

Comprehensive School Safety Plan SB 187 Compliance Document

14-15 School Year

School: Del Rey School
CDS Code: 07-61770-6004444
District: Orinda Union Elementary School District
Address: 25 El Camino Moraga
Orinda CA, 94563
Date of Adoption: March 2015

Approved by:

Name	Title	Signature	Date
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Senate Bill 187: Comprehensive School Safety Plan Purpose

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

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

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

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

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

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

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

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

Safety Plan Vision

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

Source: "Safe Schools: A Planning Guide for Action"
California Department of Education

Components of the Comprehensive School Safety Plan (EC 32281)

Del Rey School Safety Committee

Assessment of School Safety

- Site based surveys: parents, students, and staff
- Monthly emergency drills and performance analysis
- Participation in the CA Shake Out (earthquake simulation drill)
- Public service support and safety monitoring
- Annual school safety protocols and procedures review
- Basic first aid and student medical alerts reviewed by District nurse in Fall
- Support staff monitor and patrol school grounds daily
- Wireless communication system utilized
- Progressive discipline records leading to suspension on file
- School suspension and expulsion totals posted in the School Accountably Report Card (posted on school website)
- Attendance records

Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a))

In accordance with Ed Code 32281 (Comprehensive School Safety Plan), section (f)

(1) A school district or county office of education may, in consultation with law enforcement officials, elect to not have its school site council develop and write those portions of its comprehensive school safety plan that include tactical responses to criminal incidents that may result in death or serious bodily injury at the schoolsite. The portions of a school safety plan that include tactical responses to criminal incidents may be developed by administrators of the school district or county office of education in consultation with law enforcement officials and with a representative of an exclusive bargaining unit of employees of that school district or county office of education, if he or she chooses to participate. The school district or county office of education may elect not to disclose those portions of the comprehensive school safety plan that include tactical responses to criminal incidents.

(2) As used in this article, "tactical responses to criminal incidents" means steps taken to safeguard pupils and staff, to secure the affected school premises, and to apprehend the criminal perpetrator or perpetrators.

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

Any employee of a public or private school is a mandated reporter. This includes teachers, aides, custodians, coaches, administrative personnel, principals, etc. When one has knowledge of or reasonably suspects someone has been the victim of child abuse or neglect, report immediately by phone to the local CWS hotline. A report must be filed within 36 hours. Three steps to reporting are listed. Contact the local Police department (925)254-6820. Contact Child Protective Services (925)646-1680. Complete the "Suspected Child Abuse Report" and fax (925)602-6980 to the local authorities and Child Protective Services. This report can be found at www.oag.ca.gov/childabuse and the formal language is listed below:

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

Child Abuse Prevention

The Board of Trustees recognizes the district's responsibility to educate students about the dangers of child abuse so that they will acquire the skills and techniques needed to identify unsafe situations and to react appropriately and promptly.

Child Abuse Reporting

The Board recognizes that child abuse has severe consequences and that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

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. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

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

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 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

Child abuse or neglect does not include:

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

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. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

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)

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 age 14. (Penal Code 152.3, 288)

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 or 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 the 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)

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 11166)

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)

Mandated reporters may obtain copies of the Department of Justice form from either the district or the appropriate agency. 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

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)

Information relevant to the incident of child abuse or neglect may also be given to an investigator from an agency that is investigating the case. (Penal Code 11167)

3. Internal Reporting

Employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal or designee 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 ensure 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.

The mandated reporter shall not be required to disclose his/her identity to the principal. (Penal Code 11166)

He/she may provide or mail a copy of the written report to the principal or Superintendent or designee without his/her signature or

name.

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)
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(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)

Disaster Plan (See Appendix C-F)

Comprehensive Disaster Plan is an internal document that is reviewed and updated annually.

