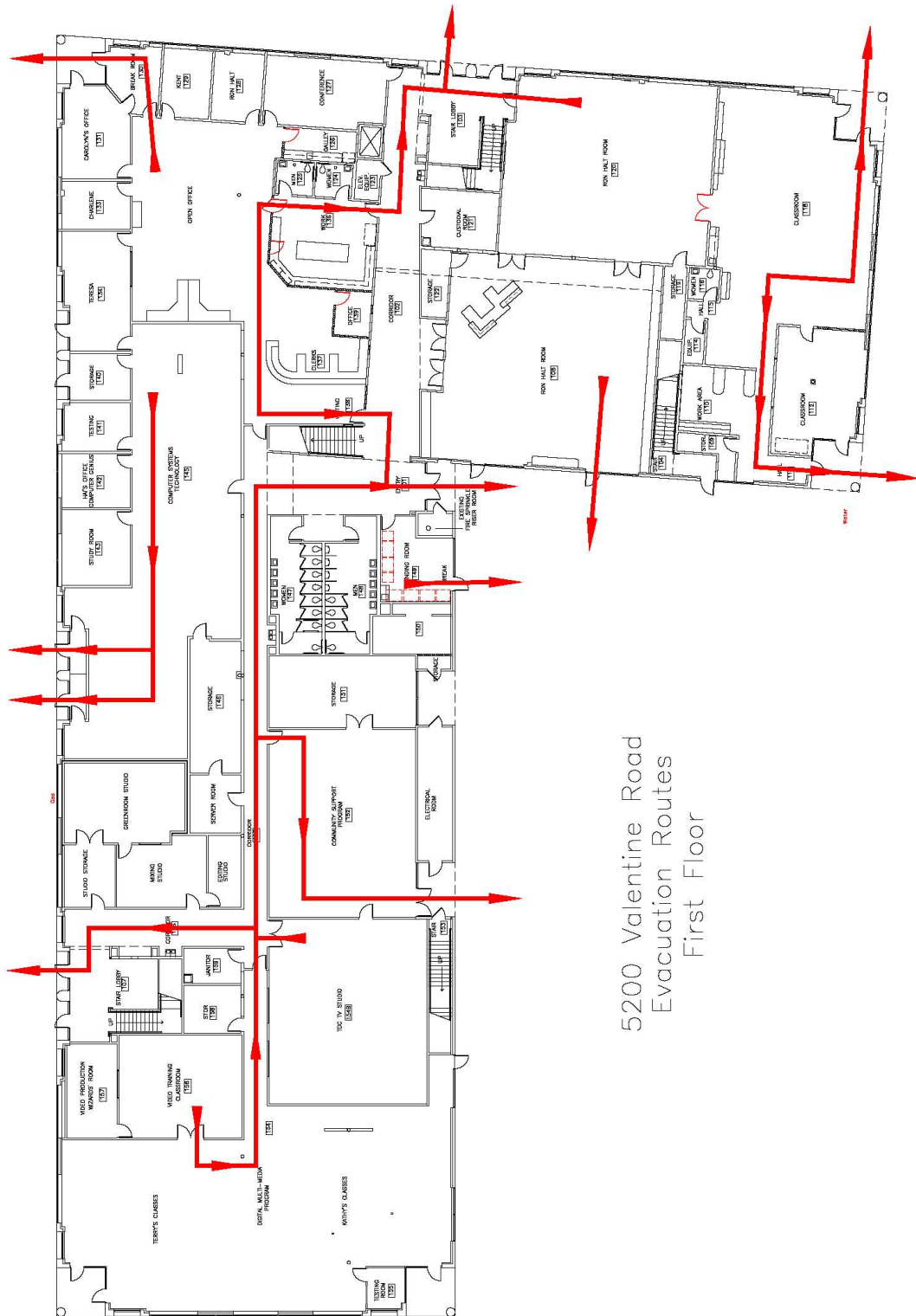
### X. School Map - 5200 Valentine Road - First Floor



### Y. School Map – 5200 Valentine Road – Second Floor

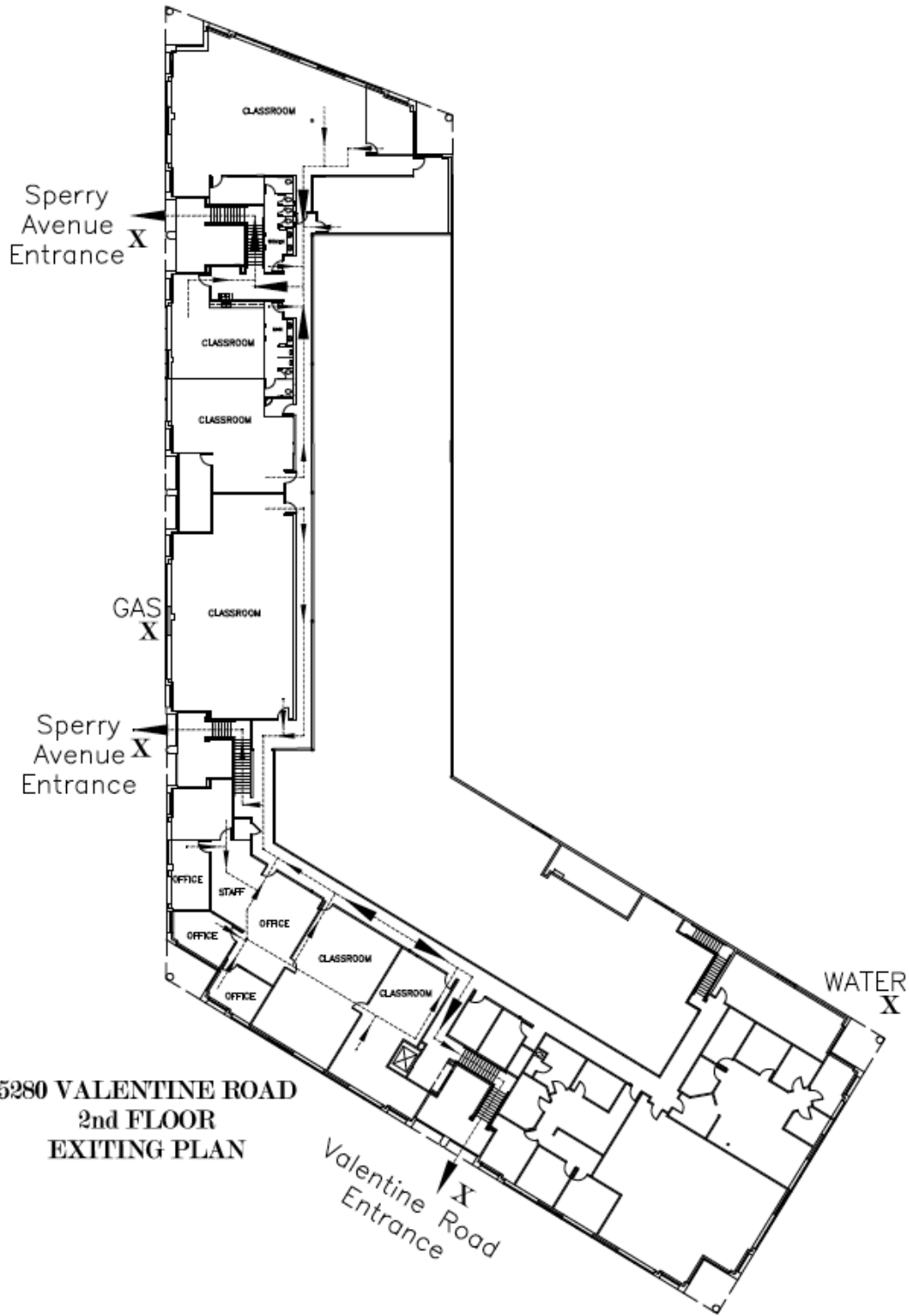


### Z. School Map – 5280 Valentine Road – Map and Evacuation Routes – First Floor



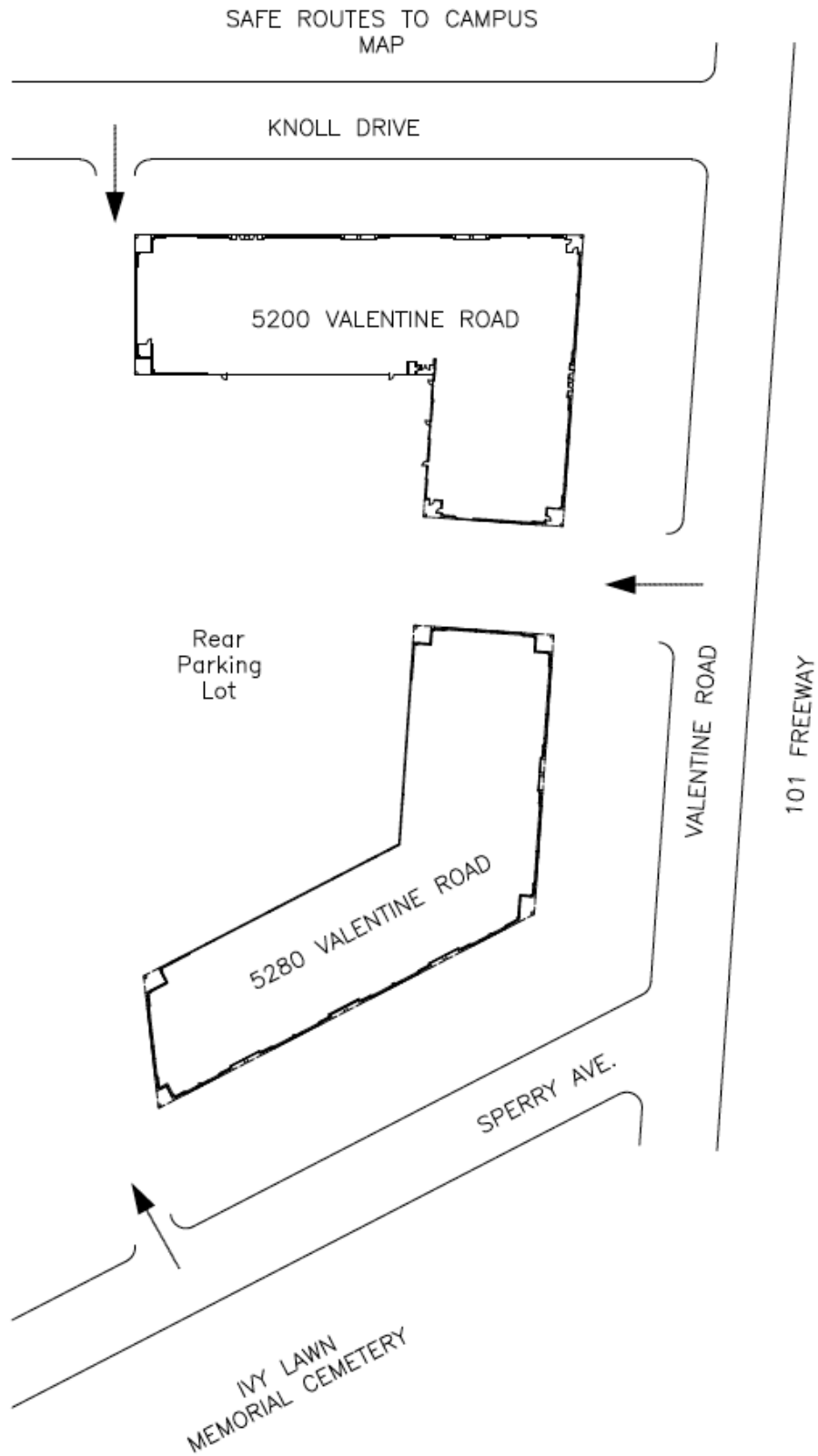
5200 Valentine Road  
Evacuation Routes  
First Floor

**AA. School Map – 5280 Valentine Road – Map and Evacuation Routes – Second Floor**



**5280 VALENTINE ROAD  
2nd FLOOR  
EXITING PLAN**

**BB. School Map –Safe Routes to the Campus**





## VIII. SEMS (Standardized Emergency Management System) Plan

### A. Organization Chart

Incident Commander:	Carolyn Vang-Walker		
Deputy Incident Commander	Jean Ellis		
Location of Command Center	VACE 5200 Office		
Alternative Location	VACE 5280 Office		
	<b>COMMAND STAFF</b>		
	Emergency Operations Coordinator <i>(Coordinates with Command Staff):</i>	Jean Ellis	
	Liaison to outside agencies:	Carolyn Vang Walker	
	Safety	Jean Ellis	
	Training	Principal/Student Support Services	
	PIO (Public Information Officer)	Superintendent/Communications Coordinator	
	Crisis Response Leader	Jeffrey Albaugh	
<b>Plans Chief</b> Jean Ellis	<b>Operations Chief</b> Carolyn Vang Walker	<b>Logistics Chief</b> Sean Bell	<b>Finance Chief</b> Valerie Melendez
<b>Documentation</b> Jeffrey Albaugh	<b>Search/Rescue</b> Sean Bell Brian Harrison	<b>Command Team Supplies</b> Jean Ellis	<b>Claims:</b> FEMA/State
<b>Messages</b> Sean Bell	<b>Facilities/Haz. Mat</b> Sean Bell	<b>Search/Rescue Supplies</b> Jean Ellis	<b>Procuring</b> VONS Smart & Final
<b>Communication</b> Sean Bell	<b>Security</b> Josh Ball	<b>Medical Supplies</b> Margie Garzon	<b>Community Helpers</b> Adult Students
<b>Damage Assessment</b> VUSD Maintenance	<b>Patient Transport &amp; Morgue</b> Sean Bell	<b>Student/Staff Supplies</b> (food, water, etc.) Jean Ellis	<b>Shelter Set-up &amp; Memos of Understanding w/Red Cross</b> Ahsan Mirza Anna Campbell
<b>Demobilization</b> Carolyn Vang Walker	<b>Medical First Aid</b> Margie Garzon	<b>Transport &amp; Morgue Supplies</b> Sean Bell	
<b>Disaster Plan Updates</b> Jean Ellis	<b>Student Release</b> Teachers	<b>Builders/Sanitation</b> Custodian on Duty Frank Ayala Ciro Flores Javier Perez	
<b>Web Page Updates</b> Scott Collins	<b>Teachers/Staff Wing Leaders</b> Christine Wilson (5280) Jeffrey Albaugh (5200)		

**B. Student Emergency Release Form for Concurrent K12 Students**

**Student Emergency Release Form**  
**Entrega de Información del Estudiante en Caso de Emergencia**  
(one form for each student / una forma por estudiante)

I/We Request Release of Student (name) / Yo/nosotros solicitamos la entrega de información del estudiante (nombre) \_\_\_\_\_

Name of Person Making Request / Nombre de solicitante: \_\_\_\_\_

Relationship to Student / Relación al estudiante: \_\_\_\_\_

California Drivers License Number or Other ID / Nú. de Licencia de manejo de California u otra forma de identificación: \_\_\_\_\_

Signature of Requesting Person / Firma de solicitante: \_\_\_\_\_

Date / Fecha: \_\_\_\_\_

Telephone Number / Nú de Teléfono: \_\_\_\_\_

\*\*\*\*\*

**For School Use Only**

Requestor on Student Emergency Card – Student Released

Requestor **NOT** on Student Emergency Card – Student Released

Reason for Release: \_\_\_\_\_

Time of Release: \_\_\_\_\_ Date of Release: \_\_\_\_\_

Requestor **NOT** on Student emergency Card – Student **NOT** released.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student Release Team Member

## C. Roles and Responsibilities

### 1. Incident Commander (Principal)

The Incident Commander (Principal) is the decision maker for the impacted school. He/she is responsible for emergency operations to ensure safety of students, staff and others who are on campus. The Incident Commander (Principal) shall remain at the Command Center to observe and direct all operations. Below is a checklist of responsibilities (can be delegated).

