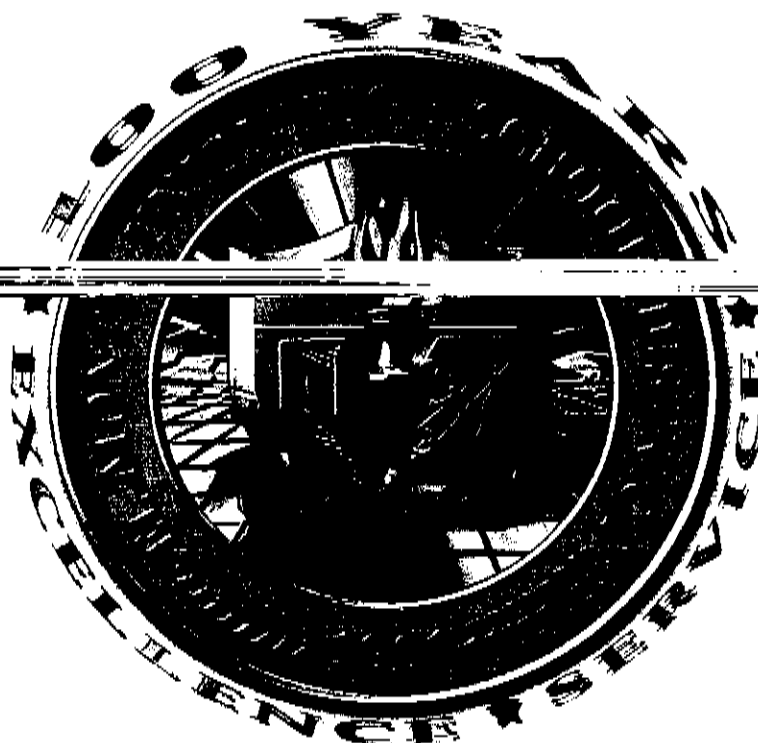


EL MONTE UNION HIGH SCHOOL DISTRICT



Campus Supervisors Handbook

March 2011

Prepared by:

Administrative Task Force:

Anthony M. Ortega—Assistant Superintendent-Business

Duane Russell –Principal, Mountain View High School

Larry Cecil—Principal, Rosemead High School

Gabe Flores—Assistant Principal, South El Monte High School

Jorge Morales—Assistant Principal, El Monte High School

Adam Alencija—Assistant Principal, Arroyo High School

EL MONTE UNION HIGH SCHOOL DISTRICT

CAMPUS SUPERVISOR HANDBOOK

As stated in the handbook "Within the El Monte Union High

and staff are top priority.

The EMUSHD has employed campus supervisors on each of our
school sites for many years. Over the years, the district has

provided or arranged for staff development in the areas of

- CPR
- First Aid

From the staff development training, it was determined that a

most logical step in the on going training for staff

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

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Section I

Responsibilities

Campus Supervision Responsibilities

1. Patrol and monitor campus lunch areas, hallways, playgrounds, and other areas.
2. Enforce school and District rules, regulations and policies for the safety and security of students, staff and property according to established procedures.
3. Observe students during passing periods between classes; assure timely return of students to class.
4. Prevent illegal parking and loitering on school grounds; observe and report automobile break-ins.
5. Escort students and teachers to classrooms or automobiles as needed.
6. Maintain security of high or adult school buildings, grounds and facilities; secure restroom and other areas such as the teacher lounge; turn on alarms and lock school grounds as assigned.
7. Maintain positive relationship with the community; respond to neighborhood individuals or businesses calling to report problems.
8. Perform related duties as assigned.
9. Follow code of school discipline and District regulations.
10. Stop and cite students and other persons who violate District rules and regulations.
11. Directs traffic flow; issues parking warning for violations of code.
12. Responds to emergency situations and takes appropriate action in accordance with District policies.
13. Attempts to prevent and break up fights, altercations, or other students guilty of violating rules and regulations and reports violations to appropriate authorities.
14. Answers questions pertaining to rules and regulations and other matters concerning school procedures and practices.
15. Assist school administrators in the prevention of personnel loss.
16. Patrol assigned building and grounds to prevent unwanted activities such as disturbance and vandalism.
17. Enforce School Board policies and procedures regarding the conduct of persons on school property.
18. Maintain a high level of mobility on campus during and between classes.
19. Willing to participate in additional activities facilitated by the District.
20. Reports lost and found as appropriate.

