

Loomis Union School District

Comprehensive School Safety Plan

2014 – 2015
Loomis Basin Charter School

CDE Code: 31-66845-0117150

Erika Sloane, Director

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Amber Farman	President, PTC
Gina Sheehan	School Site Alliance, parent
Stacie Ardoin	School Site Alliance, parent
Gina Vinella	School Site Alliance, parent
Carrie Marovich	School Site Alliance, parent
Santos Ramos	School Site Alliance, parent
Rosemary Hallett	School Site Alliance, parent
Justin VonSpreckelsen	Teacher/ IB Coordinator
Kati Messerli	Teacher/ Student Service Coordinator
Karen Long	Teacher
Patty Fletcher	Teacher
Liz Barberio	Teacher

Loomis Union School District

Comprehensive Safe School Plan 2014– 2015

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¹ Creating a caring and connected school climate.

² Creating a physical environment that communicates respect for learning and individuals.

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Membership

Loomis Basin Charter School

School Site Council or Delegated School Safety Planning Committee Members	Principal or designee	Classified Employees	Classroom Teacher	Parent	Law Enforcement	Other School Staff	Community Representative	Student	Other (Specify) Consultant
A	B	C	D	E	F	G*	H*	I*	J*
Erika Sloane	X						X		
Sgt. John Weaver					X				
Deputy Curt Honeycutt					X				
Tammy Consulo		X					X		
Amber Farman				X			X		
Gina Vinella				X			X		
Stacie Ardoin				X			X		
Carrie Marovich				X			X		
Santos Ramos				X			X		
Gina Sheehan				X			X		
Rosemary Hallett				X			X		
Justin VonSpreckelsen			X				X		
Patty Fletcher			X				X		
Karen Long			X				X		
Kati Messerli			X				X		
Liz Barberio			X				X		

School Mission Statement

The aim of Loomis Basin Charter School is to develop inquiring, knowledgeable, patriotic, honorable, responsible and caring young people who have the background, skills, knowledge and qualities necessary to participate successfully and actively in a changing and increasingly interrelated world.

Our Vision

The Loomis Basin Charter School's vision is to empower all students to take their place in the world as knowledgeable, competent, responsible citizens. Students will be articulate, creative, achieving individual academic, emotional and physical goals in a safe, equitable educational community. Students will also be well rounded, achieve in all subject areas, integrate technology, think independently and connect content to real life.

The Loomis Basin Charter School staff is student-centered, innovative, committed, enthusiastic, educational leaders. They respect student diversity, strengths, and learning challenges. They understand and implement research-based strategies. All staff have high standards for their students, colleagues and themselves.

The community is an empowered, positive, collaborative voice that supports teaching and learning and participates in educational decision making for students. The school's vision embraces the global community and is committed to meaningful partnerships.

Loomis Basin Charter School is committed to student success.

District Mission Statement

The mission of the Loomis Union School District is to provide outstanding educational instruction so that each of our students is enabled to reach their full potential.

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Student Data Summary

Assessing the Current Status of School Crime

Data Source	2008 – 2009	2009- 2010	2010- 2011	2011- 2012	2012- 2013	2013- 2014	2014- 2015
Total Number of Students	185	260	310	355	396	406	409
Suspensions	7		0	4	1	1	
Expulsions	0	0	0	0	0	0	
Attendance Rate ³ (Annual ADA)							
Change							

Conclusions from Data:

- Not enough data to draw conclusions

Conclusions from Parent, Teacher, and Student Input:

- Not enough data to draw conclusions

Loomis Basin Charter School is a newer school in its seventh year of operation, which is an accredited World School for the PYP and MYP - International Baccalaureate (IB) programs.

Areas of pride and strength include:

Spanish Classes
Docent Programs
PTC
SSA
IB profiles
Student Handbook
Classroom Technology
Volunteers
IB Accreditation

Website
Teacher web-pages
Classroom Music
Mustang Round UP
Monart
IB philosophy
Charter School
Parent Involvement
PE

Comprehensive Safe School Plan 2014 – 2015

Ensuring a Safe and Orderly Environment

Component I: People and Programs⁴

Loomis Basin Charter School

Component I: People and Programs	
<i>Goal #1: To imbue the LBCS Values of safe, respectful, and responsible behavior in students, staff, and families.</i>	
Objectives:	
1. Edit LBCS Handbook to reflect BEST Behavior practices and LBCS Values by Aug 2014.	
2. Distribute LBCS Handbooks and review contents with teachers prior to Aug 22, 2014.	
3. Teachers review the LBCS handbook its contents during first week of school. This shall be completed by August 2014.	
4. LBCS Handbook posted on school's website. This shall be completed prior to August 2014.	
5. Grade K – 8 students will review the LBCS Handbook in a manner deemed appropriate for that grade level, including the MYP handbook. This shall be completed by August 2014.	
Goal #2: To increase the number of student & staff recognition opportunities during the 2013-2014 school year.	
Objectives:	
1. Develop recognition programs for the 2014-2015 school year.	
2. Communicate recognition programs to staff, students, and families.	
3. Recognize students at school, on LBCS's website, and in the <i>Loomis News</i> .	
Programs Include:	
<ul style="list-style-type: none"> • Lunch with the director/teachers • Newsletters • Honor Luncheon 6-8th • District Student Recognition • Positive Postcards 	<ul style="list-style-type: none"> • Caught Being Good/Golden Horseshoe • Mustang Roundup Recognition • 8th grade ceremony • Classroom recognition

⁴ Creating a caring and connected school climate.

Component I: People and Programs⁵

Goal #1: To imbue the LBCS Values of safe, respectful, and responsible behavior in students, staff, and families.

Loomis Basin Charter School

Who will take the lead	<ul style="list-style-type: none">• Administration.• Teachers.• Support staff.• SSA/PTC
Completion date and budget	<ul style="list-style-type: none">• Annually (e.g., August).• Site or Parent Teacher Committee (PTC) funds could possibly be used to cover the cost of printing.
Resources needed	<ul style="list-style-type: none">• LBCS Handbooks.• Website.• www.myteacherpages.com licenses.• Website developer to upload information to LBCS's website.
How we will monitor and evaluate	<ul style="list-style-type: none">• Discipline data gleaned from Aeries reports (e.g., Suspension and expulsion data).• Surveys may be used to solicit parent feedback throughout the year.

⁵ Creating a caring and connected school climate

Component I: People and Programs⁶

Goal #2: To increase the number of student & staff recognition opportunities during the 2014 – 2015 school year.

Loomis Basin Charter School

Who will take the lead	<ul style="list-style-type: none">• Administrators.• Teachers.• Support staff.• Office staff.• Noon duties.
Completion date and budget	<ul style="list-style-type: none">• Monthly and trimester.• Budget is to be determined.
Resources needed	<ul style="list-style-type: none">• Certificates.• <i>Golden Horseshoes</i>• Secretarial support staff/or volunteers.• Postcards
How we will monitor and evaluate	<ul style="list-style-type: none">• Academic and discipline records.• Parent and student surveys.• Number of students recognized for Director's/Teacher Lunch, Honor Roll, and additional awards.• Positive Postcards

⁶ Creating a caring and connected school climate.

Comprehensive Safe School Plan 2014 – 2015

Ensuring a Safe and Orderly Environment

Component II: Place⁷

Loomis Basin Charter School

Component II: Place
<i>Goal #1: To identify areas of concern on our campus, and communicate said concerns to the district office.</i>
Objectives:
<ol style="list-style-type: none"> 1. Complete a campus tour with Chris Angel, Director of Maintenance, and identify campus safety concerns by Aug 2014. (Meet with Chris August of 2014 and will be ongoing) 2. Submit findings to Gordon Medd, Superintendent, Loomis Union School District, by August 2014.
<i>Goal #2: To complete a campus technology needs assessment as well as developing Aeries Browser Interface (ABI) training for grades 4 –8.</i>
Objectives:
<ol style="list-style-type: none"> 1. Develop a campus technology needs assessment by June 2014. 2. Provide ongoing Aeries Browser Interface (ABI) training and support for site personnel throughout 2014 – 2015. 3. Update teacher web pages using www.myteacherpages.com. Web pages to be completed by August 2014. 4. Update LBCS's homepage to reflect changes to staffing, programs, and accurate links to staff Web Pages by August 2014.

