

EL MONTE UNION HIGH SCHOOL DISTRICT



Campus Supervisors Handbook

March 2011

Prepared by:

Administrative Task Force:

Anthony M. Ortega—Assistant Superintendent-Business

Duane Russell –Principal, Mountain View High School

Larry Cecil—Principal, Rosemead High School

Gabe Flores—Assistant Principal, South El Monte High School

Jorge Morales—Assistant Principal, El Monte High School

Adam Almeida—Assistant Principal, Arroyo High School

EL MONTE UNION HIGH SCHOOL DISTRICT

CAMPUS SUPERVISOR HANDBOOK

As stated in the handbook, “Within the El Monte Union High School District, the safety and well being of the students, faculty, and staff are top priority.”

The EMUSHD has employed campus supervisors on each of our school sties for many years. Most recently, the District has provided bi-annual staff development in the areas of:

- drug awareness
- gang activity
- graffiti identification
- CPR
- First Aid

From the staff development training, it was determined that a standardized handbook/manual for campus supervisors was the most logical step in the on-going training for staff.

Special recognition and gratitude to the members of the Administrative Task Force that met and worked together to develop the Campus Supervisor’s Handbook.

TABLE OF CONTENTS

	Page
Section I - Responsibilities	1- 2
Section II - Policies and Procedures	3-12
Section III- Emergency Procedures	13-20
Section IV- Laws and Liability	21-26
Section V - Forms	27-32

Section I

Responsibilities

Campus Supervision Responsibilities

1. Patrol and monitor campus lunch areas, hallways, walkways, classrooms, restrooms and parking lots; maintain order and security of campus; escort students to office for disciplinary action as needed; report unusual activities or unauthorized persons; orient and direct campus visitors.
2. Enforce school and District rules, regulations and policies for the safety and security of students, staff and property according to established procedures.
3. Observe students during passing periods between classes; assure timely return of students to class.
4. Prevent illegal parking and loitering on school grounds; observe and report automobile break-ins.
5. Escort students and teachers to classrooms or automobiles as needed.
6. Maintain security of high or adult school buildings, grounds and facilities; secure restroom and other areas such as the teacher lounge; turn on alarms and lock school grounds as assigned.
7. Maintain positive relationship with the community; respond to neighborhood individuals or businesses calling to report problems.
8. Perform related duties as assigned.
9. Have knowledge of school rules as indicated on student agenda.
10. Stops and questions students and campus visitors suspected of violating rules and regulations.
11. Directs traffic flow; issues parking warning for violations of code.
12. Responds to emergency situations and takes appropriate action in accordance with established guidelines; provides basic first aid services as necessary.
13. *Attempts to prevent and break up fights and disturbances; obtains names of those students guilty of violating rules and regulations and reports violations to administrators.
14. Answers questions pertaining to rules and regulations and other matters concerning school procedures and practices.
15. Assist school administrators in the prevention of personal injury, property loss, and disruption of the educational process.
16. Patrol assigned building and grounds to prevent unwanted activities such as disturbance and vandalism.
17. Enforce School Board policies and procedures regarding the conduct of persons on school property.
18. Maintain a high level of visibility as students arrive, depart, and as they change classes during the school day.
19. Willing to participate in additional training facilitated by the district.
20. Renders First Aid and CPR as appropriate.

El Monte Union High School District

JOB SAFETY ANALYSIS

Employee Group(s): Campus Supervisors

Job/Task Exposures

1. General campus area exposures
2. Student exposures
3. Crowd control
4. Lifting and carrying
5. Weapons use

Potential Occupational Safety/Health Exposures

1. Existence of unsafe conditions of which management may not be aware.
2. Trip and fall hazards in open areas and playing fields that have not been reported.
3. Hazards associated with fire and attempts to control fires.
4. Back and extremity strains from improper lifting.
5. Human bites from students.
6. Blows or injuries inflicted by students/crowds.
7. Injuries from weapons exposure.