El Monte Union High School District

JOB SAFETY ANALYSIS

Employee Group(s): Campus Supervisors

Job/Task Exposures

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

Potential Occupational Safety/Health Exposures

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

Control Measures for Occupational Safety/Health Exposures

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

Section II

Policies and Procedures

Campus Supervisors Handbook: Policies and Procedures

JOB GOAL: Under general supervision, to patrol, on foot or bicycle, El Monte Union High School District campuses to observe behavior of students to maintain order and

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

The campus and properties of the El Monte Union High School District are maintained for the use of students, faculty, staff, and authorized visitors. Access to the campus to meet the safety and security standards set forth by the site administrators.

The El Monte Union High School and the individual school sites have instituted safety

continue to promulgate new safety and security procedures, but no measure can succeed without the support of the students, faculty, staff, and visitors of the District community.

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

Our Campus Supervisors have the broad duty to follow the policies and procedures listed below:

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

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

Campus Supervisors within the El Monte Union High School District are able to

~~maintain and support standards of personnel and facilities in accordance with~~

Board Policy and Administrative Regulation.

REPORTS TO: Assigned Site Administrator

~~Campus Supervisors report to site administrators and are responsible for~~

~~maintaining and supporting standards of personnel and facilities in accordance with~~

~~California Education Code, El Monte Union High School District Board Policies and~~

~~Administrative Regulations, and the~~
rules and regulations of each individual school site within the District to that
administrator.

EL MONTE UNION HIGH SCHOOL DISTRICT

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

A. Appropriate dress:

1. Closed toe shoes, no sandals, flip flops, etc.

Heels (High heels may be acceptable on certain occasions,

i.e.: formal dances, baccalaureate, graduation, other—check with your administration)

3. Earrings—avoid wearing large hoop earrings or long

dangling earrings

at designated events/date determined administration

5. No clothing that is gang identified, promote alcohol/tobacco/drugs or vulgar/sexual

6. No tank tops, no bare midriffs, no short shorts

B. Weather—Hot/Cold/Rain

The following items are acceptable:

1. sun glasses

2. sun block

3. hats

4. scarves

5. gloves

6. umbrellas

7. ponchos

8. other—check with administration

Disruptions

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

(cf. 1250 - Visitors/Outsiders)

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

responsibilities, when an individual is causing a disruption. School staff shall be trained to recognize when an individual has committed acts that constitute a disruption in violation of Board policy.

(cf. 0450 - Comprehensive Safety Plan)

Legal Reference:

EDUCATION CODE

32210 Willful disturbance of public school or meeting: misdemeanor

32211 Threatened disruption or interference with classes: misdemeanor

44800 Willful interference with class or activity

44811 Disruption of classwork or extracurricular activities

51512 Prohibited use of electronic listening or recording device

415.5 Disturbance of peace of school

626 Definitions

626.1 Medical approval; subpoena; consent; report; action on report; reinstatement of consent; hearing

626.2 Access to school grounds; punishment

626.3 Failure to leave campus or facility; wrongful return; penalties; notices; exceptions

626.4 Disruptive presence at schools

626.5 Drug offenders; presence on school grounds

627-627.10 Access to school premises

627.11 Access to school grounds or public places

627.12 Access to school grounds

627.13 Access to school grounds

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627.27 Access to school grounds

DISRUPTIONS

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

The principal or designee may also direct a specified sex offender or drug offender to leave school grounds, unless that person is a pupil at the school, a parent/guardian of a child attending the school, or a person who is employed by the school district.

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

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

3. Returns within a specified time period after being directed to leave (Penal Code 626.7)

(cf. 0150 - Comprehensive Safety Plan)
 (cf. 1250 - Visitors/Outsiders)
 (cf. 3515.3 - District Police/Security Department)
 (cf. 3515.5 - Sex Offender Notifications)
 (cf. 4158/4258/4358 - Employee Security)
 (cf. 5131.4 - Campus Disturbances)

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

Appeal Procedure

Any person who is asked to leave a school building or grounds may appeal to the superintendent or designee. This appeal shall be made no later than the second school day after the person has been directed to leave.

The person may appeal to the superintendent or designee. The superintendent or designee shall provide the person with a written decision. (Education Code 522117)

DISRUPTIONS (continued)

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

Gun Free School Zone

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

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5114.1 - Suspension and Expulsion/Due Process)

CAMPUS SECURITY

The Superintendent or designee shall ensure that campus security procedures are developed which are consistent with the goals and objectives of the district.