⁷ Create a physical environment that communicates respect for learning and individuals.

5. Initiate ability to email ABI grades to parents. This will require teachers to be trained on the process as well as parental notifications via email and Connect Ed⁸.

Programs Include:

1. www.myteacherpages.com
2. Aeries Browser Interface (ABI)

⁸ Source: <http://www.blackboardconnect.com/products/connect-ed.asp?z=20081109192808>

Component II: Place⁹

Goal #2: To identify areas of concern on our campus, and communicate said concerns to the district office.

Loomis Basin Charter School

Who will take the lead	<ul style="list-style-type: none">• Chris Angel, Director of Maintenance.• Erika Sloane, Director.• Custodial and Maintenance Personnel• Staff Members.
Completion date and budget	<ul style="list-style-type: none">• Annually – completion of the Comprehensive Safe School Plan.• District's yearly maintenance plan and budget.
Resources needed	<ul style="list-style-type: none">• Comprehensive Safe School Plan.
How we will monitor and evaluate	<ul style="list-style-type: none">• Report to district.• Maintenance completion of tasks/work orders.• Principal's meetings with Chris Angel and Gordon Medd, Superintendent, on an as needed basis to follow up on action items.

⁹ Create a physical environment that communicates respect for learning and individuals.

Component II: Place¹⁰

Goal #3: To complete a campus technology needs assessment as well as developing Aeries Browser Interface (ABI) training for grades 4 – 8.

Loomis Basin Charter School

Who will take the lead	<ul style="list-style-type: none">• Erika Sloane, Director.• Justin VonSpreckelsen, Site Technology Liaison.• Wayne Geide, District Technology Coordinator.• Grade 4 – 8 Teachers.
Completion date and budget	<ul style="list-style-type: none">• Teacher Web Pages, August, 2014.• ABI grades emailed to parents, August 2013.• Annually.• District funds.
Resources needed	<ul style="list-style-type: none">• Maintenance.• Technology Coordinator.• Monthly and annual evaluation of LBCS's needs.
How we will monitor and evaluate	<ul style="list-style-type: none">• Completion of tasks.• Feedback from staff members.

¹⁰ Create a physical environment that communicates respect for learning and individuals.

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Loomis Basin Charter School

Method for Communicating Plan and Notifying Public: Ed Code 32288	<p>Date of Public Hearing: February 11, 2015</p> <p>Site of Public Hearing: LBCS</p> <p>The School Site Council or School Safety Planning Committee shall notify, in writing, the following persons and entities, if available, of the public meeting:</p> <ul style="list-style-type: none"> ➤ Local Mayor ➤ 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 they want to be notified
	<p>The School Site Council or School Safety Planning Committee is encouraged to notify, in writing, the following persons and entities, if available, of the public meeting:</p> <ul style="list-style-type: none"> ➤ A representative of the local churches ➤ Local civic leaders ➤ Local business organizations ➤ In order to ensure compliance with this article, each School District or County Office of Education shall annually notify the State Department of Education by October 15th of any schools that have not complied with California Education Code 32281

Review of Progress for Last Year	Name: Erika Sloane	Date: 2-4-15
Law Enforcement Review	Name:	Date:
Site Alliance Approval	Name:	Date:
School Board Approval	Name:	Date:
PTC Approval	Name:	Date:

SECTION B

Disaster Procedures and Crisis Response

Including adaptations for students with disabilities

Check In & Check Out Procedure

All staff members will notify the director's secretary (e.g., Tammy Consulo), extension 300, by telephone or in person if they leave campus during business hours, so that all staff members are accounted for should an emergency occur.

All students must check out at the main office if they leave campus during the school day, and must check in at the main office upon their return. A log sheet is maintained in the main office.

Parents and visitors must check in at the main office before entering school grounds, and check out when they leave. Visitor badges are issued to guests on LBCS's campus.

Medical Emergencies

Pandemics
Injuries
Medical Emergencies



Bomb Threat

If a bomb threat is made to our school, staff will be notified via a "Lockdown" announcement. Staff and students will remain in their classrooms until the school's administration is given direction by the emergency responders. An administrator or emergency responder (e.g., Police Officer) will open classroom doors.

Staff and students will be evacuated according to administrative and/or emergency responder instruction(s).

While waiting in designated evacuation area, staff members will:

1. Take roll and keep their students together.
2. Remain in their designated area while waiting for further instruction.
3. Not touch or move any suspicious objects, and will report their location to responding emergency responders and/or site administrator(s).
4. Not use any electrical devices such as radios, walkie-talkies, pagers, or cell phones.

Earthquake

During an earthquake, please have students get as much of their bodies as possible under their desks. Teachers should be either under their desks or under the doorframe during an actual earthquake. At cessation of earthquake tremors, staff members will:

1. Assess the situation (e.g., injuries to students and damage).
2. Remain in place until notified by an emergency responder (e.g., Police Officer) or an administrator.
3. Staff and students will be evacuated according to administrative and/or emergency responder instructions.
4. Teachers will evacuate their classrooms according to emergency personnel instructions.

While waiting in designated evacuation area, staff members will:

1. Take roll and keep their students together.

Staff members and students will:

1. Remain in their designated area while waiting for further instruction.
2. Not touch or move any suspicious objects, and will report their location to responding emergency responders and/or site administrator(s).
3. Not use any electrical devices such as radios, walkie-talkies, pagers, or cell phones.

Fire Drill & Staging for Campus Evacuation¹¹

<u>Time</u>	<u>Procedure</u>
<u>Before School</u>	<p>Students proceed to the community park's playing field that parallels Laird Road. The community park is located at the East end of LBCS's campus.</p> <p>Staff members help usher students from hallways and sidewalks to the community park's playing field. Staff members may have to direct traffic in order to provide safe pathways across parking lot intersections, and help direct traffic in order to make room for emergency vehicles.</p>

¹¹ See Appendix A for Campus Fire & Evacuation Staging Area Plan

<u>During Class</u>	Staff members escort their students; in a single file, quiet line; to their respective location on the community park's playing field.
<u>Break Period</u>	<p>Students proceed to the community park's playing field, and report to their <u>teacher</u> upon reaching the community park's playing field.</p> <p>Staff members help usher students to the community park's playing field before reporting to their designated location on the playing field.</p>
<u>Lunch</u>	<p>Students in classes will be escorted; in a single file, quiet line; to their teacher's designated location on the community park's playing field.</p> <p>Students at lunch will be ushered to the community park's playing field by noon duty supervisors.</p>

<u>After School</u>	<p>Staff members will usher students to the community park's playing field, direct traffic away from campus, and clear parking lot lanes so emergency vehicles can access Franklin's campus.</p> <p>Parents will be directed out of the parking lot areas by office staff to clear the area for emergency vehicles.</p> <p>Bus drivers will move their buses to the East end of campus where they will stage for student pickup. This will clear the traffic lanes for emergency vehicles.</p>
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Teacher Expectations during a fire drill:

1. Lock your classroom door.
2. Bring their red and green cards as well as their attendance roster.
3. Maintain your class rosters and take attendance during a fire drill.
4. Stand at the front of your line and raise the appropriately colored card **AFTER** you take attendance.

Student Expectations¹² during a fire drill:

1. Follow directions.
2. Face forward while standing in a quiet, straight line.

¹² Disruptive students will face disciplinary consequences.

Lockdown Procedure

Step 1	Get students into your classroom in thirty (30) seconds or less. If you are not near your classroom, seek cover in the nearest classroom.
Step 2	Lock your door, and DO NOT OPEN YOUR DOOR ONCE IT IS LOCKED!
Step 3	NO ONE LEAVES YOUR CLASSROOM ONCE THE DOOR IS LOCKED. Close blinds/curtains/shades.
Step 4	Students sit quietly on the floor and/or under desks. If possible, sit away from windows.
Step 5	Wait for additional instructions from an administrator or emergency responder.