Control Measures for Occupational Safety/Health Exposures

1. Employees shall report all unsafe conditions to supervisors immediately
2. Employees are responsible for reporting all injuries and illnesses as soon as there is knowledge of the injury or illness
3. Employees should maintain an increased awareness of tripping hazards on general walking surfaces
4. Employees should exercise care in lifting
5. Employees should refrain from actively pursuing "suspects." Observe and collect info only
6. Employees should avoid lifting children. If a child needs to be consoled, stoop down to his/her level
7. When moving Special Education children, plan the move. Use two employees to accomplish the move when necessary
8. Employees should maintain awareness of assaulter or disturbed students
9. If fire occurs, employees should sound the alarm and call 9-1-1
10. Employees, upon hearing a fire alarm, must evacuate the building and assume emergency response duties in accordance with each site's Emergency Management Plan
11. Employees must review the site's evacuation routes and Emergency Management Plan
12. Only trained employees should attempt to extinguish fires
13. Fire equipment and exits must be kept clear
14. Employees shall not store excess combustibles in their work areas
15. Employees are responsible for keeping their work areas clear of debris, floor storage, and electrical cords
16. When working at a filing cabinet, open only one file drawer at a time. When finished, close filing cabinet drawers
17. Employees shall use proper lifting techniques and use hand carts for heaving loads

Section II

Policies and Procedures

Campus Supervisors Handbook: Policies and Procedures

JOB GOAL: Under general supervision, to patrol, on foot or bicycle, El Monte Union High School District campuses to observe behavior of students or visitors and deter inappropriate behavior; to assist in maintaining a trouble-free campus; to perform related duties as assigned

Within the El Monte Union High School District the safety and well being of the students, faculty, and staff are a top priority. There are a number of people who are involved in this effort. A truly safe campus can only be achieved with the help and cooperation of everyone.

The campus and properties of the El Monte Union High School District are maintained for the use of students, faculty, staff, and authorized visitors. Access to the campus facilities may be restricted as necessary to comply with District rules and regulations and to meet the safety and security standards set forth by the site administrators.

The El Monte Union High School and the individual school sites have instituted safety and security procedures and services, but each individual who enters our campus' must also assume the responsibility for his or her own personal safety. The District will continue to promulgate new safety and security procedures, but no measure can succeed without the support of the students, faculty, staff, and visitors of the District community.

We have Campus Supervisors who patrol campus facilities performing checks of the building, vehicles as well as monitoring students to ensure that school rules and regulations are being followed. Though this patrol is not a police force, they do have the authorization when appropriate to enforce policies and procedures set forth by the California Education Code and the El Monte Union High School District School Board with the assistance of a certificated faculty member.

Our Campus Supervisors have the knowledge as well as follow the policies and procedures listed below:

1. Policies, rules, and regulations concerning campus control and appropriate student behavior
2. Effective practices for maintaining campus control, security, and appropriate student behavior
3. School district organization
4. California law: penal, health and safety, education and motor vehicle code
5. Basic first aid, CPR and blood borne pathogens
6. Modern office equipment and procedures
7. English usage, spelling, grammar, and punctuation
8. General principles of law enforcement
9. Follows district policies and procedures
10. Participates in district in-service training as required

11. Knows and understands the mission of the district
12. 2. Attends court hearings or trials, expulsion hearings, workshops, and conferences as required.
13. Relays messages to/from school office and classroom teachers, students, and other personnel as assigned.
14. Performs other related duties as required

Campus Supervisors within the El Monte Union High School District are able to maintain and support standards of personal conduct and discipline in accordance with Board Policy and Administrative Regulation.

REPORTS TO: Assigned Site Administrator

Campus Supervisors report to site administrators and are required to report and may escort a student(s) to school personnel for any violation of California Education Code, El Monte Union High School District Board Policy and the rules and regulations of each individual school site within the District to that administrator.

EL MONTE UNION HIGH SCHOOL DISTRICT

As a school district representative and often the first greeter to visitors to your school site, please be professional at all times; in your appearance, mannerisms and language.