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

Del Rey School Student Conduct Code

Del Rey School Rules
2014-2015

To enhance our provision of a safe, nurturing learning environment for students at all times, we will continue to enforce a progressive discipline policy that outlines expectations for student behavior at school with a focus on being safe, responsible, and respectful at all times. School rules are taught to develop cooperation and consideration for others and to reinforce safe work and play decisions and habits. When disciplining students, the desired outcome is to correct behaviors through guidance, counseling, and appropriate consequences in hopes that students learn from their mistakes and experiences.

Three guiding principles:

1. Hurt no one on the inside or outside
2. Respect your school and all its property
3. Special places require special behavior

General Rules:

1. Students are permitted on the school grounds at 7:45 AM. There is no supervision prior to 7:45 AM; students who arrive earlier must go to Dolphin Club.
2. Students are expected to respect each other, teachers, principal, classroom assistants, noon duty supervisors, office personnel, custodians, volunteers, and parents.
3. Fighting, inappropriate language and swearing, harassing others, and name-calling are not acceptable behaviors at school and will be subject to disciplinary action.
4. Students are expected to play safely in designated areas that are in view of the yard supervisor before school, during recess and at lunchtime. Students may not play in the hallways, breezeways, classrooms, behind the buildings near the creek, or in any area not supervised by school personnel. Once excused to the yard, going back and forth to classrooms is not permitted.
5. Students are expected to stop playing when the bell rings and freeze. A yard duty will excuse students by blowing a whistle. At that point students return all yard equipment and walk directly to class.
6. Toys may be brought to school only on a child's sharing day, and they should be brought in a bag. Personal toys are not for recess or classroom play. Personal sports equipment should not be used during school hours.
7. Students who ride bikes or scooters to school must walk them on campus at all times, including before and after school hours. Bikes must be parked in the bike racks while at school and bike locks are strongly advised. Students may not ride bikes, scooters, or skateboards on campus before or after school, Monday - Friday, during Dolphin Club hours (7:00 AM - 6:15 PM).

8. Students may not participate in play involving bodily contact: karate, tackle football, tackle soccer, wrestling, etc. Tag is only allowed on the grassy areas and with the gentle “two finger touch” rule taught in P.E.

9. Students are to walk to their destinations without disrupting others.

10. Balls are the only objects to be used for throwing.

11. Students are to use recess for play and also for going to restroom, getting drinks, and eating snacks.

12. Students are to use P.E. equipment and the play structure in a safe and considerate manner. (Every classroom will review these safety rules during the first week of school).

13. Appropriate dress promotes an educational atmosphere that is conducive to learning. Students should come to school dressed appropriately for classroom and physical education activities. Clothing which distracts from the educational process or is unsafe to the wearer is not appropriate.

Students must wear shoes at all times. Closed toed shoes, or sandals with a secure back are required. Flip-flops and slip on shoes without backs are not safe for students for playground and school purposes.

Shorts and skirts must be long enough that they reach to the fingertips when arms are extended along the side of the legs.

Spaghetti straps and halter-tops are not appropriate for school. Straps should be at least two fingers wide.

Student Behavior Statement

Del Rey School, in alignment with the OUSD, has developed a School Wide Discipline policy to reinforce our Character Education program. Using the Think First program, we teach and foster six character traits: Respect, Responsibility, Honesty, Positive Attitude, and Self-Discipline and Empathy. Our Goals of Best Work, Best Behavior and Best Attitude will be taught and reinforced through modeling, school-wide assemblies and recognition programs and classroom programs. A school wide discipline policy provides expectations for student behavior that are easily understood and in addition spells out specific consequences for when the expectations are not met. The policy provides progressive steps for discipline. As we implement our policy, we will continue to work together with one another to monitor and adjust the policy to meet our students needs.

Within a framework which values equally the contribution of every individual, students will develop a strong sense of respect for all people and the school environment. They will develop communication and conflict resolution skills, along with an understanding of the relationship between an action and its logical consequences.

