

**EXHIBIT D**

THIS DOCUMENT IS TO REMAIN IN THIS ROOM

# **La Grange Elementary School District**

## **SB 187**

# **Comprehensive School Safety Plan**

PUBLIC NOTICE:

THIS IS A PUBLIC SAFETY DOCUMENT. IT IS AGAINST THE LAW TO REMOVE IT FROM THIS LOCATION. IF YOU WOULD LIKE A COPY, YOU MAY REQUEST ONE FROM THE LA GRANGE ELEMENTARY SCHOOL DISTRICT BOARD OF TRUSTEES. ALL REQUESTS MUST BE IN WRITING. THANK YOU FOR YOUR COOPERATION.

**DRAFT**

**Revised: 01/2008**

**Proposal to Board: 01/28/2008**

# **La Grange Elementary School District**

## **SB 187**

# **Comprehensive School Safety Plan**

## Table of Contents

<u>Item</u>	<u>Page</u>
Purpose of Senate Bill 187	1
La Grange Elementary School District Administration Contact List	2
Local Emergency Services Contact List	3
<b>Components of the Comprehensive School Safety Plan</b>	
I. LGESD Comprehensive School Safety Plan Committee (EC 52012; 52852)	4
II. LGESD Vision of School Safety	4
III. Assessment of School Crime (EC 35294.2 [a] [1]; PC 11164)	4
IV. Identification of appropriate strategies and programs that provide or maintain a high level of school safety (EC 35294.2 [a] [2])	4
V. Required Policies and Procedures:	5
A. Child Abuse Reporting (EC 35294.2 [a] [2]; PC 11164)	5
B. Disaster Procedures (EC 35295-35297; Gov. Code [GC] 8607 and 3100)	6
1. Bomb Threat	6
2. Explosion or Threat of Explosion	7
3. Hostage Crisis on School Campus	8
4. Campus Shootings & Other Extreme Acts of Violence	9
5. Chemical Accident	10
C. District and School Suspension, Expulsion, and Mandatory Expulsion Guidelines (EC 48900; EC 48915 [c] and [d])	11
D. Procedures to Notify Teachers of Dangerous Pupils (EC 49079)	14
E. Sexual Harassment Policy (EC 212.6 [b])	14
F. School-wide Dress Code Relating to Gang-Related Apparel (EC 35183 [gang-related apparel is not considered protected speech pursuant to EC 48950.1])	16
G. Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2 [a] [2] [G])	16
H. A Safe and Orderly School Environment Conducive to Learning (EC 35294.2 [a] [2] [H])	16
I. School Discipline Rules and Consequences (EC 35291; EC 35291.5)	17
VI. Schedule of Review, Evaluation and Amendment of the LGESD Comprehensive School Safety Plan	18
VII. Location of Safety-Related Plans and Materials for Public Inspection	18
VIII. Public Meeting to Review and Adopt the LGESD Comprehensive School Safety Plan	18
IX. Statement of the Minutes of the Public Meeting to Re-Adopt the District's CSSP	18
X. Emergency Evacuation Procedures and Campus Map	19
XI. Minutes of the Public Meeting to Re-Adopt/Amend the District's CSSP	20

(AS THIS IS A DRAFT, PAGE 20 IS OMITTED UNTIL BOARD APPROVAL)

## **Senate Bill 187: Comprehensive School Safety Plan**

### **Purpose**

During its 1997 session, the California Legislature passed and the Governor signed into law a landmark bill on school safety—Senate Bill 187, which mandates comprehensive school safety plans. The Comprehensive School Safety Plan requires schools to identify safety concerns and the appropriate safety strategies and programs that will address the school's procedures for complying with existing laws related to school safety.

The La Grange Elementary School District's Comprehensive School Safety Plan is a procedural manual which will enable all faculty, staff and administration to respond to emergency situations that may arise on campus.

### **NOTE**

**THERE HAVE NOT BEEN ANY CHANGES MADE TO THE ACTUAL REQUIRED PROCEDURES/POLICIES COMPONENTS OF THE PREVIOUSLY ADOPTED PLAN (pages 5-19). PAGES 1-4 HAVE BEEN UPDATED.**

**LGESD Administration Contact List**

**Joseph Magnu, District Superintendent-Principal**

Home Phone: 634-0107

Cell Phone: 620-0557

**Cheryl Taylor, Administrative Assistant-Secretary to the Superintendent**

Home Phone: 852-9584

Cell Phone: 985-8585

**John Reesman, Teacher in Charge (in the absence of Joseph Magnu)**

Home Phone: 736-0936

Cell Phone: 419-2206

**John Lamela, Jr., President, District Governing Board**

Home Phone: 853-9010

Cell Phone: 404-6731

**Howard Hoover, Clerk, District Governing Board**

Home Phone: 853-2148

Cell Phone:

**Michael Olson, Member, District Governing Board**

Home Phone: 853-9190

Cell Phone: 620-2179

**Jack Harlan, Administrative Consultant (SCOE)**

Home Phone: 634-5343

Cell Phone:

**Ernestine Miller, Director of Curriculum, Instruction and Staff Development**

Home Phone: 533-1720

Cell Phone: 988-1764

**Stanislaus County Office of Education**

Tom Changnon, Superintendent 238-1711

Hilda Meneses, Executive Assistant 238-1711

Jane Johnston, Asst. Superintendent 238-1706

**Local Emergency Services Contact List**

**Fire:** 911  
Stanislaus Consolidated Fire Protection District: 552-3700

**Police:** 911  
Stanislaus County Sheriff: 552-2468 OR 525-7114  
California Highway Patrol (CHP): 545-7440

**Child Welfare  
Child Abuse  
Reporting:** 1-800-558-3665  
(for incidents occurring in the child's home, or where a family member or close associate of the family is the alleged aggressor)  
525-7912 (Stanislaus County Sheriff)  
(for child abuse incidents that occur away from the child's home, or incidents where a non-family member is the alleged aggressor)

**Poison Control:** 1-800-876-4766

**Animal Services:** 558-7387

**California Missing  
Children Hotline:** 1-800-222-3463

**California Youth  
Crisis Hotline:** 1-800-843-5200

**Haven Women's  
Center of Stanislaus  
County:** 1-800-834-1990

**Stanislaus County  
Mental Health  
Emergency  
Services Hotline:** 558-4600 (for threats of suicide)

**Center for Human  
Services:** 526-1440 (for counseling services related to deaths)

**Stanislaus County  
Health Services  
Agency:** 558-5678

## Components of the Comprehensive School Safety Plan

### I. **La Grange Elementary School District (LGESD) Safety Committee**

Committee Members:

Joseph Magnu, Superintendent-Principal

Cheryl Taylor, Administrative Assistant-Secretary to the Superintendent

John Lamela, Jr., President, District Governing Board; Member, La Grange Volunteer Fire Dept.

