Ventura Unified School District

Comprehensive School Safety Plan

Ventura Adult & Continuing Education
56-72652 5637814

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Table of Contents

I. The Comprehensive School Safety Plan Overview.................................I-1

II. General School Information..................................................................II-1
   A. School Profile.................................................................................. II-1
   B. Safe School Mission ....................................................................... II-1
   C. Description of School Facilities .................................................... II-1
   D. Personal Characteristics of Students and Staff ............................ II-2
   E. School Site Council Membership .................................................. II-2
   F. Notifications and Communications ................................................. II-3

III. Safe School Reports..............................................................................III-1
   A. School Crime Status......................................................................... III-1
   B. Safe School Assessment Resources ............................................. III-1
   C. 2017-17 Safe School Needs Assessment ...................................... III-2
   D. Evaluation of 2016-17 Action Plans/Goals ................................. III-3
   E. Conclusions of 2017-18 Safe Schools Assessment ...................... III-3

IV. 2017-18 Safe School Action Plans ...................................................... IV-1
   A. Component 1: People and Programs .......................................... IV-1
   B. Component 2: Places .................................................................... IV-1

V. School Safety Practices, Policies and Procedures ................................. V-1
   A. Child Abuse Reporting Procedures ............................................. V-1
   B. Notification of Dangerous Pupils to Teachers ............................. V-1
   C. District Rules and Procedures on School Discipline .................. V-2
   D. Bully Prevention ........................................................................... V-4
   E. Hate Crime Reporting Procedures ............................................. V-4
   F. Safe Ingress/Egress Procedures .................................................. V-4
   G. Nondiscrimination/Harassment .................................................... V-5
   H. Suspension & Expulsion Policies ................................................ V-6
   J. Schoolwide Dress Code Prohibiting Gang Related Apparel ....... V-7
VI. Sample Communications Forms and Postings ........................................... VI-1

A. Employee Safety Poster ........................................................................ VI-1
B. Pandemic Influenza ............................................................................... VI-3
C. Death or Serious Injury Procedures/Checklist for a School Site ............... VI-4
D. Responding to Inquires – Principal’s Template ...................................... VI-5
E. Notification of Student Death – Sample Letter to Parents/Guardians - English ...... VI-6
F. Notification of Student Death – Sample Letter to Parents/Guardians – Spanish .......... VI-7
G. Lockdown – Sample ConnectEd Message – English .................................. VI-8
H. Lockdown – Sample ConnectEd Message – Spanish ................................ VI-9
I. Bomb Threat – Sample ConnectEd Message – English ............................... VI-10
J. Bomb Threat – Sample ConnectEd Message – Spanish ............................. VI-11
K. Sample Letter Notifying Community Members of Public Hearing or Public Display ... VI-12

VII. Emergency Response Plan ................................................................... VII-1

A. Emergency Contact Datasheet................................................................. VII-2
B. Initial Contact to Launch District Emergency Response Phone Tree ............. VII-3
C. Communication Signals ......................................................................... VII-4
D. Action “Lockdown” ................................................................................. VII-20
E. Dangerous Person on Campus ................................................................. VII-24
F. Active Assailant on Campus ................................................................. VII-25
G. Action “Leave Building” (Evacuation Procedures) ..................................... VII-26
H. Action “Student Release” .................................................................... VII-27
I. Action “Directed Transportation” .......................................................... VII-28
J. Civil Disturbance .................................................................................. VII-29
K. Flood or Tsunami ................................................................................ VII-30
L. Windstorm .......................................................................................... VII-31
M. Hazardous Material Spill ..................................................................... VII-32
N. Fire ...................................................................................................... VII-33
O. Fallen Aircraft ..................................................................................... VII-34
P. Medical Emergencies ........................................................................ VII-35
Q. Earthquake Procedures ........................................................................ VII-36
R. Duck, Cover and Hold Procedures ....................................................... VII-37
S. Bomb Threat or “Suspicious Object/Device” Procedures ......................... VII-38
T. Bomb Threat Report ............................................................................ VII-39
U. Bomb Threat Notices for Staff ............................................................ VII-40
V. Staff “Buddy” List ................................................................................ VII-41
W. School Map - 5200 Valentine Road - First Floor ........................................ Vll-42
X. School Map – 5200 Valentine Road – Second Floor ........................................ Vll-43
Y. School Map – 5280 Valentine Road – Map and Evacuation Routes – First Floor….. Vll-44
Z. School Map – 5280 Valentine Road – Map and Evacuation Routes – Second Floor Vll-45
AA. School Map – Safe Routes to the Campus ........................................ Vll-46

VIII. SEMS (Standardized Emergency Management System) Plan ........... Vll-1
A. Organization Chart ......................................................................................... Vll-1
B. Student Emergency Release Form .................................................................. Vll-2
C. Roles and Responsibilities ............................................................................... Vll-3
  1. Incident Commander (Principal) .................................................................. Vll-3
  2. Deputy IC (Deputy Incident Commander) ...................................................... Vll-4
  3. Command Staff - Emergency Operations Coordinator ............................. Vll-4
  4. Command Staff - Liaison Officer ................................................................. Vll-4
  5. Command Staff - Safety Officer ................................................................. Vll-4
  6. Command Staff - Training Coordinator – Principal/Student Support Services Vll-5
  7. Command Staff - Crisis Response Leader - Psychologist .......................... Vll-5
  8. Command Staff - PIO (Public Information Officer – SUPERINTENDENT) Vll-5
  9. Plans Chief ................................................................................................ Vll-6
 10. Operations Chief ......................................................................................... Vll-6
 11. Logistics Chief .......................................................................................... Vll-8
 12. Finance Chief (Office Manager/Secretary) ................................................. Vll-8

IX. Policies and Regulations Related to Student Safety ......................... IX-1
  1. Bomb Threats – BP 3516.2 ........................................................................ IX-1
  2. Bully Prevention - AR 5131.2 ....................................................................... IX-1
  3. Bus Conduct – BP 5131.1 ........................................................................... IX-3
  4. Bus Conduct – AR 5131.1 ........................................................................... IX-3
  5. Campus Security – AR 3515 ....................................................................... IX-4
  6. Child Abuse and Reporting – BP 5141.4 ....................................................... IX-5
  7. Child Abuse and Reporting – AR 5141.4 ....................................................... IX-5
  9. Conduct – BP 5131 .................................................................................... IX-10
 10. Discipline – BP 5144 ................................................................................ IX-11
 11. Discipline – AR 5144 ................................................................................ IX-12
 12. Dress Code – BP 5132 .............................................................................. IX-14
 13. Earthquake Emergency Procedures System – BP 3516.3 ....................... IX-14
 14. Earthquake Emergency Procedures – AR 3516.3 ..................................... IX-15
 15. Emergencies And Disaster Preparedness Plan – BP 3516 ....................... IX-18
 16. Fire Drills and Fires – AR 3516.1 ............................................................... IX-18
 17. Gangs – BP 5136 ...................................................................................... IX-19
 18. Gangs – AR 5136 ...................................................................................... IX-19
 19. Hate Motivated Behavior – BP 5145.9 ......................................................... IX-20
 20. Nondiscrimination/Harassment – BP 5145.3 ............................................. IX-21
 21. Nondiscrimination/Harassment – AR 5145.3 ............................................. IX-22
 26. School Safety - BP 5131.4 ......................................................................... IX-29
 27. School Safety – AR 5131.4 ....................................................................... IX-29
 30. Sexual Harassment – BP 5145.7 ................................................................. IX-34
 31. Sexual Harassment – AR 5145.7 ............................................................... IX-34
 32. Suspensions and Expulsion/Due Process – BP 5144.1 ......................... IX-36
 33. Transportation Safety Plan – AR 3543 ....................................................... IX-38
34. Visitors/Outsiders – AR 1250 .......................................................... IX-39
35. Weapons and Dangerous Instruments – BP 5131.7 .......................... IX-41
36. Weapons and Dangerous Instruments – AR 5131.7 ........................ IX-42

X. References ......................................................................................... X-1

A. Transportation Safety Plan (AR 3543) .................................................. X-1
I. The Comprehensive School Safety Plan Overview

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

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Prepared by:

Assistant Principal
Staff/Student Impact

Reviewed and Approved by:

☐ School Site Council
☐ Ventura City Police Department Officer
☐ Ventura Unified School District Governing Board

- An evaluation of the 2017-18 School Safety Plan goals took place in December 2017. (EC 32282)
- A hearing was held on Not Applicable at the school site to obtain public input pursuant to EC 32288.
- School staff was advised of the updated school safety plan December 2017 during a staff meeting. (EC 32282)
- The most current copy of the school plan is available in the school office for public review.
II. General School Information

A. School Profile

Ventura Adult & Continuing Education offers high school students and community members of all ages the opportunities earn a high school diploma and/or develop job skills in a safe, flexible learning environment.

Current enrollment: over 1,400 students from July 1, 2016 to June 30, 2017
Ages: 15 to 60+
Total Staff (teaching and support): 65

B. Safe School Mission

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

C. Description of School Facilities

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

<table>
<thead>
<tr>
<th>Campus Description</th>
<th>Auxiliary Buildings</th>
<th>Qty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year Built</td>
<td>Number Restrooms (in sets)</td>
<td>4 sets</td>
</tr>
<tr>
<td>Acreage</td>
<td>Administration Offices</td>
<td>1</td>
</tr>
<tr>
<td>Square Footage</td>
<td>Student Support Center</td>
<td>1</td>
</tr>
<tr>
<td>Number of Permanent Classrooms</td>
<td>Career Opportunity Center</td>
<td>1</td>
</tr>
<tr>
<td>Number of Portable Classrooms</td>
<td>Conference Rooms</td>
<td>2</td>
</tr>
<tr>
<td>Teacher Work Rooms</td>
<td>Testing Rooms</td>
<td>2</td>
</tr>
<tr>
<td>Staff Lounge/Lunch Rooms</td>
<td>Ron Halt Community Room</td>
<td>1</td>
</tr>
<tr>
<td>Study Room</td>
<td>TV Studios</td>
<td>4</td>
</tr>
<tr>
<td>Support Offices</td>
<td>Community Support Program Room</td>
<td>1</td>
</tr>
</tbody>
</table>
D. Personal Characteristics of Students and Staff

<table>
<thead>
<tr>
<th>Student Demographics</th>
<th>Ethnicity</th>
<th>%</th>
<th>Ethnicity</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian or Alaskan Native</td>
<td>.1</td>
<td></td>
<td>Hispanic or Latino</td>
<td>44.4</td>
</tr>
<tr>
<td>Asian</td>
<td>2.9</td>
<td></td>
<td>African American</td>
<td>4.7</td>
</tr>
<tr>
<td>Pacific Islander</td>
<td>.1</td>
<td></td>
<td>Caucasian</td>
<td>45.2</td>
</tr>
<tr>
<td>Filipino</td>
<td>2.5</td>
<td></td>
<td>Other</td>
<td>.1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff Demographics</th>
<th>Ethnicity</th>
<th>%</th>
<th>Ethnicity</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian or Alaskan Native</td>
<td>0</td>
<td></td>
<td>Hispanic or Latino</td>
<td>3</td>
</tr>
<tr>
<td>Asian</td>
<td>4.5</td>
<td></td>
<td>African American</td>
<td>1.5</td>
</tr>
<tr>
<td>Pacific Islander</td>
<td>1.5</td>
<td></td>
<td>Caucasian</td>
<td>89.5</td>
</tr>
<tr>
<td>Filipino</td>
<td>0</td>
<td></td>
<td>Other</td>
<td>0</td>
</tr>
</tbody>
</table>

E. School Site Council Membership

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

Required Notifications of Hearing

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

- Local mayor
- A representative of the local school employee organization
- A representative of each parent organization at the school site, including the parent teacher association and parent teacher clubs
- A representative of each teacher organization at the school site
- A representative of the student body government
- All persons who have indicated that they want to be notified

Notice to Public

The Comprehensive School Safety Plan prepared for the 2017-18 school year was shared with:

(EC 32282 and 32288)

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

Assurances

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

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

Evidence of these assurances is embedded throughout this school safety plan.
III. Safe School Reports

A. School Crime Status

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

<table>
<thead>
<tr>
<th>2016-17 Summary Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Suspensions</td>
</tr>
<tr>
<td>Total Expulsions</td>
</tr>
</tbody>
</table>

B. Safe School Assessment Resources

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

- Safe School Needs Assessment
- District input
C. 2017-17 Safe School Needs Assessment

### What are Needs of School, Staff, and Students?

#### Assure a Safe Physical Environment

<table>
<thead>
<tr>
<th>Condition</th>
<th>Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improve safety of school grounds</td>
<td>Improve ingress/egress routes</td>
</tr>
<tr>
<td>Improve safety of buildings/classrooms</td>
<td>Improve safety of field/equipment</td>
</tr>
<tr>
<td>Improve internal security</td>
<td>Prepare students and staff for crisis emergencies</td>
</tr>
<tr>
<td>Improve exterior and/or perimeter security</td>
<td>Prevent and reduce vandalism and graffiti</td>
</tr>
<tr>
<td>Improve dropping off/picking up students</td>
<td>Prevent weapons on campus</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

#### Provide each Student with Resiliency Skills (Expectations, Caring and Participation) by enhancing:

<table>
<thead>
<tr>
<th>Skill</th>
<th>Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community service opportunities</td>
<td>Problem solving skills</td>
</tr>
<tr>
<td>Parent involvement</td>
<td>Autonomy (sense of self/identity)</td>
</tr>
<tr>
<td>Alternatives to violence</td>
<td>Sense of purpose and future</td>
</tr>
<tr>
<td>Good Communication skills</td>
<td>Participation in academic activities</td>
</tr>
<tr>
<td>Character/value education</td>
<td>High academic self-expectations</td>
</tr>
<tr>
<td>Social competence</td>
<td>Other: Asset Building</td>
</tr>
</tbody>
</table>

#### Assure a Safe, Respectful Accepting, and Emotionally Nurturing Environment by promoting:

<table>
<thead>
<tr>
<th>Environment</th>
<th>Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Positive structure in classroom</td>
<td>Prevention and intervention strategies</td>
</tr>
<tr>
<td>Fair, consistent discipline and consequences</td>
<td>Anti-bullying/hazing</td>
</tr>
<tr>
<td>Acceptance of diversity</td>
<td>Ongoing staff development</td>
</tr>
<tr>
<td>Drug-Free school</td>
<td>Attendance enhancement</td>
</tr>
<tr>
<td>Character/values education</td>
<td>Gang suppression</td>
</tr>
<tr>
<td>Parent Involvement</td>
<td>Effective teacher/student relationships</td>
</tr>
<tr>
<td>Nurture positive self-esteem</td>
<td>Suicide prevention/response plans</td>
</tr>
<tr>
<td>High behavior expectations</td>
<td>Extra-curricular activities</td>
</tr>
<tr>
<td>Conflict resolution skills</td>
<td>Student recognition</td>
</tr>
<tr>
<td>Anger Management</td>
<td>Supervision of students across all settings</td>
</tr>
<tr>
<td>Personal and social responsibility</td>
<td>Student support</td>
</tr>
<tr>
<td>Collaboration among agencies, law enforcement and judicial system</td>
<td>Other</td>
</tr>
<tr>
<td>Participation in and collaboration of parents/students/community</td>
<td></td>
</tr>
</tbody>
</table>
D. Evaluation of 2016-17 Action Plans/Goals

An evaluation of the school’s progress in fulfilling Action Plans/Goals outlined in the 2016-17 Comprehensive School Safety Plan was performed by:

- School Safety Committee

<table>
<thead>
<tr>
<th>Component #1 – People and Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Were objectives met? Why?</td>
</tr>
<tr>
<td>Objectives partially realized and process ongoing.</td>
</tr>
<tr>
<td>Identify deficiencies in meeting objectives.</td>
</tr>
<tr>
<td>Greater involvement of students required.</td>
</tr>
<tr>
<td>Explain how the objectives/action plans can be strengthened.</td>
</tr>
<tr>
<td>Continued student involvement in defining and realizing objectives.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Component #2 – Places</th>
</tr>
</thead>
<tbody>
<tr>
<td>Were objectives met? Why?</td>
</tr>
<tr>
<td>Ongoing. New camera system with better quality and coverage installed.</td>
</tr>
<tr>
<td>Identify deficiencies in meeting objectives.</td>
</tr>
<tr>
<td>Need for additional camera coverage in parking lots, and Command Center software on all staff computers to enable monitoring of students and visitors.</td>
</tr>
<tr>
<td>Explain how the objectives/action plans can be strengthened.</td>
</tr>
<tr>
<td>Funding allowing, access to camera software will be expanded.</td>
</tr>
</tbody>
</table>

E. Conclusions of 2017-18 Safe Schools Assessment

- Areas of Pride and Strength: (Components 1 & 2)
  
  Incidence of graffiti has dropped, and surveys indicate that the vast majority of students and staff feel safe on campus.

  Camera coverage improved, and more staff and devices with access.

- Areas to Change: (Components 1 & 2)
  
  Parking lot camera coverage could be further improved.

- Analysis of how the data, needs, and perceptions about the school’s safety determined the goals: (EC 35294.2(a)(1))
  
  Incidents and graffiti data confirmed the effectiveness of cameras, and feedback from staff and students shaped goals.

- Generalized statement of goals for 2017-18 (EC 35294.2(a)(2)(h)):
  
  Continue efforts to encourage student involvement and responsibility for safety and security of campus, and improve door security (remote locking for exterior and ensure all classroom inside locks functional). Improve procedure for dealing with alarm system activation after school hours.
IV. 2017-18 Safe School Action Plans

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

A. Component 1: People and Programs
   Goal #1: Provide each student with resiliency skills.
   Goal #2: Assure each student a safe, respectful, accepting, and emotionally nurturing environment.

