

West Side Union School District  
WEST SIDE SCHOOL

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## Comprehensive School Safety Plan

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## INTRODUCTION

### **Definition of a Safe School**

“Safe schools are orderly and purposeful places where students and staff are free to learn and teach without the threat of physical violence or psychological harm. They are characterized by sensitivity and respect for all individuals, an environment of nonviolence, clear behavioral expectations, disciplinary policies that are consistently and fairly administered, students’ affiliation and bonding to the school, support and recognition for positive behavior, and a sense of community on the school campus. Safe schools also are characterized by proactive security procedures, established emergency response plans, timely maintenance, cleanliness, and a nice appearance of the campus and classrooms.”

*From Safe Schools: A Planning Guide for Action, California State Department of Education.*

### **Rights**

“All students and staff of primary, elementary, junior high, and high schools have an inalienable right to attend campuses which are safe, secure, and peaceful.”

*California Constitution, Article 1, and Section 28(c): Right to Safe Schools*

### **Legislative Intent**

“It is the intent of the Legislature that all California public schools, in kindergarten, and grades 1 to 12, inclusive, operated by school districts, in cooperation with local law enforcement agencies, community leaders, parents, pupils, teachers, administrators, and other persons who may be interested in the prevention of campus crime and violence, develop a comprehensive school safety plan that addresses the safety concerns identified through a systematic planning process. For the purposes of this section, a ‘safety plan’ means a plan to develop strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on the school campus.” (*Ed. Code 35294*)

### **Approval and Annual Review**

The West Side Union School District Comprehensive School Safety Plan will be reviewed, evaluated, and amended as needed each school year by the Superintendent/Principal and Safety Committee with final approval by the Board of Trustees. If there are any significant changes, the revised plan will be placed

on the agenda of a regular meeting of the Board of Trustees by March 1 for public hearing to allow public input before it is readopted.

All safety-related plans and materials are available for public inspection at the Sonoma County Office of Education, at the West Side School administrative office, and on the District's website.

## **Our Goals**

This Comprehensive School Safety plan has several overarching goals. They are as follows:

- To help our West Side community create a school atmosphere that is safe, respectful, fair, and conducive to learning.
- To prepare ourselves to respond calmly and competently to any possible disaster, keeping foremost always the safety and well-being of students and staff.
- To comply fully with all requirements of the California Education Code.

To further these goals, this plan has been prepared in conformance with the provisions of California Education Code #32282 and all relevant West Side Union School District Board and Administrative Policies. These documents are available at the District Office; additionally, the Education Code is available online.

This plan was approved by the West Side Union Board of Trustees in public session on February 12, 2009. The Plan will be reviewed and updated annually, prior to March 1 of each subsequent year.

## **Rhonda Bellmer**

Superintendent/Principal  
West Side Union School District

## **Patricia Bertapelle**

President, Board of Trustees

## **ASSESSMENT OF THE CURRENT STATUS OF SCHOOL CRIME**

There is a long tradition of school pride and care at West Side School. The facilities and grounds are well maintained and cared for. The expectation is that each adult and student will do their part to help maintain the school in its exceptional condition.

West Side School has a very low incidence of school crime. There have been occasional cases of graffiti on bathroom walls through the years, but this does not occur on a regular basis. Infrequent incidences of the marking of desks and chairs have also been detected.

Students are held accountable for such actions. When a student is discovered to have been involved in graffiti or damage to school property, natural consequences are applied. The student is required to return the item to an acceptable condition, which may involve scrubbing walls or furniture.

### **Child Abuse Reporting Procedures**

#### **Reporting**

All school staff members actively monitor the safety and welfare of all students. Staff members understand their responsibility as child care custodians and immediately report all cases of known and suspected child abuse and neglect to Child Protective Services and to the school principal.

When a case of child abuse or neglect becomes apparent or is suspected, the employee having knowledge of the abuse or neglect will immediately report the abuse to Child Protective Services and/or the local law enforcement agency. The employee will submit a written report within 36 hours. The employee and the school administrator will develop a plan to assure ongoing monitoring of the student. School staff members will work closely with police and/or Child Protective Services to follow up as needed.

Cases of reported child abuse will be kept in close confidence. Copies of written reports are maintained in the school office.