Plan Review By: Officer Mike Amarrillos, Stanislaus County Office of Education

### II. **LGESD Vision of School Safety**

La Grange Elementary School is a positive safe learning environment where the value of each student is recognized, responsibility and integrity are encouraged, a love of learning is fostered and academic potential is developed to its fullest.

### III. **Assessment of School Crime**

School crimes data resources included:

- Suspension and Expulsion Records
- CSSA Reports
- Student Progress Reports
- Law Enforcement Interventions and Crime Reports
- Staff, Student and Parent Input
- Property Loss, Vandalism and Insurance Reports

La Grange Elementary School is remarkably free of serious student discipline issues, crime and vandalism. Some incidents of bullying behavior were reported for the 2006-07 school year, however they were resolved with interventions, including class discussions and the use of a school community forum on bullying. In October of 2007, the office building was burglarized after hours and a computer and several school records were stolen.

### IV. **Strategies and Programs that Provide and Maintain a High Level of School Safety**

The LGESD provides several strategies and programs that provide and maintain a high level of school safety. Staff in-service programs related to school safety, classroom management and behavior management are conducted annually. Periodic reviews of such procedures are conducted as needed. Parents receive a handbook which outlines the school's safety procedures, behavioral expectations, rules, consequences and dress code. Safety concerns are also communicated via a weekly newsletter that is sent to the parents. School Site Council and Parents' Club meetings also serve as forums for safety discussions when needed. Students participate in lessons on school safety, environmental safety, fire safety, gang violence, substance abuse prevention, and conflict resolution during the academic year and in the After School Program. Annual safety reviews are conducted by the district's insurance carrier and the Stanislaus County Office of Education. Campus communication is provided by a radio system.

The entire campus was re-keyed with safety locks and door guards in October, 2007 and new gates and locks were installed to ensure a safe environment for all. The campus' exterior lighting was also upgraded in 2007 and a new fire alarm system was installed.

The safety of the students and staff is further enhanced by the rural nature of the school setting. Many of the problems that beset larger schools in more urban areas are not evident here. In addition, since our district is relatively small, it is easier to monitor possible safety problems during school hours. Despite the fact that the district has very few current safety concerns, this does not mean that we are not aware of potential safety concerns of the future. The district strives to create and maintain a positive school environment and continues to pursue the necessary avenues to ensure the safety of all students and staff.



## V. Required Policies and Procedures

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

The incidence of child abuse is rapidly increasing. The Governing Board of Trustees of the La Grange Elementary School District, recognizing the psychological and physical damage that child abuse can inflict, directs its staff to report children who they suspect have been abused as required by the Penal Code. The school administrator shall be informed of any suspected child abuse and will assist school personnel in reporting the incident to the proper authorities.

California Penal Code 11166 mandates reporting of suspected child abuse within 36 hours to both local police authorities and Child Protective Services. Failure to make such reports is a misdemeanor punishable by up to six months confinement in a county jail and/or a fine of up to \$1,000. No person shall incur civil or criminal liability as a result of making such a report.

The staff shall implement the requirements of the Penal Code immediately. The Board of Trustees supports the staff in the implementation of the Penal Code. District policy dictates that staff members who suspect child abuse, must first report it to the administrator and participate in filing a mandated child abuse report. This policy is stated in the LGESD Employee Handbook and reviewed in staff meetings.

The intent and purpose of this law is to protect children from abuse and neglect by ensuring that all cases of known or reasonably suspected child abuse are promptly reviewed by investigators who have been specially trained in conducting such investigations. In Stanislaus County, if the abuse or suspected abuse has occurred in the child's home or if the alleged aggressor is a family member or close associate of the family, the report is to be made to **Child Protective Services, (CPS)**, by calling **1-800-558-3665**. If the abuse or suspected abuse has occurred away from the child's home and the alleged aggressor is not a family member or close associate of the family, the report is to be made with the **Stanislaus County Sheriff's Department** by calling **525-7912**.

#### What is to be reported?

- Sexual abuse or sexual assault of any person under the age of 18 years.
- Neglect or maltreatment of a child under the age of 18 by a person responsible for the child's care and welfare. This could include inadequate food, clothing, shelter, medical care, etc. by the parents or guardians.
- Situations where a child under the age of 18 is subjected to willful physical pain, or mental suffering or has been placed in a situation that his or her health or safety is endangered. This does not include instances where public school employees use reasonable force to protect themselves or other persons from injury.
- Situations where a child under the age of 18 is the victim of a willful physical injury, inflicted upon the child by another person by other than accidental means. This does not include injuries sustained from a mutual fight between minors.

#### What is Reasonable Suspicion?

- Reasonable suspicion is defined by Penal Code Section 11166(1) as follows: "that it is objectively reasonable for a person to entertain a suspicion, based upon the facts that could cause a reasonable person in like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect." Essentially, using average and reasonable judgment and common sense for an employee with your training and experience.
- Do not conduct your own investigation. Though you have "reasonable suspicion," it is appropriate to ask the child a few questions to help clarify. For example, asking about how a bruise was obtained or a black eye occurred. It is the intent of the law to have an investigation conducted by a trained investigator.
- You have the right to immediately contact a supervisor or administrator if you want assistance in clarifying whether or not a particular situation must be reported.

- Reporting your concerns to a supervisor or administrator does not relieve you of your responsibility to make a mandated report. The administrator will assist you in filing such a report.