B. Component 2: Places
   Goal #1: Assure each student a safe physical environment.
<table>
<thead>
<tr>
<th>Goal #1</th>
<th>Provide each student with resiliency skills</th>
</tr>
</thead>
</table>
| **Objective 1.1** | Related Activities:  
Develop activities with ASB Student Councils | **Person(s) Responsible:** Ellis, Albaugh  
**Timeline for Implementation:** Ongoing |
| **Objective 1.2** | Related Activities:  
Continue personalized counseling | **Person(s) Responsible:** Vang-Walker, Thompson, Albaugh, Ellis, Martinez, Miller, Nicol  
**Timeline for Implementation:** Ongoing |
| **Objective 1.3** | Related Activities:  
Involvement of students in ASB. | **Person(s) Responsible:** Ellis, Albaugh  
**Timeline for Implementation:** Ongoing |
| **Objective 1.4** | Related Activities:  
Acknowledgement of students for positive academics, attendance, and citizenship | **Person(s) Responsible:** Ellis, Thompson, Albaugh, Vang-Walker, Miller  
**Timeline for Implementation:** Ongoing |

<table>
<thead>
<tr>
<th>Goal #2</th>
<th>Assure each student a safe, respectful, accepting, and emotionally nurturing environment</th>
</tr>
</thead>
</table>
| **Objective 2.1** | Related Activities:  
Classroom and group recognition of academic, social, and skill growth | **Person(s) Responsible:** Administrative, Classified, Counseling, and Teaching Staff  
**Timeline for Implementation:** Ongoing |
| **Objective 2.2** | Related Activities:  
Individualized academic program based on specific needs | **Person(s) Responsible:** Administrative, Classified, Counseling, and Teaching Staff  
**Timeline for Implementation:** Ongoing |
Component 2: Places – Create a Physical Environment That Communicates Respect for Learning and for Individuals

<table>
<thead>
<tr>
<th>Goal #1</th>
<th>Assure each student a safe physical environment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Objective 1.1</strong></td>
<td>Related Activities:</td>
</tr>
<tr>
<td></td>
<td>Improve parking lot video coverage.</td>
</tr>
<tr>
<td></td>
<td><strong>Timeline for Implementation:</strong></td>
</tr>
<tr>
<td><strong>Objective 1.2</strong></td>
<td>Related Activities:</td>
</tr>
<tr>
<td></td>
<td>Improve exterior lighting.</td>
</tr>
<tr>
<td></td>
<td><strong>Timeline for Implementation:</strong></td>
</tr>
<tr>
<td><strong>Objective 1.3</strong></td>
<td>Related Activities:</td>
</tr>
<tr>
<td></td>
<td>Install hallways and external speakers for emergency announcements.</td>
</tr>
<tr>
<td></td>
<td><strong>Timeline for Implementation:</strong></td>
</tr>
</tbody>
</table>
V. School Safety Practices, Policies and Procedures

A. Child Abuse Reporting Procedures

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

Ventura Unified S.D. Board Policy 5141.4
As stated in the Board Policy, "District employees are obligated to report all known or suspected incidents of child abuse and neglect in accordance with law, Board policy, and administrative regulation. Employees shall not investigate any suspected incidents but rather shall fully cooperate with agencies responsible for reporting, investigating and prosecuting cases of child abuse and neglect." District employees are mandated reporters.

Ventura Unified S.D. Administrative Regulation 5141.4 (b)
Mandated reporters include but are not limited to teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; and administrators, presenters or counselors of a child abuse prevention program. (Penal Code 11165.7)

Reporting Procedures

• Complete Child Abuse reporting form.
• Forward completed Child Abuse Report form within 36 hours.
• Do not pass on the responsibility to report. However, you can/should consult with your supervisor.
• If you have a reasonable suspicion, you then have a duty to check (reasonable suspicion creates a duty).
• If in doubt, file.
• The burden of proof is not with you. Children and Family Services will do the investigation.
• School staff is not liable for defamation if done in the course and scope of your employment.

B. Notification of Dangerous Pupils to Teachers

(Pursuant to Education Code 49079)

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

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

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

The Governing Board desires to provide a safe, orderly working environment for all employees. As part of the district's comprehensive school safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for assisting them in the event of an emergency situation.

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

(Pursuant to Education Code 35291.5, 48900, et. al)

Purpose:
The school rules and procedures were developed and adopted in accordance with California Education Code 35291.5. This documentation represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety.

Goals:
We want our students to develop a sense of values and to become:

- Caring
- Responsible
- Respectful
- Fair
- Compassionate
- Honest
- Well mannered and courteous
- Knowledgeable of right and wrong
- Positive in outlook
- Self-disciplined

Beliefs:
We believe our rules and procedures will:

- Provide a framework of expectations, rewards, and consequences so we can be consistent and fair in disciplining students.
- Promote overall school safety and security for each student.
- Provide opportunities for students and parents to participate with school faculty, staff, and administration in ensuring the highest possible instructional climate.
- Promote knowledge and teach behavior which will help each student become self-respecting, successful, and contributing adults.

Philosophy:
A student’s education is dependent upon a “team” effort involving the student, parent(s) and school personnel. Each member of the team has specific responsibilities which must be met if the educational experience is to have the greatest positive results. Students, parents, and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct in relation to life at school. We want to be an extraordinary place of safety and positive opportunity for everyone.

Expectations of Students
- Be regular in school attendance and be on time for each class.
- Know and obey school rules and regulations.
- Be courteous and respectful to school personnel, fellow students and the public in general.
- Behave in such a way that it does not disrupt the learning of others.
- Respect public and private property.

Expectations of Parents
- Assure that the pupil is in school and on time each day.
- Assure that the pupil is appropriately prepared for school (dress, nutrition, and sleep.)
- Be responsible for the pupil’s behavior.
- Teach the pupil respect for the law and the rights of others.
- Visit your school periodically and participate in conferences as called.
- Know the district, school, and classroom rules and regulations and be supportive of your school.
- Help the pupil to learn self-discipline.

Expectation of Teachers
- Provide learning experiences appropriate for each student.
- Consistently enforce classroom rules and district rules/policies.
- Communicate on a regular basis with parents concerning their child’s progress.
- Be available to parents for conference.
- Continually improve professional competencies in matters of student control and discipline.
- Develop enthusiasm for learning through experiences that are interesting and relevant to pupils.
Expectations of Administrators

- Inform students and parents about school district discipline standards.
- Consistently monitor classroom, school, and district rules/policies.
- Counsel with students and parents regarding disciplinary matters.
- Provide professional growth experiences which will assist staff in increasing competencies for student control and discipline.
- Provide leadership that will establish, encourage, and promote teaching and effective learning.
- Provide an environment that is safe and secure for adults.

Basic School Rules:

- Attend school regularly.
- Be on time.
- Be prepared for class.
- Treat others with respect, care, and consideration.
- Promptly obey school authorities without argument.
- Conserve and protect school/private property.
- Engage in activities without "body contact."
- Obey all school, playground, etc. rules.
- Use appropriate language.
- Follow district dress standards.
- Use class time wisely.
- Work quietly without disturbing others.
- Respect the rights of others.
- Complete all assignments on time.
- Follow other rules which may be adopted in individual classrooms.

Student Conduct, Concerns, and Consequences:

Student conduct which prevents students from learning or teachers from teaching, will not be tolerated. We have established clear consequences for behavior that interferes with learning and rewards for positive behavior. We provide classroom instruction in personal and social skills, incorporating the teaching of school rules and making wise choices in prevention of discipline incidents. Students will learn that when they choose to violate a school/classroom standard, a consequence will result. Disruptive or disrespectful behavior will not be tolerated. Students are not to endanger themselves/others, continually disregard rules, or repeatedly interfere with others’ right to learn.

Students May Be Suspended and/or Recommended for Expulsion for the following:

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

b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object.

c) Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance, marijuana, alcoholic beverage or intoxicant of any kind.

d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then either sold, delivered, or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcoholic beverage, or intoxicant.

e) Committed robbery or extortion.

f) Caused or attempted to cause damage to school or private property.

g) Stole or attempted to steal school property or private property.

h) Possessed or used tobacco.

i) Committed an obscene act or engaged in habitual profanity or vulgarity.

j) Unlawfully possessed, offered, arranged or negotiated to sell any drug paraphernalia.

k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.

l) Knowingly received stolen school property or private property.

m) Possessed an imitation firearm. (air soft guns, etc.)

n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.

o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.

p) Unlawfully offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.

q) Engaged in or attempted to engage in hazing.

r) Aided or abetted the infliction or attempted infliction of physical injury.

Note: Students may be suspended or expelled for acts that are related to school activities or attendance that occur at any time including:
• While on school grounds;
• While going to or coming from school;
• During the lunch hour whether on or off campus;
• During, or going to or coming from, a school sponsored activity.

Consequences
Students may be counseled by a teacher, aide, or principal for a first and second infraction. Parents may be notified in writing and/or telephone call for repeated infractions, by the student’s teacher and/or principal. Continued infractions may require a parent conference with the student’s teacher and/or principal. Serious infractions may result in immediate suspension, alternate placement, and/or recommendation for expulsion for the student.

Youth Development Process
Ventura Unified School District believes in building the assets in our youth for academic, health, and social success. Positive Behavioral Support Plans may be as a tool for youth development.

D. Bully Prevention

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

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

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

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

Ventura Adult & Continuing Education
School administration and teaching staff at Ventura Adult & Continuing Education are qualified to recognize, manage, and respond to unacceptable behaviors to support a safe and respectful learning environment.

E. Hate Crime Reporting Procedures

Ventura Unified S.D. Board Policy 5145.9 (a) (b)
The Governing Board affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs, or practices shall not be tolerated.

F. Safe Ingress/Egress Procedures

Supervision of Students
Each morning as students arrive on campus, four teachers are strategically assigned to designated areas to monitor activities; all administrators circulate around the campus greeting and supervising students. During the lunch period, all administrators and four assigned teachers patrol the cafeteria, blacktop areas, and playing fields. When students are dismissed at the end of the day, all administrators and five assigned teachers share supervision of the bus loading area and designated zones on campus to ensure students leave campus in a safe and orderly manner. Hand-held radios enhance routine and emergency communication efforts concerning students, staff, and campus facilities. All administrators and teachers on supervision duty carry radios; one radio is permanently located in the main office.
Visitors
Many individuals visit the campus as volunteers or to participate in school events. To maintain a safe and secure environment, all parents and visitors are required to check in at the school office upon arrival, obtain and wear a visitor’s badge, and then return to the school office upon departure.

G. Nondiscrimination/Harassment
(Pursuant to Education Code 234.1 and Ventura Unified S.D. Board Policy 5145.3)

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

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school. (Education Code 234.1)

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

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

The Board also prohibits any form of retaliation against any individual who files or otherwise participates in the filing or investigation of a complaint or report regarding an incident of discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

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

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

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

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

Student Due Process

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

Alternative to Suspensions/Options

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

Required Parental Attendance

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

Definitions

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

Parent Notification of Regulations

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

I. Search and Seizure

Ventura Unified S.D. Board Policy 5145.12

Students

The Governing Board is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. Therefore, as necessary to protect the health, safety and welfare of students and staff, school officials may search students, their property and/or district property under their control, and may seize illegal, unsafe and prohibited items. The Governing Board requires that discretion, good judgment and common sense be exercised in all cases of search and seizure.

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

Individual Searches

School officials may search individual students, their property and district property under their control, when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law, Board policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices.

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

Employees shall not conduct strip searches or body cavity searches of any student. (Education Code 49050)

Searches of individual students shall be conducted in the presence of at least two district employees.

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search. (cf. 5145.11 - Questioning and Apprehension)

Student Lockers/Desks

The principal or designee may conduct a general inspection of district property that is within the control of students, such as lockers and desks, on a regular, announced or unannounced basis, with students standing by their assigned lockers or desks. Any items contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned. Students should not expect, nor shall they possess, any privacy interest in any district property (i.e. lockers, desks, etc.)

Because lockers and desks are under the joint control of the student and the district, school officials shall have the right and ability to open and inspect any school locker or desk without student permission or prior notice when they have reasonable suspicion that the search will uncover evidence of illegal possessions or activities or when odors, smoke, fire and/or other threats to health, welfare or safety emanate from the locker or desk.

Use of Drug/Contraband Detection Dogs

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

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

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

Vehicle Searches

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

J. Schoolwide Dress Code Prohibiting Gang Related Apparel

Education Code 35294.2 (f)

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

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

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

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

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.
Ventura Unified S.D. Administrative Regulation 5132 (a) and Education Code 35183.5
Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day.

Ventura Unified S.D. Administrative Regulation 5136 (a)
In order to discourage the influence of gangs, school staff shall take the following measures:

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

A. Employee Safety Poster

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

Employee Safety

REASONABLE PRECAUTIONS

1. Use a BUDDY SYSTEM if you arrive at work in the dark
2. PARK YOUR CAR in an area close to the entrance even if you have to move later. Keep your car locked, get your materials together and your office/classroom key out as you prepare to exit.
3. BE AWARE of your surroundings and circumstances ("street smarts") upon entry to your work site and lock the door immediately.
4. HAVE A CELL PHONE HANDY and dial 911 if you need help.
5. REPORT CONCERNS, ASK QUESTIONS, AND MAKE SUGGESTIONS to your supervisor or site administrator.

INTRUDER/NON STUDENTS DISRUPTING THE SCHOOL

1. DON'T CONFRONT. Either ask the intruder/non student to leave, hand he/she the notice below, or inform intruder/non student that police are on their way.
2. BE A GOOD WITNESS. Note the kind of activity and description of eyes, height, clothes, and mode of transportation, etc.
3. INFORM site supervisor/administrator
4. IF PERSON/PEOPLE CONSIST/S AN EMERGENCY, CALL 911

DEALING WITH OUT OF CONTROL BEHAVIOR

1. GET assistance.
2. IDENTIFY YOURSELF and say "STOP".
3. REMOVE the audience
4. AVOID stepping between combatants or into the "LINE OF FIRE"
5. ALWAYS try verbal intervention first
6. Use a DISTRACTION
7. GIVE the person time to blow off steam, ensuring their safety and the safety of others

ASSAULT ON SCHOOL EMPLOYEES

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

1. INFORM site supervisor/administrator
2. NOTIFY law enforcement (if not an emergency, notify SRO)
3. COMPLETE "Assaults on School Employees" form

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

Name ___________________________ Date ___________________________ Time ___________________________ Location ___________________________

Address ___________________________ School Official ______________

Ventura Unified School District
"YOU ARE REQUESTED TO LEAVE"

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

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

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

OUTSIDER ON SCHOOL GROUNDS - PC 627.7 & EC 32211: If a person other than a student, parent or guardian of a student, district or public employee authorized to be on school grounds, or elected public official remains on school grounds without registering, has had
access to school grounds revoked and re-enters within 7 days after being directed by the principal or designee to remain off school grounds for 7 days, is guilty of a crime.

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

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

<table>
<thead>
<tr>
<th>Nombre</th>
<th>Fecha</th>
<th>Hora</th>
<th>Lugar</th>
</tr>
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Domicilio                                      Funcionario

Distrito Escolar Unificado de Ventura
“SE LE PIDE IRSE”

INTERRUPCIÓN DE LAS ACTIVIDADES ESCOLARES - EC 44810(a) & EC 44811(a)
EC44810(a) Cualquier menor de 16 años de edad ó más, o un adulto que no sea alumno de la escuela y que se presente en el campo escolar, o dentro de una escuela, e interfiere deliberadamente con la disciplina, el orden, la conducta legal o la administración de una clase o actividad escolar, con la intención de interrumpir, obstruir o causar daño a la propiedad o daño corporal a cualquier persona, será culpable de un delito menor.

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

EC 322210 DISTURBIO INTENCIONAL, ESCUELAS PUBLICAS O REUNIONES
Cualquier persona que intencionalmente distura una escuela pública o una reunión de una escuela pública será culpable de haber cometido un delito menor, y puede ser castigado con una multa de no más de $500.

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

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

PANDEMIC FLU
PANDEMIC INFLUENZA

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

Therefore, serious illness or death is more likely to result. The illness rates for both seasonal and pandemic flu are high among children.

Because schools are the most densely populated environments in society, they are likely to contribute significantly to the containment or to the spread of flu in the community. Therefore, school closures may result as a means of reducing the overall illness rates within communities.

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

Stages of Preparation include planning for:

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

Principal/Designee

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

All Personnel

Basic elements required for pandemic influenza preparedness:

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

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

For more information:
http://www.pandemicflu.gov/plan/
C. Death or Serious Injury Procedures/Checklist for a School Site

Death Or Serious Injury Procedures/Checklist For A School Site
(Reference: Crisis Response Manual: Addressing Psychosocial Needs Section 2; VUSD; March 2003 – notebook at each school site)

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

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

Public Information Officer
a. Statements to media should include the following: cause, time, event, current situation, care being given, etc. Convey that everything is going to be OK. Answer questions completely and truthfully. Avoid talking off the record, arguing, or using the phrase “No comment”. Repeat what you want the press to hear.

b. Remind staff and volunteers to refer all questions from media or waiting parents to the Public Information Officer.

c. Ensure announcements and other information are translated into other languages as needed.

d. Monitor new broadcasts about incident; correct any misinformation heard.