- \_\_\_1. Assume command
- \_\_\_2. Communicate a "signal" to the students and staff identifying the type of emergency
- \_\_\_3. Call 911
- \_\_\_4. Notify Assistant Principals, Campus Supervisors, Support Staff, and on-campus child care of the emergency
- \_\_\_5. Call ESC 641-5000 ext. 0. Switchboard will initiate the phone tree and contact Superintendent
- \_\_\_6. Activate the SEMS Plan components as needed (Command Staff, Plans, Operations, Logistics, and/or Finance) and establish a Command Center
- \_\_\_7. Conduct initial briefing with the Command Staff
- \_\_\_8. Monitor local emergency radio stations for local news
- \_\_\_9. Utilize your Deputy Incident Commander to cover the Command Center, take regular breaks (5 minutes each hour, away from the Command Center)
- \_\_\_10. Create an action plan with specific objectives including strategies to review and evaluate
- \_\_\_11. Make provisions for language translators
- \_\_\_12. Release teachers, as appropriate
- \_\_\_13. Superintendent is PIP (Public Information Officer). Review all incident information before release to the news media, parents or general public
- \_\_\_14. Signal all-clear (Police Only will signal; if present)
- \_\_\_15. Begin "Student Release Procedures" when appropriate. Only Superintendent can direct that students be sent home before the end of the regular school day.
- \_\_\_16. Create an action plan with specific objectives for returning to normal operations
- \_\_\_17. Debrief staff, parents/community, and students

### 2. Deputy IC (Deputy Incident Commander)

The *Deputy Incident Commander* assists the IC (Principal) and takes over the duties of the IC (Principal) if the IC (Principal) is absent, has to leave or is unable to do his/her job. Below is a checklist of responsibilities.

- \_\_\_1. Report to, attend briefings, and assist the IC (Principal)
- \_\_\_2. Keep unauthorized people away from the IC (Principal)
- \_\_\_3. Responsible for "Plans" in SEMS

**3. Command Staff - Emergency Operations Coordinator**

The *Emergency Operations Coordinator* facilitates the overall functioning of the Command Staff. Below is a checklist of responsibilities.

- 1. With the assistance of the Liaison Officer, coordinate outside agencies and define roles/responsibilities
- 2. Report to IC (Principal) and attend briefings
- 3. Assist unit coordinators (Plans, Operations, Logistics and Finance), as needed
- 4. Indicate the process for emergency declarations
- 5. Develop status boards
- 6. Maintain a “position” log of staff
- 7. Monitor Command Staff for signs of stress or under-performance
- 8. Fill any unstaffed positions

**4. Command Staff - Liaison Officer**

The role of the *Liaison Officer* is to serve as the point of contact for Agency Representatives from assisting organizations and agencies outside the school district (Fire, Police, County, etc.). Below is a checklist of responsibilities.

- 1. Assist the Emergency Operations Coordinator and attend briefings
- 2. Ensure proper flow of communication between assisting organizations and agencies outside the school district (Fire, Police, County, etc.)
- 3. Keep records of assisting organizations, agencies and departments

**5. Command Staff - Safety Officer**

The *Safety Officer* ensures that all activities are conducted in as safe a manner as possible under the circumstances. The *Safety Officer* is the only person other than the IC (Principal) who has the authority to stop an authorized plan from being put into action. Below is a checklist of responsibilities.

- 1. Attend briefings with IC (Principal)
- 2. Monitor, assess, and correct operational activities for dangerous and unsafe conditions
- 3. Monitor stress levels of personnel involved in the response
- 4. If directed by IC (Principal), turn off gas supply, water supply and/or electricity
- 5. Oversee “Logistics” for equipment and supplies

**6. Command Staff - Training Coordinator – Principal/Student Support Services**

The *Training Coordinator* is responsible for all training prior to the incident. Below is a checklist of responsibilities.

- 1. Attend briefings with IC (Principal)
- 2. Train staff prior to an emergency

**7. Command Staff - Crisis Response Leader - Psychologist**

The *Crisis Response Leader* addresses the psychosocial needs of students/staff prior to, during and after an incident. Below is a checklist of responsibilities.

- \_\_\_1. Attend briefings with IC (Principal)
- \_\_\_2. Act as referral resource for students, staff and volunteers
- \_\_\_3. Obtain Ventura Unified School District's Crisis Response Manual for resources, materials, etc.
- \_\_\_4. Develop support systems as needed
- \_\_\_5. Conduct group meetings with parents or staff as needed

**8. Command Staff - PIO (Public Information Officer – SUPERINTENDENT)**

The *Public Information Officer* acts as the official spokesperson for the school/district site in an emergency situation. A school site-based PIO should only be used if the media is on campus and the district PIO is not available or forthcoming. Below is a checklist of responsibilities.

- \_\_\_1. Contact School Board, Risk Manager, Asst. Supts., Director of Student Support Services, and DLT Members; as appropriate.
- \_\_\_2. Contact Director of Pupil Services to assign psychologists and counselors to the site (do you need bilingual assistance?). Ventura Behavioral Health may also be contacted for assistance through Pupil Services.
- \_\_\_3. Attend briefings with IC (Principal)
- \_\_\_4. Identify yourself as the "PIO" with a vest, visor, sign, etc.
- \_\_\_5. Establish a media information center away from the command post and students. Advise arriving media that the site is preparing a press release and approximate time of its issue.
- \_\_\_6. Statements to media should include the following: cause, time, event, current situation, care being given, injuries, evacuation plans, student release location, resources in use, best routes to school, and any other information school wishes to be released to the public.
- \_\_\_7. Convey that everything is going to be O.K., Answer questions completely and truthfully. Avoid speculation, bluffing, lying, talking off the record, arguing and using the phrase "No comment." Repeat what you want the press to hear.
- \_\_\_8. Ensure announcements and other information are translated into other languages as needed.
- \_\_\_9. Assist with rumor control
- \_\_\_10. Keep all documentation to support the history of the event
- \_\_\_11. Remind staff and volunteers to refer all questions from media or waiting parents to the PIO – SUPERINTENDENT.
- \_\_\_12. Monitor new broadcasts about incident; correct any misinformation heard.

## 9. Plans Chief

The *Plans Chief* oversees the function of the action plan by documenting, disseminating information, assessing the seriousness of the incident, demobilization, etc. Staff is assigned to assist with these jobs. Below is a checklist of responsibilities.

- \_\_\_1. Attend briefings with IC (Principal)
- \_\_\_2. Documentation Team
  - Develop, distribute, and document all actions and site maps
  - Receive and record student/staff attendance rosters
  - Collect completed student release forms from the Parent Emergency pick-up location
  - Complete a list of students/staff missing, absent, and medical for Emergency pick-up location
- \_\_\_3. Message Team
  - Maintain a message board
- \_\_\_4. Communication Team
  - Record, collect, and evaluate information (keep all original notes – they are legal documents)
  - Monitor radio for local news
  - Maintain display boards for shelter status, transportation status, telephone numbers, school status, etc.
- \_\_\_5. Damage Assessment Team
  - Report damage to Plans Chief who will report to IC (Principal)
  - Use site and area maps to record site and surrounding area damages (i.e. road closures, utility outages, etc.)
- \_\_\_6. Demobilization Team
  - Deploy and supervise personnel as needed to gather and assess intelligence information
- \_\_\_7. Disaster Plan Update Team
  - Provide ongoing analysis of situation to Plans Chief who will report it to IC (Principal)
  - Report status of resources
  - Prepare estimates of incident escalation or de-escalation
  - Report missing, absent, and medical students/staff to IC (Principal)
- \_\_\_8. Web Page Update Team
  - Using the school's or district's web page, communicate disaster updates to the community

## 10. Operations Chief

The *Operations Chief* exercises the functions of the operation by carrying out the plan, developing tactical objectives and directing all resources. Staff is assigned to assist with the jobs. Below is a checklist of responsibilities.

- \_\_\_1. Attend briefings with IC (Principal)
- \_\_\_2. Search and Rescue Team
  - Remain in contact with Operations Chief by radio
  - Search rooms both visually and vocally. Use chalk, grease pencil, etc. to mark slash (/) on door when entering room, and when leaving room complete search by closing slash in (X) on door.
  - As rooms are reported clear, radio to Operations Chief to mark "C" on site map
  - Utilize other teams as needed (Patient Transport, Morgue and First Aid). Do not use names of students/staff on radio/map
  - Record Triage on site map (I – Immediate; D – Delay; and DEAD – Dead)
- \_\_\_3. Facilities/Hazardous Materials Team
  - Report gas/water leaks, fires or structural damage, to Operations Chief (gas, water and electricity shut-off needs approval of IC (Principal). Use yellow caution tape where necessary
  - Record assessment of facilities and hazardous materials on site map
  - Photograph damage if possible before repair
- \_\_\_4. Security Team
  - Lock gates and secure major external doors
  - Verify that campus is locked down to Operations Chief, who will report it to IC (Principal)
  - Report non-staff and non-students to Operations Chief, who will report it to IC (Principal)
  - Route all parents to "Parent Pick-up Area"
- \_\_\_5. Patient Transport and Morgue Team
  - Transport patients to First Aid; do not transport to morgue unless directed by Operations Chief
  - Mark DEAD on tag listing date/time found, exact location found, name of DEAD, person who identified, and name of person filling out tag; attach one tag to DEAD and one tag to plastic bag if body is in bag
- \_\_\_6. Medical-First Aid Team
  - Keep accurate records
  - Report deaths immediately to Operations Chief who will report it immediately to IC (Principal)
  - Establish what I-Immediate and D-Delayed treatments will be
  - Consult with Wing Leaders regarding health care, medications, and meals for students and staff with known medical conditions (asthma, diabetes, etc.)
  - Establish scope of disaster with Operations Chief and determine probability of outside emergency medical support and transport needs. Emergency card must accompany student removed from campus to receive advanced medical treatment
- \_\_\_7. Parent Pick-up Team for Concurrent K12 Students
  - Designate "Request Area/Gate" and "Release Area/Gate" for parents to pick-up; mark with signs
  - Verify that adult completing student release form is on student's emergency card; retain form for record
  - If student is in class, use communication to get student to pick-up area. If there is no communication, have runner go to class and bring student to pick-up area
  - Release younger students first
  - Escort parent to Crisis Response Team if student is missing or with Search and Rescue Team
  - Escort parent to medical area if student is receiving treatment
- \_\_\_8. Teachers/Staff Wing Leaders
  - Liaison between teams and students/staff for communication, assistance, etc.
  - Assist teachers with attendance; buddy system and supervisor, if needed
- \_\_\_9. Shelter Set-up Team

- Sleeping/living areas should be 40 square feet per person and good ventilation
- Designate storage area for food and supplies that can be accessed by truck
- Improvise toilets, if necessary using 5 gallon buckets/trash cans and trash liners
- Keep medication locked up, if possible

## 11. Logistics Chief

The *Logistics Chief* is responsible for providing facilities, personnel, services and resources to meet the needs of the incident. Below is a checklist of responsibilities.

- \_\_\_1. Attend briefings with IC (Principal)
  - Supply Teams (Command, Search and Rescue, Medical, Student/Staff, Transport, Morgue, and Builders/Sanitation)
  - Maintain a visible chart of resources
  - Determine water supply needs (1/2 gallon/day/person and 5 gallons/day for other uses)
  - Determine food supply needs (2500 calories/day/person; approximately 3 ½ pounds unprepared food)
  - Obtain supplies other than food and water
  - Provide ability to transport staff/students if necessary throughout city (i.e. medical, etc.)
- \_\_\_2. Builders/Sanitation Team
  - Set up food preparation facilities, command post shelter area, parent pick-up area, supply check-out area, medical area, assembly area, morgue, etc.
  - Obtain sanitary supplies (1 toilet/40 persons; 6 toilets/200 persons; 14 toilets/500 persons)
  - Maintain computer support

## 12. Finance Chief (Office Manager/Secretary)

The *Finance Chief* is responsible for monitoring costs related to incident, procurements, claims and community helpers. Below is a checklist of responsibilities.

- \_\_\_1. Attend briefings with IC (Principal)
- \_\_\_2. Claims/Procurements /Community Helpers Team
  - Track financial records, staff hours, purchasing, etc.
  - Complete state and federal claim forms for IC (Principal)
  - Make prior agreements with close stores (i.e. Vons, etc.) for supplies
  - Make prior arrangements with community helpers (i.e. retired doctors, etc.)
  - Do a cost analysis of incident/disaster



## IX. Policies and Regulations Related to Student Safety

Ventura Unified School District has adopted the following board policies and administrative regulations to provide guidance and procedures for students, staff, and parents in an effort to provide a safe and orderly environment during regular school hours and during the event of an emergency. Legal citations and references may be found by viewing the original board policies. Please visit the district's website at [www.venturausd.org](http://www.venturausd.org) to access full versions of board policies and administrative regulations referred to herein.

### 1. Bomb Threats – BP 3516.2

In the event of a bomb threat, the Governing Board wishes to keep the actual risk to students, staff and facilities at the lowest reasonable level.

The Superintendent or designee is directed to develop procedures for minimizing risk, in cooperation with fire, safety and law enforcement agencies in this district. In particular, the Board wishes to have any needed search carried out by the Police, Sheriff or Fire Departments, who are trained for such searches, rather than by school staff.

The principal shall not give a signal for students and staff to return to the building until the person in charge of the search team is satisfied that the threat no longer exists and the principal agrees. Students should be advised of the consequences of making a bomb threat, of actually placing an explosive device in or about a school or public facility, and of actually discharging such explosive device.

Policy VENTURA UNIFIED SCHOOL DISTRICT  
Adopted: September 27, 1992 Ventura, California

### 2. Bullying - BP 5131.2

The Governing Board affirms the right of every student to attend a school that is safe and secure.

All persons are to be treated with dignity and respect; therefore, the district, schools, students, parents/guardians and community have an obligation to promote mutual respect and safe, harmonious relations that support dignity and equality. To that end, the school district has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to address incidents of bullying and harassment when they occur.

These policies and procedures must be disseminated annually to staff, students, and parents/guardians.

The district will not tolerate bullying or any behavior that infringes on the safety or well-being of students, staff, or any other persons within the district's jurisdiction whether directed at an individual or group. This includes but is not limited to bullying or harassment based on race, color, creed, national origin, immigration status ethnicity, gender, gender identity, gender expression, language, perceived or actual sexual orientation, physical or mental disability, political or religious ideology, physical appearance, or economic status, or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all acts while on school grounds, at a school sponsored-activity, while traveling to and from school, on a school bus, during any activity related to school attendance.

#### Definition

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, as defined, including, but not limited to, sexual harassment, hate violence, or harassment, threats, or intimidation while on school grounds, at a school sponsored-activity, while traveling to and from school, on a school bus, during any activity related to school attendance that typically has the effect or can reasonably be predicted to have the effect of placing a reasonable pupil, as defined, in fear or harm to that pupil's or those pupil's person or property, causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health causing a reasonable pupil to experience substantial interference with his or her academic performance, or causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

The electronic act is defined as the transmission of a communication, including, but necessarily limited to, a message, text, sound, or image, or a post on a social network Internet Web site, by means of an electronic

device, including, but not necessarily limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

- (i) A message, text, sound, or image.
- (ii) A post on a social network Internet Web site including, but not limited to:
  - a. Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed above
  - b. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
  - c. Creating a false profile for the purpose of having one or more of the effects listed above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

"Reasonable pupil" is defined as a pupil, including, but not limited to, an exceptional needs pupil, who exercises care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs. (Education Code 48900(r))

The Board recognizes that some acts of bullying may be isolated and/or unintentional incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may indicate a larger pattern of bullying that require a response either at the classroom, school site, or district levels or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of bullying may range from behavioral intervention and education up to and including suspension or expulsion.