### **How to Make a Report**

- When abuse has been determined, the report must be made by telephone immediately. Contact the administrator to begin the process.
- A written report must be made within 36 hours. You may obtain a copy of the report form from the school secretary. This report is to be completed and given to the administrator.
- Incidents that have occurred in the child's home, or where a family member or close associate of the family is the alleged aggressor, are to be reported to Stanislaus County Community Services Agency, CPS, 1-800-558-3665.
- Incidents that occurred away from the child's home, or incidents where a non-family member is the alleged aggressor, are to be reported to the Stanislaus County Sheriff's Department, 525-7912.
- The person making the report is civilly and criminally protected, even if their suspicions or observations are deemed incorrect.
- The identity of the person making the report must remain confidential and may only be divulged under specific circumstances as defined by law.
- No supervisor may in any way impede or inhibit you from making such a report or take action against you for having made such a report.

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

### **1. Bomb Threats**

All bomb threats are taken seriously. When a threat is received, school personnel should try to determine where the bomb is located and when the bomb is set to explode. This information is critical to providing a safe evacuation and holding area for students and staff.

#### **Bomb Threat by Telephone Call**

If the message is in the form of a telephone call, the following shall be noted:

- Listen carefully to the caller's voice and any background noises
- Determine if the caller is a male or female

If possible, ask the following questions and write down exactly what is said:

- When is the bomb going to explode?
- Where is the bomb located right now?
- What does the bomb look like?
- What kind of bomb is it?
- What will cause the bomb to explode?
- Did you place the bomb?
- Why was the bomb placed at the school?

Once the phone call ends, inform the administrator immediately.

### **Bomb Threat by Letter**

If the message is in the form of a letter, the following should be noted:

- The manner in which it arrived
- Who found it
- Where it was found

Care shall be taken in handling the message by immediately placing it in a plastic bag for future fingerprint detection.

### **Staff Responsibilities**

#### **Administration**

- Direct Certificated/Classified Staff to evacuate students by routes not jeopardized by the bomb. Evacuate to the basketball court, unless directed to another site.
- Notify law enforcement and the fire department immediately. **Sheriff: 552-2468; Stanislaus Consolidated Fire: 552-3700**
- Notify the power company of the threat. **TID: 883-8300**
- Follow the direction of law enforcement/fire personnel when they arrive on the scene.
- If appropriate and possible, shut off the power at the main breaker box located outside on the front wall of the main (old) building.

#### **Certificated**

- When directed, supervise the safe evacuation of students by a route not jeopardized by the bomb. Evacuate to the basketball court, unless directed to another site.
- Follow the direction of administrative/law enforcement/fire personnel.

#### **Classified**

- Follow the direction of administrative/law enforcement/fire personnel.

## **2. Explosion or Threat of Explosion**

All threats are taken seriously. When a threat is received, school personnel should try to determine where the device is located and when it is set to explode. This information is critical to providing a safe evacuation and holding area for students and staff.

### **Threat by Telephone Call**

If the message is in the form of a telephone call, the following shall be noted:

- Listen carefully to the caller's voice and any background noises
- Determine if the caller is a male or female

If possible, ask the following questions and write down exactly what is said:

- When is the explosion going to occur?
- Where is the device located right now?
- What does the device look like?
- What kind of explosive device is it?
- What will cause the device to explode?

- Did you place the device?
- Why was the device placed at the school?

Once the phone call ends, inform the administrator immediately.

### **Threat by Letter**

If the message is in the form of a letter, the following should be noted:

- The manner in which it arrived
- Who found it
- Where it was found

Care shall be taken in handling the message by immediately placing it in a plastic bag for future fingerprint detection.

### **Staff Responsibilities**

#### **Administration**

- Direct Certificated/Classified Staff to evacuate students by routes not jeopardized by the device. Evacuate to the basketball court, unless directed to another site.
- Notify law enforcement and the fire department immediately. **Sheriff: 552-2468; Stanislaus Consolidated Fire: 552-3700**
- Notify the power company of the threat. **TID: 883-8300**
- Follow the direction of law enforcement/fire personnel when they arrive on the scene.
- If appropriate and possible, shut off the power at the main breaker box located outside on the front wall of the main (old) building.

#### **Certificated**

- When directed, supervise the safe evacuation of students by a route not jeopardized by the device. Evacuate to the basketball court, unless directed to another site.
- Follow the direction of administrative/law enforcement/fire personnel.

#### **Classified**

- Follow the direction of administrative/law enforcement/fire personnel.

### **3. Hostage Crisis on School Campus**

#### **Staff Responsibilities**

#### **Administration**

- Inform law enforcement immediately. **Call 911; Sheriff: 552-2468**
- Direct all other staff and children to a safe area.
- Set up a perimeter to restrict access to the hostage area.
- Upon the arrival of law enforcement, the administrative personnel briefs them and then law enforcement personnel assumes all commands.
- In consultation with law enforcement, parents of students are alerted to the crisis situation.

### **Certificated**

#### **If a teacher has initial contact with the hostage taker;**

- Stay calm.
- Call the office/get help as soon as possible.
- Begin a dialogue with the person in a quiet and calm manner.
- Keep order among students.
- Follow the directions of office/law enforcement personnel.

### **Certificated**

#### **If the teacher is not confronted by the hostage taker;**

- Lock your classroom door.
- Follow the directions of the administrator and law enforcement.
- Teachers will keep students in their classrooms until notified of evacuation location or that the disturbance has been controlled.

### **Classified**

- Assists certificated, administrative and law enforcement personnel as directed.

## **4. Campus Shootings and Other Extreme Acts of Violence**

### **Staff Responsibilities**

#### **Administration**

- Administration will conduct an **immediate lockdown** of the campus.
- Inform law enforcement immediately. **Call 911; Sheriff: 552-2468**
- Direct all other staff and children to a safe area.
- Upon the arrival of law enforcement, the administrative personnel briefs them and then law enforcement personnel assumes all commands.
- In consultation with law enforcement, parents of students are alerted to the crisis situation.

