

OUSD

Alternative Education

Safety Plan

Pursuant to Education Code 32280 – 32289

School Year 2019-2020

Orland Unified School District
Alternative Education
220 Roosevelt Avenue
Orland, CA. 95963

Table of Contents

Vision Statement	3
Introduction	3
Loyalty Oath	3
Facilities/Site Map	4
Crisis Response Team	5
 <u>State Mandated Components</u>	
Section 1- Child Abuse & Neglect Reporting	5-7
Section 2- Disaster Response Procedures (Confidential)	7
Section 3- Suspension and Expulsion Policies	7-9
Section 4- Notifying Teachers of Dangerous Pupils	9-10
Section 5- Sexual Harassment Policy	10-11
Section 6- Dress Code Prohibiting Gang-Related Apparel	11-13
Section 7- Ingress to, Egress from School	13-14
Section 8- Safe and Orderly Environment	14-16
Section 9- School Discipline	16-19

OUSD Vision Statements

OUSD students, faculty and staff will have the ability to learn and work in a safe, supportive environment in order to further their education and professional goals.

Introduction

This safety plan will be reviewed, updated and approved annually by March 1, and the safety information will be communicated to the parents and students through the student handbook and will be posted on the WEB site. Drills will be conducted regularly and an annual school safety review or survey will be completed to look for potential safety hazards. Staff will review the safety plan at the beginning of the school year and any modifications will be communicated to the staff as they occur. The following information is offered to help prepare for emergencies, and to give guidance for what to do before, during, and after any emergency.

Loyalty Oath

Government Code Chapter 8 of Division 4 of Title 1

Chapter 8. Oath or Affirmation of Allegiance for Disaster Service Workers and Public Employees

(Amended by states. 1972, CH.590)

***** All public employees are disaster service workers subject to assignment to them by their superiors or by law.**

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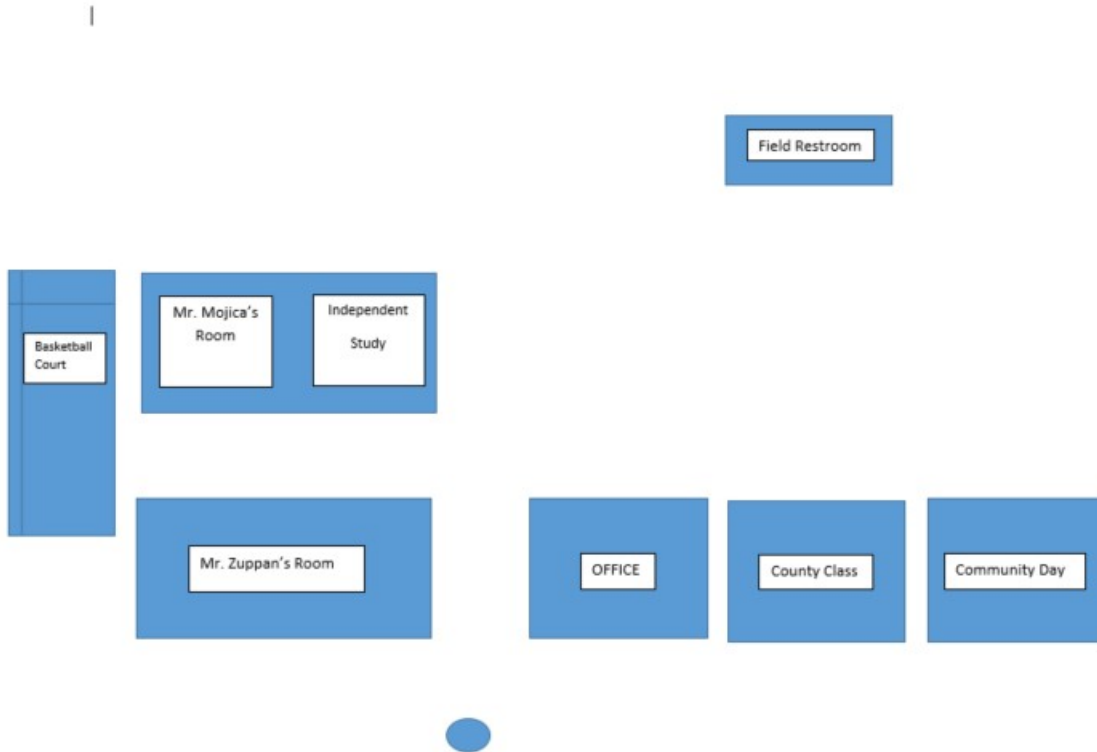
It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of this state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. (STATS. 1950 3D EX. SESS., CH.7, as amended by STATS. 1971, CH. 38)