Notes:

- ✓ **Students, who are not in classrooms, should go to the nearest bathroom and close the door.**
- ✓ **A lockdown is not a guarantee of safety, and its purpose is to minimize casualties.**

Shelter-In-Place

	<i>CLASSROOM TEACHERS</i>
Step 1	Get your students in your classroom.
Step 2	Lock your classroom door and close all windows.
Step 3	Close window shades, blinds, and/or curtains.
Step 4 ¹³	<i>Turn off all fans, heating and air conditioning systems.</i>
Step 5 ¹⁴	<i>Use duct tape and plastic sheeting to seal all cracks around the door and any vents into your classroom. You will find supplies in your disaster supply bucket.</i>
Step 6	Teacher shall take attendance, and may continue with class instruction during a shelter-in-place.
Step 7	Wait for additional instructions from an administrator or emergency responder.
	<i>CUSTODIAN</i>
Step 1 ¹⁵	<i>Turn off all fans, heating and air conditioning systems.</i>

Shelter-In-Place¹⁶ is a cautionary campus status. Its purpose is to ready the campus for a potential perceived threat. Often times, this is used where hazardous materials may have been released into the atmosphere. This is a precaution aimed to keep staff and students safe while remaining indoors. LBCS's proximity to Interstate 80 to the North and Auburn Folsom Boulevard to the South suggests that LBCS Elementary School may be susceptible to an airborne hazard emanating from either of these locations due to the transportation of hazardous materials that may occur on these roads.

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, an administrator via the intercom system will provide information. Teachers shall not release any students until notified by an administrator or an emergency responder.

¹³ To be initiated if an airborne contaminant is imminent.

¹⁴ To be initiated if an airborne contaminant is imminent.

¹⁵ To be initiated if an airborne contaminant is imminent.

¹⁶ Source: <http://www.redcross.org/services/disaster/beprepared/shelterinplace.html>

Power Failure¹⁷

Students remain with their teachers, and teachers may modify instruction if necessary. Information will be delivered to classrooms via an administrator as it is made available. Walkie-talkies/cell phones will be delivered to the following classrooms, and should be used if you have an emergency and need to communicate with the main office:

<u>Radio #</u>	<u>Classroom</u>	<u>Staff Member</u>
4	Main Office	Erika Sloane, Principal Tammy Consulo, Secretary Kim Chute, Clerk
1	Franklin School	Cindy Uptain, Principal
	Custodian	Anna Gonzales, Day Custodian
2	Room 1	Karen Long
	Room 2	Kelli Wilner
	Room 3	Christy D'Ambrosio
	Room 4	Stefani Will
	Room 5	Kaitlin Culhane
	Room 6	Laura Darbro
	Room 7	Debbie Van Breemen
	Room 8	Patty Fletcher
	Room 9	Becca Lucas
	Room 10	Kari MacTaggart
	Room 11	Stephanie Holm
	Room 12	Liz Barberio
	Room 13	Greg Carson
	Room 14	Lorena Brink
	Room 15	Chad Smith
	Room 16	Kim Dietz
	Room 17	Melissa Davis
	Room 18	Kati Messerli/Justin VonSpreckelsen
	Room 26	Katie Branzuela
	Room 28	Joan Lewis
	Room 29	Natalie Watkins
3	Multipurpose Room	Bettina Olson
	Library	Christine Clark, Multi.

Alternative **EMERGENCY** contact numbers include:

<u>Staff Member</u>	<u>Telephone Number</u>
Erika Sloane, Director	740-317-7823
Cindy Uptain, Principal Franklin	916-804-0717
Curt Honeycutt, School Resource Officer	530-401-4228 (Cell)

¹⁷ See Appendix C for staff agreements.

	916-652-2451 (work)
Sean Fuller, Loomis Fire Protection District	916-652-6858
Lawrence Bettencourt, South Placer Fire Department	916-791-7059
Department of Fish & Wildlife	916-358-1312

Hazardous Material Accident, Train Derailment, Explosion, or Fallen Aircraft

If a *Hazardous Material Accident, Train Derailment, Explosion, or Fallen Aircraft* occurs near our school, staff will be notified via an intercom announcement, telephone call, or room visit by an administrator and/or emergency responder. Depending on the nature of the incident, staff and students may be directed to remain in their classrooms, or directed to evacuate to a designated area.

SHELTER-IN-PLACE¹⁸

Staff and students will remain in their classrooms until notified by administrator(s) and/or emergency responders.

1. Get your students in your classroom.
2. Lock your classroom door and close all windows.
3. Close window shades, blinds, or curtains.
4. *Turn off all fans, heating and air conditioning systems.*
5. *Use duct tape and plastic sheeting to seal all cracks around the door and any vents into your classroom. You will find supplies in your disaster supply bucket.*
6. Teacher shall take attendance, and may continue with class instruction during a shelter-in-place.
7. Wait for additional instructions from an administrator or emergency responder.

The custodian will turn off all school wide fans, heating and air conditioning systems.

EVACUATION

Staff and students will be evacuated according to administrative and/or emergency responder instruction(s).

1. Lock your classroom door.
2. Bring your red and green cards as well as your attendance roster.
3. Wait in the designated evacuation area for further instructions.
4. Maintain your class rosters and take attendance.
5. Assess the situation (e.g., student injuries)
6. Keep your students together

¹⁸ See page 23.

Incident Command System (ICS)

Command Team Organization

INCIDENT COMMANDER

Gordon Medd, Superintendent
Jay Stewart, Asst. Superintendent
Erika Sloane, Director
Kati Messerli, Student Services

LIASON

Jay Stewart, Asst. Superintendent
Kim Chase, Superintendent's Secretary

PUBLIC INFORMATION OFFICER

Gordon Medd, Superintendent
Jay Stewart, Asst. Superintendent
Gina Hall, Translator

SAFETY OFFICERS

Police, Sheriff, and/or Fire
Chris Angel, Director of Maintenance
Erika Sloane, Director
Kati Messerli, Student Services
Ana Gonzales, Custodian
Tammy Consulo, Admin. Assistant
Kim Chute, Clerk

OPERATIONS

Police, Sheriff, and/or Fire
Chris Angel, Director of Maintenance
Erika Sloane, Director
Ana Gonzales, Custodian
Tammy Consulo, Admin. Assistant
Kim Chute, Clerk

LOGISTICS

Police, Sheriff, and/or Fire
Chris Angel, Director of Maintenance
Erika Sloane, Director
Ana Gonzales, Custodian
Tammy Consulo, Admin. Assistant
Kim Chute, Clerk

PLANNING/INTELLIGENCE

Police, Sheriff, and/or Fire
Chris Angel, Director of Maintenance
Erika Sloane, Director
Kati Messerli, Student Services
Ana Gonzales, Custodian
Tammy Consulo, Admin. Assistant
Kim Chute, Clerk

ADMINISTRATION/FINANCE

Jay Stewart, Asst. Superintendent
Terrie DuPriest, Business Office
Tammy Consulo, Administrative Assistant
Kim Chute, Clerk

Incident Command System (ICS)

Command Team Organization

Incident Commander	<ul style="list-style-type: none"> ➤ Coordinate the district or school response. ➤ Checks status, progress, and needs of all other ICS management chiefs. ➤ Coordinates with responding agencies, and establishes a unified command.
Liaison	<ul style="list-style-type: none"> ➤ Creates a communication link between the district or school incident commander and the fire and police commanders. ➤ Provide general information to other agency incident commanders, but does not make command decisions. ➤ Contact link for other community agencies.
Public Information Officer (PIO)	<ul style="list-style-type: none"> ➤ Official spokesperson for the district. ➤ All personnel shall refer information requests to the PIO. ➤ Will work jointly with the responding agency's PIO, and all of the agency PIOs, at the scene, will decide on one of them to be the Overall Official Incident Spokesperson. ➤ All media releases must be approved by the Overall Incident Commander before their release.
Safety Officer	<ul style="list-style-type: none"> ➤ Responsible for the physical and emotional needs of the responders. ➤ Monitors responders to prevent unsafe actions. ➤ Roams and ensures people have breaks if needed. ➤ May work closely with mental health crisis team. ➤ Small sites may have to utilize everyone in safety role. ➤ Other agencies could provide safety function.
Operations	<ul style="list-style-type: none"> ➤ These teams do the actual "hands on" response. ➤ Operations teams are concerned with accountability, assembly, shelter, first aid, search and locate, security, etc.
Logistics	<ul style="list-style-type: none"> ➤ Obtains any needed resource including people. ➤ Responsible for transportation, food, water, supplies, etc. ➤ Makes sure communication system is functioning. ➤ May have to be "messengers" if communication cannot be established.
Planning & Intelligence	<ul style="list-style-type: none"> ➤ Gathers information ➤ Assists with medium/long range planning related to the ongoing incident and recovery (logistical) issues. ➤ Arranges for recovery/aftermath resources so that there is no gap between the end of the incident and necessary support services.
Administration & Finance	<ul style="list-style-type: none"> ➤ Responsible for collecting data, scribe records, expenses, etc. either during or after the incident. ➤ Provides and official record of the event. ➤ Coordinates the follow up paperwork, reports, etc. ➤ Works closely with other management chiefs to provide personnel information, resource information, money and/or credit if needed.

