

# **Roosevelt Elementary School**

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Selma Unified School District

## **School Safety Plan 2015-16**



***Honor***  
***Achievement***  
***Wisdom***  
***Knowledge***  
***Success***

### **Mission Statement**

The goal of the Safe School Plan is to provide all students with educational and personal opportunities in a safe and nurturing environment that will enable them to achieve their potential as students in the Selma Unified School District.

# **Roosevelt Elementary School**

## **Components of An Effective Safety Plan**

An effective safe school plan requires the delineation of various measures to ensure children's physical, mental and emotional well being. All staff, parents, and members of the community must be part of creating a safe school plan. In addition to consulting parents and staff, Roosevelt School consults with the Selma Police Department to ensure all safety components are adequately addressed in the plan. An analysis of suspension and Healthy Kids Survey data also contribute to the development of the plan. Staff is trained on the prevention, interventions and crisis responses delineated in this plan.

### **Safe School Plan Basics:**

- Crisis Management Plan: An effective plan involves all school, district, and emergency personnel. On-going training and input from staff throughout the year.
- Student participation: Student involvement is essential in solving and preventing violent acts on school campuses.
- Parent Participation: Parents should be encouraged to participate as volunteers for all school functions.
- Partnership between the school and local law enforcement: Law enforcement and school officials should work together to ensure the safety of the school environment.
- Crime prevention through environmental design: Conduct an annual safety assessment of the school facility and provide a detailed diagram of the facility to all personnel.
- Drug and alcohol prevention programs: Utilize and promote to the community the programs available.
- School crime reporting and tracking mechanism: Develop a method to report, track, and monitor any crime committed on the school campus.
- School security: Supervision of the students and campus as a whole is an essential component.
- Training for school personnel: Annual training is recommended prior to the beginning of school and throughout the course of the year.
- Concise discipline code for all students: Strictly enforce the attendance policy and all other school policies.
- Conflict Resolution model.

## **Physical Plant**

Theodore Roosevelt Elementary School is the first elementary school to open in Selma in over thirty years. The kindergarten through sixth grade school, converted from a junior high school, is located at 1802 Floral Avenue in the city of Selma, California. At the present time Roosevelt School is home to 748 students. The Selma Unified School District consists of 8 elementary schools, one middle school, a high school and a continuation school.

The campus was first built in 1949. Additions to the school have included several classroom wings and a complete modernization in 1988. Presently the campus contains 29 classrooms, a library/media resource center, and various offices housing the RSP and Speech Therapist programs, psychologist, Reading Intervention, After School Program and an Adapted Physical Education specialist.

Roosevelt School is located in the geographic center of town. It is surrounded by homes on the south, an apartment complex on the east side, a shopping center on the west side and a new residential area north of the school. The campus was replanted with trees in the summer of 2002; the mature trees on campus already provide a highly attractive campus setting. Ongoing projects to add additional trees and a student garden are also underway. The blacktop area was resurfaced. To reduce traffic congestion in front of the school, a lane for pulling into and out of the curb was painted on the street and the bus loading/unloading area was moved to the rear of the school. Two additional water fountains were installed in the playground area during the 2009-10 and 2010-11 school years to allow students better access to water while at recess and P.E. The barrier and new wood chips for the big toys and the bars on the playground was installed on 10/2015. New slides will be installed on 1/2016. Restrooms fixtures will be replaced and repaired.

Prevention starts by making sure the school campus is a safe and caring place. Effective and safe schools communicate a strong sense of security. Roosevelt School enhances physical safety by:

- Supervising access to the building and grounds.
- Reducing class size.
- Prohibiting unsupervised student traffic in the hallways prior to school commencing.
- Adjusting scheduling to minimize time in the hallways or in potentially dangerous locations. Traffic flow patterns are modified to limit potential for conflicts or altercations.
- Arranging supervision at critical times and having a plan to deploy supervisory staff to areas where incidents are likely to occur.
- Conducting a site safety visit with district office experts.
- Having adults visibly present.
- Monitoring the surrounding school grounds.

## Security & Lighting

Campus security is coordinated with local law enforcement agencies. The administration, kitchen, RSP, Reading Intervention, and After School Program trailers, as well as Rooms 24-28 are wired to an alarm system. In the summer of 2003 the Library was added to the alarm system. There is adequate campus lighting for evening events. The parking lots have exterior lighting that remains on during hours of darkness. Entry & exterior hallway lighting operates on a timer to provide lighted access for the cook and custodian who arrive early. For certain fieldtrips, the lights are adjusted for early morning and late return to the school site. An adequate number of signs are displayed around the campus supporting procedures when members of the public are visiting school for a lawful reason. Adults entering the school grounds are asked to report to the office to receive a “visitors” badge, before going to the classrooms. The Selma Police Department is notified of any unauthorized persons on campus. District classified employees and substitutes wear badges for easy identification. Walkie-talkies are used by yard supervision to communicate with the front office.

## School Condition

A Site Survey is completed each year in March that identifies the need for major maintenance and repairs. The custodians handle minor maintenance. Non-critical maintenance is reported through work requests submitted to the district office. A file of all work requests is maintained at the site level. The school has adequate fencing from the road. Trees on campus are maintained by the grounds department to prevent dead limbs from causing a hazard to students. The classroom teachers, the custodians, the Program Managers, and the principal monitor all classrooms for potential safety hazards.

## Fire Safety

The school conducts formal/informal monthly fire drills. All students are able to evacuate to safe areas in less than 5 minutes. There are fire extinguishers in **every other classroom** and in strategic locations around school. Rooms containing extinguishers are marked with signs on the inside and outside of the door. Fire alarms are located in each exterior hallway, although the system is not connected to the fire department. In the summer of 2003, more alarm bells were installed to ensure that all students can hear the alarm when sounded. Flammable liquids are stored in the storage container or in approved containers. No flammable liquids are stored near heaters.

Students and staff follow the procedures listed below:

1. Students are to move out of the buildings in an orderly fashion and report directly to the designated area.
2. Each teacher is to be the last one out of the classroom. Lights should be turned off; doors locked, and pulled shut. Teachers should have their roll and grade books with them.
3. Students are to remain together as a group until further notice or directions are given. The teacher is responsible for his/her students until the fire drill has been completed.

## **Playground Equipment & Grounds**

Playground equipment is inspected by the Selma JPA representative on a yearly basis and routinely by the principal to insure it is in good condition. Doors have safety opening zones painted on the sidewalk and unusually tall steps are painted with a red safety stripe. Dangerous or potentially dangerous conditions are reported to the maintenance department by telephone for immediate repair. Adequate supervision of students also prevents dangerous play on playground equipment. One-yard duty supervisor is available from 7:30 am until 8:10 am when school starts. An additional teacher joins the yard supervisor at 7:55 am, at which time most students have finished breakfast and have moved to the playground. Yard supervisors are on duty during morning recess and during lunch. Teachers cover afternoon bus duty all weekdays, except Tuesdays when a classified staff member supervises. Walkie-talkies are used for communication to the front office.

## **Vandalism**

The school policy for dealing with vandalism includes procedures for painting over graffiti before students arrive on campus and replacing broken windows immediately. Financial rewards are provided to students who identify others who create graffiti or cause vandalism. Acts of vandalism are reported to the district office and to the Selma Police Department. Parents are held liable for the cost of repairs caused by their children.

## **Assessing School Crime**

Prior to the 2004-2005 school year, Selma Unified School District participated in the California Safe Schools Assessment program. Pertinent data regarding school crime was collected at each school site on a monthly basis and submitted to the California Department of Education (CDE). Roosevelt School consults with Selma Police Department on an annual basis to identify areas of need that have developed over the course of the past year.

The CDE revised its policies for collecting data on school crime in order to align their mandates with the federal legislation in the *No Child Left Behind* act. New policies and procedures were completed by the CDE in March 2003. The new information was disseminated to the school district and has been implemented at the school site.

While the CDE revised its policies, the school site and district office still maintain all records of suspension. All criminal infractions able to be cited by California Education Code 48900 are included on the suspension forms (Attachment A). The school site administrator is responsible for filing district vandalism reports (Attachment B), and a police report is taken for any act of graffiti and/or vandalism that occurs on the school site. The district's maintenance department is responsible for filing vandalism and police reports during the winter, spring, and summer recesses.

## **Violent Behavior**

Roosevelt School works in collaboration with local social agencies, law enforcement, and the judicial system to establish common goals and effective strategies for violence prevention instruction.

Violent behavior is not tolerated at Roosevelt School. Student fights warrant a minimum of one day's suspension. Parents of all parties are contacted. Violent acts are documented in the District's student database program. If a serious injury results, the police are notified. The principal or his designee informs the superintendent or the superintendent's designee of any serious injuries incurred as a result of violent behavior.

It has been frequently stated in research that most children who become violent toward self or others feel rejected and psychologically victimized. In most cases, children exhibit aggressive behavior early in life and, if not provided support this behavior may continue into a progressive developmental pattern toward severe aggression or violence. However, research also shows that when children have a positive, meaningful connection to an adult, whether it is at home, in school, or in the community, the potential for violence is reduced significantly.