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

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

What has happened?
Share the information honestly;
e.g... “This morning one of our kindergarten students, (NAME), was hit by a car outside of his home. According to the family (he/she) ran out into the street and was seriously injured. He/she died this afternoon.”

What actions are being taken?
Security measures, emotional issues, correspondence.
e.g... “The Standardized Emergency Management System was activated. School support staff including school psychologist, counselor, and nurse have been and will continue to be available to students, teachers, and parents.

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

When to retrieve students?
Explain that safety and welfare of students is of the foremost concern. Be prepared for an influx of students wanting to go home or parents trying to retrieve.
e.g... “Your son or daughter is not in immediate danger and therefore will be dismissed as usual.”

What can the parent/community member do to help?
Immediate and long term.
e.g... “As per the request of the family, monetary donations can be sent to defray the cost of the funeral. If you wish for your son/daughter to attend the funeral, parents/guardians are expected to attend with their child.

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

Be observant of your child’s feelings and listen to them. If you have concerns about how your child is coping, seek support from family members, clergy, doctor, or contact the school site support staff.”
E. Notification of Student Death – Sample Letter to Parents/Guardians - English

Date:

Dear Parents and Guardians:

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

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

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

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

Sincerely,

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

Fecha:

Estimados padres y tutores:

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

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

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

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

Atentamente,

Nombre
Director(a)
G. Lockdown – Sample ConnectEd Message – English

**Initial message:**

Hello families.

This is _________________, the principal of _________________ School. This message is to inform/update you on an existing situation at our school this morning/afternoon. We are currently in a lockdown mode due to a suspect pursued by the Ventura Police Department near our school. All the children are safe in their classrooms with their teachers at this time. The Ventura Police have secured the perimeter of our school to ensure that our campus is safe. It is best for your children to remain in the safe surroundings of their locked classroom at this time. The Ventura Police Dept. has requested that no one approach the school at this time. Please do not come to _________________ School. As soon as the Police give us the go ahead to open the school, we will contact you immediately. We appreciate your support and cooperation as we ensure the safety of your children as our number one priority.

**All clear message:**

This is _________________, the principal of _________________ School and I am happy to report that the situation with the intruder on campus has been resolved safely and the school is no longer in lockdown. (Add any pertinent details.) Students will be released from school at the usual time. We appreciate your support and cooperation as we ensure the safety of your children as our number one priority.
H. Lockdown – Sample ConnectEd Message – Spanish

**Initial message / Mensaje inicial:**

(Buenas padres de familia) Habla el/la directora/directora, _____________ de la Escuela _________________. Este mensaje es para informarle de un incidente en nuestra escuela esta mañana/tarde. En el momento nos encontramos en una situación de confinamiento debido a que el departamento de policía de Ventura está tras un sospechoso alrededor de nuestra escuela. Actualmente todos los niños se encuentran a salvo con sus maestros en sus salones de clases. La policía de Ventura ha asegurado el perímetro de nuestra escuela para cerciorarse que el campo escolar esté seguro. Actualmente lo mejor es que sus niños se mantengan protegidos en el salón de clases que está cerrado con llave. El departamento de policía de Ventura nos ha solicitado que nadie se acerque a la escuela por el momento. Por favor no venga a la Escuela _______________. Tan pronto que la policía no dé el visto de bueno para abrir la escuela, no podremos en contacto con ustedes inmediatamente. Le agradecemos su apoyo y cooperación para garantizar la seguridad de sus niños, que son nuestra mayor prioridad.

**All clear message / Mensage de que pasó el peligro:**

(Buenas padres de familia) Habla el/la director/directora, _______________ de la Escuela ________________; tengo el placer de reportarles que se ha resuelto el incidente con el intruso en el campo escolar y, ya la escuela no se encuentra en situación de confinamiento. (Add any pertinent details:) La salida de los estudiantes será a la hora de costumbre. Le agradecemos su apoyo y cooperación para garantizar la seguridad de sus niños, que son nuestra mayor prioridad.
I. Bomb Threat – Sample ConnectEd Message – English

**Initial message:**

This is _____________, the principal of _______________ School. This message is to inform/update you on an existing situation at our school this morning/afternoon. A suspicious item was found this morning/afternoon on the school campus. The school is now in a lockdown mode. Working collaboratively with the Ventura Police Department, we are being guided through the process and children and staff are all safe. At this time, it is best for your children to remain in the safe surroundings of their locked classroom. The Ventura Police Dept. has requested that no one approach the school at this time or use their cell phone to call or text message their children because of the suspicious item. As soon as the Police give us the go ahead to open the school, we will contact you immediately. We appreciate your support and cooperation as we ensure the safety of your children as our number one priority.

**All clear message:**

Hello families, this is ________________, the principal of ______________ School and I am happy to report that the situation with the suspicious item on campus has been resolved safely and the school is no longer on lockdown. The Ventura Police Dept. removed the item and it is being analyzed. There is an ongoing investigation at this time. Students will be released from school at the usual time. We appreciate your support and cooperation as we ensure the safety of your children as our number one priority.
J. Bomb Threat – Sample ConnectEd Message – Spanish

Initial message / Mensaje inicial:

(Buenas padres de familia) Habla el/la director/directora, ________________ de la Escuela ________________. Este mensaje es para informarle de un incidente en nuestra escuela esta mañana/tarde. La escuela se encuentra actualmente en situación de confinamiento porque esta mañana/tarde se encontró un artículo sospechoso en nuestro campo escolar. Trabajando conjuntamente con el departamento de policía de Ventura se nos ha guiado a través del proceso y los niños de mantengan protegido en el salón de clases que está cerrado con llave. El departamento de policía de Ventura nos ha solicitado que nadie se acerque a la escuela por el momento y, que so se envíen llamadas telefónicas ni mensajes de texto con el celular debido al artículo sospechoso. Tan pronto que la policía nos dé el visto bueno para abrir la escuela, nos podremos en contacto con ustedes inmediatamente. Le agradecemos su apoyo y cooperación para garantizar la seguridad de sus niños, que son nuestra mayor prioridad.

All clear message / Mensaje de que pasó el peligro:

(Buenas padres de familia) Habla el/la director/directora, ________________ de la Escuela ___________; tengo el placer de reportarles que se ha resuelto el incidente con el artículo sospechoso en el campo escolar y, ya la escuela no se encuentra en situación de confinamiento. El departamento de policía de Ventura retiró el artículo y está siendo analizado. Por el momento se está realizando una investigación. La salida de los estudiantes será a la hora de costumbre. Le agradecemos su apoyo y cooperación para garantizar la seguridad de sus niños, que son nuestra mayor prioridad.
K. Sample Letter Notifying Community Members of Public Hearing or Public Display

Date:

Dear Mayor of San Buenaventura, VUEA President, VCEA President, PTA/PTO President, Student Council/ASB President and Ventura Community Partnership for Youth Collaborative Members:

You are invited to a public meeting or public display for review of our Comprehensive School Safety Plan at ____________ School in the ____________ on ____________ from ____________, as per Education Code 32288(a).

Our school updates and revises the Comprehensive School Safety Plan annually through a systematic planning protocol. A few of the key elements in our plan include the following:

- Goals to assure each student a safe physical environment, provide each student with resiliency skills, and assure each student a safe, respectful, accepting, and emotionally nurturing environment
- School Procedures Relating to School Safety
- Emergency Response Plan

We are seeking your input and hope that you can attend. If you have any questions regarding this public meeting or public display of the plan, please do not hesitate to contact our principal, ____________ at ____________.

Sincerely,

Principal

Addresses to send letters:

Mayor of San Buenaventura
501 Poli Street
Ventura, CA  93002

VUEA President
1727 Mesa Verde Avenue, Suite 120
Ventura, CA  93003

VCEA President
1727 Mesa Verde Avenue, Suite 120
Ventura, CA  93003
VII. Emergency Response Plan

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

*Post on “Safe Wall” in Classroom/Office*
A. Emergency Contact Datasheet

School/Site: Ventura Adult & Continuing Education
IC (Incident Commander): Director/Principal
Command Center Location: H.S. Diploma Office
Release of Students Location: Room 101, 5200 Valentine Rd.
ALTERNATIVE LOCATION: Ron Halt Classroom
Room 227, 5280 Valentine Rd.
ALTERNATIVE LOCATION: Ron Halt Classroom

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

Ventura USD District Office - 641-5000 Telephone 611
Superintendent ....................................................x 1014
Student Support Services ....................................x 1102
Risk Manager ....................................................x 1241
Health Services ..................................................x 1136
Pupil Services .....................................................x 1123
Transportation ...................................................(805) 641-5000, x 1320
Maintenance & Operations .........................(805) 289-7981
M&O After Hours ................................................(805) 320-7519

American Red Cross
Camarillo (main office) .....................(805) 987-1514
Ventura ...........................................................(805) 339-2234
Thousand Oaks .............................................(805) 497-7044
Ojai .................................................................(805) 646-6044
Port Hueneme ...............................................(805) 982-3074 & (805) 987-1514 (general questions)

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

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

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

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

Emergency Web Site Info
Ventura Unified School District www.venturausd.org
Natl. Weather Service: www.wrh.noaa.gov
Ventura County Sheriff www.vcsd.org

Emergency Supplies
Location/s: classrooms
Gas wrench: custodian

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

Staff w/Walkie Talkies
Custodians
Administrators
Office Manager
B. Initial Contact to Launch District Emergency Response Phone Tree
C. Communication Signals

PRIMARY SIGNALS

Evacuate: short continuous bells or Fire Siren

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

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

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

BACK-UP (if bells don’t work)

Inside

Evacuate/Lockdown/All-Clear: verbal signal via:
   a. telephone paging system
      1. Dial 6021 – internal paging
      2. Dial 6020 – external paging
      3. 6022 – both internal and external paging
   b. telephone
      1. e-mail
      2. Police Only to signal all clear; if present

Outside

Evacuate/Lockdown/All-Clear: verbal signal via:
   • bullhorns
   • walkie talkies
   • cell phones (not reliable in an emergency)
   • outside speaker
   • police car speaker
   • Police Only to signal all-clear; if present

Persons responsible for fields and hallways:

<table>
<thead>
<tr>
<th></th>
<th>Parking Lot 1</th>
<th>Jean Ellis, Classroom Teachers</th>
<th></th>
<th>Hallway Downstairs 5200</th>
<th>Office Staff</th>
<th></th>
<th>Parking Lot 2</th>
<th>Summer Nicol, Kay Miller</th>
<th></th>
<th>Hallways Upstairs 5200</th>
<th>Office Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
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</tbody>
</table>
D. Action “Lockdown”

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

1. **Call 911 (if feasible, use landline)** if you witness an “Intruder,” “Active Assailant,” or threatening situation. Specify if “Intruder” or “Active Assailant.”

2. Signal “Lockdown” - Announce “Lockdown”; then use bells as appropriate. Move away from danger, help students with disabilities.

3. The person-in-charge in the Command Center will contact the SRO designated to the school site.

4. Set up and man Command Center.

5. If grounds or maintenance staff is on campus, use the following as a “universal signal” for those who are far away or have earplugs: put wrists together and fists clenched.

6. Contact Superintendent’s Office (X 1014) to initiate phone tree and update status as needed.

7. Post sign on door notifying public of lockdown. (i.e., “We are in a lockdown for safety, return to your car and leave our school / Estamos en Encierro por seguridad, regrese a su automóvil y salga de nuestra escuela”......or.....“We are practicing a lockdown drill, come back in 15 minutes / Estamos realizando una práctica de Encierro, regrese en 15 minutos”)

8. Activate **SEMS** (Standardized Emergency Management System) as needed.

9. **If students are in classrooms** (Office staff should lockdown in a safe area of office area with computer):
   a. Quickly scan hallway for students walking by. Close and lock classroom doors, close and lock windows and close window treatments, if applicable.
   b. Once the Lockdown has started, teachers should not, under any circumstance, open their doors until the end of the lockdown.
   c. Teaching activities are to be stopped.
   d. Silence all mobile telephones; keep the classroom computer turned on.
   e. Assemble students in one area on the floor. Keep students quiet and away from doors and windows. Maintain a calm environment.
   f. Continue to check email for updates.
   g. Lights should only be left on if it would help the police search, without compromising the safety of the students.
   h. If gunshot(s) or an explosion is heard, begin action **“Run, Hide, Fight.”**
   i. Take roll and prepare a list of missing students.
   j. Email attendance information using the color codes (Green, Yellow, or Red) to the office, after the threat is contained.
      a. Green – everything is OK
      b. Yellow – missing students or students from another class
      c. Red – medical assistance or other emergent need present in class
   k. When safe, place the “ALL CLEAR” sign on the front window of the classroom.
l. If there are problems, place the “NEED HELP” sign on the window.

m. If evacuated, bring roll sheets. Office staff takes emergency cards to the designated evacuation area.

10. **If students are not in the classroom:**
   a. Go to the safest and closest area or room. DO NOT try to go to your classroom. Instead enter any available room.
   b. Physical Education students should be taken to the nearest room and held there until the end of the lockdown.
   c. Follow steps “a-m” above.

11. **Action “Soft Lockdown”** consists of:
   a. All procedures above from “Lockdown”.
   b. Lights can remain on, teachers may continue teaching, and students may remain in their seats.
   c. Transition from a lockdown to a soft lockdown must be authorized by the police.
   d. During a soft lockdown if students need to leave, only for an urgent need, they must be escorted by staff.

12. If lockdown is due to **Active Assailant**:
   a. Do not use placards until situation is resolved.
   b. If Assailant enters an occupied Room: Have a Plan of Action (Run, Hide, Fight).

13. **Follow the direction of law enforcement** and/or other competent authority upon their arrival. Have emergency supplies for law enforcement available.

14. Only law enforcement can authorize an All Clear. The All Clear will be signaled by Principal. It may be hours later.

15. Principal debriefs staff, parents/community and students.

16. Follow **"Student Release Procedures"** (only send students home before end of the day if directed by Superintendent):

17. Debriefing if appropriate: Ventura Police Department, District administrator, Site Administrator and teachers.
# Lockdown Procedure

<table>
<thead>
<tr>
<th>Active Assailant with weapon on campus</th>
<th>School Resource Officers</th>
<th>Administration / Office Staff</th>
<th>Teachers/Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Assailant</td>
<td>Announce “Active Assailant Lockdown”</td>
<td>Signal “Lockdown”</td>
<td>If Assailant enters an occupied Room: HAVE A PLAN OF ACTION (RUN, HIDE, FIGHT)</td>
</tr>
<tr>
<td>If Assailant enters an occupied Room: HAVE A PLAN OF ACTION (RUN, HIDE, FIGHT)</td>
<td>If SRO sent to the site to immobilize the assailant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If gunshot(s) or an explosion is heard, began action “Run, Hide, Fight”</td>
<td>If gunshot(s) or an explosion is heard, began action “Run, Hide, Fight”</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ACTION LOCKDOWN**

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

<table>
<thead>
<tr>
<th>Lockdown</th>
<th>Declare “Lockdown”</th>
<th>Announce “Lockdown”</th>
<th>Signal “Lockdown”</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Call 911 (if feasible, use landline) or SRO if you witness any imminent emergency</td>
<td>(If grounds or maintenance staff is on campus, use the following as a “universal signal” for those who are far away or have earplugs; put wrists together and clench fists.)</td>
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<tr>
<td></td>
<td>• Specify type of crisis to 911 operator</td>
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<tr>
<td></td>
<td>• May declare “Lockdown” if necessary</td>
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<td></td>
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<tr>
<td></td>
<td>Set up and man Command Center</td>
<td>Teaching activities are to be stopped</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Person in charge of command center will communicate with law enforcement on the situation</td>
<td>Quickly scan hallway for students who have not made it to their class before closing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contact SRO designated to the school site</td>
<td>Contact classroom/office doors, windows, and window treatments</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contact the Superintendent’s Office to initiate phone tree and update status as needed</td>
<td>Turn off the lights. Lights should only be left on if it would help the police search, without compromising the safety of the students</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(District will initiate the emergency phone tree upon receipt of the phone call.)</td>
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<td></td>
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</tbody>
</table>

Once the Lockdown has begun, **DO NOT UNDER ANY CIRCUMSTANCE OPEN THE DOOR** until the lockdown has ended.

(Physical Education classes should be taken to the nearest room and remain there until the lockdown ends.)
# Lockdown Procedure

<table>
<thead>
<tr>
<th>School Resource Officers</th>
<th>Administrative / Office Staff</th>
<th>Teachers/Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Silence all mobile telephones and keep class room computer turned on</td>
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<tr>
<td></td>
<td></td>
<td>• Assemble students in one area on the floor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Keep students quiet and away from doors and windows</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Maintain a calm environment</td>
</tr>
<tr>
<td></td>
<td>Post sign on office door notifying public of lockdown</td>
<td>• Take roll and prepare a list of missing students</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• E-mail room status using the color codes (Green, Yellow, or Red) to the office, after the threat is contained</td>
</tr>
<tr>
<td></td>
<td></td>
<td>i) Green—everything is OK</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) Yellow—missing students or students from another class</td>
</tr>
<tr>
<td></td>
<td></td>
<td>iii) Red—medical assistance or other emergent need present in class</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Continue to check e-mail for updates</td>
</tr>
<tr>
<td></td>
<td>Activate SEMS (Standard Emergency Management System) as needed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If evacuated, office staff takes emergency cards to designated evacuation site</td>
<td>If evacuated, follow the evacuation procedure</td>
</tr>
</tbody>
</table>

### Transition to Soft Lockdown

<table>
<thead>
<tr>
<th>Soft Lockdown</th>
<th>Only law enforcement can authorize and declare Soft Lockdown</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Announce “Soft Lockdown”</td>
</tr>
<tr>
<td></td>
<td>Signal “Soft Lockdown”</td>
</tr>
<tr>
<td></td>
<td>Lights can remain on, teachers may continue teaching, and students may remain in their seats</td>
</tr>
<tr>
<td></td>
<td>Place the ‘ALL CLEAR’ sign on the front window of the classroom</td>
</tr>
<tr>
<td></td>
<td>If there are problems, place the ‘NEED HELP’ sign on the window</td>
</tr>
<tr>
<td></td>
<td>If students need to leave, only for an urgent need, they must be escorted by staff</td>
</tr>
</tbody>
</table>

### Transition to Clear

<table>
<thead>
<tr>
<th>Clear</th>
<th>Only Law Enforcement can declare Clear</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Announce “Clear”</td>
</tr>
<tr>
<td></td>
<td>Signal “Clear”</td>
</tr>
<tr>
<td></td>
<td>Debrief staff, parents/community and students.</td>
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<tr>
<td></td>
<td>Back to normal activity</td>
</tr>
</tbody>
</table>
E. Dangerous Person on Campus

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

- Trespasser,
- Thief or vandal,
- Armed suspect,
- Or registered sex offender.

