

Lake Center Middle School Comprehensive School Safety Plan

SB 187 & SB 334 Compliance Document

2018-2019

Revised August 2018

Lake Center Middle School
10503 S. Pioneer Boulevard
Santa Fe Springs, CA 90670

Little Lake City School District

This document is to be maintained for public inspection during business hours

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 1: General Information – School Safety
Part 1: District Commitment to School Safety

The Little Lake City School District’s goal is to have safe and secure campuses for enrolled students and all employees. The District believes that a beginning step toward safer schools is the development of a comprehensive plan for school safety by every school within the District. The District intends that parents, students, teachers, administrators, counselors, classified personnel, and community agencies develop safe school plans, including local law enforcement. The school site committee will review these safe school plans on an annual basis and proposed changes will be submitted to the Board for approval.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 1: General Information – School Safety
Part 2: Legislative Requirements

CA Education Code 32286 requires each school site to review and update its school safety plan by March 1 of each year which must be developed and written by a School Site Council (SSC) or its designated Safety Planning Committee in collaboration with teachers, classified staff, parents, and first responders to provide an up to date and complete plan.

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

Comprehensive School Safety Plans are required under SB 187/SB 334 to contain the following elements:

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

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

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 1: General Information – School Safety
Part 3: Maintaining a Safe and Orderly Environment

It is a priority of the administration and staff at Lake Center Middle School that every student who attends our school will be provided with an environment in which the students not only feel physically safe, but that there is also a positive school climate in all activities both in and out of the classroom.

Our administration and staff desire to provide an orderly, caring, and nondiscriminatory learning environment in which all students can feel comfortable and take pride in their school and their achievements.

Our administration encourages staff to teach students the meaning of equality, human dignity, and mutual respect, and to employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds.

Students shall have opportunities to voice their concerns about school policies and practices and to share responsibility for solving problems that affect their school. Staff shall encourage and reward success and achievement, participation in community projects, and positive student conduct.

Our school district promotes nonviolent resolution techniques in order to encourage attitudes and behaviors that foster harmonious relations. Staff shall receive training which implements and supports conflict resolution (California Education Code Sections 32230-32239, 35160, 35160.1, 44806).

Lake Center Middle School remains in compliance with existing laws related to school safety. This manual outlines several elements critical to maintaining a safe school environment.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 1: General Information – School Safety
Part 4: Board Policy and Administrative Regulations

From LLCSD Board Policy 0450 – Comprehensive Safety Plan:

The Governing Board recognizes that students 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 maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

(cf. 0510 – School Accountability Report Card)
(cf. 5131 – Conduct)
(cf. 5137 – Positive School Climate)

The school site council at each district school shall develop a comprehensive school safety plan relevant to the needs and resources of that particular school. (Education Code 32281, 32286)

(cf. 0420 –School Plans/Site Councils)
(cf. 1220 –Citizen Advisory Committees)

The school safety plan shall take into account the school’s staffing, available resources, and building design, as well as other factors unique to the site.

Each school shall adopt its comprehensive school safety plan by March 1 and shall review and update its plan by March 1, every year thereafter. A new school campus that begins offering classes to pupils after March 1, shall adopt a comprehensive school safety plan within one year of initiating operation, and shall review and update its plan by March 1, every year thereafter. (Education Code 32286)

Each school shall forward the safety plan to the Board for approval. (Education Code 32288)

The Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

(cf. [0500](#) - Accountability)
(cf. [9320](#) - Meetings and Notices)

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 1: General Information – School Safety
Part 4: Board Policy and Administrative Regulations

From LLCSD Board Policy 0450 – Comprehensive Safety Plan:

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education of any schools that have not complied with the requirements of Education Code [32281](#). (Education Code [32288](#))

The Superintendent or designee shall make certain that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

(cf. 1340 – Access to District Records)

From LLCSD Board Policy 0450 – Comprehensive Safety Plan:

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)

(cf. 1312.3 – Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of sex discrimination

32260-32262 Interagency School Safety Demonstration Act of 1985

32270 School safety cadre

32280-32289 School safety plans

32290 Safety devices

35147 School site councils and advisory committees

35183 School dress code; uniforms

35291 Rules

35291.5 School-adopted discipline rules

35294.10-35294.15 School Safety and Violence Prevention Act

41510-41514 School Safety Consolidated Competitive Grant Program

48900-48927 Suspension and expulsion

48950 Speech and Other Communication

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

67381 Violent crime

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Part 4: Board Policy and Administrative Regulations

From LLCSD Board Policy 0450 – Comprehensive Safety Plan:

PENAL CODE

11164-11174.3 Child Abuse and Neglect Reporting Act

[422.55](#) Definition of hate crime

[626.8](#) Disruptions

CALIFORNIA CONSTITUTION

Article 1, Section 28© Right to Safe Schools

CODE OF REGULATIONS, TITLE 5

11992-11993 Definition, persistently dangerous schools

11987-11987.7 School Community Violence Prevention Program requirements

UNITED STATES CODE, TITLE 20

7101-7165.1 Safe and Drug Free Schools and Communities, especially:

7912 Transfers from persistently dangerous schools

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

Management Resources:

CSBA PUBLICATIONS

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

Community Schools: Partnerships Supporting Students, Families and Communities, Policy Brief, October 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2010

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

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007
Early Warning, Timely Response: A Guide to Safe Schools, August 1998

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Part 4: Board Policy and Administrative Regulations

From LLCSD Board Policy 0450 – Comprehensive Safety Plan:

Safe Schools: A Planning Guide for Action, 2002

WEB SITES

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

California Department of Education, Safe Schools: <http://www.cde.ca.gov/ls/ss>

California Emergency Management Agency: <http://www.calema.ca.gov>

California Healthy Kids Survey: <http://chks.wested.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov/ViolencePrevention>

California Seismic Safety Commission: <http://www.seismic.ca.gov>

Center for Effective Collaboration and Practice: <http://cecp.air.org>

Federal Bureau of Investigation: <http://www.fbi.gov>

National Alliance for Safe Schools: <http://www.safeschools.org>

National School Safety Center: <http://www.schoolsafety.us>

National Center for Crisis Management: <http://www.schoolcrisisresponse.com>

U.S. Department of Education, Office of Safe and Drug Free Schools:

<http://www.ed.gov/about/offies/list/osdfs/index.html>

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Part 4: Board Policy and Administrative Regulations

From LLCSD Administrative Regulation 0450 – Comprehensive Safety Plan:

Development and Review of School Site Safety Plan

The school site council shall consult with local law enforcement in writing and developing the comprehensive school safety plan. When practical, the school site council also shall consult with other school site councils and safety committees. (Education Code [32281](#), [32282](#))

(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.

The school site council may delegate the responsibility for developing a school safety plan to a school safety planning committee. This committee shall be composed of the following members: (Education Code 32281)

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
4. once classified employee who is a representative of the recognized classified employee organization
5. Other members, if desired

(cf. [1220](#) - Citizen Advisory Committees)

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

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 32288)

The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting: (Education Code 32288)

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

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From LLCSD Administrative Regulation 0450 – Comprehensive Safety Plan:

(cf. [1230](#) - School-Connected Organizations)

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

(cf. [4140/4240/4340](#) - Bargaining Units)

4. A representative of the student body government (middle schools)

In addition, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting: (Education Code [32288](#))

1. Representatives of local religious organizations

2. Local civic leaders

3. Local business organizations

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

Content of the Safety Plan

Each comprehensive safety plan shall include an assessment of the current status of school crime committed on campus and at school-related functions. (Education Code [32282](#))

The assessment may include, but not be limited to, data on reports of school crime, suspension and expulsion rates, and surveys of students, parents/guardians, and staff regarding their perceptions of school safety.

(cf. [0500](#) - Accountability)

(cf. [0510](#) - School Accountability Report Card)

The plan also shall identify 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 related to school safety. The plan shall include the development of all of the following: (Education Code 32282)

1. Child abuse reporting procedures consistent with Penal Code 11164

(cf. [5141.4](#) - Child Abuse Prevention and Reporting)

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Part 4: Board Policy and Administrative Regulations

From LLCSD Administrative Regulation 0450 – Comprehensive Safety Plan:

2. Routine and emergency disaster procedures including, but not limited to:
 - a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act
(cf. [6159](#) - Individualized Education Program)
 - b. An earthquake emergency procedure system in accordance with the Education Code 32282
(cf. [3516](#) - Emergencies and Disaster Preparedness Plan)
(cf. [3516.3](#) - Earthquake Emergency Procedure System)
 - c. A procedure to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare
(cf. [1330](#) - Use of School Facilities)
(cf. [3516.1](#) - Fire Drills and Fires)
(cf. [3516.2](#) - Bomb Threats)
(cf. [3516.5](#) - Emergency Schedules)
(cf. 3543 - Transportation Safety and Emergencies)
3. Policies pursuant to Education Code [48915](#)(d) for students who commit an act listed in Education Code [48915](#)(c) and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations
(cf. [5131.7](#) - Weapons and Dangerous Instruments)
(cf. [5144.1](#) - Suspension and Expulsion/Due Process)
(cf. [5144.2](#) - Suspension and Expulsion/Due Process (Students with Disabilities))
4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079
(cf. 4158/4258/4358 – Employee Security)

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From LLCSD Administrative Regulation 0450 – Comprehensive Safety Plan:

5. A discrimination and harassment policy consistent with the prohibition against discrimination pursuant to Education Code 200-262.4
(cf. [0410](#) - Nondiscrimination in District Programs and Activities)
(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)
6. If the school has adopted a dress code prohibiting students from wearing “gang-related apparel” pursuant to Education Code 35183, the provisions of that dress code and the definition of “gang-related apparel”
(cf. [5132](#) - Dress and Grooming)
7. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school
(cf. [5142](#) - Safety)
8. A safe and orderly school environment conducive to learning
(cf. [5137](#) - Positive School Climate)
9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5
(cf. [5144](#) – Discipline)
10. Hate crime reporting procedures
(cf. [5145.9](#) - Hate-Motivated Behavior)

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From LLCSD Administrative Regulation 0450 – Comprehensive Safety Plan:

Among the strategies for providing a safe environment, the school safety plan may also include:

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution.
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. [6141.2](#) - Recognition of Religious Beliefs and Customs)
2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, hazing and cyber-bullying, as well as behavioral expectations and consequences for violations
(cf. [5113](#) - Absences and Excuses)
(cf. [5113.1](#) - Chronic Absence and Truancy)
(cf. [5131](#) - Conduct)
(cf. [5136](#) - Gangs)
3. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education, character/values education, media analysis skills, conflict resolution, community service learning, and education related to the prevention of dating violence
(cf. 6142.3 - Civic Education)
(cf. 6142.4 - Service Learning/Community Service Classes)
(cf. [6142.8](#) - Comprehensive Health Education)
4. Parent involvement strategies, including strategies to encourage parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus
(cf. [1240](#) - Volunteer Assistance)
(cf. [5020](#) - Parent Rights and Responsibilities)(cf. [6020](#) - Parent Involvement)

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From LLCSD Administrative Regulation 0450 – Comprehensive Safety Plan:

5. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students
 - (cf. [5131.6](#) - Alcohol and Other Drugs)
 - (cf. 5131.61 - Drug Testing)
 - (cf. [5131.62](#) - Tobacco)
 - (cf. [5131.63](#) - Steroids)

6. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction
 - (cf. [1020](#) - Youth Services)

7. Procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of the school
 - (cf. [3514.1](#) - Hazardous Substances)
 - (cf. [3514.2](#) - Integrated Pest Management)

8. Procedures for receiving verification from law enforcement that a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime
 - (cf. [5116.1](#) – Intra-district Open Enrollment)

9. Assessment of the school’s physical environment, including a risk management analysis and development of ground security measures such as procedures for the closing of campuses to outsiders, surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus
 - (cf. [1250](#) - Visitors/Outsiders)
 - (cf. [3515](#) - Campus Security)
 - (cf. 3515.3 - District Police/Security Department)
 - (cf. [3530](#) - Risk Management/Insurance)
 - (cf. 5112.5 - Open/Closed Campus)
 - (cf. [5131.5](#) - Vandalism and Graffiti)

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From LLCSD Administrative Regulation 0450 – Comprehensive Safety Plan:

10. Crisis prevention and intervention strategies, which may include the following:
 - a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate
 - (cf. [3515.2](#) - Disruptions)
 - (cf. [3515.5](#) - Sex Offender Notification)
 - (cf. [5131.4](#) - Student Disturbances)
 - b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)
 - c. Assignment of staff members responsible for each identified task and procedure
 - d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan
 - e. Coordination of communication to schools, Governing Board members, parents/guardians, and the media
 - (cf. [1112](#) - Media Relations)
 - (cf. [9010](#) - Public Statements)
 - f. Development of a method for the reporting of violent incidents
 - g. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling
11. Staff development in violence prevention and intervention techniques, including preparation to implement the elements of the safety plan
 - (cf. [4131](#) - Staff Development)
 - (cf. [4231](#) - Staff Development)
 - (cf. [4331](#) - Staff Development)

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 2: Child Abuse Reporting
Part 1: Child Abuse Reporting Procedures

The requirements of school personnel and the identification and reporting of known or suspected child abuse to a protective agency is mandated by the State of California Penal Code. In fact, failure to do so on the part of school personnel could lead to penalties, which might be imposed, on these individuals. The Little Lake City School District board policy and administrative regulations are continually updated to reflect appropriate legislation. Excerpts from the California Penal Code and LLCSD District Board Policy as well as Administrative Regulations are presented below.

From California Penal Code Section 11166

...any child care custodian, health practitioner, or employee of a child protective agency who has knowledge or observes a child in his or her professional capacity within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse shall report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

LLCSD Board Policy 5141.4 – Child Abuse Prevention Programs

Recognizing that our responsibility to students includes the protection of their physical and mental well-being, the Governing Board desires to provide whatever opportunities or resources may be available for the prevention of child abuse.