#### **Certificated and Classified**

#### **If you are on yard duty and you hear shooting;**

- Initiate D.R.O.P. procedure for those students on the playground. (Three loud blows of a whistle is the signal for all students to **Don't Run Orient Prostrate**. DROP on the ground and lie still. Once long blow of the whistle will signal students to move to their classrooms).
- Use your radio to contact administration.
- Wait for assistance, either lying on the ground or seeking protective cover. **DO NOT LEAVE THE STUDENTS.**

- If a student is injured, do not move the student. Alert the office staff; state the student's name and injury incurred; office staff will call 911; stay with the injured person, assessing the extent of injury: First Priority—stop serious bleeding.
- Follow the directions of the administrator and law enforcement.

**If you are inside the classroom and you hear shooting;**

- Initiate D.R.O.P. procedure for those students in the classroom. DROP on the floor and lie still.
- Lock your classroom door.
- Teachers will keep students in their classrooms until notified of evacuation location or that the disturbance has been controlled.

**Classified**

- Assists certificated, administrative and law enforcement personnel as directed.

**5. Chemical Accident**

Warning of a chemical accident is usually received from the fire or sheriff's department or from the Office of Emergency Services when such accidents occurring near the school are a threat to the safety of the school. Such accidents could happen on the school grounds as well.

If such an accident occurs, the following procedures shall be followed:

**Staff Responsibilities**

**Administration**

- The principal shall evaluate the accident and notify the appropriate emergency authorities. **Sheriff: 552-2468; Stanislaus Consolidated Fire: 552-3700; 911**
- Determine whether the students and staff should leave the grounds.
- If it is necessary to evacuate the area, move crosswind, never directly with or against the wind which may be carrying fumes.

**Certificated**

- Determine the need to implement action:
  - a.) Leave Building? Take roll call.
  - b.) Remain in Classroom? Take roll call.
- Take roll call. If any students are missing, notify the principal immediately.
- The principal will direct further action as required. Students and staff must not return to the school until the fire department officials have declared the area to be safe.

**Classified**

- Assists certificated, administrative and law enforcement personnel as directed

## C. District and School Suspension, Expulsion and Mandatory Expulsion Guidelines

### 1. Suspension From School

A student may be temporarily removed from school for disciplinary reasons by a teacher or administrator. A principal may suspend for up to five days for a single incident; a teacher may suspend for the remainder of the day of the incident and one additional school day. A parent/teacher conference shall be attempted as soon as possible regarding the suspension. A telephone conference may be substituted if a personal meeting cannot be arranged. The principal shall attend the conference if either the teacher or parent/guardian shall so request. A suspension may be extended under certain circumstances, such as when an expulsion hearing is pending with the Board of Trustees. Students who accumulate more than 20 days suspension in the same school year will be referred to an Alternative Education Program.

Suspension by the principal's designee, or the superintendent shall be preceded by an informal conference which is conducted by the principal or his/her designee between the student and, whenever practical, 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/her and shall be given the opportunity to present his/her defense. [EC 48911 (d)]

A principal's designee, or the superintendent may suspend a student without affording the student an opportunity for a conference if the principal or designee determines that an "emergency situation" exists. If a student is suspended without a conference prior to a suspension, both the parent and the student shall be notified of the student's right to return to school for such purpose. The conference shall be held within two (2) school days, unless the student waives this 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)]

At the time of suspension, a school employee shall make a reasonable effort to contact the parent/guardian of the student in person or by telephone. [EC 48911 (d)] Whenever a student is suspended from school, the parent/guardian shall be notified in writing of the suspension. The notice shall be insofar, as is practical, in the primary language of the pupil's parent/guardian. Included in this notice is a request that the parent/guardian attend a conference with school officials regarding the student's behavior, including notice that state law requires parents/guardians to respond to such request without delay. [EC 48911 (d)]

If suspension is ordered by a principal's designee, or the superintendent, the student or student's parent/guardian shall have the right to request a meeting with the superintendent/designee. The meeting shall be held within three (3) school days of the time such a request is received by the principal/designee. [EC 48914 (a)]

#### Serious Conduct Code Violations: Causes for Suspension from School (EC 48900)

- Cause, attempt to cause, or threaten to cause physical injury to another person.
- Cause or attempt to cause damage to school or private property. [PC 594; EC 48900 (f)]
- Threatening, intimidating, menacing, or harassing any other person (including sexual harassment as defined in existing Board Policy). [PC 415; EC 48900 (a and/or k) and 48900.2]
- Engaging in hazing, or any other behavior that degrades or disgraces another person. [EC 32050-52; EC 48900 (a and/or k)]
- Steal or attempt to steal school or private property. [EC 48900 (g)]
- Knowingly receive or possess stolen school or private property at school. [EC 48900 (l)]
- Any act of Defiance or Disobedience (either actions or language) against school personnel, or refusing to comply with reasonable requests or directives of school personnel. [EC 48900 (k)]
- Commit obscene acts, engage in habitual profanity, or vulgarity, including racial/ethnic slurs (verbally or in writing).



- Possession of any objects on campus which could be considered dangerous or potentially dangerous. [EC 48900 (b)]
- Any serious violation of the District's Transportation (Field Trip) Code of Conduct.
- Possession or use of tobacco or any tobacco or nicotine products (including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, and chew packets). [EC 48900 (b)] **Note:** No school shall permit the smoking or use of tobacco, or any tobacco or nicotine product by pupils of the school while the pupils are on campus or while attending any school-sponsored activity or while otherwise under the supervision of school personnel. [EC 48901]
- Tampering with school property or belongings of another person. [EC 48900 (k)]
- Interfering with the peaceful conduct of the campus or classroom. [EC 48900 (k)]
- Loitering on or about any school campus without lawful purpose. [PC 653 (g) and 627; EC 48900 (k)]
- Dress, grooming, or appearance which disrupts, or tends to disrupt the educational process, or affect the health or safety of any individual at school. [EC 48900 (k)] **Note:** Any clothing or attire that displays a logo or message associated with alcohol, tobacco products, violence, or in any way relates to gang involvement, membership, or activity is expressly prohibited.
- Possession of any object not of a dangerous nature, in any unauthorized context or location on campus, which is disruptive or may tend to be disruptive to the learning process. [EC 48900 (k)]
- Forgery. [EC 48900 (k)]
- Possession or use of any electronic signaling device, not of a medical or health purpose. [EC 48901.5]

#### **Causes of Mandatory Suspension on the First Offense**

- Possession, use, or be under the influence of any intoxicant or controlled substance. [EC 48900 (c) and Health & Safety Code 11053]
- Unlawful possession of, or unlawfully offered, arranged or negotiated the sale of drug paraphernalia. [EC 48900 (j) and Health & Safety Code 11014.5]
- Fire setting or attempted fire setting. [EC 48900 (k) and PC 455]
- Willful defiance or disruption of the school, bomb threat, or otherwise interfering with the peaceful conduct of the activities of the school. [EC 48900 (k) and PC 602.9 & 14834] **Note:** Restitution for resulting costs and/or damages are the responsibility of the parent. Depending on the circumstances, the school administration may recommend an expulsion hearing on the first offense. Law enforcement agencies will be notified as per EC 48904.