### **Early Warning Signs:**

- Social withdrawal
- Excessive feelings of isolation and being alone
- Excessive feelings of rejection
- Being a victim of violence
- Feelings of being picked on and persecuted
- Low school interest and poor academic performance
- Expression of violence in writing and drawings
- Uncontrolled anger
- Patterns of impulsive and chronic hitting, intimidating, and bullying behaviors
- History of discipline problems
- Intolerance for differences and prejudicial attitudes
- Drug use and alcohol use
- Affiliation with gangs
- Inappropriate access to, possession of, and use of firearms
- Serious threats of violence

### **Imminent Warning Signs:**

- Serious physical fighting with peers or family members
- Severe destruction of property
- Severe rage for seemingly minor reasons
- Detailed threats of lethal violence
- Possession and/or use of firearms and other weapons
- Other self-injurious behaviors or threats of suicide

## **Child Abuse Reporting Procedures**

All employees who work with or around children are mandated reporters of child abuse during their normal working hours. This includes classified, certificated, and administrative personnel. No administrator or supervisor shall impede or inhibit a person who wants to make a child abuse report. No person who makes a child abuse report will be subject to any form of sanctions. Any person who prevents or deters a child abuse reporter would be guilty of a criminal infraction and may be subject to a fine of \$5,000. During the New Teacher Orientation, the Assistant Superintendent informs all new teachers in the district that they are child care custodians and have a legal obligation to report all suspected child abuse. They receive the Board Policy on child abuse reporting in their Staff Handbooks (Attachment C).

### **Selma Unified School District Protocol for Mandated Reporting**

If a staff member becomes aware of a situation with a student that would fall under the guidelines for mandated reporting, the school/employee will follow the steps below:

1. Call Selma Police Department @ **896 – 2525** to report the alleged incident. At Selma High School and Abraham Lincoln Middle School, contact on-site School Resource Officer immediately.
2. Call Child Protective Services @ **255 – 8320**. Please make sure to write down the name of the person you spoke to and any case/reference number you are given.
3. Fill out and fax the reporting form to Child Protective Services @ **266 – 2463**. This must be done within 36 hours of when you first became aware of the alleged incident.

### **Administrative Suggestions**

1. If a teacher or staff member reports an alleged incident to administration, it does not relieve the employee of actually reporting the incident since the employee has first-hand knowledge of reported incident. Notify the employee of this responsibility, and offer any assistance that you can give them.
2. If a teacher or staff member is reporting the alleged incident, ask the employee if he/she needs help or support in reporting. This way, it can be verified that all reporting is done correctly and within the allotted timeframes.
3. Verify that a completed report has been faxed to Child Protective Services within 36 hours of when you first became aware of the alleged incident and keep a copy of the completed report at the main office for verification purposes.

## **CODE BLUE: Lock Down Emergency Procedures**

A lockdown is called when there is the **existence of an immediate, serious threat against students or faculty of a school**. They may include the sighting of **someone with a weapon on campus, a threat made against students or staff members, or other imminently dangerous situations** that threaten the safety of students and staff.

**In the event of a CODE BLUE Lock down: Call the Police, notify the office (in that order)**

**Alarm:** Repeated blasts of bells and whistles by staff members.  
**Announcement:** The crisis team will tell you which part of the campus to avoid in the initial announcement:

*“Attention students and staff.  
We are currently containing an  
Emergency CODE BLUE crisis.  
Do not enter \_\_\_ part of the campus. I repeat....”*

**While outside the classroom or office:**

- Immediately return students to the nearest open door. The campus should be cleared within one minute. (Examples of secure buildings on our campus: all classrooms, cafeteria, library and office.)
- Once inside, follow “While inside classroom or office” instructions.

**While inside the classroom or office:**

- Remain in classroom or office.
- Reassure students. You set the tone for those in the room.
- Secure inside of classroom (lock doors, close window blinds, keep students away from doors and windows).
- If instructed to do so, have students assume the “Duck and Cover” position.
- Account for all students present. Make list of students and staff present in your classroom or office. Keep student roll information with you at all times using a manual roll sheet or the form on the back of the Emergency Procedures flipchart.
- Do not allow students to leave the classroom or to use cell phones, school phone; do not turn on TV’s. Keep as quiet as you can to not give away your location.
- Render first aid as needed.
- Once you have given shelter and locked the door, **do not open the door** until you have been given the all clear.
- Update 911 if you are currently observing criminal actions or have pertinent information to the crisis (life-threatening injuries, gunman at door). When calling 911 always remember to identify the site and room number from which you are calling. Not all district phones automatically identify specific call locations. For example: “My name is \_\_\_\_\_ and I am calling from room \_\_\_\_\_ at Roosevelt School.” Then clearly explain your situation.
- Wait for further instructions via email or the telephone system.

**Parent Notification:** Parents are notified of situation and procedures for parent access to students via the phone messaging system.

## **CODE GREEN: Evacuation**

### **IMMEDIATELY EVACUATE BUILDINGS AND PROCEED TO DESIGNATED SAFE AREAS**

An evacuation is called when a serious threat exists to students if they remain inside school buildings. Evacuations typically occur in the event of a **fire, following an earthquake** or other **natural disaster**, a **bomb threat**, or when it is deemed **unsafe** for students and employees **to occupy a building**.

**Alarm:** In the event of a fire, fire alarm will sound or bells will ring. In the event of any other evacuation except a bomb threat, the school bell will ring continually, interspersed with all-call announcement: “Evacuate Facility.”

**Bomb threat Alarm:** No alarm will sound. Listen for an all-call announcement and/or read e-mail with specific instructions to evacuate.

#### **While outside the classroom or office:**

- Calmly and quietly escort students to designated assembly areas away from the crisis. At our school, this/these site(s) include: the playground area by the north fence.
- Use common sense, if smoke or fire blocks evacuation route, move around obstacle.
- Clear hallways, library, multipurpose room, bathrooms and other non-classroom facilities.
- Once in safe area, follow “While inside classroom or office” instructions, beginning with the fifth bullet.

#### **While inside the classroom or office:**

- If time permits, be sure to take accurate roll using manual form before leaving the classroom.
- Calmly and quietly escort students to designated assembly areas away from the crisis. At our school, this/these site(s) include: the playground area by the north fence.
- Take manual roll sheet and Emergency Procedures guide with you when evacuating classroom.
- When leaving, doors should be closed but left unlocked to allow emergency crews access.
- Upon arrival in designated assembly area, organize students into groups. At our school, students will be grouped by class (see Appendix G.).
- Take roll again. Report any missing students or staff to designated school personnel using the form on back of the SUSD Emergency Procedures flipchart. At Roosevelt School, missing students or staff should be reported to the principal or program managers.
- Do not allow students to leave or to make phone calls.
- Wait for further instruction.

### **Responsibility of Staff Near the Aftermath of an Actual Disaster :**

- Check immediate area for injured students and staff.
- Notify the office of injuries and potentially hazardous structural damage in your area.
- Stay aware of your surroundings: broken glass, chemical spills, structural damage, gas leaks.
- Evacuate students.
- Once in a safe area, follow “While inside classroom or office” instructions, beginning with the fifth bullet.

### **Responsibility of Staff Member Receiving a Bomb Threat:**

- Note time the call is received and when the call terminates.
- Ask exactly where the bomb is located.
- Ask what the bomb is made of and what type of detonation device is used.
- Ask when the bomb is due to explode.
- Ask who is calling.
- Determine if the caller is male or female.
- Listen for distinctive accents, background noise, or other sounds that might provide information to the identity of who is calling.
- Write down everything that is said by the caller.
- Notify an administrator immediately.

## **CODE YELLOW: Facility Alert**

### **STAY AT CURRENT LOCATION UNTIL INSTRUCTIONS ARE GIVEN.**

A facility alert is called when police or other law enforcement agencies have notified administrators that a potentially hazardous situation may reach a district facility. A facility alert is similar to a temporary lockdown; however, in this situation employees must be prepared to evacuate a room when prompted to do so. Examples of Facility alert: *earthquakes, bomb threats, tornados, gas leaks, plane crash, etc.*

**Alarm:** Repeated ringing of school bell interspersed with all-call “Facility Alert” announcement (bells will not be sounded if a bomb threat is called).

### **While outside the classroom or office:**

- Immediately return students to class and/or next scheduled classroom.
- Clear hallways, bathrooms, etc. of students.
- Once inside, follow “While inside classroom or office” instructions.

### **While inside the classroom or office:**

- Inform students that you are under a “Facility Alert” and that you will remain inside until notified differently.
- Continue normal classroom or office routine. Unless otherwise notified, no outdoor activities should take place. Allow students to use the restroom if accompanied by an adult.
- Take roll. When possible, notify school office of any missing students. Keep roll information with you at all times.
- Do not allow students to leave the classroom.
- Leave doors unlocked, unless otherwise instructed.
- Listen closely for “all-call” messages and check e-mail frequently for additional directions from site administrators. Listen for an all-call announcement “Will Jane Doe please call the main office.” This announcement indicates an important e-mail message has been sent to staff.
- Wait for further instruction.

### **Earthquakes:**

#### ***Preparations***

- Practice, DROP, DUCK & COVER, and the HOLD ON drills at least 2 x a year.
- Make sure shelves are securely fastened to classroom or office walls.
- Place large or heavy objects on lower shelves.
- Store chemicals (science materials) and cleaning products in closed cabinets with latches.
- Minimize the number of breakable objects stored on shelves and counter tops.
- Inform students of the dangers associated with finding shelter near windows, mirrors, pictures, and heavy bookcases not secured to the wall.
- Remind students of the danger of earthquake aftershocks which can occur hours, days, or even months after the earthquake. Although smaller than the main shock, aftershocks can cause additional damage and could bring weakened structures down.