Del Rey staff members have developed rules and procedures to promote a consistent, safe and respectful learning environment. School rules are taught to develop consideration for others and to reinforce safe work and play habits. Part of our role as adults is to help students increasingly assume responsibility for their own actions. Clear and willful violations of necessary rules are never accepted. It is understood however, that the process of growing involves the testing of limits and the making of mistakes. We believe that the child who has made an error in judgment or who has violated a safety or conduct rule needs to be coached on the correct behaviors and to have the opportunity to learn from the mistake.

All staff and adult volunteers are responsible for monitoring student behavior. They will reinforce positive behavior whenever noticed (Verbal praise, Splash recognition slips). Staff will respond consistently and immediately to observed/reported infractions of school rules, enforcing consequences and problem solving strategies with students. Adult supervisors will respond immediately to physical conflict. Consequences will be closely related to the infraction. Depending on the event, they may include:

Consequences:

1. Time out
2. Think Sheet –students write and reflect on behavior (teacher discretion)
3. Office Referral Slip or fighting, swearing, or other behavior deemed inappropriate
4. “Talk It Out” (Conflict Resolution) session with all parties involved and an adult (teacher, yard duty or principal)
5. Removal from a recess activity
6. Temporary or permanent loss of a privilege (e.g. football, swings, wall ball)
7. Meeting individually with the principal

8. Phone call/conference with parents,
9. Suspension from school as outlined in the Orinda Union District Suspension Policy.

The California Education Code defines any behavior that requires suspension from school. These behaviors will be treated separately from the steps outlined above and could lead to an automatic suspension. Some examples of such behavior could include causing/attempting to cause physical injury to another person; causing/attempting to cause physical damage to school or private property; willful disruption of school activities; harassment/hate violence. In this case the principal will contact the parent, a conference will be held with your child, and your child will be excluded from school for a specified period of time. In the education of our children, we understand that policies are reviewed every year and adjusted in response to the needs of the district, staff, and students. The school discipline policy will undergo an annual review to insure it is aligned to the Board policy for the school district.

Disciplinary Procedures: Due Process

Before a student is suspended, an informal conference will be held between the student, the principal or principal's designee, and whenever practical, the teacher or supervisor who referred the student for disciplinary action. At this conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her and shall be given the opportunity to present his/her defense.

A student may be suspended without a conference if it is determined that an emergency situation exists. "Emergency situation" means that the situation presents a clear and present danger to the lives, safety, or health of students or school personnel. Under these circumstances, a conference will be held no later than 72 hours from the time of this suspension.

School Suspensions

Suspension is defined as "removal of a pupil from ongoing classroom instruction for adjustment purposes." (Education Code 48925[d]) Students suspended from school are restricted from school activities (e.g. school dances, athletic teams) for one month. Repeat offenders will be subject to additional sanctions.

Make-up Work while on Suspension

A suspended student shall be allowed to complete all assignments and tests missed during the suspension that can be reasonably provided and, upon satisfactory completion, shall be given full credit. The student must request the make-up work within three (3) days of his/her return from suspension.

Grounds for Suspension or Expulsion (Education Code 49000)

A student shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the student is enrolled determines that the student has:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person, or
- (2) Willfully used force or violence upon the person of another, except in self defense.
- (b) Possess, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object. Unless, in case of possession of any such object, the student had obtained written permission to possess the item from a certified school employee, which is concurred in by the principal or principal's designee.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, listed in Chapter 2 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged or negotiated to sell any controlled substance, listed in Chapter 2 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm.
- (n) Committed or attempted to commit a sexual assault.

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

Expulsion

“Expulsion” means the removal of a pupil from (1) the immediate supervision and control, or (2) the general supervision of school personnel, as those terms are used in Section 46300. (Ed. Code 48925[b])

Grounds for Expulsion of a Student (Educational Code 48915)

A. Education Code Section 48900

Subdivisions (a) through (o)

B. Education Code Section 48900.2

Sexual Harassment

C. Education Code Section 48900.3

Hate Violence

D. Education Code Section 48900.4

Harassment, threats, or intimidation

Recommendation for Expulsion

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

(1) Causing serious physical injury to another person, except in self-defense.