## **2. Expulsion from School**

A school district's Board of Trustees has the authority to expel students for serious and/or repeated offenses. Both the student and the parent/guardians must receive appropriate notices of such actions and be informed of their rights of appeal. Expulsion hearings are held in a formal manner, and must follow established legal procedures. In certain cases wherein the school administration finds that expulsion is somehow inappropriate due to an individual's circumstance, a written report shall be submitted to the board which describes the incident and providing rationale for the expulsion to be set aside (Education Code 48925 and 48915).



In a case where expulsion is being processed by the governing board, the superintendent/designee may extend the suspension until such time as the governing board has rendered a decision, provided that the superintendent/designee has determined that the presence of the pupil 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. [Education Code 48911 (g).]

The student and the student's parent/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 determines that the student committed any of the acts enumerated in EC 48900, unless the student requests in writing that the hearing be postponed. The student shall be entitled to at least one postponement for a period of not more than thirty (30) calendar days of an expulsion hearing. In the event that compliance by governing board with the above time requirements is impractical, the expulsion hearing may be delayed for good cause, up to five (5) additional days. Reasons for the extension shall be part of the record at the time of the hearing. [Education Code 48918 (a).]

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

The governing board shall conduct a hearing to consider the expulsion of a pupil in a session closed to the public unless the pupil or the pupil's parent/guardian request, in writing, at least five (5) days prior to the date of the hearing, that the hearing be a public meeting. [Education Code 48918 (c) (d).]

The expulsion order and the causes therefore shall be recorded in the pupil's mandatory interim record and shall be forwarded to any school in which the pupil subsequently enrolls upon request from the admitting school for the pupil's school records. [Education Code 48918 (j).]

A decision of the governing board whether to expel a pupil shall be made within ten (10) school days following the conclusion of the hearing, unless the pupil requests in writing that the decision be postponed. If the hearing is held by an administrative panel, or if the district governing board shall make its decision about a pupil's expulsion within 40 school days after the date of the pupil's removal from his/her school of attendance for the incident for which the recommendation for expulsion is made by the principal or superintendent, unless the pupil requests in writing that the decision be postponed.

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 pupil or parent/guardian. The notice shall include notification of the right to appeal the expulsion to the Stanislaus County Board of Education. [Education Code 48918 (l).]

#### **Causes for Mandatory Recommendation for Expulsion on First Offense:**

Ed Code 48915 authorizes the school administration to **recommend for expulsion**, upon finding that the student violated any of the following:

- Causing serious injury to another person, except in self-defense. [EC 489150 and 48900 (a)]
- Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds. [EC 48915 and 48900 (b) ].
- Furnish, offer or negotiate the sale of a controlled substance or drug paraphernalia. [Health & Safety Code section 11053; EC 48900 (c)]
- Robbery or extortion. [EC 48900 (e); and 48915 ].
- Threaten, attack, or commit assault or battery on school personnel.

**Note:** A recommendation for expulsion may be made upon finding that the pupil violated Ed Code 48900 (f) through (l) and either of the following: Other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or danger to the physical safety of the pupil or others.

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

In the event that a dangerous pupil is enrolled, the principal shall meet with the faculty and staff to provide notice of the dangerous pupil, his/her behavior plan and other precautionary measures.

#### **E. Sexual Harassment Policies (EC 212.6 [b])**

##### **1. Student Behavior Sexual Harassment Policy**

The District seeks to maintain a learning environment that promotes the self-respect and dignity of each pupil and staff member. Sexual harassment will not be tolerated within this district.

By legal definition, sexual harassment includes unwelcome sexual advances and other behaviors of a sexual nature that are offensive to another person. Any pupil who takes part in such harassment of another will be subject to disciplinary action as specified by the California Education Code and this District's own policies. Any pupil who feels he or she has been or are being harassed in this manner should contact the principal immediately.

##### **Introduction**

It is the intent of the Board of Trustees that a suitable academic and work environment that protects the dignity and promotes mutual respect of all pupils and staff be maintained at all times at La Grange School. The Board therefore prohibits all unlawful sexual harassment of any pupil by any employee, another pupil, or any other person in or from the school. The Board expects pupils and/or staff to report all such incidents to be reported to the principal immediately. Complaints are to be handled confidentially, fair treatment provided all parties involved, and investigated promptly. Persons who file sexual harassment complaints shall not be retaliated against for making such complaint.

##### **Sexual Harassment Defined**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature.

##### **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 intimidation and frank threats or sexual demands. Forms of sexual harassment include, but are not limited to, the following:

- **Verbal harassment** – Derogatory comments, jokes, or slurs; graphic verbal commentaries about an individual's body or dress; sexually degrading words to describe an individual.
- **Physical harassment** – Unnecessary or offensive touching, or impeding, or blocking movement or passage.
- **Visual harassment** – Derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures; suggestive or obscene letters, notes, or invitations.
- **Sexual favors** – Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature upon which is conditioned an academic or other benefit or decision, or which unreasonably interferes with a student's classroom performance, or created an offensive classroom or related environment.
- **Reprisals** – Making threatening reprisals after a negative response to sexual advances.

## **Complaint Procedures**

Any pupil who feels that he/she is being sexually harassed should immediately contact the school principal. If an allegation involving sexual harassment is not promptly addressed by the principal, a second-level complaint can be filed with the Board of Trustees in accordance with the District's Uniform Complaint Procedures. The district prohibits retaliatory behavior against any complainant or any participant in the complaint process.

