

Comprehensive School Safety Plan SB 187 Compliance Document

**2017-2018
School Year**

INDEX

School: 2017-2018 Centennial High School
CDS Code: 19-73437-1931567
District: Compton Unified School District
Address: 2606 North Central
Compton, CA 90222
Date of Adoption: June 1, 2017

Approved by:

Name	Title	Signature	Date
Shauna Harris	Principal		
George Borthwell	Assistant Chairperson		

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Senate Bill 187: Comprehensive School Safety Plan Purpose

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

Assessment of school crime committed on school campuses and at school-related functions

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

A copy of the Comprehensive School Safety Plan is available for review at .

Safety Plan Vision

Components of the Comprehensive School Safety Plan (EC 32281)

2017-2018 Centennial High School Safety Committee

Assessment of School Safety

Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)

(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)

Child Abuse Reporting Procedures

Students — Child Abuse Reporting Procedures

The Board of Education 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.

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.

As part of their training in child abuse identification and reporting, employees shall receive written notice of state child abuse reporting requirements and employees' confidentiality rights.

Certificated employees and classified employees trained in child abuse identification and reporting shall report known or suspected child abuse to a child protective agency by telephone immediately or as soon as practically possible and in writing within 36 hours. The reporting duties are individual and cannot be delegated to another individual except under circumstances set forth in Penal Code 11166.

Definitions

1. "Child Abuse" includes the following:

- a. A physical injury inflicted by other than accidental means on a child by another person.
- b. Sexual abuse of a child.
- c. Willful cruelty or unjustifiable punishment of a child, or willfully inflicting unjustifiable physical pain or mental suffering, or failure to safeguard a child from these injuries when the child is under a person's care or custody.
- d. Unlawful corporal punishment or injury resulting in a traumatic condition.
- e. Neglect of a child or abuse in out-of-home care.

2. "Mandated Reporters" are those people defined by law as "child care custodians", "health practitioners", "child visitation monitors" and "employees of a child protective agency". Mandated reporters include virtually all school employees. The following school personnel are required to report: Teachers, administrators, supervisors of child welfare and attendance, certificated student personnel employees, employees of a child care institution, Head start teachers, school psychologists, licensed nurses, counselors, presenters of child abuse prevention programs and those instructional aides or other classified employees trained in child abuse reporting.

3. "Child Protective Agencies" are those law enforcement and child protective services responsible for investigating child abuse reports, including the local police or sheriff department, county welfare, or juvenile probation department and child protective services.

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

Reporting Procedures

1. To report known or suspected child abuse, any employee (as defined above) shall report by telephone to the local child protective agency.

The telephone report must be made immediately, or as soon as practically possible, upon suspicion. This report will include:

- a. The name of the person making the report.
- b. The name of the child.
- c. The present location of the child.
- d. The nature and extent of any injury.
- e. Any other information requested by the child protective agency, including the information that led the mandated reporter to suspect child abuse.

When the verbal report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Within 36 hours of making the telephone report, the mandated reporter shall complete and mail to the local child protective agency a written report, which includes a completed Department of Justice form (DOJ SS 8572).

Mandated reporters may obtain copies of the above form either from the district or the local child protective agency. Instructions are included on the form, and reporters may ask the site administrator for help in completing and mailing it; however, the mandated reporter is personally responsible for ensuring that the written report is correctly filed.

3. Employees reporting child abuse to a child protective agency are encouraged, but not required, to notify the site administrator or designee as soon as possible after the initial verbal report by telephone. When so notified, the site administrator shall inform the Superintendent or designee.

Administrators so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law and district regulations. At the mandated reporter's request, the principal may assist in completing and filing these forms. If the mandated reporter does not disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name.

1. Mandated reporters have absolute immunity. School employees required to report are not civilly or criminally liable for filing a required or authorized report of known or suspected child abuse.

2. If a mandated reporter fails to report an instance of child abuse, which he/she knows to exist, or reasonably should know to exist, he/she is guilty of a misdemeanor punishable by confinement in jail for up to six months, a fine of up to \$1,000, or both. The mandated reporter may also be held civilly liable for damages resulting from any injury to the child after a failure to report.

3. When two or more persons who are required to report have joint knowledge of a suspected instance of child abuse, and when they so agree, the telephone report may be made by either of them and a single report made and signed by that person. However, if any person knows or should know that the designated person failed to make the report, that person then has a duty to do so.

4. The duty to report child abuse is an individual duty and no supervisor or administrator may impede or inhibit such reporting duties. Furthermore, no person making such a report shall be subject to any sanction.

Victim Interviews

Upon request, a child protective agency representative may interview a suspected victim of child abuse during school hours, on school premises, concerning a report of suspected child abuse that occurred within the child's home. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child.

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

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

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

Release of Child to Peace Officer or Child Protective Services Agent

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

Peace officers and child protective services agents will be asked to sign an appropriate release or acceptance of responsibility form.

When School Employees are accused of Child Abuse

Regardless of whom child abusers may be, the major responsibilities of mandated reporters are to: 1) identify incidents of suspected child abuse, and 2) comply with laws requiring the reporting of suspected abuse to the proper authorities. Determining whether or not the suspected abuse actually occurred is not the responsibility of the school employee. Such determination and follow-up investigation will be made by a child protective agency.

(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)

Disaster Plan (See Appendix C-F)

Disaster Procedures

Classroom Disaster Plan

Centennial High School has adopted the following policies related to disaster procedures (Refer to attached Emergency Response Procedures dated August 2013 for):

Emergencies and Disaster Preparedness Plan

Fire Drills and Fires

Bomb Threats

Earthquake Emergency Procedure System

The following information will be provided in a guide for all teachers and administrators in the district.

Whenever we have any type of disaster, the first concern that we all have is the safety of students. We must realize that all district employees are disaster service workers subject to such disaster activities that may be assigned by your supervisors or by law. In this guide you will find reference to specific needed items. At each school, you will find access to these items through designated personnel or keys located in the office of the school. This guide is to be used by staff members in case of an emergency. Each employee should have this booklet in an accessible place for ready reference and familiarize themselves with its contents. Remember, knowing what to do in an emergency may save your life or the life of a fellow employee or student.

SITE ADMINISTRATOR: If you need assistance, or after gaining control of the immediate situation, contact your supervisor at the ESC. In the case of an emergency, panic can be one of the greatest dangers.

REMAIN CALM, SIZE UP THE SITUATION, AND THEN TAKE ACTION.

Major System Failure, such as Power Failure, Telecommunication, Heating System, Water Outage, Natural Gas Leak.

1. Report incident to school office.

2. School office staff contacts Head Custodian for reporting to Maintenance and Operations (M&O), or Technology.

Fire

3. Activate the nearest fire alarm through the pull box and call 9-911.
4. Notify the school office.
5. Teachers are to employ the use of the emergency backpacks in their classrooms as needed.
6. School office contacts M&O
7. Leave the building according to the evacuation plan on the wall. As you leave, close all windows and doors. Teacher should bring class list when leaving classroom and account for all children after clearing the building.
8. Custodian can fight small fires with extinguisher, if possible, but do not endanger yourself. (Never use water on electrical or oil fires)
9. Return to building only when the all clear is given.
10. Be sure to notify the office of any damage to your classroom. (Class should not return until M&O checks for damage.)
11. School notifies the Superintendent's Office.

Chemical Accident - From Outside Area

1. School office should call Fire Department at 9-911.
2. School office contacts Head Custodian for determining who to notify for appropriate clean up. If chemical accident is from outside, custodian should not clean up, they should contact M ~ O or agency that handles hazardous materials clean up.
3. Determine whether the students should leave the site. Close doors and windows. TURN OFF air conditioning (M & O may need to do this).
4. If it is necessary to leave the site, move crosswind, never move directly with or against the wind which may carry fumes.
5. Give first aid.
6. Teacher should bring class list and account for all students.

Chemical Spills from Science Labs, Custodial Areas, Shops, Maintenance People, Office Personnel, Etc.

1. Block or rope off area. DO NOT TOUCH ANYTHING.
2. Evacuate room. If necessary, turn off air-conditioning system to the room. (May need to call Facilities Planning Office to turn off.)
4. Notify the school office of the incident.
5. Utilize Science Lab/Class emergency kits and fire extinguishers if necessary
6. School contacts 9-911 if necessary.
7. Contact Head Custodian.

Head Custodian should check for chemical MATERIAL SAFETY DATA SHEET (located in custodial office) to determine clean up procedure. Custodian should contact Facilities Planning Office for assistance as needed.

Water Contamination

1. Instruct teachers to move students away from drinking fountains and sinks.
2. Notify school office.
3. Have custodian turn off pressure to drinking fountains and sinks.
4. School contacts Facilities Planning Office.

Food Poisoning - Allergic Reaction

1. Notify the school office.
2. Food poisoning: Move students and staff away from food preparation areas and lock the doors.
3. Refer all suspected food poisoning cases to the school office for movement to the nearest doctor or, if necessary, hospital. For severe cases, call 911 for ambulance.
4. School notifies District Student Health Office
5. For food poisoning, school also notifies Food Services.

Bomb Threat

1. Try to ascertain as much information from the caller as possible, such as:
 - a. detonation time,
 - b. location of bomb in the building,
 - c. voice characteristics,
 - d. kind of bomb,
 - e. reason for bomb threat,
 - f. background noises, such as automobiles passing, phone booth, etc.
2. Report threat to school office.

3. School office calls 911 and contacts CUSD school police services. Also if time permits, notify the appropriate Assistant Superintendent of Secondary Schools.
4. If a suspicious package is found, DO NOT TOUCH IT, evacuate the immediate area.
5. Leave the building immediately. DO NOT PANIC.
6. Once out of the building, remain there until all clear signal is given. NOTE: Stay as far away from the building as practical.

Severe Windstorm

1. Students and staff should be assembled inside of shelter or buildings away from windows.
2. Close windows, blinds, and curtains.
3. Evacuate classrooms that bear the full force of the wind.
4. Avoid areas that have long roof spans, such as gymnasiums, multi-purpose rooms, etc.
5. Take roll.
6. Wait for further directions from main office.