(cf. 4450 - Comprehensive Safety Plan)

1. Secure the campus perimeter and school facilities in order to prevent criminal activity. These strategies shall include an exterior lighting system, and campus fencing. Procedures to ensure unobstructed views and eliminate blind spots caused by doorways and landscaping shall also be considered. In addition, parking lot design may be studied, including methods to control through traffic.

2. Secure buildings from outsiders and dangerous trespassing. This includes patrolling places used for congregating and loitering.

(cf. 1250 - Visitors/Outsiders)
(cf. 3515.2 - Disruptions)
(cf. 5112.5 - Open/Closed Campus)

3. Discourage vandalism and graffiti. These methods may include plans to immediately remove graffiti and the community in these projects.

(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 5131.5 - Vandalism, Theft and Graffiti)

4. Control access to keys and other school inventory.

(cf. 3440 - Inventories)

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

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

CAMPUS SECURITY (continued)

These procedures shall be regularly reviewed and updated in order to reflect changed circumstances and to assess progress in achieving safety goals.

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

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

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

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

32211 Threatened disruption or interference with classes

35294-35294.9 School safety plans

38000-38005 Security patrols

PENAL CODE

626-626.10 Disruption of schools

Management Resources:

CDE PUBLICATIONS

Safe Schools: A Planning Guide for Action, 1995

CSBA PUBLICATIONS

Protecting Our Schools: A Planning Board Strategy to Combat School Violence, 1995

CRIME DATA REPORTING

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

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

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

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

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

(cf. 3515.3 - District Police/Security Department)

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

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

(cf. 1112 - Media Relations)

Supporting Data

The district shall make available, for at least three years from the date the report was submitted, supporting data which verifies information contained on the CSSA form. (5 CCR 701)

Education Code 48915(a)-(d)

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

CRIME DATA REPORTING (continued)

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

(cf. 0510 - School Accountability Report Card)

(cf. 1340 - Access to District Records)

(cf. 3515 - Campus Security)

(cf. 3530 - Risk Management/Insurance)

Legal Reference:

EDUCATION CODE

14044 Crimes committed on school grounds

48915 Expulsion

PENAL CODE

628-628.6 Reporting of school crime

CODE OF REGULATIONS, TITLE 5

700-705 Safe schools assessment programs

Management Resources:

CSBA PUBLICATIONS

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

CDE PUBLICATIONS

Understanding and Reporting School Crime, California Safe Schools Assessment, California

Department of Education

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

Butte County Office of Education (CDE Field Office): <http://www.csbu.butte.net/c2/c2/as>

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

Section III

Emergency Procedures

Emergency Procedures

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

The most important point to remember in an emergency situation:

Stay. The greatest threat to everyone's safety after a disaster is the panic and irrational behavior of unprepared people.

Types of emergencies for which the high school develops plans:

The three broad categories of emergencies that the high school prepares for are fire, lockdown, and major disaster. Fire emergencies include fires on or near the campus, and explosions.

Disasters include major earthquakes, a major disaster situation where a large campus or in the school vicinity; a major chemical spill on campus or in the area; and a bomb threat. A major disaster covers emergencies such as earthquakes, plane crashes, and severe weather.

In the event of a fire or explosion, the following is how the school will respond:

illustrated on each classroom evacuation map. Teachers will then take roll and either wait for the fire department to arrive and give further direction, or allow students to return to class when the "all clear" signal is sounds. If the students and staff are unable to return to class, parents will be notified by the district's automated All Call phone system.

In the event of a lockdown:

A Lockdowns occur when we want students, staff, and campus guests to remain sheltered in a safe place. This is a serious situation and is not to be taken lightly.

When we need to lockdown our campus, an announcement will be made to signal staff and students to stay inside, or if outside, to move inside the nearest available room. The initial

purpose of a lockdown is to isolate an intruder and remove any potential target from view. In the case of a hazardous materials spill, teachers will seal windows and doors. The "all clear" will

be given by a school employee announcing that the condition has been identified and

resolved.

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

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

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

of time:

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

EMUHSD staff is trained in emergency management and procedures:

All staff has been trained on emergency procedures and is well prepared to respond in the event of

threatening situations. Many members of our staff, including physical education teachers,

coaches, campus supervisors, administrators, and support staff are CPR certified. The school's safety committee continues to meet to review and refine our school safety plan.

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

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

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

Students are escorted to the evacuation field (football field or baseball field) where roll is taken. If the campus is not safe to return to, the school will begin to dismiss students to their guardians or to their contacts on the emergency cards. If the designated evacuation location is not a safe place, students will be taken to a safe location, which will be determined by the school's safety committee or other location.