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

In addition to the grounds specified in Education Code sections 48900, sections 48900.2, 48900.3, and 48900.4 provide additional authority to discipline a pupil in any of grades 4 to 12, inclusive for conduct that amounts to bullying. (Education Code 48900, 48900.2, 48900.3 and 48900.4)

#### Reporting Violations of this Policy

The principal or principal's designee at each school shall be responsible for receiving complaints alleging violations of this policy. All staff is expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of bullying or harassing behavior, to immediately intervene, call for assistance, and report such incidents. The Board requires that staff follow district and school procedures for reporting alleged acts of bullying.

All other members of the school community, including students, parents/guardians, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. While submission of the report form is not required, the reporting party is encouraged to use the report form available from the principal of each school or at the district office. Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report. Prompt and reasonable investigation of alleged acts of bullying is expected.

Students are expected to report all incidents of bullying, teasing, or other verbal or physical abuse. Any student who feels she/he is a victim of such behavior should immediately contact a teacher, counselor, principal, or staff person. If the student who was bullied believes the situation has not been remedied, she/he may file a complaint in accordance with district procedures. Students are to be informed annually of the process by which they may report bullying or harassment.

#### Retaliation is Prohibited

Retaliation against a student because the student has filed a bullying complaint or assisted or participated in a bullying or harassment investigation or proceeding is also prohibited.

Students who knowingly file false bullying or harassment complaints or give false statements in an investigation shall be subject to discipline by measures up to and including suspension and expulsion, as shall any student who is found to have retaliated against another in violation of this policy.

Confidentiality

An allegation of bullying and the results of the investigation shall be kept confidential to the extent reasonably possible.

Policy VENTURA UNIFIED SCHOOL DISTRICT  
Adopted: August 13, 2013 Ventura, California  
Revised: March 24, 2020

**3. Bullying – AR 5131.2**

School behavior standards shall be coordinated district wide, with particular attention to applying the standards for bullying behavior fairly and consistently among schools at the same grade levels. Schools will follow district guidelines, policies and procedures according to the Education Code as well as school rules pertaining to related matters such as bullying suspension and expulsion, student expression, and the rights and responsibilities of students. (Education Code 35291.5)

Indicators of Bullying Behavior

Bullying generally includes a combination of several of the following characteristics:

1. A desire to hurt; a hurtful action; a power imbalance; repetition (typically); an unjust use of power; evident enjoyment by the aggressor; a sense of being oppressed on the part of the target
2. Bullying behaviors may also include, but are not necessarily limited to, the following:
  - a. Verbal: Hurtful name-calling, teasing, gossiping, making threats, making slurs or epithets, making rude noises, or spreading hurtful rumors.
  - b. Nonverbal: Posturing, making gang signs, leering, staring, stalking, destroying property, insulting or threatening notes, using graffiti or graphic images, or exhibiting inappropriate and/or threatening gestures or actions.
  - c. Physical: Hitting, punching, pushing, shoving, poking, kicking, tripping, strangling, hair pulling, fighting, beating, pinching, slapping, "pantsing", biting, spitting, or destroying property.
  - d. Emotional (Psychological): Rejecting, terrorizing, extorting, defaming, intimidating, humiliating, blackmailing, manipulating friendships, isolating, shunning, ostracizing, using peer pressure, or rating or ranking personal characteristics.
  - e. Cyberbullying: Sending insulting or threatening messages by phone, e-mail, Web sites, or any other electronic or written communication. This policy pertains to cyberbullying that is related to school activity or attendance that occurs at any time, including, but not limited to, while on school grounds, while going to or coming from school, during the lunch period whether on or off campus, during, or while going to or coming from, a school sponsored activity, that is directed specifically toward a pupil or school personnel.

Administrative Responsibilities

1. Communicate and ensure staff, students, and parents/guardians are informed annually of the district policy and school procedures regarding bullying, and all other related policies.
2. Adhere to anti-bullying procedures in behavior or discipline codes. Review and revise these annually, as appropriate.
3. Create and maintain positive school culture and climate in which the school community understands that bullying is inappropriate and will not be tolerated.
4. Develop interventions to address bullying at all levels: schoolwide, classroom, and individual.
5. Provide training to all school personnel and volunteers to ensure that staff is able to identify the indicators of bullying and understand their individual responsibilities to appropriately respond to and report bullying behavior. The training will also include the use of district adopted materials.
6. Provide training for new staff, as needed, on identification of and response to bullying as well as on the use of district adopted materials related to bullying and violence prevention.
7. Maintain documentation of complaints and their resolution for a minimum of one review cycle.
8. Post the district policy in all schools and offices, including staff lounges and pupil government meeting rooms.
9. Designate a site coordinator for oversight of the anti-bullying program including student instruction, implementation of prevention and intervention strategies, and dissemination of bullying and harassment information to students, staff, and parents. The site coordinator shall act as a contact for reporting incidents of bullying and serve as a liaison for district wide efforts to promote respect and a positive school climate in our schools.
10. Enforce bullying/harassment procedures for disciplinary action fairly and consistently per the district/school behavior expectations/guidelines.
11. Assess or collect information from students and staff regarding the extent of bullying they witness or experience at school (e.g., anonymous survey, focus group input, or incident report analysis).

Staff Responsibilities

1. Create an environment where students understand that bullying is unacceptable and will not be tolerated.
2. Discuss with student body all aspects of the bullying/harassment policy and teach strategies to prevent bullying.
3. Encourage students to report bullying incidents.
4. Learn to recognize the indicators of actual or perceived bullying behavior.
5. Report immediately, when bullying is witnessed. Oral reports made by or to a staff member shall be recorded on the designated form by the staff member receiving or making the oral report.
6. Intervene immediately and take corrective action when bullying is observed.
7. Understand individual responsibility not only to intervene when bullying is observed, but also, to report incidents and actions to appropriate administrators, district offices, or outside agencies, as required.

Student Responsibilities

1. Take responsibility for helping create a safe school environment.
2. Do not engage in or contribute to bullying behaviors, actions, or words.
3. Treat everyone with respect. Be sensitive to how others might perceive your actions or words.
4. Students are expected to report all incidents, actual or perceived, of teasing, bullying, harassment, intimidation, or other verbal or physical abuse to a trusted adult.
5. Understand the bullying policy and guidelines about bullying and model it for others.
6. Never engage in retaliatory behavior or ask of, encourage, or consent to anyone's taking retaliatory actions on your behalf.
7. Learn strategies to protect oneself from bullying and how to help others who have been bullied.

Parent/Guardian Responsibilities

1. Understand and discuss this policy and school rules with your child.
2. Report incidents of bullying or harassment to your student's teacher, counselor, principal, or principal's designee.
3. Be aware of the warning signs that your child might be a victim of teasing, bullying, harassment, intimidation, or other verbal or physical abuse or demonstrating signs of bullying behavior.

Responding to Bullying Complaints

1. The district's response to bullying shall be comprehensive and involve staff, students, parents/guardians, and the community, as appropriate, in order to address bullying at all school levels. Such a program shall:
  - a. Take reports of bullying seriously.
  - b. Provide all parties involved with assurances regarding district policies on confidentiality and non-retaliation in the complaint investigation.
  - c. Encourage individuals who witness bullying to report such incidents per the district reporting procedures.
2. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in Administrative Regulation 5145.7-Sexual Harassment.

Other Considerations

1. If the student who was bullied (or parent/guardian on behalf of the student) believes the situation has not been remedied, she/he may file a complaint in accordance with district Uniform Complaint policy and procedures. Students and parents/guardians are to be informed annually of the process by which they may make a report of bullying or harassment or file a subsequent complaint.
2. It is important to note that bullying may, at times, be part of a continuum of violence and that some bullying actions can and do constitute other categories of misconduct such as sexual harassment, hate-motivated behavior, assault, or child abuse, and as such, they would violate other district policies. When bullying behavior does escalate to the level of violating other district policies, district personnel are obligated to adhere to appropriate district reporting guidelines and protocols and may be required to report to one or more offices or outside agencies, as appropriate.

Regulation VENTURA UNIFIED SCHOOL DISTRICT  
Adopted: May 22, 2012 Ventura, California

**4. Bus Conduct – BP 5131.1**

Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.

The Superintendent or designee shall establish regulations related to bus conduct, bus driver authority, and the suspension of riding privileges. The Governing Board shall make these rules available to parents/ guardians and students.

Video cameras may be used on school buses to monitor student behavior while traveling to and from school and school activities. The Board believes that such monitoring will deter misconduct and help to ensure the safety of students and staff. Students found to be in violation of the district's bus conduct rules shall be subject to discipline in accordance with district policy and regulations.

At the discretion of the Superintendent or designee, school bus video recordings also may be used to resolve complaints by students and/or parents/guardians and to help employees maintain discipline.

Policy VENTURA UNIFIED SCHOOL DISTRICT  
Adopted: November 22, 1994 Ventura, California

## 5. Bus Conduct – AR 5131.1

Because school bus passengers' behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are riding a school bus, including school activity trips.

1. Riders shall follow the instructions and directions of the bus driver at all times.
2. Riders should arrive at the bus stop on time and stand in a safe place to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet, or other objects. When reaching their destination, riders shall remain seated until the bus stops and only then enter the aisle and go directly to the exit.
5. Riders should be courteous to the driver and to fellow passengers.
6. Because serious safety hazards can result from noise or behavior that distracts the driver, loud talking, laughing, yelling, singing, whistling, scuffling, throwing objects, smoking, eating, drinking, standing and changing seats are prohibited actions which may lead to suspension of riding privileges.
7. No part of the body, hands, arms or head should be put out of the window. Nothing should be thrown from the bus.
8. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
9. No animals shall be allowed on the bus without express permission from the principal or designee.
10. Riders should be alert for traffic when leaving the bus.

Riders who fail to comply with the above rules shall be reported to the school principal, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice and warning. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year.

Bus drivers shall not deny transportation except as directed by the principal.

### Video Camera Surveillance

The Superintendent or designee shall supervise the use and maintenance of video cameras.

Students and staff shall not tamper or interfere with video camera equipment on school buses.

Camera supports shall be installed in all buses, and cameras shall be rotated among the buses and activated at the discretion of the Superintendent or designee.

The Superintendent or designee shall notify students, parents/guardians and staff that video surveillance may occur on any school bus and that video recordings may be used in student disciplinary proceedings. This notification shall include a copy of the district's policy and regulation on bus conduct. In addition, a prominent notice shall be placed in each bus, stating that the bus is equipped with a video monitoring system. The Superintendent or designee shall routinely review videotapes taken on school buses and shall document any evidence of student misconduct. Two weeks after this review, the Superintendent or designee may erase any tapes that do not show incidents of misconduct.

Tapes retained as part of an individual student's disciplinary record shall be maintained in accordance with law and Board policy governing the access, review and release of student records.

Videotapes may be viewed by persons other than the Superintendent or designee under the following conditions:

1. When student misconduct is revealed as a result of a school bus videotape or reported to the Superintendent or designee by a student, staff member or parent/guardian, students involved in the incident and their parents/guardians may ask the Superintendent or designee for an opportunity to view the videotape.
  - a. Requests for viewing must be made within five school days of receiving notification that misconduct occurred.
  - b. A viewing shall be provided or denied within five days of the request.
  - c. Viewing will be limited to those frames containing the incident of misconduct.
2. Bus drivers and school administrators may ask to view a videotape in order to observe a specific problem and work toward its solution.
3. Viewing shall occur only at a school-related site and in the presence of the Superintendent or designee.
4. All persons who view a tape shall be identified in a written log.

Regulation VENTURA UNIFIED SCHOOL DISTRICT  
Approved: October 28, 2008 Ventura, California

## 6. Child Abuse Reporting Procedures – BP 5141.4

The Governing Board 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 regulations for use by district employees in identifying and reporting such incidents.

District employees are obligated to report all known or suspected incidents of child abuse and neglect in accordance with law, Board policy, and administrative regulation. Employees shall not investigate any suspected incidents but rather shall fully cooperate with agencies responsible for reporting, investigating and prosecuting cases of child abuse and neglect.

Parents/guardians may file a complaint against a district employee or other person whom they suspect has engaged in abuse of a child at a school site. The Superintendent or designee shall provide parents/guardians information about reporting procedures in accordance with law.

The Superintendent or designee shall provide training regarding the reporting duties of district employees mandated by law to report suspected child abuse and neglect.

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

Policy VENTURA UNIFIED SCHOOL DISTRICT  
Adopted: October 9, 2001 Ventura, California

## 7. Child Abuse Reporting Procedures – AR 5141.4

### Definitions

Child abuse or neglect includes the following: (Penal Code 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
6. Abuse or neglect of a child in out-of-home care, including at school, as defined in Penal Code 11165.5

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) (cf. 5144 - Discipline)
  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; 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)

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)

#### Reporting Procedures

1. Whenever any mandated reporter, in his/her professional capacity or within the scope of his/her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect, that mandated reporter shall report to any police department, sheriff's department, county probation department if designated by the county to receive such reports, or the county welfare department. (Penal Code 11166)

The mandated reporter shall make this report by telephone immediately or as soon as practicably possible. (Penal Code 11166)

The reporting duties are individual and cannot be delegated to another person. 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)

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)

2. 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 or the appropriate agency.

3. 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
  - 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)

4. 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. When so notified, the principal shall inform the Superintendent or designee.

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 policy and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing these forms.

The mandated reporter shall not be required to disclose his/her identity to the principal. He/she may provide or mail a copy of the written report to the principal, Superintendent or designee without his/her signature or name.

5. Any person shall notify a peace officer if he/she reasonably believes that he/she has observed the commission of any of the following offenses where the victim is a child under age 14: (Penal Code 152.3, 288)
  - a. Murder
  - b. Rape
  - c. Lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury

#### 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." 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 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 under 5 CCR 4650(a)(viii)(C).

#### Disciplinary Action

Any district employee accused of abusing or neglecting a student may be subject to reassignment or a paid leave of absence pending the outcome of an investigation by the appropriate agency.

If a determination is made that an employee has committed child abuse or neglect, the district may take disciplinary action, including suspension and dismissal, in accordance with law, Board policy, administrative regulations and/or collective bargaining agreements. The Superintendent or designee shall seek legal counsel in connection with either the suspension or dismissal of the employee. (cf. 4117.4 - Dismissal), (cf. 4118 - Suspension/Disciplinary Action), (cf. 4218 - Dismissal/Suspension/Disciplinary Action)

#### 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 VENTURA UNIFIED SCHOOL DISTRICT  
Approved: October 9, 2001 Ventura, California

### **8. Comprehensive Safety Plan – BP 0450**

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

Each principal or designee shall ensure the development of a comprehensive site-level safety plan, in accordance with law, tailored to the specific concerns of each school. The plan shall take into account the school's staff, available resources and building design, as well as other factors unique to the site.

Each school shall review and update its safety plan by March 1 of each year. New school campuses shall develop a safety plan within one year of initiating operations. (Education Code 32286)

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

The Board shall approve the plan at a regularly scheduled meeting of the Board and the adoption of the plan shall not be a consent item. At a minimum, the Board shall discuss both of the following: (Education Code 32288, 35294.21, 35294.22)

1. How the safety plan addresses the needs of the school and students within that school
2. How the school site council or safety planning committee considered the "three essential components" when writing the plan, including assuring each student a safe physical environment; assuring each student a safe, respectful, accepting and emotionally nurturing environment; and providing each student resiliency skills

The Board shall review the comprehensive districtwide and/or school safety plan(s) in order to ensure compliance with state law, Board policy and administrative regulation.

