

# **COMPREHENSIVE SCHOOL SAFETY PLAN**

**Effective Dates March 1, 2020-March 1, 2021**

**Laytonville Unified School District  
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**This Plan is Available for public inspection during regular business hours.**

Public Input Meeting Held:	January 9, 2020
Adoption by Governing Board:	February 6, 2020
Scheduled for Review On:	January 7, 2021
Date of last SARC:	February 3, 2020

## **TABLE OF CONTENTS**

<b>COMMITTEE MEMBERS</b>	<b>2</b>
<b>SAFE SCHOOL VISION STATEMENT</b>	<b>2-4</b>
<b>DATA ANALYSIS</b>	<b>5</b>
<b>A. CHILD ABUSE REPORTING PROCEDURES</b>	<b>1-10</b>
<b>B. DISASTER/PROCEDURES - EMERGENCY OPERATIONS PLAN (EOP)</b>	<b>11-18</b>
<b>C SUSPENSION &amp; EXPULSION POLICIES</b>	<b>19-40</b>
<b>D. PROCEDURES FOR NOTIFYING TEACHERS ABOUT DANGEROUS PUPILS</b>	<b>41-43</b>
<b>E DISCRIMINATION, HARASSMENT &amp; HATE CRIME POLICIES &amp; PROCEDURES</b>	<b>44-58</b>
<b>F. SCHOOL-WIDE DRESS CODE (policies on gang attire)</b>	<b>59-61</b>
<b>G. SAFE INGRESS AND EGRESS</b>	<b>62-83</b>
<b>H. PLAN FOR A SAFE AND ORDERLY ENVIRONMENT</b>	<b>84-87</b>
<b>I. RULES AND PROCEDURES ON SCHOOL DISCIPLINE</b>	<b>88-92</b>
<b>J. TACTICAL RESPONSES (in Section B Emergency Procedures)</b>	<b>93-102</b>
<b>K. BULLYING PREVENTION POLICIES AND PROCEDURES</b>	<b>103-121</b>
<b>MONITORING AND COMMUNICATION OF THE PLAN</b>	<b>123</b>
<b>APPENDIX</b>	
<b>Laytonville Elementary School Student Parent Handbook</b>	<b>125-148</b>
<b>Laytonville High School Student Parent Handbook</b>	<b>149-169</b>

## **COMMITTEE MEMBERS**

The undersigned members of the Laytonville Unified School District Safety and District Advisory Committee have met in the development of the following Comprehensive School Safety Plan.

Signatures: *All signatures on file.*

Joan Potter, Superintendent Principal (or Designee)	Date
Tim Henry, Principal	Date
Lorre Stange, Principal	
Tammy Lyons, Stacey Patton, Garnet Empyrion (Teacher's Association Reps)	Date
Meadow Shere, Parent	Date
Janice Downes, Evonne Elliott, Nancy Golightly (Classified Employee Assoc. Reps)	Date
(name), (Student – Optional)	Date
Kirk Mason, Mendocino County Sheriff's Department	Date
Sue Carberry, Chief, Laytonville Fire Department	Date
Mike Carter, County EOC, CERT (Other First Responder– Optional)	Date
Meagen Hedly, LUSD Board Member	Date
Mary Norris, Cahto Tribe Chairwoman	Date

### **SAFE SCHOOL VISION STATEMENT:**

The mission of the Laytonville Unified School District is to provide a safe environment in which our young people can achieve the knowledge, skills and attitudes necessary for success now, and in the future, recognizing that varied needs require varied programs; Insure that our students will be prepared to pursue any avenue of their choosing, secure in the knowledge that they can meet any challenge; establish for the earlies grades that students will be guided towards self-fulfillment, a sense of community and service to humanity.

## **DATA ANALYSIS**

### **Assessment of current status of school environment and crime**

#### **Check the data sources used**

<b>Available Data Sources</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
<b>California Health Kids Survey (CHKS)</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>CHKS Staff Survey</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>CHKS or other Parent Survey</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Other Student Survey</b>			
<b>Truancy/SARB</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Student Referrals/Discipline</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Suspensions/ Expulsions</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>DataQuest</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Threat/Risk Assessment</b>	<b>X</b>	<b>X</b>	<b>X</b>

#### **Check the specific items monitored from the CHKS:**

<b>Elementary CHKS:</b>		<b>Middle and High School CHKS</b>	
<b>Key Indicators of School Climate and Student Well-Being Table A 2.1 (or as noted)</b>	<b>X</b>	<b>Key Indicators of School Climate and Student Well-Being Table A 2.1</b>	<b>X</b>
School Connectedness Scale	X	School Connectedness Scale	X
Academic Motivation	X	Academic Motivation	X
Truancy, Past 30 days (Table A 4.2)	X	Chronic truancy	X
Caring adult relationships	X	Caring adult relationships	X
High Expectations	X	High Expectations	X
Meaningful participation	X	Meaningful participation	X
Proud to belong to your school (Table A 4.11)	X	Facilities Upkeep	X
Feel safe at School	X	School perceived as very safe or safe	X
Been hit or pushed at school	X	Experienced any harassment or bullying	X
Mean rumors spread about you	X	Mean rumors or lies spread about you	X
Teachers/adults try to stop bullying when told about it (Table A7.5)	X	Been afraid of being beaten up	X
Students try to stop bullying when they see it (Table A7.5)	X	Been in a physical fight	X
Saw a weapon at school	X	Saw a weapon at school	X
Students well-behaved	X	Been drunk or high at school	X
Students treated fairly when break school rules	X	Current Binge Drinking	X
Students treated with respect	X	Experienced chronic sadness/hopelessness	X
Clarity of rules (Table A 6.1)	X	Cyberbullying Table A 8.1	X

## **DATA ANALYSIS** continued

### **Discipline Data Laytonville Elementary School**

	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
<b>Referrals</b>	NA	<b>282</b> total referrals, <b>43</b> Reported to CALPADS, 239 Not Reported	<b>336</b> total referrals, <b>29</b> Reported to CALPADS, 307 Not Reported	<b>348</b> total referrals, <b>36</b> reported to CALPADS, <b>309</b> not reported
<b>Suspensions</b>	<b>37</b>	<b>43</b>	<b>29</b>	<b>19 (H) 17 (I)</b>
<b>Expulsions</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>

### **Discipline Data Spyrock School**

	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
<b>Referrals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Suspensions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expulsions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### **Discipline Data: Laytonville High School**

	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
<b>Referrals</b>	<b>41</b>	<b>68</b>	<b>38</b>	<b>26</b>
<b>Suspensions</b>	<b>8</b>	<b>12</b>	<b>5</b>	<b>10</b>
<b>Expulsions</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### **Conclusions from Data:**

Numbers of suspensions increased for both LES and LHS between the 2017/18 and 2018/19 school years

Number of referrals at LES increased between 17/18 and 18/19

Number of referrals at LHS decreased between 17/18 and 18/19

Strategies for reducing suspensions at both sites needs to continue to be a focus for 19/20.

Initial data for 19/20 indicates an increase again in both suspensions and expulsions.

Strategies for intervening with negative student behavior are being emphasized at both sites.

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

Implementation of Schoolwide PBIS practices at LES. Kindness coins and School Pride Days have been initiated at LES and are a positive addition and source of pride. The district has hired a lot of support staff to intervene and provide counseling for behavior issues.

## **DATA ANALYSIS** continued

### **2018/2019 P-2 Attendance Rate comparison to 2017/18 P-2**

School Site	2017/18	2018/19	Increase/Decrease
LES	91.3	92.82	+ 1.52
LHS	92.75	92.66	- 0.09
Spy Rock	90.15	93.82	=3.67

School Site	2017/18	2018/19	Increase/Decrease
LES	20.5	21.6	+ 1.1
LUSD	20.2	21.7	+1.5

#### **Conclusions from Data:**

Attendance Rate Increased for LES and Spy Rock School

Attendance Rate showed a slight decrease for LHS but remained relatively the same  
Chronic Absentee Rate increased.

Even though overall attendance improved, the number of Chronic Absentees did not.

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

Addition of an Attendance Liaison to focus on parent communication and awareness for students with attendance challenges.

### **California Healthy Kids Survey Data Analysis from 2018/2019**

**Mental health and safety indicators.** The following table summarizes 2015-2019 responses to additional questions that are directly or indirectly related to, or that may impact, student mental health. Many of the reported indicators are school based; overall an average of 50% of Laytonville students selected "Agree" or "Strongly Agree" when responding to school connectedness scale questions. Some key findings:

- Fewer students are skipping class (decreased from 39% to 31%).
- More students are feeling safe at school (increased from 51% to 58%).
- Fewer students believe that a teacher or other adult at school really cares about them (decreased from 74% to 61%), although more students report that a teacher tells them when they do a good job (increased from 48% to 65%).
- More students are experiencing violence at school. The number reporting that they have been pushed, slapped, or hit increased from 18% to 30%, the number reporting being the target of mean lies or rumors increased from 27% to 39%, and the number reporting being made fun of for their looks or the way they talk increased from 24% to 36%.
- Students are also reporting more harassment at school, with 37% reporting being bullied or harassed for at least one of the four reasons listed in the table, and more cyberbullying (from 8% to 28%).
- The number of students reporting gang involvement more than doubled, increasing from 6% to 15%.
- 41% of students report having sad and hopeless feelings, up from 36% in 2015.
- The number of students reporting that they had seriously considered suicide more than doubled, increasing from 15% in 2015 to 34% in 2019.

# **SECTION A**

## **CHILD ABUSE REPORTING PROCEDURES**

## **A. CHILD ABUSE REPORTING PROCEDURES**

(EC 32282(a)[2](A); EC 44691; PC PC11165.5; PC11165.7; PC11166)

All school staff are trained in Child Abuse Reporting Procedures annually, using the [online training module](#) provided by Keenan Safe Schools. All school staff actively monitor the safety and welfare of all students, and all school and district employees are mandated reporters. Staff members understand their responsibility as childcare custodians and immediately report all cases of known and suspected child abuse to Child Protective Services and the school principal.

### **Child Abuse Reporting Statement**

The Governing Board requires all employees who are child visitation monitors, health practitioners (nurses, physicians, etc.), commercial or photographic print processors (in specified instances), specified public positions (teachers, social workers, probation officers, etc.), public protection positions (police, sheriff, CPS, etc), clergy members, fire fighters (except volunteer firefighters), animal control officers and humane society officers to report known or suspected instances of child abuse. (Penal Code 11165)

Prior to employment, persons in the above positions shall sign a statement to the effect that the employee knows of the legal requirement to report known or suspected instances of child abuse and is prepared to comply with this provision of law.

The Superintendent or designee shall ensure that the provisions of the policy are carried out in accordance with the law.

(cf. 5141.4 Child Abuse and Neglect)

Legal Reference:

#### EDUCATION CODE

44690 et seq. Staff development in the detection of child abuse and neglect

#### PENAL CODE

237a Willful cruelty or unjustifiable punishment of child; endangering life or health

11165-11165.5 Definitions relating to child abuse

11166-11170 Reporting known or suspected cases of child abuse

11172 Exemption from civil and criminal liability resulting from required reporting of known or suspected child abuse; failure to report is a misdemeanor

Policy adopted: January 11, 1990 LAYTONVILLE UNIFIED SCHOOL DISTRICT  
Revised: March 7, 2013 Laytonville, California



## Required Statement of Mandated Reporter

E 4112.9 (a)  
4212.9  
4312.9

### Child Abuse and Neglect Reporting Law (P.C. 11166.5) Definitions:

The following situations are reportable conditions:

1) Physical abuse, 2) Sexual abuse, 3) Child exploitation, child pornography and child prostitution, 4) Severe or general neglect, 5) Extreme corporal punishment resulting in injury, 6) Willful cruelty or unjustifiable punishment, 7) Abuse or neglect in out-of-home care.

**Who Must Report:** The following individuals are legally mandated reporters:

- Child visitation monitors
- Health practitioners (nurses, physicians, etc.)
- Commercial or photographic print processors in specified instances
- Specified public positions (teachers, social workers, probation officers, etc.)
- Public protection positions (police, sheriff, CPS, etc.)
- Clergy members
- Fire fighters (except volunteer firefighters), Animal control officers, Humane society officers

**When to Report:** A telephone report must be made immediately when the reporter observes a child in his/her professional capacity or within the scope of his/her employment and has knowledge of, or has reasonable suspicion that the child has been abused. A written report, on a standard form, must be sent within 36 hours after the telephone report has been made.

**To Whom Do You Report:** Call 1-866-236-0368, it is the HOT Line. FAX report to 707-468-7908 or Mail to Children's Services, P.O. Box 839, Ukiah, CA 95482. Other Contacts: Family Centers in Willits & Ukiah and tell them you need to make a CPS report. Willits Family Center: 707-456-3700; Ukiah Family Center: 707-467-5810. Laytonville Healthy Start is a good resource for any questions you may have 707 984-8089.

**Individual Responsibility:** Any individual whose occupation is named in the reporting law must report abuse. If the individual confers with a superior and a decision is made that the superior file the report, one report is sufficient. However if the superior disagrees, the individual with the original suspicion must report.

**Anonymous Reporting:** Mandated reporters are required to give their names. Non-mandated reporters may report anonymously. Child protective agencies are required to keep the mandated reporter's name confidential, unless a court orders the information disclosed.

**Immunity:** Any legally mandated reporter has immunity when making a report. In the event a civil suit is filed against the reporter, reimbursement for fees incurred in the suit will occur up to \$50,000 (P.C. Section 11172). No individual can be dismissed, disciplined or harassed for making a report of suspected child abuse.

**Liability:** Legally mandated reporters can be criminally liable for failing to report suspected abuse. The penalty for this misdemeanor is up to six months in county jail, a

fine of not more than \$1,000 or both. Mandated reporters can also be civilly liable for failure to report.

**Notification Regarding Abuse:** You are not legally required to notify the parents that your are making a report; however, it is often beneficial to let the parents know you are reporting for benefit of a future relationship.


I understand that I am a legally mandated reporter. I have clarified any information listed above which I did not understand, and am now aware of my reporting responsibilities, and am willing to comply. I have also requested an explanation of reporting policies within this agency and understand them.

_____	_____	_____
Employee's Name	Witness (Supervisor)	Date

# Child Abuse Identification & Reporting Guidelines

Information for school personnel and those who work in our children's schools to be able to identify signs of suspected cases of child abuse and/or child neglect and to have the tools to know how to make a report to the proper authorities.

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These guidelines are issued by the California Department of Education (CDE), in conjunction with the California Department of Social Services, to help all persons, particularly those persons who work in our children's schools, to be able to identify signs of suspected cases of child abuse and/or child neglect and to have the tools to know how to make a report to the proper authorities. These guidelines are issued in conjunction with an extensive training module, specifically aimed at training school employees and educators on their obligations as mandated reporters of child abuse, which can be located online at [California Child Abuse Mandated Reporter Training](#) .

## Identification of Child Abuse and Neglect

Child abuse is more than bruises or broken bones. While physical abuse often leaves visible scars, not all child abuse is as obvious, but can do just as much harm. It is important that individuals working with and around children be able to know what constitutes child abuse or child neglect and know how to identify potential signs.

## Child Abuse and/or Child Neglect Can Be Any of the Following:

- A physical injury inflicted on a child by another person other than by accidental means.
- The sexual abuse, assault, or exploitation of a child.
- The negligent treatment or maltreatment of a child by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare. This is whether the harm or threatened harm is from acts or omissions on the part of the responsible person.
- The willful harming or endangerment of the person or health of a child, any cruel or inhumane corporal punishment or any injury resulting in a traumatic condition.

One does not have to be physically present or witness the abuse to identify suspected cases of abuse, or even have definite proof that a child may be subject to child abuse or neglect. Rather, the law requires that a person have a

“reasonable suspicion” that a child has been the subject of child abuse or neglect. Under the law, this means that it is reasonable for a person to entertain a suspicion of child abuse or neglect, based upon facts that could cause a reasonable person, in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect.

Red flags for abuse and neglect are often identified by observing a child’s behavior at school, recognizing physical signs, and observations of dynamics during routine interactions with certain adults. While the following signs are not proof that a child is the subject of abuse or neglect, they should prompt one to look further.

## **Warning Signs of Emotional Abuse in Children**

- Excessively withdrawn, fearful, or anxious about doing something wrong.
- Shows extremes in behavior (extremely compliant or extremely demanding; extremely passive or extremely aggressive).
- Doesn’t seem to be attached to the parent or caregiver.
- Acts either inappropriately adult-like (taking care of other children) or inappropriately infantile (rocking, thumb-sucking, throwing tantrums).

## **Warning Signs of Physical Abuse in Children**

- Frequent injuries or unexplained bruises, welts, or cuts.
- Is always watchful and “on alert” as if waiting for something bad to happen.
- Injuries appear to have a pattern such as marks from a hand or belt.
- Shies away from touch, flinches at sudden movements, or seems afraid to go home.
- Wears inappropriate clothing to cover up injuries, such as long-sleeved shirts on hot days.

## **Warning Signs of Neglect in Children**


- Clothes are ill-fitting, filthy, or inappropriate for the weather.
- Hygiene is consistently bad (unbathed, matted and unwashed hair, noticeable body odor).
- Untreated illnesses and physical injuries.
- Is frequently unsupervised or left alone or allowed to play in unsafe situations and environments.
- Is frequently late or missing from school.

## **Warning Signs of Sexual Abuse in Children**

- Trouble walking or sitting.

- Displays knowledge or interest in sexual acts inappropriate to his or her age, or even seductive behavior.
- Makes strong efforts to avoid a specific person, without an obvious reason.
- Doesn't want to change clothes in front of others or participate in physical activities.
- A sexually transmitted disease (STD) or pregnancy, especially under the age of fourteen.
- Runs away from home.

## Reporting Child Abuse or Neglect

Community members have an important role in protecting children from abuse and neglect. While not mandated by law to do so, if child abuse or neglect is suspected, a report should be filed with qualified and experienced agencies that will investigate the situation. Examples of these agencies are listed below. Parents and guardians of pupils have the right to file a complaint against anyone they suspect has engaged in abuse or neglect of a child. **Community members do not need to provide their name when making a report of child abuse or neglect.** Telephone numbers for each county's emergency response for child abuse reporting are located at [California Emergency Response Child Abuse Reporting Telephone Numbers](#)  (PDF).

School volunteers, while not mandated reporters, should also be encouraged to report any suspected cases of abuse and neglect. Additionally, school volunteers are highly encouraged by the law to have training in the identification and reporting of child abuse and neglect. The training offered online to mandated reporters, is equally available to school volunteers.

## Obligations of Mandated Reporters

A list of persons whose profession qualifies them as “mandated reporters” of child abuse or neglect is found in California Penal Code Section 11165.7. The list is extensive and continues to grow. It includes all school/district employees, administrators, and athletic coaches. All persons hired into positions included on the list of mandated reporters are required, upon employment, to be provided with a statement, informing them that they are a mandated reporter and their obligations to report suspected cases of abuse and neglect pursuant to California Penal Code Section 11166.5.

All persons who are mandated reporters are required, by law, to report all known or suspected cases of child abuse or neglect. It is not the job of the mandated reporter to determine whether the allegations are valid. If child abuse or neglect is reasonably suspected or if a pupil shares information with a mandated reporter leading him/her to believe abuse or neglect has taken place, the report must be made. No supervisor or administrator can impede or inhibit a report or subject the reporting person to any sanction.

To make a report, an employee must contact an appropriate local law enforcement or county child welfare agency, listed below. This legal obligation is not satisfied by making a report of the incident to a supervisor or to the school. An appropriate law enforcement agency may be one of the following:


- A Police or Sheriff's Department (not including a school district police department or school security department).
- A County Probation Department, if designated by the county to receive child abuse reports.
- A County Welfare Department/County Child Protective Services.

The report should be made immediately over the telephone and should be followed up in writing. The law enforcement agency has special forms for this purpose that they will ask you to complete. If a report cannot be made immediately over the telephone, then an initial report may be made via e-mail or fax. A report may also be filed at the same time with your school district or county office of education (COE). School districts and COEs, however, do not investigate child abuse allegations, nor do they attempt to contact the person suspected of child abuse or neglect.

School districts and COEs may have additional policies adopted at the local level relating to the duties of mandated reporters. School staff should consult with their district to determine if there are additional steps that must be taken.

These policies do not take the place of reporting to an appropriate local law enforcement or county child welfare agency.

## New Required Training for School Employees

Effective January 1, 2015, Assembly Bill 1432 (D-Gatto) requires all local educational agencies (LEAs) to train all employees each year on what they need to know in order to identify and report suspected cases of child abuse and neglect. "All employees" includes anybody working on the LEA's behalf, such as teachers, teacher's aides, classified employees, and any other employees whose duties bring them into direct contact and supervision of students. LEAs must also develop a process to provide proof that employees received training. An online training module has been developed specially for educators and is located at [California Child Abuse Mandated Reporter Training](#) . Alternative training methods may be used but, if an LEA uses training other than the online training module, the LEA must report that fact to the CDE and inform the CDE of the training that was used. A form for this purpose is available at [Reporting Form for LEAs Who Use Alternative Training For Mandatory Reporting](#) (PDF).

## Rights to Confidentiality and Immunity

Mandated reporters are required to give their names when making a report. However, the reporter's identity is kept confidential. Reports of suspected child abuse are also confidential. Mandated reporters have immunity from state

criminal or civil liability for reporting as required. This is true even if the mandated reporter acquired the knowledge, or suspicion of the abuse or neglect, outside his/her professional capacity or scope of employment.

## Consequences of Failing to Report

A person who fails to make a required report is guilty of a misdemeanor punishable by up to six months in jail and/or up to a \$1,000 fine (California Penal Code Section 11166[c]).

## After the Report is Made

The local law enforcement agency is required to investigate all reports. Cases may also be investigated by Child Welfare Services when allegations involve abuse or neglect within families.

## Child Protective Services

The Child Protective Services (CPS) is the major organization to intervene in child abuse and neglect cases in California. Existing law provides for services to abused and neglected children and their families. More information can be found at Child Protective Services.

**Questions: Nancy Zarenda | [nzarenda@cde.ca.gov](mailto:nzarenda@cde.ca.gov) | 916-445-8441**

Last Reviewed: Friday, July 26, 2019

## Link to Suspected Child Abuse Reporting Form

(Click on the following link for a copy of the form)

[https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss\\_8572.pdf](https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss_8572.pdf)



## Family and Children's Services

We are committed to excellence in the delivery of child welfare services in a child-focused, family-centered and culturally competent manner. We investigate reports of suspected child abuse and neglect, and intervene with families who are unable to ensure the health and safety of their child. Investigations are conducted in a thorough and professional manner and family interventions are completed in the least intrusive manner necessary for the protection of the child. It is our goal to work with families to help keep children safe at home. However, when that is not possible, we work to find a safe, permanent homes for children.

*If you need to report child abuse/neglect, call **1-866-236-0368***

**FAX** Mandated Reporter Forms to **(707) 463-7908**

View and Download **Suspected Child Abuse Reporting Form**

For all other general questions, call (707) 463-7990

**For information on becoming a foster or adoptive parent or to apply, please contact:**

**Resource Family Approval Supervisor Lindsey  
Coke**

**phone: (707) 467-5893**

**email: [CokeL@mendocinocounty.org](mailto:CokeL@mendocinocounty.org)**

## Locations

### **Ukiah Main Office Center**

727 South State Street  
P.O. Box 839  
Ukiah, CA 95482  
Phone: 707-463-7990  
Fax: 707-463-7960

### **Ukiah Family Resource Center**

10 Cherry Court  
P.O. Box 839  
Ukiah, CA 95482  
Phone: 707-467-5810  
Fax: 707-468-3492

### **Willits Office**

472 East Valley Street (formerly 211 South Lenore Avenue)  
Willits, CA 95490  
Phone: 707-456-3700  
Fax: 707-456-3701

### **Laytonville Healthy Start Family Resource**

4400 Willis Avenue  
P.O. Box 1382  
Laytonville, CA 95454  
Phone: 707 984-8089  
email: [jayma@laytonville.org](mailto:jayma@laytonville.org)  
Jayma Spence, Director



# **SECTION B**

## **DISASTER RESPONSE PROCEDURES**

## **B. DISASTER RESPONSE PROCEDURES**

(EC 32282(a)[2](B); GC 8607; GC 3100)

The Laytonville Unified School District maintains an Emergency Operations Plan (EOP) at each school site. Site specific information is included and updated annually. Students are instructed in their classrooms each year about safety procedures. Student and Staff Drills are conducted as listed below. Maps and procedures and more information are included in our full Emergency Operations Plan (EOP).

Under Government Code 3100, all school personnel are Disaster Services Workers and are required to assist during a disaster until they are released by the Incident Commander/District Superintendent.