#### ***During an Earthquake***

- Take cover immediately and hang on.
- Instruct students to use their arms to protect their head, face and eyes.
- Follow appropriate bullets under “While inside and outside the classroom or office” under the CODE YELLOW: Facility Alert section.

#### ***After an Earthquake:***

- Follow procedures under CODE GREEN: EVACUATION.

## **Tornado:**

***Tornado Watch*** - A tornado watch is issued by the National Weather Service when tornadoes are possible in your area. Remain alert. This is the time to remind students where the safest places are on campus. If possible, listen to a radio or television for further developments.

***Tornado Warning*** - A tornado warning is issued when a tornado has been sighted or indicated by weather radar.

### ***Danger Signs***

- An approaching cloud of debris can mark the location even if a funnel is not visible.
- Before a tornado hits, the wind may die down and the air may become very still.
- Tornadoes generally occur near the trailing edge of thunderstorm.

### ***During a Tornado, Indoors***

- Move to the center of the room or interior part of the building.
- Avoid places with wide-open span roofs such as the cafeteria.
- Get away from windows.
- Get under a piece of sturdy furniture.
- Use arms to protect head and neck.

### ***During a Tornado, Outdoors***

- If possible, get inside a building.
- If there is no time to find shelter, lie in a ditch or low lying area or crouch near a strong building.
- Use arms to protect head and neck.

### ***After a Tornado***

- Follow procedures under CODE GREEN: Evacuation

## **Thunderstorms/Lightning:**

***Severe Thunderstorm Watch*** - A severe thunderstorm watch is issued by the National Weather Service when the weather conditions are such that a severe thunderstorm (damaging winds >58 mph or hail >3/4 of an inch) is likely. Remain alert. This is the time to remind students where the safest places are on campus. If possible, listen to a radio or television for further developments.

***Severe Thunderstorm Warning*** - A severe thunderstorm warning is issued when a severe thunderstorm has been sighted or indicated by weather radar. At this point, the danger is very serious and everyone should go to a safe place and wait for directions from the Crisis Team.

### ***Before Lightning Strikes***

- Look for darkening skies, flashes of light, or increasing wind.
- If you can hear thunder, you are close enough to the storm to be struck by lightning.
- Go to safe shelter immediately.
- Listen to a battery operated radio or television for the latest storm information.

### ***When a Storm Approaches***

- Find shelter in a classroom or building.
- Draw blinds or shades over windows. Stay away from window areas.
- Avoid using the telephone or any electrical device. If possible, unplug computers and other electronic equipment. Television sets are particularly dangerous at this time.
- You DO NOT increase your chances of being struck by lightning if you leave electric lights on.

### ***Protecting Yourself Outside***

- Go to a low-lying, open place away from trees, poles, or metal objects.
- Squat low to the ground with your head between your knees. Place your hands on your knees. Make yourself the smallest target possible.
- Do not lie flat on the ground. This will make you a larger target.

### ***If Someone is Struck by Lightning***

- People struck by lightning carry no electrical charge & can be handled safely.
- Call for medical assistance immediately.
- If breathing has stopped, a trained staff member should begin rescue breathing.
- If the heart has stopped, a trained staff member should begin CPR.

In the event of a disaster or other emergencies affecting the public health and welfare, public agencies such as the American Red Cross may use Roosevelt School for mass care and welfare shelters. The school site(s) to be used will be determined by the superintendent or designee in consultation with the public agency. In such a situation, the school principal and the assistant superintendent of business and support services will be the liaisons between the public agency, the district, and the school community. The principal will utilize the automated call system to inform the school community of pertinent information.

## **CODE BLACK: Rolling Blackout/Power Outage**

### **REMAIN IN YOUR ROOM AND CONTINUE DUTIES AS ABLE.**

Code Black is declared when a district facility has **lost power** due to a rolling blackout or other energy emergency. Because our energy supplier has guaranteed that loss of power under these circumstances should last no more than one to two hours, district facilities **will remain in operation.**

**Alarm:** The principal or site administrator will make an announcement over the all-call system notifying students and staff that the school is experiencing a rolling blackout or loss of power. *Note: the all-call system has a two-hour battery back-up that allows for calls within the school, but not out-going calls.*

### **While outside of classroom or office**

- Proceed with your normal classroom/office schedule.
- Use whistle or bullhorn as needed to substitute for the ringing of school bells or to make announcements.

### **While inside of classroom or office**

- Proceed with your normal classroom/office schedule.
- If notified of an impending blackout, turn computers, televisions and other electronic equipment off. If time permits, close computer programs and applications before shutting off computers.
- Move students close to windows and doors if needed to provide additional light. If your classroom or office is windowless, move students to an alternate location. Approved alternate locations at our site include: the cafeteria.
- Dependent upon outside temperatures, open doors for cooling. If heat is excessive, take students outside to a shady area for a short period while continuing lessons. Notify administration/office of your new location.
- Phone system may not be functional due to lack of power.

## **Extreme Heat**

Doing too much on a hot day, spending too much time in the sun or staying too long in an overheated place can cause heat-related illnesses. Know the symptoms of heat disorders and overexposure to the sun. Discuss the following conditions with students and athletes:

### **Heat wave:**

A heat wave alert from the National Weather Service is a prolonged period of excessive heat and humidity.

### **Heat Index:**

The heat index is a number that tells you how hot it really feels when relative humidity is added to the actual air temperature. When the air quality is above “150”, the site administration may call for extraneous outdoor activities to be postponed until the quality improves.

### **Heat Cramps:**

Heat cramps are muscular pains and spasms from heavy exertion and are an early sign that the body is having trouble with the heat. **Treatment is as follows:**

- Move student to cooler place.
- Have student lightly stretch the affected muscle.
- Have student sip ½ glass of cool water every 15 minutes.
- Avoid liquids with caffeine as it can make the condition worse.

### **Heat Exhaustion:**

This condition typically occurs when people exercise heavily or work in a hot, humid place where body fluids are lost through heavy sweating. Blood flow to the skin increases, causing blood flow to decrease to the vital organs. This results in a form of mild shock. **Warning Signs are:**

- Cool, moist, pale or flushed skin
- Headache, dizziness
- Heavy sweating
- Nausea, vomiting

### **Treatment for heat exhaustion is as follows:**

- Move student to a cooler place.
- Remove or loosen tight clothing.
- Apply cool, wet cloths.
- Have student sip ½ glass of cool water every 15 minutes.
- Avoid liquids with caffeine as it can make the condition worse.

### **Heat Stroke/Sun Stroke:**

Heat stroke is life threatening. The victim's temperature control system, which produces sweating to cool the body, stops working. The body temperature can rise so high that brain damage and death may result. The **warning signs are:**

- Hot, red skin
- Rapid, weak pulse
- Changes in consciousness
- Body temperature as high as 105°

### **Treatment for heat stroke is as follows:**

- Call for medical assistance immediately.
- Move student to a cooler place.
- Immerse student in a cool bath or wrap with wet towels.
- Keep the student lying down and watch for signals of breathing problems.

### **If a Heat Wave is Predicted or Happening:**

- Slow down and avoid strenuous activity.
- Stay indoors as much as possible.
- Wear lightweight, light-colored clothing.
- Drink plenty of water, even if you don't feel thirsty.
- Avoid drinks with caffeine.
- Eat small meals and eat more often.
- Use salt tablets only under the direction of a physician.

## **Response to Pesticide/Toxic Substance Release**

Procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of the school are as follows:

- If the School Administrator or local authorities determine a potentially toxic substance has been released to the atmosphere, the School Administrator will initiate SHELTER-IN-PLACE unless the local authorities determine evacuation is necessary.
- Upon receiving the SHELTER-IN-PLACE notification, the Security/Utilities Team will turn off local fans in the area; close and lock doors and windows; shut down all buildings' air handling systems; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.
- Staff and students located outdoors will be directed to proceed immediately to nearby classrooms or buildings (e.g. auditorium, library, cafeteria, gymnasium). Teachers should communicate their locations to the School Administrator, using the PA system or other means without leaving the building
- The School Administrator will call "911" and will provide the exact location and nature of emergency.
- The School Administrator will notify the Local District Superintendent of the situation.
- The School Administrator will turn on a radio or television station to monitor information concerning the incident.
- The school will remain in a SHELTER-IN-PLACE condition until appropriate agency provides clearance, or staff is otherwise notified by the School Administrator.

## **Disaster Supply Kits**

There are several basic items that should be considered for classroom or building disaster kits. Contents should be stored in a large, covered container that is easily accessible. Although it is not necessary to have a kit in every room, it should be noted that knowledge of its location and proper storage could be critical.

### **Disaster Kit Checklist:**

- First Aid kit (office)
- Copy of the Safe School plan (Every employee)
- Water stored in plastic containers (custodians)
- 2-way radio (office)
- Non-perishable packaged or canned food (cafeteria)
- Non-electric can opener (cafeteria)
- Radio with fresh batteries (office)
- Flashlight with fresh batteries (custodians)
- Blankets (Nurse)
- Small shovel, wrench, hammer, pliers (custodians)



- Pair of work gloves (custodians)
- Whistle (Every employee)
- Plastic sheeting (custodians)

**Possible Items for First Aid Kit Checklist:**

- Sterile adhesive bandages in assorted sizes
- Assorted sizes of safety pins
- Cleansing agent/soap
- Latex gloves
- Sterile gauze pads in assorted sizes
- 2 & 3 inch sterile roller bandages
- Triangular bandages
- Scissors
- Tweezers
- Needle
- Moistened towelettes
- Antiseptic
- Thermometer
- Tongue depressors

**Policies Relating to Suspension, Expulsion, and Mandatory Expulsion**

Administrative Regulation 400.33 explicitly and thoroughly describes occasions for suspension, expulsion, and mandatory expulsion and includes policies and procedures for district employees to follow.