PROCEDURE TO CALL 911

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

Include District Emergency Checklists Flipchart:

COMPREHENSIVE SAFETY PLAN

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

(cf. 5131 - Conduct)

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

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

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

(cf. 0510 - School Accountability Report Card)

Each school shall forward the safety plan to the Board for approval. The Board shall approve

the safety plan. The Board's approval of the plan shall not

be construed as a guarantee of safety or as a warranty of any kind.

The Board shall ensure that the safety plan is consistent with the Board's policy on safety.

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COMPREHENSIVE SAFETY PLAN (continued)

(cf. 1340 - Access to District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of sex discrimination

32260-32262 *Interagency School Safety Demonstration Act of 1985*

35147 *School site councils and advisory committees*

35103 School dress -- 12; 1940s
35103 School dress with, 1940s

35291 Rules

35291.5 School-adopted discipline rules

35294-35294.9 *School safety plans*

35294.10-35294.15 *School Safety and Violence Prevention Act*

35294.20-35294.25 *Double Your Cash Program*

48900-48926 *Suspension and expulsion*

48950 *Speech and other communication*

67381 *Violent crime, definition*

PENAL CODE

628-628.6 Reporting of school crime

11164-11174.3 *Child Abuse and Neglect Reporting Act*

CALIFORNIA CONSTITUTION

Article 1, Section 28(c) Right to Safe Schools

Management Resources:

CSBA PUBLICATIONS

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

CDE PUBLICATIONS

Safe Schools: A Planning Guide for Action, 1995

WEB SITES

CDF 0-6, C-6-1-1. Office: ltm@khusniyada.ac.id, ceou@khusniyada.ac.id

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

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

COMPREHENSIVE SAFETY PLAN**Development and Review of School Site Safety Plan**

The school site council shall write and develop a comprehensive safety plan relevant to the school site. The school site council shall consult with the local law enforcement in the writing and development of the plan, as well as other school site

(cf. 0420 - School Plans/Site Councils)

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

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

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

1. The principal or designee
2. One teacher who is a representative of the recognized certificated employee organization
3. One parent/guardian whose child attends the school

employee organization

5. Other members, if desired

Before adopting its comprehensive school safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the school safety plan. (Education Code 35294.8)

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

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

COMPREHENSIVE SAFETY PLAN (continued)~~(cf. 1230 - School-Connected Organizations)~~

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

~~(cf. 4140/4240 - Bargaining Units)~~

5. A representative of the pupil body government

6. All persons who have indicated that they want to be notified

~~In addition, the school site council or safety planning committee may notify in writing the following entities of the phone meeting: (Education Code 35297.6)~~

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

~~(cf. 1220 - Citizen Advisory Committees)~~~~(cf. 1700 - Relations between Private Industry and the Schools)~~

~~The school site council or safety planning committee may consider incorporating into the plan the following three essential components and/or the strategic recommendations:~~

~~(Education Code 35294.2)~~

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

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

Content of the Safety Plan

The districtwide and/or school site safety plan shall include, but not be limited to:

~~(Education Code 35294.2)~~

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

COMPREHENSIVE SAFETY PLAN (continued)

2. Appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws

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

(cf. 5141.4 - Child Abuse Reporting Procedures)

- b. Routine and emergency disaster procedures

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3516.1 - Fire Drills and Fires)

(cf. 3516.2 - Earthquake Emergency)

(cf. 3516.3 - Earthquake Emergency Procedure System)

(cf. 3516.5 - Emergency Schedules)

(cf. 3543 - Transportation Safety and Emergencies)

Beliefs pursuant to Education Code 49015(c) and other school-designated serious acts which would lead to suspension, expulsion or mandatory expulsion recommendations

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

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

A discrimination and harassment policy consistent with the prohibition against discrimination pursuant to Education Code 5145.3

(cf. 1312.3 - Uniform Complaint Procedures)

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

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

If the school has adopted a dress code prohibiting pupils from wearing "non-school-related apparel"

(cf. 5132 - Dress and Grooming)

COMPREHENSIVE SAFETY PLAN (continued)

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

h. A safe and orderly environment for learning

(cf. 5131 - Conduct)

(cf. 5137 - Discipline)

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

(cf. 5144 - Discipline)

- j. Procedures for reporting school crimes, including hate crimes on the

(cf. 3515.1 - Crime Data Reporting)

(cf. 5145.0 - Hate-Motivated Behavior)

Section IV

Laws and Liability

**CALIFORNIA EDUCATION CODE
PUPIL RIGHTS AND RESPONSIBILITIES**

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

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

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
(2) Willfully used force or violence upon the person of another, except in self-defense.