1. **Warning**: The principal or designee will signal for a “**Lockdown**”.

2. **Action**: In the event of a dangerous person on campus, the following actions will be accomplished:
   
   a. Direct all visitors to the office for registration,
   
   b. Report the person to the office, with his or her description,
   
   c. If indoors, implement **Action “Lockdown”**,
   
   d. If outdoors, go immediately to the closest safe cover,
   
   e. If gun shots are fired, implement **Action “Drop – Take Cover”**,
   
   f. Account for all students,
   
   g. Stay with students, keeping them together,
   
   h. Wait for an all clear announcement.
F. Active Assailant on Campus

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

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

1. **Warning**: The principal or designee will signal for a “Lockdown”.

2. **Action.** In the event of a dangerous person on campus, the following actions will be accomplished:

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

   Outside:
   
   a. Follow procedure e) under “Inside school building.”

   1. When law enforcement arrives, be quiet and compliant, do not look like a threat
      
      a. Keep hands empty and hold them up when law enforcement approaches
      
      b. If known, tell where the assailant is located
      
      c. Report status to command center and post placards as instructed
G. Action “Leave Building” (Evacuation Procedures)

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

1. **Signal “Evacuation”** fire bell. Help students with disabilities. Close, but do not lock doors. Office staff takes student emergency cards to evacuation area.

2. **Call 911.** (Use landline phone, as cell phone contacts California Highway Patrol)

3. **Principal notifies** (or assigns designee to notify) assistant principals, campus supervisors, support staff, on-campus childcare, and initiate district phone tree by calling ESC switchboard 641-5000 x0.

4. **Principal activates SEMS Plan** (Standardized Emergency Management System) as needed.

5. If students are in classrooms:
   a. Evacuate
   b. Close, but do not lock doors.
   c. Teacher takes roll sheets and office staff takes student emergency cards to evacuation area.
   d. Teacher takes roll and alerts command center of any student not accounted for (telephone, intercom, walkie talkie, runner, or e-mail).

6. If students are not in classrooms:
   a. Reunite with students in evacuation area.
   b. Teacher takes roll and alerts command center of any student not accounted for (telephone, walkie-talkie, or runner).

7. **Follow the directions of law enforcement** and/or other competent authority upon their arrival. Have extra school maps available for law enforcement.

8. **All Clear** will be signaled by Principal.

9. **Principal debriefs** staff, parents/community (Connect Ed message, etc), and students.

10. **“Student Release Procedures”** (only send students home before end of day if directed by Superintendent);
   a. Use signs to designate “Request Student Pick-Up Area (or Gate)” and “Release Students Area (or Gate).”
   b. Use signs to direct parents how to line up (e.g. alpha, grade levels, or room numbers).
   c. Release younger students first.
   d. Use “Student Emergency Release” form to document each student release and use “Emergency Cards” or Zangle “Contacts” print-out to verify authorized adults who can pick up student. (RETAIN RECORDS)
   e. Provide escort for parent/guardian to Crisis Response Team, Search/Rescue Team, or Medical area; if necessary.
H. Action “Student Release”

1. **Warning**: Verbal Communication by the principal or designee. Action “Student Release” will be considered by the principal or designee. Students will be held at school until released to an authorized adult.

2. **Action** “Student Release” consists of:
   
   a. Dismissal of all classes.
   
   b. Release of students to their parents or guardian or other authorized adult at principal’s or designee’s judgment.

3. Action “Student Release” may be appropriate for, but not limited to, the following:
   
   - Flood,
   - Severe wind storm
   - Fire,
   - Or strategic alert
I. Action “Directed Transportation”

1. **Warning:** Under certain conditions, Civil Defense officials may attempt to move people from an area of danger to an area of safety. Instructions from the authorities could come to the school via telephone, regular radio broadcast, or on the Emergency Broadcast System. The method of disseminating this warning at the school will, if at all possible, be by telephone message from the district office.

2. Action “Directed Transportation” consists of:
   a. Transporting students to a safe area.

3. Action “Directed Transportation” is considered appropriate only when directed by a competent Civil Defense authority. It may be appropriate for, but not limited to, movement away from:
   - Flood or tsunami,
   - Fire,
   - Fallout area,
   - Or blast area
J. Civil Disturbance

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

1. **Warning**: The principal or designee will signal for a “Lockdown”.

2. **Action**:
   a. Follow principal’s or designee’s direction for possible “Lockdown”.
   b. Account for all students and staff.
   c. Remain in classroom or designated areas until contacted.
   d. Remain calm and reassuring.
K. Flood or Tsunami

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

1. Warning:
   a. Method: direct communication with principal or designee.
   b. How Received: by telephone or notification from civil agency or district administrator.

2. The extent of the flood or tsunami and the estimated time before it arrives will dictate the course of action to be taken. The principal may initiate the following emergency actions:
   a. Execute Action “Leave Building” (fire alarm), or
   b. Execute Action “Student Release”, or
   c. Execute Action “Directed Transportation”, or
   d. Provide care for students at school.
L. Windstorm

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

1. **Warning**: Telephone call from district office or civil agency such as fire or sheriff’s department

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

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

- Natural gas leak,
- Science lab spill,
- Chemical release from a nearby facility,
- A collision or accident involving a tank truck or railroad car, or
- An unknown powder or substance received in a letter or package.

1. **Warning**: Location, quantity, concentration, and other factors affect how a spill will be handled. Unless you are familiar with the material, risks and specific clean-up procedures, do not try to clean up the spill.

   a. First priority is students and staff safety, then the environment, and then property.

2. **Actions**:

   a. Notify office immediately.

   b. Office will notify fire/law enforcement agency and district office.

   c. Determine the need to implement **Action “Leave Building”** (fire alarm).

   d. Check for adverse medical symptoms (loss of breath, fainting, etc.) and request immediate medical attention.

   e. **Isolate, identify and get names** of students and staff that could have been exposed or contaminated.

   f. **Account** all students and staff.

   g. Principal will direct other action as required.

   h. Remain in designated area until contacted.
N. Fire

Fires can occur at school sites due to the following:

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

1. **Warning:** fire alarm

2. **Action:**

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

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

_Aircraft can fall on schools near airports or in flight paths._

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

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

3. **Action:** if an aircraft falls near the school, the following will be accomplished:
   
   a. All students and staff will be kept at a safe distance, up wind, allowing for possible explosion. (Note: in case of jet aircraft, minimum safe distance is 400 yards)
   
   b. School office will immediately notify:
      
      - Fire Department 911
      - Law Enforcement Agency 911
      - District office (805) 641-5000
P. Medical Emergencies

1. Medical emergencies include the following:
   a. Heart attack,
   b. Stopped breathing,
   c. Severe bleeding,
   d. Poisoning,
   e. Diabetic emergencies,
   f. Or heat Stroke.

2. Warning: Medical emergencies usually occur without warning.

3. If a medical emergency occurs during school hours, the following emergency actions will be accomplished:
   a. Evaluate the scene of the injury or illness. Isolate and secure the area.
   b. Notify the school office.
   c. Call (Access Code) 9-1-1, as appropriate.
   d. If indoors, determine the need to implement Action “Leave Building” (affected classroom only) so that students are not unnecessarily exposed to trauma or danger.
   e. Stabilize the victim, and administer first aid.
   f. Use standard precautions as outlined in the district “Blood-borne Pathogens Exposure Control Plan.”
   g. Rejoin students as soon as possible.
   h. Account for all students and remain with them.
   i. Remain calm and reassure students that all possible actions are being taken to care for the injured or ill person and to protect others.
Q. Earthquake Procedures

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

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

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

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

2. The principal will determine the advisability or necessity of **Action “Student Release”**. Prior approval must be obtained by the superintendent.

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

VII-36
R. Duck, Cover and Hold Procedures

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

1. Teacher signals "Duck, Cover and Hold". Help students with disabilities.

2. **Call 911** (use landline phone, as cell phone contacts California Highway Patrol).

3. **Signal "Evacuation"** fire bell, if necessary. Office staff takes emergency cards to evacuation site.

4. **Principal notifies** (or assigns designee to notify) assistant principals, campus supervisors, support staff, on-campus childcare, and initiate district phone tree by calling **ESC switchboard 641-5000 x0**.

5. **Principal activates SEMS Plan** (Standardized Emergency Management System), as needed.
   - **If students are in classrooms:**
     a. Duck under a desk, cover head with arms and hold leg of furniture. Turn face away from windows.
     b. Take roll and alert command center of any student not accounted for (telephone, walkie-talkie, runner or e-mail).
   - **If students are not in classrooms:**
     a. Move away from buildings, equipment, utility poles, signs, trees, etc.
     b. Reunite with students in evacuation area.

6. Take roll and alert command center of any student not accounted for (telephone, walkie-talkie, runner or e-mail).

7. **Follow the direction of law enforcement** and/or other competent authority upon their arrival. Have extra school maps available for law enforcement.

8. **All Clear will be signaled by Principal.** Only law enforcement can authorize an all clear. It may be hours later.

9. **Principal debriefs** staff, parents/community (Connect Ed message, etc), and students.

10. **"Student Release Procedures"** (only send students home before end of day if directed by Superintendent);
    a. Use signs to designate “Request Student Pick-Up Area (or Gate)” and “Release Students Area (or Gate)”.
    b. Use signs to direct parents how to line up (e.g. alpha, grade levels, or room numbers).
    c. Release younger students first.
    d. Use “Student Emergency Release” form to document each student release and use “Emergency Cards” or Zangle “Contacts” print-out to verify authorized adults who can pick up student. (RETAIN RECORDS)
    e. Provide escort for parent/guardian to Crisis Response Team, Search/Rescue Team, or Medical area; if necessary.
S. Bomb Threat or “Suspicious Object/Device” Procedures

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

1. If phone call, attempt to keep the caller on the line and complete form entitled “Bomb Threat Report” (see attached).

2. Call 911 - OFF THE AIR - DO NOT USE CELL PHONES, TEXT MESSAGE, OR USE WALK-TALKIES

3. Principal notifies (or assigns a designee to notify) assistant principals, campus supervisors, support staff, on campus childcare, and initiate district phone tree on a land-line by calling ESC switchboard 641-5000 x0.

4. Intercom announcement, “Please do a quick visual 1-minute scan of your classroom or office for anything unusual.” (A professional/law enforcement officer will decide if it is a bomb device or not) OR Written message for staff (see attached sample) to be sent to staff to search for anything unusual.

5. Follow the direction of law enforcement. They will search perimeter, public areas, roof, etc. and assist with crowd control. Have extra school maps available for law enforcement.

6. Principal activates SEMS Plan (Standardized Emergency Management System), as needed.

7. Secure campus perimeter.

8. Evacuate, if deemed necessary. Help students with disabilities. Teachers take roll sheets and office staff takes emergency cards to evacuation area.

9. Take roll and alert command center of any student not accounted for (telephone, intercom, walkie-talkie, and/or e-mail).

10. All clear will be signaled by Principal. Only law enforcement can authorize an all clear.

11. Principal debriefs staff, parents/community (Connect Ed message, etc), and students.

12. “Student Release Procedures” (only send students home before end of day if directed by Superintendent);
   a. Use signs to designate “Request Student Pick-Up Area (or Gate)” and “Release Students Area (or Gate)”.
   b. Use signs to direct parents how to line up (e.g. alpha, grade levels, or room numbers).
   c. Release younger students first.
   d. Use “Student Emergency Release” form to document each student release and use “Emergency Cards” or Zangle “Contacts” print-out to verify authorized adults who can pick up student. (RETAIN RECORDS)
   e. Provide escort for parent/guardian to Crisis Response Team, Search/Rescue Team, or Medical area; if necessary.
T. Bomb Threat Report

*BOMB THREAT REPORT*

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

Questions to ask

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

Exact wording of threat:

________________________________________________________________________

________________________________________________________________________

Time: ___________________ Date: ___________________

Sex of Caller? □ M □ F

Youthful Voice? □ Yes □ No

Mature? □ Yes □ No

Accent? □ Yes □ No

Caller’s Voice

□ Calm □ Stutter □ Loud □ Familiar
□ Nasal □ Excited □ Disguised □ Slurred
□ Angry □ Deep □ Normal

Other____________________________________

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

________________________________________________________________________

Background Sounds

□ Street Noise □ Voices □ Traffic
□ Music □ Animals

Person receiving call: ______________________________________________________

Reported to: ___________________________________________________________________
U. Bomb Threat Notices for Staff

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

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

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

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

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

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

-----------------------------------------------------------------------------------------------------------------------------

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

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

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

<table>
<thead>
<tr>
<th>Location</th>
<th>Staff Members</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>52 Valentine Building</strong></td>
<td>Steve Thompson – Carolyn Vang-Walker</td>
</tr>
<tr>
<td></td>
<td>Kent Donnelly – Myra Nunley</td>
</tr>
<tr>
<td></td>
<td>Kendall Griffin – Leticia Ortega</td>
</tr>
<tr>
<td></td>
<td>Hai Dinh – Brian Harrison</td>
</tr>
<tr>
<td></td>
<td>Kay Miller – Summer Nicol</td>
</tr>
<tr>
<td></td>
<td>Dennis Houston – Scott Collins</td>
</tr>
<tr>
<td></td>
<td>Kathy Yeomans – Rich Sigerist</td>
</tr>
<tr>
<td><strong>5280 Valentine Building</strong></td>
<td>Joslynn Browne – Laura Locken</td>
</tr>
<tr>
<td></td>
<td>Michael Chilton – Heidi Sohn</td>
</tr>
<tr>
<td></td>
<td>Sally Hancock – Jean Ellis</td>
</tr>
<tr>
<td></td>
<td>Christine Wilson – Erin Darby</td>
</tr>
<tr>
<td><strong>Evening Staff</strong></td>
<td><strong>5280 Valentine Building</strong></td>
</tr>
<tr>
<td><strong>Rosa Navarro – Jose Marte</strong></td>
<td>Crystal Cahuantzi – Marcus Van</td>
</tr>
</tbody>
</table>
W. School Map - 5200 Valentine Road - First Floor
X. School Map – 5200 Valentine Road – Second Floor
Y. School Map – 5280 Valentine Road – Map and Evacuation Routes – First Floor
Z. School Map – 5280 Valentine Road – Map and Evacuation Routes – Second Floor
AA. School Map – Safe Routes to the Campus

Knoll Drive

Parking Lot

5280 Valentine Road

Parking Lot

5200 Valentine Road

Parking Lot

Sperry Drive

Ivy Lawn Memorial Cemetary

Valentine Drive

101 Freeway
VIII. SEMS (Standardized Emergency Management System) Plan

A. Organization Chart

<table>
<thead>
<tr>
<th>Incident Commander:</th>
<th>Carolyn Vang-Walker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Incident Commander</td>
<td>Steve Thompson</td>
</tr>
<tr>
<td>Location of Command Center</td>
<td>VACE Office</td>
</tr>
<tr>
<td>Alternative Location</td>
<td>Ron Halt Classroom</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMAND STAFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Operations Coordinator</td>
</tr>
<tr>
<td>Coordinates with Command Staff:</td>
</tr>
<tr>
<td>Liaison to outside agencies:</td>
</tr>
<tr>
<td>Safety</td>
</tr>
<tr>
<td>Training</td>
</tr>
<tr>
<td>PIO (Public Information Officer)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plans Chief</th>
<th>Operations Chief</th>
<th>Logistics Chief</th>
<th>Finance Chief</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Thompson</td>
<td>Carolyn Vang Walker</td>
<td>Steve Thompson</td>
<td>Office Manager</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Secretary</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Documentation</th>
<th>Search/Rescue ST</th>
<th>Command Team Supplies</th>
<th>Claims: FEMA/State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heidi Sohn</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Messages</th>
<th>Facilities/Haz. Mat ST</th>
<th>Search/Rescue Supplies</th>
<th>Procuring VONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS</td>
<td></td>
<td></td>
<td>Smart &amp; Final</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Communication</th>
<th>Security ST</th>
<th>Medical Supplies JL</th>
<th>Community Helpers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hai Dinh</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Damage Assessment ST</th>
<th>Patient Transport &amp; Morgue John Loest</th>
<th>Student/Staff Supplies (food, water, etc.)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Demobilization</th>
<th>Medical First Aid John Loest</th>
<th>Transport &amp; Morgue Supplies JL</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Disaster Plan Updates HS</th>
<th>Parent Pick-up</th>
<th>Builders/Sanitation ST</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Web Page Updates HS</th>
<th>Teachers/Staff Wing Leaders</th>
<th>Shelter Set-up &amp; Memos of Understanding w/Red Cross</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
B. Student Emergency Release Form