3101

For the purpose of this chapter the term "disaster service worker" includes all public employees and all volunteers in any disaster council or emergency organization accredited by the California Emergency Council. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed. (STATS. 1950 3D EX. SESS., CH.7, as amended by STATS. 1971, CH. 38)

Alternative Education Site Map

ALT ED SITE MAP ATHLETIC FIELDS



Crisis Response Team in Conjunction with Orland HS

Crisis Response Team Members:

<u>Staff Member</u>	<u>Title</u>	<u>Responsibility</u>	<u>Alternate</u>
Jennifer Cox	Principal	Incident Commander	Jennifer Cox, Sally Jarvis
		Support to IC/Communications	Maria Chavez, Jennifer Cox
Maria Chavez	Principal's Secretary	Intra-district Communications/First Aid	
Malachi Briggs	Counselor	Student Crisis Counseling	
SEL Counselor	Counselor	Student Crisis Counseling	
Maria Chavez	Secretary	Communications	
Maria Chavez	Secretary	First Aid/Support to Incident Commanders	
Mark Smith	Maintenance Director	Transportation/Operations/Maintenance Manager	

State Mandated Components

SECTION 1- Child Abuse Prevention and Reporting

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, athletic coaches, administrators, and directors, administrators and employees of the licensed child day care facility, Head Start teachers, district police or security officers, licensed nurses or health care providers and administrators, presenters, and counselors of a child abuse prevention program.

The following procedures/actions shall be used when a school mandated reporter suspects any child abuse of a student:

Responsibilities

Note: Penal Code §11166 specifies that a mandated reporter has a duty to report when acting in/her professional capacity or within the scope of employment. When a mandated reporter is acting in a private capacity, like other private citizens, he/she has the discretion whether or not to make a report.

A mandated reporter shall make a report using the procedures provided below whenever he/she has knowledge of, suspects or observes a:

- Child that has been the victim of child abuse or neglect.
- Child is suffering serious emotional damage or is at substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others.

Definitions

Child abuse or neglect includes the following:

1. A **physical injury** or death inflicted by other than accidental means of 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.

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based on facts that could cause a reasonable person in a like position, drawing when appropriate, on his/her training and experience, to suspect child abuse or neglect. However, a reasonable suspicion does not require certainty that the child abuse or neglect has occurred, nor does it require a specific medical indication of child abuse or neglect. (Penal Code §11166)

Note: Penal Code §152.3, it may be a misdemeanor, with specified exceptions, for a witness to not report a murder, rape, or lewd or lascivious act as defined in Penal Code §288, where the victim is under age 14.

Any district employee who reasonably believes that he/she has observed the commission of murder, rape, lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury against a victim who is a child under age 14 shall notify a peace officer.

Responsibility of Reporting

1. The reporting duties of mandated reporters are individual and cannot be delegated to another person.
2. 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 in a single report 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 they are after make the report.
3. No supervisor or administrator shall impede or inhibit a mandated reporter from making a report.

Reporting Procedures

1. Immediately, or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an **initial telephone report** any police department, sheriff's department or county welfare department. When the initial 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.
 - Glenn County Child Protective Services (CPS)... **865-1165** or **934-6520** (24/7 hotline)
 - FAX: (530) 934-6688 MAIL: P.O. Box 611 Willows, CA 95988
 - Orland Police Department....**865-1616** County Sheriff....**934-6441**
2. Within 36 hours of knowing or observing the information concerning the incident, a mandated reporter shall then prepare a **written report** and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed **Department of Justice form (§ 8572)**.

Reports of suspected child abuse or neglect shall include, if known:

- 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, &, where applicable, school, grade, & class.