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)

The principal 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)

Policy VENTURA UNIFIED SCHOOL DISTRICT  
Adopted: November 9, 2004 Ventura, California

## **9. Comprehensive Safety Plan – AR 0450**

### Development and Review of School Site Safety Plan

The school site council shall write and develop a comprehensive safety plan relevant to the needs and resources of that particular school. The school site council shall consult with local law enforcement in the writing and development of the plan, as well as other school site councils and safety committees, when practical. (Education Code 32281, 32282)

In addition, the school site council may consult with other local agencies as appropriate, including health care and emergency service providers.

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 site, including the parent teacher association and parent teacher clubs
4. A representative of each teacher organization at the school site
5. A representative of the 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. A representative of the local churches
2. Local civic leaders
3. Local business organizations

The school site council or safety planning committee may consider incorporating into the plan the following "three essential components" and/or the strategies recommended in Education Code 35294.21:

1. Assuring each student a safe physical environment
2. Assuring each student a safe, respectful, accepting and emotionally nurturing environment
3. Providing each student resiliency skills

#### Content of the Safety Plan

The districtwide and/or school site safety plan shall include, but not be limited to: (Education Code 32282)

1. An assessment of the current status of school crime committed on campuses and at school-related functions
2. 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:
  - a. Child abuse reporting procedures consistent with Penal Code 11164
  - b. Routine and emergency disaster procedures including, but not limited to, adaptations for students with disabilities in accordance with the Americans with Disabilities Act
  - c. Policies pursuant to Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion or mandatory expulsion recommendations
  - d. Procedures to notify teachers of dangerous students pursuant to Education Code 49079
  - e. A discrimination and harassment policy consistent with the prohibition against discrimination pursuant to Education Code 200-262.4
  - f. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel," the provisions of that dress code and the definition of "gang-related apparel"
  - g. Procedures for safe ingress and egress of students, parents/guardians and employees to and from school
  - h. A safe and orderly environment conducive to learning at the school
  - i. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5
  - j. Hate crime reporting procedures pursuant to Penal Code 628-628.6

Regulation VENTURA UNIFIED SCHOOL DISTRICT  
Approved: November 9, 2004 Ventura, California

### **10. Conduct – BP 5131**

The Governing Board believes that all students have the right to be educated in a safe and 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.

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
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 to the school program
3. Conduct that disrupts the orderly classroom or school environment
4. Willful defiance of staff's authority
5. Damage to or theft of property belonging to students, staff, or the district
6. Obscene acts or use of profane, vulgar, or abusive language
7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited substances
8. Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose with prior permission of the principal or designee (Penal Code 417.27)
9. Use of a cell phone, smart watch, pager, or other mobile communication device during instructional time or in an unauthorized manner in violation of district policy
10. Plagiarism or dishonesty on school work or tests
11. Wearing of any attire that violates district or school dress codes, including gang-related apparel
12. Tardiness or unexcused absence from school
13. Failure to remain on school premises in accordance with school rules

Employees are expected to enforce standards of conduct and, when they observe or receive a report of a violation of these standards, to appropriately intervene or seek assistance. As necessary, the employee shall refer the matter to a supervisor or the principal or designee.

When a school employee suspects that a search of a student or a student's 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.

When a student uses any prohibited device, or uses a permitted device in an unauthorized manner, a district employee may confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate.

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.

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

Policy VENTURA UNIFIED SCHOOL DISTRICT  
Adopted: August 10, 2004 Ventura, California  
Revised: February 10, 2009  
Revised: January 11, 2011  
Revised: February 28, 2020

## 11. Discipline – BP 5144

The Governing Board desires to provide a safe, supportive, and positive school environment conducive to student learning and to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, and parent involvement can minimize the need for discipline.

The Superintendent or designee shall approve, for each school, a complement of effective, age-appropriate strategies for correcting student behavior. Such strategies may include, but are not limited to, conferences with students and their parents/guardians; use of study, guidance, or other intervention-related teams; enrollment in a program teaching prosocial behavior or anger management; and participation in a restorative justice program. Staff shall use preventative measures and positive conflict resolution techniques whenever possible. Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as suspension and expulsion, shall be imposed only when required by law and when other means of correction have failed. (Education Code 48900.5)

Board policies and administrative regulations shall outline acceptable student conduct and provide the basis for sound disciplinary practices.

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

Persistently disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy, and administrative regulation.

The Superintendent or designee shall provide professional development as necessary to assist staff in developing consistent classroom management skills, implementing effective disciplinary techniques, and establishing cooperative relationships with parents/guardians.

### Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment means the willful infliction of, or willfully causing the infliction of, physical pain on a student. (Education Code 49001)

However, corporal punishment does not include any pain or discomfort suffered by a student as a result of his/her voluntary participation in an athletic or other recreational competition or activity. In addition, an employee's use of force that is reasonable and necessary to protect himself/herself, students, staff, or other persons, to prevent damage to property, or to obtain possession of weapons or other dangerous objects within the control of the student is not corporal punishment. (Education Code 49001)

Policy VENTURA UNIFIED SCHOOL DISTRICT  
Adopted: August 13, 2013 Ventura, California

## 12. Discipline – AR 5144

### Site-Level Rules

In developing site-level disciplinary rules, the principal or designee shall solicit the participation, views, and advice of one representative selected by each of the following groups: (Education Code 35291.5)

1. Parents/guardians
2. Teachers
3. School administrators
4. School security personnel, if any
5. For middle and high schools, students enrolled in the school

Each school shall file a copy of its rules with the Superintendent or designee.

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

### Disciplinary Strategies

To the extent possible, staff shall use disciplinary strategies that keep students in school and participating in the instructional program. Disciplinary strategies may include but are not limited to:

1. Discussion or conference between school staff and the student and his/her parents/guardians
2. Referral of the student to the school counselor or other school support service personnel for case management and counseling
3. Convening of a study, guidance, resource panel, or other intervention-related team to assess the behavior and develop and implement an individual plan to address the behavior in partnership with the student and his/her parents/guardians
4. When applicable, referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program or a Section 504 plan
5. Enrollment in a program for teaching prosocial behavior or anger management
6. Participation in a restorative justice program
7. A positive behavior support approach with tiered interventions that occur during the school day on campus
8. After-school programs that address specific behavioral issues or expose students to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups
9. Recess restriction as provided in the section below entitled "Recess Restriction"
10. Detention after school hours as provided in the section below entitled "Detention After School"
11. Community service as provided in the section below entitled "Community Service"
12. In accordance with Board policy and administrative regulation, restriction or disqualification from participation in extracurricular activities
13. Reassignment to an alternative educational environment
14. Suspension and expulsion in accordance with law, Board policy, and administrative regulation

### Recess Restriction

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

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

Detention After School

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

If a student will miss his/her school bus on account of being detained after school, or if the student is not transported by school bus, the principal or designee shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. The student shall not be detained unless the principal or designee notifies the parent/guardian.

In cases where the school bus departs more than one hour after the end of the school day, students may be detained until the bus departs. (5 CCR 307, 353)

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

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

Community Service

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

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

Notice to Parents/Guardians and Students

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

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

Regulation VENTURA UNIFIED SCHOOL DISTRICT  
Approved: August 13, 2013 Ventura, California

**13. Dress and Grooming – BP 5132**

The Governing Board 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' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

Gang-Related Apparel

The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

Uniforms

In order to promote student safety and discourage theft, peer rivalry and/or gang activity, the principal, staff and parents/guardians at a school may 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 the plan upon determining that it is necessary to protect the health and safety of the school's students.

If a school's plan to require uniforms is adopted, the Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against or denied attendance to school if their parents/guardians so decide. (Education Code 35183)  
The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms.

Policy VENTURA UNIFIED SCHOOL DISTRICT  
Adopted: August 26, 1997 Ventura, California

#### **14. Dress and Grooming – AR 5132**

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

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

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

1. Shoes must be worn at all times. Sandals must have heel straps. Thongs or backless shoes or sandals are not acceptable.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
3. Hats, caps and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
5. Gym shorts may not be worn in classes other than physical education.
6. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

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

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

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

##### Gang-Related Apparel

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

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

##### Uniforms

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. (Education Code 35183)

At least six months before a school uniform policy is implemented, the principal or designee shall notify parents/guardians of this policy. (Education Code 35183)

Parents/guardians shall also be informed of their right to have their child exempted.

The principal or designee shall also repeat this notification at the end of the school year so that parents/guardians are reminded before school clothes are likely to be purchased.

The Superintendent or designee shall establish criteria for determining student eligibility for financial assistance when purchasing uniforms.

The Superintendent or designee shall establish a method for recycling or exchanging uniforms as students grow out of them.

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. (Education Code 35183)

Regulation VENTURA UNIFIED SCHOOL DISTRICT  
Approved: June 11, 2002 Ventura, California

## **15. Earthquake Emergency Procedures – AR 3516.3**

### 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 action. Each student shall:
  - a. Get under equipment (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.
  - 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 children 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 playgrounds:

1. The teacher or other person in authority shall direct the children 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, burners or stoves after the earthquake until the area is declared safe.
3. Teachers shall render first aid if necessary.
4. Teachers shall take roll of their classes.
5. The principal shall see that guards 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, with the advice of the City Building Inspector if possible.



11. Following the quake, the principal and custodian shall inspect all buildings for safety.
12. If the building is safe for use, the principal or designee shall clear debris in order to resume educational activities as soon as possible.
13. Until such time as the buildings are safe for use, the principal shall provide educational facilities outside so that the educational program may be continued with as little interruption as possible.

#### 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.

#### Earthquake While on the Bus

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

1. The bus driver shall pull to the side of the road away from any buildings, poles, wires, overhead structures or bridges, if possible, and issue the DROP action.
2. The driver shall set the brakes and turn off the ignition.
3. The bus driver shall wait until the earthquake is over before proceeding on the route.
4. The bus driver shall contact the director of transportation for instructions.
5. If the bus driver continues on, he/she shall watch for hazards created by earthquakes, such as fallen electrical wires, cracked roads, or fallen poles.

Regulation VENTURA UNIFIED SCHOOL DISTRICT  
Approved: September 27, 1992 Ventura, California

## **16. Emergencies and Disaster Preparedness Plan – BP 3516**

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
3. Bomb threat or actual detonation
4. Attack or disturbance by individuals or groups

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 39834)

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.

Policy VENTURA UNIFIED SCHOOL DISTRICT  
Adopted: May 11, 1999 Ventura, California

## **17. Emergencies and Disaster Preparedness Plan – AR 3516**

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 Governing Board 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)

During an emergency, staff shall fulfill the following roles:

1. The principal or designee shall assume overall control and supervision of activities at the school site during an emergency. He/she shall have authority to use discretionary judgment in emergency situations which do not permit execution of prearranged plans. The principal or designee shall:
  - a. Direct evacuation of buildings
  - b. Arrange for transfer of students when their safety is threatened
  - c. Inform the Superintendent or designee of all emergency actions taken as soon as possible
  - d. Schedule periodical fire drills and other disaster preparedness exercises and keep appropriate records
  - e. Post directions for fire drills and civil defense drills in classrooms, multipurpose rooms, etc.
2. Teachers shall be responsible for supervision of students in their charge. Teachers shall:
  - a. Direct evacuation of students in their charge in accordance with the principal's instruction
  - b. Give the DROP command as necessary
  - c. Take attendance, stay with the students and provide supervision
  - d. Report missing students to the principal or designee
  - e. Send students in need of first aid to the school nurse or a person trained in first aid
3. Custodians are responsible for the use of emergency equipment, the handling of supplies and the use of available utilities. Custodians shall:

- a. Survey and report damage to the principal
- b. Direct rescue operations as required
- c. Direct fire-fighting efforts until regular fire-fighting personnel take over
- d. Control main shutoff valves for gas, water and electricity and ascertain that no hazard results from broken gas, water mains or fallen electrical lines
- e. Disburse supplies and equipment as needed
4. The school secretary and secretarial staff shall:
  - a. Report a fire or disaster to the appropriate authorities
  - b. Answer telephones and monitor radio emergency broadcasts
  - c. Provide for the safety of essential school records and documents
  - d. Assist the principal as needed
5. The school nurse shall:
  - a. Administer first aid
  - b. Supervise the administration of first aid
  - c. Organize first aid and medical supplies
6. The cafeteria manager shall direct the use and preparation of the cafeteria stock and water supply whenever the feeding of students becomes necessary during a disaster.
7. The bus driver(s) shall:
  - a. Supervise students if a disaster occurs while they are on the bus
  - b. Issue the DROP command as necessary while students are on the bus
  - c. Transfer students to a new location when directed by the principal
  - d. Assist the custodian in damage control

Regulation VENTURA UNIFIED SCHOOL DISTRICT  
Approved: May 11, 1999 Ventura, California

## 18. Fire Drills and Fires – AR 3516.1

### Fire Drills

The principal shall cause the fire alarm signal to be sounded at least once every month. (Education Code 32001)

The principal shall also hold fire drills at least once a month at the elementary level, four times every school year at the intermediate level, and not less than twice every school year at the secondary level. (Education Code 32001)

1. The principal shall notify staff as to the schedule for fire drills.
2. Whenever a fire drill is held, all students, teachers and other employees shall be directed to leave the building. (5 CCR 550)
3. Teachers shall ascertain that no student remains in the building.
4. Teachers shall be prepared to select alternate exits and shall direct their classes to these exits whenever the designated escape route is blocked.
5. The principal or designee shall keep a record of each fire drill conducted and file a copy of this record with the office of the Superintendent or designee.

### Fires

When a fire is discovered in any part of the school, the following actions shall be taken:

1. The principal or designee shall sound fire signals, unless the school and/or building is equipped with an automatic fire detection and alarm system. (Education Code 32001)
2. The principal or designee shall call 911.
3. All persons shall be directed to leave the building and shall proceed outside to designated assembly areas.
4. Staff shall give students clear direction and supervision and help maintain a calm and orderly response.
5. In outside assembly areas, teachers shall take roll, report missing students, and provide assistance to any injured students.
6. In outside assembly areas, the principal, designee and/or each department head shall account for their staff, report missing staff, and provide assistance to any injured staff.
7. If the fire is extensive, students shall be taken to an alternate location for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes.

Regulation VENTURA UNIFIED SCHOOL DISTRICT  
Approved: June 11, 2002 Ventura, California

**19. Gangs – BP 5136**

The Governing Board desires to keep district schools free from the threats or harmful influence of any groups or gangs which exhibit drug use, violence or disruptive behavior. The Superintendent or designee shall take steps to deter gang intimidation of students and staff and confrontations between members of different gangs. He/she shall exchange information and establish mutually supportive efforts with local law enforcement authorities.

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.

The Board realizes that students become involved in gangs for many reasons, such as peer pressure, the need for a sense of belonging, and lack of refusal skills. Age-appropriate gang violence prevention education shall start with students in the early elementary grades and may start in kindergarten.

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. If a student exhibits signs of gang affiliation, staff shall so inform the parent/guardian.