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

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

(4) Robbery or extortion.

(5) Assault or battery upon any school employee.

(c) The principal or superintendent of schools shall immediately suspend, and shall recommend expulsion of a student that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

(1) Possessing, selling or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the student has obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal.

(2) Brandishing a knife at another person.

(3) Unlawfully selling a controlled substance listed in Chapter 2 of the Health and Safety Code.

(4) Committing or attempting to commit a sexual assault.

Parent Liability/Property, Personal Damage

The parent or guardian of a minor whose willful misconduct results in injury or death to any student or any person employed by or performing volunteer service for a school district or who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school district shall be liable for all such damages so caused by the minor. The liability of the parent or guardian shall not exceed \$7,500. The parent or guardian of a minor shall be liable to a school district for all property belonging to the school district loaned to the minor and not returned upon demand of an employee of the district authorized to make the demand. (Education Code 48900)

Conduct Code Procedures

See above

(D) Hate Crime Reporting Procedures and Policies

As stated in E.C. 45, there is an urgent need to teach and inform pupils in public schools about their rights, as guaranteed by the federal and state constitutions in order to increase pupils' awareness and understanding of their rights and the rights of others, with the intention of promoting tolerance and sensitivity in our school and in society as a means of responding to potential harassment and hate violence. All staff members are trained in the response to bullying, and know to intercede in student interactions with a zero tolerance to bullying of any kind. Our school discipline policy outlines our procedures and policies in addition to our School Board Policies.

(E) School Suspension, Expulsion and Mandatory Expulsion Guidelines

Listed in Discipline Policy, above.

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

The school administration with knowledge of dangerous pupils as defined by EC 49079 shall inform the teacher of each pupil who has engaged in or is reasonably suspected to have engaged in any of the acts described in section 48900 deeming a student dangerous. This will be done in a face to face meeting. 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.

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

A student may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting. There are also policies in place for adults in the workplace. Any such complaint should be filed formally through the district complaint policies, and information about filing such a complaint can be obtained through the site principal or personnel department. (925)258-6207

(H) School-wide Dress Code (EC 35183)

Appropriate dress promotes an educational atmosphere that is conducive to learning. Students should come to school dressed appropriately for classroom and physical education activities. Clothing which distracts from the educational process or is unsafe to the wearer is not appropriate.

Students must wear shoes at all times. Closed toed shoes, or sandals with a secure back are required. Flip-flops and slip on shoes without backs are not safe for students for playground and school purposes.

Shorts and skirts must be long enough that they reach to the fingertips when arms are extended along the side of the legs.

Spaghetti straps and halter-tops are not appropriate for school. Straps should be at least two fingers wide.

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

Before school our playground is supervised from 7:45 AM - 8:00 AM. Students should not arrive at school before 7:45 A.M. when school personnel is provided for supervision unless they have been directed to go immediately to the Before/After School Club(BASC). Students who are Late Birds and arrive between 8:35 and 8:45 a.m. The playground is supervised. Late Birds who must arrive to school before 8:35 a.m., must go directly to Dolphin Club where they will be under the direct supervision of the BASC employee and then sent to class at 8:45 a.m. There is no supervision after the school dismissal time. Parents are responsible for supervising their children on the playground after school hours and during weekends.

Although the school recommends that a child be in fourth grade or nine years old, it is the parent's responsibility to determine at what age his/ her child is ready to ride a bicycle to school. Students must wear a helmet when riding their bicycles. They should be provided with a sturdy bicycle lock as the school is not responsible for loss or damage. Upon reaching the entrance to school grounds, riders should dismount and WALK their bicycles to the bicycle rack. Bicycles are expected to remain locked during the school day and should not be ridden on the school property. To facilitate the school's ability to provide every child's safety, all students that ride bicycles or walk to school must complete a "Permission to Ride Bicycle/Walk to School" form from the school office, have it signed by their parent, and return it to the school office.