- c. The names, addresses, and telephone numbers of the child's parents/guardians.
- d. The name, address, telephone number, and or other relevant personal information about the person who might have abuse or neglect of the child.
- e. The information that gave rise to the reasonable suspicion of child abuse or neglect, and the source(s) of that information. The mandated reporter shall make a report either if some of this information is not known or is uncertain to him/her. The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an accident of child abuse or neglect, or to a report made from serious emotional damage pursuant to Penal Code §11166.05.

Internal Reporting

- 1. The mandated reporter shall not be required to close his/her identity to his/her supervisor, the principal, or the Superintendent or designee.
- 2. However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform Superintendent or designee.
- 3. The principal so notified shall provide the mandated reporter 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.
- 4. Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency.

****See Administrative Regulation AR 5141.4 for additional information related to child abuse prevention and reporting.*

SECTION 2- Disaster Response Procedures

*****These procedures are confidential.**

SECTION 3- Suspension and Expulsion Policies

Pursuant to Education Code Section 48900 et seq.

DISCIPLINE OF STUDENTS

The Governing Board believes that one of the major functions of the public schools is the preparation of youth for responsible citizenship. The district shall foster a learning environment that reinforces the concepts of self-discipline and the acceptance of personal responsibility. Students are expected to progress from being adult-directed to becoming self-directed individuals.

The Board recognizes that not all students will adhere to district rules for appropriate behavior. Support

services are available, but students and parents must understand that for continued violation of school rules, or for certain major offences (usually related to violence), inadequate attendance, or failure to progress academically, the student may be transferred involuntarily to an alternative education program such as the Off Campus Opportunities Class, Community Day School or Independent Study. Corporal punishment shall not be used, but the use of *reasonable* and necessary force by an employee to protect themselves or other students or to prevent damage to district property shall not be considered corporal punishment.

SUSPENSION AND EXPULSION

Students may be subject to suspension and/or expulsion and/or arrest for committing any of the acts listed below (or any other pertinent education codes not listed):

1. **EC 48900 (a1)** Caused, attempted to cause, or threatened to cause physical injury to another person.
2. **EC 48900 (a2)** Willfully used force or violence upon the person of another, except in self-defense.
3. **EC 48900 (b)** Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
4. **EC 48900 (c)** Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
5. **EC 48900 (d)** Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
6. **EC 48900 (e)** Committed or attempted to commit robbery or extortion.
7. **EC 48900 (f)** Caused or attempted to cause damage to school property or private property.
8. **EC 48900 (g)** Stolen or attempted to steal school property or private property.
9. **EC 48900 (h)** Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
10. **EC 48900 (i)** Committed an obscene act or engaged in habitual profanity or vulgarity.
11. **EC 48900 (j)** Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
12. **EC 48900 (k)** Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
13. **EC 48900 (l)** Knowingly received stolen school property or private property.
14. **EC 48900 (m)** Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm.
15. **EC 48900 (n)** Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
16. **EC 48900 (o)** Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
17. **EC 48900 (p)** Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
18. **EC 48900 (q)** Engaged in, or attempted to engage in, hazing as defined in Section 32050.
19. **EC 48900 (s)** A pupil who aids or abets, the infliction or attempted infliction of physical injury to another person

20. **EC 48900.2** - Committed sexual harassment as defined in Section 212.5.
21. **EC 48900.3** - Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.
22. **EC 48900.4** - Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that disrupts class work, creates substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.
23. **EC 48900.7** - Has made terroristic threats against school officials or school property, or both.

A student may be suspended or expelled (and face arrest) for any of the acts listed above (as well as other board policy and/or administrative regulations) if the act is related to school activity or school attendance occurring at any district school or within any other school district, including but not limited to the following circumstances: (Education Code 48900)

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

HARASSMENT, DISCRIMINATION, BULLYING

Our school is dedicated to providing all students an environment free from harassment, discrimination, bullying, and hazing. This includes but is not limited to: harassment of any grade level or age of students, ethnic group, religion, gender, color, race, sexual orientation, national origin and physical or mental disability. The Governing Board and education code 48900 prohibits the intimidation, harassment, hazing or retaliatory behavior against any group or individual student. Students who harass, bully, or haze other students shall be subject to appropriate school discipline, up to and including suspension/expulsion, and may be liable for damages in private legal action. Students who intimidate or threaten a witness (a potential felony) face suspension and possible arrest. Any student who feels that she/he is being intimidated, sexually harassed, bullied, hazed or discriminated against in any way must IMMEDIATELY tell a teacher, administrator or any school personnel.