Crisis Response Box

Aerial Photos of Campus	Map of the area
Campus diagram	Staff Roster
Master keys (Knox Box)	Turn-off instructions (e.g., fire, gas, etc.)
Student photos	Incident command telephone numbers
Designated command post and staging areas ✓ Media staging area away from school ✓ Parent-student reunification area	Emergency resource lists
Evacuation sites	Student release forms and emergency data cards
Student attendance roster	Inventory of staff resources
List of students with special needs – LBCS	First aid supplies location
Emergency first aid supplies	Pens, pencils, paper
Flashlight and batteries	Duct tape, masking tape
Bottled water	Snacks (e.g., Energy bars)
Trash bags	Toilet paper
Air freshener	Sheets
Activities book	Markers, crayons
Dry erase board and markers	

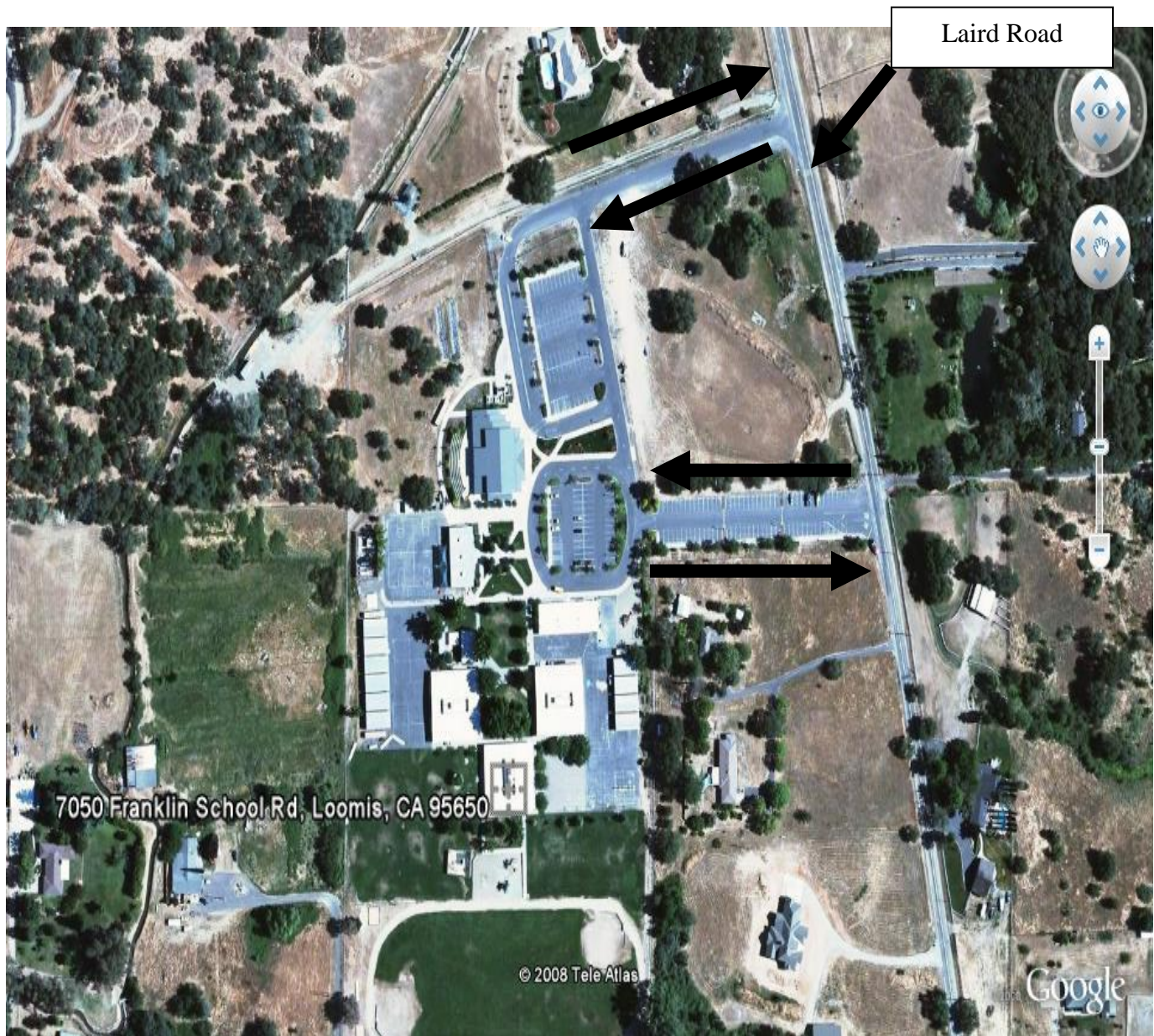
The Crisis Response Box shall have a MAINTENANCE LIST in it in which the contents of the Crisis Response Box are checked and materials (e.g., batteries) are replaced, when necessary. It is suggested that this process be completed at least twice annually (e.g., Beginning and middle of each school year.).

Disaster Procedures & Crisis Response

Campus Ingress and Egress Routes

The primary ingress and egress locations are via Laird Road at the east end of campus.

The Loomis Union School District contracts bus services from **Mid-Placer Transportation**. The school buses enter the east end of campus via Laird Road before entering the bus lane adjacent to the gymnasium.