#### **Staff Training**

Effective January 1, 2015, Assembly Bill 1432 requires school districts and county offices of education to provide training on the mandated reporting requirements of the Child Abuse and Neglect Reporting Act. Utilizing the State of California's online training module, all West Side Union employees and other

persons identified as mandated reporters annually receive inservice *within the first six weeks of each school year, or for new employees, within six weeks after employment*. Mandated reporters must sign a statement, on a form provided by the district, that he/she has knowledge of the provisions of the Penal Code section 11166 and will comply with those provisions.

## Summary of Child Abuse Reporting Requirements

### Child Abuse and Neglect: Penal Codes 11165-11174.3

<b>Who Must Report?</b>	Penal Code 11165.7 specifies 35 job categories as mandated child abuse reporters, including: <ul style="list-style-type: none"><li>• Teacher</li><li>• An instructional aide</li><li>• A teacher's aide or teacher's assistant</li><li>• A classified employee of any public school</li><li>• An employee of a child care institution</li></ul> The responsibility for making an official report rests on the individual employee. Reporting suspected abuse or neglect to a supervisor does not fulfill it.
<b>What Gets Reported?</b>	Suspected child abuse or neglect, which includes physical, sexual, and emotional abuse
<b>To Whom Is the Report Sent?</b>	County welfare agency, probation, or a police or sheriff's department
<b>What Is the Timeframe for Reporting?</b>	<ol style="list-style-type: none"><li>1. Report by telephone immediately, or as soon as possible</li><li>2. Submit a written report within 36 hours</li></ol>

### References

WSUSD Board Policy 5141.4

Administrative Regulation 5141.4

*Handbook for Child Abuse Reporters* (available in school office)

# Sample Child Abuse Reporting Form

<b>Print</b>		<b>SUSPECTED CHILD ABUSE REPORT</b>				<b>Reset Form</b>				
To Be Completed by <b>Mandated Child Abuse Reporters</b>						CASE NAME: _____				
Pursuant to Penal Code Section 11166						CASE NUMBER: _____				
<i>PLEASE PRINT OR TYPE</i>										
<b>A. REPORTING PARTY</b>	NAME OF MANDATED REPORTER			TITLE		MANDATED REPORTER CATEGORY				
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS			Street	City	Zip	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO			
	REPORTER'S TELEPHONE (DAYTIME) ( )		SIGNATURE		TODAY'S DATE					
<b>B. REPORT NOTIFICATION</b>	<input type="checkbox"/> LAW ENFORCEMENT		<input type="checkbox"/> COUNTY PROBATION		<input type="checkbox"/> AGENCY					
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)		ADDRESS		Street	City	Zip			
	OFFICIAL CONTACTED - TITLE		TELEPHONE		DATE/TIME OF PHONE CALL					
<b>C. VICTIM</b> One report per victim	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY			
	ADDRESS			Street	City	Zip	TELEPHONE ( )			
	PRESENT LOCATION OF VICTIM			SCHOOL		CLASS	GRADE			
	PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	OTHER DISABILITY (SPECIFY)			PRIMARY LANGUAGE SPOKEN IN HOME				
	IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> NAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND				TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY)				
	RELATIONSHIP TO SUSPECT			PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> JNK				
<b>D. INVOLVED PARTIES</b>	<b>VICTIMS / SIBLINGS</b>									
	1. NAME		BIRTHDATE	SEX	ETHNICITY	NAME		BIRTHDATE	SEX	ETHNICITY
	2. _____		3. _____		4. _____					
	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY			
	ADDRESS			Street	City	Zip	HOME PHONE ( )	BUSINESS PHONE ( )		
	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY			
ADDRESS			Street	City	Zip	HOME PHONE ( )	BUSINESS PHONE ( )			
<b>SUSPECT</b>	SUSPECT'S NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY			
	ADDRESS			Street	City	Zip	TELEPHONE ( )			
	OTHER RELEVANT INFORMATION									
<b>E. INCIDENT INFORMATION</b>	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____									
	DATE / TIME OF INCIDENT			PLACE OF INCIDENT						
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)									

SS 8572 (Rev. 12/02) **DEFINITIONS AND INSTRUCTIONS ON REVERSE**

**DO NOT** submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was determined not to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation Department; GREEN COPY- District Attorney's Office; YELLOW COPY-Reporting Party

## **DISASTER PROCEDURES**

Please refer to the *Emergency Operations Plan*, which is maintained as a separate document at the district office.