<b>Type of Drill</b>	<b>Frequency</b>	<b>LES/SR</b>	<b>LHS</b>
Fire	<b>x</b>	<b>monthly</b>	<b>1x/semester</b>
Earthquake (Drop, Cover, Hold On)	<b>x</b>	<b>annually</b>	<b>annually</b>
Evacuation	<b>x</b>	<b>annually</b>	<b>annually</b>
Intruder/Lockdown	<b>x</b>	<b>annually</b>	<b>annually</b>
Student release procedure	<b>x</b>	<b>annually</b>	<b>annually</b>

### **These protective measures are taken before, during and following an earthquake**

Mitigation	<ul style="list-style-type: none"><li>• Assess existing or potential hazards on and off campus</li><li>• Identify nonstructural hazards on campus and develop a plan of action to address the hazards</li></ul>
Preparedness	<ul style="list-style-type: none"><li>• Establish and Train in NIMS/SEMS and ICS</li><li>• Conduct Drills for Students and Staff in Drop/Cover/Hold</li><li>• Conduct Evacuation Drills for Students and Staff</li><li>• Conduct Drills for Students, Staff and Family in the Student Release Procedures</li><li>• Coordinate, plan and train with Law Enforcement and Fire</li><li>• Acquire emergency equipment and supplies</li></ul>
Response	<ul style="list-style-type: none"><li>• Evacuate buildings and the school campus if necessary</li><li>• Release students as needed</li><li>• Initiate search and rescue efforts as needed</li><li>• Handle triage, medical aid, and mental health emergencies as needed</li></ul>
Recovery and Reconstruction	<ul style="list-style-type: none"><li>• Assess building and campus safety and damage</li><li>• Identify contacts for support as needed</li><li>• Mobilize the Crisis Response team as needed</li><li>• Make plans to relocate classes and other academic business at an alternate site as needed</li><li>• Track costs to delineate expenditures</li><li>• Debrief</li><li>• Update plan as needed</li></ul>

## RESPONSIBILITY MATRIX **Laytonville Unified School District**

POSITION / LOCATION	ACTION REQUIRED	RESPONSIBLE STAFF
Incident Commander District Office	Direct and coordinate all emergency operations.	Joan Potter-Superintendent Cell: 707-354-1141 Office:707-984-6414 x304
Public Information Coordinator District Office	Coordinate external communications to other schools, district, media and relay official communications from IC to staff, students, parents and public.	Jenna Crone- Executive Assistant Cell: 707-513-8398 Office: 707-984-6414 x-303
First Aid Coordinator Nurses Office	Ensure that all first aid supplies are up-to-date, available, and properly administered. Coordinates triage, care and interfaces with emergency personal.	Leah Berglund- Health Tech  Cell: 707-489-8863 School: 707-984-6123
Search and Accountability Coordinator	Accounts for everyone on site as soon as possible. Coordinates a search if students are missing. Teachers and staff report to coordinator.	Joan Potter-Superintendent Cell: 707-354-1141 Office:707-984-6414 x304
Student Assembly, Shelter and Release Coordinator: Gym or other appropriate location	Oversees location where students assemble, attends to their needs when providing shelter, and oversees how parents receive students and the process for releasing students.	Joan Potter-Superintendent Cell: 707-354-1141 Office:707-984-6414 x304 Site Principals
Emergency Assembly Area Team Assembly Area	Account for all students. Supervise. Check periodically. Assist with locating and reunification. Implement buddy system for use of restrooms and other assistance.	Jayma Spence-HPINC and Healthy Start 707 984-8089
Grounds and Maintenance Coordinator:	Knows layout and of buildings and grounds, location of shut off valves, utility boxes and lines.	Pedro Salmeron 707 354-2165 707 984-6414
Food, Water and Supplies Coordinator Spyrock Kitchen	Oversees distribution of food, water and essential supplies throughout critical incident.	Wendy Budreax 707 354-0945
Bilingual Translator	Assists in communication with Spanish speaking families.	Garnet Empyrion
Transportation Coordinator	Oversees bus, van, transportation and communicates with Cal Trans, county for road closures.	Jenna Crone 707 513-8398
Crisis Intervention	For grief support, trauma recovery	Judy Hansen- 984-6123 Ext. 247
Emergency Services	Medical/Fire/Ambulance	Sue Carberry-707 272-3168

### ❖ **Emergency Services**

American Red Cross: Santa Rosa Office (707) 577-7600

Mendocino County Office of Emergency Services: Rick Ehlert Emergency Services Coordinator, Ukiah (707) 467-6497 Email: OES@MendocinoCounty.org

Healthy Start- Jayma Spence, Director (707) 984-8089

Redwood Empire Hazardous Incident Team (REHIT) – (707) 272-4570

### ❖ **Sheriff's Department- EMERGENCY 911**

Willits Substation: 470 E. Valley St. Willits, CA 95490 (707) 459-6111

Ukiah Office: 951 Low Gap Road Ukiah, CA 95482 (707)-463-4411

Office of Emergency Services : Sheriff's Lieutenant Shannon Barney (707) 463-4080

Email: barneys@co.mendocino.ca.us

### ❖ **California Highway Patrol**

Laytonville: (707) 984-6176

Garberville: (707) 923-2155

Dispatch: (707) 268-2000

### ❖ **Laytonville Fire**

Laytonville Fire Department Office: (707) 984-6055

Fire Chief, Sue Carberry: (707) 272-3168

Matt Matheson: (707) 354-0448

### ❖ **Road Closures**

County Roads: (707) 463-4363

<https://www.mendocinocounty.org/government/transportation/road-closures>

Ken Stanley- Road Superintendent: Office: 237-2811, cell 489-9706

Ricky Perry Asst. Superintendent: Office 468-385, cell 272-9782

Caltrans Road conditions: 800-951-5600

<http://www.dot.ca.gov/hq/roadinfo/do1map.htm>

Dispatch: (707)445-6600

Evening/weekend: (707)445-6518

### ❖ **Utilities**

Laytonville Water District: (707) 984-6444 Jim Shields: 272-2452 (cell) Home: 984-6424

Laytonville Gas: (707) 984-6127, Ray (707)272-9961

Pacific Gas and Electric: 1-800-743-5000.

### ❖ **Radio**

KZYX- 91.5 FM (707) 895-2324

KWNE- 94.5 FM (707)-462-0945

KOZT- 95.3 FM (707)-964-7277

Continued on next page...

### ❖ Counseling Resources

Healthy Start: Jayma Spence, Director-984-8089

Emily Baize: LUSD School Counselor: 984-6123 (school), cell (707) 477-6195

Tim Malone : LUSD/ Healthy Start through Tapestry Family Services Mondays/Fridays

Office: 463-3300, ext.103

Cell: (707) 621-3341 timonthym@tapestryfs.org

Judy Hansen School Psychologist LUSD M-F (707) 984-6123 jehansen@mcn.org

Libbe Madsen LHS Teen crisis support Wednesday (917) 656-5568 libbem@gmail.com

Izzy Arkin Healthy Start Family Empowerment Group & Aikido Wednesdays/Thursdays

Healthy Start 984-8089

Cell (707) 485-4064 email: izmaelarkin@gmail.com

Jessica Maness LCSW Long Valley Health Center Monday-Friday Office: (707) 984-6131

email: jmaness@longvalley.org

Roland Spence Healthy Start Teen crisis support/mentoring Office: (707) 984-8089 Cell:

(707) 272-2308

email: wheelbite@live.com

Cecelia Gillespie: Mendocino County Youth Project Mental Health Clinician Trainee

Wednesdays (707) 513-9789

email: cg95454@yahoo.com

Larann Henderson: LCSW Long Valley Health Center Monday-Friday Office: (707) 984-6131

email: lhenderson@longvalley.org

### ❖ Animal Rescue:

Horse: Dr. Sherry Cronen: 459-6781/354-0893

Wildlife rescue: Willits-354-1875

# **LAYTONVILLE UNIFIED SCHOOL DISTRICT**

## **Emergency Procedures**

### **Bomb Threat**

**Use the BOMB THREAT REPORTING FORM to record any information about the threat.**

- Inform the main office immediately.
- Survey the immediate area for unfamiliar objects.
- Do not touch any suspicious objects.
- Do not use cell phones – they can trigger an explosion if a device is present.
- If you find a suspicious or unfamiliar object, evacuate the area immediately and wait for instructions.

**All information should be given to law enforcement.  
Provide as much detail as possible.**

### **Civil Disturbance: LOCKDOWN**

A civil disturbance near the campus has the potential to disrupt school activities, cause injury to staff and students and damage property.

- Determine the safest procedure to follow based on the threat posed to your school and the proximity of the disruption to the school.
- If violent protests are close, it is safer to **LOCKDOWN** the classrooms or **SHELTER IN PLACE** than to evacuate into harm's way.

**Listen for instructions from the main office or law enforcement.**

### **Earthquake Drop, Cover and Hold**

**Take this action immediately when shaking begins.**

#### **INSIDE THE BUILDING:**

- Make sure that all students and visitors move away from windows and drop down to the floor quickly.
- Find the closest sturdy table, desk or chair and squeeze as much of the body under it as possible.
- Hold on to the furniture and place your free hand over the back of your neck to protect it.
- Many injuries occur from broken glass, flying debris or being crushed by unsecured items.
- Don't come out from under protection until the shaking has completely stopped or until instructed.

**PREPARE FOR POSSIBLE EVACUATION .....**

#### **OUTSIDE THE BUILDING:**

- Move away from buildings, trees and wires.
- Drop down to the ground and wait for shaking to stop.

**PROCEED TO EVACUATION AREA IF DIRECTED . . .**

### **EARTHQUAKE EVACUATION**

**The signal for evacuation will be given by the main office.**

Depending upon the severity of the earthquake and the extent of the damage, the Incident Commander will determine whether or not **EVACUATION** of the building is necessary.

- Take note of any injuries and provide information to the Principal/Site Administrator.
- Remember to take “Go Kit” and emergency supplies.
- Take students to designated evacuation site on campus.
- Follow procedures for student/staff accounting.
- If you are part of an emergency response team, make sure your students are supervised, then report to your designated team.
- Do not re-enter the building until it is determined to be safe.

**If the safety of the students or staff is threatened at any time, DO NOT WAIT for permission - EVACUATE IMMEDIATELY!!!**

### **Fire: EVACUATION**

#### **AT SCHOOL SITE:**

- If you see a fire – attempt to extinguish only if it is small.
- If you hear the fire alarm – evacuate immediately and go to designated evacuation areas. Even if you don’t smell smoke or see a fire, always evacuate at the sounding of the alarm unless an ALL CLEAR signal indicates a false alarm.
- Take attendance and follow student and staff accounting procedures.

#### **FIRE NEAR THE SCHOOL:**

- Wait for instructions from the main office.
- First responders will determine if it is necessary to evacuate based on the risk to the school.
- Keep a radio tuned to a local emergency channel for current information.

Remain with students until the building has been inspected and it has been determined safe to return to the school

## **SHOOTER/INTRUDER ON CAMPUS: LOCKDOWN**

### **INSIDE THE BUILDING**

- Immediately lock doors and windows if safe to do so.
- Close blinds or curtains.
- Keep students and staff low and away from windows. Do not get up and walk around the room.
- Maintain silence. Remain calm,
- Do not allow anyone into or out of the room until **ALL CLEAR** is signaled.
- Call “911” for assistance, if possible. Provide identity, location and description of individual and weapons.

### **OUTSIDE THE BUILDING**

- If shots are fired – immediately **DROP AND COVER**.
- If it is safe to do so, move into the closest building – follow procedures above.

### **POLICE ACTION NEAR THE SCHOOL:**

- Wait for instructions from the main office before taking action.
- Law enforcement will be in contact with the school.

If **LOCKDOWN** is ordered – follow procedures above

More comprehensive details are located in the School and District Emergency Response Operations Plan



# **SECTION C**

## **SUSPENSION & EXPULSION POLICIES**

## **C. SUSPENSION & EXPULSION POLICIES**

(EC 32282(a)[2](C))

It is the intent of the governing board to maintain a safe learning environment for all students. Student behavior management is conducted in a manner consistent with federal law, the Education Code of California, governing board policies and district administrative regulations. School staff members adhere to the procedures set forth in the Student and Parent Handbook

**Students**      BP 5144.1(a)

### **SUSPENSION AND EXPULSION/DUE PROCESS**

The Board of Trustees 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.

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, 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  
(*cf. 5112.5 - Open/Closed Campus*)
4. During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

### **Appropriate Use of Suspension Authority**

Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when his/her presence causes a danger to others, suspension

shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

No student in grades K-3 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

### **On-Campus Suspension**

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/Principal 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)

### **Authority to Expel**

A student may be expelled only by the Board. (Education Code 48918(j))

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, 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. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. 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
6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12," the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it 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

A vote to expel a student shall be taken in an open session of a Board meeting.

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

No child enrolled in a preschool program shall be expelled except under limited circumstances as specified in AR 5148.3 - Preschool/Early Childhood Education.

### **Due Process**

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The Superintendent/Principal or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

### **Maintenance and Monitoring of Outcome Data**

The Superintendent/Principal or designee shall maintain outcome data related to student suspensions and expulsions in accordance with Education Code 48900.8 and 48916.1, including, but not limited to, the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period. For any expulsion that involves the possession of a firearm, such data shall include the name of the school and the type of firearm involved, as required pursuant to 20 USC 7961. Suspension and expulsion data shall be reported to the Board annually and to the California Department of Education when so required.

In presenting the report to the Board, the Superintendent/Principal or designee shall disaggregate data on suspensions and expulsions by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. Based on the data, the Board shall address any

identified disparities in the imposition of student discipline and shall determine whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

Policy **LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
adopted: 11/7/19 Laytonville, California **Students**

AR 5144.1(a)

## **SUSPENSION AND EXPULSION/DUE PROCESS**

### **Definitions**

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

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Board of Trustees for students of the same grade level
2. Referral to a certificated employee designated by the principal to advise students
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910

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

### **Notice of Regulations**

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

### **Grounds for Suspension and Expulsion: Grades K-12**

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

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

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated

school employee, with the principal or designee's concurrence (Education Code 48900(b))

### **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))
5. Committed or attempted to commit robbery or extortion (Education Code 48900(e))
6. Caused or attempted to cause damage to school property or private property (Education Code 48900(f))
7. Stole or attempted to steal school property or private property (Education Code 48900(g))
8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products (Education Code 48900(h))
9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))
10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))
11. Knowingly received stolen school property or private property (Education Code 48900(l))
12. Possessed an imitation firearm (Education Code 48900(m)) *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))
13. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))
14. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))
15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))

16. Engaged in, or attempted to engage in, hazing (Education Code 48900(q))  
*Hazing* means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. *Hazing* does not include athletic events or school-sanctioned events. (Education Code 48900(q))
17. Engaged in an act of bullying (Education Code 48900(r))  
*Bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

Bullying includes any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 and below in items #1-3 of "Additional Grounds for Suspension and Expulsion: Grades 4-12," that has any of the effects described above on a reasonable student.

Bullying also includes an act of cyber sexual bullying by a student through the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, semi-nude, or sexually explicit photograph or other visual recording of an identifiable minor, when such dissemination is to another student or to school personnel by means of an electronic act and has or can be reasonably predicted to have one or more of the effects of bullying described above. Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

*Electronic act* means the creation or transmission originated on or off the school site by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication including, but not limited to: (Education Code 48900(r))

- a. A message, text, sound, video, or image
- b. A post on a social network Internet web site, including, but not limited to, posting to or creating a burn page or creating 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))
18. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31 (Education Code 48900(t))
  19. Made terrorist threats against school officials and/or school property (Education Code 48900.7)  
*A terrorist threat* includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

#### **Additional Grounds for Suspension and Expulsion: Grades 4-12**

Any student in grades 4-12 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))

(cf. 5131.4 - *Student Disturbances*)

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

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

*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)

(cf. 5145.7 - *Sexual Harassment*)

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

*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)

(cf. 5145.9 - *Hate-Motivated Behavior*)

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



### **Suspension from Class by a Teacher**

A teacher may suspend a student, including a grade K-3 student, from class for the remainder of the day and the following day for disruption, willful defiance, or any of the other acts specified in Education Code 48900 and listed as items #1-18 under "Grounds for Suspension and Expulsion: Grades K-12" above. (Education Code 48910)

When suspending a student from 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 that 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 suspended. (Education Code 48910)

As soon as possible after the teacher decides to suspend the student, he/she shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension. 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 suspended from class shall not be returned to class during the period of the suspension without the approval of the teacher of the class and the principal or designee. (Education Code 48910)

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

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

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

To implement disciplinary procedures at a school site, the principal may, in writing, designate as the principal's designee another administrator or, if the principal is the only administrator at the school site, a certificated employee. As necessary, the principal may, in writing, also designate another administrator or certificated employee as the secondary designee to assist with disciplinary procedures when the principal and the principal's primary designee are absent from the school site.

The Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to have committed any of the acts listed in the Board policy under "Authority to Expel" and for which he/she is required to recommend expulsion. (Education Code 48915(c))

The Superintendent, principal, or designee may impose a suspension for a first offense if he/she determines that the student violated any of items #1-5 listed under "Grounds for Suspension and Expulsion: Grades K-12" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

For all other offenses, a student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

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

*(cf. 5125 - Student Records)*

### **Length of Suspension**

The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days. (Education Code 48911)

A student may be suspended from school for not more than 20 school days in any school year. However, if a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class for the purpose of adjustment, he/she may be suspended for not more than 30 school days in a school year. The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903, 48911, 48912)

These restrictions on the number of days of suspension shall not apply when the suspension is extended pending an expulsion. (Education Code 48911)

### **Due Process Procedures for Suspension**

Suspensions shall be imposed in accordance with the following procedures:

1. **Informal Conference:** Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, including the other means of correction that were attempted before the suspension as required pursuant to Education Code 48900.5, and the evidence against him/her, and shall be given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911)

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of the conference

and the conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such a 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/Principal 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 also be notified in writing of the suspension. (Education Code 48911)  
This notice shall state the specific offense committed by the student. (Education Code 48900.8)  
In addition, the notice may state the date and time when the student may return to school.
4. **Parent/Guardian Conference:** Whenever a student is suspended, school officials may request a meeting with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved, and any other pertinent matter. (Education Code 48914)  
If school officials request to meet with the parent/guardian, the notice may state that the law requires the parent/guardian to respond to such requests without delay. However, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied reinstatement solely because the parent/guardian failed to attend the conference. (Education Code 48911)
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/Principal or designee may, in writing, extend the suspension until such time as the Board has made a decision, provided the following requirements are followed: (Education Code 48911)
  - a. The extension of the original period of suspension is preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension.
  - b. The Superintendent/Principal or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)
  - c. If the student involved is a foster youth, the Superintendent/Principal or designee shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county

child welfare agency to attend the meeting. (Education Code 48853.5, 48911, 48918.1)

- d. If the student involved is a homeless child or youth, the Superintendent/Principal or designee shall notify the district liaison for homeless students. (Education Code 48918.1)

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

### **On-Campus Suspension**

A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff may be assigned to on-campus suspension in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

1. The on-campus suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.
3. The on-campus suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.
4. The student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to an on-campus suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification may be made in writing. (Education Code 48911.1)

### **Superintendent or Principal's Authority to Recommend Expulsion**

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

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician

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

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

### **Student's Right to Expulsion Hearing**

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

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

If the Board finds it impractical during the regular school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent/Principal or designee may, for good cause, extend the time period by an additional five school days. AR 5144.1(j) **SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

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

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

### **Stipulated Expulsion**

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

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

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

### **Rights of Complaining Witness**

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

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

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

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent/Principal 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
5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney adviser  
*Legal counsel* means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

- Nonattorney adviser* means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case and has been selected by the student or student's parent/guardian to provide assistance at the hearing.
6. The right to inspect and obtain copies of all documents to be used at the hearing
  7. The opportunity to confront and question all witnesses who testify at the hearing
  8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses

### **Additional Notice of Expulsion Hearing for Foster Youth and Homeless Students**

If the student facing expulsion is a foster student, the Superintendent/Principal or designee shall also send notice of the hearing to the student's attorney and a representative of an appropriate child welfare agency at least 10 days prior to the hearing. (Education Code 48918.1)

If the student facing expulsion is a homeless student, the Superintendent/Principal or designee shall also send notice of the hearing to the district liaison for homeless students at least 10 days prior to the hearing. (Education Code 48918.1)

Any notice for these purposes may be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)

### **Conduct of Expulsion Hearing**

1. **Closed Session:** Notwithstanding 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 a request is made, the meeting shall be public to the extent that privacy rights of other students are not violated. (Education Code 48918)  
Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code 48918(c))  
If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, a 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/Principal or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20. (Education Code 48918(i))

Any objection raised by the student or the Superintendent/Principal 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: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12" above. (Education Code 48918(h))

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

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.
5. **Testimony by Complaining Witnesses:** The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)
  - a. Any complaining witness shall be given five days' notice before being called to testify.
  - b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during his/her testimony.



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

### **Alternative Expulsion Hearing: Hearing Officer or Administrative Panel**

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. The Board may also appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the

Board or on the staff of the school in which the student is enrolled. (Education Code 48918)

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue a decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918(a) and (d))

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated and permitted to return to the classroom instructional program from which the referral was made, unless another placement is requested in writing by the student's parent/guardian. Before the student's placement decision is made by his/her parent/guardian, the Superintendent/Principal or designee shall consult with the parent/guardian and district staff, including the student's teachers, regarding other placement options for the student in addition to the option to return to the classroom instructional program from which the student's expulsion referral was made. The decision to not recommend expulsion shall be final. (Education Code 48918(e))

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

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

### **Final Action by the Board**

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

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

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

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

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

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

### **Written Notice to Expel**

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

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion: Grades K-12" or "Additional Grounds for Suspension and Expulsion: Grades 4-12" (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

### **Decision to Suspend Expulsion Order**

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

1. The student's pattern of behavior

2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program

The suspension of the enforcement of an expulsion shall be governed by the following:

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)
2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)
3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12" or "Additional Grounds for Suspension and Expulsion: Grades 4-12" above or violates any of the district's rules and regulations governing student conduct. (Education Code 48917)
4. When the suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code 48917)
5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)
6. The Superintendent/Principal or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of his/her status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(j))
7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code 48917)

### **Appeal**

The student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion order is suspended and the student is placed on probation. (Education Code 48919)

If the student submits a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of

appeal with the County Board, the district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

### **Notification to Law Enforcement Authorities**

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

The principal or designee 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, or of any student acts involving the possession, sale, or furnishing of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or Penal Code 626.9 and 626.10. (Education Code 48902)

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

### **Placement During Expulsion**

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

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

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

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

### **Readmission After Expulsion**

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

1. The Superintendent/Principal 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/Principal or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.

2. The Superintendent/Principal or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session. If a written request for open session is received from the parent/guardian or adult student, it shall be honored to the extent that privacy rights of other students are not violated.
3. If the readmission is granted, the Superintendent/Principal or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.
4. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)
5. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school.
6. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

No student shall be denied readmission into the district based solely on the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other such contact with the juvenile justice system. (Education Code 48645.5)

### **Maintenance of Records**

The district shall maintain a record of each suspension and expulsion, including its specific cause(s). (Education Code 48900.8)

Expulsion records of any student shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon written request by that school. (Education Code 48918(k))

The Superintendent/Principal 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)

Regulation     **LAYTONVILLE UNIFIED SCHOOL DISTRICT**

Approved: 11/7/19

Laytonville, California

# **SECTION D**

## **PROCEDURES FOR NOTIFYING TEACHERS OF DANGEROUS PUPILS**





## **D. PROCEDURES FOR NOTIFYING TEACHERS OF DANGEROUS PUPILS**

(EC 32282(a)[2](D); EC 49079)

In accordance with EC 49079 the Superintendent informs the teacher of any student in his/her class who has engaged in, or is suspected of, any act during the previous three years which could constitute grounds for suspension or expulsion under EC 48900.

### **Plan 1: Section 5: Teacher Notification of Dangerous Students**

The Superintendent in accordance with law, shall ensure administrators, teachers, and all applicable staff shall be notified of students who may pose a danger in the classroom. All information regarding suspension and expulsion is **CONFIDENTIAL**, and shall not be shared with any unauthorized parties.

LUSD shall define a potentially dangerous student as a pupil who has: (1) during the previous three school years, engaged in an act resulting in a suspension or expulsion (except actions concerning tobacco use) or (2) committed a crime reported to LUSD by a family member, local law enforcement, court services, probation department or social services.

In the event LUSD is provided information from a previous school or agency or becomes aware of such behavior during the course of the student's enrollment at LUSD, this information shall be used to develop awareness, assign appropriate discipline consequences, assist in allocating resources, and may be a factor in determining which services are provided to the student or recommended to the parent/guardian.

Teachers are notified of a dangerous student via the following process:

- Any student meeting the above criteria will be flagged in our student data system.
- Information regarding flagged students is share during staff meetings with appropriate staff to review any questions or concerns, and to establish support strategies as appropriate.
- Hard copies of student discipline records are kept in school offices for teachers to review on an as needed basis
- Upon receipt of incoming Cumulative files, data is reviewed by Administrative Staff and flagged for potentially dangerous students.
- Teacher will sign an acknowledgement form which will be kept in file where flagged student discipline records are kept.

# **SECTION E**

## **DISCRIMINATION & HARASSMENT POLICY**

## **E. DISCRIMINATION & HARASSMENT POLICY**

(EC 32282(a)[2](E); EC 234.4)

The Laytonville Unified School District and all schools are committed to maintaining a safe school environment that is free from discrimination and harassment. Discrimination against any student or employee and/or sexual harassment of any student or employee by another person is prohibited.

**Community Relations**      BP 1312.3(a)

### **UNIFORM COMPLAINT PROCEDURES**

The Board of Trustees recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

#### **Complaints Subject to UCP**

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal laws or regulations governing any program subject to the UCP which is offered by the district, including adult education programs; After School Education and Safety programs; agricultural career technical education; American Indian education centers and early childhood education program assessments; bilingual education; California Peer Assistance and Review programs for teachers; state career technical and technical education, career technical, and technical training programs; federal career technical education; child care and development programs; child nutrition programs; compensatory education; consolidated categorical aid programs; Economic Impact Aid; the federal Every Student Succeeds Act; migrant education; Regional Occupational Centers and Programs; school safety plans; special education programs; California State Preschool Programs; Tobacco-Use Prevention Education programs; and any other district-implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code 64000
2. Any complaint, by a student, employee, or other person participating in a district program or activity, alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual

- or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)
3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)
  4. Any complaint alleging district noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in school for a fifth year of instruction to enable the student to complete state and Board-imposed graduation requirements (Education Code 46015)
  5. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)
  6. Any complaint alleging district noncompliance with applicable requirements of Education Code 52060-52077 related to the implementation of the local control and accountability plan, including the development of a local control funding formula budget overview for parents/guardians (Education Code 52075)
  7. Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64000-64001, 65000-65001)
  8. Any complaint, by or on behalf of a student who is a foster youth as defined in Education Code 51225.2, alleging district noncompliance with any requirement applicable to the student regarding placement decisions; the responsibilities of the district's educational liaison to the student; the award of credit for coursework satisfactorily completed in another school, district, or country; school or records transfer; or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)
  9. Any complaint, by or on behalf of a student who transfers into the district after the second year of high school and is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student currently enrolled in the district, a child of a military family as defined in Education Code 49701, or a migrant student as defined in Education Code 54441, or by or on behalf of an immigrant student participating in a newcomer program as defined in Education Code 51225.2 in the third or fourth year of high school, alleging district noncompliance with any requirement applicable to the student regarding the grant of an

- exemption from Board-imposed graduation requirements (Education Code 51225.1)
10. Any complaint, by or on behalf of a student who is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student, a child of a military family as defined in Education Code 49701, a migrant child as defined in Education Code 54441, or a newly arrived immigrant student who is participating in a newcomer program as defined in Education Code 51225.2, alleging district noncompliance with requirements for the award of credit for coursework satisfactorily completed in another school, district, or country (Education Code 51225.2)
  11. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)
  12. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)
  13. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
  14. Any other complaint as specified in a district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent/Principal or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent/Principal or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent/Principal or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the

steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent/Principal or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

### **Non-UCP Complaints**

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.

Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, teacher vacancies and misassignments, or health and safety violations in any license-exempt California State Preschool Program shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 8235.5, 35186)

Policy **LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
adopted: 11/7/19 Laytonville, California

## **UNIFORM COMPLAINT PROCEDURES**

Except as the Board of Trustees may otherwise specifically provide in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

### **Compliance Officers**

The district designates the individual(s), position(s), or unit(s) identified below as responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The compliance officer(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

#### Physical

Joan Potter, Superintendent  
150 Ramsey Rd.  
Laytonville, CA 95454  
(707) 984-6414

#### Mailing

Joan Potter, Superintendent  
P.O. Box 868  
Laytonville, CA 95454  
(707) 984-6414

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent/Principal or designee who shall determine how the complaint will be investigated.

The Superintendent/Principal or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the

program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent/Principal or designee.

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the result of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent/Principal, the Superintendent/Principal's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

### **Notifications**

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

In addition, the Superintendent/Principal or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group and all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy
2. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint
3. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities
4. A statement that a complaint regarding student fees must be filed no later than one year from the date the alleged violation occurred



5. A statement that the district will post a standardized notice of the educational rights of foster youth, homeless students, former juvenile court school students now enrolled in the district, children of military families, migrant students, and immigrant students enrolled in a newcomer program, as specified in Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process
6. Identification of the responsible staff member(s), position(s), or unit(s) designated to receive complaints
7. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant
8. A statement that the complainant has a right to appeal the district's decision to CDE by filing a written appeal, including a copy of the original complaint and the district's decision, within 15 days of receiving the district's decision
9. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable
10. A statement that copies of the district's UCP are available free of charge

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the district web site and may be provided through district-supported social media, if available.

The Superintendent/Principal or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

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 the UCP 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 UCP information for parents/guardians with limited English proficiency.