SECTION 4- Procedures for Notifying Teachers of Dangerous Pupils

Pursuant to Education Code Section 49079

- The Administrator will inform all applicable staff and faculty that a student has committed a crime or is a suspect of committing a misdemeanor or an offense where there is a reason to believe that the safety of other school community members is a concern.
- The notification will be made in writing as soon as a school official is made aware of the crime committed by the student.
- When available – an officer from the Orland Police Department may assist the administration with the communication to staff members and to develop a plan if the criminal behavior is repeated on campus or to establish safeguards to prevent harm to others if applicable.

§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 subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

Administration notifies staff on the in-service day at the beginning of each school year then by presenting them with written notification which contained the student's name, violation and a description of the violation. Updates are given to staff throughout the year pursuant to the aforementioned statute.

SECTION 5- Sexual Harassment Policy

Pursuant to Education Code Section 212.6(b)

Anyone (students, staff or school visitors) should report sexual harassment to the school administrator immediately.

The report will remain confidential. There should be no fear in reporting an incident. A school administrator will explain the Orland Unified School District Sexual Harassment Policy and go to work for you.

State of California Education Code Definition

§212.5. "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions: (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress. (b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual. (c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment. (d) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Sexual Harassment Complaints

Sexual Harassment Complaints

District Administrative Regulation 4119.11/4219.11 requires the posting of the District's Investigative Team which deals with the complaints of sexual harassment. The team members are:

District Superintendent, Dwayne Newman 865-1200
District HR Manager, Ronne Blofsky, 865-1291
Director of Student Services, Jennifer Cox, 865-7685

This information is posted in the School Office.

SECTION 6- School wide Dress Codes Prohibiting Gang-Related Apparel

Pursuant to Education Code Section 35183, if such a dress code exists

Students are expected to come to school in appropriate school clothes, which do not in any way distract other students from the educational process. All students shall be required to show proper attention to personal cleanliness, hygiene, and modesty while at school. The student's general appearance while at school should not attract undue attention nor cause embarrassment to either the wearer or others. If a pupil's appearance or dress causes any type of disruption or distraction, they may be asked to remedy the problem. California courts support reasonable, clear school regulations governing the appearance of students. (see CAC, Title 5, section 302 for further details). Additionally, the district recognizes the importance of appropriate dress and grooming as a career skill since most jobs require appropriate dress.

If available, a student may change into appropriate clothing provided by the school. If clothing is not available, the student may call home for assistance, but may not leave school during class time to change. If the clothing violation cannot be resolved, the student will remain in the office for the remainder of the day and must do all assigned class work. Time away from class due to a student's decision to violate the dress code can be recorded as an unexcused absence for the time missed.

Students violating the dress code will face appropriate disciplinary measures. Notes will be made on the student's discipline record to track warnings and/or violations. Repeat offenders will be considered to be in defiance of school policy and appropriate disciplinary action shall be imposed, up to and including suspension.

DRESS RELATED TO GANG ATTIRE/CLOTHING ETC.

No gang-related colors, symbols, or paraphernalia may be worn. Such items include, but are not limited to, long belts, bandanas and beanie hats. Wallet chains are not permitted to show while on campus. Clothing with specific numbers, symbols, pictures deemed inappropriate by administration are not permitted on campus. Bandanas of any color may not be worn or displayed at any time.

GANG AFFILIATION AND ACTIVITY

The Governing Board finds that street gangs, which initiate or advocate activities, which threaten the safety, and well-being of persons or property are harmful to the educational process. Students participating in any

type of gang display or activity are directly creating an unsafe environment to other students who must come to school according to California State law. Throwing signs, using hand signals, gang style clothes (i.e.: smile now cry later), displayed numbers, jewelry, accessories, books, shoestrings, buttons, belts/buckles or manner of grooming which implies a membership in a gang creates a danger to other students and is prohibited on campus. Any incidents involving initiations, hazing, intimidations or gang related activities of such group affiliations would be investigated, and appropriate disciplinary action (including arrest) will be taken. Any student wearing, carrying, writing or displaying gang paraphernalia, numbers, bandannas etc., or making gestures which symbolize gang membership, or causing an incident which affects another student's attendance or school work shall be referred to police for gang documentation. Repeat or first time offences are subject to disciplinary action, up to and including suspension, expulsion, and/or involuntary transfer to an alternative campus.