Flood

1. School notifies the Superintendent.
2. Initiate Action Evacuation, Action Convert Building to Flood Shelter Facility, or, at the direction of the Superintendent, Action Go Home, depending on the nature, extent, and location of the flood.
3. Follow the site plan for the indicated action - For Action Convert Building, directions will be provided through the Superintendent's Office.
4. Maintain pupil supervision as long as necessary. (The "buddy system" may be used here.)

Intruders - Suspicious Looking Persons (Refer to Emergency Lockdown Procedures: Addendum Bulletin No. 12/13-07)

1. Call the school main office. Office staff will check out the problem and take appropriate action. (Call 911, call CUSD school police services, and notify the appropriate Assistant Superintendent.)
2. Keep the students in the classroom until the person(s) are cleared.
3. Implement emergency lockdown procedures, if necessary.
4. Wait for further instructions from the Site Administrator and/or police.

Rabid or Vicious Animal

1. Contact the school office.
2. The school office will call the Head Custodian for contact with the proper animal control agency.
3. Keep students in classroom.
4. Close all doors and windows.
5. All students outside of the building are to be quietly and cautiously led into the building.

Earthquake

1. Drop, cover, and hold a furniture leg under desks or furniture with your back to the window areas and as far away as you can from falling glass.
2. Stay away from shelves and bookcases.
3. Leave the building when the signal is given or when the shaking stops if it is not sounded. The signal for evacuation of the building is the same as the fire alarm.
4. Assume your responsibilities as assigned in the School Site Emergency Preparedness Plan.
5. Return to the classroom when the all clear signal is given.
6. If the earthquake is severe enough to isolate you, the principal will attempt to provide you with the needed survival items such as: first-aid materials, comfort materials, food, and water.
7. Teacher should bring class list when leaving classroom.

Explosion

1. Give the command to drop, cover and hold, same as earthquake.
2. If explosion occurs within a building, after the initial blast, the order to leave the building will be given if there is damage enough to warrant leaving the building.
3. Call the school office.
4. The school office will call the fire department or 911.
5. Take roll.

Drive-By Shootings/Active Shooter Protocol: Refer to Emergency Lockdown Procedures Bulletin No. 12/13-07

1. Initiate Action Secure Building or Action Duck, Cover, and Hold.
2. Immediately call 911 and notify CUSD School Police.
3. School notifies the Superintendent.
4. Work in coordination with, and at the direction of, law enforcement officials.
5. In classrooms, maintain Action Secure Building or Action Duck, Cover, and Hold until the all clear signal sounds.
6. In open areas, move students to safer areas (e.g. classrooms) as quickly as possible. Initial Action Drop only if it is not possible to safely reach enclosed areas.

NOTE: Drive-by shootings usually happen very quickly. Unlike hostage situations, the perpetrators of drive-by shootings usually leave the scene instantly. Staff members who witness such incidents should, without putting themselves in danger, attempt to get as precise a description of the vehicle as possible, including the license number.

Campus Unrest

1. Initiate Action Secure Building.
2. Call 911 and notify the Superintendent, and CUSD School Police.
3. Inform students who refuse to report to class that they are subject to suspension, expulsion, and possible arrest.
4. Utilize non-teaching staff, district police officers, central office personnel, etc., to move students either into classrooms or off campus.
5. Instruct all staff members to take names of all students who fail to cooperate.
6. If time permits and staff members are available, parent of uncooperative students are to be called.
7. Under extreme circumstances, discuss with Superintendent closing of school. **SCHOOLS MAY BE CLOSED ONLY AT THE DIRECTION OF THE SUPERINTENDENT.**

Hostage Situations

1. Call 911 and immediately notify CUSD School Police.
2. Initiate Action Secure Building (bells only).
3. Notify the Superintendent.
4. Follow instructions of law enforcement officials who will take over when they arrive on campus

Think Safety first and report any suspicious persons or activities to a school official- Be SAFE!

Administration Responsibilities

The following is a description of logistical responsibilities for administrators, counselors, campus security, custodial, and clerical staff as it relates to crisis intervention.

Identify the Level of the Threat

1. Identify the Level of the Threat

Is the threat on campus?

Is the threat off campus, but in the vicinity of the school?

Are the police involved?

District staff, the Director of Police Services, and/or law enforcement can assist with identifying the level of the threat. An on-site threat will likely mean law enforcement will be on site and will be in charge and will provide specific direction. An off-site threat will require contact via telephone with law enforcement.

2 Contact the appropriate Assistant Superintendent, whom will contact other district officials, i.e. the Superintendent, Associate Superintendent, Police Services, Transportation, Food Services, etc. Assistant Superintendent will also contact all schools in proximity to the site under lockdown. Whenever possible, district staff will come to the site to assist and support site administrators.

3. Once the level of threat is determined, administration can provide guidance to staff regarding restroom access. Students should be escorted to restrooms by appropriate site staff only. Only in the case of an on-site threat would special restroom provisions have to occur in the classrooms.

4. Frequent communication/updates for site staff: will occur whenever possible. Douglas Brown (Principal) acts as Media Liaison

I - Fire:

1. Administrative, custodial/grounds, and security staff all go to radio channel 1 and stand clear on radio for alarm status and instructions for further evacuation.

Shauna Harris (Principal) acts as Media Liaison

2. Plant Manager Mr. Fields and designee (assistant principal) meets at locator panel in entrance to school to determine location sourcing the alarm.

3. Available custodians stand by to report to building sourcing the alarm. If panel indicates zone alarms, plant supervisor and custodians check portable pull stations.

4. Assistant Principal Designee moves to sidewalk in front of school and supervises and stands by for instructions to continue evacuation to field or return to class. Emergency Response Procedures (dated August 2013) issued to Staff during August training prior to beginning of school outlines student/staff Assembly Procedures.

5. Classified clerical staff in administration building stands by to receive and initiate emergency communications directed by administrators or instructions to evacuate.

6. Mr. Shauna Harris (principal) assess the situation and communicate immediate actions required from staff.

If Fire:

1. Mrs. Brown (principal's secretary) are notified to call

a. School Police so they can Contact Fire Department

c. JaMaiia Bond, Director- Welfare and Attendance

d. Maintenance & Operations

2. Ms. Harris advise campus supervisor, and custodial staff of next required actions including but not limited to:

No fire:

"Code 4" is announced over radios. Students and staff will remain at designated areas until all clear signal is heard before returning to class.

II- Intruder

Campus security monitors all halls and mall area during the day. If a stranger enters the campus, the monitor notifies Assistant Principal and checks to see if there is a Centennial High School visitor pass or I.D. present. If no pass or I.D. is present, security will advise the visitor to check in with the administration office to receive proper I.D.

Visitor refuses and/or is defiant:

a. Security will contact Assistant Principal and continues to advise visitor of their need to check in with attendance.

b. The monitor is to track the visitor's movements and keep security and administration informed.

c. If the intruder becomes defiant or violent in any way, lock down procedures are initiated. If students or staff are endangered, administration and security do whatever is necessary to draw the attention of the intruder away from those students and staff members.

Bridgette Brown (School Secretary) initiates a call to CUSD School Police while administration moves to area where intruder was observed. As long as the intruder does not physically endanger students or staff, he or she is simply observed until law enforcement agents arrive.

III - Bomb or Bomb Threat

1. When a bomb is seen or a bomb threat is received, the person receiving the threat immediately refers to and completes CUSD Bomb Threat Call Checklist (available from Bridgette Brown) and advises nearest administrator.

2. Administrator receiving the notification immediately directs other administrators, campus supervisors, and plant supervisor to report to the principal's office immediately. Administrator brings notification report and person making report to principal's office. Principal immediately contacts CUSD School Police and Greg Paccia, Senior Secondary Director. The principal determines next actions required in concert with police and district administration.

Possible actions:

Evacuation

General evacuation following fire evacuation procedures. If the primary evacuation route is blocked, or if it is known that a bomb exists in that particular area, alternate routes will be determined by administration.

Comprehensive search of facility.

- a. Classrooms: Campus supervisors divide campus into quadrants, move from room to room, advising teachers and asking teachers to quickly perform a visual search to see if any suspicious objects exist in their classroom. If object is identified, campus supervisor immediately advises administration and requests instructions
- b. Common areas including restrooms, cafeteria: Plant supervisor organizes custodial and grounds staff to quickly perform a visual search to see if any suspicious objects exist. If object is identified, person locating object immediately advises administration and requests instructions.
- c. If a suspicious object is located, the principal or her designee will advise CUSD School Police and request immediate assistance to further evaluate object and actions required.
- d. Ms. Harris will monitor the situation, make critical evacuation decisions, determine when emergency condition no longer exists, and to act as media liaison.

IV- Lock Down Procedures (Refer to Emergency Lockdown Procedures Bulletin No. 12/13-07)

The purpose of a lock down is to establish a procedure to clear the campus in the event of an unsafe situation for students and staff. Upon hearing a long horn and two short horns, staff are to follow the actions listed below:

1. Teachers are to open their classroom door and encourage students to seek immediate cover therein during class-time or during passing period.
2. Once all students are safely inside a room, all doors are locked and remain locked until notice is given.
3. Ms. Harris will initiate a call to CUSD School Police informing them of the situation and ask for assistance.
4. Security and administrative staff will monitor the situation and inform Mr. Brown if any changes that take place. Mr. Brown will advise regarding actions to take place until emergency assistance arrives.
5. If the lockdown continues through the lunch period, every effort will be made to provide lunch for the students and staff (even a modified version). Food can be delivered to classrooms. If an on-site threat exists, it may not be feasible to provide food service.