## **SUSPENSION AND EXPULSION POLICIES**

The four major offenses leading to suspension are:

- Acts of physical aggression or fighting
- Harassing or bullying
- Disrupting classroom learning

Also, a student may be suspended or expelled for committing any of the acts enumerated in California Education Code 48900, displayed below, if the act is related to a school activity, is committed anytime while on school grounds, going to or coming from school, during the lunch period on or off campus, during or while going to or coming from a school-sponsored activity.

Education Code 48900, grounds for suspension or expulsion:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance including an alcoholic beverage, or an intoxicant of any kind.
- d) Unlawfully offered or arranged or negotiated to sell any controlled substance including an alcoholic beverage or an intoxicant of any kind; and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property. "School property" includes, but is not limited to, electronic files and databases.
- g) Stole or attempted to steal school property or private property. "School property" includes, but is not limited to, electronic files and databases.

- h) Possessed or used tobacco, or any products containing tobacco or nicotine products; including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l) Knowingly received stolen school property or private property. "School property" includes, but is not limited to, electronic files and databases.
- 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 Penal Code 261, 266c, 286, 288, 288a, or 289; or committed a sexual battery as defined Penal Code 243.4.
- o) Harassed, threatened or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness; or retaliating against that student for being a witness, or both.
- p) Unlawfully offered, arranged to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing, as defined in Education Code sections 32050 and 48900 (s).
- r) Aids or abets, as defined in Penal Code 31, the infliction or attempted infliction of physical injury to another person.
- s) Committed sexual harassment as defined in Education Code 212.5. This conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance; or to create an intimidating, hostile, or offensive educational environment. This sub-section shall not apply to students enrolled in kindergarten and grades 1 to 3, inclusive. (Education Code 48900.2)
- t) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in subdivision (e) of Education Code 233. This sub-section applies to students enrolled in any of grades 4 to 12, inclusive. (Education Code 48900.3)

- u) Intentionally engaged in harassment, threats, or intimidation directed against school district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of either school personnel or students by creating an intimidating or hostile education environment. This sub-section applies to students enrolled in any of grades 4 to 12, inclusive. (Education Code 48900.4)
- v) Made terrorist threats, as defined, against school officials or school property, or both. (Education Code 48900.7)
- w) Engaged in an act of bullying, including but no limited to, bullying by means of an electronic act, directed toward a student or school personnel (education Code 48900(r)).

The rate of suspensions is relatively low at West Side School. There is no record of a student being expelled.

## **PROCEDURE TO NOTIFY TEACHERS OF DANGEROUS PUPILS**

California Ed Code requires that teachers be notified when one of their students has engaged in behavior that has resulted in suspension or expulsion. In the event of a suspension, the Notice of Suspension is copied to the teacher and to the student's cumulative file. Each year, teachers review the cumulative file of their incoming students, thus assuring that they will be aware of suspensions within the last three years. Additionally, the Superintendent/Principal reviews all incoming cumulative files. Teachers are alerted if any incoming student has a past record of suspension or expulsion.

## **DISCRIMINATION AND HARASSMENT POLICY**

Discrimination against any student or employee and/or sexual harassment of any student or employee by another person is prohibited. The District updates annually and distributes to all employees and parents the policies prohibiting student-to-student sexual harassment and distributes to all employees policies prohibiting employee-to-employee sexual harassment. The Superintendent/Principal and all Trustees of the Board of Trustees attend the Sexual Harassment Prevention Workshop, satisfying the legal mandate to receive sexual harassment prevention training for two hours every two years.

Prohibited sexual harassment by adults includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical contact of a sexual nature made against another person of the

same or opposite sex in the work or educational setting. Prohibited sexual harassment may also include any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

The Education Code definition of sexual harassment by children is quoted on page 7 of this document, item S.