ALTERNATIVE EDUCATION DRESS CODE

Students are expected to come to school in appropriate school clothes. All pupils shall be required to show proper attention to personal cleanliness, neatness, modesty and standards of dress and appearance while at school. The student's general appearance should not attract undue attention nor cause embarrassment to either the wearer or others. If a pupil's appearance or dress distracts from the general instructional atmosphere, creates disturbance, or is in violation of the District Dress Code or the State Dress Code of Health and Decency, he or she is inappropriately dressed. All decisions concerning appropriateness of dress remain with the administration. California courts support reasonable, clear school regulations governing the appearance of students. (CAC, Title 5, section 302) Additionally, the District recognizes the importance of appropriate dress and grooming as a career skill since most jobs require appropriate dress.

HATS/HOODS

1. Hats with any type of bill or visor must be worn with visor/bill facing forward.
2. Hoods must be worn down while in class.
3. No inappropriate words, pictures, or signs allowed on hats.
4. Bandannas of any color are not permitted.

JEWELRY/ACCESSORIES

1. Make-up, jewelry, and other accessories must not be so excessive as to create a distraction at school.
2. Spikes and chains that may be considered dangerous are not allowed on clothing.
3. Jewelry with inappropriate symbols is not permitted.
4. Jewelry may be asked to be removed during Physical Education activities.
5. Wallet chains are not permitted to show while on campus.

JACKETS

1. No jackets with insignias denoting gang affiliation may be worn.
2. Windbreakers, coats, or jackets may have hoods; however, hoods may only be worn outside in inclement weather.
3. Outer garments must fit properly – no more than one size too large or one size too small.

TOPS

1. All garments must fit properly. Tops must have two shoulder straps that are part of the top; straps from undergarments are not to show.
2. No half-shirts, half-blouses, tank tops, halter tops, tube tops, fishnet shirts, or any type of low-cut blouses are allowed. "Low cut" is generally defined as more than three inches below the collarbone.

3. No clothing decorated with inappropriate language, including any words, pictures or signs referring to drugs, alcohol, violence, gangs, discrimination, or sexual content will be allowed.
4. The stomach/midriff/back area may not be exposed when walking or sitting.

PANTS

1. Pants must not drag on the ground and may not be excessively baggy. The pant leg bottom should not be able to cover the entire shoe.
2. Pants must not be so overly large or overly tight as to draw undue attention.
3. Pants must be worn above the hips and be able to stay at hip level while walking, even if covered.
4. Undergarments must not show due to pants that are too large.
5. Pants must not be excessively frayed, tattered or torn.
6. Pants cannot be pinned, stapled, glued, taped, wired, or in any way affixed to the shoe.
7. Pajama pants or other “bed time” clothing are not to be worn to school.
8. No fish-net stockings are permitted, including when on top of other garments.
9. **“Leggings,” “Jeggings” Yoga, and tight pants** are not allowed at school unless they are worn underneath a top/tunic/dress that hits the leg at the fingertip length. **“Leggings,” “Jeggings”,** Yoga garment may not be worn solely as pants.

SHORTS/SKIRTS/DRESSES

1. Shorts, skirts, and dresses with slits may be worn but must be of reasonable length that shall be defined as no shorter than the fingers when the arm of the student is held straight down. On dresses with slits, the top of the slits must also conform to the length rule.
2. All shorts must be hemmed and not so tight as to draw undue attention to the student.

SHOES

1. Appropriate and safe shoes must be worn at all times with shoelaces in all holes, tongues in, and all buckles used. Shoes must be appropriate for playground activity or P.E.
2. Sandals with a back strap may be worn with or without socks.
3. Slippers and flip-flops are not allowed.

UNDERGARMENTS – No undergarments may be shown at any time

GANG ISSUES – No gang-related colors, symbols, or paraphernalia may be worn. Such items may include, but are not limited to, long belts, hairnets, bandanas, and beanie hats. Also, wallet chains are not permitted on campus.