Assigned Roles

Principal will be kept informed of changes in the situation during the emergency. His/Her primary role will be to supervise special activities relating to the needs of the school, staff, students, and others involved in the emergency. He will also be available as the media liaison to communicate appropriate information to media. Other assigned roles are as follows:

1. Assistant Principal (Bobby Walker) will act as the principal in the absence of the principal. He will supervise staff who have pre-defined rolls (including substitute teachers, food service workers, volunteers, and others)
2. Assistant Principal will assist with the supervision of staff with pre-defined rolls.
3. Counselors: All counselors will provide supervision and assistance in the care of persons who are injured or severely affected emotionally. They will also assist in re-locating students to safe areas of the campus and lead in efforts to identify injured students and staff.
4. Campus Supervisors: All campus supervisors will work with counselors in re-locating students if needed and act under the direct instructions of Assistant Principal Designee and other members of the administrative staff.
5. Custodians: Plant Supervisor will be responsible for coordinating the duties of the custodial staff. He will receive his instructions from administration. Standard duties will include assistance with traffic management and to open and/or close gates in the event of an evacuation.

Ms. Harris will compose a letter to send home to parents reviewing the events of the day. The Assistant Superintendent may assist with this letter. A lockdown situation may warrant a parent communication center in a nearby park or other facility.

Note: If a staff member has specialized skills, such as CPR training, special plans should permit a teacher without direct responsibilities for students to relieve that teacher. That teacher should then report to any area where these specialized skills can be helpful.

Emergency Telephone Numbers:

LAW ENFORCEMENT/ FIRE/PARAMEDIC EMERGENCY - 911

District Office 310-639-4321

Maintenance 310-639-4321

Police Services 310-639-4321

Principal's Office 310-635-2736

Crisis Management

Principal/Designee will notify the following in the event of school crisis:

Darin Brawley, Superintendent (310) 639-4321 ext. 55125

Dr. Abimbola Ajala, Assistant Superintendent (310) 639-4321 ext. 46527

Mr. Greg Pacci, Senior Director,

Secondary Curriculum and Instruction (310) 639-4321 ext.

Dr. Virginia Ward-Roberts, Senior Director, Pupil Services (310) 639-4321 ext. 63088
63044

Ms. JaMaii Bond, Senior Director, Child Welfare and Attendance (310) 639-4321 ext. 63026
46523

Principal/Pupil Services will contact the site's school based mental health service provider if necessary:

Kedren Mental Health Center Contact: Karen Adams (323) 733-3886 ext. 460

SHIELDS for Families Contact: Jamie Sheehan (310) 603-1030 ext. 204

Tessie Cleveland Contact: Shrona Givens (323) 586-7333 ext. 7611

Drew Child Development Corp. Contact: Leticia Tun (323) 249-2950 ext. 147

Children's Institute Inc. Contact: Nicole Ward (213) 385-5100 ext. 7825

School Based Mental Health Coordinator:

Scott Wallach (310) 385-2109

Psychiatric Mobile Response Team (PMRT) (800) 854-7771

Public Agency Use of School Buildings for Emergency Shelters

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

Suspension and Expulsion Policies

Compton Unified School District

BEHAVIOR EXPECTATIONS AND CONSEQUENCES

Conduct and Discipline [EC §§§ 35291, 35291.5, 51100]

The responsibility for fostering desirable standards of conduct in the Compton Unified School District is shared by the Board of Trustees, administrators, teachers, support personnel, parents, and students.

The Board of Trustees has adopted uniform policies and procedures for student conduct and discipline with the goal of promoting a school atmosphere conducive to learning and to the safety and welfare of students and school staff.

A school may adopt discipline rules and procedures unique to its site as long as they do not conflict with the Student Conduct Code or applicable policies adopted by the governing board and the California statutes governing school discipline.

The development of these school discipline rules and procedures must include representation of parents/guardians, teachers, school administrators, school security personnel, school police, and students if school is at secondary level. Parents/guardians, students, and school employees shall be notified of these school discipline rules and procedures at the beginning of each school year. [EC § 35291.5]

Teaching staff shall hold pupils to strict account for their conduct on the way to and from school, on the playgrounds, or during recess. What follows is a general guide to the rights and responsibilities of students, parents, and school site personnel on school discipline. [EC § 44807]

- All students are required to conform to school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language while attending school or school related activities.

(5 CCR § 300)

- All parents/guardians have the responsibility of developing in their children respect, courtesy, obedience to lawful authority, consideration for the rights of others and the desire to learn.

They are encouraged to work cooperatively with the school in fostering these traits in their children. Parents/guardians are required by law to respond promptly to requests from school officials to attend conferences regarding their child's behavior.

- All school site personnel have the responsibility of fostering respect for authority and compliance with school and district policies. School personnel are required to inform parents and students of the rules and procedures related to student attendance and discipline. School personnel are responsible for order in classrooms, on the school grounds and at school related events, and may take such disciplinary actions as are specified in school and district policies.

Code of Student Conduct

The district code of student conduct and discipline shall be followed and enforced in the same manner in all schools. The number of violations occurring in one (1) school year determines consequences. Please note that this Conduct Code may be subject to change because of new state laws. You will be notified of any changes.

The California Constitution was amended in 1982 with the addition of Section 28(c) to Article I, and now states, "All students and staff of primary, elementary, middle school, and senior high schools have the inalienable rights to attend campuses which are safe, secure and peaceful." [California Constitution, Article I, Sec. 28(c)].

Due Process Rights

In implementing the student code of conduct, all school staff members are expected to treat all students in a consistent, fair, and equitable manner to assure due process for all students.

Electronic Signaling Devices and Cellular Phones [EC § 48901.5; EC § 51101]

No school shall permit a student's possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, pagers, cellular phones, and signaling equipment, while student is on school campus, without the prior consent of the principal or designee.

Exception to this code applies to a student who possesses and uses an electronic signaling device as determined by a licensed physician and surgeon as essential for the health of the student and use of which is limited to purposes related to the health of the student.

Violation of this code may warrant the following consequences:

1st Offense: Warning to student and/or alternative consequences.

2nd Offense: 1-3 days suspension.

3rd Offense: 3-5 days suspension.

Please Note: School authorities will confiscate unauthorized devices. Confiscated devices will be returned to the parents/guardian, not to the student.

Mandatory Expulsion Violations [EC § 48915(c), EC § 48902]

A conduct violation involving any of the following offenses requires a mandatory expulsion without exception. [“Expulsion” means the loss of opportunity for a student to attend any regular school/program in the Compton Unified School District or other public schools for a specified period of time.]

The violation warrants a 5-day suspension, which may be extended by the superintendent/designee pending the hearing and recommendation of the District Administrative Hearing Panel (DAHP). The violation must be reported by the site administrator to the appropriate law enforcement authorities [EC § 48902]. The site administrator shall refer the student to the District TeamBuilders Program while he/she is on suspension.

EC § 48915(c)(1) “Possessing, selling, or otherwise furnishing a firearm.”

EC § 48915(c)(2) “Brandishing a knife at another person.”

EC § 48915(c)(3) “Unlawfully selling a controlled substance.”

EC § 48915(c)(4) “Committing or attempting to commit a sexual assault.”

EC § 48915(c)(5) “Possession of an explosive.”

Quasi-Mandatory Expulsion Violations [EC § 48915(a), EC § 48902]

A conduct violation involving any of the following offenses requires a mandatory referral for expulsion. The violation warrants a 5-day suspension, which may be extended by the superintendent/designee pending the hearing and recommendation of the District Administrative Hearing Panel (DAHP). The violation must be reported by the site administrator to the appropriate law enforcement authorities [EC § 48902]. The site administrator shall refer the student to the District TeamBuilders Program while he/she is on suspension.

EC § 48915(a)(1) “Causing serious physical injury to another person, except in self-defense.”

EC § 48915(a)(2) “Possession of any knife or other dangerous object of no reasonable use to the student.”

EC § 48915(a)(3) “Unlawful possession of any controlled substance.”

EC § 48915(a)(4) “Robbery or extortion.”

EC § 48915(a)(5) “Assault or battery upon any school employee.”

Other Expulsion Violations [EC §§ 48915(b), 48915(e)]

A repeated conduct violation as stated in the following Education Codes may be grounds for expulsion referral. The violation may warrant a 5-day suspension, which may be extended by the superintendent/designee pending the hearing and recommendation of the District Administrative Hearing Panel (DAHP). The expulsion referrals require proof of positive intervention provided after each previous offense and suspension. A suspension is not considered as a positive intervention. The site administrator shall refer the student to the District TeamBuilders Program while he/she is on suspension.

EC § 48915(b)(1) "Other means of correction are not feasible or have repeatedly failed to bring about proper conduct." This is in reference to repeated conduct violations of EC §§ 48900 (a), (b), (c), (d), and (e).

EC § 48915(b)(2) "Due to the nature of the act, the presence of the student causes a continuing danger to the physical safety of the student or others." This is in reference to repeated conduct violations of EC §§ 48900 (a), (b), (c), (d), (e).

EC § 48915(e)(1) "Other means of correction are not feasible or have repeatedly failed to bring about proper conduct." This is in reference to repeated conduct violations of EC §§ 48900 (f), (g), (h), (i), (j), (k), (l), (m), (o), (p), (s), 48900.2, 48900.3, and 48900.4.

EC § 48915(e)(2) "Due to the nature of the act, the presence of the student causes a continuing danger to the physical safety of the student or others." This is in reference to repeated conduct violations of EC §§ 48900 (f), (g), (h), (i), (j), (k), (l), (m), (o), (p), (s), 48900.2, 48900.3, and 48900.4.

Mandatory Suspension Violations [EC § 48900]

Depending on the severity of the offense, the student may be suspended for one (1) to two (2) days on the 1st offense, two (2) to three (3) days on the 2nd offense, or three (3) to five (5) days on the 3rd offense. If after various positive interventions were provided, the same violation is committed, such violation would fall under EC §§ 48915(b) and 48915(e). The site administrator shall refer the student to the District TeamBuilders Program if he/she is on suspension for three (3) or more days.

EC § 48900(a)(1) "Caused or attempted to cause, or threatened to cause physical injury to another person."

EC § 48900(a)(2) "Willfully used force or violence upon the person of another, except in self-defense."

EC § 48900(b) "Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object" without written permission to possess the item from a certificated school employee as concurred by principal/designee.

EC § 48900(c) "Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance."