A. Appropriate dress:

1. Closed toe shoes—no sandals, flip flops, etc.
2. Tennis shoes/comfortable walking shoes—no slippers, high heels. (High heels may be acceptable on certain occasions, i.e.: formal dances, baccalaureate, graduation, other—check with your administration)
3. Earrings—avoid wearing large hoop earrings or long dangling earrings for your own safety
4. If school logo shirts/jackets are provided, be sure to wear them at designated events/date determined administration
5. No clothing that is gang identified, promote alcohol/tobacco/drugs or vulgar/sexual
6. No tank tops, no bare midriffs, no short shorts

B. Weather—Hot/Cold/Rain

The following items are acceptable:

1. sun glasses
2. sun block
3. hats
4. scarves
5. gloves
6. umbrellas
7. ponchos
8. other—check with administration

DISRUPTIONS

The Board of Trustees is committed to keeping the schools free from disruptions and to keeping unauthorized persons from entering school grounds. The Superintendent or designee shall provide for the prompt removal from school premises of any individual who disrupts or threatens to disrupt normal school operations, threatens the health and safety of pupils or staff, or causes property damage.

(cf. 1250 - Visitors/Outsiders)

Administrative regulations may be developed in collaboration with local law enforcement personnel.

District and school site safety plans shall specify action to be taken, including specific staff responsibilities, when an individual is causing a disruption. School staff shall be trained to recognize when an individual has committed acts that constitute a disruption in violation of Board policy.

(cf. 0450 - Comprehensive Safety Plan)

*Legal Reference:*EDUCATION CODE

- 32210 Willful disturbance of public school or meeting; misdemeanor
- 32211 Threatened disruption or interference with classes; misdemeanor
- 35160 Authority of governing boards
- 44810 Willful interference with classroom conduct
- 44811 Disruption of classwork or extracurricular activities
- 51512 Prohibited use of electronic listening or recording device

PENAL CODE

- 243.5 Assault or battery on school property
- 415.5 Disturbance of peace of school
- 626 Definitions
- 626.4 Notice of withdrawal or consent; report; action on report; reinstatement of consent; hearing; unlawful entry upon campus or facility; punishment
- 626.7 Failure to leave campus or facility; wrongful return; penalties; notice; exceptions
- 626.8 Disruptive presence at schools
- 626.85 Drug offenders; presence on school grounds
- 626.9-626.10 Gun Free School Zone Act
- 627-627.10 Access to school premises
- 653g Loitering about schools or public places

COURT DECISIONS

- In Re Jimmy A.*, (1989) 209 Cal. 3d 42
- In Re Oscar R.*, (1984) 161 Cal. App. 3d 770

DISRUPTIONS

The principal or designee may direct a person to leave school grounds when there is a reasonable basis for concluding that the person is committing an act that is likely to interfere with the peaceful conduct of school activities or that the person has entered the campus with the purpose of committing such an act. This shall not apply if that person is a pupil, Board of Trustees member, parent/guardian of a child attending the school, school employee, or other person required by his/her employment to be on school grounds. (Penal Code 626.7, 626.8)

The principal or designee may also direct a specified sex offender or drug offender to leave school grounds, unless that person is a pupil at the school, a parent/guardian of a child attending the school, or he/she has prior written permission for entry from the principal or designee. (Penal Code 626.85)

When directing such a person to leave, the principal or designee shall inform the person that he/she will be guilty of a crime if he/she:

1. Remains after being directed to leave (Penal Code 626.8)
2. Returns to the campus without following the school's posted registration requirements (Penal Code 626.7)
3. Returns within seven days after being directed to leave (Penal Code 626.8, 626.85)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1250 - Visitors/Outsiders)

(cf. 3515.3 - District Police/Security Department)

(cf. 3515.5 - Sex Offender Notification)

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

(cf. 5131.4 - Campus Disturbances)

The principal or designee shall also notify law enforcement as appropriate.