Specific reasons for suspension have been listed on the district-approved Report of Suspension form (Attachment A).

The principal, principal’s designee, the Superintendent, or his/her designee may recommend expulsion for any offense noted in Education Code 48900 if other means of correction have repeatedly failed to bring about proper conduct or if the presence of the student causes a continuing danger to the physical safety of the student or others.

The following offenses require immediate suspension, followed by an immediate recommendation for expulsion and a subsequent mandatory expulsion:

- A student was in possession of a firearm, or furnished a firearm, at school or at an off-campus school activity. The length of the expulsion will be for at least one year.
- A student brandished a knife at a person.
- A student sold any controlled substance listed in the Health and Safety Code 11053-11058.
- A student committed or attempted to commit a sexual assault or battery.





## **ELEMENTS OF AN EFFECTIVE SCHOOL**

### **Home & School Connection**

All research on effective schools points to the vital importance parents play in the success of any school. Parents who are actively involved in their child's education increases the likelihood that the child will be successful in school. Educating children must be a partnership between parents and the school. Quality education is a shared responsibility therefore; we encourage you to stay in contact with your child's teacher and encourage our teachers to communicate regularly with parents to inform them of their child's success and challenges.

## **DISCIPLINE POLICY**

It is our goal to create a school culture that is predictable, consistent, positive, and safe for everyone. Our Positive Behavioral Intervention and Support (PBIS), is designed to encourage students to make positive choices and provide behavioral interventions for those students needing support in following rules and meeting expectations. All Roosevelt staff members will work together to clearly define expectations and rules with examples and non-examples, providing positive reinforcement of desired behaviors and predictable consequences. As a result, it will enhance academic and social behavior outcomes for all students. Roosevelt's school wide expectations and rules will be posted for all designated areas such as, cafeteria, playground, hallways, restrooms, office, library, and classrooms. Our expectations are that students will SOAR for FOUR – Be Responsible, Be Respectful, Be Safe, and Be My Best. Since safety is one of our highest priorities to ensure a positive school culture, it is imperative that parents are aware of our Soar for Four and work together with the school to implement these expectations.

We believe that every student has a right to learn and that teachers have the right to teach. This means that the time spent on discipline is time taken away from teaching or learning and that loss of valuable educational time harms everyone. Through our PBIS system students will be given clear and concise explanation of rule(s) violated prior to receiving a consequence. Consequences include loss of privileges, campus cleaning, and parents being called upon to assist in solving the disruptive behavior.

Certain violations of the California Education Code, such as assault, weapons, facsimile weapons, explosives, arson, or drug violations may require immediate suspension from school and can result in a recommendation for expulsion from Selma schools. Facsimile weapons are toy pistols, guns, knives, or any other toy that looks like a real weapon. State law requires a recommendation for expulsion if they are used in a threatening manner or are used by the student in a manner which portrays them as being real. **Furthermore, soft air pistols are legally considered firearms. A recommendation for expulsion is required by law for possessing one at school.** Please make sure that such toys are not kept in backpacks or find their way to school. The consequences are very serious.

The goal of PBIS is to encourage students to make the best possible use of the educational opportunity available and to permit others the same opportunity. If you have any questions regarding either the discipline or reward policy, please contact the principal.

### **Personal Property**

All valuables are to be kept at home. Because searching for stolen property takes away from instructional time, if a personal possession or toy is stolen (or broken), the administrator or teacher may decide not to take away from instructional time to conduct a search.

## **THEODORE ROOSEVELT SCHOOL RULES**

### **WE BELIEVE:**

- A. Every student has a right to learn.**
- B. Every teacher has the right to teach.**

### **ALWAYS FOLLOW THE SOAR for Four RULES:**

- Be Responsible
- Be Respectful
- Be Safe
- Be My Best

### **THE FOLLOWING WILL HELP GUIDE STUDENT BEHAVIOR:**

- Students will show respect for others and follow instructions given by staff.
- Students out of class during class time or in the halls during recess or lunch must have a pass.
- Students may not be inside a classroom unless an adult is present.
- Students who arrive late or leave early will go to the office first.
- Students may not wear make-up or bring make-up to school.
- When the bell rings, students will FREEZE. When the whistle is blown, all students will line up immediately. Students will CARRY balls to the ball containers.
- Students will use soccer balls, footballs, softballs, and kickballs on the grass areas only, away from the play equipment (e.g., rings, swings, slides, etc.). Play equipment cannot be brought to school from home.
- Students will stay on the North side of the pavement.
- There is No rough play (tackling, wrestling, kicking, pushing, etc.).
- Students will not stand or sit on tables and play equipment.
- No pushing others on the swings and **no** jumping off the swings. Use the swings in a sitting position only.

### **CONSEQUENCES**

- In the classroom, teachers implement their classroom management system. All teachers inform parents of their classroom management system when the school year begins. In the event that a student exhausts the classroom plan for re-directing inappropriate behavior or repeatedly exhibits an inappropriate behavior, the classroom teacher will issue a Referral Form.

- Referrals: Roosevelt Referral Forms are issued to students who do not abide by the Roosevelt expectations in the classroom, playground, cafeteria, hallway, office or restrooms.
  - Minor: Issued for minor inappropriate behavior
    - Consequence issued
    - Referral Form sent home to notify parents
    - Four minor referrals will result in a major referral
  - Major: Issued for major incidents of inappropriate behavior or repeated minor infractions (4 or more)
    - Student sent to the office with referral form
    - Consequences issued
    - Implement behavioral interventions for students needing support to abide by the rules and expectations.
    - Parent notified – phone or personal contact made and Referral Form sent home

All of the items listed above are in compliance with the California Education Code Section

### **Procedures for Safe Ingress and Egress**

#### **BEFORE SCHOOL**

Students may not enter the school campus before 7:30 AM, as there is no supervision until that time. If there is a special need, the principal is to be contacted to discuss the details and possible solutions. The school office opens at 7:30 AM to meet parent and student needs.

#### **AFTER SCHOOL**

When school is out, students must be picked up promptly or go straight home. **Students may not stay on the campus unless an adult supervises them.** Students **MAY NOT** wait for a sibling in an afternoon Kindergarten class unless accompanied by an adult. If brothers, sisters or friends are staying for sports, study hall or any other after school activity, the sibling must still go home. Students found violating this rule will be issued a blue yard referral slip. Parents who habitually neglect to pick their children up in a timely manner may be reported to Child Protective Services. In the event of an emergency, parents are to notify the office prior to 1:45 p.m. if they are unable to pick up their child on time. Roosevelt also offers the After School Education and Safety Program to all students. The purpose of the program is to offer an after school enrichment program that provides academic and literacy support and safe, constructive alternatives for Roosevelt students.

## **Notifying Teachers of Dangerous Students**

Prior to the beginning of each school year, the site administrator receives from the Pupil Services Department a three-year report of all suspensions that occurred within the district. The student's name, most recent school, the offense, and date of the offense are listed on the report. The site administrator disseminates this information to teachers prior to the beginning of each school year.

Occasionally, a student will be detained through the Juvenile Court system for a criminal offense not associated with the school or the district. The Juvenile Court notifies the Pupil Services Department of any students who are exiting their system and returning to the Selma Unified School District. This information is also provided on the three-year report or suspensions.

For students coming into the district, the school site secretary makes every effort to expedite the process of obtaining cumulative records in order to verify previous disciplinary actions. If violent or dangerous behavior is suspected, the teacher or site administrator may call previous teachers and/or administrators to gather additional information about a student. Local law enforcement agencies may be enlisted to help research any prior criminal activity.

## **Prohibition of Sexual Harassment**

Sexual harassment of certificated and classified personnel, as well as students, is prohibited by Board Policies 500.28, 600.39, and 400.57, respectively (Attachment D).

## **District Dress Code**

Students, parents, teachers, administrators, campus security, and local law enforcement comprise a Dress Code Committee that acts as an advisory body to review, modify, and make recommendations to change the existing Dress Code. The Dress Code was most recently revised in the spring of 2007, and approved by the Board of Trustees on March 27, 2007 (Attachment E).

The School Resource Officer and the Campus Security Officer are integral members of the Dress Code Committee in that they provide current information regarding gang-related apparel and symbols. Every effort is made to deter gang activity through the development and enforcement of a strict Dress Code.

The Dress Code is in effect during all school hours and at school-sponsored events, with the exception that hats are allowed at public, school-sponsored events, if they are free from symbols relating to gangs, drugs, alcohol, tobacco, obscenities, or other illegal activities.

## **Procedures for Reporting Hate Crimes**

Students are instructed to report any verbal or physical abuse that originates from the dislike of another person, or group of people, based on race, ethnicity, religion, gender, or sexual preference.

Students will report any incidents of verbal or physical assaults to any school employee on campus. The school employee will immediately notify the site administrator, who will take appropriate action based upon investigation and evidence.