<table>
<thead>
<tr>
<th>Student Emergency Release Form</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Entrega de Información del Estudiante en Caso de Emergencia</em></td>
</tr>
<tr>
<td>(one form for each student / una forma por estudiante)</td>
</tr>
</tbody>
</table>

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

Name of Person Making Request / Nombre de solicitante:

Relationship to Student / Relación al estudiante:

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

Signature of Requesting Person / Firma de solicitante:

Date / Fecha:

Telephone Number / Nú de Teléfono:

---

For School Use Only

- Requestor on Student Emergency Card – Student Released
- Requestor NOT on Student Emergency Card – Student Released
  
  Reason for Release:

  Time of Release: Date of Release: 

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

  _____________________  _________________________________________________

  Date                     Signature of Student Release Team Member
C. Roles and Responsibilities

1. Incident Commander (Principal)

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

___1. Assume command
___2. Communicate a "signal" to the students and staff identifying the type of emergency
___3. Call 911
___4. Notify Assistant Principals, Campus Supervisors, Support Staff, and on-campus child care of the emergency
___5. Call ESC 641-5000 ext. 0. Switchboard will initiate the phone tree and contact Superintendent
___6. Activate the SEMS Plan components as needed (Command Staff, Plans, Operations, Logistics, and/or Finance) and establish a Command Center
___7. Conduct initial briefing with the Command Staff
___8. Monitor local emergency radio stations for local news
___9. Utilize your Deputy Incident Commander to cover the Command Center, take regular breaks (5 minutes each hour, away from the Command Center)
___10. Create an action plan with specific objectives including strategies to review and evaluate
___11. Make provisions for language translators
___12. Release teachers, as appropriate
___13. Superintendent is PIP (Public Information Officer). Review all incident information before release to the news media, parents or general public
___14. Signal all-clear (Police Only will signal; if present)
___15. Begin “Student Release Procedures” when appropriate. Only Superintendent can direct that students be sent home before the end of the regular school day.
___16. Create an action plan with specific objectives for returning to normal operations
___17. Debrief staff, parents/community, and students
2. **Deputy IC (Deputy Incident Commander)**

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

___1. Report to, attend briefings, and assist the IC (Principal)
___2. Keep unauthorized people away from the IC (Principal)
___3. Responsible for “Plans” in SEMS

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

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

___1. With the assistance of the Liaison Officer, coordinate outside agencies and define roles/responsibilities
___2. Report to IC (Principal) and attend briefings
___3. Assist unit coordinators (Plans, Operations, Logistics and Finance), as needed
___4. Indicate the process for emergency declarations
___5. Develop status boards
___6. Maintain a “position” log of staff
___7. Monitor Command Staff for signs of stress or under-performance
___8. Fill any unstaffed positions

4. **Command Staff - Liaison Officer**

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

___1. Assist the Emergency Operations Coordinator and attend briefings
___2. Ensure proper flow of communication between assisting organizations and agencies outside the school district (Fire, Police, County, etc.)
___3. Keep records of assisting organizations, agencies and departments

5. **Command Staff - Safety Officer**

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

___1. Attend briefings with IC (Principal)
___2. Monitor, assess, and correct operational activities for dangerous and unsafe conditions
___3. Monitor stress levels of personnel involved in the response
___4. If directed by IC (Principal), turn off gas supply, water supply and/or electricity
___5. Oversee “Logistics” for equipment and supplies
6. Command Staff - Training Coordinator – Principal/Student Support Services

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

___1. Attend briefings with IC (Principal)
___2. Train staff prior to an emergency

7. Command Staff - Crisis Response Leader - Psychologist

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

___1. Attend briefings with IC (Principal)
___2. Act as referral resource for students, staff and volunteers
___3. Obtain Ventura Unified School District’s Crisis Response Manual for resources, materials, etc.
___4. Develop support systems as needed
___5. Conduct group meetings with parents or staff as needed

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

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

___1. Contact School Board, Risk Manager, Asst. Supts., Director of Student Support Services, and DLT Members; as appropriate.
___2. Contact Director of Pupil Services to assign psychologists and counselors to the site (do you need bilingual assistance?). Ventura Behavioral Health may also be contacted for assistance through Pupil Services.
___3. Attend briefings with IC (Principal)
___4. Identify yourself as the “PIO” with a vest, visor, sign, etc.
___5. Establish a media information center away from the command post and students. Advise arriving media that the site is preparing a press release and approximate time of its issue.
___6. Statements to media should include the following: cause, time, event, current situation, care being given, injuries, evacuation plans, student release location, resources in use, best routes to school, and any other information school wishes to be released to the public.
___7. Convey that everything is going to be O.K., Answer questions completely and truthfully. Avoid speculation, bluffing, lying, talking off the record, arguing and using the phrase “No comment.” Repeat what you want the press to hear.
___8. Ensure announcements and other information are translated into other languages as needed.
___9. Assist with rumor control
___10. Keep all documentation to support the history of the event
___11. Remind staff and volunteers to refer all questions from media or waiting parents to the PIO – SUPERINTENDENT.
___12. Monitor new broadcasts about incident; correct any misinformation heard.
9. Plans Chief

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

___1. Attend briefings with IC (Principal)

___2. Documentation Team
- Develop, distribute, and document all actions and site maps
- Receive and record student/staff attendance rosters
- Collect completed student release forms from the Parent Emergency pick-up location
- Complete a list of students/staff missing, absent, and medical for Emergency pick-up location

___3. Message Team
- Maintain a message board

___4. Communication Team
- Record, collect, and evaluate information (keep all original notes – they are legal documents)
- Monitor radio for local news
- Maintain display boards for shelter status, transportation status, telephone numbers, school status, etc.

___5. Damage Assessment Team
- Report damage to Plans Chief who will report to IC (Principal)
- Use site and area maps to record site and surrounding area damages (i.e. road closures, utility outages, etc.)

___6. Demobilization Team
- Deploy and supervise personnel as needed to gather and assess intelligence information

___7. Disaster Plan Update Team
- Provide ongoing analysis of situation to Plans Chief who will report it to IC (Principal)
- Report status of resources
- Prepare estimates of incident escalation or de-escalation
- Report missing, absent, and medical students/staff to IC (Principal)

___8. Web Page Update Team
- Using the school’s or district’s web page, communicate disaster updates to the community

10. Operations Chief

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

___1. Attend briefings with IC (Principal)

___2. Search and Rescue Team
- Remain in contact with Operations Chief by radio
- Search rooms both visually and vocally. Use chalk, grease pencil, etc. to mark slash (/) on door when entering room, and when leaving room complete search by closing slash in (X) on door.
- As rooms are reported clear, radio to Operations Chief to mark “C” on site map
- Utilize other teams as needed (Patient Transport, Morgue and First Aid). Do not use names of students/staff on radio/map
- Record Triage on site map (I – Immediate; D – Delay; and DEAD – Dead)

___3. Facilities/Hazardous Materials Team
- Report gas/water leaks, fires or structural damage, to Operations Chief (gas, water and electricity shut-off needs approval of IC (Principal). Use yellow caution tape where necessary
- Record assessment of facilities and hazardous materials on site map
- Photograph damage if possible before repair

___4. Security Team
- Lock gates and secure major external doors
- Verify that campus is locked down to Operations Chief, who will report it to IC (Principal)
- Report non-staff and non-students to Operations Chief, who will report it to IC (Principal)
- Route all parents to “Parent Pick-up Area”

___5. Patient Transport and Morgue Team
- Transport patients to First Aid; do not transport to morgue unless directed by Operations Chief
- Mark DEAD on tag listing date/time found, exact location found, name of DEAD, person who identified, and name of person filling out tag; attach one tag to DEAD and one tag to plastic bag if body is in bag

___6. Medical-First Aid Team
- Keep accurate records
- Report deaths immediately to Operations Chief who will report it immediately to IC (Principal)
- Establish what I-Immediate and D-Delayed treatments will be
- Consult with Wing Leaders regarding health care, medications, and meals for students and staff with known medical conditions (asthma, diabetes, etc.)
- Establish scope of disaster with Operations Chief and determine probability of outside emergency medical support and transport needs. Emergency card must accompany student removed from campus to receive advanced medical treatment

___7. Parent Pick-up Team
- Designate “Request Area/Gate” and “Release Area/Gate” for parents to pick-up; mark with signs
- Verify that adult completing student release form is on student’s emergency card; retain form for record
- If student is in class, use communication to get student to pick-up area. If there is no communication, have runner go to class and bring student to pick-up area
- Release younger students first
- Escort parent to Crisis Response Team if student is missing or with Search and Rescue Team
- Escort parent to medical area if student is receiving treatment

___8. Teachers/Staff Wing Leaders
- Liaison between teams and students/staff for communication, assistance, etc.
- Assist teachers with attendance; buddy system and supervisor, if needed

___9. Shelter Set-up Team
- Sleeping/living areas should be 40 square feet per person and good ventilation
- Designate storage area for food and supplies that can be accessed by truck
- Improvise toilets, if necessary using 5 gallon buckets/trash cans and trash liners
- Keep medication locked up, if possible
11. Logistics Chief

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

___1. Attend briefings with IC (Principal)
   - Supply Teams (Command, Search and Rescue, Medical, Student/Staff, Transport, Morgue, and Builders/Sanitation)
   - Maintain a visible chart of resources
   - Determine water supply needs (1/2 gallon/day/person and 5 gallons/day for other uses)
   - Determine food supply needs (2500 calories/day/person; approximately 3 ½ pounds unprepared food)
   - Obtain supplies other than food and water
   - Provide ability to transport staff/students if necessary throughout city (i.e. medical, etc.)

___2. Builders/Sanitation Team
   - Set up food preparation facilities, command post shelter area, parent pick-up area, supply check-out area, medical area, assembly area, morgue, etc.
   - Obtain sanitary supplies (1 toilet/40 persons; 6 toilets/200 persons; 14 toilets/500 persons)
   - Maintain computer support

12. Finance Chief (Office Manager/Secretary)

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

___1. Attend briefings with IC (Principal)

___2. Claims/Procurements /Community Helpers Team
   - Track financial records, staff hours, purchasing, etc.
   - Complete state and federal claim forms for IC (Principal)
   - Make prior agreements with close stores (i.e. Vons, etc.) for supplies
   - Make prior arrangements with community helpers (i.e. retired doctors, etc.)
   - Do a cost analysis of incident/disaster
IX. Policies and Regulations Related to Student Safety

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

1. **Bomb Threats – BP 3516.2**

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

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

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

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

2. **Bully Prevention - AR 5131.2**

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

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

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

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

   **Definition**

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

   The electronic act is defined as the transmission of a communication, including, but necessarily limited to, a message, text, sound, or image, or a post on a social network Internet Web site, by means of an electronic
device, including, but not necessarily limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, or image.

(ii) A post on a social network Internet Web site including, but not limited to:

a. Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed above.

b. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed above. “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

c. Creating a false profile for the purpose of having one or more of the effects listed above. “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

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

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

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

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

Reporting Violations of this Policy

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

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

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

Retaliation is Prohibited

Retaliation against a student because the student has filed a bullying complaint or assisted or participated in a bullying or harassment investigation or proceeding is also prohibited.
Students who knowingly file false bullying or harassment complaints or give false statements in an investigation shall be subject to discipline by measures up to and including suspension and expulsion, as shall any student who is found to have retaliated against another in violation of this policy.

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

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

3. **Bus Conduct – BP 5131.1**

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

   The Superintendent or designee shall establish regulations related to bus conduct, bus driver authority, and the suspension of riding privileges. The Governing Board shall make these rules available to parents/guardians and students. (5 CCR, Section 14103)

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

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

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

4. **Bus Conduct – AR 5131.1**

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

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

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

   Bus drivers shall not deny transportation except as directed by the principal.
Video Camera Surveillance
The Superintendent or designee shall supervise the use and maintenance of video cameras.

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

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

The Superintendent or designee shall notify students, parents/guardians and staff that video surveillance may occur on any school bus and that video recordings may be used in student disciplinary proceedings. This notification shall include a copy of the district's policy and regulation on bus conduct. In addition, a prominent notice shall be placed in each bus, stating that the bus is equipped with a video monitoring system.

The Superintendent or designee shall routinely review videotapes taken on school buses and shall document any evidence of student misconduct. Two weeks after this review, the Superintendent or designee may erase any tapes that do not show incidents of misconduct.

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

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

1. When student misconduct is revealed as a result of a school bus videotape or reported to the Superintendent or designee by a student, staff member or parent/guardian, students involved in the incident and their parents/guardians may ask the Superintendent or designee for an opportunity to view the videotape.
   a. Requests for viewing must be made within five school days of receiving notification that misconduct occurred.
   b. A viewing shall be provided or denied within five days of the request.
   c. Viewing will be limited to those frames containing the incident of misconduct.

2. Bus drivers and school administrators may ask to view a videotape in order to observe a specific problem and work toward its solution.
3. Viewing shall occur only at a school-related site and in the presence of the Superintendent or designee.
4. All persons who view a tape shall be identified in a written log.

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

5. Campus Security – AR 3515

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

The school principal shall establish procedures to:

- I. Minimize fire hazards.
- 2. Reduce the probability of faulty equipment.
- 3. Guard against the chance of electrical shock.
- 4. Maintain records and funds in a safe place.
- 5. Protect against vandalism and burglary.
- 6. Assign responsibility for use of school building keys.
- 7. Maintain locked buildings during non-business hours.
- 8. Provide routine patrolling of the schools and school grounds.
- 9. Secure outdoor areas and reduce the number of entrances which give access to the schools, by means such as fencing or landscaping.
School Ground Security
The principal may appoint a security advisory committee composed of parents/guardians, students and staff. This committee shall examine the school's degree of security and existing site procedures for emergencies in order to recommend measures by which security may be enhanced and site procedures expanded or improved.

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

6. Child Abuse and Reporting – BP 5141.4
The Governing Board recognizes that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse and neglect. The Superintendent or designee shall establish regulations for use by district employees in identifying and reporting such incidents.

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

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

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

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

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

7. Child Abuse and Reporting – AR 5141.4
Definitions
Child abuse or neglect includes the following: (Penal Code 11165.6)

- A physical injury inflicted by other than accidental means on a child by another person
- Sexual abuse of a child as defined in Penal Code 11165.1
- Neglect as defined in Penal Code 11165.2
- Willful cruelty or unjustifiable punishment of a child as defined in Penal Code 11165.3
- Unlawful corporal punishment or injury resulting in a traumatic condition as defined in Penal Code 11165.4
- Abuse or neglect of a child in out-of-home care, including at school, as defined in Penal Code 11165.5

Child abuse or neglect does not include:

- A mutual affray between minors (Penal Code 11165.6)
- An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6) (cf. 3515.3 - District Police/Security Department)
- The exercise by a teacher, vice principal, principal or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)
- An amount of force that is reasonable and necessary for a school employee to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student (Education Code 49001) (cf. 5144 - Discipline)
• Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student (Education Code 49001)

Mandated reporters include but are not limited to teachers; instructional aides; teacher’s aides or assistants; classified employees; certificated pupil personnel employees; administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; and administrators, presenters or counselors of a child abuse prevention program. (Penal Code 11165.7) (cf. 5141.41 - Child Abuse Prevention)

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

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

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

   The reporting duties are individual and cannot be delegated to another person. Reporting the information to an employer, supervisor, school principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

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

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

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

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

   Mandated reporters may obtain copies of the above form from either the district or the appropriate agency.

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

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

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

   Information relevant to the incident of child abuse or neglect may also be given to an investigator from an agency that is investigating the case. (Penal Code 11167)
4. Employees reporting child abuse or neglect to the appropriate agency are encouraged, but not required, to notify the principal or designee as soon as possible after the initial telephone report to an appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

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

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

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

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

Training shall also include guidance in the appropriate discipline of students, physical contact with students, and maintenance of ethical relationships with students to avoid actions that may be misinterpreted as child abuse. (cf. 5144 - Discipline), (cf. 5145.7 - Sexual Harassment)

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

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

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

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

Release of Child to Peace Officer
When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian as required in other instances of removal of a child from school, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code 48906)

Peace officers shall be asked to sign an appropriate release or acceptance of responsibility form. (cf. 5145.11 - Questioning and Apprehension)
Parent/Guardian Complaints
Upon request, the Superintendent or designee shall provide parents/guardians with procedures whereby they can report suspected child abuse occurring at a school site to appropriate agencies. Such procedures shall be in the primary language of the parent/guardian and, when communicating orally regarding those procedures, an interpreter shall be provided for parents/guardians whose primary language is other than English. (Education Code 48987)

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

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education under 5 CCR 4650(a)(viii)(C).