Appeal Procedure

Any person who is asked to leave a school building or grounds may appeal to the Superintendent or designee. This appeal shall be made no later than the second school day after the person has departed from the school building or grounds. After reviewing the matter with the principal or designee, the Superintendent or designee shall render his/her decision within 24 hours after the appeal is made, and this decision shall be binding. (Education Code 32211)

DISRUPTIONS (continued)

The decision of the Superintendent or designee may be appealed to the Board. Such an appeal shall be made no later than the second school day after the Superintendent or designee has rendered his/her decision. The Board shall consider and decide the appeal at its next scheduled regular or adjourned regular public meeting. The Board's decision shall be final. (Education Code 32211)

Gun Free School Zone

Possession of unauthorized firearms, weapons, or other dangerous instruments is prohibited within 1000 feet of school grounds. (Penal Code 626.9, 626.10)

(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

CAMPUS SECURITY

The Superintendent or designee shall ensure that campus security procedures are developed which are consistent with the goals and objectives of the district's comprehensive safety plan and site-level safety plans.

(cf. 0450 - Comprehensive Safety Plan)

These procedures shall include strategies and methods to:

1. Secure the campus perimeter and school facilities in order to prevent criminal activity. These strategies shall include an analysis of the building security system, lighting system, and campus fencing. Procedures to ensure unobstructed views and eliminate blind spots caused by doorways and landscaping shall also be considered. In addition, parking lot design may be studied, including methods to discourage through traffic.
2. Secure buildings from outsiders and discourage trespassing. These procedures may include requiring visitor registration, requiring staff and pupil identification tags, and patrolling places used for congregating and loitering.

(cf. 1250 - Visitors/Outsiders)

(cf. 3515.2 - Disruptions)

(cf. 5112.5 - Open/Closed Campus)

3. Discourage vandalism and graffiti. These methods may include plans to immediately cover graffiti as well as campus beautification projects and shall also include pupils and the community in these projects.

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

(cf. 5131.5 - Vandalism, Theft and Graffiti)

4. Control access to keys and other school inventory.

(cf. 3440 - Inventories)

5. Detect and intervene with school crime. These procedures may include the creation of a school watch program, an anonymous crime reporting system, analysis of school crime incidents, and collaboration and communication with local law enforcement agencies.

All staff shall receive training in building and grounds security procedures.

(cf. 3515.3 - District Police/Security Department)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

CAMPUS SECURITY (continued)

These procedures shall be regularly reviewed and updated in order to reflect changed circumstances and to assess progress in achieving safe school objectives.

Keys

All keys used in a school shall be the responsibility of the principal or designee. Keys shall be issued only to those employees who regularly need a key in order to carry out normal activities of their position.

The person issued a key shall be responsible for its safekeeping. If a key is lost, the person responsible shall report the loss to the principal or designee immediately and shall pay for a replacement key.

Keys shall be used only by authorized employees and shall never be loaned to pupils.

The master key shall not be loaned and the duplication of school keys is prohibited.

Legal Reference:

EDUCATION CODE

32020 Access gates

32211 Threatened disruption or interference with classes

35294-35294.9 School safety plans

38000-38005 Security patrols

PENAL CODE

469 Unauthorized making, duplicating or possession of key to public building

626-626.10 Disruption of schools

Management Resources:

CDE PUBLICATIONS

Safe Schools: A Planning Guide for Action, 1995

CSBA PUBLICATIONS

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

CRIME DATA REPORTING

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

(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 5145.9 - Hate-Motivated Behavior)

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

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

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

(cf. 3515.3 - District Police/Security Department)

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

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

(cf. 1112 - Media Relations)

Supporting Data

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

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

CRIME DATA REPORTING (continued)

(cf. 5131.7 - *Weapons and Dangerous Instruments*)
(cf. 5144.1 - *Suspension and Expulsion/Due Process*)
(cf. 5144.2 - *Suspension and Expulsion/Due Process (Students with Disabilities)*)

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

(cf. 0510 - *School Accountability Report Card*)
(cf. 1340 - *Access to District Records*)
(cf. 3515 - *Campus Security*)
(cf. 3530 - *Risk Management/Insurance*)