The Board agrees with the Legislature that:

1. Child abuse and neglect is a severe and increasing problem in California.
2. School districts and preschools are able to provide an environment for training of children, parents, and all school district staff.
3. Primary prevention programs in the school districts are an effective and cost-efficient method of reducing the incidence of child abuse and neglect and for promoting healthy family environments.

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LLCSD Board Policy 5141.4 – Child Abuse Prevention Programs (Continued)

The Superintendent shall explore funding and assistance available for the establishment of programs directed toward preventing the occurrence of child abuse, including physical abuse, sexual assault, and child neglect, and reducing the general vulnerability of children, including coordination with and training for parents and school staff.

(cf. [1020](#) - Youth Services)

(cf. [5141.6](#) - School Health Services)

(cf. [6164.2](#) - Guidance/Counseling Services)

Parents shall be given notice of, and may refuse to have their children participate in, prevention training program.

Child Abuse Reporting

The Superintendent or designee shall establish procedures for the identification and reporting of known and suspected child abuse and neglect in accordance with law.

(cf. [4119.21/4219.21/4319.21](#) - Professional Standards)

(cf. [5145.7](#) - Sexual Harassment)

Procedures for reporting child abuse shall be included in the district and/or school comprehensive safety plan. (Education Code [32282](#))

(cf. [0450](#) - Comprehensive Safety Plan)

District employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.

The Superintendent or designee shall provide training regarding the duties of mandated reporters.

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Section 2: Child Abuse Reporting
Part 1: Child Abuse Reporting Procedures

LLCSD Administrative Regulation 5141.4 – Child Abuse Prevention and Reporting

Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code [11165.1](#)
3. Neglect as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

(cf. 4119.21/4219.21/43919.21 – Professional Standards)

(cf. 5145.7 – Sexual Harassment)

Child abuse or neglect does not include:

1. A mutual fight between minors. (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)

(cf. 3515.3 – District Police/Security Department)

3. An injury resulting from the exercise by a teacher, vice principal, principal or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonable necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)

(cf. 5144 – Discipline)

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Part 1: Child Abuse Reporting Procedures

LLCSD Administrative Regulation 5141.4 – Child Abuse Prevention and Reporting (Continued)

4. An injury caused by a school employee’s use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student (Education Code 49001)

(cf. 5131.7 – Weapons and Dangerous Instruments)

(cf. 5144 – Discipline)

(cf. 6159.4 – Behavioral Interventions for Special Education Students)

5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student (Education Code 49001)

(cf. 6142.7 – Physical Education and Activity)

(cf. 6145.2 – Athletic Competition)

6. Homelessness or classification as an unaccompanied minor. (Penal Code 1165.12) (Penal Code 11165.15)

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher’s aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; and administrators, presenters, or counselors of a child abuse prevention program. (Penal Code 11165.7)

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

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Section 2: Child Abuse Reporting
Part 1: Child Abuse Reporting Procedures

LLCSD Administrative Regulation 5141.4 – Child Abuse Prevention and Reporting
(Continued)

Reportable Offenses

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05, 11167)

Any person shall notify a peace officer if he/she reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury, where the victim is a child under the age of 14. (Penal Code 152.3, 288)

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Part 1: Child Abuse Reporting Procedures

LLCSD Administrative Regulation 5141.4 – Child Abuse Prevention and Reporting (Continued)

Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make a report. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

(cf. 1240 - Volunteer Assistance)

Reporting Procedures

1. Initial Telephone Report

Immediately or as soon as practicably possible after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 1165.9, 11166)

Department of Social Services
10355 Slusher Avenue
Santa Fe Springs, California 90670
562-903-5101 / Child Abuse Hotline: 800-540-4000

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Part 1: Child Abuse Reporting Procedures

LLCSD Administrative Regulation 5141.4 – Child Abuse Prevention and Reporting (Continued)

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

2. Written Report

Within 36 hours of receiving the information concerning the incident, the mandated reporter shall then prepare, and either send, fax, or electronically submit to the appropriate agency, a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

The Department of Justice form may be obtained from the District Office or other appropriate agencies, such as the County Probation or Welfare Department or the Police or Sheriff's Department.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location and, where applicable, school, grade, and class
- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information
- e. The name, address, telephone number, and other relevant personal information about the person(s) who might have abused or neglected the child

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LLCSD Administrative Regulation 5141.4 – Child Abuse Prevention and Reporting (Continued)

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code [11167](#))

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05 (Penal Code 11167)

3. Internal Reporting

The mandated reporter shall not be required to disclose his/her identity to his/her supervisor, the Principal, or the Superintendent or designee. (Penal Code 11166)

However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required to notify the Principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the Principal shall inform the Superintendent or designee.

The principal or designee so notified shall provide the mandated reporter with any assistance necessary to make sure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 2: Child Abuse Reporting
Part 1: Child Abuse Reporting Procedures

LLCSD Administrative Regulation 5141.4 – Child Abuse Prevention and Reporting (Continued)

Training

Within the first six weeks of each school year, the Superintendent or designee shall provide training on mandated reporting requirements to the District employees and persons working on their behalf who are mandated reporters. Any school personnel hired during the school year shall receive such training within the first six weeks of employment. (Ed. Code 44691; Penal Code 11165.7)

(cf. 4131 – Staff Development)

(cf. 4231 – Staff Development)

(cf. 4331 – Staff Development)

The training shall include, but not necessarily be limited to, training in identification and reporting of child abuse and neglect. In addition, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law, is a misdemeanor punishable by imprisonment and/or a fine as specified. (Ed. Code 44691; Penal Code 11165.7)

The Superintendent or designee shall obtain and retain proof of each mandated reporter's completion of the training. (Ed. Code 44691)

Victim Interviews by Social Services

Whenever a representative of a government agency investigating suspected child abuse or neglect deems it necessary, a suspected victim may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Penal Code 11174.3)

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 2: Child Abuse Reporting
Part 1: Child Abuse Reporting Procedures

LLCSD Administrative Regulation 5141.4 – Child Abuse Prevention and Reporting (Continued)

Victim Interviews by Social Services

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Report Act, a violation of which is punishable as specified in Penal Code 1167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code 48906)

(cf. 5145.11 – Questioning and Apprehension by Law Enforcement)

Peace officers shall be asked to sign an appropriate release or acceptance of responsibility form.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 2: Child Abuse Reporting
Part 1: Child Abuse Reporting Procedures

LLCSD Administrative Regulation 5141.4 – Child Abuse Prevention and Reporting (Continued)

Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with procedures that describe how to report suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is other than English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under “Reporting Procedures.” If a parent/guardian makes a complaint to any district employee, that employee shall notify that parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

(cf. 1312.1 – Complaints Concerning District Employees)

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650.

(cf. 1312.3 – Uniform Complaint Procedures)

Notifications

The Superintendent or designee shall provide all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, informs them of their reporting obligations under Penal Code 11166, and of their confidentiality rights under Penal Code 11167. The district shall also provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

(cf. 4112.9/4212.9/4312.9 – Employee Notifications)

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 2: Child Abuse Reporting
Part 1: Child Abuse Reporting Procedures

LLCSD Administrative Regulation 5141.4 – Child Abuse Prevention and Reporting (Continued)

Before beginning employment, any person who will be a mandated reporter by virtue of his/her position shall sign a statement indicating the he/she has knowledge of the reporting obligations under Penal Code 11166 and will comply with those provisions. The signed statement shall be retained by the Superintendent or designee. (Penal Code 11166.5)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

The Superintendent or designee shall also notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)
2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the District for making a report unless it can be shown that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11166)

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 3: Disaster Procedures
Part 1: General Information - Disaster

Lake Center Middle School and the Little Lake City School District will take all necessary measures to keep students, staff and visitors safe in the event of a disaster. The following sections of this plan outline basic responsibilities for all staff for specific incidents

The Little Lake City School District has developed a Standardized Emergency Management System (SEMS) Plan that outlines in more detail, specific responsibilities for Emergency Response Teams at this school.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 3: Disaster Procedures
Part 2: Biological/Chemical Weapons Assault

Biological and chemical weapons are unconventional warfare tactics that can be deployed upon the public with little or no notice. Such weapons typically involve microscopic materials that may be organic or synthetically manufactured in laboratories. Biological or chemical weapons can be in powder form, liquid, or vaporous. Agents used in biological/chemical attacks include, but are not limited to: anthrax, smallpox, other harmful viruses, various forms of nerve gas, tear gas, and other vaporous irritants. Pranks using stink bombs should also be considered a chemical weapons attack.

There are several possible dispersion techniques to deliver biological and chemical agents. The following procedures should be utilized in the event of an assault involving biological or chemical weapons.

Any possible biological/chemical weapons assault should be reported immediately to the principal.

The principal should notify law enforcement authorities immediately.

As necessary alert all site employees of the situation by intercom.

If the agent is delivered via aircraft:

- All staff and students should be moved indoors.
- Keep students inside and take roll.
- Close and secure all doors and windows.
- Make sure that the HVAC is shut down.
- Cover vents with plastic or thick paper using tape to create a seal.
- Inspect all windows and doors for cracks, gaps, or holes. Cover any with plastic or thick paper using tape to create a seal.
- Remain in this area until notified to leave by the principal, principal's designee or officers of emergency response agencies.
- Immediately report any injuries or illnesses to the principal, principal's designee or officers of emergency response agencies.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 3: Disaster Procedures
Part 2: Biological/Chemical Weapons Assault

If the agent is delivered via dispersion device that is outdoors:

- All staff and students should be moved indoors.
- Keep students inside and take roll.
- Close and secure all doors and windows.
- Make sure that the HVAC is shut down.
- Cover vents with plastic or thick paper using tape to create a seal.
- Inspect all windows and doors for cracks, gaps, or holes. Cover any with plastic or thick paper using tape to create a seal.
- Remain in this area until notified to leave by the principal, principal's designee or officers of emergency response agencies.
- Immediately report any injuries or illnesses to the principal, principal's designee or officers of emergency response agencies.

If the agent is delivered via dispersion device that is indoors:

- All staff and students should be evacuated to the school's normal outdoor evacuation assembly area unless that area may be affected by the assault. Role should be taken.
- Remain in this area until notified to leave by the principal, principal's designee or officers of emergency response agencies.
- The HVAC system should be shut down.

If the agent is delivered via the school's HVAC system:

- All staff and students should be evacuated to the school's normal outdoor evacuation assembly area unless that area may be affected by the assault. Role should be taken.
- Remain in this area until notified to leave by the principal, principal's designee or officers of emergency response agencies.
- The HVAC system should be shut down.

In any situation involving biological or chemical weapons the principal and staff must follow all instructions given by officers of emergency response agencies. The District EOC will develop an action plan to handle telephone inquiries, rumor control, media relations, public information, employee/student crisis counseling, and facility damage assessment/control

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 3: Disaster Procedures
Part 3: Bomb Threat Procedures

If you observe a suspicious object or potential bomb on property, DO NOT HANDLE THE OBJECT, IMMEDIATELY NOTIFY 9-1-1.

1. Receiving the Call

Make every attempt to keep the caller on the phone as long as possible to gain information. Try if possible, to determine the gender and age of caller. Try if possible, to get the caller to tell you the exact location of the bomb and the time of threatened detonation.

2. Notification Procedures

School Site; communicate the above information to the following in this order:

- Principal
- Assistant Principals/Counselor
- Administrator Designee

The Principal/administrator will notify local law enforcement and the District Superintendent's office.

District Office will communicate the above information to the Superintendent's Office. The Superintendent's office will notify local law enforcement.

Strictly follow the above notification procedures and do not discuss or notify others of the bomb threat since this may create an unwarranted panic response at the facility.

3. Action Plan Procedures

If required to develop an action plan, the principal/administrator may consult with the following: other administrators, head counselor, head custodian utilizing their expertise.

If the location of the bomb is not specifically designated, students will be kept in the classroom.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 3: Disaster Procedures
Part 3: Bomb Threat Procedures

The principal will make the decision to evacuate the building. However, if possible, this decision should be made in conjunction with law enforcement authorities after they arrive at the site.

The decision to search the building will be made in conjunction with law enforcement authorities and performed by them.

Reoccupation of an evacuated building will be authorized by the principal only after consulting with law enforcement authorities.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 3: Disaster Procedures
Part 4: Chemical or Hazardous Material Incident

If a hazardous material incident occurs off site, stay indoors and close all doors and windows (referred to as taking “Shelter in Place”).

Notify 9-1-1 of the Chemical or Hazardous Material Incident.

If possible, determine the location of the spill in relation to facility buildings and wind direction.

Do not evacuate buildings until you are sure you will not be evacuating into an area which may be more hazardous.

Follow all instructions given by the Fire Department when they arrive at the facility.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 3: Disaster Procedures
Part 5: Earthquake Procedures

Indoors

DUCK, COVER, AND HOLD.

Get under desk or table. Move away from windows and objects that could fall. Stay under desk or table until shaking stops.

Outdoors

Move away from building, utility poles and vehicles. Avoid all down wires or electrical lines. Do not run.

In School Bus

Stop vehicle in safe location away from power lines, overpasses or large buildings. Stay in vehicle and establish radio contact with Transportation and/or District E.O.C.

General

Be prepared for immediate aftershocks and ground motion

Evaluate immediate area for earthquake related hazards (fire, building collapse, gas leaks, broken electrical lines, wires etc.)

Evaluate immediate area (classroom, bus, etc.) for injuries or medical aid situations.

Call 9-1-1, if you have an immediate emergency such as a fire or serious injury.

Assist injured with First Aid treatment

Do not evacuate buildings or vehicles unless you have a hazard-related reason to do so.