Punishment for hate crimes are covered on the existing Report of Suspension forms (Attachment A) under Education Code 48900, subsections (a-1), (a-2), (k), and (q).

## **Bullying, Harassment, Threats or Intimidations**

Students engaging in an act of bullying, including acts committed by electronic means, will be suspended per suspension code 48900(r) or recommended for expulsion. Bullying constitutes the following:

- It is a repeated act.
- It is an intentional act.
- There is a power imbalance.

Harassment or bullying of students or staff includes but is not limited to cyberbullying, intimidation, hazing or initiation activity, extortion or any other verbal, written or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption BP 5131(a). Bullying is often a one-sided action toward another that results in harm that is physical, emotional or mental or a combination. It may occur face-to-face or in the absence of the victim/s.

Cyberbullying includes the transmission of communications, posting of harassing messages, direct threats, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation (BP 5131).

Procedures for addressing reports of harassment or bullying include:

- Victims may submit a verbal or written complaint of conduct considered to be bullying to a teacher or administrator.
- Victims will have available a means of reporting anonymously.
- Complaints will be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 – Sexual Harassment
- In cyberbullying complaints, the investigation will include documentation of the activity, identification of the source, and specific facts or circumstances that explain the impact on the victim.
- Parents of both parties are notified promptly.

School staff is trained in detecting early signs of harassing/intimidation behaviors and effective preventive and intervention strategies.

## **Transportation**

Students walk to school, ride their bicycles, ride the bus or are transported to the school by their parents. Bus rules are provided to all students at the beginning of each school year. A safety orientation is given at the start of each field trip. Any violation of bus discipline results in students being warned and a written notice being sent to parents by the bus driver/Transportation Department. The school principal is notified of the violation so that additional emphasis on bus safety can be given to the student. Continued violations could result in the student being suspended from the bus for varying time periods. In the afternoons, the teachers walk their students to the bus. Each year, a bus evacuation drill is scheduled where students are given a safety orientation and practice evacuating the bus.

## **Adult Staffing**

The staff members at Roosevelt are: a principal, 1.8 Program Managers, 30 full-time regular education classroom teachers, 2.6 Intervention teachers, 2 full-time resource specialist teachers, 2 Designated Instructional Services (speech/language teacher), 2.5 school psychologists, 1 Literacy Coach, a music teacher, a library clerk, school secretary, office clerk, a Program Manager Assistant, 5 instructional aides (funded through either special projects or special education), 3 campus aides, 8 cafeteria workers, an After School Program coordinator, and 4 school custodians. The instructional aides are assigned to various grades for a designated period of time each day or to the special education programs.

## **Safe Practices and School Schedule**

All visitors, substitute teachers, substitute classified employees, outside vendors, and all outside maintenance and operations individuals must check into the office and get a visitors pass before entering the school site. All individuals wanting to check out a student from school will be asked for identification and the school will verify legal rights of that individual before releasing the student.

Kindergarten, primary, and upper grades have designated playground and activity areas as well as split lunch and recess schedules. This separation of grades promotes safety for younger students. Regular fire drills are scheduled and are monitored by the school principal. Playground supervision begins at 7:30 am when the first bus arrives. Students arriving before 7:30 am report to the cafeteria where the cook assistant provides supervision. At 7:55 am, an additional teacher provides further supervision on the playground and in the cafeteria. Walkie-talkies are used for communication to the front office by yard supervision, custodian, Program Managers, Office Manager, and Principal.

### **The Safe Classroom:**

- Limit the number of items posted on windows.
- Keep aisles clear of student backpacks and bags for safe and speedy evacuations.
- Set the tone. Insist that students take disaster drills seriously.

- Put confidential student health information in an accessible area (for the teacher) for easy retrieval in an emergency.
- Post the classroom evacuation and emergency chart in a prominent area.
- Keep the extension phone number for the health office close to the phone.
- Keep clutter to a minimum.
- Familiarize yourself with the location of the nearest fire extinguisher and its proper use.
- Consider keeping a battery operated radio, flashlight, and whistle in your classroom or office.
- Seat students with mobility impairment close to the exit.

### **The Optimal Learning Environment**

Well functioning schools foster learning, safety, and socially appropriate behaviors. They have a strong academic focus and support students in achieving high standards, foster positive relationships between school staff and students, and promote meaningful parental and community involvement. Most prevention programs in effective schools address multiple factors and recognize that safety and order are related to children’s social, emotional, and academic development. Roosevelt School takes preventive measures and implements effective interventions and crisis responses. Consequently, an environment that is conducive to learning is evident and characterized by:

- A focus on academic achievement.
- The involvement of families in meaningful ways.
- Links to the community.
- The development of effective interpersonal communication skills, self-esteem, anger management and conflict resolution.
- Respect of others and diversity.
- Open discussions about safety.
- An avenue for students to seek assistance.
- A system for referring children who are suspected of being abused or neglected.
- An extended day program for children.
- A clear expectation that students exhibit good citizenship and character.
- Recognition of exemplary citizenship, character and behavior.



### **Curriculum**

Curriculum and special programs are designed and modified to address issues relevant to identified student needs (e.g. gangs, drugs, family structures). Students and the community support various school events. The classroom teacher supervises the P.E. program and the correct use of playground equipment. At the beginning of each school year, a representative from Worker’s Compensation checks our playground and provides the staff with “Safety” in-services. The school emphasizes the six pillars of Character and integrates them into the classroom. The “Positive Action” program is implemented in the classroom in order to equip students with skills to deal with harassment/bullying, violence, conflict, and prejudices in a positive and effective manner. After a crisis, the district coordinates follow-up procedures, such as counseling, as needed.

## Appendix:

- A. Report of Suspension Form**
- B. Vandalism Report**
- C. Board Policy on Child Abuse 5141.4**
- D. Board Policy on Sexual Harassment 5145.7**
- E. Board Policy on Student Conduct 5131**
- F. Dress Code Policy**
- G. Evacuation Map**





- 48900(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- 48900(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- 48900(q) Engaged in, or attempted to engage in, hazing.
- 48900(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil or school personnel.
- 48900(t) A pupil who aids or abets the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- 48900(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- 48900.2 Committed sexual harassment.
- 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence.
- 48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment. (Grades 4 through 12)
- 48900.7 Made terroristic threats against school officials or school property, or both.

Yes    No

You are required by law to respond without delay to this request from school officials to make immediate arrangements to attend a conference regarding your child's behavior (EC § 48911(f)), unless a conference concerning this incident has previously been held. As a parent/guardian, you, as well as your child, have the right to request a meeting to discuss this suspension with the District Superintendent or his designee pursuant to EC § 48914. You have a right to examine your child's school records pursuant to EC § 49069.

Parent/Guardian Conference Contact by administrator \_\_\_\_\_ Date/Time \_\_\_\_\_

Teacher notified by administrator \_\_\_\_\_ Date/Time \_\_\_\_\_

\*Ed Code 49079 (a) A school district 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 any of the subdivision, except subdivision (h), of Section 48900.

The conditions under which suspensions are implemented in this District are listed below:

1. Your child is not to be on or around any school campus in the Selma Unified School District nor is he/she to attend any school functions on or off campus.
2. Your child should be under adult supervision at all times during this suspension.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

3. Suspension does not restrict your child from doing class work. Please contact his/her school at your earliest convenience so that necessary arrangements for class assignments may be completed.

Student  
Signature/Date \_\_\_\_\_

Parent/Guardian  
Signature/Date \_\_\_\_\_

Principal/Designee  
Signature/Date \_\_\_\_\_

Parental receipt of written notification verified by parent's signature above or suspension form mailed

by \_\_\_\_\_ Date/Time \_\_\_\_\_

**VANDALISM REPORT**

\_\_\_\_\_  
(Site)

\_\_\_\_\_  
(Date of Vandalism)

\_\_\_\_\_  
(Approximate Time)

Fully describe the location: \_\_\_\_\_

Describe the building and/or equipment damage: \_\_\_\_\_

List the damaged or stolen items:

Item	Description	Model No.	Serial No.	Value	Replacement Cost

Describe what occurred, including the method of entry, witness(es), etc.: \_\_\_\_\_

List all incurred site costs related to the vandalism, including the number of custodial hours, teacher hours, management hours, etc.: \_\_\_\_\_

Law enforcement agency Case # \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
(Principal/Director Signature)

\_\_\_\_\_  
(Date)

**OPERATIONS REPORT:**

List all incurred maintenance costs related to the vandalism: \_\_\_\_\_

\_\_\_\_\_  
(Director of Operations Signature)

\_\_\_\_\_  
(Date)

**TOTAL INCURRED COSTS:** \_\_\_\_\_

Reviewed by: \_\_\_\_\_

(Asst. Supt., Business/Support Services)

\_\_\_\_\_  
(Date)

**Students**

**CHILD ABUSE PREVENTION AND REPORTING**

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

*(cf. 5141.41 - Child Abuse Prevention)*  
*(cf. 5142 - Safety)*

Employees who are mandated reporters, as defined by law and district 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 reporting, investigating and prosecuting cases of child abuse and neglect. The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters.

*(cf. 4131 - Staff Development)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*

In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)

Parents/guardians may contact the Superintendent or designee to obtain procedures for filing a complaint against a district employee or other person whom they suspect has engaged in abuse of a child at a school site.