EC § 48900(d) "Unlawfully offered, arranged, or negotiated to sell any controlled substance."

EC § 48900(e) "Committed or attempted to commit robbery or extortion."

EC § 48900(f) "Caused or attempted to cause damage to school property or private property."

EC § 48900(g) "Stolen or attempted to steal school property or private property."

EC § 48900(h) "Possessed or used tobacco, or any products containing tobacco, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betttels."

EC § 48900(i) "Committed an obscene act or engaged in habitual profanity or "vulgarity."

EC § 48900(j) "Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia."

EC § 48900(k) "Disrupted school activities or otherwise willfully defied valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties."

EC § 48900(l) "Knowingly received stolen school property, including electronic files and databases, or private property."

EC § 48900(m) "Possessed an imitation firearm."

EC § 48900(n) "Committed or attempted to commit a sexual assault."

EC § 48900(o) "Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both."

EC § 48900(p) "Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma."

EC § 48900(q) "Engaged in, or attempted to engage in, hazing." (EC § 32051)

EC § 48900(r) "Engaged in an act of bullying."

EC § 48900(r) (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils.

EC § 48900(r) (A) "Placing a reasonable pupil or pupils in fear or harm to that pupil's or those pupils' person or property."

EC § 48900(r) (B) "Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health."

EC § 48900(r) (C) "Causing a reasonable pupil to experience substantial interference with his or her academic performance."

EC § 48900(r) (D) "Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school."

EC § 48900(r) (2) "Electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet Web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager."

EC § 48900(r)(3) "'Reasonable pupil' means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs."

EC § 48900(t) “Aided or abetted the infliction or attempted infliction of physical injury to another person.”

EC § 48900.2 “Committed sexual harassment.”

EC § 48900.3 “Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence.”

EC § 48900.4 “Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or students, that is sufficiently severe or pervasive to have the actual and reasonably expected of materially disrupting class work, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment.”

EC § 48900.7 “Made terrorist threats against school officials or school property, or both.”

Parameters of Violations [EC § 48900(s)]

A pupil shall not be suspended or expelled for any of the acts enumerated unless the act is related to school activity or school attendance. A student may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including, but not limited to, any of the following:

- a. While on school grounds.
- b. While going to or coming from school.
- c. During the lunch period whether on or off the campus.
- d. During, or while going to or coming from, a school sponsored activity.

Parental Liability [EC § 48904]

Parents/guardians are liable for all damages caused by willful misconduct of their child that results in injury or death to a student, school employee, school volunteer or who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to the school district or personal property of any school employee. The liability of the parents/guardians shall not exceed ten thousand dollars (\$10,000); they shall also be liable for the amount of any reward not to exceed ten thousand dollars (\$10,000).

Parents/guardians shall be liable to the school district for all property belonging to the school district or loaned to their child such as textbooks, and equipment or instruments, and not returned upon demand by a district employee authorized to make the demand. The district is authorized to withhold grades, diploma, and transcripts, of the student until the student or the student’s parent or guardian has paid for the damaged textbook of school property.

Expulsions [EC § 48915]

1. In a case where expulsion is being processed by the governing board, only the superintendent/designee may extend the suspension until the governing board has rendered a decision, provided that the superintendent/designee has determined that the presence of the student at the school or in an alternative school placement would cause a danger to persons or property or a threat of disrupting the instructional process. [EC § 48911(g)]
2. The student and the student’s parent or guardian shall be entitled to a hearing to determine whether the student should be expelled. An expulsion hearing shall be held within thirty (30) school days of the date the principal or superintendent/designee determines that the student committed any of the acts enumerated in Sections 48900 and/or 48915, unless the student requests in writing that the hearing be postponed.

The student shall be entitled to at least one (1) postponement for a period of not more than thirty (30) calendar days of an expulsion hearing. In the event that

compliance by the governing board with the above time requirements is impracticable, the expulsion hearing may be delayed, for good cause, up to five (5) additional days. Reasons for the extension shall be a part of the record at the time of the hearing. [EC § 48918(a)]

3. Written notice of the hearing shall be forwarded to the student at least ten (10) calendar days prior to the date of the hearing. [EC § 48918(b)]

4. An Administrative Panel may conduct a hearing in lieu of the governing board to consider the expulsion of a student in a session closed to the public unless the student or the student's parent or guardian request, in writing, at least five (5) days prior to the date of the hearing, that the hearing be a public meeting. [EC § 48918(c)]

5. If an Administrative Panel conducts the hearing, within three (3) school days following the hearing, the Administrative Panel shall determine whether to recommend expulsion of the student to the governing board. [EC § 48918(e)]

6. The expulsion order and the causes therefore shall be recorded in the student's mandatory interim record and shall be forwarded to any school in which the student subsequently enrolls upon receipt of a request from the admitting school for the student's school records. [EC § 48918(k)]

7. A decision of the governing board whether to expel a student shall be made within ten (10) school days following the conclusion of the hearing, unless the student requests in writing that the decision be postponed. If the hearing is held by an administrative panel, or if the district governing board does not meet on a weekly basis, the governing board shall make its decision about a student's expulsion within forty (40) school days after the date of the student's removal from his/her school of attendance for the incident for which the recommendation for expulsion is made by the principal or the superintendent or designee, unless the student requests in writing that the decision be postponed.

8. Written notice of any decision of the governing board to expel or to suspend the enforcement of the expulsion order during a period of probation shall be sent by mail, using "proof of service" method to the student or parent/guardian. The notice shall include notification of the right to appeal the expulsion to the county Board of Education. [EC § 48918(j)]

9. At the time an expulsion of a student is ordered for an act other than those described in subdivision (c) of Section 48915, the governing board shall set a date, not later than the last day of the semester following the semester in which the expulsion occurred, when the student shall be reviewed for readmission to a school maintained by the district. The Senior Director of Pupil Services/designee determines if the conditions for readmission in the expulsion order have been met. Recommendation for readmission will go to the governing board for approval.

10. For a student who has been expelled pursuant to subdivision (c) of Section 48915, the governing board shall set a date of one (1) year from the date the expulsion occurred, when the student shall be reviewed for readmission to a school maintained by the district, except that the governing board may set an earlier date for readmission on a case-by-case basis. The superintendent/designee determines if the conditions for readmission in the expulsion order have been met. Recommendation for readmission will go to the governing board for approval.

Suspensions [EC § 48911]

1. Suspension by the principal/designee, or the superintendent/designee shall be preceded by an informal conference which is conducted by the principal/designee between the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his/her version and evidence in his/her defense. [EC § 48911(b)]

2. A principal/designee, or the superintendent or designee may suspend a student without affording the student an opportunity for a conference only if the principal or his/her designee determines that an “emergency situation” exists. An “emergency situation” means a situation determine by the principal/designee to constitute a clear and present danger to the life, safety, or health of students or school personnel. If a student is suspended without a conference prior to a suspension, both the parent and student shall be notified of the student’s right to a conference and the student’s right to return to school for the purpose of a conference. The conference shall be held within two (2) schooldays, unless the student waives his/her right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. The conference shall then be held as soon as the student is physically able to return to school for the conference. [EC § 48911(c)]

3. At the time of suspension, a school employee shall make a reasonable effort to contact the student’s parent or guardian in person or by telephone. [EC § 48911(d)]

4. Whenever a student is suspended from school, the parent or guardian shall be notified in writing of the suspension. [EC § 48911(d)]

5. The parent or guardian of any student shall respond without delay to any request from school officials to attend a conference regarding his/her child’s behavior. [EC § 48911(f)]. The student or student’s parent or guardian has the right to appeal the suspension to the principal whose decision will be final. A meeting must be requested within five (5) school days following the first day of suspension. Students remain on suspension through the appeal process. If the principal overturns the suspension, all information related to the suspension will be deleted from the student’s record.

Site Administrator’s Responsibilities Related to the Conduct Code

Depending on the seriousness of the violation, students who violate the Conduct Code are subject to restrictions or elimination from participating in extracurricular activities, including but not limited to sports, band, clubs, etc.

Children in the primary grades (K-3) are still growing in their ability to always know right from wrong in their everyday decisions. The Board of Trustees recognizes this and has instructed principals to take it into consideration when making conduct decisions. In no case will a child who violates the Conduct Code be without consequences. Serious offenses will be cause for expulsion.

When a student violates the Conduct Code, the principal will follow the guidelines related to consequences as outlined in this code. However, in some cases, particular circumstances may make expulsion inappropriate. In those instances, the principal may use his/her discretion and not recommend. When this option is exercised, within five (5) days of the infraction, the principal will write a letter to the superintendent or designee the incident, the particular circumstances that make expulsion inappropriate, and the nature of the alternative consequences that will be used to hold the student accountable. This applies to all elements of the Conduct Code, except the five (5) mandatory expulsion offenses. [EC § 48915(c)]

When a student should be considered for suspension pursuant to EC § 48900, the principal can use his/her discretion to impose alternative consequences that are comparable in magnitude. These may include community or school service, Saturday School, detention, in-school suspension, etc.

Suspension from Class [EC § 48910]

A teacher may suspend any student from the teacher’s class for any violation of EC § 48900, for the day of the suspension and the day following.

The teacher shall send the student to the principal/designee for appropriate action. If that action requires the continued presence of the student at the school site, the student shall be under appropriate supervision.

As soon as possible, the teacher shall ask the parent/guardian of the student to attend a parent/teacher conference regarding the suspension. If an in-person conference cannot be arranged, a telephone conference may be substituted. A school administrator shall attend the conference if the teacher or the parent/guardian so request.

The student shall not be returned to the class during the period of suspension without the concurrence of the teacher and the principal. A student suspended from a class shall not be placed in another regular class during the period of suspension.

Teachers are authorized to require parents or guardians of students suspended by a teacher, for violating EC § 48900(i) or (k), to attend a portion of a school day in his/her child's classroom. [EC § 48900.1]

- Requirement of Parent/Guardian School Attendance [EC § 48900.1]

Teachers may require the parent or guardian of a student who has been suspended by a teacher to attend a portion of that school day in his/her student's classroom. The attendance of the parent or guardian will be limited to the class from which the student was suspended. A written notice will be sent to the parent or guardian regarding implementation of this requirement. Employers are not allowed to apply sanctions against the parent or guardian for this requirement if the parent or guardian has given reasonable notice to his/her employer.