Disaster Procedures & Crisis Response

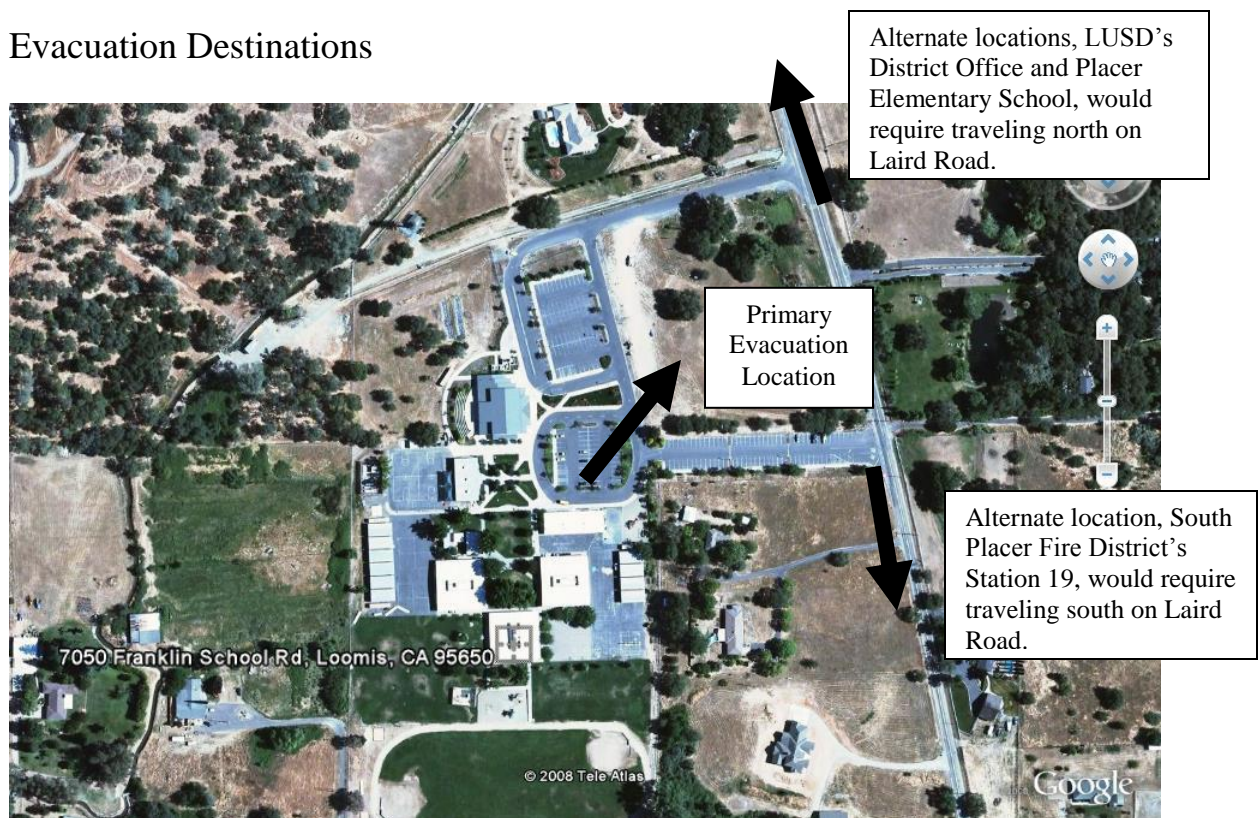
Conditions will always dictate the type of evacuation our campus will initiate. We have two primary off-campus locations from which hazardous conditions may arise:

- Interstate 80 to the north, and
- Auburn/Folsom Boulevard to the east of our campus

Subsequently, we may have to respond to a variety of potential hazards outside our campus as well as threats from within our campus (e.g., fire, intruder on campus, etc.).

One evacuation destination (e.g., Primary) will be available should campus and/or conditions around the campus deteriorate. Conditions may necessitate the use of an alternate location. Should such conditions exist, LBCS will evacuate to either the L.U.S.D.'s District Office or Placer School.

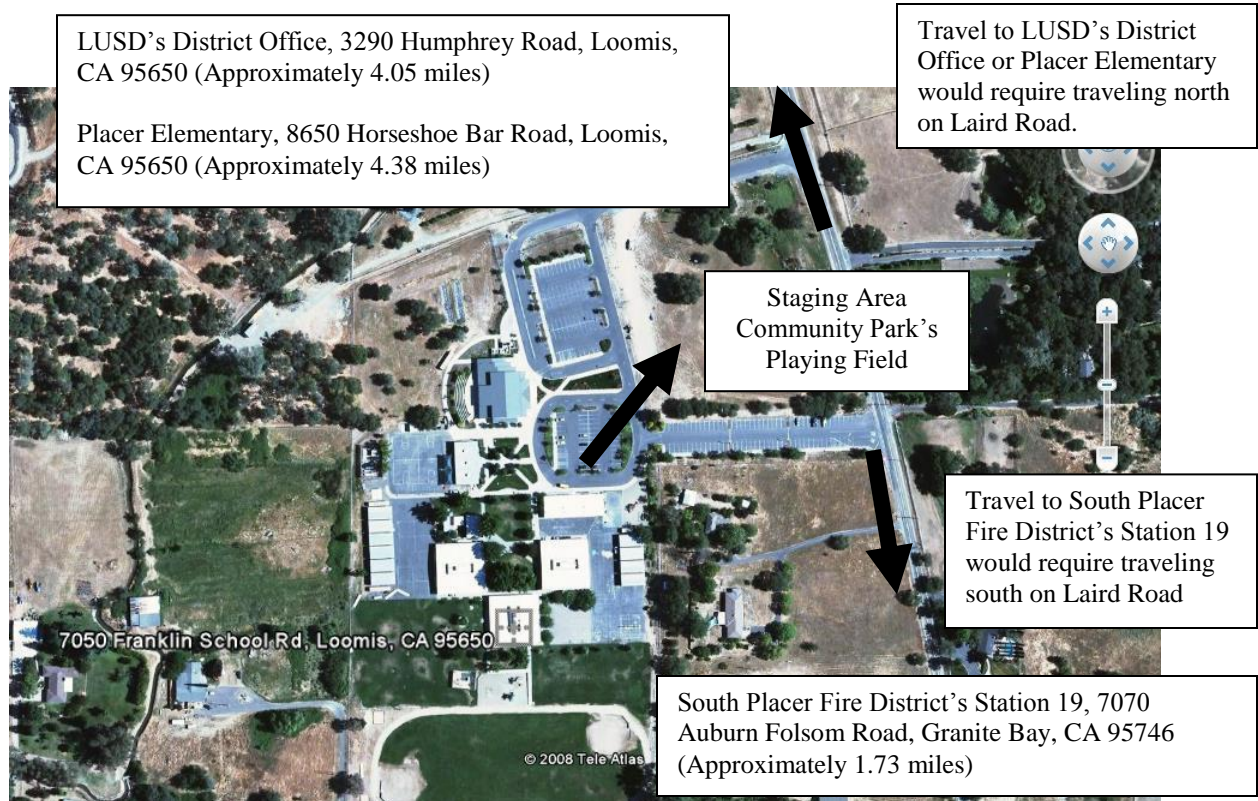
Evacuation Destinations



1. **Primary Evacuation** – Community Park's playing field at the northeast end of campus.
2. **Alternate Locations:**
 - LUSD District Office, 3290 Humphrey Road, Loomis, CA 95650 (Approximately 4.05 miles)
 - Placer Elementary, 8650 Horseshoe Bar Road, Loomis, CA 95650 (Approximately 4.38 miles)
 - South Placer Fire District, Station 19, 7070 Auburn Folsom Road, Granite Bay, CA 95746 (Approximately 1.73 miles)

Relocation Destinations

Three relocation destinations will be available should campus and/or conditions around the campus deteriorate. Conditions will dictate the destination.



3. **Staging Area** – Community Park's playing field at the northeast end of campus.

4. **Alternate Locations:**

- LUSD District Office, 3290 Humphrey Road, Loomis, CA 95650 (Approximately 4.05 miles)
- Placer Elementary, 8650 Horseshoe Bar Road, Loomis, CA 95650 (Approximately 4.38 miles)
- South Placer Fire District, Station 19, 7070 Auburn Folsom Road, Granite Bay, CA 95746 (Approximately 1.73 miles). This option may require that a memorandum of understanding be drawn between the Loomis Union School District and the South Placer Fire District. The memorandum will need to be created and approved by the LUSD school board.

The staging area will be the community park's playing field. Conditions will determine the direction and distance away from campus we must travel.