Del Rey Elementary School will not tolerate behavior that causes another student to feel unsafe at school. Any such behavior that infringes on the safety of another student will be addressed by disciplinary action that may include immediate suspension from school. Behaviors included are: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation. To support students, adult supervision is provided at all times during regular school hours (7:45a.m. – 2:50 p.m.) on the playground, in the lunchroom, and during class activities. To promote widespread communication during recesses, supervisors carry walkie talkies to enable them to communicate with the school office as necessary.

PARENT DROP-OFF AND PICKUP PROCEDURES

Please follow the traffic flow patterns and procedures diagramed in the school handbook when dropping off or picking up students by car. Pedestrians should use the walkways and crosswalk and not cut through the traffic pattern during arrival and dismissal times. There is no supervision at the Estabueno entrance to the school. Please do not use Estabueno Drive as a carpool drop-off.

Students waiting more than 10 minutes past the dismissal time will be directed to the Dolphin Club.

Before school our playground is supervised from 7:45 AM - 8:00 AM. Students should not arrive at school before 7:45 A.M. when school personnel is provided for supervision unless they have been directed to go immediately to the Before/After School Club (BASC). Students who are Late Birds and arrive at 8:45 a.m. are expected to go immediately to their classrooms. Late Birds who must arrive to school before 8:45 a.m., must go directly to Gopher Club where they will be under the direct supervision of the BASC employee and then sent to class at 8:45 a.m. There is no supervision after the school dismissal time. Parents are responsible for supervising their children on the playground after school hours and during weekends.

Although the school recommends that a child be in fourth grade or nine years old, it is the parent's responsibility to determine at what age his/ her child is ready to ride a bicycle to school. Students must wear a helmet when riding their bicycles. They should be provided with a sturdy bicycle lock as the school is not responsible for loss or damage. Upon reaching the entrance to school grounds, riders should dismount and WALK their bicycles to the bicycle rack. Bicycles are expected to remain locked during the school day and should not be ridden on the school property. To facilitate the school's ability to provide every child's safety, all students that ride bicycles or walk to school must complete a "Permission to Ride Bicycle/Walk to School" form from the school office, have it signed by their parent, and return it to the school office.

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

Component:

Student Conduct, Expectations and Behavior Norms

Opportunity for Improvement:

Objectives	Action Steps	Resources	Lead Person	Evaluation
Review revise discipline procedures to align with board policies			Principal, Staff, CC	Annual Review
Consistently enforce school rules and expectations as posted in hand book	Referral form used		Principal, Staff, Parent Volunteers	Monitor and track referrals through office
Maintain high attendance rate and reduce tardies	Keep community informed encourage independent study contracts for absences lasting 5 or more days		Secretary, Teachers	
Maintain high attendance rate; reduce tardies	Keep parent community informed, encourage Independent Study contracts when absent 5+ consecutive days		Secretary, Teachers	
Buddy classes to bridge and build peer relationships, empathy and care for others.	Encourage Buddy teacher collaboration and planning of monthly interactive activities		Principal, Teachers	
Increase tolerance and acceptance of those with different abilities/needs (through school wide event/initiative)	GDDR highlights, School Wide read-aloud		Principal, Teachers	
Emergency Response procedures practiced, and reviewed monthly	Monthly Drills and periodic reminders to parent community		Principal, Staff, GPC Emergency Response Team	
Assess carpool drop off/pick up procedures every trimester				
Develop bicycle safety guidelines: offer safety awareness inservice				

Component:

Facilities

Opportunity for Improvement:

Objectives	Action Steps	Resources	Lead Person	Evaluation
Improve school safety by installing surveillance system, replace primary playground structure and surfacing, upgrading classroom window, doors, and communication system (i.e. PA system, walkie talkies in classrooms.)			Director of Facilities	
Complete pending facility enhancement projects: install hydration station, fencing and paving project to secure walking path			Director of Facilities	

Safety Plan Review, Evaluation and Amendment Procedures

This plan will be reviewed, evaluated and amended by the School Site Council yearly in accordance with State guidelines.