*(cf. 1312.1 - Complaints Concerning District Employees)*  
*Legal Reference: (see next page)*

## 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 of a child 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)  
(*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 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)  
(*cf. 5144 - Discipline*)
5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student (Education Code 49001)

**CHILD ABUSE PREVENTION AND REPORTING** (continued)

*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; licensed nurse or health care provider; and administrators, presenters, and 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)

**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)

**CHILD ABUSE PREVENTION AND REPORTING** (continued)

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)

Children's Protective Services (CPS)  
1404 L Street, Fresno, CA 93721  
(559) 255-8320

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 knowing or observing 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

**CHILD ABUSE PREVENTION AND REPORTING** (continued)

- 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, coworker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

**Training**

Training of mandated reporters shall include child abuse and neglect identification and mandated reporting. (Penal Code 11165.7)

Training shall also include guidance in the appropriate discipline of students, physical contact with students, and maintenance of ethical relationships with students to avoid actions that may be misinterpreted as child abuse.

**CHILD ABUSE PREVENTION AND REPORTING** (continued)

*(cf. 4119.21/4219.21/4319.21 - Professional Standards)*

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

*(cf. 5145.7 - Sexual Harassment)*

**Victim Interviews**

Whenever a representative of a government agency investigating suspected child abuse or neglect or the State Department of Social Services 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)

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 Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

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)

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

**CHILD ABUSE PREVENTION AND REPORTING** (continued)

*(cf. 5145.11 - Questioning and Apprehension)*

**Parent/Guardian Complaints**

Upon request, the Superintendent or designee shall provide parents/guardians with a copy of the district's administrative regulation 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 about an employee to any other employee, the employee receiving the information shall notify the 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, 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)

Before beginning employment, employees shall sign the statement indicating that they have knowledge of the reporting obligations under Penal Code 11166 and that they will comply with those provisions. The signed statements shall be retained by the Superintendent or designee. (Penal Code 11166.5)

*(cf. 4112.9/4212.9/4312.9 - Employee Notifications)*

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:

**CHILD ABUSE PREVENTION AND REPORTING** (continued)

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. (Penal Code 11166)

Regulation **SELMA UNIFIED SCHOOL DISTRICT**  
approved: 9/23/08 Selma, California  
(4/12/05; 6/12/07)

**Students**

**SEXUAL HARASSMENT**

The Governing Board is committed to maintaining an educational environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students by other students, employees, or other persons, at school or at school-sponsored or school related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in district complaint processes.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 1312.3 - Uniform Complaint Procedures)*  
*(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)*

**Instruction/Information**

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and 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
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made

*(cf. 5131.5 - Vandalism, Theft and Graffiti)*  
*(cf. 5137 - Positive School Climate)*  
*(cf. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)*

**Complaint Process**

Any student who feels that he/she is being or has been sexually harassed by a school employee, another student, or a non-employee on school grounds or at a school-related activity (e.g., a visiting athlete or coach) shall immediately contact his/her teacher or any other employee. An employee who receives such a complaint shall report it in accordance with administrative regulation.

*(cf. 1312.1 - Complaints Concerning District Employees)*  
*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim.

## **SEXUAL HARASSMENT** (continued)

### **Disciplinary Actions**

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, 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. 5131 - Conduct)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

### **Confidentiality and Record-Keeping**

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)

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*

*(cf. 5125 - Student Records)*

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 the schools.

*Legal Reference: (see next page)*

## 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, when made on the basis of sex and 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 a student's academic status or progress
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile or offensive educational environment
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity  
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
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. 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

**SEXUAL HARASSMENT** (continued)**School-Level Complaint Process/Grievance Procedure**

**1. Notice and Receipt of Complaint:** Any student who believes he/she has been subjected to sexual harassment or who has witnessed sexual harassment may file a complaint with any school employee. Within 24 hours of receiving a complaint, the school employee shall report it to the district Coordinator for Nondiscrimination/Principal. In addition, any school employee who observes any incident of sexual harassment involving a student shall, within 24 hours, report this observation to the Coordinator/Principal, whether or not the victim files a complaint. In any case of sexual harassment involving the Coordinator/Principal to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall instead report to the Superintendent or designee.

**2. Initiation of Investigation:** The Coordinator/Principal shall initiate an impartial investigation of an allegation of sexual harassment within five school days of receiving notice of the harassing behavior, regardless of whether a formal complaint has been filed. The district shall be considered to have "notice" of the need for an investigation upon receipt of information from a student who believes he/she has been subjected to harassment, the student's parent/guardian, an employee who received a complaint from a student, or any employee or student who witnessed the behavior. If the Coordinator/Principal receives an anonymous complaint or media report about alleged sexual harassment, he/she shall consider the specificity and reliability of the information, the seriousness of the alleged incident, and whether any individuals can be identified who were subjected to the alleged harassment in determining whether it is reasonable to pursue an investigation.

**3. Initial Interview with Student:** When a student or parent/guardian has complained or provided information about sexual harassment, the Coordinator/Principal shall describe the district's grievance procedure and discuss what actions are being sought by the student in response to the complaint. The student who is complaining shall have an opportunity to describe the incident, identify witnesses who may have relevant information, provide other evidence of the harassment, and put his/her complaint in writing. If the student requests confidentiality, he/she shall be informed that such a request may limit the district's ability to investigate.

**4. Investigation Process:** The Coordinator/Principal shall keep the complaint and allegation confidential, except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

The Coordinator/Principal shall interview individuals who are relevant to the investigation, including, but not limited to, the student who is complaining, the person accused of harassment, anyone who witnessed the reported harassment, and anyone

**SEXUAL HARASSMENT** (continued)

mentioned as having relevant information. The Coordinator/Principal may take other steps such as reviewing any records, notes, or statements related to the harassment or visiting the location where the harassment is alleged to have taken place. When necessary to carry out his/her investigation or to protect student safety, the Coordinator/Principal also may discuss the complaint with the Superintendent or designee, the parent/guardian of the student who complained, the parent/guardian of the alleged harasser if the alleged harasser is a student, a teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth, law enforcement and/or child protective services, and district legal counsel or the district's risk manager.

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

**5. Interim Measures:** The Coordinator/Principal shall determine whether interim measures are necessary during and pending the results of the investigation, such as placing students in separate classes or transferring a student to a class taught by a different teacher.

**6. Optional Mediation:** In cases of student-to-student harassment, when the student who complained and the alleged harasser so agree, the Coordinator/Principal may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator, or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree, and he/she shall be advised of the right to end the informal process at any time.

**7. Factors in Reaching a Determination:** In reaching a decision about the complaint, the Coordinator/Principal may take into account:

- a. Statements made by the persons identified above
- b. The details and consistency of each person's account
- c. Evidence of how the complaining student reacted to the incident
- d. Evidence of any past instances of harassment by the alleged harasser
- e. Evidence of any past harassment complaints that were found to be untrue

To judge the severity of the harassment, the Coordinator/Principal may take into consideration:

- a. How the misconduct affected one or more students' education

**SEXUAL HARASSMENT** (continued)

- b. The type, frequency, and duration of the misconduct
- c. The identity, age, and sex of the harasser and the student who complained, and the relationship between them
- d. The number of persons engaged in the harassing conduct and at whom the harassment was directed
- e. The size of the school, location of the incidents, and context in which they occurred
- f. Other incidents at the school involving different students

**8. Written Report on Findings and Follow-Up:** No more than 30 days after receiving the complaint, the Coordinator/Principal shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause. If an extension is needed, the Coordinator/Principal shall notify the student who complained and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If sexual harassment occurred, the report shall also include any corrective actions that have or will be taken to address the harassment and prevent any retaliation or further harassment. This report shall be presented to the student who complained, the person accused, the parents/guardians of the student who complained and the student who was accused, and the Superintendent or designee.

In addition, the Coordinator/Principal shall ensure that the harassed student and his/her parent/guardian are informed of the procedures for reporting any subsequent problems.

The Coordinator/Principal shall also make follow-up inquiries to see if there have been any new incidents or retaliation and shall keep a record of this information.

**Enforcement of District Policy**

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti.  
*(cf. 5131.5 - Vandalism, Theft, and Graffiti)*
2. Providing training to students, staff, and parents/guardians about how to recognize harassment and how to respond

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

**SEXUAL HARASSMENT** (continued)

3. Disseminating and/or summarizing the district's policy and regulation regarding sexual harassment

4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to parents/guardians and the community  
(*cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information*)  
(*cf. 5125 - Student Records*)

5. Taking appropriate disciplinary action.

In addition, disciplinary measures may be taken against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.

(*cf. 4118 - Suspension/Disciplinary Action*)

(*cf. 4218 - Dismissal/Suspension/Disciplinary Action*)

(*cf. 5144.1 - Suspension and Expulsion/Due Process*)

(*cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities)*)

**Notifications**

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)  
(*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)

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's 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

Regulation **SELMA UNIFIED SCHOOL DISTRICT**

approved: 7/14/09 Selma, California

(4/12/05)

## Students

### CONDUCT

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation.