Legal Reference:

EDUCATION CODE

14044 *Crimes committed on school grounds*

48915 *Expulsion*

PENAL CODE

628-628.6 *Reporting of school crime*

CODE OF REGULATIONS, TITLE 5

700-705 *Safe schools assessment programs*

Management Resources:

CSBA PUBLICATIONS

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

CDE PUBLICATIONS

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

WEB SITES

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

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

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

Section III

Emergency Procedures

Emergency Procedures

Schools are prepared to care for students in times of critical situations. The district's emergency procedures were created to protect both students and staff in the event of natural disasters or any other unforeseen emergency.

The most important point to remember in an emergency situation:

Campus Supervisors need to reinforce how important it is for students to follow the directives of staff. The greatest threat to everyone's safety after a disaster is the panic and irrational behavior of unprepared people.

Types of emergencies for which the high school develops plans:

The three broad categories of emergencies that the high school prepares for are fire, lockdown and major disaster. Fire emergencies include fires on or near the campus, and explosions. Lockdown preparedness includes responding to a situation where a dangerous intruder is on campus or in the school vicinity; a major chemical spill on campus or in the area; and a bomb threat. A major disaster covers emergencies such as earthquakes, plane crashes, and severe weather.

In the event of a fire on campus, the following is how the school will respond:

The fire alarms will sound. Students and staff will then evacuate the buildings and follow the fire drill plan. Specifically, students will move with their teachers to the designated areas clearly illustrated on each classroom evacuation map. Teachers will then take roll and either wait for the fire department to arrive and give further direction, or allow students to return to class when the "all clear" signal is sounds. If the students and staff are unable to return to class, parents will be notified by the district's automated All Call phone system.

In the event of a lockdown:

A Lockdowns occur when we want students, staff, and campus guests to remain sheltered in a safe place. This may occur in a situation involving a weapon, gunfire, or hazardous materials. When we need to lockdown our campus, an announcement will be made to signal staff and students to stay inside, or if outside, to move inside the nearest available room. The initial purpose of a lockdown is to isolate an intruder and remove any potential target from view. In the case of a hazardous materials spill, teachers will seal windows and doors. The "all clear" will come in the form of a school employee announcing that the condition has been identified and resolved.

In the case that students are in lockdown for an extended period of time?

The district has purchased emergency kits that contain provisions for each classroom to meet the basic needs of our students for a limited amount of times. The supplies should sustain the kids and staff for 72 hours. The kit includes such things as water, food, and extensive first aide supplies.

In the event of a natural disaster or catastrophic event and the students were unable leave campus, or, for safety reasons, were required to remain on campus for an extended period

of time:

A Students would be moved to a safe location, where teachers would take roll and emergency disaster teams, such as our search and rescue team, would organize. The high school has provisions to accommodate students and staff on campus for several days. These supplies are checked on a regular basis and are kept in large secured bins on the campus. A reunion gate will be set-up, and when it becomes feasible, students will be released to parents or guardians at this gate. As soon as possible, the nature of the emergency and the plans to handle it will be communicated to parents and our community.

EMUHSD staff is trained in emergency management and procedures:

Our staff has been trained on emergency procedures and is well prepared to respond to any life-threatening situations. Many members of our staff, including physical education teachers, coaches, campus supervisors, administrators, and support staff are CPR certification. The school's safety committee continues to meet to review and refine our school safety plan.

EMUHSD students participate in fire or emergency drills so that they become familiar with the school's safety plan and procedures:

Throughout the course of the year, our students and staff participate in monthly emergency drills: fire, earthquake and lockdown. Following the drill, our Administration conducts a full review of the drill and follows up with feedback to our staff as to how the practice can be improved. Each classroom has a map that outlines basic emergency responses and clearly highlights the evacuation route for that class. Students are encouraged to look at the evacuation map that is posted in each class.