### **Filing of Complaints**

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy (item #1 of the section "Complaints Subject to UCP") may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent/Principal or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)
3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by persons who allege that they have personally suffered unlawful discrimination or who believe that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent/Principal or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

## **Investigation of Complaint**

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. The compliance officer shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform both parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

## **Timeline for Final Decision**

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

For any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant. The respondent also shall be sent the district's final written decision at the same time it is provided to the complainant.

## **Final Written Decision**

For all complaints, the district's final written decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
  - a. Statements made by any witnesses
  - b. The relative credibility of the individuals involved
  - c. How the complaining individual reacted to the incident
  - d. Any documentary or other evidence relating to the alleged conduct
  - e. Past instances of similar conduct by any alleged offenders
  - f. Past false allegations made by the complainant
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. The manner in which the misconduct affected one or more students' education
- b. The type, frequency, and duration of the misconduct
- c. The relationship between the alleged victim(s) and offender(s)
- d. The number of persons engaged in the conduct and at whom the conduct was directed
- e. The size of the school, location of the incidents, and context in which they occurred
- f. Other incidents at the school involving different individuals

5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:

- a. The corrective actions imposed on the respondent
  - b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.
  - c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
6. Notice of the complainant's and respondent's right to appeal the district's decision to CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved is enrolled in a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language pursuant to Education Code 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with CDE. (Education Code 262.3)

2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at [www.ed.gov/ocr](http://www.ed.gov/ocr) within 180 days of the alleged discrimination.

### **Corrective Actions**

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

### **Appeals to the California Department of Education**

Any complainant who is dissatisfied with the district's final written decision on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 15 calendar days of receiving the district's decision. (5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and how the facts of the district's decision are incorrect and/or the law has been misapplied. The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's decision in that complaint. (5 CCR 4632)

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, the respondent, in the same manner as the complainant, may file an appeal with CDE.

Upon notification by CDE that the district's decision has been appealed, the Superintendent/Principal or designee shall forward the following documents to CDE: (5 CCR 4633)

1. A copy of the original complaint

2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's UCP
7. Other relevant information requested by CDE

Regulation     **LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
approved: 11/7/19     Laytonville, California



# **SECTION F**

## **SCHOOL-WIDE DRESS CODE (including Gang Attire)**

Students are expected to dress in a way that is safe, not distracting to themselves or others, and allows them to fully participate in their academic and physical education activities.

## ***LAYTONVILLE HIGH SCHOOL***

### ***Dress Code***

All students will present themselves in an orderly manner conducive to the advancement of education. A student may not remain at school dressed in a manner in which his/her clothing or lack of clothing:

- a) Creates a safety hazard for the student or for other students at the school and/or
- b) Constitutes a serious and unnecessary distraction to the learning process or tends to disrupt campus order.

Inappropriate clothing includes the following:

- clothing and/or tattoos advertising or supporting the use of alcohol, tobacco or controlled substances
- clothing and/or tattoos displaying vulgar or offensive writing or symbols, or sexual references
- clothing that is revealing, excessively soiled or worn
- clothing that is identified as gang-related
- clothing that is not safe to the wearer or others

Revealing clothing includes displaying of any under garments including boxers, white sleeveless undershirts, bras, “thongs” and any other clothing item designed to be worn under clothes, including sheer leggings; cleavage and the torso of body must be entirely covered, this includes no wearing of backless shirts, strapless shirts and sports bras, the bottom of shirts must overlap top of pants, and excessively short skirts or shorts are not allowed. Shirts must be worn at all times including during PE and sports practice.

Gang related apparel and tattoos are defined as apparel and signs that, if worn or displayed on a school campus could reasonably be determined to threaten the health and safety of the school environment. Gang related tattoos must be covered by clothing or in some other appropriate fashion so as not to be exposed. Gang related apparel includes but is not limited to bandanas or “do rags”, hair nets, the hanging of bandanas or belts displaying gang colors such as red, blue or black. Clothing, hats, belt buckles, jewelry or preparation of clothing that exhibits 13, 14, XIII, XIV, sureno, norteno, swastikas, nazi symbols, KKK or other organized hate group symbols will not be allowed.

The principal or designee shall make the determination if clothing or apparel (backpacks, etc) constitutes a threat to safety, campus order or is unduly distracting thereby disrupting the educational process. When dress is found to be in violation of this policy the student will be required to modify his/her clothing and/or apparel in such a manner that it no longer violates this policy. If necessary the student may be taken or sent home to modify unacceptable dress. 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.

**Dress****LAYTONVILLE ELEMENTARY SCHOOL****Dress Code**

All students will present themselves in an orderly manner conducive to the advancement of education. A student may not remain at school dressed in a manner in which his/her clothing or lack of clothing:

- c) Creates a safety hazard for the student or for other students at the school and/or
- d) Constitutes a serious and unnecessary distraction to the learning process or tends to disrupt campus order.

Inappropriate clothing includes the following:

- clothing and/or tattoos advertising or supporting the use of alcohol, tobacco or controlled substances
- clothing and/or tattoos displaying vulgar or offensive writing or symbols, or sexual references
- clothing that is revealing, excessively soiled or worn
- clothing that is identified as gang-related
- clothing that is not safe to the wearer or others

Revealing clothing includes displaying of any under garments including boxers, white sleeveless undershirts, camis, bras, “thongs” and any other clothing item designed to be worn under clothes, including sheer leggings; cleavage and the torso of body must be entirely covered, this includes no wearing of backless shirts, strapless shirts and sports bras, the bottom of shirts must overlap top of pants or the crotch of tights and thin yoga pants. Excessively short skirts or shorts are not allowed. Shorts must have at least a 3 inch inseam. Shirts must be worn at all times including during PE and sports practice.

Gang related apparel and tattoos are defined as apparel and signs that, if worn or displayed on a school campus could reasonably be determined to threaten the health and safety of the school environment. Gang related tattoos must be covered by clothing or in some other appropriate fashion so as not to be exposed. Gang related apparel includes but is not limited to bandanas or “do rags”, hair nets, the hanging of bandanas or belts displaying gang colors such as red, blue or black. Clothing, hats, belt buckles, jewelry or preparation of clothing that exhibits 13, 14, XIII, XIV, sureno, norteno, swastikas, nazi symbols, KKK or other organized hate group symbols will not be allowed.

The principal or designee shall make the determination if clothing or apparel (backpacks, etc) constitutes a threat to safety, campus order or is unduly distracting thereby disrupting the educational process. When dress is found to be in violation of this policy the student will be required to modify his/her clothing and/or apparel in such a manner that it no longer violates this policy. If necessary the student may be taken or sent home to modify unacceptable dress. 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.

# **SECTION G**

## **SAFE INGRESS AND EGRESS**

## **G. SAFE INGRESS AND EGRESS**

(EC 32282(a)[2](G))

Laytonville Unified School District annually defines procedures for safe ingress and egress of pupils as well as details regarding the nature and hours of campus supervision, locations of safe drop-off and pick-up of students and the safe ingress and egress to the campus. Safety procedures and expectations are described for those students who ride the bus, ride their bikes, and walk to and from school.

### **Attachments or Reference:**

- **Transportation Plan**
- **District and School Site Visitors Policy and Procedures**
- **Safe Routes to School Program**
- **Open/Closed Campus**
- **Student Handbooks located in Section C**



## *Laytonville Unified School District*

*Joan Viada Potter, Superintendent*

*P.O. Box 868*

*Laytonville, CA 95454*

*(707) 984-6414 (707) 984-8223 fax*

# *Transportation Safety Plan*

*(Complies with Ed. Code 39831.3 and 39831.5)*



*Revised October 2018*

## Table of Contents

California Education Code	1,2
Contact Information	3
Home-To School Transportation	3
Bus Routes	3
Snow/Inclement Weather Days	3
General Rules of Conduct at School Bus Loading Zones	4
School Bus Danger Zones	4
Bus Evacuations and Safety Instructions	4
Red Light Crossings	5
Determining if a Pupil Requires Escort	5
School Bus Rules	6
Passenger Restraint Systems	7
Field Trips	7,8
LUSD Driver's Report	9
LUSD Driver's Daily Inspection Report	10
LUSD Volunteer Driver Application	11,12
LUSD Safety Inspection Checklist	13
Transportation Rules for Athletic/Other Field Trips	14,15,16
Transportation Request	17

### **Preface**

### **CALIFORNIA EDUCATION CODE 39831.3**

The county superintendent of schools, the superintendent of a school district, or the owner or operator of a private school that provides transportation to or from a school or school activity shall prepare a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of pupils.

The plan shall be revised as required. The plan shall address all of the following:

- Determining if pupils require escort pursuant to paragraph (3) of subdivision (c) of Section 22112 of the Vehicle Code.
- Procedures for all pupils in prekindergarten, kindergarten, and grades 1 to 8, inclusive, to follow as they board and exit the appropriate school bus at each pupil's school bus stop.
- Nothing in this paragraph requires a county superintendent of schools, the superintendent of a school district, or the owner or operator of a private school that provides transportation to or from a school or school activity, to use the services of an onboard school bus monitor, in addition to the driver, to carry out the purposes of this paragraph.
- Boarding and exiting a school bus at a school or other trip destination.

A current copy of a plan prepared pursuant to subdivision (a) shall be retained by each school subject to the plan and made available upon request to an officer of the Department of the California Highway Patrol.

### **CALIFORNIA EDUCATION CODE 39831.5**

All pupils in prekindergarten, kindergarten, and grades 1 to 12, inclusive, in public or private school who are transported in a school bus or school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety. The county superintendent of schools, superintendent of the school district, or owner/operator of a private school, as applicable, shall ensure that the instruction is provided as follows:

Upon registration, the parents or guardians of all pupils not previously transported in a school bus or school pupil activity bus and who are in prekindergarten, kindergarten, and grades 1 to 6, inclusive, shall be provided with written information on school bus safety.

The information shall include, but not be limited to, all of the following:

- (A) A list of school bus stops near each pupil's home.
- (B) General rules of conduct at school bus loading zones.
- (C) Red light crossing instructions.
- (D) School bus danger zone.
- (E) Walking to and from school bus stops.

At least once in each school year, all pupils in prekindergarten, kindergarten, and grades 1 to 8, inclusive, who receive home-to-school transportation shall receive safety instruction that includes, but is not limited to, proper loading and unloading procedures, including escorting by the driver, how to safely cross the street, highway, or private road, instruction on the use of passenger restraint systems, as described in paragraph (3),



proper passenger conduct, bus evacuation, and location of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit. As part of the instruction, pupils shall evacuate the school bus through emergency exit doors.

Instruction on the use of passenger restraint systems, when a passenger restraint system is installed, shall include, but not be limited to, all of the following:

- Proper fastening and release of the passenger restraint system.
- Acceptable placement of passenger restraint systems on pupils.
- Times at which the passenger restraint systems should be fastened and released.
- Acceptable placement of the passenger restraint systems when not in use.

Prior to departure on a school activity trip, all pupils riding on a school bus or school pupil activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit. The following information shall be documented each time the instruction required by paragraph (2) of subdivision (a) is given:

- (1) Name of school district, county office of education, or private school.
- (2) Name and location of school.
- (3) Date of instruction.
- (4) Names of supervising adults.
- (5) Number of pupils participating.
- (6) Grade levels of pupils.
- (7) Subjects covered in instruction.
- (8) Amount of time taken for instruction.
- (9) Bus driver's name.
- (10) Bus number.
- (11) Additional remarks.

The information recorded pursuant to this subdivision shall remain on file at the district or county office, or at the school, for one year from the date of the instruction, and shall be subject to inspection by the Department of the California Highway Patrol.

### **Contact Information**

<b>Transportation Coordinator</b> , Sue Carberry	707 272-3168; 707 984-6424
<b>Transportation Director</b> , Joan Viada Potter	707 984-6414
<b>District Office Administrative Assistant</b> , Jenna Musgrave	707 984-6414
<b>Transportation Mechanic</b> , Mark Kelly	707 272-8550

## **Home-To School Transportation**

This information is intended to assist school personnel and others in their task of providing safe transportation. Students shall receive a packet of school transportation safety and bus riding information each year in their student handbooks. The Transportation Director, Joan Potter, may be reached at 984-6414 and the Transportation Coordinator, Sue Carberry, may be reached at 984- 6424, 272-3168 or 984-6108.

## **Bus Routes**

Regular home-to-school bus route schedules are delivered to school offices prior to the beginning of the school year. If a bus route or stop is changed, notices are sent to schools and given directly to students. Questions regarding bus schedules are addressed by the Transportation Coordinator. Routes are identified by a bus number and/or bus location. Students are assigned a designated school bus stop, and any student who wishes to ride another bus or travel to a different bus stop must have signed permission from a parent and a bus pass from the school office. Students without such a note will be allowed to leave the bus at their regular stop only or will be returned to school. If there is not a bus stop placated in close proximity to a student's home, the Transportation Coordinator will designate the next nearest and safe location as a stop.

## **Snow/Inclement Weather Days**

The school district will generally make a decision to either cancel school or shorten bus runs due to poor driving conditions by 6:30 am. Please listen to local radio stations for news regarding bus transportation and/or school closures. If necessary please call the district office at 984-6414 for further information or the transportation office at 984-6424 or Sue Carberry at 272-3168.

## **General Rules of Conduct at School Bus Loading Zones**

Students are required to be at their bus stop at least five minutes prior to the posted stop time. Bus stop times may change or vary depending on changes in the number of students riding the bus. Drivers will notify students and parents of changes. Students must wait in a orderly and safe fashion in all school bus loading zones. Students must be at least six feet back from the main traveled portion of the roadway and visible to the driver. Pushing, shoving or horseplay is not allowed at the bus stop. Student should be mindful of the bus stop location. Many are in driveways and on private property. Students are not allowed to throw rocks or other objects, play around, cause excessive noise, touch or tamper with private property or vehicles nearby. Once the bus arrives, students shall wait for the driver to come to a complete stop and the door of the bus to open before they begin to move forward to the bus. Students should board the bus one-at-a-time using the available handrails and move quickly to an open seat. If a student drops papers or other objects while boarding the bus he/she must tell the driver. Students must never go under or near the bus to retrieve papers and or other objects.

In the afternoon, students should wait at school according to the established pre-bus loading procedure at the school. Staff on duty at the bus loading area shall maintain order among students, keep the students well away from the locations where buses pull up and provide for the orderly release of the students to their buses. Staff must remain at the bus loading zone until all buses have departed. Upon approaching a bus stop student must remain seated until the bus comes to a complete stop, the brakes are set and the door is open before they stand up to exit the bus.

### **School Bus Danger Zones**

The areas closest to the perimeter of the bus are called the danger zones. Students are directed to be no closer than ten feet to the bus, except when loading and unloading. The vast majority of school bus accidents and injury to students occur outside of the bus in this danger zone.

### **Bus Evacuations and Safety Instructions**

At least once in each school year, all pupils will receive instruction on proper loading and unloading procedures including escorting by the driver, how to safely cross the street, highway, or private road, proper passenger conduct, bus evacuation and locations of emergency exits and emergency equipment and instruction on the use of passenger restraint systems. Prior to departure on any school activity trip, all pupils riding on a school bus or a chartered School Pupil Activity Bus (SPAB) shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment.

### **Red Light Crossings**

K-8 grade students are escorted on red light crossings. Students in grades 9-12 may cross unescorted per the driver's directions. When a student needs to cross the road and the stop is designated as an escorted crossing, the driver sets the parking brake, secures the bus, checks traffic, turns on the red lights, shuts off the motor, takes the key, opens the door and exits the bus with a hand held stop sign to escort the student across the road. The student must follow all of the driver's directions and not cross the road until the driver verbally tells the student to proceed. This crossing maneuver is considered dangerous and students must be aware, alert and follow directions of the driver.

### **Determining if a Pupil Requires Escort**

## **SECTION 22112 OF THE CALIFORNIA VEHICLE CODE**

*When a school bus is stopped on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer or official traffic control signal, the school bus driver shall do all of the following:*

*(1) Escort all pupils in prekindergarten, kindergarten, or any of grades 1 to 8, inclusive, who need to cross the highway or private road upon which the school bus is stopped. The driver shall use an approved hand-held "STOP" sign while escorting all pupils.*

*(2) Require all pupils who need to cross the highway or private road upon which the school bus is stopped to walk in front of the bus as they cross.*

*(3) Ensure that all pupils who need to cross the highway or private road upon which the school bus is stopped have crossed safely, and that all other pupils and pedestrians are a safe distance from the school bus before setting the school bus in motion.*

The driver, Transportation Coordinator, the Principal and information from the student's family shall determine if escort is required at a particular bus stop in compliance with section 22112. If information from the student is unclear, the driver may need to radio the school to verify an address. Every stop requiring an escort will be clearly marked on the driver's route sheet.

### **School Bus Rules**

- Bus riders should be on time at designated stops in order to keep the bus on schedule. Riders should be ready for the bus at least five (5) minutes early.
- Students should stay off the road at all times while waiting for the bus and conduct themselves in a safe manner while waiting.
- Bus riders are not permitted to move toward the bus at any loading zone until the bus has completely stopped and the door is opened.
- The bus driver is in full charge of the bus and riders at all times.
- While on the bus, riders must keep their hands and head inside the vehicle at all times.
- Riders should assist in keeping the bus in a safe and sanitary condition.
- Riders should remember that loud talking/laughter or unnecessary confusion diverts the driver's attention and may cause an accident.
- Bus riders should never tamper with the bus or any of its equipment. Any damage to the bus should be reported to the driver as soon as it happens.
- The aisles must be kept clear except when passengers are being loaded or unloaded.
- Riders are requested to help look after the safety and comfort of smaller children.
- Riders must not throw anything out of the bus windows.
- Riders are not permitted to leave their seats while the bus is in motion.
- Horse play is not permitted on or around the school bus.
- Absolute quiet is required at railroad stops.
- In case of emergency, riders will remain in their seats until they are instructed what to do.
- The driver will not discharge riders at places other than designated school bus stops. Students riding to a stop other than their own must have a bus pass from the school office.

- On school bus RED LIGHT stops, the driver shall escort both elementary and secondary students across the street.
- The above rules shall also apply when students are on field trips. When students are off the bus while on a field trip, they shall be the responsibility of the teacher or chaperones.
- Bus drivers will attempt to be proactive in managing student behavior.
- Bus drivers will notify the transportation coordinator ASAP of all citations and potential problems.
- A student who has lost their home to school riding privileges is not eligible to ride or participate in non-academic field trips.

***Consequences for breaking the above rules:***

A. FIRST OFFENSE: A conduct notice will be given to the student which must be signed by a parent and returned to the bus driver. The student's bus riding privileges will be suspended for one day.

B. SECOND OFFENSE: The student's bus riding privileges may be suspended for up to three days at the discretion of the bus driver, transportation coordinator and the site administrator.

C. THIRD OFFENSE: The student's bus riding privileges may be suspended for up to one (1) month. This penalty will be at the discretion of the transportation coordinator and site administrator.

**Passenger Restraint Systems**

*Instruction on the use of passenger restraint systems, when a passenger restraint system is installed, shall include, but not be limited to, all of the following:*

- *Proper fastening and release of the passenger restraint system.*
- *Acceptable placement of passenger restraint systems on pupils.*
- *Times at which the passenger restraint systems should be fastened and released.*
- *Acceptable placement of the passenger restraint systems when not in use.*

**Field Trips**

When planning a field trip the district has several options. Most commonly a school bus, a school van/automobile or parent owned vehicles are used. In some rare instances a School Pupil Activity Bus (SPAB) operated by a charter bus company may be used.

**School Buses**

School buses are the most highly regulated student transportation vehicles and school bus drivers are the most highly trained drivers in California. On any school field trip, whether on a bus or not, teachers shall have a roster of all students on the trip, emergency contact information for each child on the trip/activity, and must carry a supplemental first

aid kit appropriate for the trip destination and activity intended. Teachers or coaches should plan all stops in conjunction with the transportation provider.

### **School Vehicles**

If school vehicles are to be used, they must be consistent with the law, (they may not be designed to seat more than nine persons and they must have a properly licensed and insured driver. All passengers must wear seat belts while in the vehicle and must follow all school bus rules. Staff members must coordinate the use of school vehicles with the Transportation Coordinator and assure that all required paper work is filled out appropriately.

### **Parent Vehicles**

The uses of parent vehicles for field trips shall strictly adhere to district policy. All parents shall show proof of appropriate insurance and licensing. In no case shall a vehicle be used that is designed for more than eight passengers plus the driver. Parent vehicles must be inspected and approved by the Transportation Department prior to the field trip. Inspections are valid for 45 days.

### **SPAB Buses**

School Pupil Activity Buses are operated by a Charter Party Carrier (for hire charter bus operator). SPAB buses need to have been certified by the CHP Motor Carrier Inspector within the past 13 months and must have a certificate on board that is signed and dated by the inspector. The driver must also have received special training and must have at least a Class B license and a Special Driver Certificate valid for driving a SPAB bus. When booking a SPAB bus these requirements must be specified. A school official shall inspect the bus certification and driver certification upon the bus's arrival at the school to pick up the group. SPAB's are only to be used in exceptional situations with the Superintendent's authorization.

### **Procedures for Ensuring that a Pupil is not left Unattended on a School Bus, School Pupil Activity Bus (SPAB), or Youth Bus.**

All buses will be equipped with a "child safety alert system," which is a device located at the interior rear of a vehicle that requires the driver to either manually contact or scan the device before exiting the vehicle, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting prior to the beginning of the 2018/2019 school year.

### **Procedures and Standards for Designating an Adult Chaperone, other than the Driver, to Accompany Pupils on a SPAB.**

For any school sponsored activity using a SPAB, the school district will be responsible for ensuring that an adult chaperone is accompanying students.

**Bus Driver Training**

During the last 12 months of the special driver certificate validity, the 10 hours of instruction shall also include the procedures to ensure that a pupil is not left unattended on a school bus, SPAB or youth bus.

**Consequences for Bus Driver Gross Negligence**

The superintendent must notify the DMV within five (5) calendar days after ordering and upholding disciplinary action against a driver who was found to have left the immediate vicinity of his or her assigned vehicle with an unsupervised pupil onboard in a manner that constitutes “gross negligence” (defined as the want of even scant care or an extreme departure from the ordinary standard of conduct.) Being reported will be grounds for the DMV to refuse to issue or to revoke a bus driver’s certificate.

**LAYTONVILLE UNIFIED SCHOOL DISTRICT**

**DRIVER'S REPORT**

**SCHOOL**\_\_\_\_\_ **DATE**\_\_\_\_\_

**NUMBER OF PASSENGERS**\_\_\_\_\_

**EXTRA EQUIPMENT**\_\_\_\_\_

**DESTINATION**\_\_\_\_\_

**DEPART FROM**\_\_\_\_\_

**DEPARTURE TIME**\_\_\_\_\_

**RETURN TIME**\_\_\_\_\_

**LIST ALL STOPS TO**

**DESTINATION**\_\_\_\_\_

**LIST ALL STOPS FROM**

**DESTINATION**\_\_\_\_\_

**TEACHER IN CHARGE**\_\_\_\_\_

**BUS NUMBER**\_\_\_\_\_

**REQUESTED BY**\_\_\_\_\_

**APPROVED BY**\_\_\_\_\_

**SAFETY INSTRUCTIONS**

**MUST BE GIVEN PRIOR TO DEPARTURE OF TRIP PER CA ED. CODE**

**39831.5**

*Prior to departure on a school activity trip, all pupils riding on a school bus or school pupil activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment*

**LAYTONVILLE UNIFIED SCHOOL DISTRICT BUS  
DRIVER**\_\_\_\_\_

**IS TO GIVE THE FOLLOWING INSTRUCTIONS:**

- ☐ Location of Emergency Exits
- ☐ Method of evacuation if necessary
- ☐ Location of Fire Extinguisher
- ☐ Use of Extinguisher
- ☐ Location of First Aid Kit
- ☐ Use of First Aid Kit

**I CERTIFY THAT I GAVE THE ABOVE SAFETY INSTRUCTIONS PRIOR  
TO DEPARTURE**

**DATE**\_\_\_\_\_ **TIME**\_\_\_\_\_ **SIGNATURE**\_\_\_\_\_

**BEGINNING MILEAGE**\_\_\_\_\_ **DEPARTURE**  
**TIME**\_\_\_\_\_ **AM/PM**

**ARRIVAL TIME AT DESTINATION**\_\_\_\_\_ **AM/PM**

**MILEAGE AT DESTINATION**\_\_\_\_\_



DEPART DESTINATION TIME\_\_\_\_\_AM/PM

RETURN TIME\_\_\_\_\_AM/P

ENDING MILEAGE\_\_\_\_\_

NUMBER OF PASSENGERS\_\_\_\_\_

COMMENTS\_\_\_\_\_

**LUSD Driver's Daily Inspection Report**

Driver's Name\_\_\_\_\_Date\_\_\_\_\_Bus

Number\_\_\_\_\_

✓ **Good**      **X Defective**

1. Water, Oil and Fluid leaks	
2. Condition of belts and hoses	
3. All gauges, indicators and warning devices	
4. Required certificates	
5. Horns	
6. Driver's seat and seat belts	
7. All doors, door emergency release and windows	
8. All seats, handrails and modesty panels	
9. Interior and exterior lighting system	
10. All heating cooling and ventilating systems	
11. All glass and mirrors	
12. Windshield wipers and washers	
13. All required emergency equipment	
14. Tires (pressure and condition)	
15. Wheels (Lug nuts, grease seals, etc.)	
16. Exhaust System	
17. Other (unreported Body Damage, etc.)	
<b>BRAKES</b>	
18. Air Governor cut-in and Cut out pressure	
19. Static Air Pressure Loss	
20. Applied Brake Pressure Loss	
21. Low air pressure warning devices	
22. Emergency stopping systems	
23. Parking brake check	
24. Antiskid device (if equipped)	
25. Hydraulic assisted (if equipped)	
26. Power Brake Motor (Bus 36 and #7)	
27. Check Brake Pedal for Adjustment	
28. Two Way Radio	

### **Transportation Rules for Athletic and/or other Field Trips**

It is the responsibility of the Athletic Director (for Athletics) or the Teacher (for field trips) to submit bus requests for away games/field trips and to facilitate arranging of other transportation i.e. private cars or school vehicles when necessary. The athletic director or teacher needs to continually communicate with the Transportation Director in order to ensure that proper arrangements have been made.

#### *Bus Travel*

Team members are required to travel to and from all contests on District provided transportation. The coach(es) or teacher(s) are responsible for the conduct and behavior of students while the bus is off the Laytonville campus. Team members and others under authority will be excused from bus travel on return trips in the following manner:

- (a) Written permission presented to the coach or teacher and signed by the Principal for each incidence.
- (b) By request of physically present parent or legal guardian.
- (c) Confined in hospital or medical facility.
- (d) Detained by law enforcement officer.

There are no other defensible exceptions.

In the case of a bus accident or disaster, keep students under your authority in a group. Prepare a list of students' names and locations (addresses) so parents and school can be contacted. Team or classroom first aid kits are to be carried inside the bus to augment the bus first aid kit.