*(cf. 5131.1 - Bus Conduct)*

*(cf. 6145.2 - Athletic Competition)*

The Superintendent or designee shall ensure that each school site develops standards of conduct and discipline consistent with district policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes but is not limited to:

1. Conduct that endangers students, staff or others

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

*(cf. 5142 - Safety)*

2. Conduct that disrupts the orderly classroom or school environment

*(cf. 5131.4 - Student Disturbances)*

3. Harassment or bullying of students or staff, including, but not limited to cyberbullying, intimidation, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption, in accordance with the section entitled "Bullying/ Cyberbullying" below

*"Cyberbullying"* includes the transmission of communications, posting of harassing messages, direct threats, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. 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. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

4. Damage to or theft of property belonging to students, staff, or the district

*(cf. 3515.4 - Recovery for Property Loss or Damage)*

*(cf. 5131.5 - Vandalism, Theft and Graffiti)*

**CONDUCT** (continued)

5. Possession or use of a laser pointer, unless used for a valid instructional or other school- related purpose, including employment (Penal Code 417.27)

Prior to bringing a laser pointer on school premises, students shall first obtain permission from the principal or designee. The principal or designee shall determine whether the requested use of the laser pointer is for a valid instructional or other school-related purpose.

6. Use of profane, vulgar or abusive language

*(cf. 5145.2 - Freedom of Speech/Expression)*

7. Plagiarism or dishonesty in school work or on tests

*(cf. 5131.9 - Academic Honesty)*

*(cf. 6162.54 - Test Integrity/Test Preparation)*

*(cf. 6162.6 - Use of Copyrighted Materials)*

8. Inappropriate attire

*(cf. 5132 - Dress and Grooming)*

9. Tardiness or unexcused absence from school

*(cf. 5113 - Absences and Excuses)*

*(cf. 5113.1 - Truancy)*

10. Failure to remain on school premises in accordance with school rules

*(cf. 5112.5 - Open/Closed Campus)*

11. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs

*(cf. 5131.6 - Alcohol and Other Drugs)*

*(cf. 5131.62 - Tobacco)*

*(cf. 5131.63 - Steroids)*

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or administrator for further investigation.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of the privilege of participation in extracurricular or cocurricular activities in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

**CONDUCT** (continued)

*(cf. 1020 - Youth Services)*

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

*(cf. 5020 - Parent Rights and Responsibilities)*

*(cf. 5127 - Graduation Ceremonies and Activities)*

*(cf. 5144 - Discipline)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

*(cf. 6020 - Parent Involvement)*

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. 6184 - Continuation Education)*

*(cf. 6185 - Community Day School)*

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during nonschool hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

**Possession/Use of Cellular Phones and Other Mobile Communications Devices**

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. (Education Code 48901.5)

Students may possess or use on school campus personal electronic signaling devices including, but not limited to, pagers and cellular/digital telephones, as well as other mobile communications devices including, but not limited to, personal digital assistants (PDAs), digital scanners, and laptop computers, provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests.

If a disruption occurs or a student uses any mobile communications device for improper activities, a school employee shall direct the student to turn off the device and/or shall confiscate it. If a school employee finds it necessary to confiscate a device, he/she shall return it at the end of the class period or school day.

In accordance with the Board's policy and administrative regulation on search and seizure, a school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures.

*(cf. 5145.12 - Search and Seizure)*

Students shall not use mobile communications devices, even in hands-free mode, while driving on school grounds or to and from a school-related activity.

A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to further discipline in accordance with Board policy and administrative regulation.

**CONDUCT** (continued)**Bullying/Cyberbullying**

The Board desires to prevent bullying by establishing a positive, collaborative school climate and clear rules for student conduct.

*(cf. 5137 - Positive School Climate)*

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

*(cf. 6164.2 - Guidance/Counseling Services)*

The district may provide students with instruction, in the classroom or other educational settings, that promotes communication, social skills, and assertiveness skills and educates students about appropriate online behavior and strategies to prevent and respond to bullying and cyberbullying.

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 6163.4 - Student Use of Technology)*

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies. Parents/guardians, students, and community members also may be provided with similar information.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

*(cf. 5136 - Gangs)*

Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

When a student is suspected of or reported to be using electronic or digital communications to engage in cyberbullying against other students or staff, or to threaten district property, the investigation shall include documentation of the activity, identification of the source, and specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

Students shall be encouraged to save and print any messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

Any student who engages in cyberbullying on school premises, or off-campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline in accordance with district policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

SELMA UNIFIED SCHOOL DISTRICT  
DRESS CODE

Some uniform regulations are necessary in order to maintain order, spirit, scholarship, pride, and discipline in the operation of a school system. The Board of Trustees of the Selma Unified School District approved a revised dress code on 3/27/07 that authorizes school regulations that prohibit student dress or grooming practices which:

1. present a hazard to the health or safety of the student or to others in the school;
2. materially interfere with school work, create disorder, or disrupt the educational program;
3. cause excessive wear or damage to school property;
4. prevent the student from achieving educational objectives because of blocked vision or restricted movement.

A student violation of this policy is termed willful defiance of the valid authority of the school principal.

The following regulation was revised on 3/27/07 to specify standards of dress and grooming:

**A. APPAREL**

All clothing shall be neat, clean, and acceptable in repair and appearance sufficient to be worn within the bounds of decency, modesty, and good taste as appropriate for school. Garments shall be sufficient to appropriately conceal undergarments at all times.

1. Revealing, formfitting, or distracting tops and dresses cannot be worn. Tops and dresses must be modest in revealing the back and chest; for example, muscle shirts, halter tops, bare midriffs or chests, see-through outfits or off-the-shoulder blouses, and shoulder straps less than 2" wide are not appropriate or acceptable.
2. Shorts, dresses, miniskirts, and skorts are acceptable provided they are no shorter than mid-thigh, are hemmed, and are not form fitting.
3. All sportswear-type shorts, bike shorts (i.e., spandex, nylon), gym shorts, frayed shorts, or shorts with holes are unacceptable. Shorts may be worn for physical education activities and athletic practices, provided they conform to standard dress for those activities.
4. In grades K-12, shoes must be worn and fastened properly. No steel-toed shoes or boots will be allowed. No slippers, house shoes, or other related shoes will be allowed. In grades K-6, shoes are required to have a back or strap that will secure the shoe to the foot. In grades 7-8 and grades 9-12 at Heartland, backless shoes and sandals are acceptable, except for flip-flops, zorries, shower shoes, and sandals with a strap between the toes. In grades 9-12 at Selma High School, flip-flops and all sandals are acceptable.
5. Crude or vulgar printing, slander, slogans, symbols, designs, jewelry, or pictures depicting tobacco, drugs, alcoholic beverages, illegal activities, or sexual suggestions are specifically prohibited. Any clothing reflecting gang affiliation is prohibited. Military, paramilitary, or camouflage attire may be worn only by students enrolled in the ROTC program. For grades K-12, no hats or caps may be worn on campus during the regular school day unless a doctor's note is obtained or for special activities pre-approved by the site administrator. For grades K-12, hoods on jackets, sweaters, or sweatshirts may be worn outdoors only in inclement weather.
7. Excessively saggy or loose-fitting clothing is not acceptable.
  - a. Pants and shorts are to be worn at the waist and conform to acceptable standards of appearance. Pants with an extra long crotch, extending beyond mid-thigh, are not permitted. The bottom of the pant leg may not be excessively frayed or drag on the ground. Pants must be hemmed and not stapled, pinned, taped, or rubber-banded.
  - b. Shirts, coats, jackets, sweaters, and sweatshirts may not be excessively oversized, and the body and arms shall not extend beyond the fingertips.
  - c. Jackets, backpacks, and other apparel depicting professional sports teams and colleges shall not be worn. In grades K-8, city team jerseys that meet the dress code may be worn on Fridays during the season of that sport. Overalls must be worn correctly with both straps fastened over the shoulders. Pajamas are not acceptable, except for spirit days designated by site administrators.
10. Articles of clothing, clothing styles, jewelry, or shoes that present a hazard to the health or safety of the student, or to others in the school, are not acceptable.
  - a. Dog chains, dog collars, or the like may not be worn.
  - b. Studded and sharp weapon-like accessories are not permitted. No jewelry that pierces the face, tongue, lip, nose, or other body area, excepting the ears, will be allowed. Multiple piercing of the ears is acceptable. All jewelry must be removed when participating in sports or other physical activities.
  - d. Wallet chains are not permitted.

**B. GROOMING**

1. Haircuts or hairstyles which feature unusual or extreme colors or shavings to the extent they are disruptive to the educational process are not acceptable.
2. Tattoos and hickey marks are not acceptable and must be covered at all times while the student is on the school grounds.