## **Consequences for Sexual Harassment**

Any pupil who engages in sexual harassment of anyone in or from the district is subject to disciplinary action as provided in the Student Conduct Code (**Serious Conduct Code Violations: Causes for Suspension from School**, paragraph C., page 26 of the Student Handbook.)

## **Notifications**

Teachers are to discuss this policy with their classes in age-appropriate ways and assure them they need not endure any form of sexual harassment at this school.

## **2. Employee Harassment Policies**

### **A. General**

- The LGESD prohibits any form of unlawful discrimination against its employees by managers, co-workers, agents, members of the public or others. Accordingly, LGESD strictly prohibits unlawful harassment. This includes harassment based on sex, race, or any other protected class under applicable laws. Harassment may consist of verbal, physical or visual types. Any employee that feels that he or she has been the victim of prohibited harassment should contact his/her supervisor immediately. There shall be no retaliation against an employee that reports employee harassment.
- Complaints of harassment will be promptly investigated and employees found in violation of this policy are subject to discipline, up to and including termination. Supervisors and managers have an affirmative duty to stop and report any observed incidents of employee harassment.

### **B. Sexual Harassment**

- Sexual harassment of or by any employee shall not be tolerated. The LGESD considers sexual harassment to be a major offense that will result in disciplinary action or dismissal of the offending employee.
- Pursuant to Education Code 212.5, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment when:
  - a. Submission to the conduct is made either an explicit or implicit condition of employment, status or promotion.
  - b. Submission to, or rejection of, the conduct is used as the basis for an employment decision affecting the harassed employee.
  - c. The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.
  - d. Submission to, or rejection of, the conduct is the basis for any decision affecting benefits, services, honors, programs or other available activities.
- An employee who feels that he/she is being harassed is encouraged to immediately report such incident to the employee's immediate supervisor, the immediate supervisor of the accused employee without fear of reprisal. The Administration shall be informed of all such complaints and will conduct an investigation and resolution of complaints.

- Complaints involving sexual harassment shall be processed by using the complaint procedures, but shall not require any action that would cause the employee to resolve the complaint directly with the offending person.

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

Any attire, paraphernalia, or symbol that signifies gang involvement or affiliation, verified by juvenile authorities, is not permitted on the school grounds or at school-sponsored activities. The site administration shall determine if the apparel is gang-related, and shall determine the proper remedy, and/or consequence, including sending the student home to change or suspension (for multiple violations). Pursuant to EC 48950, gang-related apparel is not considered to be free speech, and pursuant to EC 35183 (2), "Gang-Related Apparel" is hazardous to the health and safety of the school environment.

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

The safety of students, parents and staff is a priority of the LGESD Board of Trustees. All students, parents and staff shall enter and exit the campus through one of two main gates. Gate A is on the north side of Floto Street at the front entrance to the campus. Parents may drop off or pick up their children west of Gate A. Students are instructed to exit/enter the car from the north or fence-side of the car. Gate B is on the west end of the campus at the church parking lot. Parents may drop off or pick up their children by entering the parking lot off of Floto Street. Students who walk home are to use Gate B and the crosswalk at the stop sign. Students are instructed to use the sidewalk on the south side of Old La Grange Road.

**Emergency Evacuation Procedures Can be Found on Page 19.**

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

The LGESD Board of Trustees, administration, faculty and staff strive to provide a safe and orderly school environment conducive to learning. School and classroom rules, policies, procedures and consequences are published in the LGESD Student-Parent Handbook and distributed to all parents and students upon enrollment. The administration, faculty and staff review such procedures at Back To School Night, as well as in individual classroom settings throughout the academic year. Staff members are directed to implement and follow the school-wide discipline procedures to ensure that a safe and orderly school environment conducive to learning is provided for all pupils.

All students have:

- the right to a safe passage to and from school;
- the right to attend a school where the laws of the community are reflected in school rules;
- the right to attend a safe school that ensures personal safety;
- the right to participate in a non-disruptive classroom environment;
- the right to a clean and properly maintained school that is free from litter and acts of vandalism;
- the right to attend a safe school that ensures protection of personal property;
- the right to attend an orderly school in which each person may learn to his/her full capabilities;
- the right to attend a school in which equal justice exists;
- the right not to be intimidated, threatened, or struck;
- the right to a school environment free of profanity or obscenities;
- the right to a school environment that ensures mutual respectful relationships with adults.

The Governing Board of Trustees expects that all students will be held accountable for their behavior by all district employees, teachers, administrators, aides, drivers, custodians, and volunteers.

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

### Philosophy of Discipline

The La Grange Elementary School District believes that all children are entitled to the kind of discipline that teaches self-control and emotional stability. To do so, the school provides a discipline structure that will promote attitudes and understanding which pupils will need to function effectively in their futures. The Board's position is that appropriate discipline be established and maintained by the staff and administration in our school.

To stress the importance of prevention of discipline problems before deeply set patterns of negative behavior develop, our belief is that parent involvement at the earliest possible time is critical. Parental awareness of and understanding of potential problems have been shown to be very effective in assisting the school in preventing and eliminating negative pupil behaviors that detract from a safe and productive learning environment at the school. Because of that reason, La Grange School uses a system of "warnings". These "warning" are slips issued to students (for excessive rule-breaking in one day) and require a parent's signature. The warning slip must be returned to school the following day.

### Educational & Behavioral Goals

La Grange School believes in the importance of each child developing:

- Respect for himself and the capacity to maintain individuality while respecting the same right for every other individual;
- Self-awareness, self-esteem, self-confidence, and self-discipline;
- Personal responsibility for one's own actions;
- A cooperative attitude for living and working with others;
- The knowledge of and appreciation of the rights, privileges, benefits, and responsibilities of individuals living in a democracy.