Conduct a headcount to account for all personnel and students

Establish communications with your supervisor, principal or District EOC and follow emergency checklist and procedures.

Assist any police or fire units that respond to your location.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 3: Disaster Procedures
Part 6: Explosion, Aircraft Crash or Similar Incident

If possible, Duck and Cover under a desk or table.

Notify 9-1-1 of the explosion or crash

Assist any injured requiring first aid treatment

If necessary because of fire, building damage etc., evacuate building

Assist any persons who would have physical problems evacuating the building.

Go to an outdoor evacuation/assembly area which is hazard free and not affected by the explosion or crash.

Keep fire lanes, streets and walkways open for emergency responders.

Stay in assembly area and account for all personnel and students.

Do not return to buildings until authorized by fire department or principal

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 3: Disaster Procedures
Part 7: Fire Procedures

Call 9-1-1 to report a fire, stay one line and give specific information (name, address of school or facility).

Utilize manual pull station to activate building alarm system and evacuate building when you hear an alarm.

In the event of a small fire, notify 9-1-1 and then use the nearest fire extinguisher to control the fire if you have been trained in their use.

Do not attempt to fight large fires, call 9-1-1 and evacuate building.

Assist students in building evacuation and proceed to outdoor school evacuation area or areas.

When evacuating buildings walk, do not run.

Do not use elevators for building evacuation or in an emergency.

If heavy smoke is present, crawl or stay near floor for breathable air.

Assist any individuals who would have physical problems evacuating the building.

Stay in the designated assembly area and account for all personnel and students.

Do not block fire lanes or areas used by the fire department

Do not reenter building until authorized by fire department or the principal.

If the fire is off site, wait for instructions from the principal or District EOC.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 3: Disaster Procedures
Part 8: Flood Procedures

If a flood warning is received by a District school or site, notify the District Superintendent immediately.

If a major flood warning is received at the District Office, the District EOC should be activated.

Based upon the specific threat, the District EOC in conjunction with the Operational Area EOC and SEMS system will develop an action plan to protect personnel, students and facilities.

Evacuation of specific schools, facilities or areas will be directed by the District EOC in coordination with SEMS.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 3: Disaster Procedures
Part 9: Lockdown/Civil Unrest Procedures

Any threatening disturbance should be reported immediately to the Principal/Administrator.

If the disturbance is affecting normal school or facility operations, the Principal/Administrator should notify law enforcement authorities immediately.

As necessary, alert all site employees of the situation by intercom, Site staff must follow the instructions below:

If you are inside:

- Close and lock all doors and windows immediately upon notification of situation
- Keep all students inside and take roll
- If feasible, move all students to a center point and keep low to the ground. Stay away from all doors and windows.
- Never open the door or window to anyone
- Keep students inside classroom, regardless of lunch or recess until you are told by the principal or principal's designee that the situation has been resolved.

If you are outside:

- Immediately have students and staff seek shelter if it is safe to do so. Drill with students and staff to go to the nearest room to them.
- If shelter is not available, have the students lie flat on the ground immediately.
- Children in restrooms should be instructed to stay there until directed to exit by the principal or principal's designee.

If situation is violent and may include the use of firearms, the principal or principal's designee should instruct all staff and students to lie face down on the floor and remain immobile.

Principal and staff must follow all instructions given by responding law enforcement.

If the event is major, the Superintendent will activate the District EOC to develop an Action Plan to deal with the situation as well as the following:

- A. Telephone inquiries and rumor control
- B. Media relations and public information
- C. Employee/Student crisis counseling
- D. Facility damage assessment/control

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 3: Disaster Procedures
Part 10: Severe Windstorm Procedures

If a severe wind warning is received a District school or site, notify the District Superintendent immediately.

If a severe wind warning is received at the District Office, the District EOC should be activated.

Based upon the specific threat, the District EOC in conjunction with the Operational Area EOC or City EOC will develop an action plan to protect personnel, students and facilities.

In general, if severe winds are affecting a school or facility, employees and students should be moved to the interior core area of the building (inside wall on the ground floor) away from outside windows and doors.

Close all windows and blinds and avoid auditoriums, gymnasiums and other building locations that have large roof areas or spans.

Avoid all areas that have large concentrations of electrical equipment or power cables.

Evacuation of specific schools, facilities or areas will be directed by the District EOC in coordination with SEMS.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 3: Disaster Procedures
Part 11: Suspicious Mail/Packages

All incoming mail and packages should be handled with caution.

Below are Indicators of suspicious mail and steps to take in the event that suspicious mail is received.

Mail that ...

- ... is unexpected or from an unfamiliar source
- ... has excessive postage
- ... is addressed to someone who no longer works in the District
- ... is addressed to a current employee but with the wrong title
- ... contains several misspelled words on the envelope
- ... marked with restrictive endorsements such as "Personal" or "Confidential"
- ... has no return address or an address that cannot be verified
- ... mail that is from a foreign country
- ... shows a city or state in the postmark that doesn't match the return address
- ... is lopsided, oddly shaped, or has an unusual weight, given its size
- ... has protruding wires, strange odors or stains
- ... has powdery substance on the outside
- ... has an unusual amount of tape on it
- ... is ticking or making unusual sounds

Not all mail comes perfectly packaged or with accurate information on it, so it is important that employees handling mail remain sensible in the screening of mail. However, prudent scrutiny conducted in a reasonable manner can greatly reduce the school's chances of becoming the victim of attack by mail.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 3: Disaster Procedures
Part 11: Suspicious Mail/Packages

What to do with suspicious mail (general response):

- Do not try to open the package or envelope.
- Do not sniff, taste or shake the package.
- Isolate the package.
- Evacuate the immediate area; close the door.
- Contact your supervisor and call 911.

Response to mail suspected of delivering biological/chemical agents in powder form:

- Do not open an envelope or package with powder on the outside.
- If powder is spilled from an envelope or package, do not try to clean up the powder.
- Cover the spilled contents immediately with anything (clothing, paper, trash can).
- Do not remove this cover.
- Leave the room and close the door or otherwise prevent access to the room.
- Wash your hands with soap and hot water.
- Have that everyone who had contact with the piece of mail washes his/her hands with soap and hot water.
- Notify your supervisor.
- Supervisor should immediately contact the local police (911) or the U.S. Postal Inspection Service (626-405-1200).
- Supervisor should notify the District Superintendent's Office.
- Remove heavily contaminated clothing as soon as possible and place inside a plastic bag or some other container that can be sealed. This clothing should be given to the responding emergency response units.
- Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.
- Make a list of all the people who were in the room or area, especially those who had contact with the envelope or package. Provide this list to the emergency response teams investigating the incident.
- Investigators will remove the envelope or package and conduct a thorough check of the area for contamination.
- If you are prescribed medicine as a result of this exposure, take it until instructed or until it runs out.

NOTE: Contacting the U.S. Postal Service is less likely to create a media event than the local police but their response may be slower.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 4: Notification of Dangerous Pupils
Part 1: Notifying Teachers of Dangerous Pupils

When the principal at Lake Center Middle School is aware that a student has caused or tried to cause another person serious bodily injury, or any injury that requires professional medical treatment, a separate and confidential file is created for that child. Information based upon written District records or records received from a law enforcement agency are contained in the file.

When such a student is assigned to a teacher's classroom, the principal shall provide the teacher with written notification. The teacher is asked to review the student's separate and confidential file in the office. Teachers are informed that such information is to be kept in strictest confidence and is to disseminate no further.

Excerpts from the California Education Code, the California Penal Code and Little Lake City School District Administrative Regulations are presented below.

From California Education Code Section 49079

- (a) A school district shall inform the teacher of every student who has caused or who has attempted to cause serious bodily injury to another person, as defined in paragraphs (5) and (6) of subdivision (e) of Section 243 of the Penal Code, to another person. The District shall provide the information to the teacher based on any written records that the District maintains or receives from a law enforcement agency regarding a student described in this section.
- (b) No school district shall be liable for failure to comply with this section if, in a particular instance, it is demonstrated that the district has made a good faith effort to notify the teacher.
- (c) The information provided shall be from the previous three (3) school years.
- (d) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 4: Notification of Dangerous Pupils
Part 1: Notifying Teachers of Dangerous Pupils

From California Penal Code Section 243(e) – Paragraphs 5 and 6

- (5) ... “Injury” means any physical injury which requires professional medical treatment.
- (6) ... “Custodial Officer” means any person who has the responsibilities and duties and who is employed by a law enforcement agency of the city or county or who performs those duties as a volunteer.

From LLCSD Administrative Regulations 4158, 4258, 4358 – Employee Security

Notice Regarding Student Crimes and Offenses

The Superintendent or designee shall inform the teacher(s) of each student who has engaged in, or is reasonably suspected of, any act during the previous three school years which could constitute grounds for suspension or expulsion under Education Code [48900](#), with the exception of the possession or use of tobacco products, or Education Code [48900.2](#), [48900.3](#), [48900.4](#), or 48900.7. This information shall be based upon district records maintained in the ordinary course of business or records received from a law enforcement agency. (Education Code [49079](#))

(cf. [5125](#) - Student Records)

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

Upon receiving a transfer student's record regarding acts committed by the student that resulted in his/her suspension or expulsion, the Superintendent or designee shall inform the student's teacher(s) that the student was suspended or expelled from his/her former district and of the act that resulted in the suspension or expulsion. (Education Code [48201](#))

Information received by teacher(s) shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher. (Education Code [49079](#))

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 4: Notification of Dangerous Pupils
Part 1: Notifying Teachers of Dangerous Pupils

From LLCSD Administrative Regulations 4158, 4258, 4358 – Employee Security

When informed pursuant to Welfare and Institutions Code 828.1, that a student has committed crimes unrelated to school attendance which do not therefore constitute grounds for suspension or expulsion, the Superintendent or designee may so inform any teacher, counselor or administrator whom he/she believes needs this information in order to work with the student appropriately, avoid being needlessly vulnerable, or protect others from needless vulnerability. The Superintendent or designee shall consult with the principal of the school which the student attends in order to identify staff that should be so informed. (California Welfare and Institutions Code 828.1).

Teachers shall receive the above information in confidence and disseminate it no further. (California Education Code 49079, California Welfare and Institutions Code 828.1).

The principal shall disseminate this information to any counselor who directly supervises or reports on the student's behavior or progress. The principal also may inform any teacher or administrator he/she thinks may need the information so as to work with the student appropriately, avoid being needlessly vulnerable, or protect others from vulnerability. (Welfare and Institutions Code [827](#))

The principal or designee shall maintain the above information in a separate confidential file for each student. When such a student is assigned to a class/program, the principal or designee shall notify the teacher in writing and ask the teacher to initial this notice, return it to the principal or designee, and review the student's file in the school office. This notification shall not name or otherwise identify the student.

The principal or designee shall notify all certificated personnel who are likely to come into contact with the student, including the student's homeroom or classroom teachers, special education teachers, coaches and counselors.

The teacher shall initial the student's file when reviewing it in the school office. Once the district has made a good faith effort to comply with the notification requirement of Education Code 49079, a teacher's failure to review the file may be construed as a waiver of the district's liability.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 1: Definitions

From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

Suspension from school means removal of a student from ongoing instruction for adjustment purposes. However, “suspension” does not mean any of the following): (Education Code 48925)

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the governing board for pupils of the same grade level.
2. Referral to a certificated employee designated by the principal to advise students.
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the pupil to the principal or designee as provided in the California Education Code, Section 48910.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision, of school personnel. (Education Code 48925)

Day means a calendar day unless otherwise specifically provided.

School day means a day upon which the schools of the district are in session or weekdays during summer recess.

Student includes a student’s parent/guardian or legal counsel.

Principal’s designee means any one or more administrators or, if there is not a second administrator at one school site, a certificated person specifically designated by the principal, in writing, to assist with disciplinary procedures. Only one such person may be designated at any time as the principal’s primary designee and only one such person may be designated as secondary designee for the school year. The names of such persons shall be on file in the principal’s office.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 2: Notice of Regulations

From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

At the beginning of each school year, the Principal of each school site will notify in writing all students, and parents/guardians of all school rules related to discipline, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code [35291](#), [48900.1](#), [48980](#))

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline.

(cf. [5144](#) - Discipline)

(cf. [5145.6](#) - Parental Notifications)

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 3: Grounds for Suspension and Expulsion: Grades: K-12

From LLCSD Board Policy 5144.1 – Suspension and Expulsion/Due Process

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

(cf. [5131](#) - Conduct)

(cf. [5131.1](#) - Bus Conduct)

(cf. [5131.2](#) - Bullying)

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 3: Grounds for Suspension and Expulsion: Grades: K-12

From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows:

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

1. Caused, attempted to cause, or threatened to cause physical injury to another person, willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code [48900](#)(a) and (t))
2. Possessed sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code [48900](#)(b))

(cf. 5131 – Conduct)
(5131.7 – Weapons and Dangerous Instruments)

3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance listed in the California Health and Safety Code, Section 11053-11058, alcoholic beverage, or an intoxicant of any kind. (Education Code [48900](#)(c))

(cf. [5131.6](#) - Alcohol and Other Drugs)

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed as defined in Health and Safety Code, Section 11053-11058, an alcoholic beverage, or an intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as a controlled substance, alcoholic beverage, or intoxicant. (Education Code [48900](#)(d))

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
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From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

5. Committed or attempted to commit robbery or extortion. (Education Code [48900\(e\)](#))
6. Caused or attempted to cause damage to school property or private property. (Education Code [48900\(f\)](#))
7. Stole or attempted to steal school property or private property. (Education Code [48900\(g\)](#))
8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products. (Education Code [48900\(h\)](#))

(cf. [5131.62](#) - Tobacco)
9. Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code [48900\(i\)](#))
10. Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code. (Education Code [48900\(j\)](#))
11. 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. Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constituted grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date. Ed. Code 48900.k (1) (2)
12. Knowingly received stolen school property or private property (Education Code [48900\(l\)](#))

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Lake Center Middle School Little Lake City School District
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Part 3: Grounds for Suspension and Expulsion: Grades: K-12

From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

13. Possessed an imitation firearm (Education Code [48900\(m\)](#))

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. (Education Code [48900\(m\)](#))

14. 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 in Penal Code [243.4](#) (Education Code [48900\(n\)](#))

15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code [48900\(o\)](#))

16. Committed sexual harassment as defined in Education Code 212.5.
(Education Code 48900.2)

16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code [48900\(p\)](#))

17. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.2)

18. Engaged in, or attempted to engage in, hazing (Education Code [48900\(q\)](#))

Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events. (Education Code [48900\(q\)](#))

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Lake Center Middle School Little Lake City School District
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Part 3: Grounds for Suspension and Expulsion: Grades: K-12

From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

19. Engaged in an act of bullying (Education Code [48900\(r\)](#))

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code [48900\(r\)](#))

Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code [48900.2](#), [48900.3](#), or 48900.4.