**C. GANG ACTIVITY**

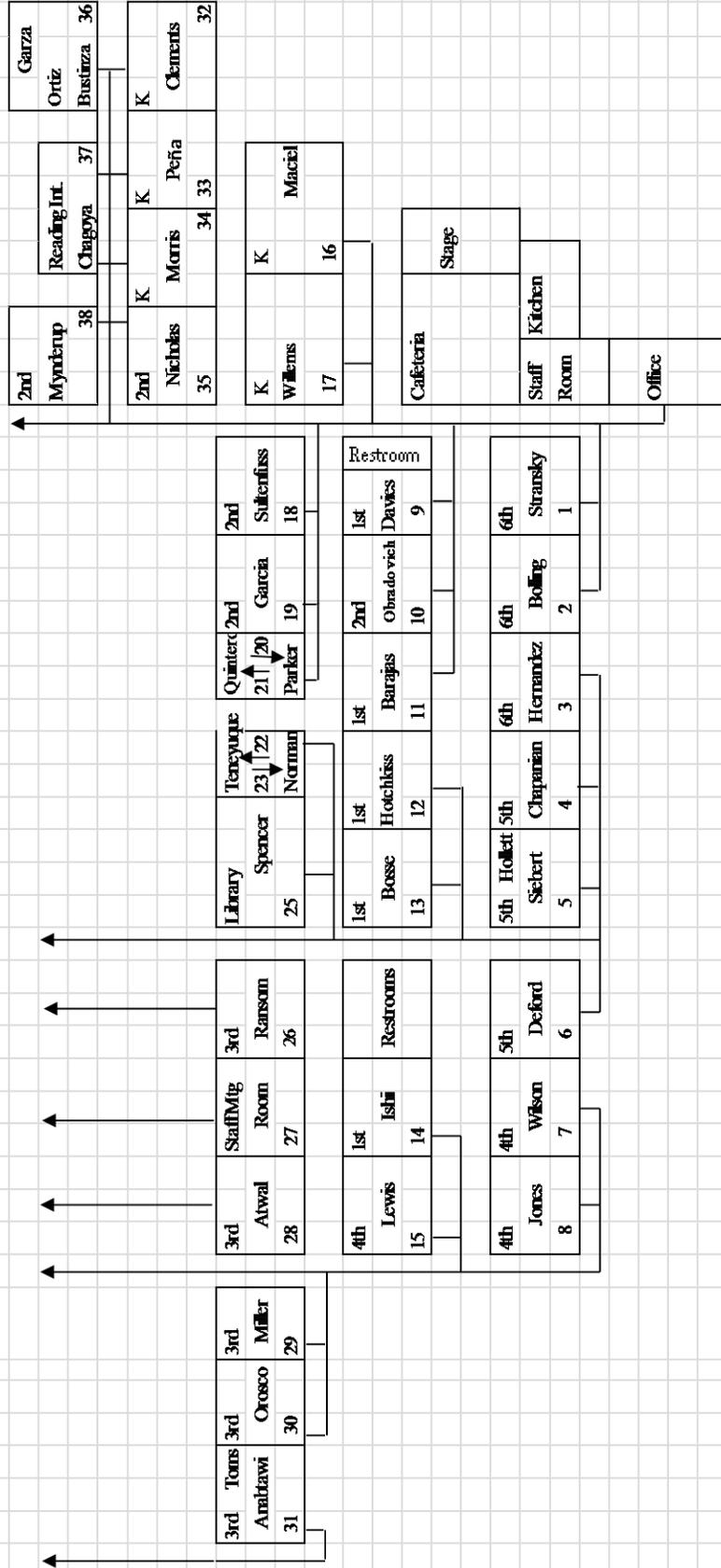
1. The wearing or displaying of "colors," tattoos, or a dress style that may relate to gang affiliation, or the appearance of such, is prohibited. Hoods worn in an intimidating manner will result in a gang notice.

**D. GENERAL APPLICATION**

1. The District will rely on the opinion of the site administrator as to when student behavior or dress has created a disruptive influence to the learning process, is detrimental to a positive school environment, is counter to providing a safe and orderly campus, and/or is in violation of any portion of the foregoing regulation. Site administrators may designate special dress days.
2. When students are attending school-sponsored, public events, sections of the dress code relating to modesty and gang activity will be in effect. Hats are acceptable.

# ROOSEVELT ELEMENTARY SCHOOL MAP - EMERGENCY EVACUATION PLAN

2015-2016



## Fire Drill Procedures

1. Teachers are to immediately have students leave the classroom and proceed out to the playground.
2. Classroom doors are to be locked after the last student leaves the room.
3. Teachers are to take grade books with them.
4. At the end of the Fire Drill, you will hear 1 long bell sound and that is your "Safety" notice to return to your classroom.

Roosevelt Elementary School

Comprehensive School Safety Plan  
 Self-Monitoring Tool  
 California *Education Code* Sections 32280–32289

Requirements for a Comprehensive School Safety Plan	Requirement Met	Comments
<p><b>1. Plan is written and developed by a school site council (SSC) or a safety planning committee.</b> The School Safety Planning Committee is comprised of: principal/designee, teacher, parent of child who attends the school, classified employee, and others. The SSC may delegate this responsibility to a school safety planning committee.</p>	<p>Yes</p>	<p>SSC delegated responsibility to 15.16 Safe School Committee</p>
<p><b>SSC/Planning Committee consulted with a representative from a law enforcement agency in the writing and development of the Comprehensive School Safety Plan.</b></p>	<p>Yes</p>	<p>On-Going</p>
<p><b>2. The Comprehensive School Safety Plan includes, but is not limited to:</b></p> <p><b>a. An assessment of the current status of school crime committed on the school campus and at school-related functions. You may accomplish this by reviewing the following types of information:</b></p> <ul style="list-style-type: none"> <li>• Local law enforcement crime data</li> <li>• Suspension/Expulsion data found in the California Longitudinal Pupil Achievement Data System</li> <li>• Behavior Referrals</li> <li>• Attendance rates/School Attendance Review Board data</li> <li>• California Healthy Kids Survey data</li> <li>• School Improvement Plan</li> <li>• Property Damage data</li> </ul> <p><b>b. An identification of appropriate strategies and programs that provide/maintain a high level of school safety.</b></p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>On-Going</p> <p>PBIS Monitoring Systems</p> <p>PBIS Monitoring Systems</p> <p>On-Going</p> <p>Approved by SSSC and ELAC 12/16/16</p> <p>On-going reporting</p>
<p><b>4. The SSC/Planning Committee reviewed and addressed, as needed, the school's procedures for complying with existing laws related to school safety.</b></p>	<p>Yes</p>	<p>Signature page</p>

<b>5.</b> The Comprehensive School Safety Plan must include all of the following:		
<ul style="list-style-type: none"> <li>• Child Abuse Reporting procedures</li> </ul>	Yes	Page 6, 28-36
<ul style="list-style-type: none"> <li>• Disaster procedures, routine and emergency, including adaptations for pupils with disabilities.</li> </ul>	Yes	Page 6-16
<ul style="list-style-type: none"> <li>• Earthquake emergency procedures that include:               <ol style="list-style-type: none"> <li>1. A school building disaster plan</li> <li>2. A drop procedure</li> <li>3. Dates/times of drop procedure drills held once each quarter in elementary; once each semester in secondary schools</li> <li>4. Protective measures to be taken before, during, and after an earthquake</li> <li>5. A program to ensure that pupils and both certificated and classified staff are aware of and are trained in the earthquake emergency procedure system</li> </ol> </li> </ul>	Yes Yes Yes Yes Yes	Page 6-16 Page 7 10 Will be held 1/14/16 Page 10 Page 1
<ul style="list-style-type: none"> <li>• Procedures to allow a public agency to use school buildings, grounds, and equipment for mass care and welfare shelters during an emergency which affects public health or welfare.</li> </ul>	Yes	Page 12
<ul style="list-style-type: none"> <li>• Policies and procedures which lead to suspension and/or expulsion.</li> </ul>	Yes	Page 16, 17, 18
<ul style="list-style-type: none"> <li>• Procedures to notify teachers of dangerous pupils.</li> </ul>	Yes	Page 20
<ul style="list-style-type: none"> <li>• Policy prohibiting discrimination, harassment, intimidation, and bullying.</li> </ul>	Yes	Page 21
<ul style="list-style-type: none"> <li>• Provisions of any school site dress code, including prohibition of “gang-related” apparel.</li> </ul>	Yes	Page 20
<ul style="list-style-type: none"> <li>• Procedures for safe ingress and egress of pupils, parents, and employees from school site; including access to the school campus.</li> </ul>	Yes	Page 19
<ul style="list-style-type: none"> <li>• Procedures that create a safe and orderly environment conducive to learning at the school.</li> </ul>	Yes	Page 22, 23
<ul style="list-style-type: none"> <li>• Access to the school campus (visitors).</li> </ul>	Yes	Page 22
<ul style="list-style-type: none"> <li>• The rules and procedures on school discipline.</li> </ul>	Yes	Page 17-20
<ul style="list-style-type: none"> <li>• Crisis Response Plan.</li> </ul>	Yes	Page 6 -16
<ul style="list-style-type: none"> <li>• Hate crime reporting procedures and policies.</li> </ul>	Yes	Page 21
<b>6.</b> The plan may include clear guidelines for the roles and responsibilities of mental health professionals, community intervention professionals, school counselors, school resource officers, and police officers on campus.	Yes	Page 3 , 12
<b>7.</b> The plan may include procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of a school.	Yes	Page 15
<b>8.</b> The plan should include verification that the school safety plan was evaluated at least once a year, and revised by March 1 every year.	Yes	Signature page of 12/16/15 Revisions

<b>9.</b> The plan should include documentation that school safety plan was submitted for approval to either the district office or county office of education. Evidence of approval at the district or county level should be included.	Yes	Page sent to Mr. Dixon on 12/18/15 via e-mail
<b>10.</b> The plan should include verification that the SSC/Planning Committee communicated the school safety plan to the public at a public meeting at the school site.	Yes	Will provide SSC minutes from 12/16/15 meeting

## 2015-2016 School Safety Committee Members

School Safety Plan was reviewed with input given on 12/16/15

Ms. Wilson 4<sup>th</sup> Grade teacher - Roosevelt Elementary School – Certificated

X 

Ms. Garcia - Program Manger Asst - Roosevelt Elementary School – Classified

X 

Ms. Pallares - Roosevelt Elementary School - Parent

X 

Mr. Dhillon - Roosevelt Elementary School - Principal

X 