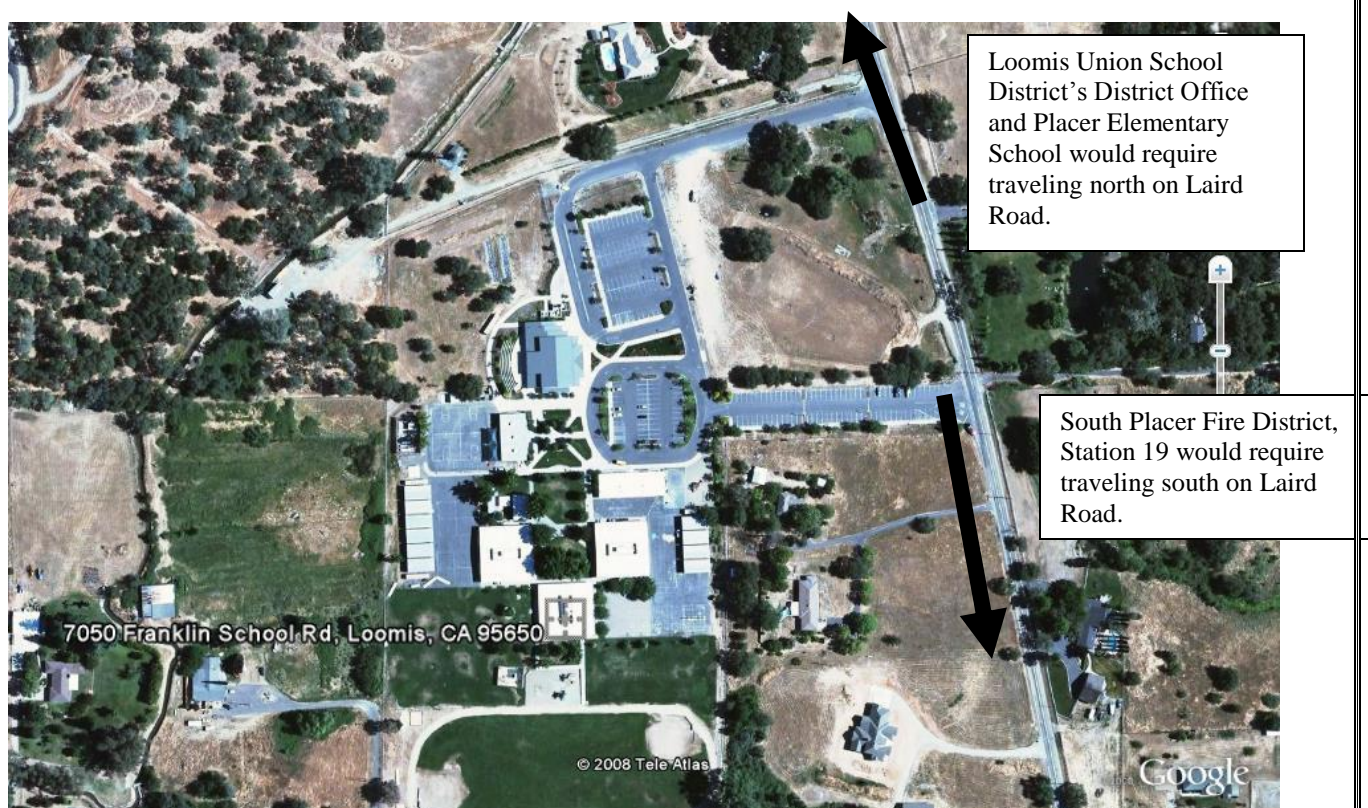
Staging Areas – Parents, On Campus

Our potential staging areas for parents on campus will be at either the parking lot adjacent to the gymnasium, or Franklin's gymnasium. Conditions will determine the location of our designated on campus staging area for parents.



Staging Area – Parents, Off Campus

Our potential off campus staging areas for parents are LUSD's District Office, Placer Elementary School, and South Placer Fire District's Station 19. Conditions will determine which staging area will be used. The Mental Health Crisis Team¹⁹ shall set up a parent center in order to get information from the accountability team. The team may have an administrator present and will document the people picking up children. Efforts will be made to have interpreters present.



Loomis Union School District's District Office (3290 Humphrey Road, Loomis, CA 95650) is approximately 4.05 miles from Franklin Elementary School.

Placer Elementary (8650 Horseshoe Bar Road, Loomis, CA 95650) is approximately 4.38 miles from Franklin Elementary School.

South Placer Fire District, Station 19 (7070 Auburn Folsom Road, Granite Bay, CA 95746) is approximately 1.73 miles from Franklin Elementary School. This option may require that a memorandum of understanding be drawn between the Loomis Union School District and the South Placer Fire District. The memorandum will need to be created and approved by the LUSD school board.

¹⁹ A team made up of counselors and other support workers. Provide support and short-term help until another team is available or their help is no longer needed.

Staging Area – Media

Our potential media staging area shall be the LUSD's District Office, which is located at 3290 Humphrey Road in Loomis, California. The LUSD District Office is approximately 4.05 miles from LBCS Elementary. Conditions will determine the location of the media staging area. It is suggested that a media center be established near the Loomis Union School District's district office in order to provide a centralized location for the dissemination of information.



Recovery & Aftermath

Conditions (e.g., Event and aftermath) will determine what actions and resources will be used/made available to staff, students, families, and community members.

Staff	<p style="text-align: center;"><u>COORDINATION OF MENTAL HEALTH SERVICES</u></p> <ul style="list-style-type: none"> ➤ Mental Health Team assembled ➤ Assessment of psychological needs (on-going) ➤ Safe rooms established ➤ Provisions for on-going debriefings ➤ Classroom activities for students ➤ Funerals and memorials ➤ Acknowledgements and thanks ➤ Follow up resources ➤ Preparing for later actions ➤ Support for caregivers ➤ Reflections/Debriefing for future planning as well as lessons learned ➤ Community and/or parent meetings
Students	
Families	
Community	

Resources:

California Department of Education www.cde.ca.gov	Los Angeles County Office of Education www.lacoe.edu
National Association of School Psychologists www.nasp.com	International Critical Incident Stress Foundation www.icisf.org
National Organization of Victim Assistance www.try-nova.org	Auburn Police Department http://www.auburn.ca.gov/pd/ 530-823-4237
Placer County Sheriff Department http://www.placer.ca.gov/Departments/Sheriff.aspx 530-889-7800	Auburn Fire Department http://www.auburn.ca.gov/dept/dept_fire.html 530-823-4211 ext. 2

Recovery - Return to Campus

When an event happens after school, over the weekend, or during breaks we will follow these guidelines for communicating information to staff, families, school board members, Mid-Placer Public Schools Transportation Agency²⁰, Eureka Union School District Transportation Office²¹, and the community:

- WHAT:** Our constituents need to know that the campus is safe as well as the date classes will resume.
- WHEN:** Our constituents need to know in a timely manner so they can make the necessary arrangements.
- WHERE/HOW:** Staff members and students' families will be notified via Connect-Ed. Mid-Placer Public Schools Transportation Agency will be notified via a telephone call from the district office.
- WHO:** Communication with our constituents will be a joint effort between our school's administration and the district superintendent.

²⁰ 13121 Bill Francis Drive, Auburn, CA 95603; (916) 652-0794; (530) 823-4820; www.midplacer.com

²¹ 5461 Eureka Road, Suite #2, Granite Bay, CA 95746; Bill Burch (916) 508-6224; Melody Glaspey (916) 791-4939

Appendix - A

Campus Fire & Evacuation Staging Area Plan for Franklin Elementary School & Loomis Basin Charter School

Appendix - B

Adopted Board Policies²²

Child Abuse Reporting Policy: BP 5141.4
Suspensions and Expulsion Policy: BP 5144.1
Employee Security: BP 4158, BP 4258, and BP 4358
Sexual Harassment Policy: BP 5145.7
Dress Code Policy: BP 5132
Hate Crime Policy and Procedures: BP 5145.9(**CSBA Sample Policy**)
Discipline: BP 5144

²² Source: www.csba.org

Loomis Union SD

Board Policy

BP 5141.4

Students

Child Abuse Reporting Procedures

The Governing Board recognizes that the district has a responsibility to facilitate the prompt reporting of incidents of child abuse and neglect. The Superintendent or designee shall ensure that parents/guardians have access to procedures whereby they can report suspected child abuse at a school site to appropriate child protective agencies.

(cf. 1312.1 - Complaints Concerning School Personnel)

(cf. 5141.41 - Child Abuse Prevention)

The Superintendent or designee shall establish regulations for use by employees in identifying and reporting child abuse.

District employees shall report known or suspected incidences of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse.

(cf. 4112.9 - Signed Statements)

The Superintendent or designee shall provide training in child abuse identification and reporting for all certificated personnel.