Students violating the dress code will be sent to the office. The student may change into appropriate clothing available at school. If clothing is not available, the student may call home for assistance, but may not leave school to change. If the clothing violation cannot be resolved, the student will remain in an area designated by the site administrator for the remainder of the day and must do assigned schoolwork. Time away from class regarding this matter will be recorded as an unexcused absence for the period(s) of the day missed. Repeat offenders will be considered to be in defiance of authority and penalties shall be imposed.

SECTION 7- Procedures for Safe Ingress To, and Egress From School

The K-8 Campuses are closed campuses. Shortly after the first bell of the day, the gates are closed and locked. The delivery gate is closed but unlocked for deliveries for drivers to have access to the cafeteria.

The gates are unlocked prior to student departure.

Visitors- All visitors must check into the office upon arrival. All students must be signed out during school hours. Only persons listed on the child's emergency card will be allowed to sign out students. Photo identification will be required to verify identity before releasing the student.

Volunteers – Volunteers must pass a fingerprint screening through the County Office of Education, a TB test, and be cleared through the District Office in order to volunteer in any classroom or attend class field trips.

Important Anyone not properly checked in must return to the office and do so. Any person who refuses to comply with this procedure may be subject to loss of visitation privileges or prosecution under subsections of California Penal Code 626

SECTION 8- Procedures to ensure a safe and orderly environment

Please refer to the Student Hand Book. The Student Handbook is also available on our website as well as in the front office.

Please refer to NVHS and CDS Handbook:

- Responsibilities of Students
- Dress Code
- Discipline of Students
- Search and Seizure
- Weapons and Dangerous Instruments
- Prescription Drug Policy
- Gang Affiliation and Activity
- Police on School Campus
- Harassment, Discrimination, Bullying, Hazing
- Tobacco Use
- Detention/Work Detail
- Attendance/Absences/AIP/Tardies
- Parent Portal
- Computer Use
- Bus Conduct
- Gambling
- False Alarm
- Pledge of Allegiance
- Speech and Expression
- Excessive Public Displays of Affection
- Loitering/Trespassing
- Work Permits
- Student Fees/Hold List
- Electronic Devices
- School Safety
- Emergency Drills
- Skateboards, Bicycles, Scooters Etc.
- Uniform Complaint Procedure
- Parent Acknowledgement of school rules & Activity Code

PBIS- A General Overview

Our school-wide program is based on the Positive Behavior Interventions and Supports (PBIS) framework. Staff, parents, students, administrators and board members have worked closely together to support and advocate for PBIS in all Orland Unified School District schools. This handbook was developed, so its contents match the principles of PBIS in a way that fits the goals, mission and culture of Fairview School.

School-wide PBIS is a research-based framework that has been proven to improve school climate, reduce problem behavior, and increase academic instructional time in schools (for additional information go to www.pbis.org). Two primary areas of emphasis in PBIS are prevention and instruction of social behavior. PBIS is based on the idea that when students are taught clearly defined behavioral expectations and provided with predictable responses to their behavior, both positive and corrective, all students are more likely to meet those expectations.

Collaboratively, our staff and students have developed school-wide procedures to accomplish the following:

1. **Define Behavior Expectations.** Three clearly defined behavioral expectations are defined in positive and simple rules. At ALT ED all students will be: **Accountable, Respectful, Motivated and You Matter**. These expectations are defined across school settings in the expectations matrix included in the Blue Book.
2. **Teach Behavior Expectations.** The behavioral expectations and school procedures are taught to all students, and are taught in real contexts. Behavioral expectations are taught using the same teaching formats applied to academic instruction. The rationale for the rules and behavioral expectations are presented for each setting, then staff demonstrate examples of what the expected behavior looks like in the setting. Teachers will use common scenarios in the setting to demonstrate the expected behavior, but may also demonstrate examples of the ‘wrong way’ to do it – it is also important for students to learn what is not acceptable behavior, but there should be more focus on the desired behavior. Next, students are given the opportunity to practice the “right way” until they demonstrate fluent performance.
3. **Acknowledge Appropriate Behaviors.** Once appropriate behaviors have been defined and taught, they need to be acknowledged on a regular basis. Giving regular positive feedback when students use behaviors they have been taught is a critical step to teaching and maintaining desired behavior. ALT ED is developing an acknowledgment system to encourage regular recognition of desired behavior in the school. Positive or negative environments for students and staff are the result of the accumulation of individual positive or negative interactions. Research suggests that a 5:1 positive to negative ratio fosters the most positive and productive school environments. Positive interactions can occur in many meaningful ways (pats on the back, smiles, high fives, fist bumps, verbal praise), but the goal of an acknowledgment system is to provide a regular reminder to all staff members to catch kids doing the right thing. Negative interactions are any time we give attention to students for problematic behavior (e.g. “Mike, please keep your hands and feet to yourself”, “Remember class, all eyes on the teacher.”, “Kristen, that’s a beautiful drawing, but it’s time to start math.”) As a school we will strive to achieve and maintain a 5:1 ratio for all students.
4. **Responding to Problem Behavior.** Despite our efforts to proactively set students up for behavioral success and to prevent problem behavior, there will still be incidents of problem behavior. When it

comes to responding to problem behavior we have three primary goals:

- a) Make sure to keep everyone safe
- b) Minimize the loss of instructional time for all students (including the student who engaged in the problematic behavior)
- c) Teach students the appropriate behavior to use instead of the problem behavior

Every occurrence of problem behavior is an important opportunity to teach the appropriate, desired behavior to the student. In developing this program, it is our responsibility to provide fair and consistent consequences for problem behavior that focus first on teaching our students the appropriate behavior and then get them re-engaged in academic instruction as quickly and safely as possible. Our team has developed a progressive discipline model which will be utilized in the school. It focuses on teaching and preventing future occurrences of behavior. When students violate the behavioral expectations they will be informed that their behavior was not acceptable and how it relates to the school wide rules. Consistent and fair consequences will be given for students violating the school rules. Staff members will complete a behavior referral and submit it to an administrator when both minor and major problem behaviors occur at school. The behavior referral describes the problem behavior and actions taken by the staff member.

SECTION 9- Rules and procedures on school discipline adopted pursuant to Education Code sections 35291 and 35291.5

Pursuant to Education Code sections 35291 and 35291.5

OTHER DISCIPLINE RELATED POLICIES & PROCEDURES

LUNCH DETENTION RULES

1. Students must arrive at the detention table on time. Students will get their lunch within the first ten minutes of the lunch period.
2. Detention is for a 30-minute time period unless designated by administration for special circumstances. Days are subject to change based on the school calendar and other school related circumstances.
3. Students must arrive with schoolwork or appropriate reading material.
4. **No talking, cell phones or iPods are allowed during detention.** Teachers may assign special seating.
5. If student's behavior is unacceptable, the student will be kicked out of detention, and the detention must be repeated. If this occurs on the last day the student had to serve, it will be listed as a "failure to serve".
6. All teacher directions must be obeyed. The detention supervisor may assign extra detention.

REFERRALS

For more serious classroom misconduct (including being sent out of class by a teacher due to behavior) a teacher must fill out a disciplinary referral form. Teachers may also use referrals when detention or other means have not proved to be a successful deterrent for lesser offenses. A teacher may suspend a student from their class for up to two class periods when a referral is instituted.

ADMINISTRATION OFFICE

Any student who is sent out of class for any reason must immediately go to the administration office. Students may not go to another location before going to the office. Students must place their cell phone in Principal's office upon arriving to the administrative office. Students who fail to go to the office may be

suspended for willful defiance. **A student may not leave the office for any reason unless they have permission from an administrator or office staff member. Students are not permitted to use their iPods, cell phones or other electronic devices in the office, students must surrender their electronic devices for the duration of their visit to the office. Their electronic device will be returned to them at the conclusion of their visit to office, unless the student has been given a referral for an electronics violation.** Teachers will fill out a disciplinary referral form and submit it to the Principal each time a student gets kicked out. The Principal will follow up with students and assign the appropriate discipline.