(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)

Policy for Notifying Teachers of Dangerous Pupils

In order to fulfill the requirements made by Education Code 49079 and Welfare and Institutions Code 827 that state teachers must be notified of the reason(s) a student has been suspended.

As per the Compton Unified School District and California Educational Code, responsibility of notifying teachers of dangerous pupils rest with the site administrator. Upon receipt and enrollment of any student under this category, the site administrator shall notify teachers appropriately and with strict confidentiality with regards to pupil records.

The following are examples of Ed. Code 48900 and 48915 violations that may require notification

- possessed/sold/furnished firearm
- brandished a knife at another person
- sold a controlled substance
- committed/attempted to commit sexual assault or sexual battery
- possession of an explosive
- caused serious physical injury to another person (needed medical attention)
- possessed any knife or other dangerous object
- possessed a controlled substance
- committed robbery or extortion
- committed assault or battery upon a school employee
- altercations, fights
- sold/furnished a knife or dangerous object
- use/under influence or possession of a small amount of drugs or alcohol
- Look alike substance (offered/tried to sell)
- attempted to commit robbery or extortion
- caused/attempted to cause damage to school or private property
- stole/attempted to steal school or private property
- possessed or used tobacco or nicotine products
- committed an obscene act or engaged in habitual profanity or vulgarity
- possessed drug paraphernalia
- disruption of school activities or defiance
- knowingly received stolen property
- possession of an imitation firearm

- harassed/threatened/intimidated a complaining witness
- offered or sold/attempted to sell prescription drug Soma
- engaged/attempted to engage in hazing
- aiding or abetting in the infliction of physical injury
- engaged in sexual harassment
- hate violence
- harassment, threats, intimidation against a pupil or group
- made terroristic threats against school officials or school property

Compton Unified School District
Centennial High School

Sample Confidential

Memorandum

To:

From: _____, Student Support Specialist

Date:

Re: Students having committed specified crime

The student named below has been convicted of a penal code violation.

Welfare and Institutions Code 827 requires teachers to be informed when a student has engaged in certain criminal conduct.

NOTE: SUCH INFORMATION IS CONFIDENTIAL AND CANNOT BE FURTHER DISSEMINATED BY THE TEACHER OR OTHERS. UNLAWFUL DISSEMINATION OF THIS INFORMATION IS PUNISHABLE BY A SIGNIFICANT FINE.

PLEASE DESTROY THIS NOTE IMMEDIATELY AFTER READING.

_____ was found to have committed the following criminal activity:

(insert area from list above)

If you have any questions, please see me.

Student Support Services

(E) Sexual Harassment Policies (EC 212.6 [b])

Discrimination and Harassment Policy

PROCEDURES FOR HANDLING HARASSMENT COMPLAINTS

It is the intent of the Compton Unified School District to provide a working and educational environment for all individuals which free of harassment and discriminatory intimidation whether based on race, color, religion, sex, age, national origin, handicap or veteran status. Such harassment is in violation of federal and state laws, including Title VII of the Civil Rights Act of 1964 and the Age Discrimination in Employment Act. An important part of this intent is to prevent sexual harassment in the work and educational setting.

SEXUAL HARASSMENT [EC 48980(g)]

The Compton Unified School District is committed to maintaining a learning and working environment that is free from sexual harassment. Any student who engages in sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits, engages in, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. For a copy of the district's sexual harassment policy or to report incidences of sexual harassment, please contact the Human Resources Department, 501 S. Santa Fe, Compton, CA 90220, (310) at 639-4321, ext. 55041.

Student Sexual Harassment

The Board of Trustees will not tolerate sexual harassment and will make efforts to maintain schools free from sexual harassment. It is the Board of Trustee's intent to maintain an academic and work environment, which protects the dignity and promotes the mutual respect of all employees and students.

Board Policy on Student Sexual Harassment [BP 5145.7(a)]

- CUSD prohibits sexual harassment of any student by an employee, student, or other person in, or from, the district.
- CUSD expects students or staff to immediately report incidents of sexual harassment to a site administrator or to the District Compliance Officer.
- Each site administrator has the responsibility of maintaining an educational and work environment free of sexual harassment.
- Each sexual harassment complaint shall be promptly investigated in a way designed to respect the privacy of all parties concerned. This responsibility includes discussing this policy with his/her students and employees and assuring them that they need not endure sexually insulting, degrading, or exploitative treatment or any other form of sexual harassment.
- The investigation shall be done by an impartial person. In no case should the person accused of sexual harassment, retaliation, or failure to address a previously reported concern be assigned to investigate the complaint.
- Protection of Confidentiality Information – Personal information regarding the complainant, the alleged harasser, and the witness will be protected from disclosure to the extent permitted by the investigative process and the nature of the complaint.
- Retaliation Prohibited – The district prohibits retaliatory behavior against any person who makes an informal or formal complaint alleging sexual harassment, or any person who participates in related proceedings. The district will take steps to try to prevent retaliation and will take disciplinary action if retaliation occurs.

What Is Sexual Harassment?

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, made by another student, school employees, or third parties under any of the following conditions:

1. When submission to the conduct is explicitly or implicitly made as a term or condition of an individual's employment, academic status, or progress.
2. When submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.

3. When the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or creating an intimidating, hostile, or offensive educational environment.

4. When submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at, or through, the education institution.

Forms of Sexual Harassment

Sexual harassment may occur as a pattern of degrading sexual speech or action ranging from verbal or physical annoyances or distractions to deliberate intimidations and frank threats or sexual demands. Such conduct may constitute sexual harassment. Forms of sexual harassment include, but are not limited to the following:

1. Verbal Harassment -- Derogatory comments, jokes, or slurs; graphic verbal abuse of sexual nature; comments about an individual's body/dress, sexual preferences or sexual conduct; sexually degrading words used to demean, label, or describe an individual; or, spreading sexual rumors.
2. Physical Harassment -- Unnecessary or offensive touching, or impeding or blocking movement.
3. Visual Harassment -- Derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures; suggestive or obscene letters, notes or invitations; the display in the educational environment of sexually suggestive objects or pictures.
4. Sexual Favors -- Unwelcome sexual advances, requests for sexual favors, unwelcome sexual flirtations or propositions.
5. Retaliation [EC § 48900(o)] -- Any act of harassing, threatening, or intimidating a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both.
6. Bullying [EC § 48900.4] -- Intentionally engaging in harassment, threats, or intimidation, directed against a student or group of students, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that student group of students by creating an intimidating or hostile educational environment.

Consequences for Sexual Harassment

In accordance with the California Education Code, any student who engages in sexual harassment is subject to disciplinary action according to Student Conduct Codes and Board Policies 5145.7 and 5131. In addition, employees are subject to disciplinary action according to Board policies and Education Code.

Grievance/Complaint Procedures

1. Any student who feels that he/she is being sexually harassed should immediately contact a school administrator or the District Compliance Officer to ensure complete examination of the harassment claim. If sexual harassment is found, then the district will take immediate and appropriate action to stop the harassment and deter its reoccurrence.
2. Staff members who receive complaints of sexual harassment from students should refer such complaints to the school administrator or the District Compliance Officer.
3. If the school administrator or the District Compliance Officer is notified that an allegation of sexual harassment was not addressed to the complainant's satisfaction, that administrator should provide the student and/or the student's parent/guardian with a copy of the District's Uniform Complaint policy and procedures.
4. Nothing in the District's Uniform Complaint procedures shall affect the right of the

complainant to pursue the matter with any state or federal enforcement agency.

5. The district prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Title IX Coordinator for Student-to-Student Sexual Harassment

The principal is the Title IX Coordinator for any student-to-student sexual harassment and is designated by the district to receive and process complaints under this procedure.

Title IX District Coordinator for Student Sexual Harassment

The superintendent's designee, the District Compliance Officer, is the Title IX Coordinator for any student sexual harassment complaints involving employees of the district. The District Compliance Officer may be contacted at the Human Resources and Employment Development Department at (310) 639-4321, ext. 55041.

(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)

School –wide Dress Code

The following school-wide dress code has been adopted and enforced at Centennial High School with respect to the Compton Unified School District Board Policies and the California Education Code:

1. No baseball hats, headbands, beanies, stocking caps, curlers, hair nets, bandanas, scarves, etc..
2. No sunglasses except prescription or for medical reasons. A letter from a medical doctor must be on file with the nurse.
3. No hanging overall straps, hanging suspenders, studded or hanging belts, or chains, or belt buckle depicting weapons or drugs.
4. No pants or shorts that falls below the waist or are extremely oversized or that have excessively wide cut legs. Clothing, including pants and shorts, must be hemmed.
5. Footwear must be appropriate for school activities. No slippers, slipper socks, house shoes, beach walkers, or thongs. Sandals must have a back strap for safety.
6. No dress or hair styles that could endanger the safety of students or staff. No skirts, dresses, or shorts that are more than 4 inches above the knee.
7. No halters, off the shoulder, spaghetti strap tank tops (bra and/or bra straps must not show), fish net shirts, swimwear, backless shirts or dresses, midriffs, tie-ups, tube tops, pajamas, or other clothing which is too revealing, sheer, low cut, or tight or that exposes the stomach, breast and/or cleavage area.
8. Leggings/jeggings must be worn with a shirt or top that falls no less than mid-thigh.
9. Unacceptable attire markings, which are offensive, suggestive, or indecent includes things such as clothing, jewelry, buttons, haircuts, tattoos, and makeup. Other unacceptable items including, but not limited to are as follows:
 - gang/tagger-related, drugs, alcohol, cigarettes, violence, discrimination (age, race, handicap, national origin, marital status, religion, sex)

- clothing exposing any portion of the torso or upper thighs, such as see-through garments, mini-skirts or shorts, shirts tied at the midriff
 - clothing or outer garments traditionally designed as undergarments, such as boxer
 - Shorts, bloomers, tights or hosiery as outer garments, including colored or white- ribbed tank tops.
 - no white T-shirts, initial belt buckles, three-quarter pants with tube socks, handkerchiefs hanging out of pockets, gloves, etc
 - clothing deemed by school officials to be so revealing as to disrupt, or potentially disrupt, good order and the education program
 - clothing, footwear, or jewelry that is construed by the Principal to be hazardous or dangerous to health or safety (ex. large chains, spiky jewelry)
10. Only ears shall have visible piercing (i.e. no facial, tongue or other visible piercings)
11. Students grade K-8 are to wear the appropriate informs as established by their respective schools.