#### *Policies and Procedures for Away Game/Field Trip Student Transportation by Private Vehicles*

1. All cars transporting students must travel in a caravan. The Head Coach/Teacher will travel in the rear car and the J.V. Coach or designated parent driver in the lead car.
2. Cars will have no more passengers than can safely be seated. This number cannot exceed the number of functioning seat belts.
3. Drivers will follow all rules of the road and will not exceed the posted speed limit.
4. Drivers are responsible for the students assigned to their car.
5. Drivers will take and record a careful roll before departing the district and before returning to the district.

6. Students will not be released to the custody of any other person nor ride in any other car without the knowledge and consent of the Head Coach or Teacher. (The Head Coach or Teacher may release a student to their legal guardian when the legal guardian is present and requests the release. In all other cases, the Head Coach or Teacher must have permission from the Principal before releasing a student.
7. No students may be transported in a vehicle that is towing another vehicle/trailer.
8. Because volunteer drivers are legally volunteer employees of Laytonville Unified School District, they must meet the following minimum criteria:

**All Volunteer Drivers:**

- Must be at least 25 years of age.
- Must hold a valid California driver's license.
- Must sign a statement verifying no record of moving violations for the last 3 years.
- Must refrain from the ingestion of alcohol and/or other medication/substances (prescription or otherwise per DMV/State regulations or Manufacturer/Physician recommendations) which may impair their ability to operate a motor vehicle for a period of no less than 8 hours before departure and ending when all students under their supervision have been returned to their legal guardians or the Laytonville schools.
- Must carefully inspect the vehicle they will drive for safe operation on the day of the event.
- Must follow all laws and regulations with regards to the safe operation of an automobile.
- Must sign a statement of agreement to abide by the above policies.

*All private vehicles used to transport students must meet the following criteria:*

- Carry the following minimum insurance: \$10,000 each person and \$30,000 each occurrence for bodily injury and \$5000 each occurrence for property damage.
- Pass District vehicle inspection every 45 days.
- Pass the driver vehicle inspection on the day of departure.

*Students riding in private vehicles must comply with the following regulations:*

- Must follow the directives of the volunteer drivers while under their supervision.
- Must remain seated and constrained by a functioning seat belt at all times when the motor vehicle is in operation.
- Must remain with the driver/vehicle which they have been assigned to unless directed to do otherwise by their coach or teacher

**Bus and Behavior Rules for Athletic and Field Trips**

*Coaches or Teachers are required to review these rules before the trip with all students.*

1. Cooperate with bus drivers, supervise conduct of all students on bus and check bus after all students have left. The coach or teacher is to ride with students on all bus trips unless prior arrangements have been cleared with the Principal or his designee.
2. Riders are not permitted to leave their seats while the bus is in motion unless given permission by coach, teacher or chaperone.
3. While on the bus, riders must keep hands and head inside the vehicle at all times.
4. The aisles must be kept clear except when passengers are being loaded or unloaded.
5. Riders must not throw anything.
6. Absolute quiet is required at all railroad stops.
7. No glass containers will be allowed on the bus and riders are responsible for keeping the bus clean at all times.
8. Riders must face forward in their seats to avoid serious injury.
9. Loud talking and laughter or unnecessary confusion diverts the driver's attention and may cause an accident. Volume allowed for stereos is controlled by the driver.
10. At away games, athletes will not leave gym or playing area without the coach's or chaperone's permission.
11. Athletes will not leave the gym or playing area without a chaperone or coach.
12. When stopping to eat, students will leave the restaurant as clean as when they entered.
13. Students will be expected to follow the instruction of all coaches, teachers or chaperones accompanying the students, not just their own coach or teacher.
14. All students must ride on the bus unless special permission is granted ahead of time and approved by the administration. The only exception is returning home. A parent may request to take their child home if they contact the coach personally.
15. Student appearance and conduct reflects directly on the Student Body of Laytonville Unified School District. Others judge all of us on the impressions we leave so please act accordingly. Anytime a student has a question about something they are doing please have them check with the coach, teacher or chaperone.

## **VISITORS/OUTSIDERS**

The Board of Trustees believes that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. Therefore, the Board encourages interested parents/guardians and community members to visit the schools and participate in the educational program.

*(cf. 1240 - Volunteer Assistance)*

*(cf. 5020 - Parent Rights and Responsibilities)*

*(cf. 6020 - Parent Involvement)*

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent/Principal or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be arranged with the principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during noninstructional time.

*(cf. 6116 - Classroom Interruptions)*

All outsiders, as defined in law and administrative regulation, shall register immediately upon entering any school building or grounds when school is in session. (Penal Code 627.2)

*(cf. 1112 - Media Relations)*

The principal or designee may provide a visible means of identification for all individuals who are not students or staff members while on school premises.

No electronic listening or recording device may be used by any person in a classroom without the teacher's and principal's permission. (Education Code 51512)

The Board encourages all individuals to assist in maintaining a safe and secure school environment by behaving in an orderly manner while on school grounds and by utilizing the district's complaint processes if they have concerns with any district program or employee. In accordance with Penal Code 626.7, the principal or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

**Students**      BP 5142.2(a)

## **SAFE ROUTES TO SCHOOL PROGRAM**

The Board of Trustees recognizes that walking, bicycling, and other forms of active transport to school promote students' physical activity and reduce vehicle traffic and air pollution in the vicinity of schools. As part of the district's coordinated approach to supporting student wellness and safety and enhancing student learning, the Superintendent/Principal or designee shall develop and implement strategies to establish and promote safe routes to school program activities.

The Superintendent/Principal or designee may identify a program coordinator or establish district and/or school site committees to oversee and coordinate related activities.

The Superintendent/Principal or designee may collaborate with local public works and public safety departments, transportation agencies, other city and county agencies, school staff, students, parents/guardians and parent organizations, health organizations, community organizations, and/or businesses in the development, implementation, and evaluation of strategies.

Strategies shall be based on the grade levels of the students and an assessment of the conditions and needs of each school and the surrounding neighborhoods.

The Superintendent/Principal or designee shall explore the availability of grant funds and other sources of funding to support related projects and activities.

The Superintendent/Principal or designee shall periodically report to the Board on the implementation of program activities and progress toward program goals. Such reports may include, but not be limited to, levels of participation in promotional and educational activities, survey results of parent/guardian attitudes about allowing their child to walk or bicycle to school, tallies of

the numbers of students using various modes of travel to and from school and how these numbers have changed over time, records of student attendance and on-time arrival, and injury data within the school and/or district attendance boundaries.

*(cf. 0500 - Accountability)*

**Policy LAYTONVILLE UNIFIED SCHOOL DISTRICT**

adopted: 11/7/19      Laytonville, California

**Students** AR 5142.2(a)

## **SAFE ROUTES TO SCHOOL PROGRAM**

District strategies to improve student safety along routes to school and to promote walking, bicycling, and other forms of active transport to school by students may include:

1. Education activities that promote safety and awareness, such as:
  - a. Instructing students about pedestrian, bicycle, and personal safety
  - b. Instructing students about the health and environmental benefits of walking, bicycling, and other forms of active transport to school
  - c. Offering driver safety education to high school students, parents/guardians, and the community
2. Encouragement strategies designed to generate interest in active transport to school, such as:
  - a. Organizing or facilitating "walking school buses" and/or "bicycle trains" whereby students walk or bike to school in groups escorted by parents/guardians or other volunteers as needed
  - b. Organizing special events and activities, such as Walk or Bike to School Day, International Walk to School Month, or year-round competitions
  - c. Publicizing the district's efforts in order to build support of parents/guardians and the community, including providing information about the district's safe routes to school program in parent/guardian communications and in any notifications about transportation options
3. Enforcement strategies to deter unsafe behaviors of drivers, pedestrians, and bicyclists, such as:
  - a. Initiating or expanding crossing guard, student safety patrol, and/or parent/guardian safety patrol programs
  - b. Partnering with local law enforcement to help ensure that traffic laws are obeyed in the vicinity of schools and to implement appropriate measures such as placement of speed feedback monitors, ticketing, and/or driver safety campaigns
  - c. Monitoring to ensure that students who bicycle to school or who use skateboards, skates, or nonmotorized scooters wear helmets in accordance with Vehicle Code 21212
4. Engineering strategies that address the design, implementation, operation, and maintenance of traffic control devices or physical measures, such as:

- a. Working with local government agencies, parents/guardians, school staff, and others as appropriate to gather data about environmental conditions and hazards along routes to school
  - b. Working with local government agencies to make operational and physical improvements that reduce or eliminate hazards, such as reducing motor vehicle traffic speeds in the area and establishing safer and fully accessible crosswalks, walkways, trails, and bikeways
  - c. Assessing the adequacy, accessibility, and safety of bicycle parking at schools and making modifications as needed, such as increasing the number of or relocating bicycle racks and/or equipment storage areas
  - d. Considering safe routes to school when making decisions about siting and designing of new schools
5. Evaluation to assess progress toward program goals, including:
- a. Gathering and interpreting data based on indicators established by the Superintendent/Principal or designee and the Board of Trustees
  - b. Presenting data to the Board, program partners, and the public
  - c. Recommending program modifications as needed

Regulation     **LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
approved: 11/7/19     Laytonville, California



**Students**      BP 5112.5

**OPEN/CLOSED CAMPUS**

In order to keep students in a supervised, safe, and orderly environment, the Board of Trustees establishes a closed campus at all district schools for 9th & 10th grade students.

Students shall not leave school grounds at any time during the school day without express permission of school authorities. Students who leave school without authorization shall be considered to have an unexcused absence and be subject to disciplinary action.

*(cf. 5112.1 - Exemptions from Attendance)*  
*(cf. 5113 - Absences and Excuses)*  
*(cf. 5113.1 - Chronic Absence and Truancy)*  
*(cf. 5113.11 - Attendance Supervision)*  
*(cf. 5113.12 - District School Attendance Review Board)*

Student handbooks shall fully explain all rules and disciplinary procedures involved in the maintenance of the closed campus.

*(cf. 5144 - Discipline)*

*Legal Reference:*

**EDUCATION CODE**

*35160 Authority of the board*  
*35160.1 Broad authority of school district*  
*44808.5 Permission for students to leave school grounds; notice*  
*48980 Annual notification to parents/guardians*

# **SECTION H**

## **ENSURING A SAFE AND ORDERLY ENVIRONMENT**

## **H. ENSURING A SAFE AND ORDERLY ENVIRONMENT**

(EC 32282(a)[2](H))

*EC 32282 (b) It is the intent of the Legislature that schools use the handbook developed and distributed by the School/Law Enforcement Partnership Program entitled “Safe Schools: A Planning Guide for Action” in conjunction with developing their plan for school safety.*

Safe Schools: A Planning Guide for Action is based on four principles: that safe schools are caring schools, are built through cooperative efforts of all stakeholders, communicate high standards, and stress prevention. The guide recommends a seven-step planning process to guide the planning committee in addressing the components of the safe-school model.

This Comprehensive School Safety Plan has incorporated the Safe Schools: A Planning Guide for Action Steps 1-3 (identifying a planning committee, creating a vision of a Safe School, and gathering and analyzing data.

**This Section H describes Steps 4 and 5: setting annual goal(s) for each of the two safe school components: The Social Environment (people and programs) and the Physical Environment (facilities). This section further identifies at least one goal with measurable objectives and activities for each of the two safe school components.**

Steps 6 and 7 (communicating and evaluating the plan) are incorporated into the full Comprehensive School Safety Plan and are found in the Monitoring and Communication Section. This school also publishes the status of the school safety plan in its annual School Accountability Report Card.

## **H. ENSURING A SAFE AND ORDERLY ENVIRONMENT**

### **Goals, Objectives and Activities**

#### **Component I – SOCIAL ENVIRONMENT (People and Programs)**

<b>Component I: The Social Environment</b> (People and Programs) Include at least one goal, with measurable objective(s) and activities.
<b>Goal #1</b> <b>1. School Climate. Provide social, emotional, and academic supports for all students in a safe environment in which our students can achieve the knowledge, skills and attitudes needed now and for the future.</b>
<b>Activities</b> <b>1.</b> Provide counseling time throughout the district. Pursue and maintain social, emotional and mental health services Provide Aikido SEL counseling 2 days/week**
<b>2.</b> Counselor meet with Homeless Youth advocate to coordinate services. ** i. MCYP; Healthy Start;
<b>3.</b> Support for the implementation of a Multi-Tiered System of Support/PBIS ** i. School Psych; Increased Yard Duty; Materials; Travel and Conference SUMS
Who will take the lead: Jayma Spence; Joan Potter; Lorre Stange, Tim Henry, Judy Hansen
<b>Completion date:</b> Ongoing
<b>Resources needed:</b> SUMS' Life Skills, Second Step, Fall Fest/Celebrations, Kindness Coins, Collaborative Class Projects, School Pride, Garden Project, 2 "B's", PBIS Posters
<b>How we will monitor and evaluate:</b> MTSS data will be monitored monthly and an annual review of overall results will be compiled in the LCAP Counseling services will be monitored through numbers of students served Review of discipline referrals Review of specific interventions

## **H. ENSURING A SAFE AND ORDERLY ENVIRONMENT**

### **Goals, Objectives and Activities**

#### **Component II – PHYSICAL ENVIRONMENT (Facilities)**

<b>Component II: The Physical Environment (Facilities)</b> Include at least one goal, with measurable objective(s) and activities.
<b>Goal #1</b> <b>1. Basic Services. Recruit and retain caring, committed, exemplary, qualified, credentialed staff; provide standards aligned instructional materials, including technology, to support implementation for all students, while maintaining a clean and safe learning environment</b>
<b>Activities</b> <b>1.</b> Provide adequate staffing to maintain campus grounds and facilities.
<b>2.</b> Support renovation/rebuild of aging facilities. Repair and replace roofs, paint where needed, replace/repair heating/cooling, provide energy efficient lighting, replace carpeting and flooring,
<b>3. Install security cameras, fencing, shades, locks, alarms to increase safety precautions/preparedness</b>
<b>4. Reduce number of accidents by</b> <b>a. Providing training for staff in work place safety.</b> <b>b. Maintaining safe facilities and equipment for students</b>
<b>Who will take the lead:</b> Joan Potter, Superintendent; District Advisory Facilities Committee
<b>Completion date:</b> Ongoing
<b>Resources needed:</b> Maintenance Staff, Contracted work for big projects
<b>How we will monitor and evaluate:</b> Monthly Facilities updates at Board Meetings; Bond Oversight Committee meetings, District Advisory Committee

**SECTION I**

**RULES AND  
PROCEDURES ON  
SCHOOL  
DISCIPLINE**

# **RULES AND PROCEDURES ON SCHOOL DISCIPLINE**

## **Laytonville Elementary School Guidelines**

	<b>BE SAFE</b>	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>
<b>All the Time Everywhere</b>	<ul style="list-style-type: none"> <li>• Calm bodies while waiting in line.</li> <li>• All hands/feet/body parts/objects to yourself. (Stay in your bubble/maintain personal space.)</li> <li>• Walk unless otherwise specified.</li> <li>• Stay in your assigned areas.</li> <li>• Spit in the 3 T's (trash can, toilet, tissue.)</li> <li>• Walk your Wheels.</li> <li>• Eyes in the direction of travel.</li> <li>• Be aware of opening doors.</li> </ul>	<ul style="list-style-type: none"> <li>• Use voice level ____.</li> <li>• Use kind words and positive language. For example, please, thank you, and excuse me.</li> <li>• Help others</li> <li>• Wait for your turn.</li> <li>• Share school equipment.</li> <li>• Take care of your belongings.</li> <li>• Be inclusive.</li> <li>• Sexual harassment is dangerous and hurtful.</li> <li>• Leave electronics off or at home.</li> <li>• Remember you are part of a community. (Others are as important as you.)</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourself</li> <li>• Know the school rules and follow directions.</li> <li>• Be prepared. (school day, activities, after school, etc.)</li> <li>• Always do your best.</li> <li>• Leave valuables at home.</li> <li>• Help others follow school rules.</li> <li>• Leave gum at home.</li> </ul>
<b>Middle School Quad</b>	<ul style="list-style-type: none"> <li>• Walk to and from basketball court</li> <li>• All play items are to be held</li> <li>• Hang backpacks on lockers</li> <li>• Feet on the ground</li> </ul>	<ul style="list-style-type: none"> <li>• Use voice level ____.</li> <li>• Wait outside classrooms to be invited in</li> <li>• Trash belongs in trash cans.</li> <li>• Stay in designated walking areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Model safe, respectful, responsible, behavior.</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>• Follow posted school rules</li> <li>• Stay within sight of person on duty.</li> <li>• All students can use playground equipment if modeling positive behavior and supervised.</li> </ul>	<ul style="list-style-type: none"> <li>• Return to class promptly.</li> <li>• Treat/use equipment as it was designed to be used and in specified areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Pick up trash.</li> <li>• Use restroom/drinking faucet before whistle blows.</li> <li>• Return equipment to its proper storage place.</li> </ul>

	<b>BE SAFE</b>	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>
<b>MPR</b>	<ul style="list-style-type: none"> <li>• Ask permission to get up from assigned spot.</li> <li>• Carefully carry your tray to and from your table.</li> <li>• Kitchen for school staff only.</li> </ul>	<ul style="list-style-type: none"> <li>• Listen quietly to school staff/adults, presenters and performers.</li> <li>• Follow directions of person on duty.</li> <li>• Use voice level ____.</li> </ul>	<ul style="list-style-type: none"> <li>• Dispose of meal waste in proper receptacles.</li> <li>• Leave your seating/eating area clean. (Ask adults for clean-up help.)</li> </ul>
<b>Garden</b>	<ul style="list-style-type: none"> <li>• Use gardening tools for the tasks for which they were designed.</li> <li>• Use extra slow speed.</li> <li>• Sit on bench.</li> <li>• The garden is a work/learning area.</li> </ul>	<ul style="list-style-type: none"> <li>• Stand to the side of the beds.</li> <li>• Be gentle with plants, animals and soil.</li> <li>• Calm, peaceful demeanor and positive attitude.</li> <li>• Walk and stand in clearly designated areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Put tools back in proper place.</li> <li>• Report if garden needs attention.</li> <li>• Maintain tools, seating, walkways and common areas.</li> <li>• Only push buttons on the weather station with adult supervision.</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>• Walk in the bathrooms.</li> <li>• Keep hands, feet and body parts to yourself.</li> <li>• If there is an adult in the bathroom you don't know leave and tell a trusted adult.</li> </ul>	<ul style="list-style-type: none"> <li>• Use supplies appropriately.</li> <li>• Use proper receptacles for bodily excretions.</li> <li>• Knock on stall door, wait patiently while standing.</li> <li>• Let others have their privacy.</li> </ul>	<ul style="list-style-type: none"> <li>• Report if bathroom needs attention.</li> <li>• Leave it cleaner than you found it.</li> <li>• Go, flush, wash, leave.</li> </ul>



	<b>BE SAFE</b>	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>
<b>Office</b>	<ul style="list-style-type: none"> <li>• Know the route to the office.</li> <li>• Proceed directly to the office.</li> <li>• Stay seated quietly in the office while waiting.</li> </ul>	<ul style="list-style-type: none"> <li>• Use voice level ____.</li> <li>• Enter office quietly.</li> </ul>	<ul style="list-style-type: none"> <li>• Have an office pass and/or know why you're there.</li> </ul>
<b>Arena (TBD)</b>	<ul style="list-style-type: none"> <li>• Follow the adult's directions.</li> <li>• Enter and exit the proper door.</li> <li>• Keep your feet on the ground on the walkway toward the door.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet off the walls.</li> <li>• Use equipment properly.</li> </ul>	<ul style="list-style-type: none"> <li>• Take shoes off while on the mats.</li> <li>• Return the equipment to its proper location.</li> <li>• Use equipment properly.</li> </ul>
<b>Walkways</b>	<ul style="list-style-type: none"> <li>• Walkways are for travel only during transitions.</li> <li>• Eyes forward</li> <li>• Keep the areas clear.</li> <li>• Stay clear of possible opening doors.</li> <li>• Open doors with caution.</li> <li>• Be careful/use caution around construction areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Use voice level ____.</li> <li>• Remember other classes are in session.</li> </ul>	<ul style="list-style-type: none"> <li>• Be timely with your actions (bathroom trips, drinking water, arriving/leaving classrooms)</li> </ul>
<b>Dismissal</b>	<ul style="list-style-type: none"> <li>• Eyes forward</li> <li>• Wait your turn.</li> <li>• Walk</li> <li>• Check out with your teacher.</li> </ul>	<ul style="list-style-type: none"> <li>• Use voice level ____.</li> </ul>	<ul style="list-style-type: none"> <li>• Check out with your teacher.</li> <li>• Know your going home plan before school starts.</li> <li>• Phone calls home during breaks.</li> </ul>
<b>Classrooms</b>	<p><i>Each classroom will be expected to define their expectations for being safe, being respectful, and being responsible.</i></p>		

**Laytonville High School Rules and Expectations: Guidelines for Success**

	<b>BE SAFE</b>	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>
<b>The Commons</b>	<ul style="list-style-type: none"> <li>• Keep hands feet and objects to yourself</li> <li>• Use supplies and equipment appropriately</li> <li>• Walk your wheels</li> <li>• Walk and run in appropriate areas</li> <li>• Be aware and careful of others</li> </ul>	<ul style="list-style-type: none"> <li>• Use positive appropriate language</li> <li>• Use voice and volume that fits the place</li> <li>• Be kind to others</li> <li>• Dress according to the dress code</li> <li>• Follow directions the first time</li> <li>• Use appropriate PDA's</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourself</li> <li>• Remind others to follow the rules</li> <li>• Respect property</li> <li>• Properly dispose of and recycle waste</li> <li>• Report problems to adults</li> </ul>
<b>Baseline Classroom</b>	<ul style="list-style-type: none"> <li>• Keep hands feet and objects to yourself</li> <li>• Use supplies and equipment appropriately</li> <li>• Be aware and careful of others</li> </ul>	<ul style="list-style-type: none"> <li>• Use positive appropriate language</li> <li>• Use voice and volume that fits the place</li> <li>• Follow directions the first time</li> <li>• Treat others and property with respect</li> <li>• Use appropriate PDA's</li> </ul>	<ul style="list-style-type: none"> <li>• Properly dispose of and recycle waste</li> <li>• Electronic Devices powered down and put away unless authorized by teacher</li> <li>• Be on time and prepared</li> <li>• Bring supplies and a positive attitude</li> <li>• Report problems to adults</li> <li>• Keep food and drink away from all school equipment</li> <li>• Leave excuses at home</li> </ul>
<b>Extracurricular Activities</b>	<ul style="list-style-type: none"> <li>• Underage children attending an event must stay in the facility of the event</li> <li>• Enter and exit the event in an orderly fashion</li> </ul>	<ul style="list-style-type: none"> <li>• Underage children must be supervised by adults</li> <li>• Use appropriate and positive language</li> <li>• Show good sportsmanship</li> <li>• Clean up after yourself</li> <li>• Applaud and cheer appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Report inappropriate behavior or unsafe conditions to a staff member</li> <li>• Remind others to follow rules.</li> </ul>
<b>Assemblies and Guest Speaker</b>	<ul style="list-style-type: none"> <li>• Keep hands and feet to yourself</li> <li>• Enter and exit in an orderly fashion</li> </ul>	<ul style="list-style-type: none"> <li>• Give attention to the speaker</li> <li>• Applaud appropriately</li> <li>• Stay seated in the bleachers</li> <li>• Use bathroom facilities during breaks only</li> <li>• <b>Electronic Devices powered down and put away</b></li> <li>• Use appropriate and positive language</li> <li>• Wait to be dismissed</li> <li>• No side conversations</li> </ul>	<ul style="list-style-type: none"> <li>• Remind others of the rules</li> <li>• Clean up your own messes</li> </ul>
<b>Classrooms</b>	<p align="center"><i>Each classroom will be expected to define their expectations for being safe, being respectful, and being responsible.</i></p>		

See Student Parent Handbooks in Section

# **SECTION J**

## **TACTICAL RESPONSES (SECTION B)**

## **J. TACTICAL RESPONSES (SECTION B)**

(EC 32282(a)[2](J))

Laytonville Unified School District, in consultation with law enforcement officials, has developed tactical responses to criminal incidents at the school site that may result in death or serious bodily injury. In accordance with EC 32281(f) the district elects not to disclose the tactical response portions in the publicly viewed copy of the plan. General procedures for Shelter-in-Place, Lockdown and Evacuation, [and Run-Hide-Fight] are contained in the Emergency Operations Plan.in Section B.

**Business and Noninstructional Operations**                      BP 3515(a)

### **CAMPUS SECURITY**

The Board of Trustees is committed to providing a school environment that promotes the safety of students, employees, and visitors to school grounds. The Board also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft.

The Superintendent/Principal or designee shall develop campus security procedures which are consistent with the goals and objectives of the district's comprehensive safety plan and site-level safety plans. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.

### **Surveillance Systems**

The Board believes that reasonable use of surveillance cameras will help the district achieve its goals for campus security. In consultation with the safety planning committee and relevant staff, the Superintendent/Principal 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.

Prior to the operation of the surveillance system, the Superintendent/Principal 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 and shall state whether the district's system is actively monitored by school personnel. The Superintendent/Principal or designee shall also provide prior 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/Principal 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.

**626.9. The Gun-Free School Zone Act of 1995.**

(b) Any person who possesses a firearm in a place that the person knows, or reasonably should know, is a school zone, as defined in paragraph (4) of subdivision (e), shall be punished as specified in subdivision (f).

(c) Subdivision (b) does not apply to the possession of a firearm under any of the following circumstances:

(1) Within a place of residence or place of business or on private property, if the place of residence, place of business, or private property is not part of the school grounds and the possession of the firearm is otherwise lawful.

(2) When the firearm is an unloaded pistol, revolver, or other firearm capable of being concealed on the person and is in a locked container or within the locked trunk of a motor vehicle.

This section does not prohibit or limit the otherwise lawful transportation of any other firearm, other than a pistol, revolver, or other firearm capable of being concealed on the person, in accordance with state law.

(3) When the person possessing the firearm reasonably believes that he or she is in grave danger because of circumstances forming the basis of a current restraining order issued by a court against another person or persons who has or have been found to pose a threat to his or her life or safety. This subdivision does not apply when the circumstances involve a mutual restraining order issued pursuant to Division 10 (commencing with Section 6200) of the Family Code absent a factual finding of a specific threat to the person's life or safety. Upon a trial for violating subdivision (b), the trier of a fact shall determine whether the defendant was acting out of a reasonable belief that he or she was in grave danger.

(4) When the person is exempt from the prohibition against carrying a concealed firearm pursuant to Section 25615, 25625, 25630, or 25645.

(5) When the person holds a valid license to carry the firearm pursuant to Chapter 4 (commencing with Section 26150) of Division 5 of Title 4 of Part 6, who is carrying that firearm in an area that is not in, or on the grounds of, a public or private school providing instruction in kindergarten or grades 1 to 12, inclusive, but within a distance of 1,000 feet from the grounds of the public or private school.

(d) Except as provided in subdivision (b), it shall be unlawful for any person, with reckless disregard for the safety of another, to discharge, or attempt to discharge, a firearm in a school zone, as defined in paragraph (4) of subdivision (e).

The prohibition contained in this subdivision does not apply to the discharge of a firearm to the extent that the conditions of paragraph (1) of subdivision (c) are satisfied.

(e) As used in this section, the following definitions shall apply:

(1) "Concealed firearm" has the same meaning as that term is given in Sections 25400 and 25610.