The Superintendent or designee shall also provide training in the duties of child abuse identification and reporting to instructional and teacher aides, teacher assistants and other classified employees.
(Penal Code 11165.7)

Legal Reference:

EDUCATION CODE

33308.1 Guidelines on procedure for filing child abuse complaints

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

48906 Notification when student released to peace officer

PENAL CODE

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

11164-11174.3 Child Abuse and Neglect Reporting Act, especially

11165-11165.15 Definitions relating to child abuse

11166-11170 Reporting known or suspected cases of child abuse

11172 Immunity from liability

11174.3 Interviewing victim at school

WELFARE AND INSTITUTIONS CODE

600-601.2 Referral to school attendance review board; minors habitually disobedient or truant

15630-15637 Dependent adult abuse reporting

STATUTES OTHER THAN CODE

Chapter 1102, Statutes of 1991, Section 6

Management Resources:

CDE LEGAL ADVISORIES

0514.93 Guidelines for parents to report suspected child abuse by school district employees or other persons against a pupil at school site

Policy LOOMIS UNION SCHOOL DISTRICT

Adopted: October 7, 1993 Loomis, California

Loomis Union SD

Board Policy

BP 5144.1

Students

Suspension And Expulsion/Due Process

The Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.

(cf. 5144 - Discipline)

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the period of suspension or expulsion.

(cf. 6145 - Extracurricular and Co-curricular Activities)

Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. (Education Code 48900.5)

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to him/herself or others. (Education Code 48915)

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

Zero Tolerance

The Board supports a zero tolerance approach to serious offenses. This approach makes the removal of potentially dangerous students from the classroom a top priority. It ensures fair and equal treatment of all students and requires that all offenders be punished to the fullest extent allowed by law. Staff shall immediately report to the Superintendent or designee any incidence of offenses specified in law, Board policy and administrative regulation as cause for suspension or expulsion.

The Superintendent or designee shall notify staff, students and parents/ guardians about the district's zero tolerance policy and the consequences, which may result from student offenses. He/she shall also ensure strict enforcement of this policy.

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 Code 48911, 48915, 48915.5)

(cf. 5119 - Students Expelled from Other Districts)

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

On-Campus Suspension Program

The Board recognizes that students who are suspended from school often have no supervision or guidance during the school hours when they are off campus and may fall behind in the coursework. The Board believes that, in many cases, it would be better to manage the student's behavior by keeping the student at school and providing him/her with supervision that is separated from the regular classroom.

The Superintendent or designee shall establish a supervised in-house suspension program which meets the requirements of law for suspended students who pose no imminent danger or threat at school and for whom an expulsion action has not been initiated.

The Superintendent or designee shall examine alternatives to off-campus suspension and may establish a suspension program which involves progressive discipline during the school day on campus; use of conferences between staff, parents/guardians and students; detention; student study teams or other assessment-related teams; and/or referral to school support services staff. The use of such alternatives does not preclude off-campus suspensions.

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.

Decision not to Enforce Expulsion Order

OPTION 1: In cases where expulsion is mandatory pursuant to Education Code 48915(c), the enforcement of an expulsion order shall not be suspended by the Board. In all other cases of expulsion, the order for expulsion may be suspended by the Board, on case-by-case basis, pursuant to the requirements of law.

OPTION 2: On a case-by-case basis, the enforcement of an expulsion order may be suspended by the Board pursuant to the requirements of law.

Legal Reference:

EDUCATION CODE

212.5 Sexual harassment

233 Hate violence reduction

1981 Enrollment of students

17292.5 Program for expelled students

35146 Closed sessions (re suspensions)

35291 Rules (for government and discipline of schools)

35291.5 Rules and procedures on school discipline

48660-48666 Community day schools

48900-48926 Suspension and expulsion

48950 Speech and other communication

49073-49079 Privacy of student records

CIVIL CODE

47 Privileged communication

CODE OF CIVIL PROCEDURE

1985-1997 Subpoenas; means of production

GOVERNMENT CODE

11455.20 Contempt

54950-54963 Ralph M. Brown Act (re closed sessions)

HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia

11053-11058 Standards and schedules

LABOR CODE

230.7 Discharge or discrimination against employee for taking time off to appear in school on behalf of a child

PENAL CODE

240 Assault defined

242 Battery defined

243.4 Sexual battery

245 Assault with deadly weapon

245.6 Hazing

261 Rape defined

266c Unlawful sexual intercourse

286 Sodomy defined

288 Lewd or lascivious acts with child under age 14

288a Oral copulation

289 Penetration of genital or anal openings

417.25 -417.27 Laser scope

422.6 Interference with civil rights; damaging property

422.7 Aggravating factors for punishment

422.75 Protected classes

626.2 Entry upon campus after written notice of suspension or dismissal without permission

626.9 Gun-Free School Zone Act of 1995

626.10 Dirks, daggers, knives, razors or stun guns

868.5 Supporting person; attendance during testimony of witness

UNITED STATES CODE, TITLE 20

7151 Gun free schools

COURT DECISIONS

Garcia v. Los Angeles Board of Education (1991) 123 Cal.App.3d 807

Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 1182

John A. v. San Bernardino School District (1982) 33 Cal. 3d 301, 308

Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421

ATTORNEY GENERAL OPINIONS

80 Ops.Cal.Atty.Gen. 347 (1997)

80 Ops.Cal.Atty.Gen. 91 (1997)

80 Ops.Cal.Atty.Gen. 85 (1997)

Management Resources:

CDE PROGRAM ADVISORIES

0306.96 Expulsion Policies and Educational Placements, SPB 95/96-04

Policy LOOMIS UNION SCHOOL DISTRICT

Adopted: July 1, 1999 Loomis, California

Loomis Union SD

Board Policy

BP 4158

Personnel

Employee Security

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.

(cf. 3515 - School Safety and Security)

(cf. 5131.4 - Campus Disturbances)

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.

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

EMPLOYEE SECURITY

Legal Reference:

EDUCATION CODE

32210-32212 Willful disturbance, public schools or meetings

32225-32226 Communication devices

35204 Contract with attorney in private practice or use of administrative advisor

35205 Contract for legal services

35208 Liability insurance

35213 Reimbursement for loss, destruction or damage of school property

44014 Report of assault by pupil against school employee

44807 Duty concerning conduct of students

48900 Grounds for suspension or expulsion

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

48904 Parental liability

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

49079 Notification to teacher; student who has engaged in acts constituting grounds for suspension or expulsion

49330 Definition of injurious object

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

GOVERNMENT CODE

995-996.4 Defense of public employees

3543.2 Scope of representation

PENAL CODE

71 Threatening public officers and employees and school officials

240 Definition of assault

241.2 Assault on school or park property against any person

241.3 Assault against school bus drivers

241.6 Assault on school employee includes board member

242 Definition of battery

243 Battery; definition of "injury" and "serious bodily injury"

243.2 Battery on school or park property against any person

243.3 Battery against school bus drivers

243.6 Battery against school employee includes board member

245.5 Assault with deadly weapon; school employee includes board member

601 Trespass by person making credible threat

626.9 Gun-Free School Zone Act of 1995

626.10 Exceptions to bringing weapons on school grounds

646.9 Stalking

12403.7 Weapons approved for self defense

CIVIL CODE

51.7 Freedom from violence or intimidation

CODE OF CIVIL PROCEDURE

527.8 Workplace violence safety act

WELFARE AND INSTITUTIONS CODE

827 Juvenile court proceedings; reports; confidentiality

828.1 District police or security department, disclosure of juvenile records

Policy LOOMIS UNION SCHOOL DISTRICT

Adopted: November 5, 1998 Loomis, California

Loomis Union SD
Board Policy
Sexual Harassment

BP 5145.7
Students

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:

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

(cf. 5131.5 - Vandalism, Theft and Graffiti)
(cf. 5137 - Positive School Climate)
(cf. 5141.41 - Child Abuse Prevention)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 6142.1 - Family Life/Sex Education)

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.

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

(cf. 5141.4 - Child Abuse Reporting Procedures)

(cf. 5145.3 - Nondiscrimination/Harassment)

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.

(cf. 1312.1 - Complaints Concerning District Employees)

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.

Confidentiality and 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)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, discrimination

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

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

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

CODE OF FEDERAL REGULATIONS, TITLE 34

106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:

CSBA PUBLICATIONS

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

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

OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Sexual Violence, April 4, 2011

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance, January 2001

WEB SITES

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

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

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

Policy LOOMIS UNION SCHOOL DISTRICT

adopted: August 5, 2004 Loomis, California

revised: April 19, 2012

Loomis Union SD

Loomis Union SD
Board Policy
Dress And Grooming

BP 5132
Students

Purpose

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. Particular clothing, accessories and hairstyles have caused significant disruption of school activities in district schools. Therefore, the Board seeks to prohibit the wearing of items and hairstyles that contribute to disruption of the educational process, and/or create an unsafe learning environment for students. The administration is authorized to create and maintain regulations which carry out the Board's intent.