ELECTRONIC DEVICE POLICY

This policy includes, but is not limited to, the following devices: radios, tape Players, CD/DVD Players, iPods, mp3 players, Gameboys, PSPs, pagers, laser pointers, cellular phones, etc. Radios, iPods, tape players, CD/DVD players, walkmans, gameboys and other distracting devices to the educational environment are prohibited on campus. The school cannot be held responsible for the loss or theft of students' private property. Students are not to bring such devices to school. The use of cell phones, pagers and similar devices during instructional or class time, is prohibited at Centennial High School. During class time phones should not be used for any purpose (outgoing/incoming calls, text-messaging, calculating, picture taking, etc.). If a staff member sees or hears a phone in student possession during class, it will be confiscated and taken to the dean, assistant principal, or principal.

Centennial High School Administration reserves the right to amend this policy at any time.

DRESS CODE VIOLATION CONSEQUENCES

All students are expected to dress appropriately for school. Students and their parents have the primary responsibility for adherence to the Centennial High School dress code policy. Teachers and all other school personnel should reinforce the school dress code and help students develop an understanding of appropriate appearance in the school setting. School personnel are responsible for maintaining proper and appropriate conditions conducive to learning. Students who violate the uniform dress code policy will face disciplinary action involving one of the following:

- First Offense
 - Verbal warning
 - Modification of clothing
 - Student given copy of dress code policy
 - Parent notified by the dean, teacher, or administrator
- Second Offense
 - Modification of clothing
 - Violation will be logged into a violation log and student discipline screen
 - Parents notified by the dean, teacher, or administrator
- Third Offense
 - Modification of clothing
 - Parent and student conference with the dean, counselor, or administrator
 - Violation will be logged into a violation log and student discipline screen
 - 30 minute after school detention or sent home
- Fourth or Additional Offenses
 - Modification of clothing
 - One day suspension
 - Parent and student conference prior to returning to school with an administrator
 - Violation will be logged into a violation log and student discipline screen

At any point in the Dress Code Violation Continuum, an administrator can skip to a stronger consequence based on the severity of the violation.

Textbooks: Textbooks are furnished to students without charge upon completing the Parental Responsibility Form. In return, students are responsible for the proper care of their books and for their return at the end of each semester (Textbook check), year, or when leaving the district or transferring to another school. Textbooks are to be covered. When books are lost, stolen, damaged, or not returned, students/parents are liable for the costs. Students who fail to clear their textbook charges will have their transcripts and diplomas held until the fines are paid. All seniors and underclassman may return their textbooks to the Library.

(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)

Safe Ingress and Egress Procedures

Centennial High School services student in the City of Compton and the unincorporated areas of Willowbrook, Rosewood, and other portions of unincorporated Southeast Los Angeles County. The directions of ingress and egress of students are listed below:

- From the North – Southbound on Central Avenue
- From the South – Northbound on Central Avenue
- From the West – Eastbound on El Segundo Boulevard
- From the East – Westbound on El Segundo Boulevard

Additionally, students travel to and from the school via various streets that are adjacent from the school.

(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)

Component:

Element:

Opportunity for Improvement:

Objectives	Action Steps	Resources	Lead Person	Evaluation

Component:

Element:

Opportunity for Improvement:

Objectives	Action Steps	Resources	Lead Person	Evaluation

Component:

Element:

Opportunity for Improvement:

Objectives	Action Steps	Resources	Lead Person	Evaluation

(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)

2017-2018 Centennial High School Student Conduct Code

Conduct Code Procedures

Discipline Procedures

Since one of the key functions of the public school is the preparation of youth for citizenship in a democracy, it is essential that respect for law and order is instilled within every student. To achieve this end, we will endeavor to develop within our students the beliefs and attitudes that will lead to consideration and respect for others and law abiding behavior with regard to the rules and regulations of the school.

It shall be the intent of purpose of these rules and regulations to foster standards of conduct that will assure continuity of class work without disruption, protection of the school against disorder, and consideration of the rights and welfare of others.

It shall be the responsibility of teachers and administrators to see that rules are carried out in a fair and reasonable manner. Teachers will, upon 1st violation of classroom rules, use progressive discipline consequences- including but not limited to- 1. Verbal Warning 2. name on board to indicate further discipline action (call home), 3. move/isolate student to another seat or table (time-out) and follow-up with contacting their parents regarding detention assigned with 24 hour notice or in class consequences. At this point, teachers should start the documentation process. Teachers are to make every effort to contact parents regarding discipline issues, failing class (after three weeks) or any other academic concern class/home work completion.

Upon second offense/incident, teacher will call student's parents to schedule a parent conference during their prep period, detain (isolate) student, call counselor, designated administrator, send a copy of the referral to respective grade-level counselor, grade level administrator depending on the severity of the offense.

If the parent conference is ineffective, student will be referred to his/her counselor with a recommendation to suspend student from class pending a parent conference. Only administrative staff will determine if infraction merits suspension from school; teacher can only recommend suspension from their class. The counselor, with input from designated administrator, will determine if a Student Success Team (SST) meeting is appropriate or other services are merited.

If student continually fails to comply with school policies (outlined in handbook), staff the administration will take further action including placing student on a Behavioral Contract during a parent conference, place student on a Weekly tracer, and make clear that further violation of the Education Code can result in SST meeting, referral to DGRC, DAHP, and/or transfer to an alternative school setting.

The following infractions will warrant immediate referral to the Processing Center (Rm 52):

Disrespecting the teacher, fighting, assault, throwing objects around the room, defacing school property, possession of illegal substances- violation of the Ed code. (Please refer to the student discipline handbook for further examples). Staff will consider the severity of the infraction before sending the student to the Processing Center.

Prior to suspension, the student will be told the reason for the suspension and given an opportunity to tell or write his/her version of the incident. Before the student leaves school grounds, every effort will be made to notify the parent of the suspension, the reason, and the rules involved. The parent will be given an opportunity to respond.

Suspension, Transfer, and Expulsion

As per Ed Code 48900, parents and pupils are hereby notified that a student may be suspended or recommended for transfer or expulsion from school if the principal or designee determines that a student, while on school ground or during a school-related activity off grounds, or while going to or coming from school, has committed any of the following offenses:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person; or willfully used force or violence upon another person, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, explosive, or other dangerous object. Note: State law provides that an adult who leaves a loaded firearm within the reach or easy access of a child may be fined or imprisoned, or both, if the child gains access to and improperly uses the firearm.
- c) Unlawfully possessed, used, sold, or furnished, or been under the influence of any drug, alcoholic beverage, or intoxicant of any kind.
- d) Unlawfully offered, arranged or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant and then sold, delivered, or furnished another substance or material in lieu of the represented controlled substance, alcoholic beverage, or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Damaged or attempted to damage school or private property.
- g) Stolen or attempted to steal school or private property.
- h) Possessed or used tobacco or nicotine products on school premises.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia as defined in Sec. 11014.5 of the Health and Safety Code.
- k) Disrupted school activities or otherwise willfully defied the valid authority of school personnel.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm.
- n) Committed or attempted to commit a sexual assault or committed a sexual battery.
- o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold prescription drugs.
- q) Aided or abetted the infliction or attempted infliction of physical injury to another person.

Suspension Policy

Suspension shall be imposed when other means of correction fail to bring about proper conduct. However, a student may be suspended for any of the above reasons upon a first offense, if the principal determines that the student committed any offense A – R, or that a student’s presence causes a danger to persons or property or threatens to disrupt the educational process. The district is required to expel from school for a period of not less than one year a student who is determined to have possessed a firearm, brandished a knife at another person, committed a sexual assault or battery, or sold a controlled substance while at school.

As students strive to achieve expectations, it is critical that teachers, parents/guardians and administrators consistently hold students accountable when they make poor decisions. One key to this process is the early and significant involvement of parents when students first begin to make poor choices. As students develop a pattern of making poor choices, parents will be expected to become more and more involved in supporting them in making good decisions. It is extremely important that parents acknowledge and understand the following:

Financial Liability: Parents are responsible and financially liable for acts of vandalism by their children. Student’s known to be involved may be suspended and/or expelled and subject to criminal charges. In addition, the district may withhold a student’s grades; diploma and transcript until restitution for damages are made.

Additional Grounds for Suspension or Expulsion

- 1. The pupil has committed sexual harassment. (Ed Code 48900.2)
- 2. The pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate violence. (Ed Code 48900.3)
- 3. The pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or a group of pupils. (Ed Code 48900.4)
- 4. The pupil has made terrorist threats against school officials or school property, or both. (Ed Code 48900.7)

Attendance Policy

Parents, we strongly suggest all appointments (doctor, dentist, etc.) be scheduled for after school. Please keep early release of students to a minimum. Excessive early release can and will effect a student's academic grade and success.

All students at Centennial High School are required to maintain good attendance because academic achievement and school attendance are directly correlated. Students are required to attend class regularly and to arrive promptly. Only by attending regularly can they take the best advantage of their classes. By arriving promptly, they make the best possible use of class time and cause the least possible disturbance to those students who are ready to begin their work.

When a student is tardy

When a student is tardy to school for any reason, that student must bring a note from home for being tardy. Periodically, administrators and staff will have tardy sweeps, during the tardy sweep students will report to the cafeteria and will be issued a pass to class (students who are continuously absent will be suspended and/or remain afterschool for detention). If students are late after a sweep they must report to the attendance office for a pass.