Electronic act means the creation or transmission of a communication originated on or off school site, including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet web site shall include, but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above. (Education Code [48900\(r\)](#))

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. (Education Code [48900\(r\)](#))

(cf. 1114 - District-Sponsored Social Media)

(cf. [5131.2](#) - Bullying)

(cf. [6163.4](#) - Student Use of Technology)

(cf. [6164.4](#) - Identification and Evaluation of Individuals for Special Education)

(cf. [6164.6](#) - Identification and Education under Section 504)

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Lake Center Middle School Little Lake City School District
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Part 3: Grounds for Suspension and Expulsion: Grades: K-12

From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

20. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code [31](#) (Education Code [48900\(t\)](#))

21. Made terrorist threats against school officials and/or school property (Education Code [48900.7](#))

A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code [48900.7](#))

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any district school or within any other school district, including but not limited to the following circumstances:

1. While on school grounds.
2. While going to or coming from school.
3. During lunch period.
4. During, going to, or coming from a school-sponsored activity

Alternatives to suspension or expulsion will be used against students who are truant, tardy, or otherwise absent from assigned school activities.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 4: Suspension from Class by a Teacher

From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

A teacher may suspend a student, including a grade K-3 student, from class for the remainder of the day and the following day for disruption, willful defiance, or any of the other acts specified in Education Code [48900](#) and listed in "Grounds for Suspension and Expulsion: Grades K-12" above. (Education Code [48910](#))

When suspending a student from class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, he/she shall be appropriately supervised during the class periods from which he/she has been suspended. (Education Code [48910](#))

As soon as possible after the teacher decides to suspend the student, he/she shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (Education Code [48910](#))

A student suspended from class shall not be returned to class during the period of the suspension without the approval of the teacher of the class and the principal or designee. (Education Code [48910](#))

A student suspended from class shall not be placed in another regular class during the period of suspension. However, a student assigned to more than one class per day may continue to attend other regular classes except those held at the same time as the class from which he/she was suspended. (Education Code [48910](#))

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the removal. (Education Code [48913](#))

This notice shall also:

1. Inform the parent/guardian when his/her presence is expected and by what means he/she may arrange an alternative date.
2. Describe the legal protections afforded to the parent/guardian as an employee under Labor Code 230.7.
3. State that if the parent/guardian does not have a means of transportation to school, he/she may ride the school bus with the student.
4. Ask the parent/guardian to meet with the principal after the visit and before leaving school, as required by Education Code 48900.1.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 5: Suspension by Superintendent, Principal, or Principal's Designee

From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

Suspensions shall be imposed in accordance with the following procedures:

1. Informal Conference

Suspension shall be preceded by an informal conference conducted by the principal, designee or the Superintendent with the student and, whenever practicable, the teacher, supervisor or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her; the student shall be given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911)

This conference may be omitted if the principal, designee or the Superintendent determines that an emergency situation exists. An “emergency situation” involves a clear and present danger to the lives, safety or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student’s right to return to school for the purpose of a conference. The conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such case, the conference will be held as soon as the student is physically able to return to school. (Education Code 48911)

2. Administrative Actions

All requests for student suspension are to be processed by the principal or designee of the school in which the student is enrolled at the time of the misbehavior. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (Education Code 48911)

3. Notice to Parents/Guardians

At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension. (Education Code 48911)

This notice shall state the offense committed by the student. (Education Code 48900.08) In addition, the notice may state the date and time when the student may return to school.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 5: Suspension by Superintendent, Principal, or Principal's Designee

From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

4. Parent/Guardian Conference

Whenever a student is suspended, school officials may meet with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved, and any other pertinent matters. (Education Code 48914)

If school officials request to meet with the parent/guardian, the notice may state that the law requires the parent/guardian to respond to such requests without delay. However, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied reinstatement solely because the parent/guardian failed to attend the conference. (Education Code [48911](#))

5. Extension of Suspension

If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision. (Education Code 48911)

Any extension of the original period of suspension shall be preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension. Extension of the suspension may be made only if the Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 5: Suspension by Superintendent, Principal, or Principal's Designee

From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

If the student involved is a foster youth, the Superintendent or designee shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (Education Code [48853.5](#), [48911](#), [48918.1](#))

(cf. [6173.1](#) - Education for Foster Youth)

If the student involved is a homeless child or youth, the Superintendent or designee shall notify the district liaison for homeless students. (Education Code [48918.1](#))

(cf. [6173](#) - Education for Homeless Children)

In lieu of or in addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct his/her behavior and keep him/her in school.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 5: Suspension by Superintendent, Principal, or Principal's Designee

From LLCSD Board Policy 5144.1 – Suspension and Expulsion/Due Process

The Superintendent, principal, or principal's designee may suspend a student from a school for not more than five consecutive school days unless the suspension is extended pending expulsion.

The Superintendent or designee shall immediately suspend any student found at school or at a school activity to be:

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, or selling or otherwise furnishing a firearm.

(cf. – Weapons and Dangerous Instruments)
2. Selling or otherwise furnishing a firearm.
3. Brandishing a knife, as defined in Education Code 48915(g), at another person.
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058.
5. Committing or attempting to commit a sexual assault as defined in Penal Code 261,266c,286, 288, 288a or 289, or committing a sexual battery a defined in Penal Code 243.4
6. Possessing an explosive a defined in 18USC 921

Suspension also may be imposed upon a first offense if the Superintendent, principal or designee determines the student violated items in "Grounds for Suspension and Expulsion", Section 5, Part 3, or if the student's presence causes danger to persons or property or threatens to disrupt the instructional process.

To implement disciplinary procedures at a school site, the principal may, in writing, designate as the principal's designee another administrator or, if the principal is the only administrator at the school site, a certificated employee. As necessary, the principal may, in writing, also designate another administrator or certificated employee as the secondary designee to assist with disciplinary procedures when the principal and the principal's primary designee are absent from the school site.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 6: Suspension by Board

From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

The Board may suspend a student for any of the acts listed in “Grounds for Suspension and Expulsion” above and within the limits specified in “Suspension by Superintendent, Principal, or Principal’s Designee” above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester if any of the acts enumerated in Education Code 48900 occurred. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it may hold closed sessions if a public hearing would lead to disclosure of information which would violate a student’s right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

The Board shall provide the student and his/her parent/guardian with written notice of the closed session by registered or certified mail. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board’s notice. However, any discussion that conflicts with any other student’s right to privacy still shall be held in closed session. (Education Code 35416, 48912)

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 7: Length of Suspension

From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days. (Education Code [48911](#))

A student may be suspended from school for not more than 20 school days in any school year. However, if a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class for the purpose of adjustment, he/she may be suspended for not more than 30 school days in a school year. The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code [48903](#), [48911](#), [48912](#))

(cf. 6184 - Continuation Education)

These restrictions on the number of days of suspension shall not apply when the suspension is extended pending an expulsion. (Education Code [48911](#))

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 8: Authority to Expel

From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

A student may be expelled only by the Board. The Board shall expel, as required by law, any student found to have committed certain offenses listed below under “Mandatory Recommendation and Mandatory Expulsion.”

The Board also may order a student expelled for any of the acts listed above under “Grounds for Suspension and Expulsion” upon recommendation by the principal, Superintendent, hearing officer or administrative panel, based on finding either or both of the following:

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 9: Mandatory Recommendation for Expulsion

From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

Unless the principal or Superintendent finds that expulsion is inappropriate due to particular circumstances, the principal, Superintendent or designee shall recommend a student's expulsion for any of the following acts:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife as defined in Education Code 48915(g), explosive or other dangerous object of no reasonable use to the student.
3. Unlawful possession of any controlled substance, as 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 ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee.

In determining whether or not to recommend the expulsion of a student, the Superintendent, Principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 49816)

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 10: Student's Right to Expulsion Hearing

From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

Any student recommended for expulsion shall be entitled to a hearing to determine whether he/she should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed the act(s) that form the basis for the expulsion recommendation. (Education Code [48918\(a\)](#))

The student is entitled to one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code [48918\(a\)](#))

If the Board finds it impractical during the regular school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code [48918\(a\)](#))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code [48918\(a\)](#))

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 11: Stipulated Expulsion

From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

After a determination that a student has committed an expellable offense, the Superintendent, principal, or designee shall offer the student and his/her parent/guardian the option to waive a hearing and stipulate to the expulsion or to a suspension of the expulsion under certain conditions. The offer shall be made only after the student or his/her parent/guardian has been given written notice of the expulsion hearing pursuant to Education Code [48918](#).

The stipulation agreement shall be in writing and shall be signed by the student and his/her parent/guardian. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of his/her right to have a full hearing, to appeal the expulsion to the County Board of Education, and to consult legal counsel.

A stipulated expulsion agreed to by the student and his/her parent/guardian shall be effective upon approval by the Board.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 12: Rights of Complaining Witness

From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental or emotional needs of a student who is the complaining witness.

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the district’s suspension and expulsion policy and regulation and shall advise the witness of his/her right to all the following: (Education Code [48918.5](#))

1. Receive five days’ notice of his/her scheduled testimony at the hearing.
2. Have up to two adult support persons of his/her choosing present in the hearing at the time he/she testifies.
3. Have a closed hearing during the time he/she testifies.

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code [48918.5](#))

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 13: Written Notice of the Expulsion Hearing

From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code [48900.8](#), [48918\(b\)](#))

1. The date and place of the hearing
2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based
3. A copy of district disciplinary rules which relate to the alleged violation
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code [48915.1](#), to provide information about the student's status in the district to any other district in which the student seeks enrollment

This obligation applies when a student is expelled for acts other than those described in Education Code [48915\(a\)](#) or (c).

(cf. [5119](#) - Students Expelled from Other Districts)

5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a non-attorney adviser

Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

Non-attorney adviser means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case and has been selected by the student or student's parent/guardian to provide assistance at the hearing.

6. The right to inspect and obtain copies of all documents to be used at the hearing
7. The opportunity to confront and question all witnesses who testify at the hearing
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses

Additional Notice of Expulsion Hearing for Foster Youth and Homeless Students

If the student facing expulsion is a foster student, the Superintendent or designee shall also send notice of the hearing to the student's attorney and a representative of an appropriate child welfare agency at least 10 days prior to the hearing. (Education Code [48918.1](#))

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 13: Written Notice of the Expulsion Hearing

From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

If the student facing expulsion is a homeless student, the Superintendent or designee shall also send notice of the hearing to the district liaison for homeless students at least 10 days prior to the hearing. (Education Code [48918.1](#))

Any notice for these purposes may be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code [48918.1](#))

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 14: Conduct of Expulsion Hearing

From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

1. Closed Session: Notwithstanding the provisions of Government Code 54953 and Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such request is made, the meeting shall be public unless another student’s privacy rights would be violated to the extent that privacy rights of other students are not violated. (Education Code [48918](#))

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to determine if the student should be expelled. If the Board admits any other person to the closed session, the parent/guardian, the student, and the counsel of the student shall also be allowed to attend the closed session (Education Code [48918\(c\)](#)).

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including but not limited to videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code [48918\(c\)](#))

2. Record of Hearing: A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate written and complete transcription of the proceedings can be made. (Education Code [48918\(g\)](#))
3. Subpoenas: Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with Code of Civil Procedure [1985-1985.2](#) and enforced in accordance with Government Code [11455.20](#). (Education Code [48918\(i\)](#))

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 14: Conduct of Expulsion Hearing

From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

4. Presentation of Evidence: While technical rules of evidence do not apply to such hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel must be supported by substantial evidence that the student committed any of the acts listed in “Grounds for Suspension and Expulsion.”

Findings of fact shall be based solely on the evidence at the hearing. While no evidence shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of harm. (Education Code 48918(f))

In cases where a search of a student’s person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

5. Testimony by Complaining Witnesses: The following shall be observed when hearings involve allegations of sexual assault or sexual battery by a student:
 - a. Any complaining witness shall be given five days notice before being called to testify.
 - b. Any complaining witness shall be entitled to have up to two adult support persons, including but not limited to a parent/guardian or legal counsel, present during his/her testimony.
 - c. Before a complaining witness testifies, support persons shall be admonished that the hearing confidential.
 - d. The person presiding over the hearing may remove a support person who he/she finds disrupting the hearing.
 - e. If one or both support persons are also witnesses, the hearing shall be conducted according to Penal Code 868.5.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 14: Conduct of Expulsion Hearing

From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

- f. Evidence of specific instances or prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.
- g. In order to facilitate a free and accurate statement of the experience of the complaining witness and to prevent discouragement of complaints, the district shall provide a non-threatening environment.
 - 1. The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.
 - 2. At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.
 - 3. The person conducting the hearing may:
 - a. Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness.
 - b. Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.
 - c. Permit one of the support persons to accompany the complaining witness to the witness stand.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 14: Conduct of Expulsion Hearing

From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

6. Decision Within Ten Days: The Board’s decision on whether to expel a student shall be made within 10 school days after the conclusion of the hearing, unless the student requests in writing that the decision be postponed.