### The Five (5) Step Discipline Program

- 1. Warning:** Warnings are given to students who have broken school rules in the classroom, lunchroom or on the yard. These student behaviors are not usually serious in nature but may warrant parent notification and documentation. Subsequent warnings may also include a "Time Out" for the offending student
- 2. Time Out (On The Wall):** A student is placed in Time Out when that student has been a problem in the classroom, lunchroom or on the yard and needs immediate disciplinary action to reinforce a rule. If a student leaves the wall without permission, refuses to do the Time Out, or, is found eating or communicating to other students, he/she will lose privileges for defiance and possibly In-House Suspension depending on the severity of the defiance.
- 3. Removal to Another Classroom:** If a student continues to be disruptive, he/she may be removed from his/her classroom and sent to do his/her work in another classroom for one period.
- 4. Referral/Call Home:** Referrals are issued to students who have reached a level of behavior that warrants their removal to the office for sterner disciplinary measures, i.e. parent phone call from the site administrator, In-School suspension, investigation for Suspension or even some strong counseling from the site administrator. Also, referrals can be used to inform the administration of a student behavior problem that may need looking in to.

**5. In-School Suspension:** In-School Suspension is issued to students who have reached a severe level of discipline by breaking either a school rule, class rule, or the Education Code. If it is an Education Code violation, it is most likely not a severe Education Code issue or a Suspension would have been appropriate. A phone call receiving permission from parents is expected, if contact is not made an In-School Suspension form needs to be signed by the parent and returned informing parents that their child will be placed on In-School Suspension and will not be participating in the regular classroom and all school sponsored activities. Students will be placed in a study carrel for the term of the In-School Suspension to complete classroom assignments, eat lunch, and have no recess privileges. If a disruption occurs or behalf of the In-School suspended student, a regular Suspension could occur.

**Suspension:** This is issued for severe cases and especially Education Code violations. Students may receive from one (1) to five (5) days of suspension from school for their behaviors.

**Expulsions:** Expulsions are only considered in extreme discipline cases and are outlined in the California Education Code.

**In all discipline listed above, individual student consideration will be taken.**

#### **Positive Reinforcement**

All staff members are encouraged to use a system of positive reinforcement in their individual classrooms to reward students who are exhibiting positive behaviors.

**Golden Book:** Students who exhibit good behavior are rewarded by signing the "Golden Book" in the office.

**Character Education Program:** La Grange School teaches a positive character trait each month and students who consistently exhibit the monthly trait are chosen as "Student of the Month."

**Community Building Program:** Each Friday students participate in community team-building exercises to promote teamwork, leadership, peer-tutoring and other positive behaviors.

#### **VI. Schedule of Review, Evaluation and Amendment of the LGESD Comprehensive School Safety Plan**

The Comprehensive School Safety Plan will be reviewed, evaluated and amended (if needed) in May of each school year. This process may occur more than once in a school year if circumstances warrant.

#### **VII. Location of Safety-Related Plans and Materials for Public Inspection**

A copy of the Comprehensive School Safety Plan is available in each classroom, the lunchroom and the school office. The plan can be found above each room's light switch upon entrance to the room.

#### **VIII. Public Meeting to Review/Adopt the LGESD Comprehensive School Safety Plan**

A public meeting will be held January 28, 4:30 p.m. in classroom 8. This meeting is to allow members of the public the opportunity to express an opinion about the plan (EC 35294.8 [b]).

#### **IX. Minutes of the Public Meeting to Re-Adopt/Amend the District's Comprehensive School Safety Plan**

Pursuant to *Education Code Section 35294.6 (a)*, LGESD re-adopted/amended its Comprehensive School Safety Plan on Monday, January 28, 2008. Minutes of the meeting are attached to this document (pg. 20).



## Emergency Evacuation Procedures

- 1.) Review the CAMPUS MAP with your students so they are familiar with the location of your classroom, the evacuation route and the meeting place.
- 2.) The room you are in is highlighted in YELLOW on the campus map.
- 3.) Follow the GREEN route to the basketball court area.
- 4.) Remain CALM and WALK QUIETLY.
- 5.) Students who are in pull-out classes are to walk with the adult who is leading the pull-out class.  
  
When you reach the basketball court, the pull-out teacher will escort you to your homeroom teacher.
- 6.) Homeroom teachers are responsible for taking roll.
- 7.) Remain on the court until asked to re-enter the building.

# Calling 911

**When calling 911, you will need the following information:**

**School Address:** 30237 Floto Street, La Grange, CA  
**Nearest Cross Street:** Yosemite Boulevard (Highway 132)  
**School Phone #:** 209-853-2132 or 853-2193

In the event that someone is injured on campus, the following procedures should be followed:

- 1.) Assess the environment before assisting the injured. Is the area safe for you to enter?
- 2.) Cover the individual to prevent him/her from going into shock.
- 3.) Remove students from the injured individual and call for help from another adult.
- 4.) If you suspect a head, neck, or back injury, do not move the individual. Try to stabilize the neck on both sides with a rolled towel.
- 5.) Make sure the individual is conscious and breathing. If unconscious and breathing, remain by the side and tell someone to call 911.
- 6.) If the individual is not breathing, have someone else call 911 and begin rescue breathing immediately. If there still is no breathing activity, begin CPR immediately.
- 7.) Once you have called 911, remain at the individual's side and continue CPR until breathing restored or until rescue personnel arrive.
- 8.) Have another individual in front of the school's main gate to escort the rescue personnel.
- 9.) If the injury is not life, begin administering basic first aid procedures.
  - a. Always use gloves while treating wounds that involve bodily fluids.
  - b. For cuts/bleeding, apply pressure, using a cloth. Once the bleeding has ceased, clean the wound with hydrogen peroxide, apply an antibacterial ointment and a bandage.
  - c. If it appears that the injury is a broken bone, stabilize the limb and apply an ice pack. Make arrangements to get the individual to the hospital.
  - d. Call the individual's parent or family member to report the incident.
- 10.) Complete an incident/injury report located in the office.
- 11.) If the injury required a physician's care, complete the "Supplemental Student Accident Claim Form" which you can get from the secretary.