Staff members are instructed about the definition of sexual harassment and reporting procedures. Students are directed to immediately report incidents of harassment, sexual or otherwise, to an adult (parent, teacher, instructional assistant, or administrator). All reports are thoroughly investigated in a timely manner. A school administrator will determine an appropriate course of action for each complaint. Actions may include the following:

1. Conflict resolution and discussions among the parties involved, when appropriate.
2. Student counseling and education, when appropriate.
3. A report to the police or Child Protective Services as appropriate or required by law.
4. Student disciplinary actions that may include the range of consequences in the discipline plan, including suspension, placing on a behavior contract, other appropriate means of corrections, or a recommendation for expulsion.
5. Employee disciplinary action as described in policy, State law, and Ed. Code.

District policy and State law related to sexual harassment of students or employees requires the following:

1. Posting the District's sexual harassment policy in a prominent location at the school.
2. Notifying the staff, students (as appropriate), and parents of the sexual harassment policy each school year or at the time of enrollment.
3. Including notification of the sexual harassment policy as part of any orientation materials or programs for new students (as appropriate) or employees as they enroll or are hired.
4. Including the sexual harassment policy in school and district publications.
5. Taking appropriate WSUSD Administrative actions to reinforce the district policy by providing staff inservice and student instruction and/or counseling.
6. Directing that teacher-led discussion be conducted on this policy with students in age-appropriate ways, and assuring students in that discussion that they need not endure any form of sexual harassment.

Students and/or parents and employees can use the District's Uniform Complaint Procedure to file a formal complaint of sexual harassment, or they can use the form specific to sexual harassment complaints.

### **References**

WSUSD Board Policy 0410(a), (b), (c)

WSUSD Board Policy 4119.11(a), (b); 4219.11, 4319.11

WSUSD Administrative Regulation 4119.11(a), (b), (c); 4219.11, 4319.11

## **DRESS CODE**

Appropriate dress and grooming contribute to a productive learning environment. Students are expected to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate.

Students and their parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriated disciplinary action.

### **Guidelines:**

1. Students shall come to school clean and well-groomed.
2. Students' clothing must not present a health or safety hazard or a distraction that would interfere with the educational process. This shall be applied fairly to boys and girls alike.
3. Shoes suitable for rigorous physical activity and outdoor play must be worn at all times, unless a teacher or the Superintendent/Principal makes an exception.
4. Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures, or any other insignia that are crude, vulgar, profane, or sexually suggestive, that bear drug, alcohol, or tobacco company advertising, promotions, and likenesses, or that advocate racial, ethnic, or religious prejudice.
5. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited. This shall be applied fairly to boys and girls alike.

6. Students may not wear clothing or accessories that demonstrate or suggest gang involvement, or gang-related symbols. These symbols change over time and we may issue future warnings about specific gang-related items.
7. Students may wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Ed. Code 35183.5)

The Superintendent/Principal and teachers may impose more or less stringent dress requirements to accommodate the special needs of certain sports, classes, or individuals.

### **References**

WSUSD Board Policies 5132; 5136 (a), (b)

WSUSD Administrative Regulations 5132; 5136 (a), (b), (c)

## **PROCEDURES FOR SAFE INGRESS AND EGRESS**

Safety while entering and leaving West Side School's rural campus is a high priority. There has been considerable staff and parental concern about traffic and pedestrian safety, and the following precautions have been taken:

- Safety crossing zones must be used.
- There are now two drop-off zones: one for upper- and one for lower-grade students.
- Curbs are color-coded and marked to designate safe parking and loading areas.
- Students are not allowed to traverse the parking lot areas without an adult escort.
- Reminding drivers about laws regulating cell phone use.

The circular driveway and drop-off zones help to facilitate safe loading and unloading of students. The school newsletter regularly communicates the need for drivers to slow down, pay attention, and use safe driving practices while entering and leaving campus.

## **MAINTAINING A SAFE AND ORDERLY ENVIRONMENT**

West Side School places a high priority on student safety—SAFETY FIRST is our motto. We continually assess our campus for potential risks, and mitigate the

exposure as soon as possible. We hold all fire and earthquake drills as required, and assess the effectiveness of each drill. A designated staff member checks Megan's List at least monthly to keep apprised of registered sex offenders in proximity of the school.

The Board of Trustees and the custodian, using the Facility Inspection Tool (FIT), evaluate the school annually. The findings of this assessment are reported annually in the School Accountability Report Card (SARC). Additionally, school cleanliness and safety is monitored through the Williams Settlement Report, submitted quarterly to the Sonoma County Office of Education. Redwood Empire Schools Insurance Group (RESIG) conducts school safety assessments on a regular basis, with a special focus on playground safety.