Policy VENTURA UNIFIED SCHOOL DISTRICT  
Adopted: August 26, 1997 Ventura, California

**20. Gangs – AR 5136**Prevention and Intervention Measures

In order to discourage the influence of gangs, school staff shall take the following measures:

1. Any student displaying behavior, gestures, apparel or paraphernalia indicative of gang affiliation shall be referred to the principal or designee.
  - a. The student's parent/guardian shall be contacted and may be asked to meet with school staff.
  - b. The student may be sent home to change clothes if necessary.
2. Staff members shall be provided with the names of known gang members.
3. Students who seek help in rejecting gang associations may be referred to community-based gang suppression and prevention organizations.
4. Any gang graffiti on school premises shall be removed, washed down or painted over as soon as discovered.
  - a. Daily checks for graffiti shall be made throughout the campus.
  - b. Graffiti shall be photographed before it is removed. These photographs shall be shared with local law enforcement authorities and used in future disciplinary or criminal action against the offenders.
5. Classroom and after-school programs at each school shall be designed to enhance individual self-esteem, provide positive reinforcement for acceptable behavior, and foster interest in a variety of constructive activities. These programs shall also:
  - a. Explain the dangers of gang membership
  - b. Provide counseling for targeted at-risk students
  - c. Include lessons or role-playing workshops in gang avoidance skills and nonviolent conflict resolution, including communication skills, anger management, ethnic/cultural tolerance, and mediation skills
  - d. Assign individual gang members to cooperative learning groups in which they may work toward common goals with students who are not members of their gang
  - e. Provide school-to-career instruction
  - f. Provide positive interaction with local law enforcement staff
  - g. Gang prevention lessons may be taught jointly by teachers and law enforcement staff.
6. Staff shall actively promote membership in authorized student organizations which can provide students companionship, safety, and a sense of purpose and belonging, including:
  - a. Positive sports and cultural activities and affiliations with the local community
  - b. Structured, goal-oriented community service projects

Community Outreach

Gang prevention classes or counseling offered for parents/guardians shall address the following topics:

1. The dangers of gang membership
2. Warning signs which may indicate that children are at risk of becoming involved with gangs
3. The nature of local gang apparel and graffiti
4. Effective parenting techniques

5. Conflict resolution techniques

Community programs shall address:

1. The scope and nature of local gang problems
2. Strategies by which each segment of the community may alleviate gang problems

Regulation VENTURA UNIFIED SCHOOL DISTRICT  
Approved: August 26, 1997 Ventura, California

**21. Hate Motivated Behavior – BP 5145.9**

The Governing Board is committed to providing a safe learning environment that protects students from discrimination, harassment, intimidation, bullying, and other behavior motivated by a person's hostility towards another person's real or perceived ethnicity, national origin, immigrant status, sex, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic. The Superintendent or designee shall design strategies to promote harmonious relationships among students, prevent incidents of hate-motivated behavior to the extent possible, and address such incidents if they occur.

The district shall provide students with age-appropriate instruction that includes the development of social-emotional learning, promotes their understanding of and respect for human rights, diversity, and acceptance in a multicultural society, and provides strategies to manage conflicts constructively.

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

The Superintendent or designee shall ensure that the rules prohibiting hate-motivated behavior and procedures for reporting a hate-motivated incident are provided to students and parents/guardians.

The Superintendent or designee shall provide staff with training on recognizing and preventing hate-motivated behavior and on effectively enforcing rules for appropriate student conduct.

Complaint Process

A student or parent/guardian who believes the student is a victim of hate-motivated behavior is strongly encouraged to report the incident to a teacher, the principal, or other staff member.

Any staff member who is notified that hate-motivated behavior has occurred, observes such behavior, or otherwise becomes aware of an incident shall immediately contact the principal or the compliance officer responsible for coordinating the district's response to complaints and complying with state and federal civil rights laws. As appropriate, he/she shall also contact law enforcement.

Any complaint of hate-motivated behavior shall be investigated and, if determined to be discriminatory, shall be resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures. If, during the investigation, it is determined that a complaint is about nondiscriminatory behavior, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Policy VENTURA UNIFIED SCHOOL DISTRICT  
Adopted: August 24, 1999 Ventura, California  
Revised: February 28, 2020

**22. Nondiscrimination/Harassment – BP 5145.3**

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

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school. (Education Code 48900.2, 48900.3, 48900.4)

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

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

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

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

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

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

#### Record-Keeping

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

Policy VENTURA UNIFIED SCHOOL DISTRICT  
Adopted: January 23, 2018 Ventura, California  
Revised: February 28, 2020

### **23. Nondiscrimination/Harassment – AR 5145.3**

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

perceived characteristics. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

Gina Wolowicz, Assistant Superintendent, Certificated Human Resources  
255 W. Stanley Avenue, Suite 100  
Ventura, CA 93001  
805-641-5000 extension 1154  
gina.wolowicz@venturausd.org

#### Measures to Prevent Discrimination

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

1. Publicize the district's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public by posting them in prominent locations and providing easy access to them through district-supported communication.
2. Post the district's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)
3. Post the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)
4. Post in a prominent location on the district web site in a manner that is easily accessible to parents/guardians and students information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the following: (Education Code 221.6, 221.61, 234.6)
  - a. The name and contact information of the district's Title IX Coordinator, including the phone number and email address
  - b. The rights of students and the public and the responsibilities of the district under Title IX, including a list of rights as specified in Education Code 221.8 and web links to information about those rights and responsibilities located on the web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR)
  - c. A description of how to file a complaint of noncompliance under Title IX, which shall include:
    - i. An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of limitations
    - ii. An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on the OCR's web site
    - iii. A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office
  - d. A link to the Title IX information included on the California Department of Education's (CDE) web site
5. Post a link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families. Such resources shall be posted in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. (Education Code 234.5, 234.6)
6. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior.
7. Annually notify all students and parents/guardians of the district's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students, including transgender and gender-nonconforming students. The notice shall inform students and parents/guardians that they may request to meet with the compliance officer to determine how best to accommodate or resolve concerns that may arise from the district's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the district will address any individual student's interests and concerns in private.

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

#### Enforcement of District Policy

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

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

#### Process for Initiating and Responding to Complaints

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

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

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

When a report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal or compliance officer, the principal or compliance officer shall notify the student or parent/guardian of the right to file a formal complaint in accordance with AR 1312.3 - Uniform Complaint Procedures or, for complaints of sexual harassment that meet the federal Title IX definition, AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. Once notified verbally or in writing, the compliance officer shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school



environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

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

#### Transgender and Gender-Nonconforming Students

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

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

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

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

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

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

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

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

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

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

1. Right to privacy: A student's transgender or gender-nonconforming status is the student's private information and the district shall only disclose the information to others with the student's prior written consent, except

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

As appropriate given the student's need for support, the compliance officer may discuss with the student any need to disclose the student's transgender or gender-nonconformity status or gender identity or gender expression to the student's parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The district shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.

2. **Determining a Student's Gender Identity:** The compliance officer shall accept the student's assertion of gender identity and begin to treat the student consistent with that gender identity unless district personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose.
3. **Addressing a Student's Transition Needs:** The compliance officer shall arrange a meeting with the student and, if appropriate, the student's parents/guardians to identify and develop strategies for ensuring that the student's access to educational programs and activities is maintained. The meeting shall discuss the transgender or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to the student's status as a transgender or gender-nonconforming individual, so that prompt action can be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the arrangements for the student are meeting the student's educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.
4. **Accessibility to Sex-Segregated Facilities, Programs, and Activities:** When the district maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity. To address any student's privacy concerns in using sex-segregated facilities, the district shall offer available options such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because the student is transgender or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with the student's gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with the student's gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.
5. **Student Records:** A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed with proper documentation. When a student presents government-issued documentation of a name and/or gender change or submits a request for a name and/or gender change through the process specified in Education Code 49070, the district shall update the student's records. (Education Code 49062.5, 49070)
6. **Names and Pronouns:** If a student so chooses, district personnel shall be required to address the student by a name and the pronoun(s) consistent with the student's gender identity, without the necessity of a court order or a change to the student's official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns will, in general, not constitute a violation of this administrative regulation or the accompanying district policy.

7. Uniforms/Dress Code: A student has the right to dress in a manner consistent with the student's gender identity, subject to any dress code adopted on a school site.

Regulation VENTURA UNIFIED SCHOOL DISTRICT

Approved: January 23, 2018 Ventura, California

Revised: February 28, 2020

Revised: April 27, 2021

Revised: February 17, 2022

#### **24. Notification of Dangerous Pupils (Employee Security) – BP 4158, 4258, 4358**

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. Reports of attack, assault, or threat shall be forwarded immediately to the Superintendent or designee. An employee whose person or property is injured or damaged by willful misconduct of a student may ask the district to pursue legal action against the student or the student's parent/guardian. (Education Code 48905)

##### 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)

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

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

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

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

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

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

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

Procedures to Maintain Confidentiality of Student Offenses

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

The 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.

Use of Pepper Spray

Employees who possess pepper spray on school property shall be notified of the following conditions:

1. The pepper spray shall be used only in self-defense.
2. An employee who uses pepper spray other than in self-defense shall be subject to disciplinary action by the district and, in accordance with law, a fine and/or imprisonment.
3. Employees shall ensure that the pepper spray is stored in a secure place and not accessible to students or other individuals. An employee who is negligent in the storage of pepper spray may be subject to disciplinary action.

Employees wishing to carry pepper spray on school property or to a school-related activity shall submit to the Superintendent or designee a written request setting forth the need for the pepper spray. Should the Superintendent or designee determine that the employee may not carry pepper spray, the employee shall receive a written statement of the reason for this determination.

Policy VENTURA UNIFIED SCHOOL DISTRICT

Adopted: August 28, 2012 Ventura, California

**25. Notification of Dangerous Pupils (Employee Security) – AR 4158, 4258, 4358**

An employee may use reasonable and necessary force 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)

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.

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

An employee whose person or property is injured or damaged by willful misconduct of a student may ask the district to pursue legal action against the student or the student's parent/guardian. (Education Code 48905)

Notice Regarding Student Offenses Committed While Under School Jurisdiction

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

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

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

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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.

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3. Employees shall ensure that the pepper spray is stored in a secure place and not accessible to students or other individuals. An employee who is negligent in the storage of pepper spray may be subject to disciplinary action.

Employees wishing to carry pepper spray on school property or to a school-related activity shall submit to the Superintendent or designee a written request setting forth the need for the pepper spray. Should the Superintendent or designee determine that the employee may not carry pepper spray, the employee shall receive a written statement of the reason for this determination.

Regulation VENTURA UNIFIED SCHOOL DISTRICT  
Approved: August 28, 2012 Ventura, California

## 26. Response to Immigration Enforcement – BP 5145.13

### Students

The Governing Board is committed to the success of all students and believes that every school site should be a safe and welcoming place for all students and their families irrespective of their citizenship or immigration status.

District staff shall not solicit or collect information or documents regarding the citizenship or immigration status of students or their family members or provide assistance with immigration enforcement at district schools, except as may be required by state and federal law. (Education Code 234.7)

No student shall be denied equal rights and opportunities nor be subjected to unlawful discrimination, harassment, intimidation, or bullying in the district's programs and activities on the basis of his/her immigration status. (Education Code 200, 220, 234.1)

The Superintendent or designee shall notify parents/guardians regarding their children's right to a free public education regardless of immigration status or religious beliefs and their rights related to immigration enforcement. (Education Code 234.7)

Consistent with requirements of the California Office of the Attorney General, the Superintendent or designee shall develop procedures for addressing any requests by a law enforcement officer for access to district records, school sites, or students for the purpose of immigration enforcement.

School site administrators shall receive training regarding immigration issues, including information on responding to a request from an immigration officer to visit a school site or to have access to a student. School site administrator will inform teachers and other school staff.

The Superintendent or designee shall report to the Board in a timely manner any requests for information or access to a school site by an officer or employee of a law enforcement agency for the purpose of enforcing the immigration laws. Such notification shall be provided in a manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)

Policy VENTURA UNIFIED SCHOOL DISTRICT  
Adopted: September 25, 2018 Ventura, California

## 27. Response to Immigration Enforcement – AR 5145.13

### Responding to Requests for Information

Unless authorized by the Family Educational Rights and Privacy Act pursuant to 20 USC 1232g, student information shall not be disclosed to immigration law enforcement authorities without parental consent, a court order, or judicial subpoena. The Superintendent or designee shall annually notify parents/guardians that the district will not release student information to third parties for immigration enforcement purposes, unless the parent/guardian consents or as required to do so by a court order or judicial subpoena.

Upon receiving any verbal or written request for information related to a student's or family's immigration or citizenship status, district staff shall:

1. Notify the Superintendent or designee about the information request
2. Provide students and families with appropriate notice and a description of the immigration officer's request
3. Document any request for information by immigration authorities
4. Provide students and parents/guardians with any documents provided by the immigration enforcement officer, unless such disclosure is prohibited by a subpoena served on the district or in cases involving investigations of child abuse, neglect, or dependency

Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on national origin, immigration status, religion, or other category of individual characteristics protected against unlawful discrimination. (Government Code 8310.3)

### Responding to Requests for Access to Students or School Grounds

District staff shall receive parent/guardian consent before a student is interviewed or searched by any officer seeking to enforce civil immigration laws at the school, unless the officer presents a valid, effective warrant signed by a judge or a valid, effective court order. A student's parent/guardian shall be immediately notified if a

law enforcement officer requests or gains access to the student for immigration enforcement purposes, unless the judicial warrant or subpoena restricts disclosure to the parent/guardian.

All visitors and outsiders, including immigration enforcement officers, shall register with the principal or designee upon entering school grounds during school hours. Each visitor or outsider shall provide the principal or designee with his/her name, address, occupation, age if less than 21, purpose in entering school grounds, proof of identity, and any other information required by law. (Penal Code 627.2, 627.3)

As early as possible, district staff shall notify the Superintendent or designee of any request by an immigration enforcement officer for access to the school or a student or for review of school documents, including service of lawful subpoenas, petitions, complaints, warrants, or other such documents.

In addition, district staff shall take the following actions in response to an officer present on the school campus specifically for immigration enforcement purposes:

1. Advise the officer that before school personnel can respond to the officer's request, they must first receive notification and direction from the Superintendent or designee, except under exigent circumstances that necessitate immediate action
2. Request to see the officer's credentials, including his/her name and badge number, and the phone number of the officer's supervisor, and note or make a copy of all such information
3. Ask the officer for his/her reason for being on school grounds and document the response
4. Request that the officer produce any documentation that authorizes his/her school access
5. Make a copy of all documents produced by the officer and retain one copy for school records
6. If the officer declares that exigent circumstances exist and demands immediate access to the campus, comply with the officer's orders and immediately contact the Superintendent or designee
7. If the officer does not declare that exigent circumstances exist, respond according to the requirements of the officer's documentation, as follows:
  - a. If the officer has an Immigrations and Customs Enforcement (ICE) administrative warrant, district staff shall inform the agent that they cannot consent to any request without first consulting with the district's legal counsel or other designated district official.
  - b. If the officer has a federal judicial warrant, such as a search and seizure warrant or an arrest warrant signed by a federal judge or magistrate, district staff shall promptly comply with the warrant. If feasible, district staff shall consult with the district's legal counsel or designated administrator before providing the officer with access to the person or materials specified in the warrant.
  - c. If the officer has a subpoena for production of documents or other evidence, district staff shall inform the district's legal counsel or other designated official of the subpoena and await further instructions as to how to proceed.
8. Do not attempt to physically impede the officer, even if the officer appears to be exceeding the authorization given under a warrant or other document. If an officer enters the premises without consent, district staff shall document the officer's actions while on campus.
9. After the encounter with the officer, promptly make written notes of all interactions with the officer, including:
  - a. A list or copy of the officer's credentials and contact information
  - b. The identity of all school personnel who communicated with the officer
  - c. Details of the officer's request
  - d. Whether the officer presented a warrant or subpoena to accompany his/her request, what was requested in the warrant or subpoena, and whether the warrant or subpoena was signed by a judge
  - e. District staff's response to the officer's request
  - f. Any further action taken by the officer
  - g. A photo or copy of any documents presented by the officer
10. Provide a copy of these notes and associated documents collected from the officer to the district's legal counsel or other designated district official

The district's legal counsel or other designated official shall submit a timely report to the Governing Board regarding the officer's requests and actions and the district's responses. (Education Code 234.7)

The Superintendent or designee shall also email the Bureau of Children's Justice in the California Department of Justice (BCJ@doj.ca.gov) regarding any attempt by a law enforcement officer to access a school site or a student for immigration enforcement purposes.