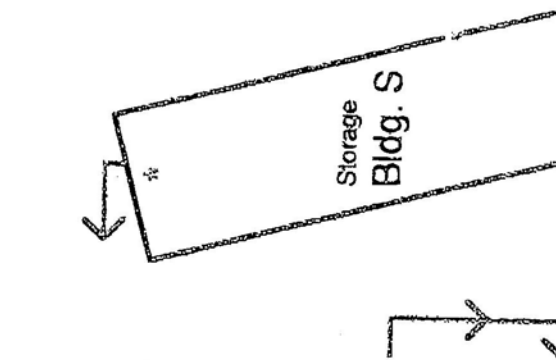
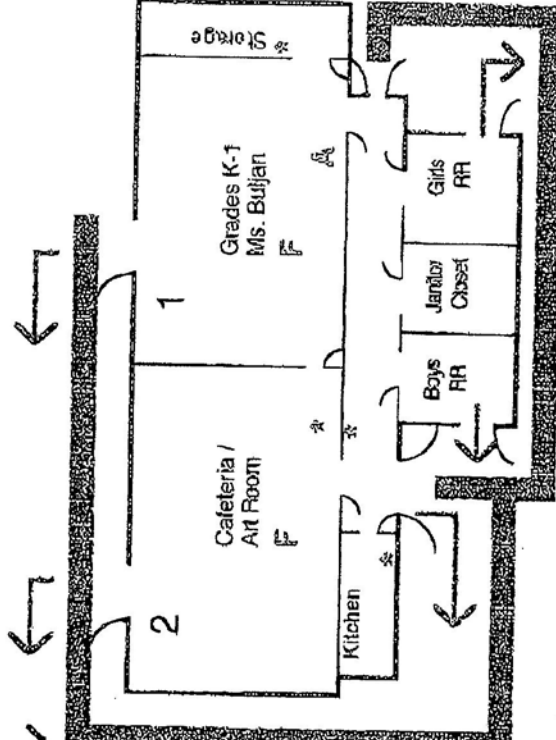
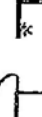
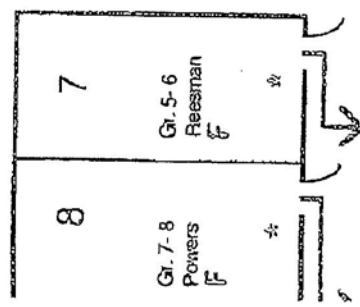


N  
E  
S

La Grange Elementary School - 30237 Floto St.

Campus Map &

EMERGENCY EVACUATION ROUTES



**Basketball Court Meeting Site**

**EMERGENCY EQUIPMENT**

A Location of a FIRE ALARM switch  
\* Location of a FIRE EXTINGUISHER  
F A FIRST AID KIT is available in the Office and each classroom (1-8).

**EMERGENCY ROUTES & PROCEDURES**

- 1.) The room you are in is highlighted in **YELLOW**.
- 2.) Follow the **GREEN** route to the basketball court.
- 3.) Remain calm. Quietly, walk to the basketball court.
- 4.) Listen for any changes related to the meeting site.
- 5.) Teachers will take roll at the meeting site.
- 6.) Remain at the meeting site until asked to return to class.

DOUBLE GATE

GATE

FLOTO STREET

# La Grange Elementary School District

## MINUTES

Regular Board Meeting  
Classroom # 8  
30237 Floto Street, La Grange  
January 28, 2008  
4:30 PM

- 1.0 **Opening of Public Session**  
*The meeting was called to order at 4:30 PM. Board members Michael Olson and Howard Hoover were present, as was Joseph Magnu, District Superintendent. Board member John Lamela, Jr. was absent.*
- 2.0 **Adoption of Agenda**  
*The agenda was adopted with the following amendment: "removal of the 01-16-08 Commercial Expense Register from Consent Item 6.3 which was an error."*  
*1<sup>st</sup> Motion by M. Olson                      2<sup>nd</sup> Motion by H. Hoover                      Vote: 2-0 in favor*
- 3.0 **Public Comments and Communication**  
*There were no public comments presented.*
- 4.0 **Present/Adopt June 30, 2007 Fiscal Year 2006-2007 Audit Report Conducted by Nigro, Nigro & White, CPA**  
*The Item was adopted as presented.*  
*1<sup>st</sup> Motion by M. Olson                      2<sup>nd</sup> Motion by H. Hoover                      Vote: 2-0 in favor*
- 5.0 **Re-Adopt/Approve Changes to the Senate Bill 187 Comprehensive School Safety Plan**  
*The Board re-adopted and approved changes to SB 187 Comprehensive School Safety Plan as presented.*  
*1<sup>st</sup> Motion by H. Hoover                      2<sup>nd</sup> Motion by M. Olson                      Vote: 2-0 in favor*
- 6.0 **Consent Items**  
6.1 Approve December 2007 budget summaries  
6.2 Approve Minutes of December 17 and December 21, 2007 Board Meetings  
6.3 Approve Commercial Expense Registers (12/14/07; 01/09/08; 01/18/08)  
*All consent items were approved as amended (see 2.0).*  
*1<sup>st</sup> Motion by H. Hoover                      2<sup>nd</sup> Motion by M. Olson                      Vote: 2-0 in favor*
- 7.0 **Closed Session**  
7.1 Personnel: Public Employee Discipline/Dismissal/Release  
7.2 Personnel: Student Teaching Placement  
7.3 Superintendent's Evaluation
- 8.0 **Reconvene to Public Session**  
**Report Out to the Public on Closed Session Agenda Items**  
7.1 *There was no discussion or action taken.*  
7.2 *In the matter of 7.2, the Board has chosen to not sponsor a student teacher for the 2007-08 year.*  
7.3 *In the matter of 7.3, the Board and Superintendent met to discuss the Superintendent's evaluation.*

9.0 **Communication**

*This is an opportunity for the Superintendent to discuss school-wide activities and report on school issues.*

**9.1 Student Activities/Awards**

**9.2 February Calendar**

**9.3 Facilities**

**9.4 Governor's 2008-09 Budget Proposal**

*Mr. Magnu announced the monthly student awards and activities and reviewed the monthly calendar. Mr. Magnu also gave a report on the playground installation project which has been held up due to the inclement weather. Mr. Magnu reported that the governor's budget for 2008-09 will reflect significant funding cuts in education and more information will be shared as it is received.*

10.0 **Adjournment**

*On a motion by H. Hoover, seconded by M. Olson, the meeting was adjourned at 6:15 PM.*