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

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

Notifications
The Superintendent or designee shall give persons hired by the district a statement informing them that they are mandated by law to report suspected child abuse and neglect, inform them of their reporting obligations under Penal Code 11166, and provide a copy of Penal Code 11165.7 and 11166. Before beginning employment, employees shall sign the statement indicating that they have knowledge of the reporting obligations under Penal Code 11166 and that they will comply with those provisions. The signed statements shall be retained by the Superintendent or designee. (Penal Code 11166.5) (cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

The Superintendent or designee shall also notify all employees that:

- A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)
- If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she is guilty of a misdemeanor punishable by a fine and/or imprisonment. (Penal Code 11166)
- No employee shall be subject to any sanction by the district for making a report. (Penal Code 11166)

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


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

In addition, the school site council may consult with other local agencies as appropriate, including health care and emergency service providers.
Before adopting its comprehensive school safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the school safety plan. (Education Code 32288)

The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting: (Education Code 32288)

- The local mayor
- A representative of the local school employee organization
- A representative of each parent organization at the school site, including the parent teacher association and parent teacher clubs
- A representative of each teacher organization at the school site
- A representative of the student body government
- All persons who have indicated that they want to be notified

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

- A representative of the local churches
- Local civic leaders
- Local business organizations

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

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

Content of the Safety Plan

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

- An assessment of the current status of school crime committed on campuses and at school-related functions
- Appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which shall include the development of all of the following:
  - Child abuse reporting procedures consistent with Penal Code 11164
  - Routine and emergency disaster procedures including, but not limited to, adaptations for students with disabilities in accordance with the Americans with Disabilities Act
  - Policies pursuant to Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion or mandatory expulsion recommendations
  - Procedures to notify teachers of dangerous students pursuant to Education Code 49079
  - A discrimination and harassment policy consistent with the prohibition against discrimination pursuant to Education Code 200-262.4
  - If the school has adopted a dress code prohibiting students from wearing "gang-related apparel," the provisions of that dress code and the definition of "gang-related apparel"
  - Procedures for safe ingress and egress of students, parents/guardians and employees to and from school
  - A safe and orderly environment conducive to learning at the school
  - The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5
  - Hate crime reporting procedures pursuant to Penal Code 628-628.6

Regulation VENTURA UNIFIED SCHOOL DISTRICT
Approved: November 9, 2004 Ventura, California
9. Conduct – BP 5131

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. On school grounds and at school activities, students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program.

Behavior is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful towards their teachers, other staff, students and volunteers.

The Superintendent or designee shall ensure that each school site develops standards of conduct and discipline consistent with district policies and administrative regulations.

Students and parents/guardians shall be notified of district and school rules related to conduct and shall receive regular instruction regarding these rules. In addition, parents/guardians and students may be provided information about early warning signs of harassing/intimidating behaviors, such as bullying, as well as prevention and intervention strategies.

Prohibited student conduct includes but is not limited to:

- Conduct that endangers staff and/or students
- Conduct that disrupts the orderly classroom or school environment
- Harassment or bullying of students or staff, including, but not limited to, cyberbullying, intimidation, hazing, or initiation activity, ridicule, extortion, or any other verbal, written or physical conduct that causes or threatens to cause violence, bodily harm or substantial disruption, in accordance with the section entitled “Bullying/Cyberbullying”.
- Cyberbullying includes the transmission of communications, posting of harassing messages, direct threats, social cruelty, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person’s electronic account and assuming that person’s identity in order to damage that person’s reputation.
- Damage to or theft of property belonging to the district, staff or students
- Possession or use of laser pointers, unless used for a valid instructional or other school-related purpose, including employment. (Penal Code 417.27)
- Prior to bringing a laser pointer on school premises, students shall first obtain permission from the principal or designee. The principal or designee shall determine whether the requested use of the laser pointer is for a valid instructional or other school-related purpose.
- Use of profane, vulgar or abusive language
- Plagiarism or dishonesty in school work or on tests
- Inappropriate attire
- Tardiness or unexcused absence from school
- Failure to remain on school premises in accordance with school rules
- Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs in violation of school rules

Students also may be subject to discipline for any off-campus conduct during nonschool hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts the educational program of the district or any other district in accordance with law, Board Policy, or Administrative Regulation.

Possession of Cellular Phones and Other Personal Electronic Signaling Devices

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 health-related purposes. (Education Code 48901.5)

Students may possess or use personal electronic signaling devices, provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests. Permitted devices shall:

- Be turned off during class time and at any other time directed by a district employee
- Not disrupt the educational program or school activity
If a disruption occurs, the employee shall direct the student to turn off the device and/or confiscate it. If a school employee finds it necessary to confiscate a device, he/she may either return it at the end of the class period or school day or keep it until the principal or designee has consulted with the student's parent/guardian.

In accordance with BP/AR 5145.12 – Search and Seizure, a school official may search a student’s mobile communication device, including, but not limited to, reviewing messages or viewing pictures.

Students shall not use mobile communications devices, even hands-free mode, while driving on school grounds or to and from a school-related activity.

A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to further discipline in accordance with Board policy and administrative regulations.

Enforcement of Standards
Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe, receive a report of a violation, or become aware 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 administrator for further investigation.

Students who violate district or school rules and regulations may be subject to discipline, including but not limited to suspension, expulsion or transfer to alternative programs, or denial of the privilege of participation in extracurricular or co-curricular activities in accordance with Board policy and administrative regulation. In addition, when the conduct involves intimidation, harassment, or other endangerment of a student or employee, the Superintendent or designee shall provide appropriate assistance as necessary for the victim and the offender or make appropriate referrals for such assistance.

Bullying/Cyberbullying
The Board desires to prevent bullying/cyberbullying by establishing a positive, collaborative school climate and clear rules for student conduct. When a student is suspected of or reported to be using electronic or digital communications to engage in cyberbullying against other students or staff or to threaten district property, the investigation shall include documentation of the activity, identification of the source, and a determination of the impact or potential impact on school activity or school attendance. Students shall be encouraged to save and print any messages sent to them that they feel constitutes cyberbullying and to notify a teacher, principal, or other employee so that the matter may be investigated.

Any student who engages in cyberbullying using district-owned equipment, on school premises, or off-campus in a manner that impacts school activity or school attendance, shall be subject to discipline in accordance with district policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator and may also request that their name be kept in confidence. The Superintendent or designee may establish other processes for students to submit anonymous reports of bullying. Complaints of bullying or harassment shall be investigated and resolved in accordance with site-level grievance procedures specified in Administrative Regulation 5145.7 – Sexual Harassment.

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

10. Discipline – BP 5144
The Governing Board desires to provide a safe, supportive, and positive school environment conducive to student learning and to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, and parent involvement can minimize the need for discipline.

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

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

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

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

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

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

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

Policy VENTURA UNIFIED SCHOOL DISTRICT
Adopted: March 13, 2007
Revised: August 13, 2013 Ventura, California

11. Discipline – AR 5144

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

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

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

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

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

1. Discussion or conference between school staff and the student and his/her parents/guardians
2. Referral of the student to the school counselor or other school support service personnel for case management and counseling
3. Convening of a study, guidance, resource panel, or other intervention-related team to assess the behavior and develop and implement an individual plan to address the behavior in partnership with the student and his/her parents/guardians

4. When applicable, referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program or a Section 504 plan

5. Enrollment in a program for teaching prosocial behavior or anger management

6. Participation in a restorative justice program

7. A positive behavior support approach with tiered interventions that occur during the school day on campus

8. After-school programs that address specific behavioral issues or expose students to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups

9. Recess restriction as provided in the section below entitled "Recess Restriction"

10. Detention after school hours as provided in the section below entitled "Detention After School"

11. Community service as provided in the section below entitled "Community Service"

12. In accordance with Board policy and administrative regulation, restriction or disqualification from participation in extracurricular activities

13. Reassignment to an alternative educational environment

14. Suspension and expulsion in accordance with law, Board policy, and administrative regulation

**Recess Restriction**

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

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.

2. The student shall remain under a certificated employee's supervision during the period of restriction.

3. Teachers shall inform the principal of any recess restrictions they impose.

**Detention After School**

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

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

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

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

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

**Community Service**

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

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

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

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

Regulation VENTURA UNIFIED SCHOOL DISTRICT
Approved: March 13, 2007 Ventura, California
Revised: August 13, 2013 Ventura, California

12. Dress Code – BP 5132

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

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

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

Uniforms
In order to promote student safety and discourage theft, peer rivalry and/or gang activity, the principal, staff and parents/guardians at a school may establish a reasonable dress code requiring students to wear uniforms. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

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

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms.

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


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

The Superintendent or designee shall establish an emergency procedure system to be followed in case of earthquakes. This system shall include, but not be limited to, the following:
• A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff. This plan should outline roles, responsibilities and procedures for students and staff.
• A DROP procedure, whereby each student and staff member takes cover under a table or desk, drops to the knees, protects the head with arms, and faces away from the window.
• Protective measures to be taken before, during and after an earthquake.
• A training program to ensure that all students and all certificated and classified staff are aware of, and properly skilled in, the earthquake emergency procedure system. (Education Code 35297)

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

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


Earthquake While Indoors at School
When an earthquake occurs, the following actions shall be taken inside the school building and in individual classrooms:

• The teacher or other person in authority shall implement the DROP action. Each student shall:
  • Get under equipment (desk, table, etc.) where available. Otherwise get next to an inside wall or under an inside doorway.
  • Drop to knees with back to the windows and knees together.
  • Clasp both hands firmly behind the head, covering the neck.
  • Bury face in arms, protecting the head. Close the eyes tightly.
  • Stay there until the procedure or emergency is over or until subsequent instructions are given.
    Such instructions will depend upon circumstances and the extent of damage to the buildings.

• As soon as possible, teachers shall move the children away from windows and out from under heavy suspended light fixtures.
• Teachers shall implement action to LEAVE THE BUILDING when the earthquake is over. Teachers shall ensure that students do not run, particularly on stairways.

Earthquake While on School Grounds
When an earthquake occurs, the following actions shall be taken if teachers and students are on school playgrounds:

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

Subsequent Emergency Procedures
• Teachers shall see that students avoid touching electrical wires that may have fallen.
• Teachers or students shall not light any fires, burners or stoves after the earthquake until the area is declared safe.
• Teachers shall render first aid if necessary.
• Teachers shall take roll of their classes.
• The principal shall see that guards are posted at a safe distance from all building entrances to see that no one reenters for any reason until the buildings are declared safe. Guards may be custodians, teachers, or students.
• The principal shall direct a custodian to shut off all pilot lights on water heaters or furnaces, as well as stoves in homemaking classrooms.
• The principal shall request assistance as needed, through appropriate channels, from the county or city civil defense office or fire and police departments.
• The principal shall notify utility companies of any break or suspected break in lines which may present an additional hazard. If damage has occurred, the custodian shall shut off all utilities at the main valve.
• The principal shall, if possible, contact the district office for further instructions.
• The principal shall determine the advisability of closing the school, with the advice of the City Building Inspector if possible.
• Following the quake, the principal and custodian shall inspect all buildings for safety.
• If the building is safe for use, the principal or designee shall clear debris in order to resume educational activities as soon as possible.
• Until such time as the buildings are safe for use, the principal shall provide educational facilities outside so that the educational program may be continued with as little interruption as possible.

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

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

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

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

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

15. Emergencies and Disaster Preparedness Plan – AR 3516

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

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

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

1. The principal or designee shall receive authorization from the Superintendent or designee before releasing students.
2. Individual students shall not leave a school site without receiving permission from the principal or designee.
3. If possible, staff shall release students only to persons authorized on the student emergency card.
4. In absence of an emergency card or in an emergency in which reference to the emergency card is impossible, individual students shall be released, upon presentation of identification, to parents/guardians, persons authorized by the parents/guardians, or to authorized persons representing public agencies that may take responsibility, when necessary, for the safety of the student.
5. The principal or designee shall record the release of all students.
Role of Staff
School staff are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

During an emergency, staff shall fulfill the following roles:

1. The principal or designee shall assume overall control and supervision of activities at the school site during an emergency. He/she shall have authority to use discretionary judgment in emergency situations which do not permit execution of prearranged plans. The principal or designee shall:
   - Direct evacuation of buildings
   - Arrange for transfer of students when their safety is threatened
   - Inform the Superintendent or designee of all emergency actions taken as soon as possible
   - Schedule periodical fire drills and other disaster preparedness exercises and keep appropriate records
   - Post directions for fire drills and civil defense drills in classrooms, multipurpose rooms, etc.

2. Teachers shall be responsible for supervision of students in their charge. Teachers shall:
   - Direct evacuation of students in their charge in accordance with the principal's instruction
   - Give the DROP command as necessary
   - Take attendance, stay with the students and provide supervision
   - Report missing students to the principal or designee
   - Send students in need of first aid to the school nurse or a person trained in first aid

3. Custodians are responsible for the use of emergency equipment, the handling of supplies and the use of available utilities. Custodians shall:
   - Survey and report damage to the principal
   - Direct rescue operations as required
   - Direct fire-fighting efforts until regular fire-fighting personnel take over
   - Control main shutoff valves for gas, water and electricity and ascertain that no hazard results from broken gas, water mains or fallen electrical lines
   - Disburse supplies and equipment as needed

4. The school secretary and secretarial staff shall:
   - Report a fire or disaster to the appropriate authorities
   - Answer telephones and monitor radio emergency broadcasts
   - Provide for the safety of essential school records and documents
   - Assist the principal as needed

5. The school nurse shall:
   - Administer first aid
   - Supervise the administration of first aid
   - Organize first aid and medical supplies

6. The cafeteria manager shall direct the use and preparation of the cafeteria stock and water supply whenever the feeding of students becomes necessary during a disaster.

7. The bus driver(s) shall:
   - Supervise students if a disaster occurs while they are on the bus
   - Issue the DROP command as necessary while students are on the bus
   - Transfer students to a new location when directed by the principal
   - Assist the custodian in damage control
16. Emergencies And Disaster Preparedness Plan – BP 3516

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

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

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

- Fire on or off school grounds which endangers students
- Natural or man-made disasters
- Bomb threat or actual detonation
- Attack or disturbance by individuals or groups

The Superintendent or designee should ensure that the plan includes:

- Procedures for personal safety and security
- Ways to ensure smooth administrative control of operations during a crisis
- Procedures to establish a clear, effective communications system
- Guidelines for law enforcement involvement, including specific steps for law enforcement intervention depending upon the intensity of the crisis

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

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

The Superintendent or designee may provide a plan which allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety. (Education Code 39834)

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

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

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

17. Fire Drills and Fires – AR 3516.1

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

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

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

**Fires**

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

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

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

18. **Gangs – BP 5136**

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

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

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

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

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

19. **Gangs – AR 5136**

**Prevention and Intervention Measures**

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

• Any student displaying behavior, gestures, apparel or paraphernalia indicative of gang affiliation shall be referred to the principal or designee.
  o The student's parent/guardian shall be contacted and may be asked to meet with school staff.
  o The student may be sent home to change clothes if necessary.
• Staff members shall be provided with the names of known gang members.
• Students who seek help in rejecting gang associations may be referred to community-based gang suppression and prevention organizations.
• Any gang graffiti on school premises shall be removed, washed down or painted over as soon as discovered.
  o Daily checks for graffiti shall be made throughout the campus.
Graffiti shall be photographed before it is removed. These photographs shall be shared with local law enforcement authorities and used in future disciplinary or criminal action against the offenders.

- Classroom and after-school programs at each school shall be designed to enhance individual self-esteem, provide positive reinforcement for acceptable behavior, and foster interest in a variety of constructive activities. These programs shall also:
  - Explain the dangers of gang membership
  - Provide counseling for targeted at-risk students
  - Include lessons or role-playing workshops in gang avoidance skills and nonviolent conflict resolution, including communication skills, anger management, ethnic/cultural tolerance, and mediation skills
  - Assign individual gang members to cooperative learning groups in which they may work toward common goals with students who are not members of their gang
  - Provide school-to-career instruction
  - Provide positive interaction with local law enforcement staff
  - Gang prevention lessons may be taught jointly by teachers and law enforcement staff.

- Staff shall actively promote membership in authorized student organizations which can provide students companionship, safety, and a sense of purpose and belonging, including:
  - Positive sports and cultural activities and affiliations with the local community
  - Structured, goal-oriented community service projects

### Community Outreach

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

- The dangers of gang membership
- Warning signs which may indicate that children are at risk of becoming involved with gangs
- The nature of local gang apparel and graffiti
- Effective parenting techniques
- Conflict resolution techniques

Community programs shall address:

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

### Regulation VENTURA UNIFIED SCHOOL DISTRICT

Approved: August 26, 1997 Ventura, California

#### 20. Hate Motivated Behavior – BP 5145.9

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

Any student who feels that he/she is a victim of hate-motivated behavior shall immediately contact the principal or designee. If the student believes that the situation has not been remedied by the principal or designee, he/she may file a complaint in accordance with district complaint procedures.

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the principal, Superintendent or designee, and law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with Board policy and administrative regulation.

In addition, the district shall provide counseling and appropriate sensitivity training and diversity education for students exhibiting hate-motivated behavior. The district shall also provide counseling, guidance and support, as necessary, to those students who are the victims of hate-motivated behavior.

The Superintendent or designee shall ensure that staff receive appropriate training to recognize hate-motivated behavior and methods for handling such behavior in appropriate ways.
The district shall provide age-appropriate instruction to help promote understanding of and respect for human rights.

At the beginning of each school year, students and staff shall receive a copy of the district's policy on hate-motivated behavior.

Policy VENTURA UNIFIED SCHOOL DISTRICT
Adopted: August 24, 1999 Ventura, California

21. Nondiscrimination/Harassment – BP 5145.3

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

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school. (Education Code 234.1)

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

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

The Board also prohibits any form of retaliation against any individual who files or otherwise participates in the filing or investigation of a complaint or report regarding an incident of discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

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

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

Policy VENTURA UNIFIED SCHOOL DISTRICT
Adopted: April 10, 2001 Ventura, California
Revised: January 26, 2016 Ventura, California
22. Nondiscrimination/Harassment – AR 5145.3

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints regarding unlawful discrimination, including discriminatory harassment, intimidation, or bullying, based on actual race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected status; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

Assistant Superintendent, Certificated Human Resources
255 W. Stanley Avenue, Suite 100
Ventura, CA 93001
(805) 641-5000, Ext. 1154
kristin.mayville@venturausd.org

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

1. Publicize the district's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public, posting them on the district's web site and other prominent locations and providing easy access to them through district-supported social media, when available.

2. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior. (Education Code 234.1)

3. Annually notify all students and parents/guardians of the district's nondiscrimination policy. The notice shall inform students and parents/guardians of the possibility that students will participate in a sex-segregated school program or activity together with another student of the opposite biological sex, and that they may inform the compliance officer if they feel such participation would be against the student's religious beliefs and/or practices or a violation of his/her right to privacy. In such a case, the compliance officer shall meet with the student and/or parent/guardian who raises the objection to determine how best to accommodate that student. The notice shall inform students and parents/guardians that the district will not typically notify them of individual instances of transgender students participating in a program or activity.

4. The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.
5. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include guidelines for addressing issues related to transgender and gender-nonconforming students.

6. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)

7. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students' privacy rights and ensure their safety from threatened or potentially discriminatory behavior.

**Enforcement of District Policy**

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

1. Removing vulgar or offending graffiti

2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination and how to respond

3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination

4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to students, parents/guardians, and the community

5. Taking appropriate disciplinary action against perpetrators and anyone determined to have engaged in wrongdoing, including any student who is found to have made a complaint of discrimination that he/she knew was not true

**Process for Initiating and Responding to Complaints**

Any student who feels that he/she has been subjected to unlawful discrimination described above or in district policy is strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, any student who observes any such incident is strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint. Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When any report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is submitted to or received by the principal or compliance officer, he/she shall inform the student or parent/guardian of the right to file a formal complaint pursuant to the provisions in AR 1312.3 - Uniform Complaint Procedures. Any report of unlawful discrimination involving the principal, compliance officer, or any other person to whom the complaint would ordinarily be reported or filed shall instead be submitted to the Superintendent or designee. Even if the student chooses not to file a formal complaint, the principal or compliance officer shall implement immediate measures necessary to stop the discrimination and to ensure all students have access to the educational program and a safe school environment.

Upon receiving a complaint of discrimination, the compliance officer shall immediately investigate the complaint in accordance with the district's uniform complaint procedures specified in AR 1312.3.
Transgender and Gender-Nonconforming Students
Gender identity means a student's gender-related identity, appearance, or behavior, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

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

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

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

Transgender student means a student whose gender identity or gender expression is different from that traditionally associated with the assigned sex at birth.

Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, regardless of whether they are sexual in nature, where the act has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment are prohibited under state and federal law. Examples of types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with his/her gender identity
2. Disciplining or disparaging a transgender student because his/her mannerisms, hairstyle, or style of dress correspond to his/her gender identity, or a non-transgender student because his/her mannerisms, hairstyle, or style of dress do not conform to stereotypes for his/her gender or are perceived as indicative of the other sex
3. Blocking a student's entry to the bathroom that corresponds to his/her gender identity because the student is transgender or gender-nonconforming
4. Taunting a student because he/she participates in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's transgender status to individuals who do not have a legitimate need for the information
6. Use of gender-specific slurs
7. Physical assault of a student motivated by hostility toward him/her because of his/her gender, gender identity, or gender expression

The district's uniform complaint procedures (AR 1312.3) shall be used to report and resolve complaints alleging discrimination against transgender and gender-nonconforming students. Examples of bases for complaints include, but are not limited to, the above list as well as improper rejection by the district of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's transgender status, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

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

1. Right to privacy: A student's transgender or gender-nonconforming status is his/her private information and the district will only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In the latter instance, the district shall limit disclosure to individuals reasonably believed to be able to protect the student's well-
being. Any district employee to whom a student discloses his/her transgender or gender-nonconforming status shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless he/she is required to disclose or report the student's information pursuant to this procedure, and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to his/her status as a transgender or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

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

2. Determining a Student's Gender Identity: The compliance officer shall accept the student's assertion unless district personnel present a credible basis for believing that the student's assertion is for an improper purpose. In such a case, the compliance officer shall document the improper purpose and, within seven school days of receiving notification of the student's assertion, shall provide a written response to the student and, if appropriate, to his/her parents/guardians.

3. Addressing a Student's Transition Needs: The compliance officer shall arrange a meeting with the student and, if appropriate, his/her parents/guardians to identify potential issues, including transition-related issues, and to develop strategies for addressing them. The meeting shall discuss the transgender or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to his/her status as a transgender or gender-nonconforming individual, so that prompt action could be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the student's arrangements are meeting his/her educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.

4. Accessibility to Sex-Segregated Facilities, Programs, and Activities: The district may maintain sex-segregated facilities, such as restrooms and locker rooms, and sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs. A student shall be entitled to access facilities and participate in programs and activities consistent with his/her gender identity. If available and requested by any student, regardless of the underlying reason, the district shall offer options to address privacy concerns in sex-segregated facilities, such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, access to a staff member's office, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because he/she is transgender or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with his/her gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with his/her gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

5. Student Records: A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed pursuant to a court order. However, at the written request of a student or, if appropriate, his/her parents/guardians, the district shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district-related documents.

6. Names and Pronouns: If a student so chooses, district personnel shall be required to address the student by a name and the pronouns consistent with his/her gender identity, without the necessity of a court order or a change to his/her official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns shall not constitute a violation of this administrative regulation or the accompanying district policy.
7. Uniforms/Dress Code: A student has the right to dress in a manner consistent with his/her gender identity, subject to any dress code adopted on a school site.

Policy VENTURA UNIFIED SCHOOL DISTRICT
Adopted: January 26, 2016 Ventura, California

23. Notification of Dangerous Pupils – AR 4158, 4258 & 4358

Employees shall promptly report to the principal or other immediate supervisor any attack, assault, or physical threat made against them by a student. Both the employee and the principal or other immediate supervisor shall promptly report such instances to the appropriate local law enforcement agency. (Education Code 44014)

In addition, employees shall promptly report to the principal or supervisor, and may report to law enforcement, any attack, assault, or threat made against them on school grounds by any other individual. Reports of attack, assault, or threat shall be forwarded immediately to the Superintendent or designee. An employee whose person or property is injured or damaged by willful misconduct of a student may ask the district to pursue legal action against the student or the student's parent/guardian. (Education Code 48905)

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

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

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

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

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

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

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

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

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

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

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

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

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

Policy VENTURA UNIFIED SCHOOL DISTRICT
Approved: May 28, 2002 Ventura, California
Revised: August 28, 2012 Ventura, California

24. Employee Security – BP 4158, 4258, 4358

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

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

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

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

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

Use of Pepper Spray
Employees may possess pepper spray that meets the requirements of Penal Code 12403.7 on school property and at school activities for their own safety. Any employee who is negligent or careless in the possession or handling of pepper spray shall be subject to appropriate disciplinary measures.
Reporting of Injurious Objects
The Board requires employees to take immediate action upon being made aware that any person is in possession of an unauthorized injurious object on school grounds or at a school-related or school-sponsored activity. The employee shall use his/her own judgment as to the potential danger involved and, based upon this analysis, shall do one of the following:

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

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

Policy VENTURA UNIFIED SCHOOL DISTRICT
Adopted: May 28, 2002 Ventura, California
Revised: August 28, 2012 Ventura, California

25. School Safety and Security - BP 3515
The Governing Board is fully committed to preventing violence and crime on school grounds. The Superintendent and staff shall strictly enforce all Board policies related to crime, campus disturbances, campus intruders, student safety, student conduct and student discipline.

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

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

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

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

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

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

Policy VENTURA UNIFIED SCHOOL DISTRICT
Adopted: October 28, 2008 Ventura, California
26. School Safety - BP 5131.4

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

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

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

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

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

27. School Safety – AR 5131.4

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

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

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

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

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

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

   Anyone who, in a public place, fights, challenges another to fight, or uses offensive words likely to provoke a fight is guilty of a misdemeanor. (Penal Code 415)
2. Disruption of School Operations
   Students shall be subject to disciplinary action for any exercise of free expression which so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school, such as may occur when students:
   - Organize or participate in unauthorized assemblies on school premises.
   - Participate in sit-ins or stand-ins which deny students or employees normal access to school premises.

3. Refusal to Disperse
   Persons who assemble for the purpose of disturbing the public peace or committing any unlawful act are severally guilty of a misdemeanor if they do not disperse when desired or commanded to do so by a public officer. (Penal Code 416)
   Persons who remain present at the place of any riot, rout or unlawful assembly after being lawfully warned to disperse are guilty of a misdemeanor. (Penal Code 409)

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

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

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

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


   Students
   The Governing Board is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. Therefore, as necessary to protect the health, safety and welfare of students and staff, school officials may search students, their property and/or district property under their control, and may seize illegal, unsafe and prohibited items. The Governing Board requires that discretion, good judgment and common sense be exercised in all cases of search and seizure.

   The Superintendent or designee shall ensure that staff who conduct student searches receive training regarding the requirement of the district’s policy and administrative regulation and other legal issues, as appropriate.
Individual Searches
School officials may search individual students, their property and district property under their control, when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law, Board policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices.

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

Employees shall not conduct strip searches or body cavity searches of any student. (Education Code 49050)

Searches of individual students shall be conducted in the presence of at least two district employees.

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search. (cf. 5145.11 - Questioning and Apprehension)

Student Lockers/Desks

The principal or designee may conduct a general inspection of district property that is within the control of students, such as lockers and desks, on a regular, announced or unannounced basis, with students standing by their assigned lockers or desks. Any items contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned. Students should not expect, nor shall they possess, any privacy interest in any district property (i.e. lockers, desks, etc.)

Because lockers and desks are under the joint control of the student and the district, school officials shall have the right and ability to open and inspect any school locker or desk without student permission or prior notice when they have reasonable suspicion that the search will uncover evidence of illegal possessions or activities or when odors, smoke, fire and/or other threats to health, welfare or safety emanate from the locker or desk.

Use of Drug/Contraband Detection Dogs

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

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

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

Vehicle Searches

All vehicles parked on any district property shall be subject to comprehensive searches to the maximum extent permitted by law. The administration is directed to post appropriate notices and take all other actions necessary to allow authorized searches of vehicles. (cf. 5131.6 - Alcohol and Other Drugs)
29. Search and Seizure – AR 5145.12

Students

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

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

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

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

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

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

Whenever lockers and/or desks are searched:

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

Use of Drug/Contraband Detection Dogs

1. Detection dogs may be used to detect the presence of contraband (i.e. drugs, alcohol, weapons, explosives, etc.) in communal areas, vacant rooms, lockers and parking lots (automobiles) by random search without reasonable suspicion. Detection dogs shall not be used in classrooms or other facilities when occupied by district students, and shall not be used to search students, or student belongings in the possession of students, without reasonable suspicion or the student's consent.

2. Prior to employing the dog in a classroom or other facility, the principal or other designated administrator shall direct the students to vacate the room. Students will not be directed or otherwise compelled to leave their personal belongings behind without their consent. The students shall be directed to another supervised area.

3. Should a student attempt to exit the area with his/her personal belonging(s), the principal or other designated administrator shall not direct the student to leave the article(s) in the classroom or other facility. Failure to leave an article behind shall not constitute reasonable suspicion to search the article.

4. The dog and official handler will not enter the classroom or other facility until the immediate vicinity has been cleared of all students and staff as verified by the principal or other designated administrator. The
principal or designee shall take all necessary and proper precautions to insure that the dog and handler do not come within close proximity of students or other staff, or the belongings on or with those persons, while engaged in detection activities.

5. Only the dog's official handler will determine what constitutes an alert by the dog. If the dog alerts to a particular item or place, the person having custody or control of the item or place shall be called to the scene to witness the search. The search shall be conducted in accordance with district policy and applicable legal standards.

6. If the dog alerts to a locked vehicle, the owner or person having custody and control of the vehicle shall be asked to unlock the vehicle for inspection by the dog and handler. Refusal to open the vehicle will result in referring the matter to the appropriate law enforcement official and the imposition of disciplinary action for willful defiance of authority.

7. Discovery of a prohibited substance or item may result in referral to law enforcement and appropriate imposition of disciplinary action.

Vehicle Searches
All vehicles driven or parked on district premises shall be subject to a search by district representatives or law enforcement personnel for any reason at any time. Any person driving or parking any vehicle on district property shall be deemed to have consented to a search of his/her vehicle and all of its compartments and contents. Notice of this regulation shall be given by placing appropriate signs at all access points on district parking lots.

The administration shall also maintain a written statement of these conditions in the district office and at all school sites.

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

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

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

1. The possibility of random searches of students, their belongings, their vehicles parked on district property, and district properties under a student's control, including lockers and desks.
2. The district's drug/contraband dog detection program.
30. Sexual Harassment – BP 5145.7

The Governing Board is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

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

- What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same gender
- A clear message that students do not have to endure sexual harassment
- Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
- Information about the person(s) to whom a report of sexual harassment should be made

Complaint Process
Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the principal or designee.

Any school employee who observes any incident of sexual harassment involving a student shall report this observation to the principal or designee, whether or not the victim files a complaint.

In any case of sexual harassment involving the principal or any other district employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the nondiscrimination coordinator or the Superintendent or designee.

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint in accordance with administrative regulation. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where required.

Disciplinary Measures
Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

Record-Keeping
The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address and prevent repetitive harassing behavior in its schools. All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

Policy VENTURA UNIFIED SCHOOL DISTRICT
Adopted: June 11, 2002 Ventura, California

31. Sexual Harassment – AR 5145.7

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 gender, in the educational setting, when: (Education Code 212.5; 5 CCR 4916)

- Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress
• Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student
• The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment
• Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity

Types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

• Unwelcome leering, sexual flirtations or propositions
• Sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
• Graphic verbal comments about an individual's body, or overly personal conversation
• Sexual jokes, stories, drawings, pictures or gestures
• Spreading sexual rumors
• Teasing or sexual remarks about students enrolled in a predominantly single-gender class
• Massaging, grabbing, fondling, stroking or brushing the body
• Touching an individual's body or clothes in a sexual way
• Purposefully cornering or blocking normal movements
• Displaying sexually suggestive objects

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

• Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 49890; 5 CCR 4917)
• Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures and standards of conduct are posted (Education Code 231.5)
• Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session (Education Code 231.5)
• Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures and standards of conduct (Education Code 231.5)
• Be provided to employees and employee organizations

Investigation of Complaints at School (Site-Level Grievance Procedure)

• The principal or designee shall promptly investigate all complaints of sexual harassment. In so doing, he/she shall talk individually with:
  o The student who is complaining
  o The person accused of harassment
  o Anyone who witnessed the conduct complained of
  o Anyone mentioned as having related information

• The student who is complaining shall have an opportunity to describe the incident, present witnesses and other evidence of the harassment, and put his/her complaint in writing.

• The principal or designee shall discuss the complaint only with the people described above. When necessary to carry out his/her investigation or for other good reasons that apply to the particular situation, the principal or designee also may discuss the complaint with the following persons:
  o The Superintendent or designee
  o The parent/guardian of the student who complained
  o If the alleged harasser is a student, his/her parent/guardian
  o A teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth
  o Child protective agencies responsible for investigating child abuse reports
  o Legal counsel for the district

• When the student who complained and the alleged harasser so agree, the principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator
or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree.

- In reaching a decision about the complaint, the principal or designee may take into account:
  - Statements made by the persons identified above
  - The details and consistency of each person's account
  - Evidence of how the complaining student reacted to the incident
  - Evidence of any past instances of harassment by the alleged harasser
  - Evidence of any past harassment complaints that were found to be untrue

- To judge the severity of the harassment, the principal or designee may take into consideration:
  - How the misconduct affected one or more students’ education
  - The type, frequency and duration of the misconduct
  - The number of persons involved
  - The age and gender of the person accused of harassment
  - The subject(s) of harassment
  - The place and situation where the incident occurred
  - Other incidents at the school, including incidents of harassment that were not related to gender

- The principal or designee shall give the Superintendent or designee a written report of the complaint and investigation. If the principal or designee verifies that sexual harassment occurred, this report shall describe the actions taken to end the harassment, address the effects of the harassment on the student harassed, and prevent retaliation or further harassment.

- Within two weeks after receiving the complaint, the principal or designee shall determine whether or not the student who complained has been further harassed. The principal or designee shall keep a record of this information and shall continue this follow-up.

Enforcement
The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy. As needed, these actions may include any of the following:

- Removing vulgar or offending graffiti.
- Providing staff in-service and student instruction or counseling.
- Notifying parents/guardians of the actions taken.
- Notifying child protective services.
- Taking appropriate disciplinary action. In addition, the principal or designee may take disciplinary measures against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.

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

32. Suspensions and Expulsion/Due Process – BP 5144.1
(For more information related to suspension/expulsion policies, please refer to AR 5144.1 and 5144.2)

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

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

Alternatives to suspension or expulsion also shall be used with students who are truant, tardy, or otherwise absent from assigned school activities.
Except for single acts of a grave nature or offenses for which suspension or expulsion is required by law, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct or the student's presence causes a continuing danger to himself/herself or others.

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

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

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

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

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

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

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

Parental attendance may be requested on the day the student returns to class or within one week thereafter. The principal or designee shall contact any parents/guardians who do not respond to the request to attend school. The Board recognizes that parental compliance with this policy may be delayed, modified or prevented for reasons such as serious illness/injury/disability, absence from town, or inability to get release time from work.