When a student is absent

When a student has missed a class or classes, that student must take a note from the parent/guardian to the Attendance Office. The note should have the following information:

1. First and Last Name, birthday and grade of student
2. Date of absence
3. Reason for absence
4. Signature of parent or guardian

The readmit slip which the student receives must be presented to the teacher of each class period at the beginning of class. Teachers please encourage your students to get a re-admit prior to entering class. Include this information on attendance in your class syllabus. Students absent in classes after lunch should get their re-admits the next day before the end of lunch. Readmits are not given out after lunch. The attendance office is open at 7:30 a.m.daily. The attendance office issues re admits from 7:30 a.m. until 7:55 a.m. After five days, each absence that has not been cleared with a note from home will be changed to truant. Saturday School (8:00 a.m. to 12:00 p.m.) will be assigned to student with excessive absences.

Early dismissal

A student who must leave campus for an appointment before the end of the school day must bring a note from the parent/guardian explaining the reason BEFORE classes begin at 7:30 a.m. A student will receive a permit to leave grounds from the attendance office only after verification of the request. All requests are verified by phone call. The permit to leave grounds must be signed by parents/guardian or doctor and used by the student as a readmit the following day. Phone calls from parents are not accepted to release students.

If a parent/guardian comes to the Attendance Office with a request for a student to leave early, you must be on the student's emergency information card and you will be required to produce a valid picture identification card. A student cannot and will not be released by a telephone request.

We thank you in advance for your cooperation this school year. If there are any questions or concerns you may contact the Attendance office at (310) 635-2715.

Unexcused and/or excessive absences may result in a conference with the parent or guardian, loss of an academic class, or transfer to an alternative school setting.

Students will be cited if caught off campus during school hours by either school police or the Sheriff's Dept.

(J) Hate Crime Reporting Procedures and Policies

Hate Crime Policies and Procedures

Listed below is the Compton Unified School District's adopted board policy regarding the policy for addressing hate crimes and hate motivated behavior. Should any person feel that they or someone else is the target of any hate related crime or behavior, they should contact the site principal or district office immediately.

HATE-MOTIVATED BEHAVIOR

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

(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, Theft and Graffiti)

(cf. 5136 - Gangs)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 6141.6 - Multicultural Education)

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

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

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

(cf. 3515.3 - District Police Department)

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

(cf. 5144 - Discipline)

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

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

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

BP 5145.9(b)

HATE-MOTIVATED BEHAVIOR (continued)

(cf. 6164.2 - Guidance/Counseling Services)

The Superintendent or designee shall ensure that staff receive appropriate training to recognize hate-motivated behavior and methods for handling such behavior in appropriate ways.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The district shall provide age-appropriate instruction to help promote understanding of and respect for human rights.

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

Legal Reference: (see next page)

BP 5145.9(c)

HATE-MOTIVATED BEHAVIOR (continued)

Legal Reference:

EDUCATION CODE

200-262 Prohibition of discrimination on the basis of sex

48900.3 Suspension for hate violence

PENAL CODE

186.21 Street terrorism; legislative findings and declarations

422.6-422.95 Civil Rights

11410-11414 Terrorism

13023 Reports by law enforcement of crimes motivated by race, ethnicity, religion, sexual orientation or physical or mental disability

13519.6 Hate crimes, training courses and guidelines

UNITED STATES CODE, TITLE 18

245 Federally protected activities

Management Resources:

CSBA PUBLICATIONS

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

ALAMEDA OFFICE OF EDUCATION & CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Hate-Motivated Behavior in Schools: Response Strategies for School Boards, Administrators, Law Enforcement and Communities, 1997

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

WEB SITES

CDE: <http://www.cde.ca.gov>

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

United States Department of Education, Office of Civil Rights: <http://www.ed.gov/offices/OCR/index.html>

Policy COMPTON UNIFIED SCHOOL DISTRICT

adopted: April 11, 2000 Compton, California

Students BP 5146(a)

Safety Plan Review, Evaluation and Amendment Procedures

Safety Plan Appendices

Emergency Contact Numbers

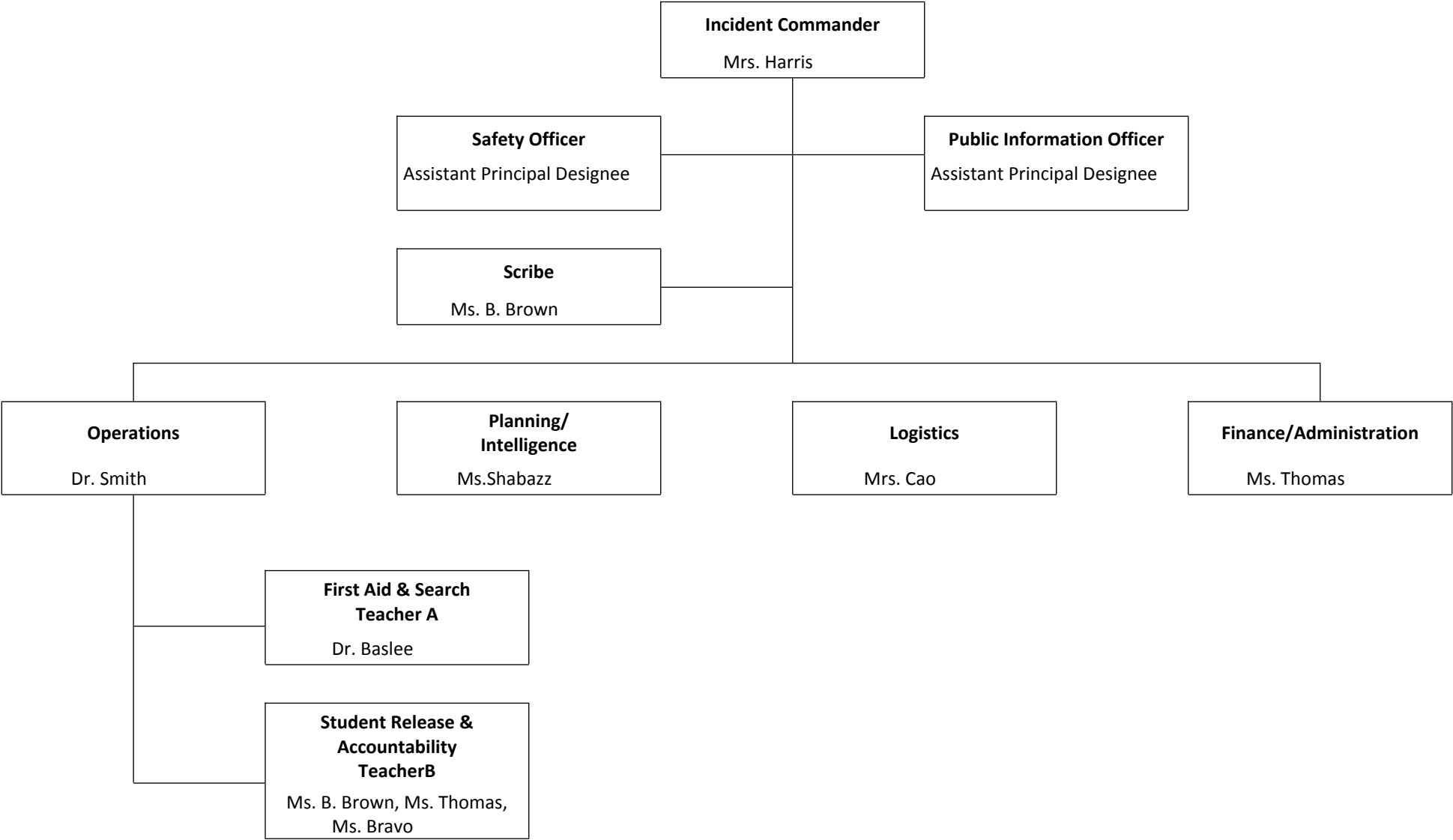
Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic		911	
School District	District Office	(310)639-4321	
School District	CUSD Maintenance	(310)639-4321	
School District	Police Services	(310)639-4321	
School District	Principal's Office	(310)625-2763	

Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)

2017-2018 Centennial High School Incident Command System



Incident Command Team Responsibilities

Standardized Emergency Response Management System Overview

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

Management

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

Planning & Intelligence

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

Operations

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

Logistics

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

Finance & Administration

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

Emergency Response Guidelines

Step One: Identify the Type of Emergency

Step Two: Identify the Level of Emergency

Step Three: Determine the Immediate Response Action

Step Four: Communicate the Appropriate Response Action

Types of Emergencies & Specific Procedures

Aircraft Crash

Animal Disturbance

Armed Assault on Campus

ACTIVE SHOOTER PROTOCOL

- What to do when students and staff are inside the room in lockdown situation
 - o Make sure door is locked and cannot be entered (barricade if necessary)
 - o Have students sit on the floor AWAY FROM DOORS AND/OR WINDOWS
 - o Turn lights off
 - o Cover any windows or doors with paper or anything that will keep people from seeing inside
 - o Remain in this position until all call goes out that the lockdown is over (announcement or law enforcement comes to room)
- If a shooter is on campus, 4 basic strategies:
 - o Alert
 - ? Be aware of what is going on around you
 - ? Pay attention to instructions given by law enforcement and safety team
 - ? Be aware of your any students you may have to supervise
 - o Run
 - o Hide and Barricade (lock and/or put heavy furniture against door)
 - o Attack (last option and there is specific technique)
 - ? “Throw and Go” diversionary tactic calls for everyone in room to throw objects at shooter distracting him or her and then attacking.
 - ? The first few people are taught to attack and move the shooter’s gun hand and gun toward the ground.
 - ? At the same time or shortly after, the other swarmer’s attack and take the shooter to the ground. Students, faculty and staff are taught to strategically lay on the shooter’s extremities as well as their core area to maximize the amount of weight on the shooter.
 - ? In addition, they are taught to place ready-at-hand objects such as belts, T-shirts, etc., onto the shooter’s throat, nose and eyes to disrupt breathing and sight. Once it is determined the shooter is no longer a threat, people are instructed to release pressure to allow breathing but maintain control on top of the shooter until the police arrive.
 - ? THIS IS A SURVIVAL TECHNIQUE AND HAS ITS CRITICS. IT CAN BE USED TO SAVE LIVES AS THE DISTRACTION COULD BE ENOUGH TIME TO OVERTAKE THE SHOOTER OR GIVE STUDENTS, AND/OR STAFF, TIME TO FLEE THE ROOM.
- If away from shooter but in sight
 - o Run in opposite direction in a zig zag or unpredictable pattern to a room or building and lock the door

Biological or Chemical Release

Chemical Accident - From Outside Area

1. School office should call Fire Department at 9-911.
2. School office contacts Head Custodian for determining who to notify for appropriate clean up. If chemical accident is from outside, custodian should not clean up, they should contact M ~ O or agency that handles hazardous materials clean up.
3. Determine whether the students should leave the site. Close doors and windows. TURN OFF air conditioning (M & O may need to do this).
4. If it is necessary to leave the site, move crosswind, never move directly with or against the wind which may carry fumes.
5. Give first aid.
6. Teacher should bring class list and account for all students.