(2) "Firearm" has the same meaning as that term is given in subdivisions (a) to (d), inclusive, of Section 16520.

(3) "Locked container" has the same meaning as that term is given in Section 16850.

(4) "School zone" means an area in, or on the grounds of, a public or private school providing instruction in kindergarten or grades 1 to 12, inclusive, or within a distance of 1,000 feet from the grounds of the public or private school.

(f) (1) A person who violates subdivision (b) by possessing a firearm in, or on the grounds of, a public or private school providing instruction in kindergarten or grades 1 to 12, inclusive, shall be punished by imprisonment pursuant to subdivision (h) of Section 1170 for two, three, or five years.

(2) A person who violates subdivision (b) by possessing a firearm within a distance of 1,000 feet from the grounds of a public or private school providing instruction in kindergarten or grades 1 to 12, inclusive, shall be punished as follows:

(A) By imprisonment pursuant to subdivision (h) of Section 1170 for two, three, or five years, if any of the following circumstances apply:

(i) If the person previously has been convicted of any felony, or of any crime made punishable by any provision listed in Section 16580.

(ii) If the person is within a class of persons prohibited from possessing or acquiring a firearm pursuant to Chapter 2 (commencing with Section 29800) or Chapter 3 (commencing with Section 29900) of Division 9 of Title 4 of Part 6 of this code or Section 8100 or 8103 of the Welfare and Institutions Code.

(iii) If the firearm is any pistol, revolver, or other firearm capable of being concealed upon the person and the offense is punished as a felony pursuant to Section 25400.

(B) By imprisonment in a county jail for not more than one year or by imprisonment pursuant to subdivision (h) of Section 1170 for two, three, or five years, in all cases other than those specified in subparagraph (A).

(3) A person who violates subdivision (d) shall be punished by imprisonment pursuant to subdivision (h) of Section 1170 for three, five, or seven years.

(g) (1) A person convicted under this section for a misdemeanor violation of subdivision (b) who has been convicted previously of a misdemeanor offense enumerated in Section 23515 shall be punished by imprisonment in a county jail for not less than three months, or if probation is granted or if the execution or imposition of sentence is suspended, it

shall be a condition thereof that he or she be imprisoned in a county jail for not less than three months.

(2) A person convicted under this section of a felony violation of subdivision (b) or (d) who has been convicted previously of a misdemeanor offense enumerated in Section 23515, if probation is granted or if the execution of sentence is suspended, it shall be a condition thereof that he or she be imprisoned in a county jail for not less than three months.

(3) A person convicted under this section for a felony violation of subdivision (b) or (d) who has been convicted previously of any felony, or of any crime made punishable by any provision listed in Section 16580, if probation is granted or if the execution or imposition of sentence is suspended, it shall be a condition thereof that he or she be imprisoned in a county jail for not less than three months.

(4) The court shall apply the three-month minimum sentence specified in this subdivision, except in unusual cases where the interests of justice would best be served by granting probation or suspending the execution or imposition of sentence without the minimum imprisonment required in this subdivision or by granting probation or suspending the execution or imposition of sentence with conditions other than those set forth in this subdivision, in which case the court shall specify on the record and shall enter on the minutes the circumstances indicating that the interests of justice would best be served by this disposition.

(h) Notwithstanding Section 25605, any person who brings or possesses a loaded firearm upon the grounds of a campus of, or buildings owned or operated for student housing, teaching, research, or administration by, a public or private university or college, that are contiguous or are clearly marked university property, unless it is with the written permission of the university or college president, his or her designee, or equivalent university or college authority, shall be punished by imprisonment pursuant to subdivision (h) of Section 1170 for two, three, or four years. Notwithstanding subdivision (k), a university or college shall post a prominent notice at primary entrances on noncontiguous property stating that firearms are prohibited on that property pursuant to this subdivision.

(i) Notwithstanding Section 25605, any person who brings or possesses a firearm upon the grounds of a campus of, or buildings owned or operated for student housing, teaching, research, or administration by, a public or private university or college, that are contiguous or are clearly marked university property, unless it is with the written permission of the university or college president, his or her designee, or equivalent university or college authority, shall be punished by imprisonment pursuant to subdivision (h) of Section 1170 for one, two, or three years. Notwithstanding subdivision (k), a university or college shall post a prominent notice at primary entrances on noncontiguous property stating that firearms are prohibited on that property pursuant to this subdivision.

(j) For purposes of this section, a firearm shall be deemed to be loaded when there is an unexpended cartridge or shell, consisting of a case that holds a charge of powder and a bullet or shot, in, or attached in any manner to, the firearm, including, but not limited to, in the firing chamber, magazine, or clip thereof attached to the firearm. A muzzle-loader

firearm shall be deemed to be loaded when it is capped or primed and has a powder charge and ball or shot in the barrel or cylinder.

(k) This section does not require that notice be posted regarding the proscribed conduct.

(l) This section does not apply to a duly appointed peace officer as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2, a full-time paid peace officer of another state or the federal government who is carrying out official duties while in California, any person summoned by any of these officers to assist in making arrests or preserving the peace while he or she is actually engaged in assisting the officer, a member of the military forces of this state or of the United States who is engaged in the performance of his or her duties, or an armored vehicle guard, engaged in the performance of his or her duties, as defined in subdivision (d) of Section 7582.1 of the Business and Professions Code.

(m) This section does not apply to a security guard authorized to carry a loaded firearm pursuant to Article 4 (commencing with Section 26000) of Chapter 3 of Division 5 of Title 4 of Part 6.

(n) This section does not apply to an existing shooting range at a public or private school or university or college campus.

(o) This section does not apply to an honorably retired peace officer authorized to carry a concealed or loaded firearm pursuant to any of the following:

(1) Article 2 (commencing with Section 25450) of Chapter 2 of Division 5 of Title 4 of Part 6.

(2) Section 25650.

(3) Sections 25900 to 25910, inclusive.

(4) Section 26020.

(5) Paragraph (2) of subdivision (c) of Section 26300.

(p) This section does not apply to a peace officer appointed pursuant to Section 830.6 who is authorized to carry a firearm by the appointing agency.

(q) (1) This section does not apply to the activities of a program involving shooting sports or activities, including, but not limited to, trap shooting, skeet shooting, sporting clays, and pistol shooting, that are sanctioned by a school, school district, college, university, or other governing body of the institution, that occur on the grounds of a public or private school or university or college campus.

(2) This section does not apply to the activities of a state-certified hunter education program pursuant to Section 3051 of the Fish and Game Code if all firearms are unloaded and participants do not possess live ammunition in a school building.



## **Alcohol and Drug Free Workplace**

YOU ARE HEREBY NOTIFIED that it is a violation of Board policy for any employee at a school district workplace to unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations.

"School district workplace" is defined as any place where school district work is performed, including a school building or other school premises; any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function, such as a field trip or athletic event, where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business.

As a condition of your continued employment with the district, you will comply with the district's policy on Drug and Alcohol-Free Workplace and will, any time you are convicted of any criminal drug or alcohol statute violation occurring in the workplace, notify your supervisor of this conviction no later than five days after such conviction.

Pursuant to the federal Omnibus Transportation Employee Testing Act of 1991, schoolbus drivers shall be subject to a drug and alcohol testing program that fulfills the requirements of the Code of Federal Regulations, Title 49, Part 382.

(cf. 4112.42 - Drug and Alcohol Testing for Schoolbus Drivers)

Pursuant to California Education Code 44836 and 45123, the Board may not employ or retain in employment persons convicted of a controlled substance offense as defined in Education Code 44011. If any such conviction is reversed and the person acquitted in a new trial or the charges dismissed, his/her employment is no longer prohibited.

Pursuant to Education Code 45123, the district may employ for classified service a person who has been convicted of a controlled substance offense only if it determines, from evidence presented, that the person has been rehabilitated for at least five years. The Board shall determine the type and manner of presentation of the evidence, and the Board's determination as to whether or not the person has been rehabilitated is final.

Pursuant to Education Code 44425, whenever the holder of any credential issued by the State Board of Education or the Commission for Teacher Preparation and Licensing has been convicted of a controlled substance offense as defined in Education Code 44011, the commission shall forthwith suspend the credential. When the conviction becomes final or when imposition of sentence is suspended, the commission shall revoke the credential. (Education Code 44425)

Pursuant to Education Code 44940, the district must immediately place on compulsory leave of absence any certificated employee charged with involvement in the sale, use or exchange to minors of certain controlled substances.

Pursuant to Education Code 44940, the district may immediately place on compulsory leave of absence any certificated employee charged with certain controlled substance offenses.

(cf. 4159 - Employee Assistance Programs)

The following drug and alcohol counseling, rehabilitation, and/or employee assistance programs are available locally:

LAYTONVILLE:

Long Valley Health Center  
Laytonville Healthy Start  
ALANON

Information:

984-6131  
984-8089  
354-3122

WILLITS:

United Way  
HELP

456-9999 or 1-800-575-

Alcohol & Other Drugs Program  
(Mendocino County Dept. of Health)

459-7895

UKIAH:

Ford Street Project

462-1934 or 1-800-971-3673

Alcoholics Anonymous (Information)

462-7123

Narcotics Anonymous (Information)

485-9110

Employees who need to discuss drug and alcohol issues may contact the following persons:

Joan Potter, Superintendent

984-6414

Tim Henry, LHS Principal

984-6108

Lorre Stange, LES Principal

984-6123

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Employee Signature

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Date

Employee signature requirement is satisfied by signing the Annual Employee Notification Packet receipt.

Adopted January 1990

Laytonville

USD

Revised September 2001

Form Revised September 2002, October 2013

**Students**      BP 5131.5(a)

## **VANDALISM AND GRAFFITI**

The Board of Trustees desires to enhance student learning by striving to provide an environment where students and staff can feel safe and secure and can take pride in their school. To that end, the Superintendent/Principal or designee shall develop strategies for preventing graffiti and vandalism on school grounds, including collaborating with local law enforcement and city and county officials, as appropriate, to help develop a coordinated response to graffiti and vandalism in the community.

*(cf. 0450 - Comprehensive Safety Plan)*

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

*(cf. 3515 - Campus Security)*

*(cf. 3515.3 - District Police/Security Department)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5136 - Gangs)*

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

Students and staff are encouraged to report any graffiti or vandalism to the principal or designee for investigation. The principal or designee shall determine whether the incident necessitates an investigation pursuant to the district's sexual harassment, hate-motivated behavior, or nondiscrimination grievance procedure.

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

As appropriate, the principal or designee may contact local law enforcement in instances when the graffiti is repetitive, identifies particular targets or groups, identifies the perpetrator, and/or contains incitements to violence, threats, or intimidation. Photographs or other evidence of the vandalism or graffiti shall be preserved as necessary for investigation by the district or law enforcement and as evidence in any district disciplinary proceedings.

The principal or designee shall ensure that graffiti on school grounds is removed and covered as soon as possible, and if practicable before the beginning of the school day.

A student who commits an act of vandalism or graffiti on school grounds shall be subject to disciplinary action, including, but not limited to, suspension or expulsion in accordance with Board policy and administrative regulation. If reparation for damages is not made, the district also may withhold the student's grades, diploma, and/or transcripts in accordance with law.

**Policy LAYTONVILLE UNIFIED SCHOOL DISTRICT**

adopted: 11/7/19      Laytonville, California



# **SECTION K**

## **BULLYING PREVENTION POLICIES & PROCEDURES**

## **K. BULLYING PREVENTION POLICIES & PROCEDURES**

(EC 234.4)

Laytonville Unified School District and its schools recognize the harmful effects of bullying on student learning and school attendance and desire to provide learning environments that protect students from physical and emotional harm. All district schools have developed strategies to support a safe and orderly environment free from bullying and intimidation.

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

**Students** BP 5131.2(a)

### **BULLYING**

The Board of Trustees recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

The Superintendent/Principal or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent/Principal or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.

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

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

Policy **LAYTONVILLE UNIFIED SCHOOL DISTRICT**

adopted: Laytonville, California

**Students** AR 5131.2(a)

## **BULLYING**

### **Definitions**

*Bullying* is an unwanted, aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm.

Bullying can be physical, verbal, or social/relational and involves repetition or potential repetition of a deliberate act.

*Cyberbullying* includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images. Cyberbullying also includes breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

Examples of the types of conduct that may constitute bullying and are prohibited by the district include, but are not limited to:

1. Physical bullying that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures
2. Verbal bullying that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm
3. Social/relational bullying that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public

4. Cyberbullying, such as sending demeaning or hateful text messages or emails, sending rumors by email or by posting on social networking sites, or posting embarrassing photos, videos, web site, or fake profiles

### **Measures to Prevent Bullying**

The Superintendent/Principal or designee shall implement measures to prevent bullying in district schools, including, but not limited to, the following:

1. Ensuring that each school establishes clear rules for student conduct and implements strategies to promote a positive, collaborative school climate
2. Providing to students, through student handbooks and other age-appropriate means, information about district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying
3. Encouraging students to notify school staff when they are being bullied or when they suspect that another student is being bullied, and providing means by which students may report threats or incidents confidentially and anonymously
4. Conducting an assessment of bullying incidents at each school and, if necessary, increasing supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias
5. Annually notifying district employees that, pursuant to Education Code 234.1, any school staff who witnesses an act of bullying against a student has a responsibility to immediately intervene to stop the incident when it is safe to do so

### **Staff Development**

The Superintendent/Principal or designee shall make the California Department of Education's online training module on the dynamics of bullying and cyberbullying, which includes the identification of bullying and cyberbullying and the implementation of strategies to address bullying, available annually to all certificated staff and to other employees who have regular interaction with students. (Education Code 32283.5)

The Superintendent/Principal or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences



2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify the signs of bullying or harassing behavior
4. Take immediate corrective action when bullying is observed
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

### **Student Instruction**

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

The district shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

Students should be taught the difference between appropriate and inappropriate behaviors, how to advocate for themselves, how to help another student who is being bullied, and when to seek assistance from a trusted adult. As role models for students, staff shall be expected to demonstrate effective problem-solving and anger management skills.

To discourage cyberbullying, teachers may advise students to be cautious about sharing passwords, personal data, or private photos online and to consider the consequences of making negative comments about others online.

### **Reporting and Filing of Complaints**

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee.

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

Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee

who observes an incident of bullying involving a student shall, within one business day, report such observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3.

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

#### **Discipline/Corrective Actions**

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

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

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

If any student involved in bullying exhibits warning signs of suicidal thought or intention or of intent to harm another person, the Superintendent/Principal or designee shall, as appropriate, implement district intervention protocols which may include, but are not limited to, referral to district or community mental health services, other health professionals, and/or law enforcement.

Regulation      **LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
approved:      Laytonville, California

**Students**      BP 5131(a)

**CONDUCT**

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

The Superintendent/Principal 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
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  
The district shall not be responsible for students' personal belongings which are brought on campus or to a school activity and are lost, stolen, or damaged.
6. Obscene acts or use of profane, vulgar, or abusive language
7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs
8. Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose (Penal Code 417.27) Prior to bringing a laser pointer on school premises for a valid instructional or school-related purpose, a student shall obtain permission from the principal or designee.
9. Use of a cellular/digital telephone, pager, or other mobile communications device during instructional time. Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person. No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be

essential for the student's health and the use of which is limited to purposes related to the student's health. (Education Code 48901.5)

10. Plagiarism or dishonesty on school work or tests
11. Inappropriate attire
12. Tardiness or unexcused absence from school
13. Failure to remain on school premises in accordance with school rules

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

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

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

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

## **Policy LAYTONVILLE UNIFIED SCHOOL DISTRICT**

adopted: 11/7/19 Laytonville, California

### **Student Use Of Technology**

**AR**

#### **6163.4**

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. All instructional staff shall receive a copy of this administrative regulation, the accompanying Board policy, and the district's Acceptable Use Agreement describing expectations for appropriate use of the system and shall also be provided with information about the role of staff in supervising student use of technological resources. All students using these resources shall receive instruction in their proper and appropriate use. (cf. 0440 - District Technology Plan) (cf. 4040 - Employee Use of Technology) (cf. 4131 - Staff Development) (cf. 4231 - Staff Development) (cf. 4331 - Staff Development)

Teachers, administrators, and/or library media specialists shall prescreen technological resources and online sites that will be used for instructional purposes to ensure that they

are appropriate for the intended purpose and the age of the students. (cf. 6163.1 - Library Media Centers)

#### Online/Internet Services: User Obligations and Responsibilities

Students are authorized to use district equipment to access the Internet or other online services in accordance with Board policy, the user obligations and responsibilities specified below, and the district's Acceptable Use Agreement.

1. The student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers and passwords private and shall only use the account to which they have been assigned.
2. Students shall use the district's system safely, responsibly, and primarily for educational purposes.
3. Students shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs. Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)
4. Unless otherwise instructed by school personnel, students shall not disclose, use, or disseminate personal identification information about themselves or others when using email, chat rooms, or other forms of direct electronic communication. Students also shall be cautioned not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians.  
Personal information includes the student's name, address, telephone number, Social Security number, or other personally identifiable information.
5. Students shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.
6. Students shall not use the system to engage in commercial or other for-profit activities.
7. Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.
8. Copyrighted material shall be posted online only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information. (
9. Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."
10. Students shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or use another individual's identity.
11. Students shall report any security problem or misuse of the services to the teacher or principal.

The district reserves the right to monitor use of the district's systems for improper use without advance notice or consent. Students shall be informed that computer files and electronic communications, including email, are not private and may be accessed by the district for the purpose of ensuring proper use.

Whenever a student is found to have violated Board policy, administrative regulation, or the district's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy. (cf. 5144 - Discipline) (cf.

5144.1 - Suspension and Expulsion/Due Process) (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(11/05, 7/07, 3/09, 3/11, 6/28/12)  
DISTRICT

LAYTONVILLE UNIFIED SCHOOL

Laytonville California

**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**Student Internet and Technology Use Agreement**

I, \_\_\_\_\_, understand that as a user of the Internet and other  
(student name)

technologies, including printers, scanners, cameras, recorders, I have certain responsibilities.

I have read and understand the LUSD Policy and Regulations on Student Access to Networked Information Resources. I understand that any violation of this Policy and/or Regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary actions may be taken, and/or appropriate legal action may follow. I understand that LUSD has specific expectations regarding the appropriate use of technology:

I understand that students must immediately report to staff:

- any person communicating via email, chat rooms, instant messaging, or by other means, any attempts to obtain personal information about the student, other students, or staff
- any communication or email received, or website accessed that is undesirable, inappropriate, or offensive
- any accidental access to inappropriate material

I understand that the following are not permitted:

- accessing, posting, submitting, publishing or displaying:
  - material that is obscene, pornographic, or harmful to minors
  - harmful matter or material that is threatening, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs
  - material that encourages the use of drugs, alcohol, or tobacco
  - material that encourages activities prohibited by law or LUSD policy
- sharing confidential personal or identifying information about students or employees
- sending or displaying offensive messages, pictures or jokes
- assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition
- using obscene language
- harassing, insulting, attacking, or threatening others, even as a joke
- behavior that might damage computers, computer systems, computer networks, or data (for example, loading files that might introduce a virus)
- loading software downloaded from the Internet on LUSD computers without permission of the appropriate school official
- violating copyright laws
- using and sharing others' passwords
- trespassing in others' folders, work or files
- wasting limited resources intentionally
- attempting unauthorized access to computer systems, networks, or data
- employing the network for commercial purposes
- violating the rules and regulations prescribed by other organizations for the use of their network or resources

I understand and have read the Internet and Technology Use Agreement, and I agree to abide by the LUSD Policy and Regulation on Student Access to Networked Information resources. I recognize that electronic mail (email) accounts issued through LUSD are not private. Network administrators and other personnel may check incoming and outgoing messages from LUSD mail servers at any time. Delivery of electronic mail messages through an LUSD mail server is not guaranteed.

---

Student's Name (please print)

Student's Signature

Date

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Parents and/or Guardians:

As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that access to the Internet is designed for educational purposes, and that LUSD has taken precautions to eliminate access to controversial material. I understand it is impossible for LUSD to restrict access to all controversial materials, and I will not hold LUSD personnel responsible for materials acquired on the network. I also understand that violation of the LUSD Policy and Regulations on Student Access to Networked Information Resources by students may result in actions consistent with rules of discipline at the school and district level. These disciplinary actions may include restricted access to the network and suspension or expulsion from school. Further,

I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use networked information resources. I understand the conditions of the Student Internet and Technology Use Agreement.

---

Parent's/Guardian's Name (please print)

Parent's/Guardian's Signature

Date

---

Teacher:

I have read the Student Internet and Technology Use Agreement and agree to promote this agreement with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student use of the network. As the sponsoring teacher, I do agree to instruct the student on acceptable use of the network and proper network etiquette.

---

Teacher's Name (please print)

Teacher's Signature

Date

---

This agreement is void at the end of the school year in which it was signed.

Adopted Dec. 13, 2001

Laytonville USD



**Students** BP 5131.6(a)

## **ALCOHOL AND OTHER DRUGS**

The Board of Trustees believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Superintendent/Principal or designee shall develop comprehensive programs and activities to foster safe, healthy, and drug-free environments that support academic achievement.

The district's alcohol and drug prevention and intervention programs shall be coordinated with other school and community-based services and programs and shall promote the involvement of parents/guardians. The Superintendent/Principal or designee may collaborate with the county office of education, community-based organizations, health providers, law enforcement agencies, local child welfare agencies, postsecondary institutions, businesses, and other public and private entities in program planning, implementation, and evaluation.

Prevention and intervention programs and activities may include, but are not limited to: (20 USC 7118)

1. Evidence-based drug and violence prevention activities and programs that educate students against the use of alcohol, tobacco, cannabis, smokeless tobacco products, and electronic cigarettes
2. Professional development and training for school staff, specialized instructional support personnel, and interested community members on drug prevention, education, early identification, intervention mentoring, recovery support services, and, where appropriate, rehabilitation referral
3. School-based mental health services, including early identification of drug use and referrals to counseling services, and/or partnerships with public or private health care entities that have qualified mental and behavioral health professionals
4. Programs and activities that provide mentoring and school counseling to all students, including students who are at risk of drug use and abuse

### **Instruction**

The district shall provide science-based preventative instruction which has been proven effective in helping students avoid the use of alcohol and other drugs.

All instruction and related materials shall consistently state that unlawful use of alcohol or other drugs is prohibited. Instruction shall not include any message on responsible use of drugs or alcohol when such use is illegal. (Health and Safety Code 11999.2)

The district shall offer staff development activities for staff who implement the comprehensive drug and alcohol prevention and intervention program.

## **Intervention, Referral, and Student Assistance Programs**

The Superintendent/Principal or designee shall inform school staff, students, and parents/guardians about early warning signs which may indicate alcohol and other drug use and about appropriate agencies offering intervention programs, counseling, referral, and other student assistance programs.

The Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or with any staff member. Students who disclose their use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be disciplined for such use.

*(cf. 5141.52 - Suicide Prevention)*

## **Enforcement/Discipline**

Students shall not possess, use, or sell alcohol or other drugs and related paraphernalia on school grounds or at school-sponsored activities.

The Superintendent/Principal or designee shall clearly communicate to all students, staff, and parents/guardians the district's policies, regulations, and school rules related to the use of alcohol and other drugs.

Any student found by the Board to be selling a controlled substance listed in Health and Safety Code 11053-11058 shall be expelled in accordance with BP/AR 5144.1 - Suspension and Expulsion/Due Process. A student found to have committed another drug or alcohol offense, including possession or intoxication, shall be referred to appropriate behavioral interventions or student assistance programs, and may be subject to discipline on a case-by-case basis.

## **Program Evaluation**

The Board and Superintendent/Principal shall agree upon performance measures that will be used to monitor and determine the effectiveness of district programs in reducing drug and alcohol use. The Superintendent/Principal or designee shall periodically report to the Board on the effectiveness of district activities in achieving identified objectives and outcomes. (20 USC 7116)

**Students** AR 5131.6(a)

## **ALCOHOL AND OTHER DRUGS**

### **Instruction**

The curriculum of all elementary and secondary schools shall include instruction on the effects upon the human body, as determined by science, of tobacco, alcohol, narcotics, dangerous drugs as defined in Health and Safety Code 11032, and other dangerous substances. Instruction shall be sequential in nature and suited to meet the needs of students at their respective grade level. (Education Code 51203, 51260)

In grades 1-6, instruction in drug education should be given in health courses required by Education Code 51210. (Education Code 51260)

In grades 7-12, instruction in drug education shall be conducted in health courses and in any other appropriate area of study required by Education Code 51220. (Education Code 51260)

Secondary school instruction shall also include a study of the effects of alcohol and other drugs upon prenatal development. (Education Code 51203)

Instruction shall be provided by appropriately trained instructors who have demonstrated competencies, as determined by the principal or designee, in the following areas: (Education Code 51260)

1. The ability to interact with students in a positive way
2. Knowledge of the properties and effects of tobacco, alcohol, narcotics, dangerous drugs, and shared drug apparatus
3. Effective teaching skills and competency in helping students to express opinions responsibly and to become aware of their values as they affect drug-use decisions

### **Intervention**

District staff shall intervene whenever students use alcohol or other illegal drugs while on school property or under school jurisdiction. Staff members who have a reasonable suspicion that a student may be under the influence of alcohol or drugs shall immediately notify the principal or designee.

If the principal or designee, in his/her professional capacity or in the course of his/her employment, knows, observes or suspects that a student may be under the influence of alcohol or drugs, he/she may notify the parent/guardian. (Education Code 44049)

School staff shall not disclose confidential information provided during counseling by a student 12 years of age or older. A school counselor may report such information to the principal or parent/guardian only when he/she believes that disclosure is necessary to avert a clear and present danger to the health, safety or welfare of the student or other persons living in the school community. The school counselor shall not disclose such information to the parent/guardian if he/she believes that the disclosure would result in a clear and present danger to the student's health, safety or welfare. (Education Code 44049, 49602)

## **All Personnel**

AR

4119.11(a)

4219.11

## **SEXUAL HARASSMENT**

4319.11

This administrative regulation shall apply to all allegations of sexual harassment involving employees, interns, volunteers, and job applicants, but shall not be used to resolve any complaint by or against a student.

### **Definitions**

*Prohibited sexual harassment* includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting when: (Education Code 212.5; Government Code 12940; 2 CCR 11034)

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual.
3. Submission to or rejection of the conduct is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through the district.

*Prohibited sexual harassment* also includes conduct which, regardless of whether or not it is motivated by sexual desire, is so severe or pervasive as to unreasonably interfere with the victim's work performance or create an intimidating, hostile, or offensive work environment.

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

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

## Training

The Superintendent/Principal or designee shall ensure that all employees receive training regarding the district's sexual harassment policies when hired and periodically thereafter. The training shall include how to recognize prohibited or harassing conduct, the procedures for reporting and/or filing complaints involving an employee, employees' duty to use the district's complaint procedures, and employee obligations when a sexual harassment report involving a student is made to the employee. The training shall also include information about processes for employees to informally share or obtain information about harassment without filing a complaint.