7. Decision: The Board’s decision as to whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48919(a))

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 15: Final Action by the Board

From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

Whether the expulsion hearing is conducted in closed or public session by the Board, a hearing officer, or an administrative panel, the final action to expel must be taken by the Board at a public meeting. (Education Code [48918\(j\)](#))

(cf. [9321.1](#) - Closed Session Actions and Reports)

Upon ordering the expulsion, the Board shall set a date, no later than the last day of the semester following the semester in which the expulsion occurred, when the student may apply for readmission to a school within the district.

1. Periodic review as well as assessment of the student at the time of review for readmission.
2. Recommendation for improved academic performance, tutoring, special education assessments, job training, counseling, community service and other rehabilitative programs.

With parental consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school.

The Board's decision is final. If the decision is to not expel, the student shall be reinstated immediately. If the decision is to suspend the enforcement of the expulsion, the student shall be reinstated under the conditions of the suspended expulsion.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 15: Final Action by the Board

From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code [48916](#))

3. Periodic review as well as assessment of the student at the time of review for readmission.
4. Recommendation for improved academic performance, tutoring, special education assessments, job training, counseling, community service and other rehabilitative programs.

With parental consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 16: Written Notice to Expel

From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian. (Education Code [48916](#))
2. Notice of the right to appeal the expulsion to the County Board of Education. (Education Code [48918](#))
3. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1. (Education Code [48918](#))
4. Notice of the alternative educational placements available to the student during the time of expulsion. (Education Code [48918](#))
5. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion: Grades K-12" or "Additional Grounds for Suspension and Expulsion: Grades 4-12" (Education Code [48900.8](#))

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 17: Decision to Suspend Expulsion Order

From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

The Board, upon voting to expel a student, may suspend the enforcement of the expulsion order for not more than one calendar year.

When deciding whether to suspend the enforcement of an expulsion, the Board shall take into account the following criteria:

1. The student’s pattern of behavior.
2. The serious ness of the misconduct.
3. The student’s attitude toward the misconduct and his/her willingness to follow a rehabilitation program.

In cases of mandatory expulsion, the enforcement of an expulsion order shall not be suspended.

The suspension of the enforcement of an expulsion shall be governed by the following:

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class or program appropriate for the student’s rehabilitation. This rehabilitation program may provide for the involvement of the student’s parent/guardian in the student’s education. However, a parent/guardian’s refusal to participate in the rehabilitation program shall not be considered in the Board’s determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code [48917](#))
2. During the period when enforcement of the expulsion order is suspended, the student shall be on a probationary status. (Education Code [48917](#))
3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under “Grounds for Suspension and Expulsion”. (Education Code [48917](#))

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 17: Decision to Suspend Expulsion Order

From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

4. When the suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code [48917](#))
5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code [48917](#))
6. Suspension of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board of Education. (Education Code [48918\(j\)](#))
7. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall also inform the parent/guardian of the right to appeal the expulsion to the County Board. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code [48917](#))

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion
Part 18: Right to Appeal

From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

The student or parent/guardian is entitled to file an appeal of the Board’s decision to the County Board of Education. The appeal must be filed within 30 days of the Board’s decision to expel, even if the expulsion action is suspended and the student is placed on probation. (Education Code [48919](#))

If the student submits a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board, the district shall provide the student with these documents within 10 school days following the student's written request. (Education Code [48919](#))

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion
Part 19: Notification to Law Enforcement Authorities

From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code [245](#). (Education Code [48902](#))

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance. In addition, law enforcement authorities shall be notified regarding any acts by students regarding the possession, sale, or furnishing of firearms, explosives, or other dangerous weapons in violation of Education Code [48915](#)(c)(1) or (5) or Penal Code [626.9](#) and [626.10](#). (Education Code [48902](#))

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code [48900](#)(c) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code [48902](#))

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion
Part 20: Post-Expulsion Assignments

From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

The Board shall refer expelled students to a program of study that is: (Education Code [48915](#), [48915.01](#))

1. Appropriately prepared to accommodate students who exhibit discipline problems.
2. Not provided at a comprehensive middle, junior, or senior high school or at any elementary school, unless the program is offered at a community day school established at any of these.
3. Not housed at the school site attended by the student at the time of suspension.

(cf. 6158 - Independent Study)

(cf. 6185 - Community Day School)

When the placement described above is not available and when the County Superintendent so certifies, students expelled for only acts described in items #6-12 under "Grounds for Suspension and Expulsion: Grades K-12" and items #1-3 under "Additional Grounds for Suspension and Expulsion: Grades 4-12" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school or at an elementary school. (Education Code [48915](#))

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code [48916.1](#))

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion
Part 21: Readmission After Expulsion

From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

Prior to the date set by the Board for the student's readmission:

1. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference, the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
3. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.
4. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code [48916](#))
5. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school.
6. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code [48916](#))

No student shall be denied readmission into the district based solely on the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other such contact with the juvenile justice system. (Education Code [48645.5](#))

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion
Part 22: Maintenance of Records

From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

The District shall maintain a record of each expulsion, including the cause(s) of the expulsion. Expulsion records of any student shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon written request by that school. (Education Code [48900.8](#)) (Education Code [48918\(k\)](#))

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code [48915.1](#))

(cf. [5119](#) - Students Expelled from Other Districts)

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 6: Sexual Harassment Policy
Part 1: General Information

The administration, teachers and staff at Lake Center Middle School actively strive to eliminate acts of sexual harassment at the school. All personnel are aware of the mandates from the State of California, the California Department of Education, and the Board of Education of the Little Lake City School District and support them fully. All personnel have received instruction regarding the recognition, prevention, and reporting of acts of sexual harassment. It is important that parents understand the provisions regarding sexual harassment and, in particular, student-to-student harassment. In recent years, this area of sexual harassment has been more clearly delineated in federal and state legislation as well as in our District's policies.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 6: Sexual Harassment Policy
Part 2: Sexual Harassment – All Personnel

From LLCSD Board Policy 4119.11, 4191.11, 4319.11 – Sexual Harassment

The Governing Board prohibits sexual harassment in the working environment of district employees or applicants by any person in any form. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.

(cf. [0410](#) - Nondiscrimination in District Programs and Activities)

(cf. [4030](#) - Nondiscrimination in Employment)

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to staff

(cf. [4112.9/4212.9/4312.9](#) - Employee Notifications)

3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (5 CCR [4964](#))

Any district employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her supervisor, the principal, district administrator or Superintendent.

A supervisor, principal or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

Complaints of sexual harassment shall be filed in accordance with AR 4031 - Complaints Concerning Discrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

(cf. [4031](#) - Complaints Concerning Discrimination in Employment)

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 6: Sexual Harassment Policy
Part 2: Sexual Harassment – All Personnel

From LLCSD Board Policy 4119.11, 4191.11, 4319.11 – Sexual Harassment

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a district employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

(cf. [4117.4](#) - Dismissal)

(cf. [4118](#) - Suspension/Disciplinary Action)

(cf. [4218](#) - Dismissal/Suspension/Disciplinary Action)

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting when: (Education Code [212.5](#); 5 CCR [4916](#))

1. Submission to the conduct is made either expressly or by implication in terms or condition of any individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the individual.
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile, or offensive working or educational environment, or of adversely affecting the student or employee's performance, evaluation, advancement, assigned duties, or any other condition of education, employment or career development.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 6: Sexual Harassment Policy
Part 2: Sexual Harassment – All Personnel

From LLCSD Board Policy 4119.11, 4191.11, 4319.11 – Sexual Harassment

Other examples of actions that might constitute sexual harassment, whether committed by a supervisor, a co-worker, or a non-employee, in the work or educational setting, include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit e-mails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements
4. Sexual jokes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Touching an individual's body or clothes in a sexual way.
7. Cornering or blocking of normal movements.
8. Displaying sexually suggestive objects in the educational or work environment.
9. 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.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 6: Sexual Harassment Policy
Part 2: Sexual Harassment – All Personnel

From LLCSD Board Policy 4119.11, 4191.11, 4319.11 – Sexual Harassment

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.

Each principal and supervisor has the responsibility of maintaining an educational and work environment free of sexual harassment. This responsibility includes and/or discussing the district's sexual harassment policy with his/her students and/or employees and informing them that they are not required to endure sexually insulting, degrading, or exploitive treatment or any other form of sexual harassment.

Notifications

A copy of the district's policy on Harassment in Employment shall: (Education Code [231.5](#))

1. Be displayed in a prominent location near each school principal's office.
2. Be provided to each faculty member, all members of the support staff at the beginning of the first quarter or semester of the school year, or whenever a new employee is hired.

(cf. [4112.9/4212.9/4312.9](#) - Employee Notifications)

3. Appear in any school or district publication that sets forth the school or district's comprehensive rules, regulations, procedures, and standards of conduct.

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing or a copy of district information sheets that contain, at a minimum, components on: (Government Code [12950](#))

1. The illegality of sexual harassment.
2. The definition of sexual harassment under applicable state and federal law.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 6: Sexual Harassment Policy
Part 2: Sexual Harassment – All Personnel

From LLCSD Board Policy 4119.11, 4191.11, 4319.11 – Sexual Harassment

3. A description of sexual harassment with examples.
4. The district’s complaint process available to the employee.

(cf. [4031](#) - Complaints Concerning Discrimination in Employment)
5. The legal remedies and complaint process available through the Fair Employment and Housing Department (DFEH) and the Equal Employment Opportunity Commission (EEOC).
6. Directions on how to contact the Fair Employment (EEOC) and Housing Department (DFEH).
7. The protection against retaliation provided by 2 CCR [7287.8](#) for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

In addition, the district shall post, in a prominent and accessible location. DFEH's poster on discrimination in employment and the illegality of sexual harassment. (Government Code [12950](#))

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 6: Sexual Harassment Policy
Part 3: Sexual Harassment – Students

From LLCSD Board Policy 5145.7 – Sexual Harassment:

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment.

Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

The Board expects students or staff to immediately report incidents of sexual harassment to the principal or designee or to another district administrator.

Any student who feels that he/she is being harassed should immediately contact the principal or designee or another district administrator in order to obtain a copy of AR 1312.3 – Uniform Complaint Procedures. Complaints of harassment can be filed in accordance with these procedures.

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 6: Sexual Harassment Policy
Part 3: Sexual Harassment – Students

From LLCSD Board Policy 5145.7 – Sexual Harassment:

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 6: Sexual Harassment Policy
Part 3: Sexual Harassment – Students

From LLCSD Board Policy 5145.7 – Sexual Harassment:

Complaint Process and Disciplinary Actions

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

(cf. [1312.3](#) - Uniform Complaint Procedures)

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-8, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. [5144](#) - Discipline)

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

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

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

(cf. [4117.7](#) - Employment Status Report)

(cf. [4118](#) - Dismissal/Suspension/Disciplinary Action)

(cf. [4218](#) - Dismissal/Suspension/Disciplinary Action)

(cf. [4119.11/4219.11/4319.11](#) - Sexual Harassment)

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 6: Sexual Harassment Policy
Part 3: Sexual Harassment – Students

From LLCSD Administrative Regulations 5145.7 – Sexual Harassment:

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

(cf. [3580](#) - District Records)

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code [234.1](#), as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

Assistant Superintendent, Personnel Services

10515 S. Pioneer Boulevard

Santa Fe Springs, California 90670

562-868-8241 Ext. 2230

scuellar@llcsd.net

(cf. [1312.3](#) - Uniform Complaint Procedures)

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 6: Sexual Harassment Policy
Part 3: Sexual Harassment – Students

From LLCSD Administrative Regulations 5145.7 – Sexual Harassment:

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code [212.5](#); 5 CCR [4916](#))

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

(cf. [5131](#) - Conduct)

(cf. [5131.2](#) - Bullying)

(cf. [5137](#) - Positive School Climate)

(cf. [5145.3](#) - Nondiscrimination/Harassment)

(cf. [6142.1](#) - Sexual Health and HIV/AIDS Prevention Instruction)

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 6: Sexual Harassment Policy
Part 3: Sexual Harassment – Students

From LLCSD Administrative Regulations 5145.7 – Sexual Harassment:

4. Sexual jokes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Touching an individual’s body or clothes in a sexual way. Massaging, grabbing, fondling, stroking, or brushing the body
8. Purposefully limiting a student’s access to educational tools. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects in the educational environment.
11. 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. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 6: Sexual Harassment Policy
Part 3: Sexual Harassment – Students

From LLCSD Administrative Regulations 5145.7 – Sexual Harassment:

Notifications

A copy of the district’s sexual harassment policy shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year. (cf. [5145.6](#) - Parental Notifications)
2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code [231.5](#))

A copy of the district's sexual harassment policy and regulation shall be posted on district and school web sites and, when available, on district-supported social media.

(cf. [1113](#) - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session. (Education Code [231.5](#))
4. Appear in any school or district publication that sets forth the school or district’s comprehensive rules, regulations, procedures, and standards of conduct. (Education Code [231.5](#))
5. Be included in the student handbook.
6. Be provided to employees and employee organizations.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 6: Sexual Harassment Policy
Part 3: Sexual Harassment – Students

From LLCSD Administrative Regulations 5145.7 – Sexual Harassment:

Confidentiality

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR [4964](#))

However, when a complainant or victim of sexual harassment notifies the district of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the district of the harassment but requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

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

(cf. [5125](#) - Student Records)

Response Pending Investigation

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. To the extent possible, such interim measures shall not disadvantage the complainant or victim of the alleged harassment.