(cf. 4119.22 - Dress and Grooming)
(cf. 5145.2 - Freedom of Speech/Expression: Publications Code)

Notification

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.

(cf. 5144 - Discipline)

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.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 5136 - Gangs)

Legal Reference:
EDUCATION CODE
32281 School safety plans
35183 School dress codes; uniforms

35183.5 Sun-protective clothing

48907 Student exercise of free expression

49066 Grades; effect of physical education class apparel

CODE OF REGULATIONS, TITLE 5

302 Pupils to be neat and clean on entering school

COURT DECISIONS

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

827 F.Supp. 1459

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

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

Policy LOOMIS UNION SCHOOL DISTRICT

adopted: July 1, 1999 Loomis, California

revised: August 12, 2010

CSBA Sample
Board Policy
Hate-Motivated Behavior

BP 5145.9
Students

Note: The following optional policy is for use by districts in the implementation of a prevention strategy for hate-motivated incidents and should be modified to reflect district practice. Elements of this policy will also likely be integrated into existing school plans, such as school safety and staff development plans, as well as any policies developed by the district regarding school climate (see BP 5137 - Positive School Climate) and nondiscrimination (see BP 0410 - Nondiscrimination in District Programs and Activities and BP 5145.3 - Nondiscrimination/Harassment).

Note: In its publication entitled Hate-Motivated Behavior in Schools, the California Department of Education defines "hate-motivated behavior" as an act, or attempted act, motivated by hostility towards a victim's real or perceived ethnicity, national origin, immigrant status, sex, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic. Some "hate-motivated behavior," including an assault, bomb threat, destruction of property, graffiti, and certain types of vandalism, may also be crimes under state or federal law.

In order to create a safe learning environment for all students, the Governing Board desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 5131.5 - Vandalism and Graffiti)
(cf. 5136 - Gangs)
(cf. 5137 - Positive School Climate)
(cf. 5141.52 - Suicide Prevention)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5147 - Dropout Prevention)
(cf. 5149 - At-Risk Students)

Note: Local law enforcement agencies and human rights commissions have established countywide hate crimes networks aimed at responding to and preventing hate crimes. The California Association of Human Relations Organizations conducts activities designed to protect human and civil rights through networks of collaborations that reduce community tension and build intergroup relationships.

The following optional paragraph should be revised to reflect district practice.

The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. These efforts shall be focused on providing an efficient use of district and community resources.

(cf. 1020 - Youth Services)

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

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

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6020 - Parent Involvement)

The district shall provide age-appropriate instruction to help promote an understanding of and respect for human rights, diversity, and tolerance in a multicultural society and to provide strategies to manage conflicts constructively.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6142.3 - Civic Education)

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

(cf. 6141.94 - History-Social Science Instruction)

The Superintendent or designee shall ensure that staff receive training on recognizing hate-motivated behavior and on strategies to help respond appropriately to such behavior.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Grievance Procedures

Note: School-level grievance procedures for investigation of sexual harassment complaints are detailed in AR 5145.7 - Sexual Harassment. The following paragraph provides for the application of those procedures to the investigation of complaints regarding hate-motivated behavior. Districts that wish to use other procedures should modify the following paragraph accordingly.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the Coordinator for Nondiscrimination/Principal. Upon receiving such a complaint, the Coordinator/Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5131- Conduct)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 5145.7 - Sexual Harassment)

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the Coordinator/Principal, Superintendent or designee, and/or law enforcement, as appropriate.

(cf. 3515.3 - District Police/Security Department)
(cf. 4158/4258/4358 - Employee Security)

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

(cf. 6164.2 - Guidance/Counseling Services)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 School safety plans

48900.3 Suspension for hate violence

48900.4 Suspension or expulsion for threats or harassment

PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform Complaint Procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

California Student Safety and Violence Prevention - Laws and Regulations, April 2004

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS & NATIONAL

ASSOCIATION OF ATTORNEYS GENERAL PUBLICATIONS

Protecting Students from Harassment and Hate Crime: A Guide for Schools, 1999

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Preventing Youth Hate Crimes: A Guide for Schools and Communities, 1997

WEB SITES

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

California Association of Human Relations Organizations: <http://www.cahro.org>

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

National Youth Violence Prevention Resource Center: <http://www.safeyouth.org>

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

U.S. Department of Justice, Community Relations Service: <http://www.usdoj.gov/crs>

(6/99) 7/09

Loomis Union SD

Board Policy

BP 5144

Students

Discipline

The Governing Board believes that one of the major functions of the public schools is the preparation of youth for responsible citizenship. The district shall foster a learning environment which reinforces the concepts of self-discipline and the acceptance of personal responsibility. Students are expected to progress from being adult-directed to self-directed with minimal application of disciplinary measures.

In order to maintain an environment conducive to attaining the highest quality of education in the district, there must exist certain disciplinary policies and regulations relating to student

conduct which delineate acceptable behavior and provide the basis for sound disciplinary practices within each school in the district. These policies and regulations will be enforced fairly and uniformly and consistently without regard to race, creed, color or sex.

The administration, teachers and classified staff share the mutual responsibility for student conduct and safety and the enforcement of district policies and regulations. The Board shall give all reasonable support and assistance to all employees

with respect to the student discipline.

(cf. 5142 - Safety)

The Board recognizes that not all students will adhere to district rules for appropriate behavior. Sufficient support services shall be provided so that continually disruptive students will not be returned to regular classes without some modification of behavior. Students may be assigned to other alternative programs or be subject to removal from school.

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

School-Adopted Rules

At each school site rules for student discipline shall be adopted. (Education Code 35291.5)

The adoption of each school's rules on student discipline is the responsibility of the school principal/designee and a designated teacher.

Special care shall be taken to solicit the views of the school community, including administrators, teachers, school security personnel, parents/guardians and middle school students in developing the site level rules.

School site rules shall be revised periodically as required by any changes in district policy, regulation or law and shall undergo the site level rule review and adoption process at least every four (4) years.

All adopted school site rules shall be subject to Board review and approval prior to implementation.

In order to ensure that school site rules for student discipline are enforced fairly and uniformly and consistently, the Superintendent or designee shall establish procedures for the approval of such rules. All school site rules shall be strictly based on district policy, regulation and existing law.

All avenues provided in policy, regulation and law for the discipline of students may be utilized in developing site level rules. These include but are not limited to advising and counseling students, conferencing with parents/guardians, detention during and after school hours, alternative educational environments and, if necessary, suspension and expulsion.

Notice to Parents/Guardians and Students

The principal of each school shall ensure that every student and his/her parent/guardian is notified in writing of all Board policies, administrative regulations and individual school rules related to discipline at the beginning of each school year and that transfer students and their parents/guardians are so advised

at the time of enrollment in school.

The notice shall include the fact that these rules and regulations are available on request at the principal's office in all district schools.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. School administrators and teachers shall employ other means of disciplining students who violate school rules, district regulations or district policies.

The use of reasonable and necessary force by an employee to protect oneself or students or to prevent damage to district property shall not be considered corporal punishment for purposes

of this policy. (Education Code 49001)

(cf. 4158 - Employee Protection)

Legal Reference:

EDUCATION CODE

35146 Closed sessions

35291 Rules

35291.5 School-adopted discipline rules

35291.7 School-adopted discipline rules: additional employees

44807.5 Restriction from recess for disciplinary purposes

48900-48925 Suspension and expulsion

48908 Duties of pupils

48980-48985 Notification of parents or guardians

49000-49001 Prohibition of corporal punishment

49330-49334 Injurious objects

CODE OF REGULATIONS, TITLE 5

353 Detention after school

Policy LOOMIS UNION SCHOOL DISTRICT

Adopted: March 23, 1989 Loomis, California