Every two years, the Superintendent/Principal or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All such newly hired or promoted employees shall receive training within six months of their assumption of the new position. (Government Code 12950.1)

*A supervisory employee* is any employee having the authority, in the interest of the district, to hire, transfer, suspend, lay off, promote, discharge, assign, reward, or discipline other employees, or the responsibility to direct them, adjust their grievances, or effectively recommend such action, when the exercise of the authority is not of a merely routine or clerical nature, but requires the use of independent judgment. (Government Code 12926)

The district's sexual harassment training and education program for supervisory employees shall be aimed at assisting them in preventing and effectively responding to incidents of sexual harassment, as well as implementing mechanisms to promptly address and correct wrongful behavior. The training shall include, but is not limited to, the following: (Government Code 12950.1; 2 CCR 11024)

1. Information and practical guidance regarding federal and state laws on the prohibition, prevention, and correction of sexual harassment, the remedies available to sexual harassment victims in civil actions, and potential district and/or individual exposure or liability
2. The types of conduct that constitute sexual harassment and practical examples which illustrate sexual harassment, discrimination, and retaliation using training modalities such as role plays, case studies, and group discussions, based on factual scenarios taken from case law, news and media accounts, and hypotheticals based on workplace situations and other sources
3. A supervisor's obligation to report sexual harassment, discrimination, and retaliation of which he/she becomes aware and what to do if the supervisor himself/herself is personally accused of harassment
4. Strategies for preventing harassment, discrimination, and retaliation and appropriate steps to ensure that remedial measures are taken to correct harassing behavior, including an effective process for investigation of a complaint
5. The essential elements of the district's anti-harassment policy, including the limited confidentiality of the complaint process and resources for victims of

- unlawful sexual harassment, such as to whom they should report any alleged sexual harassment, and how to use the policy if a harassment complaint is filed
6. A copy of the district's sexual harassment policy and administrative regulation, which each participant shall acknowledge in writing that he/she has received
  7. The definition and prevention of abusive conduct that addresses the use of derogatory remarks, insults, or epithets, other verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, and the gratuitous sabotage or undermining of a person's work performance
  8. Practical examples of harassment based on gender identity, gender expression, and sexual orientation

The Superintendent/Principal or designee shall retain for at least two years the records of any training provided to supervisory employees. Such records shall include the names of trained employees, date of the training, the type of training, and the name of the training provider. (2 CCR 11024)

### **Notifications**

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

1. Be displayed in a prominent location in the main administrative building, district office, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted
2. Be provided to every district employee at the beginning of the first quarter or semester of the school year or whenever a new employee is hired
3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct

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

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples
4. The district's complaint process available to the employee
5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)
6. Directions on how to contact DFEH and the EEOC
7. The protection against retaliation provided by 2 CCR 11021 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

In addition, the district shall post, in a prominent and accessible location, the DFEH poster on discrimination in employment and the illegality of sexual harassment and the DFEH poster regarding transgender rights. (Government Code 12950)

Regulation **LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
approved: 11/7/19 Laytonville, California







## **MONITORING AND COMMUNICATING THE PLAN**

(EC 32286-32288)

This plan is reviewed, evaluated, and amended (as needed) each school year by the District Advisory Committee, School Site Council and Board of Trustees, local Law Enforcement and the local Fire Agency. The revised plan is placed on the February regular meeting of the Board of Trustees for public hearing to allow public input before it is adopted. It is available for public inspection at the District Office and school site during regular business hours.

<p><b>How was the previous plan monitored?</b> All groups review the plan annually and provide input for necessary changes/modifications. Safe Schools issues are discussed every other month during District Advisory meetings.</p>
<p>Section B was modified to reflect current staffing and disaster procedures.</p>
<p>Were changes made to Section G: Ingress and Egress? If so, reference where these are found. No Changes</p>
<p>What progress was made on Section H: Component I (Social Environment)? More staff was hired to provide counseling support and for planning and implementing a Positive Behavior Support program at both sites</p>
<p>What progress was made on Section H: Component II (Physical Environment)?  Security cameras were placed throughout the district. Four new elementary classrooms and restrooms have been built and are now inhabited.</p>

### **Record the Dates of Drills or Staff Training in Past 12 months:**

	Drills	Training
Fire	Monthly	8/19/19
Earthquake	LHS 1/14/20; LES 1/30/20	8/19/19
Evacuation	Spring 2020	8/19/19, 1/7/2020
Lockdown	Spring 2020	8/19/19, 1/7/2020
Student Release	Spring 2020	8/19/19, 1/7/2020

## **MONITORING AND COMMUNICATING THE PLAN**

(EC 32286-32288)

<p>Method for Communicating Plan and Notifying Public: <i>EC 32288</i></p>	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;"><b>Date of Public Hearing</b></td><td style="width: 40%; text-align: center;">January 9, 2020</td></tr> </table> <p>The School site council or school safety planning committee shall notify, in writing, the following persons and entities, if available, of the public meeting:</p> <ul style="list-style-type: none"> <li>• Representative of the local school employee organization</li> <li>• A representative of each parent organization at the school site, including the parent teacher association and parent teacher clubs</li> <li>• A representative of each teacher organization at the school site</li> <li>• A representative of the student body government</li> <li>• All persons who have indicated they want to be notified</li> </ul>	<b>Date of Public Hearing</b>	January 9, 2020
<b>Date of Public Hearing</b>	January 9, 2020		
	<p>The School site council or school safety planning committee is encouraged to notify, in writing, the following persons and entities, if available, of the public meeting:</p> <ul style="list-style-type: none"> <li>• A representative of the local churches</li> <li>• Local civic leaders</li> <li>• Local business organizations</li> </ul>		
	<p>In order to ensure compliance with this article, each School District or County Office of Education shall annually notify the State Department of Education by October 15 of any schools that have not complied with EC 32281</p>		
<b>Review of Progress for Last Year</b>	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;"><b>Name</b></td><td style="width: 50%; text-align: center;"><b>Date</b></td></tr> </table>	<b>Name</b>	<b>Date</b>
<b>Name</b>	<b>Date</b>		
Law Enforcement	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Kirk Mason</td><td style="width: 50%; text-align: center;">2/4/2020</td></tr> </table>	Kirk Mason	2/4/2020
Kirk Mason	2/4/2020		
Fire	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Sue Carberry</td><td style="width: 50%; text-align: center;">2/4/2020</td></tr> </table>	Sue Carberry	2/4/2020
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First Responder, if applicable	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"></td><td style="width: 50%; text-align: center;">NA</td></tr> </table>		NA
	NA		
Site Council Approval	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"></td><td style="width: 50%; text-align: center;">1/9/2020</td></tr> </table>		1/9/2020
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School Board Approval	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Calvin Harwood</td><td style="width: 50%; text-align: center;">2/6/2020</td></tr> </table>	Calvin Harwood	2/6/2020
Calvin Harwood	2/6/2020		
Most Recent SARC (attached)	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Lorre Stange, Tim Henry</td><td style="width: 50%; text-align: center;">2/6/2020</td></tr> </table>	Lorre Stange, Tim Henry	2/6/2020
Lorre Stange, Tim Henry	2/6/2020		

Laytonville  
Elementary School  
and  
Laytonville High  
School  
Parent and Student  
Handbooks

**Laytonville Elementary School  
Student/Parent Handbook  
2019-2020**



## **What Research Tells Us About Children...**

1. A child learns as a total person. Knowledge and skills must be learned through all areas--physical, social, emotional, intellectual, etc.--to help children establish the foundation for continuous lifelong learning.
2. Children grow through similar states of development, but at different rates and in different styles. Every child is unique. Different levels of development and understanding affect every learning task. Children need to be allowed to move at their own pace in acquiring skills.
3. The way children feel about themselves and their sense of competence in learning impacts every learning act. The way a child receives information may be as important to learning as the information received. Methods, climate, atmosphere and teacher/parent attitude all affect the child's self-esteem.
4. Children learn best in active ways through interaction with the environment and with people. As children interact with each other, with teachers and with a variety of materials, they apply all types of learning processes.
5. Children cannot be given knowledge. They must construct it for themselves through continuous action in their environments. Each child's construction of knowledge is personal and unique. No two children come to know something in exactly the same ways. Playful activity is the natural method of learning for young children.
6. Learning is a very oral process. All children converse with others about interesting projects and ideas, they expand their language and thinking. Through conversation about the happenings of their lives, children are encouraged to expand their abilities to communicate orally, as well as through reading and writing.
7. Children learn math skills and processes when they are encouraged to explore, discover and solve real mathematics problems through both spontaneous and planned activities. The math program in an elementary school should be designed to interest children in thinking and organizing experiences in mathematical ways, rather than to teach rote computation.

Laytonville Elementary/Middle School  
150 Ramsey Road  
Laytonville, CA 95454  
(707) 984-6123 Fax: (707) 984-8761

**Superintendent:** Joan Potter  
**Principal:** Lorre Stange  
**Admin. Asst:** Hannah Davidson

**School Board:** Mat Paradis Calvin Harwood Meagen Hedley Erin Gamble

The School Board meets on the first Thursday of every month, at 6:30 PM in the Board Room. Meetings are open to the public.

### **Teachers**

Stacey Patton	Kindergarten	Room 1
Suzie Dunham	1/2	Room 7
Mary Joens-Poulton	1/2	Room 6
Amanda McCrum	2 <sup>nd</sup>	Room 5
Konnie Hawkins	3 <sup>rd</sup>	Room 4
Casey Watkins	4 <sup>th</sup>	Room 14
Lindsay Jacobson	5 <sup>th</sup>	Room 20
	5/6	Room 19
Maggie Agnew	Special Ed.	Room 13
Ben Harwood	7/8 English/History	Room 21
Amber Jensen	6 <sup>th</sup>	Room 18
Gaea Reid	7/8 Math/Science	Room 22
Garnet Empyion	Intervention Teacher	Room 3

### **School Site Council**

Improving our school is an on-going process of determining needs, setting goals, planning programs and monitoring progress. The School Site Council is an elected advisory and decision-making body that develops and oversees the School Plan for Student Achievement document. The Site Council meets on the 1<sup>st</sup> Wednesday of every month, at 4:00 PM in the LES Staff Room. All members of the school community are invited to attend.

### **District/Community Expectations for Students, Staff, Family, and Visitors**

- \* Our goal is to provide positive change and a safe learning environment for all students.
- \* Students should attend school every day, on time and come to school prepared to learn.
- \* Demonstrate: Mutual respect, compassion and caring for others, personal responsibility,  
pride, integrity, cooperation, positive attitude, and perseverance.
- \* Strive for excellence and promote lifelong learning.

## **Holistic Learner Outcomes**

The education we provide must respond not only to the changing social, economic and technical needs of our community, but to the global trends affecting our world today. Our goal is to both nurture and challenge individuals to participate in a life-long process of learning and thereby foster their ability to live satisfying and productive lives.

We want students to become:

Self-Directed Learners who have high expectations for success, set and evaluate goals, have a vision for the future, assume responsibility for their actions and acquire the skills and attitudes that promote life-long physical fitness and mental health.

Effective Communicators who exchange ideas and information using reading, writing, listening and speaking skills.

Community Contributors who exhibit caring for self and others in their local and global community through collaborative effort to improve the quality of life.

Constructive Thinkers who identify, access, integrate, and use available resources and information to reason, make decisions and solve problems.

Quality Producers who create intellectual, artistic, practical and physical products which reflect originality, high standards and the use of advanced technologies.

## **WEATHER EMERGENCIES**

Our Autocall system will be used to notify all parents who have supplied phone numbers to the school when we must close schools for any reason. When extreme weather conditions force the closure of school or delay the start of school, we will contact the radio stations below by 6:30 a.m. and have them announce the closure. We will also make an automated call to the number you have provided the school.

KMUD 88.9 or 91.1 FM      KOZT 95.3 or 95.9 FM      KUKI 103.3 FM

Winter storms can sometimes come on in the middle of the morning, after school has begun, and become so severe that we must dismiss before the normal time to get students home safely. In that event, the radio stations above will be notified and the automated call will be made. You can also check on the district Facebook page.

## School Policies and Procedures

### Attendance

Regular and on-time attendance is necessary for learning. To receive a proper education, students must be in school every day and on time. State regulations require that students be at school or on contract for the district to receive funding. While written excuses are still required, we are no longer funded for excused absences.

1. **Absences:** Missing school is only considered **Excused** if the student is ill, has a medical, dental or counseling appointment, a death in the immediate family or a court appearance. Absences for other reasons are considered **Unexcused** and may be used in a truancy hearing.

2. **Truancy:** A student is considered truant who is absent from school without a valid excuse three (3) full days in one school year or tardy 30 minutes or more on three (3) occasions during the school year without a valid excuse. Students who are excessively absent or tardy will be referred to the Student Attendance Review Board (SARB).

3. **Absences and Late Arrivals:** Students must have a note from their parent/guardian when returning to school from an absence or upon late arrival. The note should include the student's name, the date(s) of the absence(s) the date the note was written, the reason the student missed school or was late and the parent/guardian's signature. This note should be brought to the office.

If a student has an excused absence, teachers will allow him/her to make up the work missed. Students who miss schoolwork because of unexcused absences *may* be given the opportunity to make up missed work for full or reduced credit. Teachers shall assign such make-up work as necessary to ensure academic progress.

If a student arrives late to school, he/she must check in at the office for a tardy slip to be given to his/her teacher. PLEASE BRING YOUR CHILD TO THE FRONT OFFICE FOR CHECK IN. DO NOT DROP OFF YOUR CHILD AT THE MIDDLE SCHOOL PARKING LOT.

4. **Extended Absences:** If a student is ill or on necessary leave for five or more days (no more than 15 days), a contract should be requested from the office, **five (5) days in advance** to provide the teacher the necessary time to put the materials together. Short-term contracts are awarded at the discretion of the teacher. Parents are responsible to see that all the assigned work is completed and returned to school on the **day** the student returns. Work not completed will be considered **unexcused absences**.

Students not completing contracts may not be granted a contract in the future.

5. **Leaving School before Dismissal:** Whenever possible, parents should avoid making doctor or other appointments before 2:45 p.m. If a student must leave before school is dismissed, he/she must be checked out through the office. Parents/guardians *must come into the office* to sign out the student. The student will be called to the office then may leave with his/her parent/guardian. Students may only be signed out to adults on the student's emergency card.



## SAMPLE OF AN ACCEPTABLE EXCUSE FOR AN ABSENCE:

*Dec. 17, 2018*

*Laytonville Elementary School,*

*My son, John Doe, was absent from school Dec. 15 and 16 because he had a sore throat.*

*Sincerely,*

*Mrs. Mary Doe*

All absences, without written or telephone excuses, will be considered **unexcused**, until cleared through the office.

### **Illness**

1. **Emergency Card:** Each student must have an emergency card on file in the office at the beginning of the school year. Please notify the school if any changes are made during the school year to make sure contact information is current.

2. **Medication:** If a student must take medication at school, it must be brought to the office by a parent, and kept in the office along with a doctor's instructions. The school cannot provide medications, or treatments of any kind. Students are to never share medication with other students. Parents are reminded that children are not allowed to possess or take any medication at school except as outlined above, including Advil or Tylenol.

3. **Physical Education Excuses:** Students who must have an extended excuse from P.E. for a medical reason must have a doctor's note stating the reason and the length of time he/she cannot participate. A doctor's release may be needed for a student to resume participation in P.E. after an extended period of injury.

### **Transportation**

1. **Bus/Van:** District provided transportation is a privilege, not a right. It is important that students who ride the bus or school vans conduct themselves in an orderly manner at the bus/van stop and on the bus/van. Misbehavior may result in referral, suspension or permanent removal of bus/van riding privileges.

2. **Walking Students:** For supervision control and safety purposes, students who walk to school are asked not to arrive at school before 8:00 a.m.

3. **Drop-off Students:** Students who are dropped off at school by a parent/guardian are asked to not arrive any earlier than 8:00 a.m. Please park vehicles in the parking lot across the street from the school office and escort students to the crosswalks onto the school campus or drop off students in front of the school office **without parking**.

### **Changes in a Student's Regular Dismissal Routine**

Any student who normally rides the bus may not walk home from school unless a note has been signed by his/her parent/guardian and filed in the school office. The note should state that the student has permission to walk home or ride his/her bike

home, and specify the date. The permission slip is good for the specific dates covered by the note. Likewise, students may not ride home with another student, and/or on another bus route, without written permission. Students who normally walk home, or ride their bike may not ride the bus with another student without parent and school permission.

Students wishing to ride a different bus or get off at a different bus stop must take a note to the office **in the morning before school** and receive a bus pass. If anyone other than a parent or guardian is to provide transportation home for a student, a note is needed in the office.

### **Notes to the Office**

Notes for all walking or bicycling students going home for lunch must be filed in the office for the trimester or written on a daily basis. Students may not go anywhere other than home at lunchtime unless accompanied by a parent or legal guardian.

**Expectations, Behavior and Consequences**-Students have the right to learn and teachers have the right to teach.

Students are expected to be Safe, Respectful and Responsible at all times in all areas.

Students are expected to:

1. Show courtesy and respect to school staff, fellow students and visitors.
2. Respect school property, personal property, and the property of others.
3. Be punctual in coming to class and be prepared to work until class is dismissed.
4. Refrain from disruptive behavior and hurting others, either physically or emotionally.
5. Be responsible for their own actions.

Proper behavior is recognized by providing K-5 students with a ribbon award to be placed on the office Excellence board. Middle school students' proper behavior is recognized by awarding the student with Warrior Bucks. When students perform an act of kindness they are given a Kindness Coin which they turn in to their classroom teacher. Classrooms keep track of how many Kindness Coins are received throughout the month and the classroom with the most Kindness Coins at the monthly awards assemblies are given the Kindness Banner to hang in their class for the next month. At the end of the year the class with the most Kindness Coins receives a class party.

Teachers and staff have set campus wide expectations through our Positive Behavior Intervention System (PBIS). The matrix at the end of the handbook shows the campus wide expectations. Each teacher will have individual classroom expectations.

If a student is making poor behavior choices he/she may be sent to a buddy classroom for a short amount of time. While in the Buddy Room the student will complete a Problem-Solving Worksheet in which he/she reflects upon his/her behavior. Then the child returns to his/her class. If the inappropriate behavior continues, the child is sent to another room for an hour or more to complete the reflection page and to continue classwork.

For the small percentage of students who choose to make poor behavior choices, this policy provides reflection, counseling and if necessary consequences. It also requires that parents/guardians become involved in the discipline process. Most students will not be impacted by this policy in a negative way. Our intention is to provide a positive, respectful environment on campus.

### **Harassment**

All students have the right to a safe school environment. Any form of harassment, sexual or other, will not be tolerated. The Board considers harassment to be a major offense. California State Law defines sexual harassment as any unwanted exchange between people, regardless of gender. These exchanges may include the following:

- 1.) Verbal harassment such as name-calling, sexually explicit jokes, comments about another student's body and/or manner of dressing, sexually oriented noises, gestures, remarks, or other forms of verbal abuse.
- 2.) Physical harassment such as touching, pinching, patting, grabbing, surrounding, brushing, or poking another student's body, or pantsing another student.
- 3.) Visual harassment such as displaying sexual pictures, writings, or objects, obscene letters or invitations, staring at another student's body, sexually oriented gestures, "mooning", or unwanted love letters or notes.
- 4.) Unwanted advances such as repeated requests for dates or for attention when they are unwelcome.
- 5.) Bullying is another type of harassment; this includes electronic bullying called **Cyber Bullying**. For example, the use of cell phones or the internet for bullying purposes. Often the term bullying is misused. The definition of bullying is: Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bully prevention curriculum will be taught in all classrooms. This curriculum teaches the students what to say and do to the aggressor. It also teaches how the aggressor should respond and what the adults should do and say when a student brings a situation to their attention.

### **Drug Policy**

Rules and regulations relating to students for possession or use of illegal drugs including alcohol:

- \*Parents are notified immediately, if possible
- \*Sheriff is notified immediately

- \*Student is suspended for five days
- \*A conference between parents and the school administrator is arranged
- \*Counseling will be made available
- \*Possible expulsion

School officials may search a student, desk or locker whenever there is “reasonable suspicion to believe the student may have violated the law or school rules, or placed the health and safety of students or school employees in jeopardy.” The above procedures apply when the offense occurs while a student is on school grounds, or going to or coming from school or a school sponsored activity. These procedures also apply during the hours of the regular school day if a student has cut class and is off campus.

Administration will work with and make appropriate referrals to agencies which specialize in counseling young people in dealing with substance abuse. Education about drug abuse will be made available to all students in the district.

### **Grooming/Dress Code**

Students will present themselves in a manner conducive to education. A student may not remain at school dressed in a manner in which his/her clothing or lack of clothing:

- a) Creates a safety hazard for the student or for other students at the school and/or
- b) Constitutes a serious and unnecessary distraction to the learning process or tends to disrupt campus order.

Inappropriate clothing includes the following:

- \*clothing advertising or supporting the use of alcohol, tobacco or controlled substances
- \*clothing displaying vulgar or offensive writing or symbols, or sexual references
- \*clothing that is identified as gang-related
- \*clothing that is not safe to the wearer or to others
- \*clothing that is revealing, excessively soiled or worn (includes displaying of any undergarments)

The torso of the body must be entirely covered, no wearing of backless shirts, strapless shirts and sports bras, the bottom of shirts must overlap the top of pants, and excessively short skirts or shorts are not allowed. Shirts and shoes must be worn at all times, which is required by state law, including during PE and sports practice.

The principal or her designee shall make the determination if clothing or apparel (backpacks, etc) constitutes a threat to safety, campus order or is unduly distracting. When dress is found to be in violation of this policy the student will be required to modify his/her clothing and/or apparel in such a manner that it no longer violates this policy. If necessary the student may be sent home to modify unacceptable dress. 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

## **Things to Know**

### **Cumulative Records**

Cumulative records are kept in the office. They contain health data, registration materials, copies of test scores, and report cards. Parents are welcome to review their

child's cumulative records by contacting the school office to make an appointment with the teacher and/or principal.

### **Immunizations**

Students will be EXCLUDED from school if their required immunization records are not current and on file in the office. Families may only opt out of vaccines with a doctor's note.

### **Lost and Found**

PLEASE mark your child's clothing with ink, iron-on or sew-on labels using both first and last names. If something is lost during the year, feel free to contact the school and look through the Lost and Found items stored in the large container by the cafeteria. Unclaimed articles are donated to charitable organizations.

### **Head Lice**

It can happen to anyone! Because head lice are so communicable, school health policy states that children with lice will be excluded from school until proper treatment is completed and children are lice free. Information on treatment is available through the office. Please do not hesitate to notify the school if you suspect lice.

### **Bicycles and other wheeled vehicles**

When riding bicycles to and from school, everyone must obey the traffic laws of the State of California and the rules of common courtesy. This includes use of proper safety equipment such as a helmet. Students are not to ride "double." Bicycles must be walked to the bike area upon entering the school grounds which is by the garden. Students who ride their bicycles to school MUST PARK and LOCK their bike in the bike rack. Wheeled vehicles may not be ridden on the school grounds, sidewalks, parking lot, or driveways. Skateboards, skates, roller blades, and any other wheeled toys or vehicles are to be stored in the office or classrooms during the school day. All wheeled vehicles must be walked on campus.

### **Closed Campus**

Laytonville Elementary/Middle School is a closed campus. Students may go home for lunch with written permission from parents and by signing in and out at the office. Students are not permitted to leave the school grounds unless in the company of an approved adult. The office should be notified in writing if the child will be picked up during the school day and who will be picking up the child. The adult must sign the student out in the office.

### **Messages**

Messages for students and teachers may be left with the office. To ensure that your child receives the message before dismissal, please send your message before lunch. Messages will be delivered to the classroom or to the teacher. Lunches or other forgotten items which are brought to the school after classes have started are to be left in the office. Please make sure the items are clearly marked with your child's name. To minimize classroom interruptions, **do not** take items directly to the class. The office will make sure your child receives the items.

### **Personal Property**

The school cannot be responsible for personal property that may be stolen. iPods, video games or cell phones which are brought to school are items that can be easily stolen, students bring them at their own risk.

### **Playground-Safe, Responsible and Respectful**

The purpose of playground time before school and during recess breaks is to provide safe, enjoyable and healthy recreation for all. Children are expected to follow these rules:

1. Obey the playground supervisors.
2. Walk on sidewalks and use care near doors that could open in front of you.
3. Be quiet in the bathrooms, they are not for playing or hiding.
4. Be careful of yourself and others when on or near the swings.
5. Climb up the slide stairs and slide down the slide with care one person at a time.
6. Get off equipment in the proper manner. Jumping off the slide, swings, or other such equipment could be as dangerous as falling.
7. Take your turn and give others equal time. If you wish to be with a friend who has just arrived in line, join your friend at the end of the line.
8. Play where you can be seen by an aide, teacher or other adult in charge. Behind the buildings is out of bounds.
9. Do not play any type of tackle or wrestling games.
10. Stay off fences, backstops, railings, and walls.
11. Throw and hit balls for "handball" type games or "line dodge ball" against the ball boards only, not against the building walls.
12. Be a good sport and use good citizenship.
13. Swearing and/or spitting are NOT appropriate playground activities.
14. No use of baseball bats and baseballs except during a supervised game. (This does not include plastic bats and balls)
15. No hanging from basketball hoops or climbing on backboards or supports.
16. Students may not leave campus to retrieve a ball without permission or supervision of a teacher or playground supervisor.
17. Do not stand on top of bars.
18. Swing facing the road.

Share the playground equipment (swings, slides, climbing bars, and balls) with all the children who wish to use them. There are no closed games. All the children who wish to participate will be allowed to join in. Help others to learn to play the game in a kind and helpful manner.

#### **Use of Electronics**

**All electronic equipment, cell phones, video game players, CD and DVD players, MP3 players etc., is to be turned off and kept in backpacks, lockers or classroom baskets (not pockets) during the school day. Violation of this policy will result in the following:**

\*First violation: Referral to office, office confiscation of device, student may retrieve from office at the end of the day. Parent contact will be made.

\*Second violation: Referral to office. Parent must meet with an administrator to retrieve device.

\*Third violation: Student will not be allowed to possess device on campus. Doing so will result in **in-school suspension**.

- **Parents please do not contact your child's cell phone during school hours. If you need to reach your child(ren), please call 984-6123 and a message will be delivered to your child(ren).**

#### **School Meals**

Students may purchase a nutritious breakfast or hot lunch including milk each day in the cafeteria. Meals may be purchased daily, weekly, or monthly. The cost for breakfast is \$1.85 or .30¢ for families on reduced priced meals. An adult breakfast costs \$2.45. Lunch costs \$2.60 or .40¢ for families on reduced priced meals. **Students may not charge lunches.** Milk is available separately for 25¢ per carton. Adults may purchase lunch for \$3.10. Middle School students may **choose** to eat breakfast or brunch.

The cafeteria utilizes a PIN system to track individual student breakfast/lunch money accounts. **All meals must be prepaid.** One emergency charge will be allowed. Parents will be contacted by phone after an emergency charge requesting additional meal money be brought to school the following day.

### **Lunchroom Behavior**

In the cafeteria, all students are expected to practice good manners. We expect that our lunchroom will be a calm and enjoyable place to visit with friends and have meals. Each person who uses the cafeteria has a responsibility to meet that expectation. Remember--NO glass containers of any kind are to be brought to school in lunches.