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

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

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

Decision Not to Enforce Expulsion Order
On a case-by-case basis, the enforcement of an expulsion order may be suspended by the Board pursuant to the requirements of law and administrative regulation. (Education Code 48917)

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

Policy VENTURA UNIFIED SCHOOL DISTRICT
Adopted: June 11, 2002 Ventura, California
Revised: August 13, 2013 Ventura, California

33. Transportation Safety Plan – AR 3543

The Superintendent or designee shall develop a transportation safety plan which includes all of the following: (Education Code 39831.3)

- Procedures for determining if students in grades prekindergarten through 8 require escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112
- Procedures for all students in grades prekindergarten through 8 to follow as they board and exit the bus at their bus stops
- Procedures for boarding and exiting a school bus at a school or other trip destination

A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol. (Education Code 39831.3)

Safe Bus Operations

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips shall have the authority to discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

School buses and school student activity buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that students be moved immediately to ensure their safety.

When a school bus or student activity bus is equipped with a passenger restraint system, all passengers shall be required to be properly restrained by that system while the bus is in motion.

Bus drivers shall be informed of procedures to be followed to reasonably ensure that all passengers are so restrained.

The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization and has intent to commit a crime. (Education Code 39842; 13 CCR 1256.5)

Each school bus shall be equipped with at least one fire extinguisher located in the driver's compartment which meets the standards specified in law. (Education Code 39838; 13 CCR 1242)

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.

Student Instruction

All students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety. (Education Code 39831.5)

The instruction shall include the following:

- Each school year, the Superintendent or designee shall provide appropriate instruction in safe riding practices and emergency evacuation drills. Each student who receives home-to-school transportation in a school bus shall be required to receive this instruction. (5 CCR 14102)
- At least once each school year, all students in grades prekindergarten through 8 who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to: (Education Code 39831.5)
  - Proper loading and unloading procedures, including escorting by the driver
  - How to safely cross the street, highway or private road
  - When passenger restraint systems are installed in school buses, instruction in the use of such systems, including but not limited to the proper fastening and release of the passenger
restraint system, acceptable placement of passenger restraint systems on students, times at which the passenger restraint systems should be fastened and released, and acceptable placement of the passenger restraint systems when not in use

- d. Proper passenger conduct
- (cf. 5131.1 - Bus Conduct)
- o Bus evacuation
- o Location of emergency equipment

- As part of this instruction, students shall evacuate the school bus through emergency exit doors.

- Instruction also may include responsibilities of passengers seated next to an emergency exit. (Education Code 39831.5)

- Each time the above instruction is given, the following information shall be documented: (Education Code 39831.5)
  - o District name
  - o School name and location
  - o Date of instruction
  - o Names of supervising adults
  - o Number of students participating
  - o Grade levels of students
  - o Subjects covered in instruction
  - o Amount of time taken for instruction
  - o Bus driver's name
  - o Bus number
  - o Additional remarks

- This documentation shall be kept on file at the district office or the school for one year and shall be available for inspection by the California Highway Patrol. (Education Code 39831.5)

- Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to: (Education Code 39831.5)
  - o Location of emergency exits
  - o Location and use of emergency equipment

This instruction also may include responsibilities of passengers seated next to an emergency exit. (Education Code 39831.5)

Notifications
The Superintendent or designee shall provide written safety information to the parents/guardians of all students in grades prekindergarten through 6 who have not previously been transported in a school bus or student activity bus. This information shall be provided upon registration and shall include: (Education Code 39831.5)

- A list of school bus stops near each student's home
- General rules of conduct at school bus loading zones
- Red light crossing instructions
- School bus danger zone
- Walking to and from school bus stops

Regulation VENTURA UNIFIED SCHOOL DISTRICT
Approved: November 23, 2004 Ventura, California

34. Visitors/Outsiders – AR 1250

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

Unless otherwise directed by the principal or designee, a staff member shall accompany visitors while they are on school grounds.
Outsider Registration
Any person other than the following is considered an outsider and required to register upon entering school premises during school hours: (Penal Code 627.1, 627.2, Evidence Code 1070)

- A student of the school, unless currently under suspension
- A parent/guardian of a student of the school
- A Governing Board member or district employee
- A public employee whose employment requires being on school grounds, or any person who is on school grounds at the school's request
- A representative of a school employee organization who is engaged in activities related to the representation of school employees
- An elected public official
- A publisher, editor, reporter or other person connected with or employed by a newspaper, magazine, other periodical, radio station or television station

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

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

Denial of Registration
The following provisions of law shall apply to outsiders. Outsiders do not include students, parents/guardians, district employees, elected public officials, or other persons listed in Penal Code 627.1.

- The principal or designee may refuse to register any outsider if he/she reasonably concludes that the outsider's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee may revoke an outsider's registration if he/she has a reasonable basis for concluding that the outsider's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students or staff. (Penal Code 627.4)
- The principal or designee may request that an outsider who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When an outsider is directed to leave, the principal or designee shall inform the outsider that if he/she reenters the school within seven days he/she will be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code 27.7)

Appeal Procedure
Any person who is denied registration or whose registration is revoked may appeal to the Superintendent or principal by submitting, within five days after the person's departure from school, a written request for a hearing. This request must state why he/she believes the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent or principal shall promptly mail a notice of the hearing to the person requesting it. A hearing before the Superintendent or principal shall be held within seven days after receipt of the request. (Penal Code 627.5)
35. Weapons and Dangerous Instruments – BP 5131.7

The Governing Board desires students and staff to be free from the danger presented by firearms and other weapons.

Possession of Weapons
The Board prohibits any person other than authorized law enforcement or security personnel from possessing weapons, imitation firearms, or dangerous instruments of any kind in school buildings, on school grounds or buses, or at a school-related or school-sponsored activity away from school, or while going to or coming from school.

Upon express written permission of the principal or designee, a student may possess a firearm on school grounds when necessary for a school-sponsored activity or class as part of the educational program. A student's parent/guardian shall give written permission for such possession. However, a student granted permission to possess a firearm may be suspended and/or expelled if he/she uses the weapon inappropriately.

The principal and/or a staff member with knowledge of firearm safety shall inspect the weapon to ensure that necessary safety precautions have been taken, including inspection to ensure that no live ammunition is present. The firearm shall be stored in a locked vehicle and in an appropriate, locked container before and after the educational activity.

Students possessing without permission or threatening others with a weapon, dangerous instrument or imitation firearm are subject to suspension and/or expulsion in accordance with law, Board policy and administrative regulations.

Under the power granted to the Board to maintain order and discipline in the schools and to protect the safety of students, staff and the public, any school employee is authorized to confiscate a weapon, dangerous instrument or imitation firearm from any person on school grounds.

The principal or designee shall notify law enforcement authorities when any student possesses a weapon without permission or commits any act of assault with a firearm or other weapon. (20 USC 7151; Education Code 48902; Penal Code 245, 626.9, 626.10)

Possession of Pepper Spray
To prevent potential misuse that may harm students or staff, students are prohibited from carrying tear gas or tear gas weapons such as pepper spray on campus or at school activities.

Reporting of Dangerous Objects
The Board encourages students to promptly report the presence of weapons, injurious objects or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

The Superintendent or designee shall develop strategies designed to facilitate student reporting of the presence of injurious objects on school grounds, such as tip hotlines, electronic transmissions, or other methods that preserve the student's anonymity. Incident reports and records shall not identify the student who reported the possession. The strategy shall also provide a method of informing staff, students and parents/guardians that students who report the presence of injurious objects on school campuses are to be protected and their identity shielded.

Policy VENTURA UNIFIED SCHOOL DISTRICT
Adopted: March 22, 2005 Ventura, California
36. Weapons and Dangerous Instruments – AR 5131.7

Weapons and dangerous instruments include, but are not limited to:

- Firearms: pistols, revolvers, shotguns, rifles, "zip guns," "stun guns," tasers, and any other device capable of propelling a projectile by the force of an explosion or other form of combustion
- Knives: any dirks, daggers or other weapons with a fixed, sharpened blade fitted primarily for stabbing, weapons with a blade fitted primarily for stabbing, weapons with a blade longer than 3-1/2 inches, folding knives with a blade that locks into place, and razors with an unguarded blade (Education Code 48915)
- Explosive and/or incendiary devices: pipe bombs, time bombs, cap guns, containers of inflammable fluids, and other hazardous devices
- Any instrument that expels a metallic projectile, such as a BB or a pellet, through the force of air pressure, carbon dioxide pressure or spring action, or any spot marker gun (Penal Code 626.10)
- Any other dangerous device, instrument or weapon, especially those defined in Penal Code 12020, including a blackjack, slingshot, billy, nunchaku, sandclub, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon
- Any imitation firearm, defined as a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm (Education Code 48900)

If an employee knows that a student possesses any of the above devices, he/she shall use his/her own judgment as to the dangerousness of the situation and, based upon this analysis, shall do one of the following:

- Confiscate the object and deliver it to the principal immediately
- Immediately notify the principal, who shall take appropriate action
- Immediately notify the local law enforcement agency and the principal

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

The principal shall report any possession of a weapon or dangerous instrument, including imitation firearm, to the student's parents/guardians by telephone or in person, and shall follow this notification with a letter.

Regulation VENTURA UNIFIED SCHOOL DISTRICT
Approved: May 28, 2002 Ventura, California
X. References

A. Transportation Safety Plan (AR 3543)

Ventura Unified School District
Business Services Division
Transportation Services Department

The State of California enacted legislation on January 1, 1998 that required the Ventura Unified School District to maintain a Transportation Safety Plan.

The Transportation Safety Plan must be kept at the school site, and may be requested for review by the California Highway Patrol at any time.

This plan includes procedures for the loading and unloading of pupil passengers, the use of the red light signal system by the school buses, and procedures that the Transportation Services Department will follow in order to insure the safe transportation of school pupils in the Ventura Unified School District.

Please take a few moments to review this plan and familiarize yourself with its contents. If there are any questions, please contact the Director of Transportation at 641-5000 extension 1321.

Contents:

- Safety Instruction Drills and Presentations
- Procedures for Loading Pupils
- Procedures for Unloading Pupils
- Procedures for Escorting of Pupil Passengers
- Use of Red Cross-over Lights pursuant to VC 22112
- Procedures for a School Bus Accident

Safety Instruction Drills and Presentations

In accordance with the California Vehicle Code, Education Code, and School Board Policy, the Transportation Services Department will provide the following:

1. Prior to the departure on any school activity trip, the driver of the school bus shall give safety instructions, including but not limited to, the location of emergency exits and emergency equipment.

2. At least once each year, all pre-kindergarten through eighth grade pupils who receive home-to-school transportation shall receive safety instruction in proper loading and unloading procedures, including escort by the school bus driver, proper passenger conduct, bus evacuation, and location of emergency equipment.

3. At least once each year, the Transportation Services Department will schedule a mock earthquake drill and dispatch a school bus to each school site to provide communication in the event of the loss of the phone system.

4. Once a year the TSD will provide to all kindergarten students a presentation on school bus safety.

Loading of Pupil Passengers

Pupils shall arrive at the bus stop approximately five minutes prior to the scheduled arrival time of the bus.

Pupils shall maintain appropriate conduct at the bus stop, similar to classroom behavior. Pupils are not to be destructive of private property at the bus stop.

Pupils shall stand no closer than twelve feet from where the bus will stop. Pupils shall wait until the bus has stopped and the door has opened before approaching the bus.

After the door has opened, pupils shall proceed in an orderly manner to the bus and board single file.

There is to be no shoving or scuffling while boarding or waiting for the bus. One hand should be kept free to use the handrail.
Pupils shall be seated promptly and face the front of the bus. Pupils shall not leave their seats while the bus is in motion.

Pupils shall observe and follow the rules that are posted in the bus and comply with requests made by the bus driver.

**Unloading of Pupil Passengers**
Pupils shall remain seated until the bus stops, and the door of the bus has been opened.

Pupils should keep one hand free to use the handrail while exiting the bus.

Pupils shall disembark the bus in an orderly fashion. Pupils are not to shove, push or cause any unnecessary commotion while exiting the bus.

Pupils are not to loiter around the bus. After exiting the bus, pupils are to go directly to their destination.

At no time shall a pupil be permitted to cross the behind the bus.

**Escorting of Pupil Passengers**
Law requires that any school pupil, pre-kindergarten through the eighth grade, who must cross the street on which the bus is parked, be given an escort crossing by the driver of the bus.

Pupils shall not get out of their seat until the bus has come to a complete stop.

Pupils should keep one hand free to use the handrail when exiting the bus.

Pupils shall exit the bus after the driver. Pupils shall stand at the curb until the driver has given the “all-clear” to cross the street.

The driver shall insure that the flashing red signal system is working. The driver shall insure that traffic is clear before giving the “all-clear” signal to the students.

Pupils who must cross the street shall cross to the front of the bus, between the bus and the bus driver, and walk directly to the curb.

After all pupils who require an escort have crossed, the driver shall insure the area directly in front of the bus and to the side of the bus are clear from pupils or pedestrians before putting the bus into motion.

At no time shall any pupils be permitted to cross behind the bus.

The driver shall keep current on their route sheet students that require an escorted crossing. Route sheets shall be maintained in the drivers assigned bus, as well as in the Operations Dispatch Office.

For new students who have enrolled after the start of the year, drivers shall obtain from the student verification that they have received rules and regulations for school bus riders, and the driver shall mark the slip accordingly if the pupil requires an escort crossing, and submit to the Operations Dispatch Office for a route update.

**Use of Red Cross-over Lights**
Vehicle code section 22112 requires that all school buses must operate their flashing signal lights at all times when students are loading or unloading from a school bus. The law also requires that all vehicles must stop for any school bus that has the red lights flashing, and not proceed until the flashing red lights have been turned off.

Please help us to insure the safety of all students by passing this information on to others.

FLASHING RED LIGHTS MEAN STOP!!!

**Pursuant to VC 22112**

22112. (a) On the approach to a school bus stop where pupils are loading or unloading from a school bus, the school bus driver shall activate an approved amber warning light system, if the school bus is so equipped, beginning 200 feet before the school bus stop. The school bus driver shall deactivate the amber warning light system after reaching...
the school bus stop. The school bus driver shall operate the flashing red light signal system and stop signal arm, as required on the school bus, at all times when the school bus is stopped for the purpose of loading or unloading pupils. The flashing red light signal system, amber warning lights system, and stop signal arm shall not be operated at any place where traffic is controlled by a traffic officer or at any location identified in subdivision (e) of this section. The school bus flashing red light signal system, amber warning light system, and stop signal arm shall not be operated at any other time. (b) The school bus driver shall stop to load or unload pupils only at a school bus stop designated for pupils by the school district superintendent or authorized by the superintendent for school activity trips. (c) 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, the driver shall, before opening the door, ensure that the flashing red light signal system and stop signal are activated, and that it is safe to enter or exit the school bus. (d) 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:

- Escort all pupils in pre-kindergarten, kindergarten, or any 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.

- 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.

- 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 unloaded pupils and pedestrians are safe distance from the school bus before setting the school bus in motion.

(e) Except at a location where pupils are loading or unloading from a school bus and must cross a highway or private road upon which the school bus is stopped, the school bus driver may not activate the amber warning light system, the flashing red light signal system and stop signal arm at any of the following locations:

School bus loading zones on or adjacent to school grounds or during an activity trip, if the school bus is lawfully stopped or parked.

Where the school bus is disabled due to mechanical breakdown. The driver of a relief bus that arrives at the scene to transport pupils from the disabled school bus shall not activate the amber warning light system, the flashing red light system, and stop signal arm.

Where a pupil requires physical assistance from the driver or authorized attendant to board or leave the school bus and providing the assistance extends the length of time the school bus is stopped beyond the time required to load or unload a pupil that does not require physical assistance.

Where the roadway surface on which the bus is stopped is partially or completely covered by snow or ice and requiring traffic to stop would pose a safety hazard as determined by the school bus motor carrier.

On a state highway with a posted speed limit of 55 miles per hour or higher where the school bus is completely off the main traveled portion of the highway.

Any location determined by a school district, with the approval of the Department of the California Highway Patrol, to present a traffic or safety hazard.

(f) Notwithstanding subdivisions (a) to (d), inclusive, the Department of the California Highway Patrol may require the activation of an approved flashing amber warning light system, if the school bus is so equipped, or the flashing red light system and stop signal arm, as required on the school bus, at any location where the department determines that the activation is necessary for the safety of school pupils loading or unloading from a school bus.

**Procedures for a School Bus Accident**

The California Vehicle Code defines a School Bus Accident as:

A motor vehicle accident resulting in property damage in excess of seven hundred and fifty dollars ($750) or personal injury, on public or private property, and involving a school bus, youth bus, school pupil activity bus, or general public paratransit vehicle with a pupil on board; a collision between a vehicle and any pupil or the bus driver while the pupil or driver is crossing the highway when the school bus flashing red signal (cross-over) lamps are required to be operated pursuant to Section 22112 VC; or injury of a pupil inside the bus as a result of acceleration, deceleration, or other movement of the bus. **All school bus accidents shall be investigated by the California Highway Patrol.**
1. The driver shall notify dispatch of their location and inform them that they are involved in a school bus accident.
2. Dispatch will contact CHP and if any pupils are injured emergency medical personal will be dispatched.
3. In the event of a school bus accident the school site Principal, Superintendent, Assistant Superintendent of Business Services, Director of Transportation and Director of Risk Management will be notified.
4. Parents or guardians of special education students will be notified if their child is involved in a school bus accident.
5. Pupils will only be released by a CHP officer.
6. If any pupils are injured they will be transported to the nearest hospital.
7. The school site will notify parents or guardians of any injured regular education student.