### **School Safety Committee**

West Side School has a safety committee comprised of the Superintendent/Principal, a teacher representative, a classified representative, and the custodian. The committee meets regularly to address school safety and emergency preparedness. The school participates in the Sonoma County Office of Education and the Redwood Empire Schools Insurance Group's (RESIG) School Guard safety grant. Committee members are encouraged and provided access to training in emergency preparedness, CERT, SCOPE, Emergency Traffic Control, school violence, active shooter, and first aid/CPR.

The major goals of the School Safety Committee are to:

1. Reassign and re-orient staff to their roles in the Incident Command System
2. Procure food and supplies to accommodate a 72-hour shelter-in-place situation
3. Hold practice drills (fire, earthquake, emergency bus evacuation, lock-down, and shelter-in-place)
4. Improve driver and pedestrian safety, and use of crosswalks, in and around parking lot
5. Continually monitor conditions throughout the campus to ensure maximum safety
6. Share our updated plan with local law enforcement and fire department

### **Visitors and Volunteers**

We monitor visitors on campus and require that they sign in at the office each and every time they are on campus. Visitors and volunteers wear identification badges while on campus. We make every effort to know our parents and

extended family members. Due to the school's small size, monitoring of adults on campus is truly possible. All volunteers are required on an annual basis to participate in the Volunteer Orientation conducted by the school Superintendent/Principal. Fingerprint clearance is required of all overnight field trip chaperones.

### **Transportation for Field Trips**

School buses will be used to transport kindergarten, first, and second grade students on field trips. Third through sixth grade students will be transported on buses and/or private vehicles, depending on the trip. Parents/guardians are provided permission slips (English/Spanish) for all field trips.

Parents wishing to volunteer to drive on field trips must first register with the District Office. Board Policy requires that the driver's California Driver's License and verification of insurance be on record. Vehicles are inspected for safety before each use, and drivers receive safety and emergency instructions. Board Policy 3541.1(a) and AR 3541.1(a) address student safety and establish the requirements for using private vehicles.

### **Classroom Management**

All staff members are trained in classroom management strategies and conflict resolution strategies. Implementation of the Toolbox Project has created a school-wide climate of improved social literacy and conflict-resolution capacity.

Teachers receive support from the Superintendent/Principal in monitoring student behavior. Student behavior contracts and Behavior Support Plans, and Behavior Intervention (BIP) plans are developed for students requiring extra support. Parent and Student Success Team (SST) meetings are scheduled for students who are unable to meet behavioral expectations at school.

#### **The Toolbox Project**

The Toolbox Project is a research-based K-5 curriculum to improve self-management and conflict resolution skills. Rooted in nonviolence, self-awareness, and empathy for others, it offers "twelve tools for living," representing fundamental concepts of self and others. These tools help children direct their own behavior in ways that are positive and adaptive to the school environment, and to avoid and resolve conflicts with others. The tools are introduced at the kindergarten level and reinforced as students move up through the grades. Students develop a feeling of pride as problem-solvers and a sense of safety because everyone is taught the same tools and their applications. The Toolbox Project is introduced to parents, and families are encouraged to practice using the tools as they interact with each other at home.

## **Health Precautions**

Every two years key staff members receive updated First Aid and CPR training. Annually, staff members receive inservice training on other health and safety issues, including:

- Blood-borne pathogens
- Schools Emergency Management System
- SB 198 Safety in the Workplace
- Anaphylactic shock and severe allergic reactions
- Updated EpiPen procedures

To accommodate students with peanut and nut allergies, a school-wide program of public awareness is in place ready to be activated when needed. Peanut/Nut-free zones in the classrooms and eating areas are designated when needed. As an additional safeguard, students are strongly discouraged from sharing food. To accommodate students with diabetes, the school nurse monitors student's medical plan, and key staff receive inservice training to carry out the plan.

## **Cyber Safety**

West Side has established policies and procedures to assure the safety of student's Internet use at school. All staff and students receive awareness training on cyber safety at school and at home annually. Parents receive pertinent information from school to ensure that all are aware of the vulnerability of our students as they navigate their way through cyberspace. Students are also advised about the law and the consequences of using computers as a tool for harassment or bullying. All students and their parents/ guardians must sign a use agreement annually before they may access the Internet at school.