Interim measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 7: School Dress and Grooming
Part 1: Board Policy and Administrative Regulations

From LLCSD Board Policy 5132 – Student Dress and Grooming

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction, which would interfere with the educational process.

When gangs constitute a danger to students, the Superintendent or designee may restrict student dress and grooming as necessary to comply with Board policy related to gang activity.

Students and parents/guardians shall be informed about the school dress code at the beginning of the school year and when revised. A student who violates the dress code shall be subject to appropriate disciplinary action.

Uniforms

The Board recognizes that, in order to promote student safety and discourage theft, peer rivalry and/or gang activity, the principal, staff and parents/guardians at a district school may wish to establish a reasonable dress code requiring students to wear uniforms. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval.

The Board shall approve such dress codes when it determines they are necessary for the health and safety of the school's students.

The Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from an adopted school uniform policy. Students shall not be penalized academically, otherwise discriminated against or denied attendance to school if their parents/guardians so decide.

The Superintendent or designee will identify the resources to assist economically disadvantaged students in obtaining uniforms.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 7: School Dress and Grooming
Part 1: Board Policy and Administrative Regulations

From LLCSD Administrative Regulation 5132 – Student Dress and Grooming

Local law enforcement officials indicate that certain types of dress contribute to gang association and violence. Students wearing gang attire become targets for violence even though they are not gang members. In addition, the baggy, oversized clothing now identified as gang related, presents a safety hazard since it allows students to more readily conceal dangerous objects such as knives, and other weapons or provide hiding places for drugs and drug paraphernalia. Accordingly, the following types of clothing have been identified as gang related:

- Oversized, baggy pants
- Excessively large shirts and jackets
- Military style and/or steel-toed boots
- Oversized belts and/or initial on buckles
- Caps/hats
- Shirts depicting or promoting violence towards police and/or others and/or graffiti or “tagging”
- Clothing which features lewd or obscene language

Uniforms

As gang attire changes, the Superintendent or designee is authorized to delete and add items as deemed appropriate by the school staff and law enforcement agencies.

In schools where a school wide uniform is required, the principal, staff and parents/guardians of the individual school shall jointly select the specific uniform to be worn.

The principal or designee shall give parents/guardians at least six month notice before a school uniform policy is implemented.

Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting.

The Superintendent or designee shall establish criteria for determining student eligibility for financial assistance when purchasing uniforms.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 7: School Dress and Grooming
Part 2: Dress Policy

The dress policy for Jersey Avenue School is the following:

APPROPRIATE ATTIRE:

All students are expected to follow the dress code as defined:

- Socks are to be worn **AT ALL TIMES**.
- **NO** high-heeled shoes may be worn.
- Earrings may be worn only if they do not dangle.
- Make-up is not appropriate for any student.
- No bare midriffs or see-through blouses.
- No short shorts or tight exercise shorts.
- T-shirts with profanity, inappropriate advertising, or symbols (e.g., alcohol or drug related) are not allowed.
- Tank tops with “spaghetti” straps cannot be worn.
- Baggy pants, shorts, or overalls are not appropriate.
- Cut-off shorts that are below the knee with high socks are not appropriate.

STUDENTS WHO ARE INAPPROPRIATELY DRESSED MAY BE SENT TO THE PRINCIPAL. USE YOUR OWN DISCRETION ABOUT ANYTHING NOT MENTIONED IN THIS LIST.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 8: Safe Ingress and Egress
Part 1: General Information

Lake Center Middle School takes pride in being part of a school district that has a mission to provide a safe environment for all students, parents, and school employees. Our School will take reasonable measures to provide safe ingress and egress to and from the school for pupils, parents, and school employees. Safe ingress and egress will be maintained by periodic reviews of the procedures for ingress and egress. All passageways to and from school buildings, corridors within school buildings and emergency exits are to remain clear of all obstruction to allow flow of pedestrian and vehicular traffic. The school will also take reasonable measures that potential obstructions and hazards are removed from such areas. To achieve this goal, the school works closely with local law enforcement agencies and the city of Santa Fe Springs for a safe school environment and community.

Through the joint efforts of the District office, site administrators, faculty, Safety Committee, PTSA, and other organizations, including consultants, Lake Center Middle School has developed a sound plan for a safe arrival and departure of students, staff, and visitors. Lake Center Middle School encourages input from our community and reviews this plan on an annual basis.

Any problems associated with safe ingress and egress will be addressed immediately.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 8: Safe Ingress and Egress
Part 2: Safe Ingress and Egress

Students: Entrance

1. Lake Center students enter the school grounds through the northeast gate near the bike racks, or through the PE gate via Lake Center Park. Gates open at 7:30 am every school day.
2. At 8:05am, after the tardy bell has sounded, all gates are locked.
3. Tardy students may enter through the office to go to the attendance office to receive tardy slips.
4. The west physical education gate adjacent to the boys' locker room and basketball courts is also unlocked for access and monitored by the physical education department. All other gates on campus remain locked throughout the day except as needed.
5. In the event of a disaster drill, designated classrooms exit through the west physical education gate, while others exit through the southwest gate by room 809 and southeast gate located near room 704.
6. The southwest gate is locked with a standard #50 lock. All teachers have been issued keys for this lock. The first teacher to arrive unlocks the gate and all designated classes proceed through.
7. The gate located in the southeast section of the campus provides exit for the 800 building classrooms. This gate is locked with a standard #50 lock. The first teacher to arrive unlocks the gate and all designated classes proceed through.

Visitors:

1. All visitors must report to the office to gain access to the campus. Campus visitors must sign in and will be issued a "Visitor Pass" by office personnel. Exceptions are visitors attending a school function and personnel making deliveries to the school cafeteria.
2. Signs are posted at all gates and at the office door to inform visitors to report to the office and to discourage trespassers.
3. Student visitors are not permitted during school hours.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 8: Safe Ingress and Egress
Part 2: Safe Ingress and Egress

Students: Exit

1. After school, students exit through the northwest gate by the school marquee between the multipurpose room and the 100 building, the west physical education gate to the basketball courts, the northeast gate by the bike rack, and north central gate by the main office.
2. All gates, with the exception of west physical education gate and the north central gate, are locked within 20 minutes after the dismissal bell. West physical education gate and north central gate are to remain unlocked due to after school sports and after school intervention programs. Dismissal (and gate lock up) times are as follows:

<u>Days</u>	<u>Dismissal Time</u>	<u>Gate Lock Up</u>
<i>Monday, Wednesday, Friday</i>	<i>2:55pm</i>	<i>3:15pm</i>
<i>Tuesday, Thursday</i>	<i>2:11pm</i>	<i>2:30pm</i>
<i>Minimum days</i>	<i>1:30pm</i>	<i>1:45pm</i>

3. Lake Center is a closed campus. Students who leave campus during school hours must go to the office and be signed out by an adult listed on the emergency card, with proper identification.
4. The adult picking up the student is required to report in to the office.
5. Students wishing to reenter the campus after school must receive permission from the office.

Visitors:

1. Visitors who have obtained a "Visitor Pass" must sign out and exit through the office door.
2. Visitors to school functions may exit the campus through any exit provided.

Disaster:

Student accountability is a primary concern during a disaster. Therefore, students must remain on campus during an emergency until picked up by an adult designated on the emergency card. Designated adults are required to report to the command post and sign a release form to remove the child from the premises. Designated adults are required to show identification.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 8: Safe Ingress and Egress
Part 3: Board Policy and Administrative Regulations

From LLCSD Board Policy 1250 – Visitors/Outsiders:

The Governing Board encourages parents/guardians and interested members of the community to visit the schools and view the educational program.

To minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days at least 24 hours in advance. Visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during non-instructional time.

To promote the safety of students and staff and avoid potential disruptions, all visitors shall register immediately upon entering any school building or grounds when school is in session.

For purposes of school safety and security, the principal or designee may design a visible means of identification for visitors while on school premises.

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher's and principal's permission. (Education Code 51512)

(cf. 5144 – Discipline)

Legal Reference:

EDUCATION CODE

- 32210 Willful disturbance of public school or meeting
- 32211 Threatened disruption or interference with classes; misdemeanor
- 32212 Classroom interruptions
- 35160 Authority of governing boards
- 35292 Visits to schools (board members)
- 51512 Prohibited use of electronic listening or recording device

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 8: Safe Ingress and Egress
Part 3: Board Policy and Administrative Regulations

From LLCSD Board Policy 1250 – Visitors/Outsiders: (Continued)

EVIDENCE CODE

1070 Refusal to disclose news source

LABOR CODE

230.8 Discharge or discrimination for taking time off

PENAL CODE

626-626.10 Schools

627-627.10 Access to school premises, especially:

627.2 Necessity of registration by outsider

627.7 Misdemeanors; punishment

ATTORNEY GENERAL OPINIONS

95 Ops.Cal.Atty.Gen. 509 (1996)

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 8: Safe Ingress and Egress
Part 3: Board Policy and Administrative Regulations

From LLCSD Administrative Regulation 1250 – Visitors/Outsiders:

The superintendent or designee shall post at every entrance to each school and school grounds a notice setting forth visitor registration requirements, hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirement. (Penal Code 627.6)

Unless otherwise directed by the principal or designee, a staff member shall accompany visitors while they are on school grounds.

Registration Procedure

In order to register, visitors shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3)

1. His/her name, address and occupation
2. His/her age, if less than 21
3. His/her purpose for entering school grounds
4. Proof of identity
5. Other information consistent with the provision of law

Denial of Registration

1. The principal or designee may refuse to register any visitor if he/she reasonably concludes that the visitor's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee or school security officer may revoke a visitor's registration if he/she has a reasonable basis for concluding that the visitor's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students or staff.

(cf. 3515.2 – Disruptions)

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 8: Safe Ingress and Egress
Part 3: Board Policy and Administrative Regulations

From LLCSD Administrative Regulation 1250 – Visitors/Outsiders: (Continued)

2. The principal or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When a visitor is directed to leave, the principal or designee shall inform the visitor that if he/she reenters the school within seven days he/she will be guilty of a misdemeanor subject to a fine and/or imprisonment.

Appeal Procedure

Any person who is denied registration or whose registration is revoked may appeal to the Superintendent or designee by submitting, within five days after the person's departure from school, a written request for a hearing. This request must state why he/she believes the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent or designee shall promptly mail a notice of the hearing to the person requesting it. A hearing before the Superintendent or principal shall be held within seven days after receipt of the request. (Penal Code 627.5)

(cf. 1312.1 – Complaints Concerning District Employees)

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 9: Rules and Procedures of School Discipline
Part 1: Specific Guidelines

OFFICE

Students are to come to the office only with permission (hall pass), except in the case of an emergency.

Students that do not complete assignments should not be sent to the office to complete them. They may complete them during recess, lunch recess, or after school under your supervision. When students are sent to the office for disciplinary reasons, a note must accompany the student stating the infraction and other pertinent data.

Since we have very limited nursing services, you may have to use your judgment in sending students to the office. For minor injuries, use your first aid kit; for minor complaints, try sending the student to drink water, or use the restroom, or rest for a while. If the complaint persists, send them to the office. Any child with an injury to the eyes, head, or private parts must be sent to the office immediately. If there is an injury in the classroom or on the playground that you consider serious, do not move the child until the principal or nurse arrive.

DETENTION

Students may be detained after school for 15 minutes without parent notification. Detention lasting longer requires parent notification. Parents of children who attend child care must be notified prior to their child's detention.

DO NOT LEAVE CHILDREN IN THE CLASSROOM WITHOUT ADULT SUPERVISION.

PERMITS

All students going home for lunch must have a lunch permit on file in the office.

Any student leaving the school grounds during school hours must be signed-out by an **authorized** adult and go through the office.

Students in Grades 4-5 may ride their bicycles (**and wear a helmet**) to school if they have a permit signed by the parent on file in the office.

RAINY DAYS

On rainy days, classrooms are to be open to the children and teachers in the rooms by 8:10 am. At recess time, teachers with aides will take a 10-minute break then relieve the neighboring teacher for 10 minutes. Any teacher without an aide is to call the office if they want to be relieved.

The lunch period during rainy days is 30 minutes. After that time, the children are to be picked up from the cafeteria. If it starts to rain during playtime, the students will be returned to the classroom for quiet play. Teachers are asked to be prompt on rainy day schedule

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 9: Rules and Procedures of School Discipline
Part 1: Specific Guidelines

COMMUNICATIONS

Any notes sent home to parents, other than a routine communication, should be cleared with the principal. All communication must be translated into Spanish unless you are certain only English is spoken in the home.

DISCIPLINE

Little Lake City School District uses the Assertive Discipline method, which encourages teacher and student interaction in making classroom rules and consequences. It is important that the positive as well as the negative consequences to each rule are included.

CORPORAL PUNISHMENT IS NOT PERMITTED EVEN WITH PARENT PERMISSION

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 9: Rules and Procedures of School Discipline
Part 2: School Standards for Pupils

In order to provide a positive and safe learning environment for students, Jersey staff has created school wide expectations by implementing the Positive Behavior and Intervention Support (PBIS) System, as well as a bully prevention component. The following goals were developed by staff to promote a safe environment for all:

Throughout the school year, all staff will implement the PBIS (positive behavior and intervention support) school wide expectations matrix in order to maintain a safe environment for all students, as measured by data (office referrals, Eagle Eye ticket distribution, infraction slips).

The following steps were created and have been put into place this year:

- Develop school wide expectations following the PBIS framework.
- Share SMART goal with community (staff/parents/students).
- Provide *Responsibility Assemblies* per grade level to communicate school wide expectations, consequences and incentives to students.
- Post school wide expectations matrix posters throughout campus as a reminder to students and teachers.
- Provide parent communication on the school wide expectations.
- Provide one on one counseling to students who need extra support.
- Purchase materials (incentives) and resources as needed.