How students are released to parents in the event of a disaster:

Students are escorted to the evacuation field (football field or baseball field) where roll is taken. If the campus is not safe to return to, the school will begin to dismiss students to their guardians or to their contacts on the emergency cards. If the designated evacuation location is not a safe place to muster the students, then the administration will decide on a different location (baseball field, tennis courts, or other location).

PROCEDURE TO CALL 911

1. State your emergency.
2. Stay Calm.
3. Give your name and address.
4. Listen. Allow 911 employee to direct conversation.
5. Be Prepared to answer questions in a clear, calm manner.
6. Remain on the telephone. DO NOT hang up until the dispatcher says to do so.

Include District Emergency Checklists Flipchart:

COMPREHENSIVE SAFETY PLAN

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

(cf. 5131 - Conduct)

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

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

The school safety plan shall be reviewed and updated annually by March 1 of each year. New school campuses shall develop a safety plan within one year of initiating operations. (Education Code 35294.6)

(cf. 0510 - School Accountability Report Card)

Each school shall forward the safety plan to the Board for approval. The Board shall approve the plan at a regularly scheduled meeting of the Board and the adoption of the plan shall not be a consent item. At a minimum, the Board shall discuss both of the following: (Education Code 35294.8, 35294.21, 35294.22)

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

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

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education of any schools that have not complied with the requirements of Education Code 35294.1. (Education Code 35294.8)

The principal or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 35294.2)

COMPREHENSIVE SAFETY PLAN (continued)

(cf. 1340 - Access to District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of sex discrimination
32260-32262 Interagency School Safety Demonstration Act of 1985
35147 School site councils and advisory committees
35183 School dress code; uniforms
35291 Rules
35291.5 School-adopted discipline rules
35294-35294.9 School safety plans
35294.10-35294.15 School Safety and Violence Prevention Act
35294.20-35294.25 Double Your Cash Program
48900-48926 Suspension and expulsion
48950 Speech and other communication
67381 Violent crime, definition

PENAL CODE

628-628.6 Reporting of school crime
11164-11174.3 Child Abuse and Neglect Reporting Act

CALIFORNIA CONSTITUTION

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

Management Resources:

CSBA PUBLICATIONS

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

CDE PUBLICATIONS

Safe Schools: A Planning Guide for Action, 1995

WEB SITES

CDE, Safe Schools Office: <http://www.cde.ca.gov/spbranch/safety/safetyhome>

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

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

School/Law Enforcement Partnership: <http://www.cde.ca.gov/spbranch/safety/slep/partnership.asp>

National School Safety Center: <http://www.nssc1.org>

COMPREHENSIVE SAFETY PLAN

Development and Review of School Site Safety Plan

The school site council shall write and develop a comprehensive safety plan relevant to the needs and resources of that particular school. The school site council shall consult with local law enforcement in the writing and development of the plan, as well as other school site councils and safety committees, when practical. (Education Code 35294.1, 35294.2)

(cf. 0420 - School Plans/Site Councils)

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

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

The school site council may delegate the responsibility for writing and developing a school safety plan to a school safety planning committee. This committee shall be composed of the following members: (Education Code 35294.1)

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

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 35294.8)

The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting: (Education Code 35294.8)

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

COMPREHENSIVE SAFETY PLAN (continued)

(cf. 1230 - School-Connected Organizations)

4. A representative of each teacher organization at the school site

(cf. 4140/4240 - Bargaining Units)

5. A representative of the pupil body government
6. All persons who have indicated that they want to be notified

In addition, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting: (Education Code 35294.8)

1. A representative of the local churches
2. Local civic leaders
3. Local business organizations

(cf. 1220 - Citizen Advisory Committees)

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

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

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

The school site council or safety planning committee shall evaluate, and amend as necessary, the safety plan at least once a year to ensure that the plan is properly implemented. (Education Code 35294.2)

Content of the Safety Plan

The districtwide and/or school site safety plan shall include, but not be limited to: (Education Code 35294.2)

1. An assessment of the current status of school crime committed on campuses and at school-related functions

COMPREHENSIVE SAFETY PLAN (continued)

2. Appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which shall include the development of all of the following:

- a. Child abuse reporting procedures consistent with Penal Code 11164

(cf. 5141.4 - Child Abuse Reporting Procedures)

- b. Routine and emergency disaster procedures

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3516.1 - Fire Drills and Fires)

(cf. 3516.2 - Bomb Threats)

(cf. 3516.3 - Earthquake Emergency Procedure System)

(cf. 3516.5 - Emergency Schedules)

(cf. 3543 - Transportation Safety and Emergencies)

- c. Policies pursuant to Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion or mandatory expulsion recommendations

(cf. 5131.7 - Weapons and Dangerous Instruments)

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

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

- d. Procedures to notify teachers of dangerous pupils pursuant to Education Code 49079

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

- e. A discrimination and harassment policy consistent with the prohibition against discrimination pursuant to Education Code 200-262.4

(cf. 1312.3 - Uniform Complaint Procedures)

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

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

- f. If the school has adopted a dress code prohibiting pupils from wearing "gang-related apparel," the provisions of that dress code and the definition of "gang-related apparel"

(cf. 5132 - Dress and Grooming)

COMPREHENSIVE SAFETY PLAN (continued)

- g. Procedures for safe ingress and egress of pupils, parents/guardians and employees to and from school

(cf. 5142 - Safety)

- h. A safe and orderly environment conducive to learning at the school

(cf. 5131 - Conduct)

(cf. 5137 - Positive School Climate)

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

(cf. 5144 - Discipline)

- j. Procedures for reporting school crimes, including hate crimes, on the California Safe Schools Assessment

(cf. 3515.1 - Crime Data Reporting)

(cf. 5145.9 - Hate-Motivated Behavior)

Section IV

Laws and Liability

**CALIFORNIA EDUCATION CODE
PUPIL RIGHTS AND RESPONSIBILITIES**

**SECTION 48900. GROUNDS FOR SUSPENSION AND EXPULSION;
LEGISLATIVE INTENT**

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil

of his or her own prescription products.

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

(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

(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. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

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

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

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

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

48915. EXPULSION; PARTICULAR CIRCUMSTANCES

(a) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:

- (1) Causing serious physical injury to another

person, except in self-defense.

(2) Possession of any knife or other dangerous object of no reasonable use to the pupil.

(3) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.

(4) Robbery or extortion.

(5) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

(b) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:

(1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

(1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.

- (2) Brandishing a knife at another person.
- (3) Unlawfully selling a controlled substance listed in Chapter 2(commencing with Section 11053) of Division 10 of the Health and Safety Code.
- (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
- (5) Possession of an explosive.

(d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:

(1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.

(2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.

(3) Is not housed at the schoolsite attended by the pupil at the time of suspension.

(e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:

(1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(f) The governing board shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study which meets all of the

conditions specified in subdivision (d).

Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.

- (g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

(h) As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.

SEARCHES BY SCHOOL EMPLOYEES

49050. Prohibited searches

No school employee shall conduct a search that involves:

- (a) Conducting a body cavity search of a pupil manually or with an instrument.
- (b) Removing or arranging any or all of the clothing of a pupil to permit a visual inspection of the underclothing, breast, buttocks, or genitalia of the pupil.

49051. Effects of admissibility of evidence

Nothing in this article shall be construed to affect the admissibility of evidence in subsequent juvenile or criminal proceedings.

Section V

Forms

Campus Supervisor Checklist

Area of Supervision _____

Date _____

Supervisor Name or Number _____

In Area of Supervision:

1. Supervisor is able to be seen
2. Supervisor was able to be heard
3. Supervisor is mobile

Other Areas:

1. Supervisor is well versed in radio usage
2. Supervisor is helpful to other staff members
3. Supervisor is helpful to students
4. Supervisor is aware of possible hazards or problems in area/campus

Concerns/Comments:

Position A

DURING YOUR WORK DAY, REMAIN IN YOUR ASSIGNED POSITION AT ALL TIMES - BE VOCAL BETWEEN PASSING PERIODS

- 1) Before school, roam campus and cover front/rear gates at 7:30 A.M. Identify students who are in dress code violation (example: gang attire, inappropriate shoes, etc). Call Student Services with their name and I.D. number, then direct student to Student Services.