School Internet use is always supervised. Computers used by students are arranged to be visible by supervising adults at all times. The Technology Coordinator simultaneously monitors all students' screens through software designed for that purpose. In addition, filters are in place to prevent access to inappropriate websites.

## **References**

The Toolbox Project

## SCHOOL RULES AND DISCIPLINE POLICIES

All students are held to high standards of behavior, and these expectations are made clear. School rules are distributed at the beginning of the year and reviewed in each classroom. Fair, consistent, and firm administration of discipline is the practice throughout the school.

Each teacher establishes classroom rules and works with the class to create a Student Bill of Rights as a component of the Toolbox Project. Students always have an opportunity to present their viewpoint when involved in disciplinary actions.

### **When Students Are Safe, Respectful, and Prepared... There is NO:**

1. fighting or play fighting
2. teasing, taunting, name-calling, or bullying
3. rudeness to adults or fellow-students
4. locking games, clubs, or passwords
5. running, playing on walkways or decks
6. standing, walking, or sitting in red door safety zones
7. splashing, playing, or shoving near water fountains
8. throwing or kicking sand, dirt, rocks, gravel, or food
9. getting too close to the swing area
10. bailing out of swings, swinging sideways, twisting, or stomach-swinging
11. profanity or swearing
12. spitting
13. swinging on trees, breaking branches, or damaging plants
14. writing or scratching on walls, ceiling, floors, desks, furniture, books, or equipment
15. kicking balls on pavement areas (except against ball wall)
16. climbing fences, backstops, basketball poles, swing sets, or tetherball poles
17. sitting on top of the horizontal ladder, rings, or cement wall
18. retrieving balls from outside the playground
19. riding bicycles, skateboards, or roller skating on school grounds
20. standing, sitting, or playing outside the fence, on the driveway in front of school, or in the creek area

**Additionally:**

21. Students who ride bikes to school must have a written note from parent or guardian on file in the office. Helmets must be worn.
22. Students must have permission from teacher to bring personal possessions such as balls, toys, tools, sports equipment, cards or electric equipment to school.
23. Students may not eat candy, chew gum, or drink soda at school without teacher permission.
24. No glass containers at school.
25. No sharing of food; each student is to eat his/her own lunch.
26. Students are to dispose of garbage, and recycle and compost lunch waste.
27. When recess bells ring, students are to stop playing at once, return play equipment, clean designated area, and then go directly to class.
28. Students will only use recess equipment for its intended purpose (e.g. no kicking basketballs).
29. Students shall come to school dressed in compliance with the school dress code.
30. Arrangements for after school “play dates” and/or parties should be made outside of school hours.
31. Students shall come to school on time, prepared, and ready to work.

**Discipline Options**

- Reminder of rule
- Review Toolbox Tool options for resolving conflicts
- Practice following the rule
- Benched for recess or a portion of recess
- Community service: constructive jobs will be assigned
- Written assignment on constructive solutions
- Walking or running around grassy area
- Parent conference
- Suspension
- Behavior Intervention Plans
- Expulsion

We are hopeful that no student will persist in misbehavior. Behavior Support Plans may be necessary to assist a student in meeting behavioral expectations at school. We expect that tolerance of others, goodwill between students, and a positive attitude about one's self will make attending West Side School a healthy and affirming social experience.

## **HATE CRIME REPORTING PROCEDURES**

Hate crimes occur when a perpetrator targets a victim because of his or her membership in a certain social group, usually defined by racial group, religion, sexual orientation, disability, ethnicity, nationality, age, gender, gender identity, or political affiliation.

Hate crime can take many forms. Incidents may involve physical assault, damage to property, bullying, harassment, verbal abuse or insults, or offensive graffiti or letters.

Hate-motivated behavior is not common in our small rural school environment. However, the potential exists that it may occur, so the following procedures are established:

1. Any student who believes that he/she is a victim of hate-motivated behavior shall immediately contact the Superintendent/Principal or designee. If the student believes that the Superintendent/Principal or designee has not remedied the situation, he/she may file a complaint against the appropriate school official in accordance with district complaint procedures.
2. Staff who are informed of hate-motivated behavior or personally observe such behavior shall notify the Principal/Superintendent or designee, and law enforcement, as appropriate. Students who engage in hate-motivated behavior shall be subject to discipline in accordance with District policy.
3. The Superintendent/Principal shall ensure that staff receives appropriate training to recognize hate-motivated behavior and methods of handling such behavior in appropriate ways.