Throughout the school year, all staff and students will be trained in Bully Preventions part of Jersey's PBIS (positive behavior and intervention support) school wide expectations in order to maintain a safe environment for all students, as measured by evidence of implementation (bully prevention student presentation; classroom follow up on bully prevention; observations of strategies utilized by students).

The following steps were created and have been put into place this year:

- Review PBIS school wide expectations with students.
- Share the definition of “bully”, as stated in the Ed Code, to staff.
- Define acts of “bothering” versus acts of “bullying” based on the Ed Code definition.
- Research Bully Prevention strategies as outlined in PBIS.
- Identify focus strategies to implement at Jersey.
- Train students to use the selected strategies in preventing “bothering” and “bullying” behaviors.
- Provide *Bully Prevention Assemblies* per grade level as part of student training.
- Provide parent communication on the Bully Policy.
- Provide one on one counseling to students who need extra support.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 9: Rules and Procedures of School Discipline
Part 3: Drugs, Tobacco, Alcohol

From LLCSD Board Policy 5131.6 – Drugs, Tobacco, Alcohol

Alcohol and Other Drugs

Drugs and Alcohol

It shall be the policy of the schools to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents in the schools involving the possession, sale, and/or use of behavior affecting substances and drug paraphernalia. These substances shall include but not be limited to marijuana, LSD, glue, alcohol, and barbiturates.

Students involved in the possession, sale and/or use of behavior affecting substances as stated above shall be subject to disciplinary procedures which may result in suspension or expulsion.

School properties may be inspected by school authorities in the interest of maintenance, health and safety. Inspections for the location of drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel; so long as such inspections are conducted in accordance with constitutional requirements of applicable state law relating to searches and seizures.

Tobacco

The Board recognizes that smoking presents a health hazard which can have serious consequences both for the smoker and the non-smoker and is, therefore of concern to the Board.

Elementary/Middle Schools

Students shall not be allowed to smoke or possess tobacco on school property or during school hours. Students who violate this policy shall be subject to disciplinary procedures which may result in suspension from school.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 9: Rules and Procedures of School Discipline
Part 3: Drugs, Tobacco, Alcohol

From LLCSD Board Policy 5131.6 – Drugs, Tobacco, Alcohol

The Governing Board believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Board desires to keep district schools free of alcohol and other drugs in order to help prevent violence, promote school safety and create a well-disciplined environment conducive to learning.

The Superintendent or designee shall develop, implement and evaluate a comprehensive prevention and intervention program that is coordinated with other school and community-based services and programs. The district's program shall be scientifically based and designed to prevent or reduce alcohol or other drug use and the possession and distribution of illegal drugs. It shall include primary prevention activities such as decision-making skills and conflict management, instruction, referral to a rehabilitation program, enforcement/discipline, activities that promote the involvement of parents/guardians and coordination with appropriate community agencies and organizations.

(cf. [0450](#) - Comprehensive Safety Plan)

(cf. [1020](#) - Youth Services)

(cf. [4020](#) - Drug and Alcohol-Free Workplace)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. [6020](#) - Parent Involvement)

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 9: Rules and Procedures of School Discipline
Part 3: Drugs, Tobacco, Alcohol

From LLCSD Administrative Regulations 5131.6 – Drugs, Tobacco, Alcohol

Instruction

The curriculum of all elementary and secondary schools shall include instruction on the effects upon the human body, as determined by science, of tobacco, alcohol, narcotics, dangerous drugs as defined in Health and Safety Code [11032](#), and other dangerous substances. Instruction shall be sequential in nature and suited to meet the needs of students at their respective grade level. (Education Code [51203](#), [51260](#))

(cf. [5131.62](#) - Tobacco)

In grades 1-6, instruction in drug education should be given in health courses required by Education Code [51210](#). (Education Code [51260](#))

In grades 7-12, instruction in drug education shall be conducted in health courses and in any other appropriate area of study required by Education Code [51220](#). (Education Code [51260](#))

(cf. [6142.8](#) - Comprehensive Health Education)

Secondary school instruction shall also include a study of the effects of alcohol and other drugs upon prenatal development. (Education Code [51203](#))

(cf. [6143](#) - Courses of Study)

Instruction shall be provided by appropriately trained instructors who have demonstrated competencies, as determined by the principal or designee, in the following areas: (Education Code [51260](#))

1. The ability to interact with students in a positive way
2. Knowledge of the properties and effects of tobacco, alcohol, narcotics, dangerous drugs, and shared drug apparatus
3. Effective teaching skills and competency in helping students to express opinions responsibly and to become aware of their values as they affect drug-use decisions

Drug Use and Abuse

The administration shall practice the following procedures relative to student drug use and abuse on school property or whenever the student is under the jurisdiction of the schools. Alcohol is a drug, illegal for use by minors. Cases involving alcohol shall be treated in the same manner as for other drugs.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 9: Rules and Procedures of School Discipline
Part 3: Drugs, Tobacco, Alcohol

From LLCSD Administrative Regulations 5131.6 – Drugs, Tobacco, Alcohol
(continued)

Tobacco

The Governing Board recognizes that tobacco use presents serious health risks and desires to provide support and assistance in reducing the number of students who begin or continue to use tobacco. The Superintendent or designee shall establish a comprehensive program that includes consistent enforcement of laws prohibiting tobacco possession and use by student, tobacco use prevention education including youth development activities and intervention and cessation activities and/or referrals.

Prohibition Against Tobacco Use

Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities or while under the supervision and control of District employees. Prohibited products include, but not limited to, cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. (Ed. Code 48900, 48901)

(cf. 3513.3 – Tobacco-Free Schools)

Students' possession or use of nicotine delivery devices, such as electronic cigarettes, is also prohibited.

Intervention

District staff shall intervene whenever students use alcohol or other illegal drugs while on school property or under school jurisdiction. Staff members who have a reasonable suspicion that a student may be under the influence of alcohol or drugs shall immediately notify the principal or designee.

If the Principal or designee, in his/her professional capacity or in the course of his/her employment, known observes or suspects that a student may be under the influence of alcohol or drugs, he/she may notify the parent/guardian (Ed. Code 44049)

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 9: Rules and Procedures of School Discipline
Part 3: Drugs, Tobacco, Alcohol

From LLCSD Administrative Regulations 5131.6 – Drugs, Tobacco, Alcohol
(continued)

Intervention

School staff shall not disclose confidential information provided during counseling by a student 12 years of age or older. A school counselor may report such information to the principal or parent/guardian only when he/she believes that disclosure is necessary to avert a clear and present danger to the health, safety or welfare of the student or other persons living in the school community. The school counselor shall not disclose such information to the parent/guardian if he/she believes that the disclosure would result in a clear and present danger to the student's health, safety or welfare. (Education Code [44049](#), [49602](#))

(cf. [5022](#) - Student and Family Privacy Rights)

(cf. [5141](#) - Health Care and Emergencies)

(cf. [6164.2](#) - Guidance/Counseling Services)

Use of Possession

1. No internal medication is to be administered to students by school personnel except as prescribed by a doctor.
2. Dangerous and narcotic drugs which a student has on prescription for ingestion as prescribed by a doctor must be in their original containers and kept in the nurse's or principal's office, whichever provides greater security.
3. Whenever any staff member has reason to believe that a student may be under drug influence, he/she shall immediately notify the principal. The principal, if in agreement, shall notify the parent to come for the student and to remove the student to his/her home, to the jurisdiction of the police, and/or the paramedics.
4. In severe cases, if the parents or the doctor cannot or will not come to the school, the principal is authorized to call an ambulance to remove the student to a hospital. Parents will be notified of this action and shall be responsible for the incurred expenses.
 - a. A schedule of regular appointments with a school counselor or other school official.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 9: Rules and Procedures of School Discipline
Part 3: Drugs, Tobacco, Alcohol

From LLCSD Administrative Regulations 5131.6 – Drugs, Tobacco, Alcohol
(continued)

In addition, the following action may be taken:

- b. Transfer to another school or alternative education program as appropriate.
 - c. Recommendation for expulsion.
5. A second incidence of use or possession of illegal drugs within one year at any school or school activity may result in a recommendation for expulsion as provided for in Education Code 48900.

Selling or Providing

When there is reason to believe that a student is selling or is in possession of drugs, the following procedures listed below will be followed:

1. The school administrator shall advise the local juvenile narcotics officer or law enforcement personnel. Juvenile authorities will make the decision as to whether they or the school will notify the parent.
2. The school administrator will escort the student to the school office and confront him/her with the suspicion. The administrator may notify the police before taking the student to the office. The student should be removed from a classroom by a school administrator or designee when there is reasonable cause.
3. For reasonable cause, a search for drugs may be made by the administrator. This may include searching the student's locker and/or other district-owned facilities such as science drawers, shop lockers, etc. Such search should be conducted by the administrator with at least one other certificated person as witness. No school staff member should search a student, but may ask student to volunteer for self-search. In cases when a personal search seems to be in order, the administrator should call for a law enforcement officer to make the search. Repeated attempts shall be made to notify the student's parent/guardian before the personal search is made.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 9: Rules and Procedures of School Discipline
Part 3: Drugs, Tobacco, Alcohol

From LLCSD Board Policy 3513.3 – Tobacco-Free Schools/Smoking

Selling or Providing (continued)

4. The student may be interrogated by the school administrator without notifying the student of his/her rights, but if the administrator believes that a law has been broken, the police will be notified.

When there is good evidence that a student has actually used, sold or is in possession of narcotics or drug paraphernalia on or about school premises or at school-sponsored functions, the police must be notified. Regardless of any legal action taken by the police, the district must immediately suspend the student according to the provisions of BP/AR 5144.1 – Suspension and Expulsion/Due Process. The school administrator may, at his/her discretion, recommend expulsion to the Governing Board.

Provisions of Board Policy and Administrative Regulations shall be disseminated to student and parents through school newsletters, student handbooks, parent and student meetings, newspapers, radio, television, and other means of communications.

The Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with district goals to provide a healthy environment for students and staff.

(cf. [3514](#) - Environmental Safety)

(cf. [4159/4259/4359](#) - Employee Assistance Programs)

(cf. [5030](#) - Student Wellness)

(cf. [5131.62](#) - Tobacco)

(cf. [5141.23](#) - Asthma Management)

(cf. [6142.8](#) - Comprehensive Health Education)

(cf. [6143](#) - Courses of Study)

The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code [104420](#); Labor Code [6404.5](#); 20 USC [6083](#))

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 9: Rules and Procedures of School Discipline
Part 3: Drugs, Tobacco, Alcohol / Tobacco-Free Schools

From LLCSD Board Policy 3513.3 – Tobacco-Free Schools/Smoking

This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

(cf. [1330](#) - Use of School Facilities)

(cf. [1330.1](#) - Joint Use Agreements)

The products prohibited include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products.

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited. (Health and Safety Code [104495](#))

Notifications

Information about the district's tobacco-free schools policy and enforcement procedures shall be communicated clearly to employees, parents/guardians, students, and the community. (Health and Safety Code [104420](#))

(cf. [4112.9/4212.9/4312.9](#) - Employee Notifications)

The Superintendent or designee may disseminate this information through annual written notifications, district and school web sites, student and parent handbooks, and/or other appropriate methods of communication.

(cf. [1113](#) - District and School Web Sites)

Signs stating "Tobacco use is prohibited" shall be prominently displayed at all entrances to school property. (Health and Safety Code [104420](#))

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 9: Rules and Procedures of School Discipline
Part 3: Drugs, Tobacco, Alcohol / Tobacco-Free Schools

From LLCSD Board Policy 3513.3 – Tobacco-Free Schools/Smoking

Enforcement/Discipline

Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

(cf. [4118](#) - Suspension/Disciplinary Action)

(cf. [4218](#) - Dismissal/Suspension/Disciplinary Action)

(cf. [5144](#) - Discipline)

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

Any other person who violates the district's policy on tobacco-free schools shall be informed of the district's policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may:

1. Direct the person to leave school property
2. Request local law enforcement assistance in removing the person from school premises
3. If the person repeatedly violates the tobacco-free schools policy, prohibit him/her from entering district property for a specified period of time

(cf. [1250](#) - Visitors/Outsiders)

(cf. [3515.2](#) - Disruptions)

The Superintendent or designee shall not be required to physically eject a nonemployee who is smoking or to request that the nonemployee refrain from smoking under circumstances involving a risk of physical harm to the district or any employee. (Labor Code [6404.5](#))

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 10: Crime Assessment
Part 1: Crime Assessment

In compliance with SB 187 and SB 334, Lake Center Middle School will compile statistics pertaining to school crime committed on school campuses and at school-related functions. The school will complete a *California Safe Schools Assessment – School Crime Reporting Form* for each incident that occurs on campus. Copies of these forms shall be inserted in Appendix M of this plan. The school will also insert an annual breakdown of incidents, by month. Information obtained will assist the school and the District in developing programs to reduce the incidence of crime on campus.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 11: Bullying and Intimidation
Part 1: Bullying Policy

From LLCSD Board Policy 5131.2 – Bullying

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

- (cf. 5131 - Conduct)
- (cf. 5136 - Gangs)
- (cf. 5145.3 - Nondiscrimination/Harassment)
- (cf. 5145.7 - Sexual Harassment)
- (cf. 5145.9 - Hate-Motivated Behavior)

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images as defined in Education Code 48900. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

- (cf. 5145.2 - Freedom of Speech/Expression)
- (cf. – Student Use of Technology)

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans.