ATTENDANCE OF STUDENTS

It is the law that students attend school, parents/guardians are legally obligated to send their children to school as provided by state and federal law. The Governing Board believes that regular attendance plays a key role in student achievement. Good habits of attendance will help in future employment. Regular class attendance and participation is necessary to achieve passing grades and receive full credit. For a student to leave during anytime, they must go to the office to check-out, which requires permission from the parent/guardian. Students who leave campus without checking out properly will be marked unexcused, disciplined as outlined below for “Failure to Check-Out” or “cutting” and cannot be pardoned by a parent/guardian. A “cut” of class is defined as failure to appear in class without permission to be absent. Students who choose to “cut” class will be disciplined as follows:

If students clear their absence within 3 school days, the unexcused absence will be changed to excused and the detention will be revoked, students cannot be excused from leaving campus without following proper check-out procedures through the office.

UNEXCUSED ABSENCES, SARB & THE ATTENDANCE IMPROVEMENT PROGRAM

SARB- School Attendance Review Board

1. Absences, full day or partial day, will be recorded as “unexcused” if not excused by a parent/legal guardian within 3 school days, students cannot be excused from leaving campus without following proper check-out procedures through the office.
2. Students with unexcused absences may face disciplinary consequences including but are not limited to: detention, suspension, and loss of extracurricular activities and receipt of SARB letters, placed on a AIP Contract or referred to SARB.
3. If a student misses 3 or more 30 minute periods without valid parent excuse they are considered “Truant” according to state law and may be referred to SARB.
4. In an effort to help “truant” students improve their attendance, they are entered into the school site Attendance Intervention Program (AIP).
5. Truant students and their parent/legal guardian conference with administration & sign a school site based AIP contract acknowledging the truancy and agreeing to cease subsequent unexcused absences.
6. Continued unexcused absences or violations of the school site AIP contract will result in the student being re-classified as a “habitual truant” and a referral to SARB, site based disciplinary consequences will continue.
7. Further unexcused absences once reclassified as a “Habitual Truant” will result in a referral to a SARB Officer and may result in referral of the case to the District Attorney for possible prosecution.
8. PER GLENN COUNTY ORDINANCE (#10.38.020 subsection A of the Glenn County Code) Truant students may be issued a citation and required to appear in Glenn County Superior Court with a parent/guardian to explain the truancy. Recent rulings have resulted in parent/guardian prosecutions, forfeiture of student driver’s license/permit, community service hours for students, and in a few extreme cases students have been sent to juvenile hall.

9. Students will also lose credit for excessive unexcused absences and/or tardies (see next section).
10. All AIP information can be found on the OUSD web page and is available upon request.

EXCUSED ABSENCES

For an absence to be legally “excused” it must fall within board guidelines and the school attendance clerk must be notified by a parent or guardian within three (3) school days of the absence. Board policy also states that a parent/guardian may only “excuse” a student for *illness* on ten (10) days during a school year. Each absence for illness beyond ten days (50 class periods) will require a doctor’s note in order to be “excused”. After 10 days of parent excused absences, any further absence will be labeled unexcused without a doctor’s note. Parents/guardians are encouraged to make dental or doctor visits after school hours or when school is not in session. For absences beyond 10 days or 50 class periods students may be referred to the Attendance Improvement Program for procedural steps related to truancy.

Extended student absence may be excused, with prior approval of the Principal, for the following reasons:

1. Appearance in court
2. Funeral of immediate family member
3. Religious holiday or retreat
4. Employment interview or conference
5. Written request from parent for justifiable personal reasons

TARDIES

Punctuality to all classes is very important. The staff and administration expect students to be responsible and get to class on time. Tardies may be excused by parents or guardians only for serious and compelling reasons. These will be determined by the attendance secretary and or administration.

1. Students will be marked tardy if they are not in class by the time the tardy bell rings.
2. Teachers will mark students tardy in Aeries.
3. The administration will run a daily report and issue the student the 30-minute detention on the detention list.
4. Students that are more than 10 minutes late to class will be sent to the office and receive an unexcused absence.
5. Tardies will result in disciplinary actions.

POLICE ON SCHOOL CAMPUS

Certain student actions may violate both education codes and or penal codes. When students violate the penal code, school administrators may call the police for appropriate follow up. When police come onto campus to follow up on violation of the penal code, administration will make efforts to inform the parent/guardian in a timely fashion. For more information on police/student interaction, please contact the Orland Police Department.