### **School Bus and Vans**

#### **LAYTONVILLE UNIFIED SCHOOL DISTRICT SCHOOL BUS AND VAN RULES**

1. Bus/van riders should be on time at designated stops in order to keep the bus on schedule. Riders should be ready for the bus at least five (5) minutes early.
2. Students should stay off the road at all times while waiting for the bus/van and conduct themselves in a safe manner while waiting.
3. Bus/van riders are not permitted to move toward the bus/van at any loading zone until the bus/van has completely stopped and the door is opened.
4. The bus/van driver is in full charge of the bus/van and riders at all times.
5. While on the bus/van, riders must keep their hands and head inside the vehicle at all times.
6. Riders should assist in keeping the bus/van in a safe and sanitary condition.
7. Riders should remember that loud talking/laughter or unnecessary confusion diverts the driver's attention and may cause an accident.
8. Bus/van riders should never tamper with the bus/van or any of its equipment. Any damage to the bus/van should be reported to the driver as soon as it happens.
9. The aisles must be kept clear except when passengers are being loaded or unloaded.
10. Riders are requested to help look after the safety and comfort of smaller children.
11. Riders must not throw anything out of the bus/van windows.
12. Riders are not permitted to leave their seats while the bus/van is in motion.
13. Horse play is not permitted on or around the school bus/van.
14. Absolute quiet is required at railroad stops.
15. In case of an emergency, riders will remain in their seats until they are instructed what to do.
16. The driver will not discharge riders at places other than designated school bus/van stops. Students riding to a stop other than their own must have a bus/van pass from the school office.

17. On school bus RED LIGHT stops, the driver shall escort both elementary and secondary students across the street.
18. The above rules shall also apply when students are on field trips. When students are off the bus/van while on a field trip, they shall be the responsibility of the teacher or chaperones.
19. Bus/van drivers will attempt to be proactive in managing student behavior.
20. Bus/van drivers will notify the transportation coordinator ASAP of all citations and potential problems.
21. A student who has lost their home to school riding privileges is not eligible to ride or participate in non-academic field trips.
22. No offensive spraying of perfumes or other containerized products.
23. Students will be required to wear seat belts at all times in a bus that is equipped with a passenger restraint system.

#### DISCIPLINE ON BUSES

Consequences for breaking the above rules:

- A. FIRST OFFENSE: A conduct notice will be given to the student which must be signed by a parent and returned to the bus driver. The student's bus riding privileges will be suspended for one day.
- B. SECOND OFFENSE: The student's bus riding privileges may be suspended for up to three days at the discretion of the bus driver, transportation coordinator and the site administrator.
- C. THIRD OFFENSE: The student's bus riding privileges may be suspended for up to one (1) month. This penalty will be at the discretion of the transportation coordinator and site administrator.

#### School Visitation

1. The Board and staff welcome visitors to the school.
2. All visits should be productive to both school and visitor. For the safety of the staff and children, and to minimize classroom disruptions **all visitors shall register at the school office pursuant** to Education Code 32211, and clear the purpose of the visit.

#### **STUDENTS FROM OTHER SCHOOLS ARE NOT PERMITTED TO VISIT DURING THE REGULAR SCHOOL DAY.**

#### **OPPORTUNITIES FOR INVOLVEMENT** **Special Events and Academic Contests**

1. Back to School Night

In the Fall, parents and friends are welcomed to Back to School Night. This is an



opportunity to meet your child(ren)'s new teacher and learn about classroom policies, such as homework and parent volunteers.

2. Family Nights = Math Night – November; Reading Night- March; Talent Show – May.

Several Family Nights are scheduled throughout the year and may focus on areas such as mathematics, science, language arts, technology, and visual and performing arts. These nights give parents the opportunity to participate in activities with their children and experience the classroom curriculum first-hand.

3. Mini Olympics - June

This fun-filled activity which encourages fitness and friendly competition takes place at the end of the year. Students compete in athletic events such as throwing a softball, jumping rope, and running races. This day is culminated with an award ceremony.

4. Open House - May

Open House is scheduled in May of each school year. It is a chance to visit the classrooms and view a culmination of a year of student work and projects.

5. Science Fair - February

The Science Fair is an annual event. Students are recognized for demonstrating their knowledge of the scientific method, their clarity of thinking and their ability to present their thinking to others. Students who qualify in third through eighth grades will be encouraged to participate in the County Science Fair.

6. Spell-A-Thon - February

The Spell-A-Thon is a fund-raising activity for classroom field trips. Students obtain pledges, study their grade-level words and then collect pledges based on the number of correctly spelled words on the test at the end of the two week period.

7. Winter Music Program - December .

Each classroom presents a play, song, or skit based on a theme at a school-wide assembly.

8. Awards Assemblies

At the end of each month 1<sup>st</sup> –8<sup>th</sup> students are honored at an awards assembly in the multi-purpose room. Awards include, but are not limited to, achievement in physical education, language arts, math, science, social studies, or technology. These awards are given to students in each class who have done excellent work or have shown great improvement.

9. Classroom Volunteers: Parents are encouraged to volunteer in their child's class. This may entail working with small groups of students or helping the teacher prepare materials for future lessons. Please speak with your child's teacher to make arrangements.

## **Special School Services and Programs**

### ***1. Accelerated Reader***

Students use this online program after they have read a book. The program quizzes the student about the book. Students earn points for correct answers. After earning a certain number of points, students receive a prize. At the end of the year, students in grade groupings with the highest points for the year, earn a grand prize.

### ***2. Library***

The school library provides students with an opportunity to borrow from an assortment of children's books. Classes have at least one 30-minute period scheduled for them each week. Parents must sign the library form each year before a student may borrow books. **PARENTS ARE RESPONSIBLE FOR LOST OR DAMAGED BOOKS.** If books are not returned or paid for, the student will not be able to check out books the following school year.

### ***3. Computer Lab***

Each classroom has a scheduled computer time. A technology specialist coordinates lab time and student projects.

### ***4. Hundreds Day***

The 100<sup>th</sup> day of school is celebrated by the primary students with special activities during the day. The K-2 staff schedules these activities. (February)

### ***5. Independent Study (ISOP)***

The Independent Study Program is an alternative instructional strategy option available to students in special circumstances. Students meet with a designated Independent Study Teacher for one hour a week and work at home to complete assignments.

### ***6. English as a Second Language***

Students whose families speak a language other than English may be eligible for special services from the ELL teacher. Qualifying students are given special instruction in ELL during the school day.

### ***7. Resource Room***

The Resource Specialist evaluates the learning challenges of eligible pupils and plans and conducts an educational program, specific to individual student needs. Students identified for this special education service are served in a resource room, and/or in their regular classroom.

### ***8. Health Technician***

Services of the school health technician are available daily throughout the school year. K, 1st, and 3rd grade pupils are screened for vision and K, 3rd, and 5th grade

pupils for hearing. Other services for our students are provided as needed.

#### ***9. School Psychologist***

The psychologist screens and assesses pupils referred for possible special education placement through a Psycho-Educational Assessment including: Academic, Affective, Sensorimotor Functioning, and Adaptive Behavior. The psychologist also screens students to determine eligibility for the GATE (Gifted and Talented Education) program.

#### ***10. Student Study Team***

The purpose of the Student Study Team is to assist teachers and parents in understanding and meeting the needs of students when there are problems in the regular classroom.

#### ***11. Speech Therapist***

The speech therapist screens referred pupils to determine the fluency, accuracy and intelligibility of speech and/or the functional level of expressive and receptive language. Services, through special education, are provided for pupils with speech/language problems.

#### ***12. Reading Intervention***

The reading intervention teacher works with small groups of students of all grade levels in order to boost their reading skills in specific areas of reading.

***The following items pertain to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students:***

### **EXTRA-CURRICULAR ELIGIBILITY**

All students may participate in extra-curricular activities such as school dances, field trips, sports, and other school sponsored events which are considered “above and beyond” provided they meet the eligibility criteria. Ineligibility will occur if the student violates the expected standards of behavior or has been assigned a 5 day suspension or the student has not maintained a 2.0 GPA for the previous trimester. Those ineligible students will be unable to participate in extra-curricular activities, either as a participant or as a spectator.

### **WAIVERS FOR EXTRA-CURRICULAR ELIGIBILITY**

Students may request and may be granted an academic probationary waiver once during middle school and once during high school. (BP 6145 & AR 6145)

### **STUDENT GOVERNMENT (6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grades)**

The Student Council is made up of elected officers and class representatives. The Council represents the student body and works on projects to enhance school spirit, provide fun school activities, improve communication between students and teachers, and make purchases of special

equipment to improve school grounds. Officers for the school year will be elected in September.

President (eighth grader only)

Vice President

Treasurer

Secretary

Activities Director

Beautification Commissioner

Communications Commissioner

Each class sends one representative to the weekly meetings. Participation is based upon ASB by-laws. Student Council has a faculty advisor.

### **ATHLETICS (6<sup>th</sup> – 8<sup>th</sup> grade)**

An extracurricular sports program is offered to develop basic skills, teamwork and sportsmanship. Girls may participate in volleyball, soccer, basketball and softball, while basketball and soccer are available for the boys. To be eligible to compete, students must have a current physical exam, provide proof of insurance and meet the eligibility criteria. Students must have a 2.0 GPA on a 4.0 grading scale and passing all classes (no F's) during the previous grading period. Students will receive eligibility grade/behavior checks and must have an eligibility form signed by his/her teacher on a weekly basis. If the student is deemed ineligible, he/she will be unable to participate in games and practices until he/she has been deemed eligible.

Specific rules of participation are given to interested students and must be signed by the student and parents before the start of the season.

### **SCHOOL DANCES (6<sup>th</sup> – 8<sup>th</sup> grade)**

Most dances are sponsored by Student Council. All dances are held in the multi-purpose room and cost \$5.00 to attend. Students must be eligible to attend. Eligibility to attend a dance is based on citizenship, a student may not have a suspension within 20 days of the dance. The 8<sup>th</sup> grade Promotion Dance is for 7<sup>th</sup> and 8<sup>th</sup> graders only.

### **TARDY POLICY**

Middle school students are expected to be in their seats when the bell rings.

Consequences for being tardy are as follows:

- \*First tardy: one free per trimester

- \*Second tardy: student serves 15 minute detention

- \*Third tardy: student serves 30 minute detention

- \*Fourth tardy: student serves 45 minute detention

- \*Fifth-Seventh tardies: student serves one hour detention after school

- \*Eighth tardy: student serves in-house suspension

### **EXCESSIVE DISPLAYS OF AFFECTION**

In efforts to keep a positive school culture excessive hugging and kissing will not be allowed.

## **ACADEMIC SUCCESS**

It is the goal of teachers, staff and administration that students are academically and socially successful. To meet this goal teachers and administrators have set up the following procedures:

When a student falls below 70% in any one class:

1. Student attends after school tutoring 4 days per week **and** parent contact is made to discuss grades and the intervention with student present.
2. Student will receive weekly grade check for the class.
- 3a. After 2 weeks, if student is at 70%, student is released from mandatory after school tutoring and parent is called to notify of progress and **weekly grade reports continue**.
- 3b. After 2 weeks, if no progress is made an SST is scheduled with parents and student.
4. Two weeks after the SST, parents are notified of student progress.
5. If the intervention is not successful the student may be considered at risk of retention. The teacher calls for another SST to further develop interventions which may include further assessment.

## **PARENTS' RIGHTS**

Four weeks before the end of the trimester or at other times as seen fit by the teacher, notices of a student's unsatisfactory work are mailed to parents. Sometimes the teacher will request a teacher/parent conference, and parents are urged to contact the teacher when an unsatisfactory notice is received. Parents may request a progress report of their child's academic work by contacting the classroom teacher.

If there are any questions concerning grades, the parent or student is expected to immediately arrange an appointment with the teacher who assigned the grade. If the teacher can be of any assistance, please feel free to call the school

## **HOMEWORK POLICY**

The following time allocations for homework assignments are considered to be appropriate for each student's grade level. This time allocation is a general guideline that does not cover special classroom projects such as science projects, book reports, term papers, etc.

Sixth Grade	30-60 minutes per day
Seventh grade	35-70 minutes per day
Eighth grade	40-80 minutes per day.

If a student is spending a great deal more or less time on homework than the standard for his/her grade level, the parent should discuss this situation with the teacher.

## **EIGHTH GRADE PROMOTION**

There will be an 8th grade promotion ceremony at the end of the school year. A

valedictorian and salutatorian will be chosen based on the students' cumulative grade point average for their 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade year. **All promoting 8<sup>th</sup> graders are required to purchase a blue or white promotion gown for \$24.00.** If you need assistance in paying for the gown please contact the office and we will arrange a way for you to get a gown.

#### **AERIES GRADE PORTAL**

Parents and students who wish to have access to their grades may sign up in the office to receive a password and instructions on how to enter the AERIES data system. Please link to the Parent Portal from our district website: [lud.us](http://lud.us). This is found under the Parents tab.

## School Rules and Expectations: Guidelines For Success

	<b>BE SAFE</b>	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>
<b>All The Time Everywhere</b>	<ul style="list-style-type: none"> <li>• All hands/feet/body parts/objects to yourself.</li> <li>• Use appropriate speed.</li> <li>• Stay in your assigned areas.</li> <li>• Spit in an appropriate place.</li> <li>• Walk your Wheels.</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate volume.</li> <li>• Use kind words and positive language. For example, please, thank you, and excuse me.</li> <li>• Help others</li> <li>• Wait for your turn.</li> <li>• Share</li> <li>• Take care of your belongings.</li> <li>• Be inclusive.</li> <li>• Sexual harassment is illegal.</li> <li>• Leave electronics off or at home.</li> <li>• Remember you are part of a community</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourself</li> <li>• Know the school rules and follow directions.</li> <li>• Be prepared</li> <li>• Always try to do your best.</li> <li>• Leave valuables at home.</li> <li>• Help others follow school rules.</li> <li>• Leave gum at home.</li> </ul>
<b>Middle School Quad</b>	<ul style="list-style-type: none"> <li>• Walk from basketball court</li> <li>• All play items are to be held</li> <li>• Hang backpacks on lockers</li> <li>• Feet on the ground</li> </ul>	<ul style="list-style-type: none"> <li>• Speak in whispers</li> <li>• Wait outside classrooms to be invited in</li> </ul>	<ul style="list-style-type: none"> <li>• Model SRR behavior</li> </ul>

	<b>BE SAFE</b>	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>
<b>Playground</b>	<ul style="list-style-type: none"> <li>Follow posted school rules</li> <li>Stay within sight of person on duty.</li> </ul>	<ul style="list-style-type: none"> <li>Return to class promptly.</li> <li>Treat/use equipment properly.</li> </ul>	<ul style="list-style-type: none"> <li>Pick up trash.</li> <li>Use restroom/drinking faucet before whistle blows.</li> </ul>
<b>MPR</b>	<ul style="list-style-type: none"> <li>Ask permission to get up from assigned spot.</li> <li>Carefully carry your tray to and from your table.</li> </ul>	<ul style="list-style-type: none"> <li>Listen quietly to presenters and performers.</li> <li>Follow directions of person on duty.</li> </ul>	<ul style="list-style-type: none"> <li>Dispose of lunch in proper receptacles.</li> </ul>
<b>Garden</b>	<ul style="list-style-type: none"> <li>Keep metal parts of tools below your hips.</li> <li>Use extra slow speed.</li> <li>Sit on bench.</li> <li>“Where’s the playground?”</li> </ul>	<ul style="list-style-type: none"> <li>Stand to the side of the beds.</li> <li>Be gentle with plants, animals and soil.</li> <li>Calm, peaceful demeanor and positive attitude.</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Put tools back in proper place.</li> <li>Report if garden needs attention.</li> <li>Maintain tools, seating, walkways and common areas.</li> <li>Only push buttons on the weather station if you know what it does.</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>Keep hands, feet and body parts to yourself.</li> <li>If there is an adult in the bathroom you don’t know leave and tell a trusted adult.</li> </ul>	<ul style="list-style-type: none"> <li>Use supplies appropriately.</li> <li>Use proper receptacles for bodily excretions.</li> <li>Knock on stall door, wait patiently while standing.</li> <li>Let others have their privacy.</li> </ul>	<ul style="list-style-type: none"> <li>Report if bathroom needs attention.</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>Know the route to the office.</li> <li>Proceed directly to the office.</li> <li>Stay seated quietly in the office while waiting.</li> </ul>	<ul style="list-style-type: none"> <li>Walk into office quietly.</li> <li>Whisper while in the office.</li> </ul>	<ul style="list-style-type: none"> <li>Have an office pass and/or know why you’re there.</li> </ul>
<b>Arena</b>	<ul style="list-style-type: none"> <li>Follow the adult’s directions.</li> <li>Enter and exit the proper door.</li> <li>Keep your feet on the ground on the walkway toward the door.</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet off the walls.</li> <li>Use equipment properly.</li> </ul>	<ul style="list-style-type: none"> <li>Take shoes off while on the mats.</li> <li>Return the equipment to its proper location.</li> <li>Use equipment properly.</li> </ul>
<b>Walkways/Quad</b>	<ul style="list-style-type: none"> <li>Walk</li> <li>Eyes forward</li> </ul>	<ul style="list-style-type: none"> <li>Remember other classes our in session.</li> <li>Keep moving.</li> <li>.</li> </ul>	<ul style="list-style-type: none"> <li>Be timely with your actions.</li> <li></li> </ul>



	<b>BE SAFE</b>	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>
Dismissal	<ul style="list-style-type: none"> <li>• Eyes forward</li> <li>• Wait your turn.</li> <li>• Walk</li> <li>• Check out with your teacher.</li> </ul>	<ul style="list-style-type: none"> <li>• Use a quiet voice.</li> </ul>	<ul style="list-style-type: none"> <li>• Check out with your teacher.</li> <li>• Know your going home plan before school starts.</li> <li>• Phone calls during breaks.</li> </ul>
Classrooms	<i>Each classroom will be expected to define their expectations for being safe, being respectful, and being responsible.</i>		

### Problem-Solving Worksheet

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Sending Teacher: \_\_\_\_\_ Sent Time: \_\_\_\_\_

Our school rules are: \_\_\_\_\_

The rule I violated was \_\_\_\_\_

I violated the rule when I \_\_\_\_\_

\_\_\_\_\_

To be Safe, Respectful & Responsible I must \_\_\_\_\_

\_\_\_\_\_

☐ I would like to return to class and I am ready to follow the rules.

Student Signature: \_\_\_\_\_

*When you have completed this worksheet, please put down your pencil/pen and wait quietly for the teacher or adult to review it with you. Thank you.*

Receiving Teacher: \_\_\_\_\_  
time: \_\_\_\_\_

Return

Comments: \_\_\_\_\_

\_\_\_\_\_

# **Laytonville High School**

## **Student/Parent Handbook**

**2019-2020**

Dear Students, Parents/Guardians,

Welcome to a new school year at Laytonville High School. Our staff is working hard to create the best possible educational experience for our students. In order to make the most of this year, we ask for all students to maintain a positive respectful attitude, be responsible students, and safe citizens.

Please familiarize yourself with the student handbook in order to understand the rules and expectations that will help your school year go smoothly. Keep this handbook as a reference to help find answers when questions arrive. I'm looking forward to a productive and enjoyable year with you.

Tim Henry

Principal, Laytonville High School

## LAYTONVILLE HIGH SCHOOL VALUES

Everyone has the right to learn. Learning and instruction will occur only in an atmosphere of mutual respect and trust. Attendance and active participation in class are absolutely necessary for learning. Staff, students and parents share responsibility for harmony on campus. Behavior that interferes with learning will not be tolerated.

### *LAYTONVILLE HIGH SCHOOL STUDENT EXPECTATIONS:*

- ❖ Attend school regularly and punctually.
- ❖ Be respectful to all.
- ❖ Conform to the regulations of the school.
- ❖ Obey promptly all directions of teachers and all others in authority.
- ❖ Come prepared.
- ❖ Stay focused.

## EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLR'S)

Our goal is to both nurture and challenge individuals to participate in a life-long process of learning and thereby foster their ability to live satisfying and productive lives. Our curriculum will be based on meeting the needs of **ALL** students in our community. We want students to become:

1. **SELF DIRECTED LEARNERS** who have high expectations for success, set and evaluate goals and have a vision for the future, assume responsibility for their actions, acquire the skills and attitudes that promote lifelong physical fitness and mental health.
2. **EFFECTIVE COMMUNICATORS** who are able to exchange ideas and information using reading, writing, listening, and speaking skills.
3. **COMMUNITY CONTRIBUTORS** who exhibit caring for self and others in their local and global community through collaborative efforts to improve the quality of life.
4. **CONSTRUCTIVE THINKERS** who identify, access, integrate, and use available resources and information to reason, make decisions and solve problems.
5. **QUALITY PRODUCERS** who create intellectual, artistic, practical and physical products, which reflect originality, high standards and the use of advanced technologies.

### **Laytonville Unified School District Board of Trustees**

**Calvin Harwood, President**  
**Megan Hedley**  
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**Superintendent**  
**Joan Viada Potter**

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*LAYTONVILLE HIGH SCHOOL FACULTY*

Sue Carberry	Public Safety
Jeshua Holt	Art
Michael DeMartini	Spanish I, II, III, IV, Pre-Algebra
Lindsay Hansen	Culinary Arts I,,II & III      Community Classroom
	Work Experience
Elise Harrelson	RSP/ Study Skills/ Workability
Josh Firks	P.E./Health/Athletic Director Freshman
	Foundation
Edward Keelan	English 12/ World History/
	US History/Govt./Econ/ Rock Band
Erin Lehman	English 9, 10, 11, AP Lit/Lang
	Mock Trial
Tammy Lyons	CTE- 9 <sup>th</sup> grade Computers/ Advanced
	Computers/ Book Arts
Amy McHenry	Academic Counseling
Natalia Moody	Credit Recovery/ Independent Study Options
	Program/ Continuation
Elizabeth Roripaugh	Bio/Physics/Chemistry
	Earth Science/Ag
Jason Walczak	Algebra 1/Algebra 2 /Geometry /Trigonometry
	/Math Support
Noel Woodhouse	Building Trades
<u>SCHOOL SUPPORT STAFF</u>	
Marco Archundia	Custodian
Emily Baize	Career Technical Education
Jenet Bookout	Accounts Payable/ Payroll Clerk
	Admin. Assistant
Janice Downes	Library Technician
Cecelia Gillespie	Mendocino Youth Project
Tim Malone	Tapestry Family Services
Judy Hansen	School Psychologist
Debbie Harlan	Food Service
Leah Berglund	Health Technician
Libbe Madsen	Counseling
Anna Salmeron	Clerk/Registrar/Admin.
	Assistant/Transportation Director
Pedro Salmeron	Maintenance/Grounds
Jayma Spence	Healthy Start Coordinator
Nikki Walden	Healthy Start
Hiedi Wilson	Special Ed. Assistant

## *Educational Options*

### *Laytonville High School*

Laytonville High School provides instruction for students in grades 9-12 five days a week between 8:10 a.m. and 3:30 p.m. Fully credentialed teachers teach all courses.

Students must complete 250 units to graduate from Laytonville High School. (See LHS Course Planning Guide for more information about graduation requirements.)

### *Independent Study Options Program*

This program is provided for students/families that need an alternative to the regular high school program. Students meet with the instructor for 1 hour per week to review completed assignments. For more information see the principal or counselor.

### *Laytonville Continuation High School*

Laytonville Continuation School is another alternative program, which serves students primarily in grades 10 and up who need a more individualized program. Classes meet 5 days a week between 8:00 a.m. and 12:00 noon.

**Laytonville High School Rules and Expectations: Guidelines for Success**

	<b>BE SAFE</b>	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>
<b>The Commons</b>	<ul style="list-style-type: none"> <li>• Keep hands feet and objects to yourself</li> <li>• Use supplies and equipment appropriately</li> <li>• Walk your wheels</li> <li>• Walk and run in appropriate areas</li> <li>• Be aware and careful of others</li> </ul>	<ul style="list-style-type: none"> <li>• Use positive appropriate language</li> <li>• Use voice and volume that fits the place</li> <li>• Be kind to others</li> <li>• Dress according to the dress code</li> <li>• Follow directions the first time</li> <li>• Use appropriate PDA's</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourself</li> <li>• Remind others to follow the rules</li> <li>• Respect property</li> <li>• Properly dispose of and recycle waste</li> <li>• Report problems to adults</li> </ul>
<b>Baseline Classroom</b>	<ul style="list-style-type: none"> <li>• Keep hands feet and objects to yourself</li> <li>• Use supplies and equipment appropriately</li> <li>• Be aware and careful of others</li> </ul>	<ul style="list-style-type: none"> <li>• Use positive appropriate language</li> <li>• Use voice and volume that fits the place</li> <li>• Follow directions the first time</li> <li>• Treat others and property with respect</li> <li>• Use appropriate PDA's</li> </ul>	<ul style="list-style-type: none"> <li>• Properly dispose of and recycle waste</li> <li>• Electronic Devices powered down and put away unless authorized by teacher</li> <li>• Be on time and prepared</li> <li>• Bring supplies and a positive attitude</li> <li>• Report problems to adults</li> <li>• Keep food and drink away from all school equipment</li> <li>• Leave excuses at home</li> </ul>
<b>Extracurricular Activities</b>	<ul style="list-style-type: none"> <li>• Underage children attending an event must stay in the facility of the event</li> <li>• Enter and exit the event in an orderly fashion</li> </ul>	<ul style="list-style-type: none"> <li>• Underage children must be supervised by adults</li> <li>• Use appropriate and positive language</li> <li>• Show good sportsmanship</li> <li>• Clean up after yourself</li> <li>• Applaud and cheer appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Report inappropriate behavior or unsafe conditions to a staff member</li> <li>• Remind others to follow rules.</li> </ul>
<b>Assemblies and Guest Speaker</b>	<ul style="list-style-type: none"> <li>• Keep hands and feet to yourself</li> <li>• Enter and exit in an orderly fashion</li> </ul>	<ul style="list-style-type: none"> <li>• Give attention to the speaker</li> <li>• Applaud appropriately</li> <li>• Stay seated in the bleachers</li> <li>• Use bathroom facilities during breaks only</li> <li>• <b>Electronic Devices powered down and put away</b></li> <li>• Use appropriate and positive language</li> <li>• Wait to be dismissed</li> <li>• No side conversations</li> </ul>	<ul style="list-style-type: none"> <li>• Remind others of the rules</li> <li>• Clean up your own messes</li> </ul>
<b>Classrooms</b>	<p align="center"><i>Each classroom will be expected to define their expectations for being safe, being respectful, and being responsible.</i></p>		

## Laytonville High School Attendance Policy

### **You have to be here!**

Regular attendance at school is closely tied to student success and is required by state law.

1. **ABSENCE LIMIT** Students, who accumulate **more than 9 absences** in a semester in one or more classes, not counting those for school activities, will receive an “NC” or No Credit grade for that class(es). An “NC” grade shall be considered an “F” grade for purposes of athletic/activities eligibility.
2. **APPEAL PROCESS** Appeals will be comprised by administrative staff. Staff will meet to review all information available in an effort to consider appeals from students who have accumulated more than 9 absences and who feel that extenuating circumstances merit a waiver of the established absence limit.
3. **COMMUNICATION**
  - a. Students will be reminded of attendance rules and **consequences when they have accumulated 3 or more absences** in any class.
  - b. The office staff or an automated message machine will call the student’s home each day if a student is marked absent during any class.
  - c. **When students have accumulated five (5) absences** in any class, a letter will be sent to the student’s parents/guardians. Parents and guardians are encouraged to monitor attendance by calling the registrar 984-6108 at any time to check their student’s attendance and tardiness record, and/or arrange a call from, or a meeting with, the Principal 984-6108.
  - d. **When students have accumulated 9 absences** a staff member will try to contact parents/guardians by phone, mail, or home visit, to inform them of their student’s attendance and to arrange a meeting with the Principal or the school counselor to help resolve the issue.
  - e. After a student is absent from school, parents are asked to call or send a note within 3 days to explain any absence. Failure to explain an absence within 3 days will result in an absence being classified an unexcused truancy absence (i.e. cut).