- (cf. 0420 - School Plans/Site Councils)
- (cf. 0450 - Comprehensive Safety Plan)
- (cf. [0460](#) - Local Control and Accountability Plan)
- (cf. 1220 - Citizen Advisory Committees)
- (cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
- (cf. 6020 - Parent Involvement)

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 11: Bullying and Intimidation
Part 1: Bullying Policy

From LLCSD Board Policy 5131.2 – Bullying

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

(cf. [1020](#) - Youth Services)

Bullying Prevention

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

(cf. [5137](#) - Positive School Climate)

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. [6142.8](#) - Comprehensive Health Education)

(cf. [6142.94](#) - History-Social Science Instruction)

(cf. [6163.4](#) - Student Use of Technology)

Such instruction shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs or any other individual bias or prejudice.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 11: Bullying and Intimidation
Part 1: Bullying Policy

From LLCSD Board Policy 5131.2 – Bullying

Bullying Prevention

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences
2. Discuss bullying prevention strategies with students and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify the signs of bullying or harassing behavior
4. Take immediate corrective action when bullying is observed
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

(cf. 4131 – Staff Development)

(cf. 4231 – Staff Development)

(cf. 4331 – Staff Development)

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 11: Bullying and Intimidation
Part 1: Bullying Policy

From LLCSD Board Policy 5131.2 – Bullying

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

(cf. [6164.2](#) - Guidance/Counseling Services)

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 11: Bullying and Intimidation
Part 1: Bullying Policy

From LLCSD Board Policy 5131.2 – Bullying

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify a district compliance officer identified in AR 1312.3 – Uniform Complain Procedures.

(cf. 1312.3 – Uniform Complaint Procedures)

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel them constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or a district administrator shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Any complaint of bullying shall be investigated and if determined to be discriminatory, resolved in accordance with law and the district’s uniform complaint procedures specified in AR 1312.3

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 11: Bullying and Intimidation
Part 1: Bullying Policy

From LLCSD Board Policy 5131.2 – Bullying

Discipline

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code [48900](#), may include suspension or expulsion in accordance with district policies and regulations.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

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

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

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

(cf. [4117.3](#) - Dismissal)

(cf. [4118](#) - Suspension/Disciplinary Action)

(cf. [4119.21/4219.21/4319.21](#) - Professional Standards)

(cf. [4218](#) - Dismissal/Suspension/Disciplinary Action)

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 11: Bullying and Intimidation
Part 1: Bullying Policy

From LLCSD Board Policy 5131.2 – Bullying

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

48985 Translation of notices

[52060-52077](#) Local control and accountability plan

PENAL CODE

[422.55](#) Definition of hate crime

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices, threats to safety

CODE OF REGULATIONS, TITLE 5

[4600-4687](#) Uniform complaint procedures

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

CODE OF FEDERAL REGULATIONS, TITLE 28

[35.107](#) Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

[104.7](#) Designation of responsible employee for Section 504

[106.8](#) Designation of responsible employee for Title IX

[110.25](#) Notification of nondiscrimination on the basis of age

COURT DECISIONS

Wynar v. Douglas County School District, (2013) 728 F.3d 1062

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

Lavine v. Blaine School District, (2002) 279 F.3d 719

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 11: Bullying and Intimidation
Part 1: Bullying Policy

From LLCSD Board Policy 5131.2 – Bullying

Management Resources:

CSBA PUBLICATIONS

Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014

Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012

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

Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009

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

Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

Nondiscriminatory School Environment for All Students, Policy Brief, April

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008

Bullying at School, 2003

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Harassment and Bullying, October 2010

WEB SITES

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

California Cyber safety for Children: <http://www.cybersafety.ca.gov>

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lr/ss>

Common Sense Media: <http://www.common Sense Media.org>

Center for Safe and Responsible Internet Use: <http://cyberbully.org>

National School Boards Association: <http://www.nsba.org>

National School Safety Center: <http://www.schoolsafety.us>

ON[the]LINE, digital citizenship resources: <http://www.onthelineca.org>

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

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
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Part 1: Bullying Policy

In order to provide a positive and safe learning environment for students, Jersey staff has created school wide expectations by implementing the Positive Behavior and Intervention Support (PBIS) System, as well as a bully prevention component (No Bully). Every Jersey employee has received extensive training in bully prevention through the “No Bully” program. The system has been put in place, not only to comply with state and federal laws on student bullying and harassment, but more importantly to promote the safety of our students and to create a bully-free school. Below is the Jersey anti-bullying policy. The policy includes our social vision, the purpose of the policy, definitions, and a four tiered response should bullying occur. We recognize that at the elementary level, most incidents of bullying start with bothering. To address this, we plan to prevent bothering by building skills against bothering and bullying. The anti-bullying policy is aimed at training students how to avoid bothering behaviors and how to respond if they are being bothered, or bullied.

LAKE CENTER MIDDLE SCHOOL ANTI-BULLYING POLICY

Our school’s social vision

At Jersey Avenue Elementary School we believe that every student should feel accepted for who they are and able to enjoy their time at our school free from bullying and harassment.

Purpose of this policy

Bullying and harassment stand in the way of our social vision. This policy prohibits harassment and bullying at Lake Center Middle School during the school and after-school program, at school field trips, school sponsored events, and when students are traveling to and from school. It describes our school’s procedures to prevent and stop bullying and prohibits reprisal or retaliation against any person who reports bullying. This policy applies to all students, teachers, staff, specialists, and anyone who works on our campus, whether employed by the school or district, working as contractors, or volunteers.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
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Part 1: Bullying Policy

From LLCSD Board Policy 5131.2 – Bullying

Definitions

Bullying is different from conflict. It occurs when a student, or group of students, repeatedly try to hurt, humiliate or get power over another less powerful student in any of the following ways.

- **Physical bullying** is when a student uses physical force to hurt another student e.g. by hitting, pushing, shoving, kicking, taking a student’s belongings or stealing their money.
- **Verbal bullying** is when a student uses words, images or gestures to intimidate or humiliate another student e.g. by taunting, name-calling, teasing, put-downs, insults, threats and blackmail.
- **Relational bullying** is when a student excludes or isolates another student e.g. through leaving them out, manipulating others against them, or spreading gossip or rumors.
- **Cyberbullying** is when a student uses their cell-phone, text messages, e-mails, instant messaging, chats and websites (such as Facebook, Twitter, You Tube or Instagram) to bully another student in any of the ways described above.

Bullying may at times amount to **harassment**. It is harassment to target a student online or face to face because of their actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or because they are associating with a student or group of students with one or more of these actual or perceived characteristics.

It is **sexual harassment** to target a student with unwanted sexual comments, gestures, attention, stalking and physical contact that cause a student to feel uncomfortable or unsafe at school, or interferes with schoolwork. This is dealt with further in the school’s sexual harassment policy.

Our school does not tolerate bullying or harassment for any reason. You are breaking the law if you harass anyone at our school. It is a serious breach of the school rules if a student takes revenge or asks someone to threaten or hurt a student that has reported bullying or harassment.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 11: Bullying and Intimidation
Part 1: Bullying Policy

From LLCSD Board Policy 5131.2 – Bullying

How students can end bullying

Bullying and harassment cause pain and stress to students and are never justified or excusable as “just teasing” or “just playing.” When a student stands by doing nothing, or laughs or posts comments online when others bully, they are participating in bullying.

The students at Jersey have agreed to join together to treat others with respect both online and face-to-face so that we keep our campus bully-free.

All students agree to:

- Value student differences and treat others with respect both online and face-to-face.
- Use Stop, Walk or Talk when I or others around me are the target of bullying
- If I cannot safely stop the bullying, to walk away and seek help from any teacher or trusted adult on campus.
- Never take revenge or ask someone to hurt a student that has reported bullying.

Our school takes a problem-solving approach to bullying. We have staff members trained as **Solution Coaches** to bring together a Solution Team of students and ask them to end bullying situations. Most Solution Teams successfully end bullying situations after one or two meetings without using punishment.

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 11: Bullying and Intimidation
Part 1: Bullying Policy

From LLCSD Board Policy 5131.2 – Bullying

Staff, Teacher and Parent Response to Student Harassment and Bullying

Our school follows a four-level system for preventing and responding to bullying and harassment

Level 1 – Prevent & Interrupt

- All teachers, staff, students and volunteers support a campus-wide system for preventing and stopping harassment and bullying.
- If any teacher or staff member witnesses an act of harassment or bullying, he or she shall take immediate steps to intervene and redirect students provided it is safe to do so.
- If a parent or guardian knows or suspects that their child is being harassed or bullied, encourage your student to use the stop, walk or talk method or to seek help from any trusted adult on campus. If this does not solve the situation, inform your student’s classroom teacher. The school can only help you if you trust us with the problem and tell us what is happening.

Level 2 – Check in with target of bullying and notify a Solution Coach or the Principal

- All members of school staff are encouraged to watch out for students who appear to be isolated from other students, who are put down by other students behind their back, or who show signs of being bullied.
- If any staff member knows or suspects that a student is the target of ongoing bullying or harassment (i.e. it has happened more than once and is likely to continue), he or she shall check in with the student as soon as reasonably possible. If this appears to be ongoing bullying or harassment, he or she shall complete a Solution Team Referral Form and provide it to the Lead Solution Coach

Level 3 – Solution Team, Progressive Discipline and other responses

Our school uses a variety of methods to prevent and end harassment and bullying. We may use Solution Teams®, progressive discipline with increased consequences if behavior continues, and suspension or expulsion.

- If a Solution Team is appropriate, a Solution Coach will meet with target of bullying and offer to convene a Solution Team to bring the bullying to an end. The Solution Team is a team of 6-8 students that includes the bullying students, bystanders, and students who are positive role models. The Solution Coach records progress using a Solution Team Log and shall report progress to the principal.
- If progressive discipline, suspension, or expulsion is appropriate, the principal will meet with the bullying student, and involve their parents and teachers when determining consequences.
- *In all cases of bullying, the principal will document and retain all the information of the incidents of bullying.*

Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 11: Bullying and Intimidation
Part 1: Bullying Policy

From LLCSD Board Policy 5131.2 – Bullying

Level 4 – Implement an Empathy-Building Action Plan

If a pattern of harassment or prejudice is apparent across an entire class or grade, the Solution Coach and other relevant school staff implement a plan to teach respect for differences and create a supportive peer culture.

If the school’s intervention does not resolve the bullying, the student or their parent/guardian should inform the Principal. If the student or parent/guardian disagrees with how the school has responded to their complaint of discrimination, harassment, intimidation, or bullying, he or she may appeal to the Director of Pupil Services at the District office, at (562) 868-8241.

Appendices

Appendix B: SB 187 Text

Appendix D: Suspected Child Abuse Report Form

E 5141.4

CHILD ABUSE REPORTING REQUIREMENT

NOTE: PENAL CODE 11166.5 REQUIRES THAT THE WRITTEN STATEMENT INCLUDE THE FOLLOWING PROVISIONS.

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, non-medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of a child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

‘**Child** care custodian’ includes teachers, administrative officers, supervisors of child welfare and attendance, or certificated pupil personnel employees of any public or private school; administrators of a public or private day camp; licenses, administrators of employees community care facility licensed to care for children; Head Start teachers; licensing workers or licensing evaluators; public assistance workers; employees of a child care institution including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities; and social workers or probation officers.

•‘Medical practitioner’ includes physicians and surgeons, psychiatrists, psychologists, dentists, residents, interns, podiatrists, chiropractors, licensed nurses, dental hygienists, any other persons who are licensed under Division 2 (commencing with Section 500) of the Business and Professions Code, or psychological assistants registered pursuant to Section 92913 of the Business and Professions Code.

‘Non-medical practitioner’ includes state or county public health employees who treat minors for venereal disease or any other condition; coroners; practitioners who diagnose, examine, or treat children.

I have been informed of the above law and will comply with its provisions.

Employee’s Signature _____

This statement is a permanent record of the _____ School District. The cost of printing, distribution, and filing of these statements is borne by the _____ School District.

Appendix G: Request for Exemption from Uniform Program

Mission

With a focus on learning, the shared mission of the Little Lake City School District community is to provide a quality education promoting the success for every student.

LITTLE LAKE CITY SCHOOL DISTRICT

Request for Exemption from Uniform Program

School _____

Student Name _____ Birth Date _____ Grade _____

Parent Name _____ Home Phone _____

Address _____ Work Phone _____

I understand that the mandatory uniform program at my child’s school is designed to improve student safety. I have strong reservations about the program as it applies to my child. Therefore, I request that my child be excused from wearing the standard school uniform. I further understand that my child must comply with the Little Lake City School District dress code, outlined in Board Policy 5132, which states:

Local law enforcement officials indicate that certain types of dress contribute to gang association and violence. Students wearing gang attire become targets for violence even though they are not gang members. In addition, the baggy, oversized clothing now identified as gang related, presents a safety hazard since it allows students to more readily conceal dangerous objects such as knives, and other weapons or provide hiding places for drugs and drug paraphernalia. Accordingly, the following types of clothing have been identified as gang related:

- Oversized, baggy pants
- Excessively large shirts and jackets
- Military style and/or steel-toed boots
- Oversized belts and/or initial buckles
- Caps/hats
- Shirts depicting or promoting violence towards police and/or others and/or graffiti or

- Clothing which features lewd or obscene language
- Additional requirements as defined by individual school sites

I also understand that the process for exemption from the uniform program includes:

- completion of this form, and;
- a scheduled meeting with the school principal to state reasons for requesting an exemption and hear the school position regarding the uniform policy.

Parent Signature _____ Date _____

Use the space below to clearly state your objections to the uniform program. Use another sheet if necessary.

Appendix H: Behavior Contract

APPENDIX K:

Disclaimer Statement

School rules, policies and procedures published in this plan are subject to change as may be needed to stay in compliance with Federal, State, or Local Regulations and are subject to review and alteration as it becomes necessary for the routine operation of the school. Not all rules of behavior, policies and procedures can be written and inserted into this plan, however School District Officials expect students to follow reasonable rules and not violate the rights of others.