#### Responding to the Detention or Deportation of Student's Family Member

The Superintendent or designee shall encourage students and their families to update their emergency contact information as needed throughout the school year and to provide alternative contacts, including an identified

trusted adult guardian, in case a student's parent/guardian is detained or is otherwise unavailable. The Superintendent or designee shall notify students' families that information provided on the emergency cards will only be used in response to specific emergency situations and not for any other purpose.

The Superintendent or designee shall also encourage all students and families to learn their emergency phone numbers and be aware of the location of important documentation, including birth certificates, passports, social security cards, physicians' contact information, medication lists, lists of allergies, and other such information that would allow the students and families to be prepared in the event that a family member is detained or deported.

In the event that a student's parent/guardian is detained or deported by federal immigration authorities, the Superintendent or designee shall release the student to the person(s) designated in the student's emergency contact information or to any individual who presents a caregiver's authorization affidavit on behalf of the student. The Superintendent or designee shall only contact child protective services if district personnel are unable to arrange for the timely care of the student by the person(s) designated in the emergency contact information maintained by the school or identified on a caregiver's authorization affidavit.

The Superintendent or designee shall notify a student whose parent/guardian was detained or deported that the student continues to meet the residency requirements for attendance in a district school, provided that the parent/guardian was a resident of California and the student lived in California immediately before he/she moved out of state as a result of the parent/guardian's departure. (Education Code 48204.4)

Regulation VENTURA UNIFIED SCHOOL DISTRICT  
Approved: September 25, 2018 Ventura, California  
Revised: February 28, 2020

## **28. School Safety - BP 5131.4**

Governing Board recognizes that all school staff must be prepared to cope with campus disturbances and to minimize the risks they entail. Staff should be especially sensitive to conditions that foster racial conflict, student protests, or gang intimidation and confrontations.

The Superintendent or designee shall establish at each school a safe school plan for curbing disruptions which create disorder and may lead to riots, violence or vandalism at school or school-sponsored events.

The Superintendent or designee shall consult with law enforcement authorities to plan for police support during school disruptions. Each school's disturbance response plan shall address the role of law enforcement. When a disturbance directly threatens students or staff, the Superintendent or designee has the authority to call in law enforcement personnel for assistance and may dismiss school.

Students who participate in disturbances may be subject to disciplinary action.

Policy VENTURA UNIFIED SCHOOL DISTRICT  
Adopted: October 27, 1992 Ventura, California

## **29. School Safety – AR 5131.4**

All school staff shall respond to campus disturbances in accordance with the school's response plan. Response plans shall describe:

1. The means which will be used to signal an emergency situation and maintain communication among staff and with the Superintendent or designee.
2. Each staff member's specific duties during a disturbance.
3. Procedures for ensuring the safety of students and staff.
4. Conditions, as prearranged with law enforcement authorities, under which the principal or designee shall:
  - a. Inform the police.
  - b. Secure police assistance.
  - c. Give the police responsibility for a specific crisis situation.
5. Procedures for the orderly dismissal of school when authorized by the principal or designee.

All media inquiries during crisis situations shall be routed to the Superintendent or designee.



Extension of Class Period

During any disturbance in which additional students might become involved while changing classes, the principal or designee may notify all staff that the present class period will be extended until further notice. Upon receiving this notification:

1. Teachers shall ensure that all students in their charge remain in one location under their supervision.
2. Teachers shall ask any students who are in the halls to return to their classes at once.

Prohibited Activities1. Disturbing the Peace

It is a misdemeanor to intentionally cause or attempt to cause a riot by engaging in conduct which urges a riot or urges others to act forcefully or violently, or to burn or destroy property under circumstances which produce a clear, present, and immediate danger of such acts occurring. (Penal Code 404.6)

Anyone who, in a public place, fights, challenges another to fight, or uses offensive words likely to provoke a fight is guilty of a misdemeanor. (Penal Code 415)

2. Disruption of School Operations

Students shall be subject to disciplinary action for any exercise of free expression which 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 substantial disruption of the orderly operation of the school, such as may occur when students:

- a. Organize or participate in unauthorized assemblies on school premises.
- b. Participate in sit-ins or stand-ins which deny students or employees normal access to school premises.

3. Refusal to Disperse

Persons who assemble for the purpose of disturbing the public peace or committing any unlawful act are severally guilty of a misdemeanor if they do not disperse when desired or commanded to do so by a public officer. (Penal Code 416)

Persons who remain present at the place of any riot, rout or unlawful assembly after being lawfully warned to disperse are guilty of a misdemeanor. (Penal Code 409)

4. Boycotts

Students participating in any protest that involves nonattendance at school or at a school activity where attendance is required shall be identified as truant, regardless of any parental approval of their act.

Other Disruptions

The following types of campus disturbances are noted as needing specific attention from school staffs and assistance from law enforcement where violence or interference from nonstudents may be involved.

1. Hazing. Students are not to be permitted to haze, conspire to haze, or commit any act that tends to injure, degrade, or disgrace another student.
2. Fighting. The principal may suspend or recommend for longer suspension or expulsion students who engage in fighting. The act of suspension may be taken in order to allow differences to dissipate, discourage reprisals by spectators or friends of the participants, and reduce the possibility of continuation or renewal of the disagreement.
3. Threatening. Students are to be prohibited from threatening or causing physical injury to another person.
4. Leaving without permission. Except as provided in high school lunch period and work experience regulations, no student shall be permitted to leave school before the regular hour of closing, except in case of emergency or with the permission of the principal.
5. Disruption by students. Students shall not be permitted to disrupt activities or to willfully defy the authority of supervisors, teachers, or administrators.
6. Disruption by nonstudents. Nonstudents shall not be allowed to disturb school activities, including regular attendance in classes by students. Legal notice may be given by law enforcement enlisted for assistance.

Regulation VENTURA UNIFIED SCHOOL DISTRICT

Approved: October 27, 1992 Ventura, California

### **30. School Safety and Security – BP 3515**

The Governing Board is fully committed to preventing violence and crime on school grounds. The Superintendent and staff shall strictly enforce all Board policies related to crime, campus disturbances, campus intruders, student safety, student conduct and student discipline.

The Superintendent or designee shall establish procedures for securing records and funds and for protecting buildings against vandalism and burglary during nonbusiness hours. The Superintendent or designee also shall investigate ways that school grounds can be made more secure.

The Superintendent or designee shall arrange for law enforcement authorities or school security staff to regularly monitor security around the perimeter of all district schools to prevent outsiders from entering school grounds.

The principal of each school shall ensure that his/her school has a comprehensive school safety plan which includes strategies for preventing crime and violence on school premises. The Board encourages principals to solicit the participation of local law enforcement agencies, staff, parents/guardians and students in the development of these plans.

#### Surveillance Systems

The Board believes that reasonable use of surveillance cameras will help the district achieve its goals for safe, healthy and high performing schools. In consultation with the safety planning committee and relevant staff, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Any audio capability on the district's surveillance equipment shall be disabled so that sounds are not recorded.

The Superintendent or designee shall ensure that signs are posted at conspicuous locations at affected school buildings and grounds. These signs shall inform students, staff, and visitors that surveillance may occur. The Superintendent or designee shall also provide written notice to students and parents/guardians about the district's surveillance system, including the locations where surveillance may occur, explaining that the recordings may be used in disciplinary proceedings, and that matters captured by the camera may be referred to local law enforcement, as appropriate.

To the extent that any images from the district's surveillance system create a student or personnel record, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining agreements.

Policy VENTURA UNIFIED SCHOOL DISTRICT  
Adopted: October 28, 2008 Ventura, California

### **31. Security – AR 3515**

Incidents of illegal entry, theft of school property, vandalism, and damage to school property from other causes shall be reported by phone to the Superintendent or designee as soon after discovery as possible. A written report of the incident shall be made within 24 hours.

The school principal shall establish procedures to:

1. Minimize fire hazards.
2. Reduce the probability of faulty equipment.
3. Guard against the chance of electrical shock.
4. Maintain records and funds in a safe place.
5. Protect against vandalism and burglary.
6. Assign responsibility for use of school building keys.
7. Maintain locked buildings during non-business hours.
8. Provide routine patrolling of the schools and school grounds.
9. Secure outdoor areas and reduce the number of entrances which give access to the schools, by means such as fencing or landscaping.

School Ground Security

The principal may appoint a security advisory committee composed of parents/guardians, students and staff. This committee shall examine the school's degree of security and existing site procedures for emergencies in order to recommend measures by which security may be enhanced and site procedures expanded or improved.

Regulation VENTURA UNIFIED SCHOOL DISTRICT  
Approved: October 27, 1992 Ventura, California

**32. Search and Seizure – BP 5145.12**Students

The Governing Board is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. Therefore, 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 Governing Board requires that discretion, good judgment and common sense be exercised in all cases of search and seizure.

The Superintendent or designee shall ensure that staff who conduct student searches receive training regarding the requirement of the district's policy and administrative regulation and other legal issues, as appropriate.

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. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices.

Any search of a student, his/her property, or district property under his/her control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search shall include the danger to the health or safety of students or staff, such as the possession of weapons, drugs, or other dangerous instruments, and whether the item(s) to be searched by school officials are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation.

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 district property that is within the control of students, such as lockers and desks, on a regular, announced or unannounced 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. Students should not expect, nor shall they possess, any privacy interest in any district property (i.e. lockers, desks, etc.)

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 Drug/Contraband Detection Dogs

In an effort to keep the school site free of illegal contraband, the district may utilize the services of non-aggressive, trained detection dogs to sniff out and alert to substances prohibited by law or district policy. These inspections will be unannounced and will be made at the discretion of the Superintendent, site principal or administrative designee.

Unless there exists an objectively reasonable suspicion that a student possesses contraband, the dog will not be allowed to sniff the person of a student while on district property or at any district sponsored event, nor shall there be a search of any personal items on that student, absent consent. The dogs will not be used in classrooms or other district facilities when those areas are occupied by students. No student shall be forced to leave personal items behind for search without reasonable suspicion that a person possesses contraband. The dogs will be used to sniff lockers, classrooms, common areas, desks, bags, and other personal items voluntarily left in rooms or other common areas, and containers or vehicles that are on district property or adjacent property.

Parents and guardians of district students shall be annually notified of the district's use of drug/contraband detection dogs in the same manner as other notification required by Education Code section 48980. In addition, a letter will be sent to all affected student's parent/guardian informing them of the use of drug/contraband detection dogs.

#### Vehicle Searches

All vehicles parked on any district property shall be subject to comprehensive searches to the maximum extent permitted by law. The administration is directed to post appropriate notices and take all other actions necessary to allow authorized searches of vehicles. (cf. 5131.6 - Alcohol and Other Drugs)

Policy VENTURA UNIFIED SCHOOL DISTRICT  
Adopted: July 24, 2012 Ventura, California  
Revised: December 9, 2014

### **33. Search and Seizure – AR 5145.12**

#### Individual Searches

In determining whether reasonable suspicion exists, school officials shall consider, but not be limited to, the following:

1. The student's age and previous behavior patterns.
2. The prevalence and seriousness in the school of the problem to which the search was directed.
3. The urgency requiring the search without delay.
4. The substantive value and reliability of the information used as a justification for the search.
5. The location of the student at the time of the incident which gave rise to reasonable suspicion.

When reasonable suspicion is established, the staff member should immediately contact the administrator in charge and direct the student to an office or separate area from other students. The student should remain under observation at all times until the search begins. At least two people should be present. The staff member should ask students to consent to producing the suspected contraband. Students should be directed to empty their pockets, purses, or back packs onto a table and to pull the pockets inside out to demonstrate that they are empty.

School employees should avoid physical contact with student if possible. If students refuse to provide the objects, school employees shall take possession of the purse or other object to examine the contents for contraband materials. If pat down of the outer clothing is determined to be necessary, it should be done by staff of the same gender as the student and must be done quickly with minimal contact. The employee should check the areas around the belt and interior pockets, looking for concealed weapons, drugs, or other contraband. Employees will not conduct strip searches or body cavity searches.

If the student is combative and refuses to cooperate, district personnel should discontinue the attempted search and, depending upon the circumstances, contact law enforcement for appropriate response.

#### Locker/Desk Searches

Because student lockers and desks are district property, jointly controlled by the district, school officials shall have the right and ability to open and inspect any student locker and/or desk on a regular, announced or unannounced basis with the student standing by their assigned locker or desk. School officials shall also have the right and ability to open and search any school locker and/or desk without student consent when they have reasonable suspicion the search will uncover evidence that the student is violating the law, Board policy, administrative regulation, or other rules of the district or school.

Whenever lockers and/or desks are searched:

1. The search should be conducted by the principal, assistant principal or other designated administrator;
2. The student(s), if possible, should be forewarned and asked to be present;
3. The administrator should be accompanied by a witness.

#### Use of Drug/Contraband Detection Dogs

1. Detection dogs may be used to detect the presence of contraband (i.e. drugs, alcohol, weapons, explosives, etc.) in communal areas, vacant rooms, lockers and parking lots (automobiles) by random search without reasonable suspicion. Detection dogs shall not be used in classrooms or other facilities when occupied by district students, and shall not be used to search students, or student belongings in the possession of students, without reasonable suspicion or the student's consent.
2. Prior to employing the dog in a classroom or other facility, the principal or other designated administrator shall direct the students to vacate the room. Students will not be directed or otherwise compelled to leave their personal belongings behind without their consent. The students shall be directed to another supervised area.
3. Should a student attempt to exit the area with his/her personal belonging(s), the principal or other designated administrator shall not direct the student to leave the article(s) in the classroom or other facility. Failure to leave an article behind shall not constitute reasonable suspicion to search the article.
4. The dog and official handler will not enter the classroom or other facility until the immediate vicinity has been cleared of all students and staff as verified by the principal or other designated administrator. The principal or designee shall take all necessary and proper precautions to ensure that the dog and handler do not come within close proximity of students or other staff, or the belongings on or with those persons, while engaged in detection activities.
5. Only the dog's official handler will determine what constitutes an alert by the dog. If the dog alerts to a particular item or place, the person having custody or control of the item or place shall be called to the scene to witness the search. The search shall be conducted in accordance with district policy and applicable legal standards.
6. If the dog alerts to a locked vehicle, the owner or person having custody and control of the vehicle shall be asked to unlock the vehicle for inspection by the dog and handler. Refusal to open the vehicle will result in referring the matter to the appropriate law enforcement official and the imposition of disciplinary action for willful defiance of authority.
7. Discovery of a prohibited substance or item may result in referral to law enforcement and appropriate imposition of disciplinary action.

#### Vehicle Searches

All vehicles driven or parked on district premises shall be subject to a search by district representatives or law enforcement personnel for any reason at any time. Any person driving or parking any vehicle on district property shall be deemed to have consented to a search of his/her vehicle and all of its compartments and contents. Notice of this regulation shall be given by placing appropriate signs at all access points on district parking lots. The administration shall also maintain a written statement of these conditions in the district office and at all school sites.

#### Searches in Criminal Investigations

If a search of a student is initiated by a peace officer to gather evidence for a criminal investigation, a warrant is normally required and the search must be conducted by the officer. In such circumstances, district staff will defer to the judgment and direction of the peace officer.

#### Discovery of Weapons (or Other Contraband)

1. When an individual is found to be in possession of contraband, the administrator in charge and/or a peace officer shall immediately be called to the scene.
2. If the contraband is not allowed by law, the peace officer should take custody of the objects and the subject.
3. If the contraband is not illegal but is prohibited by the Education Code or district policy, the site administrator should take custody of the objects and take appropriate administrative action with the student.
4. All property removed from the individual or an individual's locker or vehicle which is not prohibited by law or district policy will be returned to the individual or his or her parent/guardian upon completion of the search.