## **RESILIENCY**

Resiliency is the capacity to successfully adapt in the face of an adverse or traumatic life situation—the ability to keep going during hard times. Research shows that resilient children usually have a sense of worth, a sense of power, a sense of hope, a sense of virtue, and a sense of competence. Fostering resiliency is everyone's job and can be accomplished through consistent, simple every-day acts of kindness and support.

Our staff members understand the importance of supporting our students in handling the stresses and challenges of life. School can play an important role in developing resiliency in children.

Our efforts to develop resiliency in our students include the following:

- Parents are encouraged to participate in all aspects of school life.
- We regularly send messages of positive feedback to our students and their families. We try to “catch our students doing good.”
- We have a program of acknowledging positive student behavior. Students receive “Bobcat Bucks” for academic excellence, clean-up and recycling, good manners and courtesy, solving problems, and empathy and kindness.
- All staff members serve as positive and accessible role models.
- We encourage our students to develop as school leaders. For example, the students run the school-wide recycling and compost program, and designated monitors help out in all aspects of caring for and maintaining our school. Sixth-graders in particular have many opportunities to develop their leadership ability, including serving as monthly class presidents and leading the school in All School Assembly and Flag each week.
- Students are encouraged to participate in charitable causes. We sponsor an annual food drive, and collect money for, and respond to, disaster relief efforts.
- We implement the Toolbox Project, a social literacy curriculum that encourages peer-to-peer adult-supported conflict resolution.
- We encourage staff members to teach students the meaning of equality, human dignity, and mutual respect, and to employ teaching strategies that promote assertiveness, decision-making skills, positive peer relations, and self-esteem.
- We instill a sense of hope by encouraging and supporting students in pursuing their dreams.
- We consciously strive to create an environment of tolerance and inclusiveness.

The school promotes nonviolent conflict resolution techniques in order to encourage attitudes and behaviors that foster harmonious relations. As part of this effort, students are taught the skills necessary to reduce violence, including communication skills, anger management, bias reduction, and mediation skills. Staff members receive training in conflict resolution techniques, and such training is also made available to parents/guardians and volunteers.

## PARENT REUNIFICATION

### Student Pick-up in the Event of an Emergency

In the event of an emergency, it may become necessary to relocate the school population to either of our two alternative sites. Such a move would take place when it is determined by school or county officials that keeping students in the school would be hazardous to students and staff. We have two alternative sites. The first is the old Felta Schoolhouse on the corner at 1043 Felta Road, just before West Side School, and the second site is the ranch belonging to our neighbor, Robert Lownes, at 1289 Felta Road, just past West Side School. In the event that West Side School is determined to be unsafe, students will be transported to Felta Schoolhouse or the Lownes'. When you are notified of the relocation, you will be told which site the students have been transported to.

If it becomes necessary to relocate our students, the County Office of Education will be notified. The County Office will activate the media. Please tune in to KSRO Radio (1350 AM) and/or KZST Radio (100.1 FM) for information and directions. The parent notification system Blackboard Connect will be activated. Additionally, every teacher's emergency notebook contains a class list with parent names and phone numbers. It is critically important that our office has all necessary CURRENT phone numbers so that we are able to contact you at any time during the school day in the event of an emergency. **Please keep a copy of your emergency card for your files.**

When you arrive to pick up your child—either at West Side School or one of the two alternative sites—there will be a student release station. Please pay attention to all directions for parking. Locate the release station and give the station worker your child's name. Once you have been identified, your child will be brought to you at the station. It is essential that parents cooperate with the release station procedures. We must be organized in order to ensure 100% accountability for our students. All individuals picking up students must be positively identified by our staff or provide valid identification. Unless a person's name is on your emergency card as having your permission to pick up your child, we will not release your child to them.

Student safety is one of our primary concerns at West Side School. We appreciate your support and assistance in this important matter. Please call us at 433-3923 with any questions or concerns about our emergency planning procedures.

#### References

WSUSD Board Policies 5138 (a), (b), (c); 5137 (a), (b)

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