Chemical Spills from Science Labs, Custodial Areas, Shops, Maintenance People, Office Personnel, Etc.

1. Block or rope off area. DO NOT TOUCH ANYTHING.

2. Evacuate room. If necessary, turn off air-conditioning system to the room. (May need to call Facilities Planning Office to turn off.)
4. Notify the school office of the incident.
5. Utilize Science Lab/Class emergency kits and fire extinguishers if necessary
6. School contacts 9-911 if necessary.
7. Contact Head Custodian.

Head Custodian should check for chemical MATERIAL SAFETY DATA SHEET (located in custodial office) to determine clean up procedure. Custodian should contact Facilities Planning Office for assistance as needed.

Bomb Threat/ Threat Of violence

Bomb or Bomb Threat

1. When a bomb is seen or a bomb threat is received, the person receiving the threat immediately refers to and completes CUSD Bomb Threat Call Checklist (available from Bridgette Brown) and advises nearest administrator.
2. Administrator receiving the notification immediately directs other administrators, campus supervisors, and plant supervisor to report to the principal's office immediately. Administrator brings notification report and person making report to principal's office. Principal immediately contacts CUSD School Police and JaMaiia Bond, Senior Secondary Director- Operations. The principal determines next actions required in concert with police and district administration.

Possible actions:

Evacuation

General evacuation following fire evacuation procedures. If the primary evacuation route is blocked, or if it is known that a bomb exists in that particular area, alternate routes will be determined by administration.

Comprehensive search of facility.

- a. Classrooms: Campus supervisors divide campus into quadrants, move from room to room, advising teachers and asking teachers to quickly perform a visual search to see if any suspicious objects exist in their classroom. If object is identified, campus supervisor immediately advises administration and requests instructions
- b. Common areas including restrooms, cafeteria: Plant supervisor organizes custodial and grounds staff to quickly perform a visual search to see if any suspicious objects exist. If object is identified, person locating object immediately advises administration and requests instructions.
- c. If a suspicious object is located, the principal or her designee will advise CUSD School Police and request immediate assistance to further evaluate object and actions required.
- d. Mr. Brown will monitor the situation, make critical evacuation decisions, determine when emergency condition no longer exists, and to act as media liaison.

Bus Disaster

Disorderly Conduct

Earthquake

Earthquake Emergency Procedure System

The following information will be provided in a guide for all teachers and administrators in the district.

Whenever we have any type of disaster, the first concern that we all have is the safety of students. We must realize that all district employees are disaster service workers subject to such disaster activities that may be assigned by your supervisors or by law. In this guide you will find reference to specific needed items. At each school, you will find access to these items through designated personnel or keys located in the office of the school. This guide is to be used by staff members in case of an emergency. Each employee should have this booklet in an accessible place for ready reference and familiarize themselves with its contents. Remember, knowing what to do in an emergency may save your life or the life of a fellow employee or student.

SITE ADMINISTRATOR: If you need assistance, or after gaining control of the immediate situation, contact your supervisor at the ESC. In the case of an emergency, panic can be one of the greatest dangers.

REMAIN CALM, SIZE UP THE SITUATION, AND THEN TAKE ACTION.

Major System Failure, such as Power Failure, Telecommunication, Heating System, Water Outage, Natural Gas Leak.

1. Report incident to school office.
2. School office staff contacts Head Custodian for reporting to Maintenance and Operations (M&O), or Technology.

Fire

3. Activate the nearest fire alarm through the pull box and call 9-911.
4. Notify the school office.
5. Teachers are to employ the use of the emergency backpacks in their classrooms as needed.
6. School office contacts M&O
7. Leave the building according to the evacuation plan on the wall. As you leave, close all windows and doors. Teacher should bring class list when leaving classroom and account for all children after clearing the building.
8. Custodian can fight small fires with extinguisher, if possible, but do not endanger yourself. (Never use water on electrical or oil fires)
9. Return to building only when the all clear is given.
10. Be sure to notify the office of any damage to your classroom. (Class should not return until M&O checks for damage.)
11. School notifies the Superintendent's Office.

Explosion or Risk Of Explosion

Fire in Surrounding Area

Fire on School Grounds

If Fire:

1. Administrative, custodial/grounds, and security staff all go to radio channel 1 and stand clear on radio for alarm status and instructions for further evacuation.

Shauna Harris (Principal) acts as Media Liaison

2. Plant Manager Mr. Fields and assistant principal designee meets at locator panel in entrance to school to determine location sourcing the alarm.
3. Available custodians stand by to report to building sourcing the alarm. If panel indicates zone alarms, plant supervisor and custodians check portable pull stations.
4. Assistant Principal Designee moves to sidewalk in front of school and supervises and stands by for instructions to continue evacuation to field or return to class. Emergency Response Procedures (dated August 2013) issued to Staff during August training prior to beginning of school outlines student/staff Assembly Procedures.
5. Classified clerical staff in administration building stands by to receive and initiate emergency communications directed by administrators or instructions to evacuate.
6. Mrs. Shauna Harris (principal) and Assistant principal designee assess the situation and communicate immediate actions required from staff.

If Fire:

1. Mrs. Brown (principal's secretary) are notified to call
 - a. School Police so they can Contact Fire Department

- c. JaMaiia Bond, Director- Operations
- d. Maintenance & Operations

2. Ms. Harris advise campus supervisor, and custodial staff of next required actions including but not limited to:

No fire:

“Code 4” is announced over radios. Students and staff will remain at designated areas until all clear signal is heard before returning to class.

Flooding

Loss or Failure Of Utilities

Motor Vehicle Crash

Psychological Trauma

Suspected Contamination of Food or Water

Water Contamination

1. Instruct teachers to move students away from drinking fountains and sinks.
2. Notify school office.
3. Have custodian turn off pressure to drinking fountains and sinks.
4. School contacts Facilities Planning Office.

Food Poisoning - Allergic Reaction

1. Notify the school office.
2. Food poisoning: Move students and staff away from food preparation areas and lock the doors.
3. Refer all suspected food poisoning cases to the school office for movement to the nearest doctor or, if necessary, hospital. For severe cases, call 911 for ambulance.
4. School notifies District Student Health Office
5. For food poisoning, school also notifies Food Services.

Unlawful Demonstration or Walkout

Safety Plan For Possible Teacher Sick Out

INCIDENT COMMAND TEAM

Team Assembly Location: Primary Location: Room 54

Secondary Location: Main Office

Incident Commander: Shauna Harris, Principal

Alternate Incident Commander: Assistant Principal Designee

Responsibilities: The incident commander is responsible for directing emergency operations and shall remain at the Command Post to observe and direct operations. Duties may include:

- Setting goals and objectives for the response team as a whole.
- Periodically assessing the situation.

- Directing the Incident Command Team and all other emergency teams.
- Determining the need for, and requesting, outside assistance.
- Communicating with the District Superintendent and Central staff.

PUBLIC INFORMATION OFFICER

Public Information Officer: Sauna Harris.

Alternate Incident Commander: Assistant Principal Designee

Responsibilities: The Public Information Officer (PIO) is the official spokesperson for the school site during an incident and is responsible for communicating with the media and delivering public announcements. Duties may include:

- Periodically receiving updates and official statements from the Incident Commander.
- Maintaining a log of PIO actions and all communications.
- Periodically interacting with the media and District Communications.
- Preparing statements for dissemination to the public.
- Ensuring announcements and other public information are translated into other languages as needed.
- Monitoring news broadcast about the incident and correcting any misinformation.

Process and Procedure (Teacher's Walkout)

At 7:15a.m. Team will meet in incident command center to get status update and deployment information.

Ms. Brown (school Secretary) will let team know what rooms need to be opened (Main Office)

At 7:55a.m. all administration will be deployed to insure that all rooms with faculty are unlocked.

- Assistant Principal Designee south side
- Assistant Principal Designee north side

All CSAs will push students with no teacher will be pushed to gym

- CSA (22) & (21) north side
- CSA (20) & CSA (23) south side

Gym Supervision

- Counselors Cao & Moore
- Girls Locker room attendant designee & Mr. Borthwell (Locker Attendants)
- CSAs will be added as needed

Students will be seated by grade level

- 9th and 10th grade north side
- 11th and 12th grade south side
- 12th grade will be move to cafeteria when opportunity presents (Senior Meeting)

Support staff will handle student pick up

- Antione, Rodgers & De La Cruz 9th and 10th grade (Library)
- Maller, Thomas & Becerra 11th and 12th grade (Attendance Office)

All central staff should report to Room 52 for instructions from incident commander.

Security

- All gates will be locked by 8:00 a.m.
- No gate will be open without administrative or CUSD P.D. approval

The goal is to get all students in a class if possible. Students who will be picked by parent/guardian need to be processed out. The students will be summoned by radio and escorted to library or attendance office after parent/guardian been processed by support staff.

Emergency Evacuation Map