(b) Possessed, sold, or otherwise furnished a firearm knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee which is concurred in by the principal or the designee of the principal.

(c) Willfully possessed, used, sold, or otherwise furnished or been under the influence of a controlled

either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(d) Committed an attempted or actual theft of property or attempted to cause damage to school property or property.

(h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil

of his or her own organization, products

profanity or vulgarity.

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

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

(l) Knowingly received stolen school property or private property.

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

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

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

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

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially sanctioned by the school district, that causes or may cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil of the school district at school-sanctioned events.

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

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

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

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

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

use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program for a pupil.

(u) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed when a pupil is

48915. EXPULSION; PARTICULAR CIRCUMSTANCES

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

- (1) Causing serious physical injury to another

person, except in self-defense.

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

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

(4) Robbery or extortion.

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

(b) Upon recommendation by the principal,

~~superintendent of schools or by a hearing officer or~~
~~any person designated in writing by the governing board~~

(d) or Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an

~~act listed in subdivision (a) or in subdivision (a)~~

~~(b), (c), (d), or (e) of Section 48900.~~ A decision to expel shall be based on a finding of one or both of the following:

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

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

(c) The principal or superintendent of schools shall immediately suspend pursuant to Section 48911 and

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

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

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

- (e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (5) of section 48900.2; 48900.3; or (any) of section 48900; or section 48900.2; 48900.3; or 48900.4, and either of the following:

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

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

~~at a comprehensive middle, junior, or senior high school, or at an elementary school.~~

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

(h) As used in this section, the term "explosive" means ~~"destructive device" as described in Section 221 of~~ Title 18 of the United States Code.

SEARCHES BY SCHOOL EMPLOYEES

49050. Prohibited searches

No school employee shall conduct a search that involves:

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

49051. Effects of admissibility of evidence...

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

Section V

Forms

Campus Supervisor Checklist

Area of Supervision _____

Date _____

In Area of Supervision:

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

Other Areas:

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

Concerns/Comments: _____

Position A

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

- 1) Before school, roam campus and cover front/rear gates at 7:30 A.M.

Identify students who are in dress code violation (example: bare arms, inappropriate shoes, etc). Call Student Services with their name and I.D. number, then direct student to Student Services.

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

Always encourage students to get to class on time.

covered. Check all stairwells and restrooms a minimum of once per period. When called, assist in the lunch court/staff parking lot.

- 3) During passing periods, report to your assigned area unless other directions have been given by the Assistant Principal.

Lunch lines must be covered every hour before and during the

lunch period.

Encourage students to take their trash away during

school, clear halls and front porch. Then remain on front

porch/gates until the end of your work day.

No changes to your schedule unless other directions have been given by the Assistant Principal.

Position B

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

Always encourage students to get to class on time.

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

ANY LUNCH.

***NO ADDITIONAL PERSONNEL OR PERSONAL VISITORS**

***2) Lunch time, man gate or assist with lunch line if needed.**

- 4) Anyone leaving item(s) for students should be directed to the front office.

Principal

IMPORTANT:

- * Visitors directed to administration office to check in

- Pass out Principals tardy memo to all students who arrive late

*** No visitors allowed on campus without being check in at the administration office.**

Position C

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

- 1) At your start time, walk the campus. Identify students who are in dress code violation (example: jeans with holes, no shirt, etc.).
~~Encourage students to get to class on time.~~
- 2) During class time, make sure all classes are covered.
- 3) During class time, make sure all classes are covered.
- 4) During lunch time, cover front and rear gates/doors.
- 5) No changes to your schedule unless other directions have been given by Assistant Principal of Student Services. - -

Position D

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

- 1) Refuse school identification students who are in dress code violation (example: gang attire, inappropriate shoes, etc). Call Student Services Services.

- 2) Always encourage students to get to class on time.

- 3) During class time, maintain discipline, maintain good all elements are covered - maintain program.

Student drivers who have on campus privilege.

Apply for a transfer of the program to the school until the end of your work day.

- 7) No changes to your schedule unless other directions have been given by Assistant Principal.

Bell Schedule

Traditional School

Block School

Late Start Days

Final Exam Schedule

1. Fall
2. Spring

Assembly

Extended Lunch

Other