### **Verified Absences**

*The following are verifiable excused absences:*

1. Illness of the student
2. Doctor or dentist appointments (with a note)
3. Attendance at funeral services for a member of the student’s immediate family
4. Absence due to quarantine by a county health officer
5. Jury duty
6. School-sanctioned/sponsored educational trips

### **Verification of Absences**

Absences must be verified by the student’s parent/guardian in writing, in person, or by telephone to the school office or appropriate school personnel upon the student’s return. The school office should be notified in advance of an anticipated absence. Students and parents/guardians are responsible for verifying absences. Absences not accounted for within three (3) days of the date of absence will be counted as unverified absences. Students and parents/guardians will be notified of this policy at the time of enrollment or at the beginning of each school year.



### **Tardiness**

When a student is late to school, he/she must first report to the front office to sign in and get an admit slip. The first unverified tardy each quarter is forgiven. Any unverified tardies thereafter will result in detention. Unserved detentions will result in suspension of uptown lunch privileges after 5 days. The teachers, registrar and/or principal will monitor tardies between classes and detention will be assigned. Students will not be allowed to participate in extracurricular activities until detentions have been cleared.

### **Absence for 5 days or more**

If you know that your child is going to be out of town for 5 or more days you must get a contract from the office five days prior to leaving. The parent, student, teacher and principal must sign this contract. The student must coordinate with the registrar who takes assignment sheets to each of the teachers before the absence. Work will be ready to be picked up the day before the absence. Upon return to school the student must turn his/ her work into the office, along with the assignment sheet these will be delivered to the appropriate teacher. This must be completed within two days of the date of return. Failure to turn in work by this time will result in no credit for the student's absence and the inability to have the opportunity to go out for an extended time with credit for the remainder of the school year.

### **Making Up Work**

Teachers must provide opportunity for a student to make up work missed during an excused absence. It is the student's responsibility to request instructions for making up work. Whenever possible, arrangements for making up work should be made in advance.

Legal Reference: Education Code 35330: Excursions and Field Trips; 46010 et seq. Absences 48260 et seq. Truants California Administrative Code: 5:303:  
Explanation of Absence

### **Homework**

1. A district-wide homework policy has been developed for each school in the district.
2. Each teacher will discuss the homework policy with the students at the beginning of the course.
3. Students should expect to be assigned up to two and one half-hours of homework per week for academic classes; more may be required for college prep students. SEE COURSE DESCRIPTIONS IN PLANNING GUIDE.
4. Students who do not turn in their homework on the date due may be assigned to after school tutoring.

### ***Class Changes***

#### ***Student or Parent Initiated Changes***

Students or parents may pick up a class change form from either the office or Mrs. McHenry if they wish to change classes. This must be completed during the first two weeks of the fall semester and the first week of the spring semester.

#### **Teacher Initiated Changes**

If a teacher feels that it is to the benefit of the student to be transferred out of a class he/she will call the parent and meet with the student and parent to discuss the change and ensure agreement of the plan. If the student is to be moved into a class of the same discipline (e.g. AP English to 11/12 English) this may take place at any time. If however, the student is to be moved in to another discipline (e.g. AP English to Science) this change will be made at the end of a quarter.

### **DISCIPLINE PHILOSOPHY**

The staff at Laytonville High is here to help you get the finest education possible. When problems occur, every reasonable effort will be made to rectify them to the satisfaction of all concerned, however, persons who behave irresponsibly must expect to account for their behavior! Persons who repeatedly or seriously violate the rules or rights of others will not be allowed to remain at Laytonville High School.

*The staff at Laytonville High School believes that:*

1. The ultimate responsibility for your behavior rests with you and your parents.
2. You are to respect constituted authority, which includes obedience to school rules, regulations and procedures.
3. Parent concern and cooperation in dealing with any behavioral problems that may arise are critical for the successful resolution of the problems.
4. You will be treated with courtesy and respect by members of the staff and by fellow students.
5. You are expected to know and to obey the rules and regulations of Laytonville High.

### **Cheating and Plagiarism**

Students who are determined to be cheating on class assignments, quizzes, tests, or who plagiarize any assignment from another source will receive a disciplinary referral. Teachers may choose to give a zero on that assignment. Students will receive an hour detention and a writing assignment of the first offense during high school and one day of in-house suspension for a second offence during high school.

### **Use of Prescription and Over-the-Counter Drugs During School**

Parents/Guardians of students on a medication regimen (prescription or over-the-counter) must inform the principal of the medication being taken, the current dosage and, when applicable, the name of the supervising physician. The school shall not be responsible for dispensing any medication unless there is a written request from the parent.

## **SCHOOL BUS/VAN RULES**

1. Bus/Van riders should be on time at designated stops in order to keep the bus on schedule. Riders should be ready for the bus at least five (5) minutes early.
2. Students should stay off the road at all times while waiting for the bus/van and conduct themselves in a safe manner while waiting.
3. Bus/Van riders are not permitted to move toward the bus at any loading zone until the bus has completely stopped and the door is opened.
4. The bus/van driver is in full charge of the bus/van and riders at all times.
5. While on the bus/van, riders must keep their hands and head inside the vehicle at all times.
6. Riders should assist in keeping the bus/van in a safe and sanitary condition.
7. Riders should remember that loud talking/laughter or unnecessary confusion diverts the driver's attention and may cause an accident.
8. Bus/Van riders should never tamper with the bus/van or any of its equipment. Any damage to the bus/van should be reported to the driver as soon as it happens.
9. The aisles must be kept clear except when passengers are being loaded or unloaded.
10. Riders are requested to help look after the safety and comfort of smaller children.
11. Riders must not throw anything out of the bus/van windows.
12. Riders are not permitted to leave their seats while the bus/van is in motion.
13. Horse play is not permitted on or around the school bus/van.
14. Absolute quiet is required at railroad stops. In case of an emergency, riders will remain in their seats until they are instructed what to do.
15. The driver will not discharge riders at places other than designated school bus stops. Students riding to a stop other than their own must have a bus pass from the school office.
16. On school bus RED LIGHT stops, the driver shall escort both elementary and secondary students across the street.
17. The above rules shall also apply when students are on field trips. When students are off the bus/van while on a field trip, they shall be the responsibility of the teacher or chaperones.
18. Bus/van drivers will attempt to be proactive in managing student behavior.
19. Bus/van drivers will notify the transportation coordinator ASAP of all citations and potential problems.
20. A student who has lost their home to school riding privileges is not eligible to ride or participate in non-academic field trips.
21. No offensive spraying of perfumes or other containerized products.
22. Students will be required to wear seat belts at all times in a bus/van that is equipped with a passenger restraint system.

## **DISCIPLINE ON BUSES**

Consequences for breaking the above rules:

A. **FIRST OFFENSE:** A conduct notice will be given to the student which must be signed by a parent and returned to the bus driver. The student's bus riding privileges will be suspended for one day.

B. **SECOND OFFENSE:** The student's bus riding privileges may be suspended for up to three days at the discretion of the bus driver, transportation coordinator and the site administrator.

C. **THIRD OFFENSE:** The student's bus riding privileges may be suspended for up to one (1) month. This penalty will be at the discretion of the transportation coordinator and site administrator. Revised 8/13/12

### **Dress Code**

All students will present themselves in an orderly manner conducive to the advancement of education. A student may not remain at school dressed in a manner in which his/her clothing or lack of clothing:

- e) Creates a safety hazard for the student or for other students at the school and/or
- f) Constitutes a serious and unnecessary distraction to the learning process or tends to disrupt campus order.

Inappropriate clothing includes the following:

- clothing and/or tattoos advertising or supporting the use of alcohol, tobacco or controlled substances
- clothing and/or tattoos displaying vulgar or offensive writing or symbols, or sexual references
- clothing that is revealing, excessively soiled or worn
- clothing that is identified as gang-related
- clothing that is not safe to the wearer or others

Revealing clothing includes displaying of any under garments including boxers, white sleeveless undershirts, cami's, bras, "thongs" and any other clothing item designed to be worn under clothes; cleavage and the torso of body must be entirely covered, this includes no wearing of backless shirts, strapless shirts and sports bras, the bottom of shirts must overlap top of pants or the crotch of tights and thin yoga pants. Excessively short skirts are not allowed. Shorts must have a 3 inch inseam. Shirts must be worn at all times including during PE and sports practice.

Gang related apparel and tattoos are defined as apparel and signs that, if worn or displayed on a school campus could reasonably be determined to threaten the health and safety of the school environment. Gang related tattoos must be covered by clothing or in some other appropriate fashion so as not to be exposed. Gang related apparel includes but is not limited to bandanas or "do rags", hair nets, the hanging of bandanas or belts displaying gang colors such as red, blue or black. Clothing, hats, belt buckles, jewelry or preparation of clothing that exhibits 13, 14, XIII, XIV, sureno, norteno, swastikas, nazi symbols, KKK or other organized hate group symbols will not be allowed.

The principal or designee shall make the determination if clothing or apparel (backpacks, etc) constitutes a threat to safety, campus order or is unduly distracting thereby disrupting the educational process. When dress is found to be in violation of this policy the student will be required to modify his/her clothing and/or apparel in such a manner that it no longer violates this policy. If necessary the student may be taken or sent home to modify unacceptable dress. 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.

### **Visitors**

All visitors and parents must check in through the office before going on campus during school hours. Student visitors are not allowed on campus unless PRIOR written permission has been obtained from teachers and principal. (Obtain proper forms from H.S. office.) All student visitors must present this form upon request while on the high school campus. Pre-high school age children will not be allowed to visit our campus during school hours.

**NOTE:** *Non-students found on campus without permission from the office will be subject to arrest for trespassing.*

### **Electronics Policy**

- Student cell phones/electronic devices, ear buds, and air pods are to be turned off and stored appropriately during class time. Appropriate storage may include a cell phone caddy, container located within a class room, or out of sight and mind.

- Students are not to use cell phones/electronic devices during class time whether they are inside or outside of the classrooms except when permitted to do so by a teacher/school employee for educational purposes. Teachers may permit students to use their cell phones in the event of an emergency within the immediate proximity of the assigned classroom.
- Violation of the above cell phone and electronics rules will result in the following
  - First violation: Referral to office, office confiscation of device, student may retrieve from office at the end of the day.
  - Second violation: Referral to office. Parent must meet with an administrator to retrieve device.
  - Third violation / Habitual violation: Student will not be allowed to possess any personal electronic devices on campus. Doing so will result in school suspension.

#### *Grading Policy*

1. Homework not turned in may result in referral to after school tutoring.
2. Class grades are determined by the individual teacher according to the grading criteria, which will be explained at the beginning of the course.
3. Report cards are distributed approximately 10 days after the close of each quarter.
4. In most cases only semester grades (not quarter grades) are recorded on the student's permanent transcript.
5. Parents will be notified ("cinch notices", mid-term progress reports) if a student is in danger of failing a class.

#### *Promotion/Retention Grades 9-12*

The progress of students in grades 9 through 12 is based on credits earned toward completion of graduation requirements. Laytonville High School students must earn 250 credits to graduate, with 70 credits per year the normal class load. Students who fail core requirements must re-take the classes to make up the credits. Summer School is an option for many of those who need to catch up in credits for required subjects. We do not "retain" students in a certain grade level, as do elementary schools, but we monitor and guide pupils' progress toward graduation. The net result is that those who successfully pass courses each year have more elective classes as they near graduation, while those who are making up credits for failed courses have more required courses in their schedules. Student Study Teams meet to discuss options for students who are struggling academically. Examples of the kinds of interventions possible for students who need extra help are: referral to the Learning Lab, tutorial classes, referral to special education, tutorial assistance, personal counseling, etc.

## **Drug and Alcohol Policy**

### **Enforcement/Discipline**

These procedures implement the policy of the Governing Board of the Laytonville Unified School District. They are intended to eliminate the possession, use and sale of illegal drugs.

#### **Rules and Regulations Relating to Students:**

*For possessing or use of illegal drugs (including alcohol):*

- 1) Parents/guardians are notified immediately, if possible.
- 2) Police are notified immediately.
- 3) The student is suspended for five (5) days.
- 4) A conference between parents/guardians and school administrators is arranged upon student's return.
- 5) Students in grades 9 – 12 will be restricted from participation in all extra and co-curricular activities for a period of 30 school days. For students who are engaged in competitive activities, this will include the five days of suspension, followed by 15 days of activity exclusion and then 10 days of reintegration during which time the student will be eligible to practice, rehearse and travel with the team, but will not be able to compete. (See AR 6145)
- 6) The student will lose all off-campus privileges for a period of 30 school days.
- 7) The student will be referred to AOD counseling through the Principal to a third party counselor.
- 8) In the case of a second offense in this category, parents/guardians and police are notified. The student is removed from the school to an alternative school and is subject to expulsion.

#### **For sale of illegal drugs:**

- 1) Parents/guardians and police are notified.
- 2) The student is removed from school to an alternative school and is subject to expulsion.

School officials may search a student, locker or desk whenever there are reasonable grounds to believe the student may have violated the law or school rules, or placed the health and safety of students or school employees in jeopardy, or that the student is in possession of a controlled substance or dangerous object.

In all such cases of search, the search must be within the school personnel's regular scope of duties and any property seized must be reported to the student immediately.

The above procedures apply when the offense occurs while a student is on school grounds, going to or coming from school, during the lunch period whether on campus or off campus and during or while going to or coming from a school-sponsored activity. These procedures also apply during the hours of the regular school day if a student has cut class and is off campus.

#### **Rules and Regulations Governing the Relationship of the School to Law Enforcement Agencies:**

- 1) School officials will notify and work with the local sheriff in all cases of possession, use, or sale of illegal drugs.
- 2) School officials will inform law enforcement personnel of suspected drug activities to develop information about the sources of drugs. The purpose of this is the direct apprehension of offenders and the elimination of drug activities in the schools

### **Extracurricular Policy**

Participation in extra or co-curricular activities as defined in Board Policy 6145 requires satisfactory academic progress and good citizenship.

### **Academic Progress**

Satisfactory academic progress means:

- 1) Maintaining progress toward meeting all high school graduation requirements
- 2) Earning a minimum 2.0 GPA on a 4.0 scale and passing all classes during the previous and current grading period
- 3) Receiving a satisfactory progress report prior to an event or competition

High school graduation requirements refer to the credits required for graduation, examinations and attendance. A grading period is one quarter and the previous grading period refers to the quarter prior to the activity. If a student was absent during the previous quarter due to serious illness or injury, or approved travel or work, the quarter immediately prior to that one shall serve as the eligibility period.

Students may request and may be granted an academic probationary waiver once during middle school and once during high school.

### **Good Citizenship**

Good citizenship means demonstrating a positive attitude, having respect for oneself, for others and for the community. The school will restrict or revoke a student's extracurricular eligibility if the student violates expected standards of behavior. In addition, students who violate Education Code 48900 (c) which deals with controlled substances such as alcohol and other drugs, or who violate other provisions of Education Code Section 48900 and receive a school suspension of five days, or who habitually disrupts school activities, will be restricted from extracurricular privileges as follows:

**Grades 9 – 12:** Restriction for a period of 30 days, including the five days of suspension, followed by 15 days of restriction from all activities and then a 10 day reintegration period during which time the student may return to the team or activity for practice, but not for competition; students who return to their activity are subject to the coach's discretion for their assignment.

**Students will not participate in an extra or co-curricular event if the following occur:**

- 1) Student did not attend a full day of school on the day of the event (or the preceding day if the event is on a non-school day) unless the excused absence was for a doctor's appointment or funeral or the absence had received prior approval from the principal. A full day means attending each class and no tardies exceeding 30 minutes.
- 2) Suspended from school during the day of the event
- 3) Assigned detentions or in-house suspensions are not completed prior to the event
- 4) Weekly progress reports from teachers are marked unsatisfactory prior to the event

### **Other Training Rules and Behavioral Expectations**

The principals, in collaboration with coaches, advisors and the Athletic and Activity Directors will develop procedures that provide consistent training and behavioral expectations for all activity participants. The procedures will address the issues of respect, teamwork, practices, rehearsals, attendance, behavior, progress reports, detentions and suspensions.

## **LAYTONVILLE HIGH SCHOOL SPORTS ATTENDANCE POLICY**

Regular and prompt attendance to practice and competitions promote success. It is the responsibility of the parents/guardians and students to maintain attendance. It is the responsibility of the student athletes to communicate with their coaches and school administration about attendance issues.

### **Absences**

*The following are verifiable absences:*

1. Illness of the student with a signed parent note
2. Doctor or dentist appointments with an official note
3. Attendance at funeral services for a member of the student's immediate family
4. Absence due to quarantine by a county health officer
5. Principal pre-approved DMV appointments (not driving school appointments).
6. School-sanctioned/sponsored educational trips

### **Tardies**

1. Any student who has a 30 minute or more unverified tardy to school or class will be ineligible to participate in practice or an event on that day.
2. Any student athlete who accrues detention due to any tardy must serve their detention before participating in practice or competition.

**Please note:** *When a student accrues two (2)-unverified absences the student athlete and their parents will be notified by the coach or Athletic Director that the student is in jeopardy of losing their position on the team. When that student accrues one (1) additional unverified absence meeting will be called to discuss their termination from the team.*

## **PARTICIPATION DEADLINES**

Student athletes must start practice within five (5) school days of the start of a teams practice, or within ten (10) school days from the completion of the previous sports season in which they were involved

**Please note:** If a student is ineligible for sports for any reason, and becomes eligible during the season they may join a team upon the approval of the Principal and Athletic Director. Students who are newly enrolled in school may join a sports team as soon as they are cleared by league eligibility rules.

## **QUITTING AND RESIGNING**

If a student quits or resigns from a team, a meeting will be held with the player, coach, AD, and principal. During the meeting the player will either confirm their status off the team for the rest of the season or make amends and return to the team immediately. This process may only be used once a season by a player. If they quit a second time there will be no recourse.

### **Closed Campus Policy**

The Governing Board establishes a closed campus at all district schools, except at Laytonville High School where a modified closed campus policy is in effect. **Juniors and seniors have access to uptown privileges if they are in good discipline, academic and attendance standing.** The Board views this program as a privilege and a way to improve and reward student academic achievement, appropriate attendance and good citizenship.

In addition, the principal, with signed permission from parents, is authorized to issue lunch passes to individual freshmen and sophomores as a reward for outstanding attendance, academic achievement or citizenship; this privilege may only be granted on a daily basis. The principal of the middle school may grant a similar privilege, with signed permission from parents, to seventh and eighth grade students; but in their case, they may only go off campus for lunch when chaperoned by school teaching staff as part of the middle school incentive and reward program.

Students shall not leave the school grounds at any other time during the school day without written permission of the parents or guardians and school authorities. **Students who leave**



**school or fail to return following the lunch hour without authorization shall be classified truant and subject to disciplinary action. Students returning tardy from off campus lunch shall receive a five day suspension of the off campus privilege.**

**Students who lose their extracurricular eligibility for a specified period of time for violation of school rules, board policy or the Education Code, will lose the off campus privilege for the same period.**

**Students are responsible for their conduct and subject to school rules from the time they leave their home in the morning until they return at the end of the day.**

The District, its employees and officers are not liable for the safety and conduct of students who leave school grounds under this policy.

### **Dance Regulations**

It is a privilege to attend a dance sponsored by Laytonville High School. All school rules and policies are in effect at any dance or prom (inclusive of smoking, drugs and alcohol policies). Students should not owe detentions or be serving a suspension. Proper dress is required. Students are encouraged to dress neatly and appropriately. No one will be allowed to leave and return to the dance. Guests may be invited to some dances. This will be announced in advance. Guests must be registered and approved 3 days before the dance, with the front office. Students are limited to one guest. The administration at Laytonville High School may require a Breathalyzer test as a condition of admission for all students attending proms, dances or other similar events in order to foster a safe and comfortable environment for all staff and students. In addition, students may be subject to search.

## **ASSESSMENTS**

### **State Mandated Norm Referenced Tests**

Each spring state mandated norm referenced tests are given to 11th grade students. This testing is required and our accountability is based on having all students participate in this program.

### **PSAT**

Preliminary Scholastic Aptitude Test: Given once a year in October. Open to college bound sophomores and juniors. Recommended to all juniors planning to go on to college. This is the qualifying exam for the National Merit Scholarship Program and must be taken their junior year for students to be considered for the program. There is a small fee for the exam. The exam gives students an idea of what to expect on the SAT and how well they might score.

### **SAT, ACT**

The registration materials for the Scholastic Aptitude Test (SAT), and the ACT assessment are available in the counseling office. Specific test dates are posted every year. Tests are given on Saturday mornings. See Ms. McHenry for further information. There is a fee for each exam. College bound students will generally need to take either the SAT or the ACT. It is recommended that you test towards the latter half of your junior year or the beginning of the senior year.

### **Advanced Placement Exams**

Students taking Advanced Placement classes are encouraged to take the corresponding Advanced Placement Exam. A fee is required and the test is in May.

### **Career/Vocational**

All students will be given various interest assessments to help determine vocational/educational needs.

## EXTRACURRICULAR OPPORTUNITIES

### *Interscholastic Sports*

We encourage all students to participate in our program. We offer the following opportunities:

**Fall**

**Football, Volleyball, Soccer**

**Winter**

**Basketball**

**Spring**

**Softball, Baseball, Track**

### *Student Government*

Student Government consists of a Student Commission, which is made up of ASB officers and representatives chosen from each class club.

### *Peer Counselors*

Open to interested and qualified 10-12 graders. Matches a high school student with an elementary/middle school student. Provides support to younger students. This program is under the direction of Healthy Start.

### **Native American Club**

Native American Club members meet regularly to participate in Native American activities, help put on cultural education events, and plan for participating in educational events like Native American Conferences.

### **Mock Trial**

Mock Trial engages students in a realistic court case where students take on different legal positions and learn to prosecute or defend a case. The mock trial team competes at the county level against other mock trial teams.

### **College Club**

College club allows students interested in attending college the opportunity to explore and tour different colleges around the state.

### **Robotics Club**

The Robotics Club is involved in designing, building, and operating robots for use in competitions and exploration.

### **Environmental Action Club**

The Environmental Action Club seeks members to participate in actions to help educate our school and community about the importance of our water, air, soil, and the health of our web of life.

## STUDENT ACTIVITIES – ASB

### CLUBS AND ORGANIZATIONS

#### *Class & Club Sponsors 2019-2020*

<b>Freshmen Class Club</b>	Michael DeMartini, Elise Harrelson
<b>Sophomore Class Club</b>	Natalia Moody, Elizabeth Roripaugh, Erin Lehman
<b>Junior Class Club</b>	Tammy Lyons, Edward Keelan, Josh Firks
<b>Senior Class Club</b>	Jeshua Holt, Jason Walczak, Lindsay Hanson
<b>College Club</b>	Erin Lehman
<b>CSF/LSF</b>	Amy McHenry
<b>Student Commission/Activities Director</b>	Elise Harrelson
<b>Mock Trial</b>	Bruce Potter/Erin Lehman
<b>Native American Club</b>	Jose Reyes
<b>Robotics</b>	Tammy Lyons
<b>Peer Counselors</b>	Cecelia Gillespie
<b>Environmental Action Club</b>	Tim Henry

### **Class Club Responsibilities (Grades 9-12)**

If you are a member of the class, you are automatically a member of the class club. Each class sponsors at least two student events each year. The following outlines some of the major activities each class is involved with:

#### **Freshman**

- Homecoming Float/Spirit Week in October and March
- Fundraising events to prepare for prom expenses (junior year) and senior trip.
- Student body elections

#### **Sophomore**

- Homecoming Float/Spirit Week in October and March
- Four fundraising events to prepare for prom expenses (junior year) and senior trip.
- Student body elections

#### **Junior**

- Homecoming Float/Spirit Week in October and March
- Four fundraising events to prepare for prom expenses and senior trip.
- Student body elections
- Prom in April/May

#### **Senior**

- Homecoming Float/Spirit Week in October and March
- Fundraising for senior trip and graduation –school gift, decorations, class sweatshirts
- Gather Bonfire Wood for homecoming
- Student body elections
- Graduation Preparation-caps and gowns, decorations, ceremony plan, etc.

### **MISCELLANEOUS FACTS AND TRADITIONS**

#### **Assembly Seating and Conduct**

Assembly programs will be held at various times during the school year. Traditionally, the senior class has exclusive rights to the east section of the bleachers. Other classes are to be seated as shown below:

WEST	9 <sup>th</sup>	10 <sup>th</sup>	ENTRANCE	11 <sup>th</sup>	12 <sup>th</sup>	EAST
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Conduct during assemblies should reflect the general good reputation maintained by our student body. Whistling, booing or other undesirable acts will not be tolerated. Close attention should be given to the program in progress. Students who create disturbances will be barred from future assemblies and placed on the ineligible list for student activities. DO NOT walk on the basketball court while wearing street shoes. CELL PHONES, head phones or any other audio equipment is NOT to be used or visible during assemblies.

#### *Associated Student Body Card*

An Associated Student Body Card for the current year is \$2. The cards are available in the front office. Proceeds from the sale of ASB cards go to support student activities

#### **Awards Assembly**

Traditionally, on the last day of school, the achievements of the students of Laytonville High School in academic and non-academic classes are recognized. Medallions and certificates are given for individual achievements. The Academic Excellence Award and the CTE completer

award are also presented and recognized on a perpetual plaque. The faculty and the principal select the students who receive these awards. Quarterly assemblies are held to acknowledge good attendance, academic and behavioral achievement.

### **Winter and Spring Concerts**

The high school music department gives these concerts annually.

### **Fund-raisers**

The Student Commission must approve all fund-raisers connected with the school. The Boosters normally run the food concession stand at football games and basketball games. It is, however, available for use by any officially recognized high school group. To obtain a date, the group must work through the Activities Director.

### *Spirit Week*

The week before the homecoming game is set aside for Spirit Week. There are a variety of activities planned by Student Commission. The class with the most points at the end of the week is awarded the Spirit Trophy.

### *Homecoming*

A highlight of the fall is the annual homecoming. The festivities begin with the election of the class princes and princesses and the homecoming queen and king. The queen, king and their court are presented to the alumni and the student body during the homecoming game. Other events of homecoming include a homecoming parade and pep rally and the lighting of the bonfire on the night before the homecoming game.

### **Prom**

The prom is given as a farewell dance for the seniors. It is the responsibility of the junior class to plan and present this dance. The seniors are admitted to the dance free.

### **Graduation/Commencement Exercises**

All seniors who plan to participate in the graduation/commencement exercises must have all deficiencies (contract work, incompletes, and all outstanding charges) completed or paid before graduation.

### *Senior Class Project*

The senior class project is a class-sponsored community service event or project. It can be anything from a gift to the school to a service provided for any non-profit community based group. It is a chance for seniors to give something back to their community. The possibilities are endless!

### **Senior Class Trip**

The senior class trip is often a high point of the student's senior year. Class leaders must plan and fundraise in advance to take a class trip with their advisors.