Notifications

At the beginning of each school year and upon enrollment the Superintendent or designee shall inform students and parents/guardians about the district's policies and procedures for searches, including notice regarding:

1. The possibility of random searches of students, their belongings, their vehicles parked on district property, and district properties under a student's control, including lockers and desks.
2. The district's drug/contraband dog detection program.

Regulation VENTURA UNIFIED SCHOOL DISTRICT

Approved: July 10, 2007 Ventura, California

Revised: December 9, 2014

**34. Sexual Harassment – BP 5145.7**

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

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

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 5145.71 - Title IX Sexual Harassment Complaint Procedures or BP/AR 1312.3 - Uniform Complaint Procedures, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 5145.71 concurrently meets the requirements of BP/AR 1312.3.

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

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

Instruction/Information

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

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

8. A clear message that, when needed, the district will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation

#### Disciplinary Actions

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

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

#### Record-Keeping

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

Policy VENTURA UNIFIED SCHOOL DISTRICT

Adopted: January 23, 2018 Ventura, California

Revised: April 27, 2021

Revised: January 11, 2022

### **35. Sexual Harassment – AR 5145.7**

#### Definitions

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.

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

For purposes of applying the complaint procedures specified in Title IX of the Education Amendments of 1972, sexual harassment is defined as any of the following forms of conduct that occurs in an education program or activity in which a district school exercises substantial control over the context and respondent: (34 CFR 106.30, 106.44)

1. A district employee conditioning the provision of a district aid, benefit, or service on the student's participation in unwelcome sexual conduct.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the district's education program or activity
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

#### Examples of Sexual Harassment

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment under state and/or federal law, in accordance with the definitions above, include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions

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

#### Title IX Coordinator/Compliance Officer

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 in accordance with AR 5145.71 - Title IX Sexual Harassment Complaint Procedures, as well as to oversee investigate, and/or resolve sexual harassment complaints processed under AR 1312.3 - Uniform Complaint Procedures. The Title IX Coordinator(s) may be contacted at:

Gina Wolowicz, Assistant Superintendent, Certificated Human Resources  
255 W. Stanley Avenue, Suite 100  
Ventura, CA 93001  
805-641-5000 extension 1154  
[Gina.Wolowicz@venturausd.org](mailto:Gina.Wolowicz@venturausd.org)

#### Notifications

The Superintendent or designee shall notify students and parents/guardians that the district does not discriminate on the basis of sex as required by Title IX and that inquiries about the application of Title IX to the district may be referred to the district's Title IX Coordinator and/or to the Assistant Secretary for Civil Rights, U.S. Department of Education. (34 CFR 106.8)

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

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

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



### Reporting Complaints

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

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

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

### Complaint Procedures

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

If sexual harassment is found following an investigation, the Title IX Coordinator, or designee in consultation with the Coordinator, shall take prompt action to stop the sexual harassment, prevent recurrence, implement remedies, and address any continuing effects.

Regulation VENTURA UNIFIED SCHOOL DISTRICT  
Approved: January 23, 2018 Ventura, California  
Revised: April 27, 2021  
Revised: February 16, 2022

## **36. Suicide Prevention – BP 5141.52**

The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. To attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

In developing measures and strategies for use by the district, the Superintendent or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, local health agencies, mental health professionals, and community organizations.

Such measures and strategies shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees (as determined by district administration) who interact with students in the secondary grades
2. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and responding appropriately to warning signs of suicidal intent in others
3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students
4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the youth suicide problem, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis
5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions

6. Crisis intervention procedures for addressing suicide threats or attempts
7. Assessing the need for counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth. (Education Code 215)

Policy VENTURA UNIFIED SCHOOL DISTRICT  
Adopted: July 24, 2018 Ventura, California

### **37. Suicide Prevention – AR 5141.52**

#### Staff Development

Suicide awareness and prevention training shall be provided to teachers, counselors, and other district employees (as determined by district administration) who interact with students at the secondary level. The training shall be offered under the direction of a district counselor/psychologist and/or in cooperation with one or more community mental health agencies.

Materials for training shall include how to identify appropriate mental health services at the school site and within the community, and when and how to refer youth and their families to those services. Materials also shall include programs that can be completed through self-review of suitable suicide prevention materials. (Education Code 215)

Staff development shall include research and information related to the following topics:

1. The higher risk of suicide among certain student populations. including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth
2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, impulsivity, intense unstable relationships, substance abuse, and other factors
3. Warning signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent
4. Protective factors that may help to decrease a person's suicide risk, such as resiliency, problem-solving ability, access to mental health care, and positive connections to family, peers, school, and community
5. Instructional strategies for teaching the suicide awareness and prevention curriculum and promoting mental and emotional health
6. School and community resources and services, including resources and services that meet the specific needs of high-risk groups
7. Screening and intervening when a student attempts, threatens, or discloses the desire to die by suicide

#### Instruction

The district's comprehensive secondary health education program shall promote the healthy mental, emotional, and social development of students and shall be aligned with the state content standards and curriculum framework. Suicide awareness and prevention instruction shall be incorporated into the health education curriculum at appropriate secondary grades and shall be designed to help students:

1. Identify and analyze signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide
2. Develop coping and resiliency skills and self-esteem
3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent
4. Identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking services for mental health, substance abuse, and/or suicide prevention

### Intervention

Students shall be encouraged to notify a teacher, school administrator, counselor, psychologist or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, he/she shall promptly notify the school administrator, school counselor or school psychologist.

Any personal information that a student discloses to a school employee that who is licensed or credentialed, shall generally not be revealed, released, referenced, or discussed with third parties, unless he/she has reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or others. In this case, the counselor, therapist, or licensed school employee may report this information to the school administrator or the student's parents/guardians. In addition, the school counselor or psychologist may disclose information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for mental health services and/or treatment. (Education Code 49602)

A school employee shall act only within the authorization and scope of his/her credential or license. An employee is not authorized to diagnose or treat mental illness unless he/she is specifically licensed and employed to do so. (Education Code 215)

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall receive training that includes identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults.

When a suicide attempt or threat is reported, the principal or designee shall ensure student safety by taking the following actions:

1. Immediately securing medical treatment and/or mental health services as necessary
2. Notifying law enforcement and/or other providers of emergency assistance if a suicidal act is being actively threatened
3. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
4. Removing other students from the immediate area as soon as possible

The principal or designee shall document the incident in writing, including the steps that the school took in response to the suicide attempt or threat.

The Superintendent or designee shall follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. If the parent/guardian does not access treatment for the student, the Superintendent or designee shall meet with the parent/guardian to identify barriers to treatment and assist the family in providing follow-up care for the student. If follow-up care is still not provided, the Superintendent or designee shall consider whether he/she is required, pursuant to laws for mandated reporters of child neglect, to refer the matter to the local child protective services agency.

For any student returning to school after a mental health crisis, the principal or designee and/or school counselor or psychologist may meet with the parents/guardian and, if appropriate, with the student to discuss re-entry and appropriate next steps to safely ensure the student's readiness for return to school.

### Postvention

In the event that a student dies by suicide, the Superintendent or designee shall communicate with the student's parents/guardians to offer condolences, assistance, and resources. In accordance with the laws governing confidentiality of student record information, the Superintendent or designee shall consult with the parents/guardians regarding facts that may be divulged to notify other students, parents/guardians, and staff.

The Superintendent or designee shall implement procedures interventions to address students' and staffs grief and to minimize the risk of imitative suicide or suicide contagion. He/she shall provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. School staff may receive assistance from school counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

Any response to media inquiries shall be handled by the district-designated spokesperson who shall not divulge confidential information. The district's response shall not sensationalize suicide and shall focus on the district's postvention plan and available resources.

After any suicide or attempted suicide by a student, the Superintendent or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

Regulation VENTURA UNIFIED SCHOOL DISTRICT  
Approved: July 24, 2018 Ventura, California

### **38. Suspensions and Expulsion/Due Process – BP 5144.1**

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

To correct the behavior of any student who is subject to discipline, the Superintendent or designee shall, to the extent allowed by law, first use alternative disciplinary strategies specified in AR 5144 - Discipline. (Education Code 48900.5)

Alternatives to suspension or expulsion also shall be used with students who are truant, tardy, or otherwise absent from assigned school activities.

Except for single acts of a grave nature or offenses for which suspension or expulsion is required by law, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct or the student's presence causes a continuing danger to himself/herself or others.

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be those specified in law and administrative regulation. District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, and in accordance with the district's nondiscrimination policies.

#### Due Process

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

#### Required Parental Attendance

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise.

Whenever a student is removed from a class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class from which the student was removed may provide that the student's parent/guardian attend a portion of a school day in that class. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)

The Board encourages teachers, before requiring parental attendance, to make reasonable efforts to have the parent/guardian visit the class voluntarily. The teacher also may inform the parent/guardian about available resources and parent education opportunities. Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and the parent/guardian and to improve classroom behavior.

The teacher shall apply this policy uniformly to all students within the classroom. This policy shall apply only to a parent/guardian who lives with the student. (Education Code 48900.1)

Parental attendance may be requested on the day the student returns to class or within one week thereafter. The principal or designee shall contact any parents/guardians who do not respond to the request to attend school.

The Board recognizes that parental compliance with this policy may be delayed, modified or prevented for reasons such as serious illness/injury/disability, absence from town, or inability to get release time from work.

District regulations and school-site rules for student discipline shall include procedures for implementing parental attendance requirements.

#### Supervised Suspension Classroom

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

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

#### Decision Not to Enforce Expulsion Order

On a case-by-case basis, the enforcement of an expulsion order may be suspended by the Board pursuant to the requirements of law and administrative regulation. (Education Code 48917)

#### Monitoring the Use of Suspension and Expulsion

At the end of each school year, the Superintendent or designee shall present a report to the Board regarding the use of suspension and/or expulsion in district schools. The report shall include, but is not limited to, outcome data which the district is required by law to collect and data related to the effect of suspension and/or expulsion on the district's minority student populations or groupings.

Policy VENTURA UNIFIED SCHOOL DISTRICT

Adopted: June 11, 2002 Ventura, California

Revised: August 13, 2013

### **39. Suspensions and Expulsion/Due Process – AR 5144.1**

#### Definitions

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

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

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

Day means a calendar day unless otherwise specifically provided. (Education Code 48925)

School day means a day upon which the schools of the district are in session or weekdays during the summer recess. (Education Code 48925)

Student includes a student's parent/guardian or legal counsel. (Education Code 48925)

Principal's designee means one or more administrators or, if there is not a second administrator at one school site, a certificated person specifically designated by the principal, in writing, to assist with disciplinary procedures. Only one such person may be designated at any time as the principal's primary designee and only one such person may be designated as secondary designee for the school year. The names of such persons shall be on file in the principal's office. (Education Code 48911)

School property, for the purposes described in Education Code 48900, includes, but is not limited to, electronic files and databases. (Education Code 48900() (u))

Notice of Regulations

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

Grounds for Suspension and Expulsion

Any student, including a student with disabilities, may be subject to suspension or expulsion when it is determined that he/she:

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense. (Education Code 48900(a))
 

A student who aids or abets the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31, may be suspended, but not expelled. However, such a student may be suspended or expelled pursuant to Education Code 48900(a) when he/she has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great or serious bodily injury. (Education Code 48900(t))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence. (Education Code 48900(b))
3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind. (Education Code 48900(c))
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance or material and represented same as such controlled substance, alcohol beverage, or intoxicant. (Education Code 48900(d))
5. Committed or attempted to commit robbery or extortion. (Education Code 48900(e))
6. Caused or attempted to cause damage to school property or private property. (Education Code 48900(f))
7. Stole or attempted to steal school property or private property. (Education Code 48900(g))
8. Possessed or used tobacco or any products containing tobacco or nicotine products, including, but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products. (Education Code 48900(h))
9. Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code 48900(i))
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5. (Education Code 48900(j))
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))
12. Knowingly received stolen school property or private property. (Education Code 48900(l))
13. Possessed an imitation firearm (Education Code 48900(m))

Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))

14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4. (Education Code 48900(n))
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness. (Education Code 48900(o))
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. (Education Code 48900(p))
17. Engaged in, or attempted to engage in, hazing as defined in Education Code 48900(q).

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

18. Engaged in an act of bullying (Education Code 48900(r))

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

Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 (items #20-22 below), that has any of the effects described above on a reasonable student.

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

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

19. Made terrorist threats against school officials and/or school property. (Education Code 48900.7)

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

A student in grades 4-12 is also subject to suspension or recommendation for expulsion when it is determined that he/she:

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

Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

- b. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)

- c. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any district school or within any other school district, at any time, including, but not limited to, the following: (Education Code 48900 (s))

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

#### Removal from Class by a Teacher/Parental Attendance

A teacher may suspend any student from his/her class for the remainder of the day and the following day for any act listed in "Grounds for Suspension and Expulsion" above. (Education Code 48910)

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

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

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

A student removed from class shall not be placed in another regular class during the period of removal. However, if a student is assigned to more than one class per day, he/she may be placed in any other regular classes except those held at the same time as the class from which the student was removed. (Education Code 48910)

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

Pursuant to Board policy, a teacher may require that the parent/guardian of a student whom the teacher has removed to attend a portion of a school day in his/her child's classroom. When a teacher makes this request, the principal shall send the parent/guardian a written notice that the parent/guardian's attendance is requested pursuant to law. (Education Code 48900.1)

The notice shall specify that the attendance may be on either the date the student is scheduled to return to class or within one week thereafter.

This notice shall also:

1. Inform the parent/guardian when his/her presence is expected and by what means he/she may arrange an alternate date
2. State that if the parent/guardian does not have a means of transportation to school, he/she may ride the school bus with the student
3. Ask the parent/guardian to meet with the principal after the visit and before leaving school, as required by Education Code 48900.1

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

The Superintendent, principal or principal's designee may suspend a student for any acts listed in "Grounds for Suspension and Expulsion" above. A student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct in the student. (Education Code 48900.5)

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

However, the Superintendent, principal or designee may impose a suspension upon a first offense if he/she determines that the student violated any of items #1-5 listed in "Grounds for Suspension and Expulsion" above or if the student's presence causes a danger to persons (Education Code 48900.5)

In addition, the Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to be: (Education Code 48915)

1. Possessing, as verified by a district employee, selling, or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Brandishing a knife, as defined in Education Code 48915(g), at another person
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery defined in Penal Code 243.45. Possession of an explosive as defined in 18 USC 921

The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days unless the suspension is extended pending expulsion. (Education Code 48911)



A student may be suspended from school for not more than 20 school days in any school year, unless for purposes of adjustment the student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class, in which case suspension shall not exceed 30 days in any school year. However, this restriction on the number of days of suspension does not apply when the suspension is extended pending an expulsion. (Education Code 48903, 48911, 48912)

The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903)

Suspensions shall be initiated according to the following procedures:

1. **Informal Conference:** Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, presented with the evidence against him/her, and given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911)

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

2. **Administrative Actions:** All requests for student suspension are to be processed by the principal or designee. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (Education Code 48911)
3. **Notice to Parents/Guardians:** At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension. (Education Code 48911)

This notice shall state the specific offense committed by the student. (Education Code 48900.8)

In addition, the notice may state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may add that state law requires the parent/guardian to respond to such requests without delay.