After the tardy bell, clear halls/breeze ways/campus of students

Always encourage students to get to class on time.

- 2) During class time, walk the campus and make sure all classes are covered. Check all stairwells and restrooms a minimum of once per period. When called, assist in the lunch court/staff parking lot.
- 3) During passing periods, report to your assigned area unless other directions have been given by the Assistant Principal.
- 4) ***Lunch lines must be supervised everyday before and during the lunch period.**
- 5) Be mobile while covering the lunch court area during lunch time. (Encourage students to throw their trash away daily)
- 6) **After school, at approximately 2:35 P.M., unlock front doors. After school, clear halls and front porch. Then remain on front porch/gates until the end of your work day.**
- 7) No changes to your schedule unless other directions have been given by the Assistant Principal.

Position B

- 1) Before school, until 7:30 A.M., position your self outside of shed. Identify students who are in dress code violation (example: gang attire, inappropriate shoes, etc). Call Student Services with their name and I.D. number, then direct student to Student Services.

Always encourage students to get to class on time.

***REAR GATE CAMPUS SUPERVISOR IS TO STAND OUTSIDE THE SHED BEFORE SCHOOL, DURING LUNCH, AND AFTER SCHOOL.**

***NO GUESTS ARE TO BE INSIDE THE SHED AT ANYTIME.**

***NO ADDITIONAL PERSONNEL OR PERSONAL VISITORS ALLOWED AT THE REAR GATE.**

- *2) Lunch time, man gate or assist with lunch line if administrator is not present. (Encourage students to throw their trash away daily)
- 3) No T.V. or any electronic device that will show movies are allowed.
- 4) Anyone leaving item(s) for students should be directed to the front office.
- 5) No changes to your schedule unless other directions have been given by Assistant Principal.

IMPORTANT:

- * Visitors directed to administration office to check in.
- * Students who arrive during 4th period:
 - Collect I.D. and send student to Student Services with Main Hall K- Unit.
 - Pass out Principals tardy memo to all students who arrive late.If coverage is late, please call for assistance
- * No visitors allowed on campus without being check in at the administration office.

Position C

DURING YOUR WORK DAY, REMAIN IN YOUR ASSIGNED POSITION AT ALL TIMES – BE VOCAL BETWEEN PASSING PERIODS

- 1) At your start time, walk the campus. Identify students who are in dress code violation (example: gang attire, inappropriate shoes, etc). Call Student Services with their name and I.D. number, then direct student to Student Services.
Always encourage students to get to class on time.
- 2) During class time, make sure all classes are covered.
- 3) During passing periods, roam by vending machines & parking lot.
- 4) During lunch time, cover front and rear gates/doors.
- 5) No changes to your schedule unless other directions have been given by Assistant Principal of Student Services.

Position D

DURING YOUR WORK DAY, REMAIN IN YOUR ASSIGNED POSITION AT ALL TIMES - BE VOCAL BETWEEN PASSING PERIODS

- 1) Before school, identify students who are in dress code violation (example: gang attire, inappropriate shoes, etc). Call Student Services with their name and I.D. number, then direct student to Student Services.
- 2) **Always encourage students to get to class on time.**
- 3) During class time, walk the campus area, making sure all classrooms are covered. Continue monitoring campus.
- 4) During student's lunch, if needed, open student parking lot, for student drivers who have off campus privilege.
- 5) End of 5th period, open gates for students with free 6th period and sport events. Lock Gate at approximately 1:50 pm.
- 6) **After school, open all gates stay at position until the area is clear (Approximately 3:00 P.M. - then move to the front of the school until the end of your work day.**
- 7) No changes to your schedule unless other directions have been given by Assistant Principal.

Bell Schedule

Traditional School

Block School

Late Start Days

Final Exam Schedule

1. Fall
2. Spring

Assembly

Extended Lunch

Other