4. **Parent/Guardian Conference:** Whenever a student is suspended, school officials may meet with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved and any other pertinent matter. (Education Code 48914)

Although the parent/guardian is required to respond without delay to a request for a conference about a student's behavior, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied readmission solely because the parent/guardian failed to attend the conference. (Education Code 48911)

5. **Extension of Suspension:** If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision. (Education Code 48911)

Any extension of the original period of suspension shall be preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension. Extension of the suspension may be made only if the Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)

If the student involved is a foster youth, the Superintendent or designee shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (Education Code 48853.5, 48911, 48918.1)

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

#### Suspension by the Board

The Board may suspend a student for any of the acts listed in "Grounds for Suspension and Expulsion" above and within the limits specified in "Suspension by Superintendent, Principal or Principal's Designee" above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester if any of the acts listed in "Grounds for Suspension and Expulsion" occurred. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

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

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

#### Supervised Suspension Classroom

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

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

At the time a student is assigned to a supervised suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification shall be made in writing. (Education Code 48911.1)

#### Authority to Expel

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

The Board shall expel, as required by law, any student found to have committed any offense listed below under "Mandatory Recommendation and Mandatory Expulsion."

For all other grounds listed above under "Grounds for Suspension and Expulsion," the Board shall order a student expelled upon the recommendation of the Superintendent, principal, or designee, only if the Board makes a finding of either or both of the following: (Education Code 48915(b) and (e))

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

#### Mandatory Recommendation for Expulsion

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

1. Causing serious physical injury to another person, except in self-defense

2. Possession of any knife as defined in Education Code 48915(g), explosive, or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance, as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

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

#### Mandatory Recommendation and Mandatory Expulsion

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be: (Education Code 48915(c))

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the firearm from a certificated school employee, with the principal or designee's concurrence  
However, possession of an imitation firearm, as defined in Education Code 48900(m), shall not be regarded as an offense requiring a mandatory recommendation for expulsion and mandatory expulsion.
2. Brandishing a knife as defined in Education Code 48915(g) at another person
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053- 11058.
4. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
5. Possessing an explosive as defined in 18 USC 921

Upon finding that the student committed any of the above acts, the Board shall expel the student. (Education Code 48915)

#### Student's Right to Expulsion Hearing

Any student recommended for expulsion shall be entitled to a hearing to determine whether he/she should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal or designee determines that the student has committed one of the acts listed under "Grounds for Suspension and Expulsion". (Education Code 48918(a))

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

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

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

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

After a determination that one of the grounds listed above under "Grounds for Suspension and Expulsion" has occurred, the Superintendent, principal, or designee shall offer the student and his/her parent/guardian the option to waive a hearing and stipulate to the expulsion. The stipulation agreement shall be in writing and shall be signed by the student and his/her parent/guardian.

### Rights of Complaining Witness

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

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

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

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

### Written Notice of the Expulsion Hearing

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

1. The date and place of the hearing.
2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based.
3. A copy of district disciplinary rules which relate to the alleged violation.
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment. This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).
5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a non-attorney advisor.  
Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

Nonattorney advisor means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case and has been selected by the student or student's parent/guardian to provide assistance at the hearing.

6. The right to inspect and obtain copies of all documents to be used at the hearing.
7. The opportunity to confront and question all witnesses who testify at the hearing.
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses.

### Additional Notice of Expulsion Hearing for Foster Youth

At least 10 days prior to a hearing to determine if a student who is a foster youth as defined under Education Code 48853.5 should be expelled for an offense not requiring a mandatory recommendation for expulsion, the Superintendent or designee shall notify the student's attorney and a representative of an appropriate county child welfare agency. If the hearing is pursuant to an offense requiring a mandatory expulsion recommendation, the Superintendent or designee may provide the same notification. The notice shall be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)

### Conduct of Expulsion Hearing

1. Closed Session: Notwithstanding the provisions of Government Code 54953 and Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such request is made, the meeting shall be public unless another student's privacy rights would be violated. (Education Code 48918(c))

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

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

2. Record of Hearing: A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))
3. Subpoenas: Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with the Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20 (Education Code 48918(i))

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

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

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

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

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

5. Testimony by Complaining Witnesses: The following procedures shall be observed when hearings involve allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)
  - a. Any complaining witness shall be given five days' notice before being called to testify.
  - b. Any complaining witness shall be entitled to have up to two adult support persons, including but not limited to a parent/guardian or legal counsel, present during his/her testimony.
  - c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
  - d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
  - e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.
  - f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.
  - g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.

- (1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.
  - (2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.
  - (3) The person conducting the hearing may:
    - (a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness
    - (b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours
    - (c) Permit one of the support persons to accompany the complaining witness to the witness stand
6. Decision: The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

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

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

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated. The Superintendent or designee shall place the student in a classroom instructional program, any other instructional program, a rehabilitation program, or any combination of these programs after consulting with district staff, including the student's teachers and with the student's parent/guardian. The decision to not recommend expulsion shall be final. (Education Code 48918(e))

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

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion for a period of one year. (Education Code 48917, 48918)

Final Action by the Board

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

If the Board conducts the hearing and reaches a decision not to expel, this decision shall be final and the student shall be reinstated immediately.

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

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

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

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

#### Written Notice to Expel

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

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

#### Decision Not to Enforce Expulsion Order

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

1. The student's pattern of behavior
2. The misconduct and his/her willingness to follow a rehabilitation program

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

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

#### Right to Appeal

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

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

#### Notifications to Law Enforcement Authorities

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

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

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

#### Post-Expulsion Placements

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

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

When the placement described above is not available, and when the County Superintendent so certifies, students expelled for acts described in items #6-13 and # 20-22 under "Grounds for Suspension and Expulsion" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school, or at an elementary school. (Education Code 48915)

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

#### Readmission After Expulsion

Readmission procedures shall be as follows:

1. On the date set by the Board when it ordered the expulsion, the district shall consider readmission of the student. (Education Code 48916)
2. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference, the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
3. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session if information would be disclosed in violation of Education Code 49073-49079. If a written request for open session is received from the parent/guardian or adult student, it shall be honored.
4. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by certified with return receipt or registered mail, of the Board's decision regarding readmission.
5. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)
6. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school. (Education Code 48916)
7. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the



educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

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

#### Maintenance of Records

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

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

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

#### Outcome Data

The Superintendent or designee shall maintain the following data: (Education Code 48900.8, 48916.1)

1. The number of students recommended for expulsion
2. The specific grounds for each recommended expulsion
3. Whether the student was subsequently expelled
4. Whether the expulsion order was suspended
5. The type of referral made after the expulsion
6. The disposition of the student after the end of the expulsion period

In addition, the Superintendent or designee shall disaggregate student data collected based on race, color, nationality, religion, disability, and other categories protected from discrimination under the law.

Regulation VENTURA UNIFIED SCHOOL DISTRICT  
Adopted: August 13, 2013 Ventura, California

## **40. Transportation Safety Plan – AR 3543**

The Superintendent or designee shall develop a transportation safety plan which includes all of the following: (Education Code 39831.3)

1. Procedures for determining if students in grades prekindergarten through 8 require escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112
2. Procedures for all students in grades prekindergarten through 8 to follow as they board and exit the bus at their bus stops
3. Procedures for boarding and exiting a school bus at a school or other trip destination

A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol. (Education Code 39831.3)

#### Safe Bus Operations

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips shall have the authority to discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

School buses and school student activity buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that students be moved immediately to ensure their safety.

When a school bus or student activity bus is equipped with a passenger restraint system, all passengers shall be required to be properly restrained by that system while the bus is in motion.

Bus drivers shall be informed of procedures to be followed to reasonably ensure that all passengers are so restrained.

The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization and has intent to commit a crime. (Education Code [39842](#); 13 CCR [1256.5](#))

Each school bus shall be equipped with at least one fire extinguisher located in the driver's compartment which meets the standards specified in law. (Education Code [39838](#); 13 CCR [1242](#))

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.

#### Student Instruction

All students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety. (Education Code [39831.5](#))

The instruction shall include the following:

1. Each school year, the Superintendent or designee shall provide appropriate instruction in safe riding practices and emergency evacuation drills. Each student who receives home-to-school transportation in a school bus shall be required to receive this instruction. (5 CCR [14102](#))
2. At least once each school year, all students in grades prekindergarten through 8 who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to: (Education Code [39831.5](#))
  - a. Proper loading and unloading procedures, including escorting by the driver
  - b. How to safely cross the street, highway or private road
  - c. When passenger restraint systems are installed in school buses, instruction in the use of such systems, including but not limited to the proper fastening and release of the passenger restraint system, acceptable placement of passenger restraint systems on students, times at which the passenger restraint systems should be fastened and released, and acceptable placement of the passenger restraint systems when not in use
  - d. Proper passenger conduct
  - e. Bus evacuation
  - f. Location of emergency equipment

As part of this instruction, students shall evacuate the school bus through emergency exit doors.

Instruction also may include responsibilities of passengers seated next to an emergency exit. (Education Code [39831.5](#))

Each time the above instruction is given, the following information shall be documented: (Education Code [39831.5](#))

- a. District name
- b. School name and location
- c. Date of instruction
- d. Names of supervising adults
- e. Number of students participating
- f. Grade levels of students
- g. Subjects covered in instruction
- h. Amount of time taken for instruction
- i. Bus driver's name
- j. Bus number
- k. Additional remarks

This documentation shall be kept on file at the district office or the school for one year and shall be available for inspection by the California Highway Patrol. (Education Code [39831.5](#))

3. Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to: (Education Code [39831.5](#))
  - a. Location of emergency exits
  - b. Location and use of emergency equipment

This instruction also may include responsibilities of passengers seated next to an emergency exit. (Education Code [39831.5](#))

Notifications

The Superintendent or designee shall provide written safety information to the parents/guardians of all students in grades prekindergarten through 6 who have not previously been transported in a school bus or student activity bus. This information shall be provided upon registration and shall include: (Education Code 39831.5)

1. A list of school bus stops near each student's home
2. General rules of conduct at school bus loading zones
3. Red light crossing instructions
4. School bus danger zone
5. Walking to and from school bus stops

Regulation VENTURA UNIFIED SCHOOL DISTRICT  
Approved: November 23, 2004 Ventura, California

**41. Visitors/Outsiders – BP 1250**

The Governing Board encourages parents/guardians and interested members of the community to visit the schools and view the educational program.

To ensure minimum interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during non-instructional time.

To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register immediately upon entering any school building or grounds when school is in session. For purposes of school safety and security, the principal or designee may design a visible means of identification for visitors while on school premises.

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission. (Education Code 51512)

Policy VENTURA UNIFIED SCHOOL DISTRICT  
Adopted: August 26, 1997 Ventura, California

**42. Visitors/Outsiders – AR 1250**

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

Unless otherwise directed by the principal or designee, a staff member shall accompany visitors while they are on school grounds.

Outsider Registration

Any person other than the following is considered an outsider and required to register upon entering school premises during school hours: (Penal Code 627.1, 627.2, Evidence Code 1070)

1. A student of the school, unless currently under suspension
2. A parent/guardian of a student of the school
3. A Governing Board member or district employee
4. A public employee whose employment requires being on school grounds, or any person who is on school grounds at the school's request
5. A representative of a school employee organization who is engaged in activities related to the representation of school employees
6. An elected public official
7. A publisher, editor, reporter or other person connected with or employed by a newspaper, magazine, other periodical, radio station or television station

#### Registration Procedure

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

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

#### Denial of Registration

The following provisions of law shall apply to outsiders. Outsiders do not include students, parents/guardians, district employees, elected public officials, or other persons listed in Penal Code 627.1.

1. The principal or designee may refuse to register any outsider if he/she reasonably concludes that the outsider's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee or school security officer may revoke an outsider's registration if he/she has a reasonable basis for concluding that the outsider's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students or staff. (Penal Code 627.4)
2. The principal or designee may request that an outsider who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When an outsider is directed to leave, the principal or designee shall inform the outsider that if he/she reenters the school within seven days he/she will be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code 27.7)

#### Appeal Procedure

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

Regulation VENTURA UNIFIED SCHOOL DISTRICT  
Approved: August 26, 1997 Ventura, California

### **43. Weapons and Dangerous Instruments – BP 5131.7**

The Governing Board desires students and staff to be free from the danger presented by firearms and other weapons.

#### Possession of Weapons

The Board prohibits any person other than authorized law enforcement or security personnel from possessing weapons, imitation firearms, or dangerous instruments of any kind in school buildings, on school grounds or buses, or at a school-related or school-sponsored activity away from school, or while going to or coming from school.

Upon express written permission of the principal or designee, a student may possess a firearm on school grounds when necessary for a school-sponsored activity or class as part of the educational program. A student's parent/guardian shall give written permission for such possession. However, a student granted permission to possess a firearm may be suspended and/or expelled if he/she uses the weapon inappropriately.

The principal and/or a staff member with knowledge of firearm safety shall inspect the weapon to ensure that necessary safety precautions have been taken, including inspection to ensure that no live ammunition is present. The firearm shall be stored in a locked vehicle and in an appropriate, locked container before and after the educational activity.

Students possessing without permission or threatening others with a weapon, dangerous instrument or imitation firearm are subject to suspension and/or expulsion in accordance with law, Board policy and administrative regulations.

Under the power granted to the Board to maintain order and discipline in the schools and to protect the safety of students, staff and the public, any school employee is authorized to confiscate a weapon, dangerous instrument or imitation firearm from any person on school grounds.

The principal or designee shall notify law enforcement authorities when any student possesses a weapon without permission or commits any act of assault with a firearm or other weapon. (20 USC 7151; Education Code 48902; Penal Code 245, 626.9, 626.10)

#### Possession of Pepper Spray

To prevent potential misuse that may harm students or staff, students are prohibited from carrying tear gas or tear gas weapons such as pepper spray on campus or at school activities.

#### Reporting of Dangerous Objects

The Board encourages students to promptly report the presence of weapons, injurious objects or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

The Superintendent or designee shall develop strategies designed to facilitate student reporting of the presence of injurious objects on school grounds, such as tip hotlines, electronic transmissions, or other methods that preserve the student's anonymity. Incident reports and records shall not identify the student who reported the possession. The strategy shall also provide a method of informing staff, students and parents/guardians that students who report the presence of injurious objects on school campuses are to be protected and their identity shielded.

Policy VENTURA UNIFIED SCHOOL DISTRICT  
Adopted: March 22, 2005 Ventura, California

## **44. Weapons and Dangerous Instruments – AR 5131.7**

Weapons and dangerous instruments include, but are not limited to:

1. Firearms: pistols, revolvers, shotguns, rifles, "zip guns," "stun guns," tasers, and any other device capable of propelling a projectile by the force of an explosion or other form of combustion
2. Knives: any dirks, daggers or other weapons with a fixed, sharpened blade fitted primarily for stabbing, weapons with a blade fitted primarily for stabbing, weapons with a blade longer than 3-1/2 inches, folding knives with a blade that locks into place, and razors with an unguarded blade (Education Code 48915)
3. Explosive and/or incendiary devices: pipe bombs, time bombs, cap guns, containers of inflammable fluids, and other hazardous devices
4. Any instrument that expels a metallic projectile, such as a BB or a pellet, through the force of air pressure, carbon dioxide pressure or spring action, or any spot marker gun (Penal Code 626.10)
5. Any other dangerous device, instrument or weapon, especially those defined in Penal Code 12020, including a blackjack, slingshot, billy, nunchaku, sandclub, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon
6. Any imitation firearm, defined as a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm (Education Code 48900)

If an employee knows that a student possesses any of the above devices, he/she shall use his/her own judgment as to the dangerousness of the situation 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 notify the local law enforcement agency and the principal

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.

The principal shall report any possession of a weapon or dangerous instrument, including imitation firearm, to the student's parents/guardians by telephone or in person, and shall follow this notification with a letter.

Regulation VENTURA UNIFIED SCHOOL DISTRICT  
Approved: May 28, 2002 Ventura, California